Pollard Enterprises Ltd.

COR Compliant Corporate Health & Safety Policy and Accident Prevention Program

Created September 21st, 2010 By:
Pollard Enterprises Ltd.

Revised on **August 1st, 2021**

by: Pollard Enterprises Ltd. & **Health & Safety Advisors Inc.**

Jamie Pedra, President of Operations

Signature

Date: ***August 1st, 2022***

Valid for a period of one (1) year from date of Signing

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Health and Safety Policy

This policy represents the Pollard Enterprises Ltd. commitment to the Health & Safety of our workers and guests. We acknowledge that it is the right and expectation of all our employees to work in a safe and healthy work environment. I, along with all of the Management Staff at Pollard Enterprises Ltd. are committed to providing our employees with a safe & healthy workplace that is free of harassment and discrimination.

It is a responsibility of each employee to adhere to our Corporate Health and Safety Policy and Program and to Occupational Health and Safety Act of Ontario and its Regulations. Pollard Enterprises Ltd. is committed to implementing a system of monitoring methods to ensure our corporate safety program is adhered to by all parties.

Every employee and sub-contractor employee must sign and acknowledge that they are aware of their roles and responsibilities under the Occupational Health and Safety Act and Regulations. A list of each workers' roles and responsibilities are attached to this Policy. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations applicable to their work.

We welcome any and all suggestions on how to improve our safety program. Safety is everyone's business, and we expect everyone to work together as a team to maintain and improve our safe working environment. Your input is vital and necessary to run a successful safety program and business.

Management conducts an annual review of this Policy and maintains a record of such review and any changes made to this Policy.

Yours truly,

Jamie Pedra
President of Operations

Reviewed: August 1st, 2022
Original Date: November 2010

Política de Saúde e Segurança

Esta política representa o compromisso da Pollard Enterprises Ltd. com a Saúde e Segurança de nossos funcionários e convidados. Reconhecemos que é o direito e a expectativa de todos os nossos funcionários trabalharem em um ambiente de trabalho seguro e saudável. Eu, juntamente com toda a equipe de gerenciamento da Pollard Enterprises Ltd., estamos comprometidos em fornecer aos nossos funcionários um local de trabalho seguro e saudável, livre de assédio e discriminação.

É responsabilidade de cada funcionário aderir à nossa Política e Programa de Saúde e Segurança Corporativa e à Lei de Saúde e Segurança Ocupacional do Ontário e seus Regulamentos. A Pollard Enterprises Ltd. está comprometida em implementar um sistema de métodos de monitoramento para garantir que o nosso programa de segurança corporativa seja respeitado por todas as partes.

Todos os funcionários e subcontratados devem assinar e reconhecer que estão cientes de suas funções e responsabilidades de acordo com a Lei e Regulamentos de Saúde e Segurança Ocupacional. Uma lista das funções e responsabilidades de cada funcionário está anexada a esta Política. Todos os supervisores devem garantir que seus funcionários estejam familiarizados com os perigos reais e potenciais do trabalho e com a compreensão dos padrões de segurança e regulamentos aplicáveis ao seu trabalho.

Congratulamo-nos com quaisquer sugestões sobre como podemos melhorar o nosso programa de segurança. A segurança é um assunto de todos e esperamos que todos trabalhem juntos como uma equipe para manter e melhorar nosso ambiente de trabalho seguro. Sua entrada e cooperação são necessárias para executar um programa e um negócio de sucesso.

A Administração realiza uma revisão anual desta Política e mantém um registro de tal revisão e quaisquer alterações feitas a esta Política.

Yours truly,

Jamie Pedra
President of Operations

Reviewed: August 1st, 2022
Original Date: November 2010

pollard
Enterprises Ltd.

Health & Safety Policy - Mission Statement

To establish the measures and procedures required to effectively implement our Corporate Health & Safety Policy and Program. To perform the work of engineering, construction and related activities in the safest possible manner by establishing guidelines and rulings pertaining to safe work setup and practices consistent with current Federal, Provincial and Municipal Occupational Health and Safety requirements.

Pollard Enterprises Ltd. strives to perform the work of roofing construction and related activities in the safest possible manner consistent with current Federal, Provincial and Municipal Occupational Health and Safety requirements. Our policies & Procedures will be communicated to every employee (Either written or electronically), including any subcontractor companies under our employ and must be adopted and accepted without reservation.

Our objective is to do everything we possibly can to eliminate hazardous conditions and practices that cause accidents and injuries.

HEALTH AND SAFETY SHALL NOT BE COMPROMISED FOR EXPEDIENCY AND UNACCEPTABLE SAFETY PERFORMANCE WILL NOT BE TOLERATED.

THE INTERNAL RESPONSIBILITY SYSTEM

THE WORKPLACE PARTNERSHIP

Workers and employers must share the responsibility for occupational health and safety. This concept of an internal responsibility system (IRS) is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions.

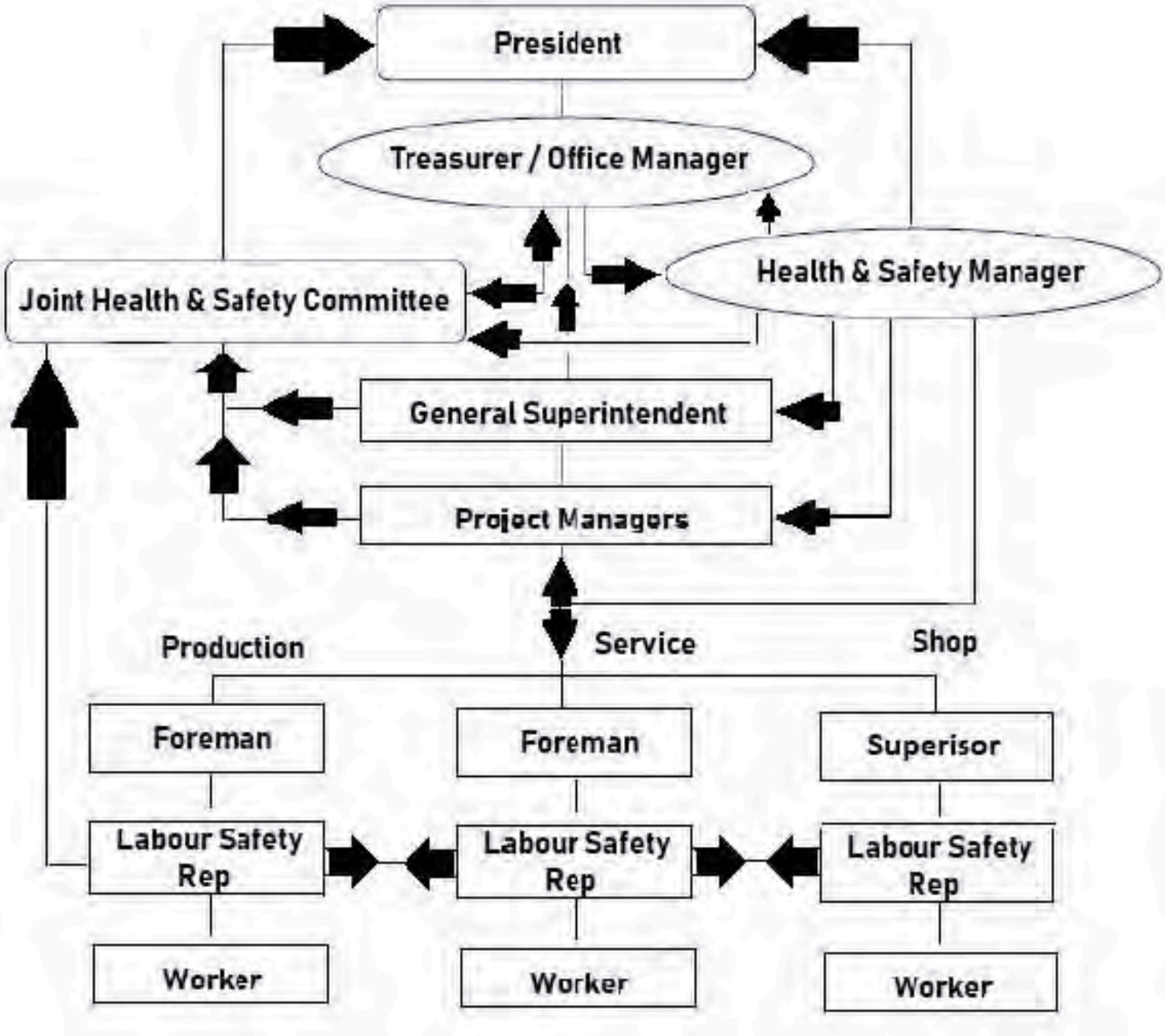
Ideally, the internal responsibility system involves everyone, from the company chief executive officer to the worker. How well the system works depends upon whether there is a complete, unbroken chain of responsibility for health and safety. Strong safety performance, like any other company objective, can only be achieved by setting specific goals, planning, organizing, implementing and developing control and feedback measures to periodically review our performance.

Part of these feedback and control measures will involve the input from safety consultant professionals, outside of our organization who will measure the effectiveness of our program and make recommendations.

ORGANIZATIONAL FLOW CHART

So that it is made clear to all staff, below is our Organizational Flow Chart. This chart is designed to assist any staff members should they have a question about to whom any and all Health & Safety recommendations, questions and/or issues arise.

It is the responsibility of each staff member to ensure that they report their query to the appropriate person along this chart so that it is handled promptly and by the proper person.



Health and Safety Roles & Responsibilities

President

1. The President shall on an annual basis arrange to hold a management level safety meeting to receive performance and statistical feedback on the status of our safety program. The President will order changes to the safety program as required to create improvements in all areas.
2. The President extends an open door policy where a worker can directly arrange to meet with him to discuss any safety concern that is not being addressed by management.

Health and Safety Manager

1. Develop and maintain the Company's Health and Safety Plan in accordance with:
    a. The *Occupational Health and Safety Act / Regulations for Construction Projects*.
    b. The National *C.O.R.* Standards.
2. Provide new hire health and safety orientation and training.
3. Provide annual worker orientation and training.
4. Conduct Joint Health and Safety Committee meetings, record minutes, establish and track health and safety trends for quarterly and annual analysis.
5. Lead in the investigation of workplace injuries and accidents, ensure that the appropriate parties are informed and that the corrective action plans are developed for sound prevention procedures.
6. Establish and monitor the process for the purchase of health & safety equipment and supplies for the workplace and construction sites.
7. Visit jobsite/ project on a weekly/ monthly basis to ensure that job activities are in compliance with the company's Health and Safety Plan.
8. Conduct monthly workplace Inspections.
9. Coordinate health and safety activities throughout the company and jobsite/ project.
10. Provide the following documentation for all new Projects.
    a. Health and Safety Policy
    b. Workplace Violence and Harassment Policy & Surveys
    c. Worker Site Orientation Checklist
    d. Site Safety Plan
    e. Job Inspection Policy and Procedure
    f. Weekly Job Inspection Checklist
    g. Work Safe Practices for project
    h. Emergency Response Plan
    i. Safety Talks Forms
    j. Incident Form
    k. Trade Contract Health and Safety Agreement
    l. Worker Training Documentation, SDS
    m. Certified First Aid contact person
    n. Occupational Health and Safety Act, Regulations for Construction Projects
    o. Notice of Project
    p. Form 1000: Registration Of Constructors Ministry Of Labour Required Form

11. Collect and analyze the health and safety data and trends.
12. Advise employees on health and safety matters.
13. Provide further health and safety assistance as required for project.
14. Manage any disability claims and Early Return to Work programs.

Project Manager/Estimators

1. Ensure all sites work in compliance with all legislation applicable to ***Pollard Enterprises Ltd.*** as well as internal policies and procedures.
2. Provide motivation to make program work.
3. Demonstrate commitment to safety by personal example.
4. Provide and encourage training for all employees.
5. Provide safe equipment, tools and working environment to all employees, and ensure that the equipment, tools and protective devices are used and maintained in good condition.
6. Acquaint a worker or a person in authority over a worker with any hazard in the handling, storage, use disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
7. Assist all foremen in ensuring their duties can be met.
8. Provide instruction and training for supervisors on job site specifics.
9. Ensure that subcontractors work within our safety policy as well as any other applicable legislation.
10. Record unsafe acts and enforce company safety and disciplinary policies if required.

Superintendent

1. Be responsible for on-site accident prevention.
2. Ensure that protective equipment required by law is used and maintained properly by workers and that workers understand the reasons for its use.
3. Instruct forepersons in the work practices required by law and by the program and ensure that they are followed.
4. Monitor the health and safety performance of subcontractors.
5. Report accidents and injuries to authorities/senior management as required by the program and regulations.
6. Investigate accidents (with foreperson) and take action to prevent recurrence.
7. Monitor safety behaviour and performance of forepersons, crews and subcontractors.

Supervisor (Forepersons)

1. Ensure that all employees comply with all legislation applicable to ***Pollard Enterprises Ltd.*** as well as internal policies and procedures.
2. Instruct their crew in the proper safe work practices and procedures for their site as well as any hazards of which he is aware.
3. Ensure that all protective equipment is used and workers are trained in its use, limitations and maintenance.
4. Check work practices and procedures and take corrective action if necessary.
5. Ensure injuries are treated and reported immediately.
6. Investigate and report all accidents and take corrective action to prevent reoccurrence.
7. Ensure proper operation of all equipment by a competent operator.
8. Ensure all equipment is inspected daily by a competent worker to ensure proper working order. All
9. equipment not suitable for use is to be reported to the office for maintenance and not used until serviced properly.
10. Ensure compliance with the set up procedure for site is complied with at all times, and any trouble with compliances, are reported immediately to the office.
11. Hold periodic safety meetings with their crew and document the same in their journal for review by Project Managers.
12. Deal with worker safety violations in a responsible and disciplinary manner and document the circumstances and action taken for senior management review.

Worker

1. Work in accordance with all legislation that applies to ***Pollard Enterprises Ltd.*** as well as all internal policies and procedures.
2. Work in a manner that will promote safety and well-being on the job.
3. Assist new employees in recognition of hazards associated with the job.
4. Wear appropriate clothing and equipment required for the job as defined by the Pollard Enterprises Ltd. policy and procedures, as well as any legislation.
5. Maintain equipment in good condition. Report any defects in equipment to foreman immediately.
6. Report any hazards or unsafe conditions of which they are aware for their foreman, including absence of or defect in any equipment or protective device.
7. Report all accidents immediately to foreman.
8. Report all injuries immediately after they occur to the Foreman.
9. Only operate equipment you have been properly trained in the safe operation of such equipment.
10. Know and understand the procedure set out for work refusal in the Occupational Health and Safety Act.
11. Be willing to refuse any work you are not trained for adequately, or feel are not competent to perform.
12. No worker shall remove or make ineffective the protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
13. No worker shall use or operate any equipment, machine, device or work in a manner that endangers himself, herself, and any other worker.
14. No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Senior Management

1. Ensure all employees and management alike comply with all legislation applicable to ***Pollard Enterprises Ltd***. as well as internal policies and procedures.
2. Provide motivation and resources to make the program work.
3. Demonstrate commitment to accident prevention as priority.
4. Demonstrate commitment to safety by personal example.
5. Inspect projects and meet foremen regularly to ensure compliance and take corrective action.
6. Provide safe equipment, tools and working environment to all employees, and ensure that the equipment, tools and protective devices are used and maintained in good condition.
7. Establish a joint health and safety committee.
8. Show commitment and cooperation to the joint health and safety committee and their recommendations.
9. Ensure that only competent persons, based on their knowledge, experience and training are appointed as
10. Supervisors. Ensure that these supervisors are capable of safely organizing their work and are aware of the hazards and safely laws applicable to their work.
11. Post in the workplace a copy of the OHSA and MOL material outlining the rights, responsibilities, and duties of the workers.
12. Prepare and review, at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy.
13. Post, at a conspicuous location in the workplace, a copy of the occupational health and safety policy.
14. Provide to the JHSC the results of a report respecting occupational health and safety that is in the employer's possession and if the report is in writing, a copy of the portions of the report that concern occupational health and safety.
15. Advise workers of the results of a report referred to above and if the report is in writing, make available to them on request, copies of the portions of the report that concern occupational health and safety.

Constructor

1. Monitor subcontractors for compliance with the *Occupational Health and Safety Act and Regulations for Construction Projects*.
2. Ensure that subcontractors are obliged by contract to comply with the constructor’s safety program.
3. Monitor safety performance and take corrective action.

I have read and understand my Health and Safety Roles and Responsibilities as set out in the above document and agree to comply with *Pollard Enterprises Ltd*.'s Health and Safety Program.

President: _____ Date: _____

Project Manager: _____ Date: _____

Superintendent: _____ Date: _____

Supervisor (Foreperson): _____ Date: _____

Health and Safety Manager: _____ Date: _____

Senior Management: _____ Date: _____

Subcontractor: _____ Date: _____

Constructor: _____ Date: _____

Worker Name:	**Worker Signature:**	**Date:**

All Employees - 2022

In addition to the responsibilities set out in your contact/work agreement, all employees must become familiar with the *Occupational Health and Safety Act* and all applicable regulations and with the requirements of the safety program. They must know exactly what their responsibilities are and have the required ability and have been trained to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.

I have read and understand my Health and Safety Roles and Responsibilities as set out in the above document and agree to comply with *Pollard Enterprises Ltd.*'s Health and Safety Program.

President:		**August 1st, 2022**
Superintendent:		**August 1st, 2022**
Health and Safety Manager:		**August 1st, 2022**
Accounting:	J. Kavals	**August 1st, 2022**
Re-Roofing Manager:		**August 1st, 2022**
Office Administrator:		**August 1st, 2022**
Project Coordinator:		**August 1st, 2022**
Estimator:		**August 1st, 2022**
Roofing Foreman:		**August 1st, 2022**
Roofing Foreman:		**August 1st, 2022**
Roofing Foreman:		**August 1st, 2022**
Roofing Foreman:		**August 1st, 2022**
Service Foreman:		**August 1st, 2022**
Service Foreman:	Ricardo Barbosa	**August 1st, 2022**
Service Foreman:	Marco	**August 1st, 2022**

Program ID: 1.2

WORKPLACE VIOLENCE, HARASSMENT AND DISCRIMINATION PREVENTION PROGRAM

PURPOSE

Pollard Enterprises Ltd. is committed to providing a safe and healthy work environment, free from violence, threats of violence, harassment, intimidation and disruptive behaviour for all our employees. We will proactively assess the risks of workplace violence and harassment that may arise in the course of our work, and support our employees, supplied labour and subcontracted employees who raise issues of workplace harassment and/or violence. We will take all reasonable steps to protect our workers from workplace violence and harassment from all sources. This workplace harassment policy is not meant to stop free speech or to interfere with everyday social relations. However, what one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knows, or should know, that the behaviour is unwelcome. Usually, harassment can be distinguished from normal, mutually acceptable socializing. Any violent behaviour or actions as well as any verbal threat of violence will be taken seriously and may be considered as grounds for dismissal.

SCOPE

Violent behaviour in the workplace is unacceptable from anyone and will not be tolerated by Pollard Enterprises Ltd. . This policy applies to all employees, subcontractors and persons hired on a temporary basis. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment. Purposely reporting false allegations of workplace violence or harassment may result in disciplinary action, up to and including termination of employment. Pollard Enterprises Ltd. has implemented procedures that are to be followed in the event an incident involving workplace harassment or violence is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner.

Workplace Violence:

- The use of physical force by a person against a worker in a workplace, that causes or could cause physical injury to the worker;
- An attempt to use physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behaviour that is reasonable for a worker to interpret as a threat to use physical force against the worker, in a workplace, which could cause physical injury to the worker.

- **Examples of workplace violence include but are not limited to:**
  - Physical attacks such as kicking, hitting or pushing;
  - Verbal or written threats that express an intent to harm;
  - Threatening behaviour such as shaking fists or destroying property.

Workplace Harassment:

- Engaging in irritating or annoying comments or conduct against a worker in a workplace that is known or should be known to be unwelcome.

  Examples of workplace harassment include but are not limited to:
  - Engaging in verbal abuse, such as yelling, name calling, making threats;
  - Belittling a worker's opinion;
  - Spreading malicious rumours;
  - Undermining or sabotaging a worker's work;
  - Deliberately ignoring or excluding a worker (silent treatment);
  - Inappropriate sexual touching, advances, suggestions or requests;
  - Displaying or circulating offensive pictures or materials in print or electronic form;
  - Making defamatory comments intended to slander an individual based on race, creed or sexual orientation.

Personal Harassment:

- Any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, ethnic or racial connotation.

Racial/Ethnic Harassment:

- Any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, color, place of birth, citizenship or ancestry.

Managing and/or coaching:

- If it includes counselling, performance appraisal, work assignment, and the implementation of disciplinary actions, it is not a form of personal harassment, and the policy does not restrict a manager/supervisor's responsibilities in these areas.

Weapon:

- Anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person. Objects such as a pen or a screwdriver, if displayed to threat or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble, with near precision, a firearm.

Threat:

- A threat or threatening behaviour may consist of words or actions that create a perception that there may be intent to harm persons or property, or actions or words that bring about harm;
- A threat can be explicit or implied;
- A threat can be the result of verbal, written or non-verbal actions;
- Statements made in the form of a joke may be considered threatening.

  Examples of threats include but are not limited to:
  - Physical contact or force by a person against a worker that causes or could cause physical injury;
  - Verbal/written statements or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury;
  - Gestures or comments implying that physical contact will be used, such as gestures of punching, choking or stabbing;
  - Stalking behaviour;
  - Possessing a weapon.

Employer responsibilities:

- Take every precaution reasonable in the circumstances to protect workers;
- Prepare, review and post a workplace violence and harassment policy, and maintain a program to implement it;
- Ensure workers are made aware of our workplace violence policy and program by providing information, instruction and supervision to all employees;
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence and harassment, and inform them if they are working in an area where there is a potential for violence and/or harassment and identify the risks that are specific to that area;
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified and implemented where appropriate.

Management responsibilities:

- Establish if workers have any issues regarding workplace violence or harassment;
- Take all reasonable and practical measures to prevent reprisals, threats of reprisal or further violence;
- Investigate and forward to Mitchell Rocha any report regarding complaints or events of workplace violence and harassment given to them.

Supervisor responsibilities:

- Ensure a worker works safely;
- Take every precaution reasonable in the circumstances to protect workers, such as advising them of the existence of hazards;
- Respond appropriately to any complaint or observance of workplace violence or harassment, and ensure it is properly investigated and reported to management.

Union responsibilities:

- Provide information and assistance to its members;
- Represent employees at any stage in the overall process;
- Play a key role in any mediation or conciliation efforts;
- Active participation in the investigation phase.

Employee Responsibilities:

- Work in compliance with the Occupational Health and Safety Act and its Regulations, and report any infringement;
- Not engage in pranks, foul play, unnecessary running, etc. While this type of behaviour may not constitute workplace violence, it must not be allowed. If allowed to continue, this behaviour may escalate into workplace violence;
- Employees are required to be familiar with and follow policy and procedures that are in place to protect them & their co-workers from workplace violence and/or harassment;
- Be aware of any physical or verbal threats, and/or any disruptive behaviour, and notify the foreman or another member of the management team if you have witnessed any;
- Employees are not to bring or be in possession of any type of weapon whatsoever while at work, or use (or threaten to use) any object as a weapon.

DOMESTIC VIOLENCE

An individual who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or family member – may physically harm, attempt to harm, or threaten to physically harm, that worker at work. In these situations domestic violence is considered workplace violence. If Pollard Enterprises Ltd. becomes aware of domestic violence that is likely to expose one or more employee(s) to physical injury that may potentially occur in the workplace, Pollard Enterprises Ltd. will take every reasonable precaution to protect the employee(s).

CONFIDENTIALITY

It is the duty of Pollard Enterprises Ltd. to maintain confidentiality of the information collected and used in this policy. All persons involved with these procedures must ensure that all matters remain confidential, and no person will be adversely affected in employment as a result of bringing complaints or participating in an investigation under this policy.

Pollard Enterprises Ltd. may be required to provide information obtained during an investigation to an outside agency, such as police services, court or tribunal, which has the legal right to require information otherwise protected by the *Freedom of Information.*

Harassment Reporting Procedures:

- An employee may report workplace harassment to their manager or to another member of management that the employee is comfortable approaching;
- Employees are encouraged to report any allegations of harassment promptly. Any employee who in good faith reports allegations of harassment will be protected from any retaliation.

Informal Procedure:

- If you believe you have been personally harassed, you may confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop;
- If the behaviour continues, discuss the situation with the harasser's supervisor, your supervisor or any other level of management or health and safety, who will investigate the incident;

Formal Procedure:

- If you believe you have been personally harassed, you may make a written complaint by completing the Violence and Harassment Complaint Form. This form should be given to your supervisor, manager or health and safety coordinator.
- Once a written complaint has been received, Pollard Enterprises Ltd. will complete a thorough investigation.
- A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).
- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- Pollard Enterprises Ltd. will do its best to protect unnecessary disclosure of the details of the incident being investigated, the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed, along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- Pollard Enterprises Ltd. , as well as the employee, may seek outside assistance such as legal counsel, if necessary.
- Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.

Formal Procedure (cont'd):

- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.
- If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid and with Health and Safety.
- If it is determined that personal harassment has occurred, appropriate disciplinary measures will be taken as soon as possible.

Protocol for a Response to an Incident of Harassment:

1. Let your harasser know their behaviour is inappropriate and not welcomed, and ask them to stop;
2. If the behaviour continues report it to your manager, who will investigate the incident;
3. Document the harassment yourself so you have a written record;
4. Management identifies lead role, determined action plan, assigns responsibilities and follows up. A file is created containing all of the information gathered regarding the incident. Management will take appropriate action to avoid future violations.

Violence Response and Reporting Procedures:

- In the event that an employee is either directly affected by or is a witness to any violence in the workplace, it is imperative for the safety of all Pollard Enterprises Ltd. employees that the incident be reported promptly to management.
- In the case of a violent act resulting in serious injury **CALL 911 IMMEDIATELY**, then contact your crew foreman or manager to report the incident.
- The crew foreman shall immediately call Mitchell Rocha and/or management to notify them of the event.
  All reports shall be kept confidential, All reports shall be investigated and dealt with appropriately.
- Supervisory and managerial personnel have a duty to respond to and take action to resolve any alleged situation involving harassment or violence.

Supervisors and management will work together to undertake the following:

1. Ensure the complainant's safety;
2. Notify concerned parties, including any witnesses, that they are entitled to support and assistance through the duration of the process;
3. Interview all concerned parties and come to logical conclusions about the occurrence of the alleged incident;
4. Provide written summary of finds and conclusions of incident to complainant and respondent, depending on the seriousness of the allegation;
5. Implement appropriate actions as a result of clause 3 and 4 above;
6. Make alterations to the policy as may be applicable.

ASSESSMENT OF THE RISKS OF WORKPLACE VIOLENCE

- Pollard Enterprises Ltd. will assess the risks of workplace violence that may arise from the nature of the workplace, the type or condition of work;
- Pollard Enterprises Ltd. will reassess the risks of workplace violence as often as necessary to ensure that the related policy and related program continue to protect employees from workplace violence.

WORK REFUSAL

Under the Occupational Health and Safety Act, a worker has the right to refuse work if they have reason to believe they may be endangered by workplace violence. However, work cannot be refused on the grounds of workplace harassment. The Act sets out a specific procedure that must be followed in a work refusal. It is important for workers, employers, supervisors and the health and safety representative to understand and follow this procedure.

What happens when a worker refuses work?

- The worker must immediately tell the supervisor or manager that the work is being refused and explain the reason. The supervisor or manager must investigate the situation immediately, in the presence of the worker and one of the following:
  - a joint committee member who represents workers,
  - a health and safety representative, or another worker who, because of knowledge, experience and training, has been chosen by the workers to represent them.
- The refusing worker must remain in a safe place near the workstation until the investigation is completed. If the situation is resolved at this point, the worker will return to work;
- Although Section 43 allows workers to refuse work or do particular work if their health and safety is in danger due to workplace violence, this does not mean all work needs to be suspended during a work refusal. For example, if the risk of workplace violence is eliminated by the removal of a violent person, it may be possible for work to continue during the employer's investigation;
- While waiting for the supervisor or manager to investigate and give a decision on the work refusal, they can ask another worker to do the work that was refused. The second worker must be told that the work was refused and why. The second worker has the same right to refuse work as the first worker.

COMMUNICATION

The workplace violence and harassment program will be communicated through the following methods:

- Workplace Violence and Harassment Program shall be posted on the Safety Board in the kitchen & Shop
- New Hire worker safety program orientation session;
- The Policy will be reviewed each year and any changes will be communicated by the supervisors to workers immediately after the changes are made.
- Any Pollard Enterprises Ltd. employee who threatens, harasses or abuses another employee, or any other individual at or from the workplace shall be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action;
- Violent action is a serious criminal offence and shall be dealt with appropriately;
- If it is determined by Pollard Enterprises Ltd. that any employee has been involved in personal harassing of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice;
- This Workplace Violence and Harassment Prevention Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations of personal harassment or violence may cause both the accused person and the company significant damage. If it is determined by Pollard Enterprises Ltd. that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

REPRISAL

Reprisal is defined as any act of retaliation, either direct or indirect. This policy prohibits reprisal against employees acting in good faith, who report incidents of workplace violence and who are involved in an investigation. Pollard Enterprises Ltd. will take all reasonable and practical measures to prevent reprisals, threats of reprisals or further violence.

TRAINING PROCEDURES

Training sessions will be organized for employees for establishing and implementing the Workplace Violence and Harassment Prevention Policy. New hire orientation will also include an information session on this policy. If the need arises (due to a documented increase in Workplace violence & Harassment), mandatory courses may be required to be taken by all staff (including Bill 132 and Bill 168 Training).

The workplace violence and harassment program will be evaluated on an annual basis by Management with input from the company health and safety coordinator. The purpose of the evaluation is to determine if we are meeting the objectives of zero incidents. The program standards and effectiveness of implementation shall be assessed and revisions made as required to address any deficiencies noted. We are committed to using the results of our evaluation to improve our program.

Electronic & Print Communications

Pollard Enterprises Ltd. does not condone the inappropriate use of electronic and print communications. Inappropriate use is defined as the intentional use of an electronic device or communication medium such as, but not limited to, all features of a telephone, a mobile phone, digital camera, Blackberry, e-mail and web-based communication site. Pollard Enterprises Ltd. reserves the right to appropriately respond to these incidents, which may include disciplinary action, up to and including possible recommendation for termination of employment.

RESTRAINING ORDER

All employees who apply for or obtain a protective or restraining order which lists company locations as being protected areas, must provide management a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

- **Violent behaviour in the workplace and workplace harassment is unacceptable and will not be tolerated from any person;**
- **Pollard Enterprises Ltd. is committed to providing a work environment in which all individuals are treated with respect and dignity;**
- **Every employee including all supervisors and the management team is expected to uphold this policy and to work together to prevent workplace violence and harassment;**
- **Pollard Enterprises Ltd. pledges to investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.**

Yours truly,

Jamie Pedra
President of Operations

Reviewed: August 1st, 2022
Original Date: November 2010

ENVIRONMENTAL POLICY STATEMENT

Environmental protection is considered to be an important and integral part of conducting business with Pollard Enterprises Ltd. One of the guiding principles is to take careful consideration to the environment in our everyday decision-making.

ENVIRONMENTAL POLICY

- Develop a project environmental action plan which commensurate with company standards and regulatory/client requirements.
- Minimize hazards to worker and public health.
- Maintain an effective reporting and communications system.
- Protect the environment from adverse effects of construction operations.
- Comply with all legislative and regulations of the environment.
- Provide education to participating personnel; enabling them to understand and share in the responsibility for monitoring and protecting the environment.
- Assess potential environmental risks.
- Evaluate and monitor environmental performance to applicable standards, work with industry, government, and other workers to maintain environmental awareness.
- Maintain an effective reporting system to upper management and supervisors.
- Pollard Enterprises Ltd. shall conduct a waste audit covering the waste that will be generated in the construction project. The audit shall also address the extent to which materials or products used consist of recycled or reused materials or products.
- The plan or a summary be posted at the construction site in a place where most of the workers will see it and;
- If a summary is posted, any worker who requests to look at the plan be allowed to do so. Reg. 102/94, s. 23.

ENVIRONMENTAL PROCEDURES

This environmental requirements manual is provided to you as an introduction to the rules and procedures required by each employee to implement and abide by when performing everyday duties.

It is the responsibility of all Pollard Enterprises Ltd. employees, contractors and sub- contractors to read, understand, comply with, and ensure everyone is trained on the rules and procedures set out in this manual.

The company reserves the right to terminate any employee for a single environmental or safety infraction, with or without prior notice.

DEFINITIONS

CONTAMINANT
Any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting from human activities that may cause adverse effect on people, property or the natural environment.

DISCHARGE
Includes an addition, deposit, emission or leak.

ENVIRONMENT
Surroundings in which an organization operates including air, water, land, natural resources, flora, fauna, humans and their interactions. Surroundings extended from within the organization to the global system.

ENVIRONMENTAL AUDIT
The assessment of environmental performance against applicable laws, regulations, institutional policies, and operational procedures to provide evidence and assurance about all essential due diligence.

ENVIRONMENTAL IMPACT
Any change in the environment whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services

ENVIRONMENTAL PROGRAM

A strategy to attain environmental goals. The program should identify:

- **Fundamental environmental goals**
- **Environmental liabilities**
- **Compliance strategies, including environmental auditing, monitoring, record keeping, abatement and waste minimization initiatives**

POLLUTANT

Any solid, liquid, gas and/or odour resulting directly or indirectly from activities that:

- **Impair the quality of the natural environment for any use made of it**
- **Injure or damage property, plant or animal like**
- **Harm or materially discomfort any person**
- **Adversely affect the health or impair the safety of any person**
- **Render any property, plant or animal life unfit for use**
- **Cause the loss of enjoyment of the normal use of property; and/or**
- **Interfere with the normal conduct of business**

A pollutant also includes any substance from which such solid, liquid or gas and/or odour is derived.

HAZARDOUS SPILL

A discharge of a pollutant made into the natural environment, which is the air, land or water of Ontario, from or out of a structure, vehicle or other container, that is abnormal in quantity in light of all the circumstances of the discharge.

OUR POLICY

General

1) Employees shall become familiar with applicable job-related environmental legislation and shall conduct Pollard Enterprises Ltd. business in an environmentally responsible manner.
2) No person shall discharge a contaminant into the natural environment and no person responsible for a source of contaminant shall permit a discharge into the natural environment in an amount, concentration, or level, in excess of that prescribed by Ontario's environmental regulations.
3) Every person who discharges a contaminant or is responsible for a contaminant that discharges into the natural environment, in an amount, concentration, or **level in excess** of that prescribed by the regulations, shall forthwith notify the Ministry of the Environment about the discharge.
4) Every person who discharges a contaminant into the natural environment that is **likely to cause** an adverse effect shall forthwith notify the Ministry.
5) The owner of the pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause adverse effects shall immediately do everything practicable to prevent, eliminate and improve these effects and to restore the natural environment.

Environmental Due Diligence

1. Pollard Enterprises Ltd. shall design and implement and audit their own environmental programs to conserve resources, minimize waste production, comply with environmental legislation, and promote operational environmental due diligence including routine monitoring, emergency preparations and reporting.
2. Management personnel shall establish systems and contingency plans where necessary to protect the environment, and shall see that these systems and plans are effectively operated and maintained.
3. Employees of Pollard Enterprises Ltd. shall be trained to respond effectively to environmental occurrences and to report remedial actions to supervisory personnel and government authorities. This training and instruction shall be a local or departmental responsibility.
4. Significant environmental issues and environmental due diligence initiatives shall be reported by senior supervisors/management personnel to Environmental Health and Safety to promote internal communications and other appropriate actions.

Guidelines

Pollard Enterprises Ltd.is committed to preventing pollution by regularly identifying, assessing, managing, and reviewing operational and research activities that may harm the environment. Pollard Enterprises Ltd. expects environmentally responsible behavior from within its organization and from all employees. All employees have a duty to report situations of concern to their immediate supervisors.

The ***Environmental Protection Act*** and its regulations, and local municipal by- laws apply to Pollard Enterprises Ltd. daily operations may impact the environment via air emissions, chemical storage, fuel storage, vehicle usage, and hazardous waste, use of ozone-depleting substances, hazardous material spills and sewer discharges. The law requires that all employees conduct their business with due diligence (i.e., with all reasonable care being taken).

Environmental Offences

Under the Environmental Protection Act, every person who is convicted of a contravention of the Act or regulations or who fails to comply with an order or requirement of an inspector or director or an order of the Minister of Environment is liable to a fine or imprisonment. Individual supervisors, managers and workers can be charged and found personally liable. Pollard Enterprises Ltd. can also be prosecuted. The owner of the pollutant may also be liable for compensation to a third party for loss or damage arising from the adverse effects of the pollutant, spill or contaminant.

NOTE TO EMPLOYEES:

All employees are secure from reprisals when they report environmental concerns and Pollard Enterprises Ltd. expects to be informed of such matters without haste.

ENVIRONMENTAL CHECKLIST

1. Appointment of an on-site designate
2. A list of Contaminant Products
3. A substitution for less hazardous substances
4. MSDS or SDS for all on-site products/health hazard information
5. Ensure all environmental licenses and permits have been arranged for storage and handling of all harmful on-site products
6. Response Plan to on-site spill containment
7. Requirements for a spill containment kit
8. Emergency Response plan for an on-site spill event
9. Notification and Communication requirements
10. Preparation for an environmental inspection or audit

MINIMIZING WASTE

WASTE AUDIT AND WASTE REDUCTION WORKPLANS

WASTE AUDIT:

A waste audit is essentially a study relating to waste generated by our operations on a project.The crew foreman, in collaboration with the Pollard Enterprises Ltd. General Superintendent, shall measure and estimate the quantity and composition of waste that will be generated on the project.

A waste audit summary sheet shall be used to determine:

a) Amount of waste generated
b) Amount of material that can be reused
c) Amount of material that can be recycled

WASTE REDUCTION:

Based on the waste audit summary information, the foreman in collaboration with the General Superintendent and Management will determine ways to reduce waste generated on the project. Such waste reduction planning will be developed before work starts at the project.

A waste reduction work plan summary sheet shall be used to determine:

a) Material Category
b) Weight of waste material
c) Proposed action to be taken to: reduce, reuse or recycle materials
d) Setting up of start times, end dates and progress status

Examples of the waste audit and waste reduction summary sheets to be utilized for these assessments are included in this environmental safety plan.

Minimizing waste is one of the first considerations in a successful environmental program and to environmental protection. Audits will be performed periodically and submitted for the waste that is generated during the construction period. This audit will identify recyclables that will be accumulated. (i.e. tar products and concrete, wrappings, wood, corrugated steel, cardboard, aluminum siding, copper, etc).

The purpose is to provide information on all on-site products and materials which may be hazardous and which are non-hazardous in nature for all personnel on site.

MSDS or SDS - MATERIAL SAFETY DATA SHEETS or SAFETY DATA SHEETS

Material Safety Data Sheets (or Safety Data Sheets) must be present on-site for all controlled products. The MSDS or SDS must be submitted before the controlled product is brought onto the site. These sheets must be kept current and readily accessible for review for any and all site personnel. MSDS sheets expire three years from supplier's preparation date. SDS do not expire. They are only updated once the manufacturer makes a change to the chemical composition of the compound they produce.

STORAGE AREAS

The Senior Superintendent will approve storage area locations for bulk hazardous materials. Any storage areas, which contain hazardous materials, will not be located in environmentally sensitive areas. All potentially hazardous products must be properly labeled and stored in designated safe and secure product storage areas which are protected from rain, wind, sun and unauthorized use. All products shall only be handled by persons who are trained and qualified in handling these products and shall be fully trained. (e.g. WHIMIS and Emergency Response Procedures)

FLAMMABLE LIQUIDS/OILS/PAINTS

Any flammable liquids, oils and glycols must be stored in a CSA approved container. All solvents and materials shall be stored in designated secure, ventilated areas away from the immediate work area. All contaminated or hazardous liquid wastes are to be stored in appropriate steel or plastic drums or tanks and sent for disposal in accordance with applicable federal and provincial legislation. All painting operations shall be carried out during calm weather periods (minimal wind) to minimize airborne paint particulate. Spilled paint or solvent shall be contained, cleaned up and disposed of in accordance with federal and provincial waste management.

The Senior Superintendent must approve the storage location of all products such as solvents, thinners, urethanes etc., and shall not be left open; covers shall be placed/replaced to ensure proper seal. Any spilled paint or solvent shall be contained, cleaned up and disposed of in accordance with federal and provincial waste management. All glycol, fuel, sanitary and storm lines shall be properly drained prior to their abandonment, with the contents being contained and disposed of in accordance with applicable environmental legislation and regulations. Any oily rags or rags contaminated with paint products will not be allowed to accumulate and they are to be stored in an approved self-closing metal container.

HAZARDOUS WASTE MATERIAL

In the event that hazardous wastes are found during the course of the work, ensure the hazardous wastes are segregated and properly disposed of by qualified hazardous waste removal contractors and in accordance with applicable federal and provincial legislation. All persons involved with the hazardous waste removal program and any persons working in the vicinity of the hazardous waste working areas shall exercise caution and wear protective equipment and clothing as needed. Arrange for proper dust and particulate control measures to prevent the release of hazardous materials.

ESTABLISHING WORK ZONES

Work zones shall be established for work areas and resulting materials:

1. **CONTAMINATION AREA**
   This is the area were contamination does and could occur. Bulk storage of hazardous excavated material will be stored in this area. Personnel entering this area are required to wear the required personal protective equipment.

2. **DECONTAMINATION AREA**
   This area provides a transition zone between contaminated and clean areas of the site. The decontamination area is to be located directly outside the contaminated area. Any personnel and equipment leaving the contaminated area will be decontaminated in this zone, if required.

3. **CONTAMINANT FREE AREA**
   This is a contaminant free area and should be a safe distance away from the other two areas. Other measurements may be required to deem this area free of contaminants such as signage, protective clothing for the personnel who enter the area, special employee training/education.

EQUIPMENT MAINTENANCE/STORAGE/FUELLING

Any vehicles/equipment will not be parked or stored, especially after regular working hours, in environmentally sensitive areas. Cleaning of construction equipment in locations where debris is prevented from gaining access to storm sewers or watercourses. Trim loads to trucks hauling material from the site before leaving the site in order that no spillage of loads occurs.

Establish a procedure and a plan for fuelling and vehicle or equipment maintenance. A contingency plan for the interception and rapid clean-up and disposal of spills and obtain approval of such plan prior to starting work from the site superintendent.

Maintenance and repair shall be done, at the immediate work area. When repair activity must be conducted on-site, the following precautions MUST be followed:

1. Repair and maintain equipment in an area designated by the construction superintendent, keeping in mind that such areas shall be a minimum of 30 meters from a watercourse.
2. The maintenance and repair area shall be located such that no surface runoff will flow through the area.
3. Pollard Enterprises Ltd. shall equip the maintenance and repair areas with enclosed containers for the disposal of all refuse and non-hazardous waste resulting from the maintenance operation.
4. Pollard Enterprises Ltd. shall equip the maintenance and repair areas with spill control kits for spills and hazardous materials.

Petroleum products and allied petroleum products can be found in underground storage tank systems, above ground storage tank systems and fueling systems located on the construction site.

Precautions must be taken to prevent spillage during fueling operations.

- All fixtures, hoses, nozzles and storage tanks shall be in good repair with no leaks
- All vehicles and tankers used to deliver or store fuel shall be CSA approved to store automotive fuel
- Refilling operations and storage tanks shall not be located within 30 meters of a waterway, sanitary or storm sewer, manhole or catch basin
- Oil changes must be done so that the oil is drained into a containment pan located on a leak tight tarp
- Any leak or spill of oil or fuel onto the ground must be reported immediately to the site Superintendent who will then take the appropriate action

EROSION AND SEDIMENT CONTROL

Proper erosion and sediment control measures shall be installed and maintained to minimize the loss of material to surface and subsurface drainage systems. Catch basins and manholes where potential for surface runoff exists will be protected by means of silt fencing and or straw bales. Surface runoffs will be directed to catchments basin. If applicable, the erosion on slopes will be addressed.

DRAINAGE

All water from dewatering operations shall be contained and discharged in a way that ensures that water quality and quantity objectives of the receiving storm or sanitary sewers systems are met. This may require the use of water treatment facilities or storm water management ponds.

Temporary drainage and pumping shall be provided, as necessary to keep excavations and site free from water. Utilize erosion and silt buildup controls as necessary. After ground and storm water in de-watering catchments basin has clarified and separated from solids and meets the solids and chemical contents of water criteria fro direct discharge into the storm sewer system stated by the authorities having jurisdiction, the contractor may pump and discharge the water into the storm water system.

Water containing suspended materials will not be pumped into waterways, sewers or drainage systems. All Environmental Laws for the disposal of effluent water containing solid and/or liquid contaminants will be complied with.

HAZARDOUS SPILL CONTINGENCY PLAN

A spill contingency plan is designed to provide the best response with the shortest possible time to protect people, property and the environment. To carry out these objectives, the plan must include mechanisms for initiating and carrying out the required notifications, spill containment, clean-up and remedial actions.

Spills or discharges of pollutants or contaminants under the control of any personnel shall be reported immediately and documented accordingly.

If the spill contains noxious vapour, evacuate immediately and keep unnecessary people away. If it is safe to do so, contain the spill by surrounding it with earth, sand or an approved commercial absorbent; cover or protect any catch basins in the immediate area from receiving any spilled contaminants. Reporting an incident of a spill should be determined if it is to cause or likely to cause any of the following effects:

- Impairment to the quality of the natural environment - air, water or land
- Injury or damage to property and animal life
- Harm or material discomfort
- Adverse health effects
- Impairment to safety
- Property, plant or animal like to become unfit for use
- Interference with normal conduct of business

Each reportable spill will be documented and submitted as required to the environmental regulatory agency. This report will include information on the cause of the spill and events leading up to it. The type and volume of the substance spilled will be noted.

Details of the containment, clean up, disposal and restoration operations will also be provided. If any of the spills is of a solid, contain it by using barriers and control dust and particulates by covering it with tarp.

All spills of equipment fluids, cleaning fluids, fuels or other hazardous wastes must be cleaned up immediately and all contaminated materials, including soils, must be disposed of in compliance with applicable laws and regulations.

SPILL CATEGORIZATION

1. **Minor Spill** - a spill that does not cause significant adverse effects, or public concerns and that the spiller can utilize his own resources available to him, undertake the necessary measures to control, contain and clean-up the substance spilled.
2. **Moderate Spill** - a spill that causes or is likely to cause significant adverse effects in the immediate vicinity of the spill for which the resources provided may be required to effectively contain and clean-up the substance spilled.
3. **Major Spill** - an incident in which oil or other hazardous substance of such magnitude and nature as to require additional resources to those available from the responsible party.

EMERGENCY SPILLS ACTION PLAN

Under the Environmental Protection Act any spill of a pollutant is a spill. Of primary concern are those spills of pollutants, which are abnormal in quantity and quality.

Reportable quantities for spills of hazardous and/or toxic substances vary widely. Therefore, there is no standard exemption. Therefore, if a spill of any quantity is detected, the site superintendent and/or Ministry of Environment must be notified to determine if formal notification is necessary.

In the event of a hazardous substance spill the site foreman will report the incident to the Pollard Enterprises Ltd. Spills Coordinator for further action.

SPILLS CO-ORDINATOR: **Marco Serra** Cell # **416-909-2441**

SPILLS ACTION CENTER EMERGENCY PHONE NUMBER: **1-800-268-6060**

EMERGENCY HAZARDOUS SPILLS RESPONSE

1. Ensure no danger to personnel - Evacuate them and secure the spill area.
2. Assess the situation and notify Pollard Enterprises Ltd. Spills Coordinator.
3. The Spills Coordinator shall assess the situation and report to head office senior staff. Depending on the nature and quantity of the spill, the Spills Coordinator will call the ONTARIO SPILLS ACTION CENTER and provide notification and other related information.
4. The Spills Coordinator shall begin containment of the hazardous spill with the assistance of the SPILLS ACTION CENTER DUTY OFFICER.
5. The Spills Coordinator shall notify the owner of the property if applicable.
6. Clean up efforts shall be carried out under the direction of the Pollard Enterprises Ltd. Spills Coordinator, the ONTARIO SPILLS ACTION CENTER and local authorities in charge.

All spills will be cleaned up in an environmentally acceptable manner such that the spill site is restored to its pre-spill condition, as reasonably expected. The clean-up requirement covers all spills of pollutants both reportable, and those exempt from reporting and those which are not abnormal in quantity or quality.

REMEDIATION

The clean-up will include the following actions:

- Restoration of the site
- Secure open drains
- Deploy booms
- Securing the total spill area
- Filling drainage paths
- Containment of the spill
- Securing the source of the spill
- Deploy absorbents which are commercially approved for spills
- Clean-up as appropriate - transfer spilled substances, soils/water, used absorbents to tanks or drums
- Disposal of recovered spilled substance and clean-up materials; this disposal will require adherence to all applicable laws

ASSESSMENT OF THE SPILL

Information, which will be used during the assessment of the spill:

- Location
- Substance
- Quantity
- Total quantity spilled (assessment of any further spillage)
- Weather conditions while counter measures are underway
- Hazardous materials involved (MSDS or SDS)
- Potentially stopping leak or contain the spill
- Criteria for containing the spill
- Required materials or equipment
- Surface area involved

INFORMATION REQUIREMENTS FOR NOTIFICATION

The following information will be required upon the notification of the spill:

- Spiller's company name
- Location of the spill
- Name of the caller and return phone number
- Type of incident
- Description of nature of containment and recovery actions underway
- Time clean-up will be completed
- Names of people/departments contacted
- Any injuries or casualties
- Substance or quantity spilled
- Quantity contained/released
- Time incident contained/released
- Time incident started/stopped
- Cause of spill
- Potential environmental impact

NOTIFICATION

A list of primary and secondary contacts will be provided to each job site within the job site specific safety binder. In the event of any spill or endangerment of personnel, there will be a list of contacts available to be reached including;

Site Superintendent:	Name Office No. Mobile No.	Environmental Manager: (Spills coordinator	Name Office No. Mobile No.
On-Site Environmental Designate	Name Office No. Mobile No.	Pollard Enterprises Ltd.:	Office No. Address

SITE SPECIFIC ENVIRONMENT CONTROL ASSESSMENTS

The owner of the building being worked on and the Pollard Enterprises Ltd. General Superintendent will collaborate in determining risks to:

a) the roofing crew working on top of or inside the building
b) the employees who would be working inside or outside the building

Considerations:

Risks to roofing crew:
- designated substances release on or in roofs
- harmful emissions release from roof vent stacks

Risks to building employees:
- entry of fumes generated from roofing operations
- spillage of flammable or hazardous materials
- possible fallen material during work operations

Appropriate measures will be taken to minimize such risks through:

- identifying harmful emissions from roof vent stacks and use the appropriate shutdown, respiratory protection, or isolation measures to protect workers.
- identifying roof substance content and if considered a designated or harmful substance, enact appropriate abatement measures to protect workers and public.
- minimizing entry of roof work fumes generated, by sealing intake vents into building or using mechanical ventilation to minimize fume entry.
- enacting an appropriate response to the spillage of any flammable or hazardous material on the roof or property grounds.

ASBESTOS AND OTHER DESIGNATED SUBSTANCES

Asbestos containing materials is present throughout many areas of the construction site. All construction that requires demolition, access into ceiling spaces or work performed on mechanical systems shall be carefully monitored and assessed prior to the commencement of work. A schedule and work plan detailing all asbestos abatement work will be required from the Contractor performing the work. Care must be taken to ensure exposure to asbestos is minimal or eliminated where possible. If friable material is discovered during any work, the workers will stop operations immediately. If any designated substances are encountered, the Contractor will immediately stop further disturbance and notify proper authorities.

NOISE REDUCTIONS

These precautions and measures consist of, but are not limited to the following:

- Efficient intake and exhaust silences on compressed air equipment
- Efficient intake and exhaust mufflers on internal combustion engines

The site superintendent will monitor the site for excessive noise and take necessary actions to control to a reasonable level wherever possible.

DUST AND DEBRIS CONTROL

Excessive dust and debris from construction activities creates a serious hazard for the operation of all regular activities on the construction site. During progress of work, provide measures to control dust and debris at all times.

Waste, loose material and debris, capable of causing damage should be contained at all times. Cover or water sprinkling of dry materials to prevent blowing dust and debris, temporary enclosures (tarps etc) or other suitable methods to prevent dust and debris arising and scattering into the air.

Excavated materials and exposed, unprotected cut faces shall be managed in a manner to minimize dust levels. Do not use water when it may create hazardous or objectionable conditions such as icing, flooding, pollution and ponding. The contractor responsible shall clean up any debris ending up outside the site.

Maintain sufficient water, watering equipment and personnel on site at all times to control dust. This prevents blowing of the dust on and from the site, from paved and unpaved temporary roads and excavated areas by wetting.

Securely cover excavated and demolition materials being removed from the site and all fill materials being delivered to the site from becoming airborne of dust and debris. This concludes our environmental safety plan strategy and we welcome any input by our employees or clients, on ways to improve this plan.

Accessibility for Ontarians with Disabilities Act

Accessibility Standard For Customer Service Plan

Accessibility Standard for Customer Service Plan

Purpose

Disability impacts the lives of many Ontarians and the numbers of people with disabilities is increasing.

In 20 years, one in five Ontarians are likely to have some kind of disability compared with approximately one in seven today.

- 10 – 20% of the general population have hearing loss; 50% of people over 65 have hearing loss.
- 600,000 Canadians have self-identified as having vision loss.
- 6% of people with physical disabilities use a wheelchair.
- 70% of disabilities are hidden and often forgotten.

Many of our veterans have disabilities. Men and women, who want to carry on their life activities with friends and family, will demand access to do so.

It is projected that the older population will double in the next 25 years.

The disability sector is a growing market. Research indicates accessible service attracts more visitors with disabilities, resulting in return visits and increased revenue.

Persons with disabilities spend an estimated 25 billion a year in consumer spending. An individual with a disability impacts the spending decision of another 12 to 15 Canadians.

(Source: Royal Bank, 2010).

Many communities are adopting age friendly principles focusing on access, to address the needs of the older population.

A new report, *"Releasing Constraints – Projecting the Economic Impacts of Increased Accessibility in Ontario", commissioned by the Province of Ontario,* examines the economic impact of achieving substantially higher levels of accessibility on individuals, on markets and on social units. (Report prepared by the Martin Prosperity Group, the Adaptive Technology Resource Centre and the Institute for Competiveness and Prosperity). Highlights include:

- Positive growth generated by greater participation in the economy. Accelerated growth in the retail and tourism sectors.
- Increases in individual and family income.

Scope

Pollard Enterprises Ltd. will be an active participate within its built environment as part of our compliance the policies and procedures will be implemented.

Roles and Responsibilities- Senior Management

1. To review and revise on an annual basis the policies and procedures.
2. Report annually to Government of Ontario through online requirements.
3. Ensure built environment is in compliance to AODA requirements.

Occupational Health and Safety Manager

1. Provide assistance to senior management in review and revision of the Health & Safety Policy Statement.
2. Conduct Company specific training on AODA along with site specific training.

Supervisor

1. Ensure that employees providing customer services aspects participate in the company specific training at time of hire.
2. Notify any areas for improvement to Senior Management.

Worker

1. Be familiar and adhere to the Company's policies and program Participate in the Company training

Definitions

"Disability" means,
a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
b) a condition of mental impairment or a developmental disability,
c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
d) a mental disorder, or
e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap").
f) Ontario Human Rights Commission/Accessibility for Ontarians with Disabilities Act, 2005.

Procedures

Accessibility Standard Policy Statement

Pollard Enterprises Ltd. is committed to providing a high level of customer service to its members/visitors, including those members/visitors with a disability. Pollard Enterprises Ltd. is also committed to providing reasonable accommodation to its members/visitors with disabilities and is dedicated to continuous improvement, and will continue to evolve its practices in this regard. Pollard Enterprises Ltd. employees works in partnership with staff, members/visitors and the communities to identify prevent and remove barriers to participation.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13, 2005. Under this landmark legislation, the government of Ontario is developing mandatory accessibility standards

that identify, remove and prevent barriers for people with disabilities in key areas of daily living. The standards apply to private and public sector organizations across Ontario. The goal is for the province to be accessible by 2025.
The key areas of focus are:

Customer Service

Integrated Standard:

- Information and Communication
- Employment
- Transportation

Built Environment

The Customer Service Standard is the first standard developed to become a regulation and came into force on January 1, 2008. Compliance is required by January 1, 2012. The standard addresses business practices to provide better customer service to people with disabilities.

Information and Communication, Employment and Transportation have been combined into one standard, which was enacted July, 2011.

The Built Environment public comments are being integrated into the Ontario Building Code, so only one piece of legislation will provide the standards.

The Customer Service Standard (AODA)
Every business and organization operating in Ontario that provides goods and services to the public or other organizations and has at least one employee in Ontario has to comply by January 1st , 2012. To meet the requirements of the Customer Service Standard, organizations must:

1. Establish policies and procedures on providing goods or services to clients and visitors with disabilities.
2. Provide training on how to serve clients and visitors with disabilities to staff, volunteers, contractors, and anyone else who interacts with the public or other third parties on your behalf, and those involved in developing customer service policies, practices and procedures.
3. Establish a process for receiving feedback on how you provide service to clients and visitors with disabilities and how you will respond to feedback and take action on any complaints. Make information about the feedback process readily available to the public.
4. Communicate with clients and visitors with a disability in a manner that takes into account his or her disability.
5. Let clients and visitors with disabilities bring their service animals onto any part of your premises open to the public, except where the animal is otherwise excluded by law.
6. Let clients and visitors with disabilities bring their support person with them when accessing goods or services on parts of your premises open to the public.
7. Let the public know when facilities or services that people with disabilities usually use to access your goods or services are temporarily unavailable.
8. Document all policies, practices and procedures to providing accessible customer service and notify the public that these documents are available upon request.

Accessibility Reporting to Government of Ontario

Effective immediately, Pollard Enterprises Ltd. will commence filing online accessibility reports annually with the Government of Ontario, regarding their compliance with the standard.

Customer Service Standard – Pollard Enterprises Ltd. 's Policies and Procedures

Pollard Enterprises Ltd. has had a long standing commitment to accessibility for members/visitors with disabilities. The AODA Customer Service Standard now mandates a requirement to meet the needs of persons with disabilities with clearly defined policies and procedures by January 25th, 2015.

In preparing for the compliance requirements, Pollard Enterprises Ltd. has made reasonable efforts to ensure that its policies and procedures are consistent with the following principles, as defined by the Customer Service Standard, AODA:

- All goods and services at Pollard Enterprises Ltd. will be provided in a manner that respects the dignity, independence, integration and equal opportunity of people with disabilities.
- Dignity: service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.
- Independence: when a person with a disability is allowed to do things on their own, without unnecessary help or interference from others.
- Integration and Equal Opportunity: service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless an alternate measure is necessary to enable a person with disability to access goods or services. They should not have to make significantly more effort to access or obtain service. They should also not have to accept inconvenience or lesser quality. Sometimes this may mean that Pollard Enterprises Ltd. has to treat individuals slightly differently so that they can benefit fully from the services.

Assistive Devices

Policy:

Pollard Enterprises Ltd. is committed to serving people with disabilities, who use assistive devices. Assistive devices are devices that are used to assist persons with disabilities in carrying out activities or in accessing the services of persons or organizations.

Procedures:

We ensure that those members/visitors who use assistive devices are welcome and accommodated, if required.

Communicating with a Visitor with a Disability

Policy:

Pollard Enterprises Ltd.'s policies and procedures take a person's disability into account when communicating with the individual. Two-way communications is a process of providing, sending, receiving and understanding information. To communicate in an effective way, Pollard Enterprises Ltd. considers how the disability affects the way that the person expresses, receives or processes communications. Where possible, Pollard Enterprises Ltd. asks the member directly the best way to communicate with him/her.

Procedures:

Pollard Enterprises Ltd. uses a variety of ways, wherever possible, to make communications more accessible by:

1. Considering the needs of people with disabilities during the planning stage of services and communication development.
2. Using plain language to make a document easier to read for people with certain learning disabilities.

Offering information in alternate formats, on request:

- Hand-write or type information back and forth;
- Braille;
- Printed hand-outs of commonly used information;
- Large print;
- E-mail as an alternate channel to provide accessible communication.

Service Animals

Policy:

Pollard Enterprises Ltd. is committed to welcoming members/visitors with disabilities who are accompanied by a trained, accredited service animal. A service animal may accompany a client or visitor or any third party with a disability to all parts of our premises that are open to the public. Service animals may be used for, but not limited to, the following disabilities: vision loss, physical disability, hearing loss, autism, epilepsy etc. Although service animals are most commonly dogs, other service animals could include, but are not limited to, ferrets, monkeys, etc. Pollard Enterprises Ltd. ensures that all employees and others dealing with the public are properly trained in how to interact with people with disabilities, who are accompanied by a service animal.

Procedures:

To be considered a service animal under this standard, it must either be readily apparent that the animal is being used because of a person's disability or the person with a disability may be asked to provide a letter from a physician or nurse confirming that it is required because of his or her disability. Pollard Enterprises Ltd. does enforce a general By-law that does not permit pets on the premises, including Pollard Enterprises Ltd. property surrounding the building. Service animals are not pets - they are working animals. They are used by people with disabilities to overcome barriers much like assistive devices such as a cane or a wheelchair.

Service Animals - Continued

Guide dogs or other service animals, including service animals in training, are allowed to accompany people with disabilities on Pollard Enterprises Ltd. premises open to the public.
If the service animal is causing a disturbance for other members/visitors, the person and accompanying service dog may be required to leave the area or Pollard Enterprises Ltd. premises. The owner of the service animal is responsible to "stoop and scoop".

Pollard Enterprises Ltd. anticipates there will be special situations and is prepared to make every effort to accommodate the circumstances on an individual basis, as they arise, keeping safety to all members, visitors, staff, volunteers and service animals in mind.

Support Persons

Policy:
Pollard Enterprises Ltd. is committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person is allowed to enter Pollard Enterprises Ltd. premises with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on Pollard Enterprises Ltd. premises.

A support person is an individual hired or chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services.

Procedures:
Members/visitors are informed of this through Pollard Enterprises Ltd. communication to the public.

Temporary Disruption of Service

Policy:

Pollard Enterprises Ltd. is aware that temporary disruptions of services (daily functions – elevators, physical operations) and programs may occur due to reasons that may or may not be within Pollard Enterprises Ltd. control or knowledge. Pollard Enterprises Ltd. makes a reasonable effort to provide notice of the disruption to the public, including information about the reason for the disruption, it is anticipated duration and a description of alternative facilities or services, if any, that may be available.

Procedures:
The notice is made available for broadcasting news and updates through the following networks, as appropriate.

- Telephone recordings;
- Temporary signage.

In the event of an unexpected disruption, notice is not possible. In such cases, Pollard Enterprises Ltd. provides notice, as soon as possible, through its communication networks.

Process to Receive and Respond to Feedback

Policy:
Pollard Enterprises Ltd. has a process in place for receiving and responding to feedback about how goods and services are provided to clients and visitors with disabilities.

Procedures:
Members/visitors with disabilities can offer their feedback in the following ways:

Through e-mail and telephone, (re-directed, as required, to the appropriate response employee);
In writing where correspondence is re-directed to the appropriate response employee;
In person to Pollard Enterprises Ltd. 's staff.

Procedures - Continued:
The member is requested to provide their name and contact information (phone, email).
Once feedback is received, the following actions are taken to respond:

- The feedback is directed to the appropriate person for action.
- The feedback is assessed for appropriate action. (Note: the customer service standard does not require a response to be provided for all feedback).
- Members/visitors who provide feedback can expect an answer within five business days.

The feedback process is readily available to the public through:
A sign in Pollard Enterprises Ltd. 's locations;
A document describing the feedback process, available on request in different formats;
Other communication networks, as appropriate.

The notice includes the following:

Dear Valued Member and Visitor,

We strive to improve accessibility for our clients and visitors with disabilities. We welcome your feedback. Please call 905-332-6660 or e-mail marcoserra@pollardroofing.ca to share your comments, or request a copy of our accessibility policy.

Thank you.
Management

Customer Service Training
Policy:

Pollard Enterprises Ltd. provides training to all employees and volunteers and all those who are involved in the development and approvals of customer service policies and procedures on providing goods and services to clients and visitors with disabilities. Pollard Enterprises Ltd. ensures that third party and others, who deal with the public, have the required AODA training.

Procedures:

Effective immediately, new staff and volunteers will also receive training. This training will be provided as soon as practicable or as soon as it can be done in the circumstances, after an employee or volunteer commence their duties.

The training content, required by the Customer Service Standard, includes the following:

- The history of the legislation and the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
- How to interact and communicate with people with various types of disabilities.
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- How to use the assistive devices available on the Pollard Enterprises Ltd. premises or otherwise that may help with the provision of goods or services to people with disabilities.
- What to do if a person with a disability is having difficulty in accessing Pollard Enterprises Ltd. goods and services.
- Pollard Enterprises Ltd. policies and procedures relating to the customer service standard.
- On-going training in connection with any changes to Pollard Enterprises Ltd. polices and procedures governing the provision of goods and services to people with disabilities is provided.
- An evaluation process is in place for continuous improvement in training content and delivery.
- Training will be completed in ASAP as the latest deadline and re-training will be conducted in two year intervals. Training is recorded for staff and includes name, date and content.

Modification to Policies

Any policy of Pollard Enterprises Ltd. . that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Posting of Documents

Policy:
Notices are posted, informing the public that the documents required by the Customer Service Standard are available upon request and will be provided in a format that takes a person`s disability into account.

Procedures:
Documents are available through the following networks, as appropriate:

- Website;
- Publications;
- Signage.

Communication

To be communicated on the Health & Safety Bulletin Board at the Head Office and website.

Training

Through use of Pollard Enterprises Ltd. 's Orientation Program with regards to AODA. Current workers will be provided with in-class training. New staff are trained prior to being allowed on a roof.

Evaluation

Use of suggestions and feedback will be used to evaluate the effectiveness of the program along with annual reporting.

Acknowledging Success

The annual reporting will acknowledge Pollard Enterprises Ltd. 's commitment and responsibilities.

Jamie Pedra

August 2018

Updated on August 1st, 2022

Infection Prevention & Control Requirements

Introduction

Pollard Enterprises Ltd. has prepared the following document to outline the requirements for the prevention of infections associated with construction, renovation and building restoration projects at Hospitals or Health Care facilities. The primary objectives are:

1. To control the level of dust generated to a minimum.

2. To protect our workers and patients/ staff from being exposed to potential disease.

This documents describe an overview of the guidelines and procedures that must be reviewed prior to commencing a project.

Pre - Construction Phase

1. POLLARD ENTERPRISES LTD. will ensure that its workers and subcontractors are aware of the existence of this document and its contents.

2. POLLARD ENTERPRISES LTD. 's Project Manager of the proposed construction project will inform all parties of the type of construction activity, the start and end dates of the construction work.

Risk Assessment

It is the policy of the POLLARD ENTERPRISES LTD. to conduct a risk assessment of the activity to be performed along with the details of the project to determine the safe work practices and procedures. **Please see the Infectious Disease/ Risk Assessment Tool attached to this document.**

Construction Phase

Traffic Control Patterns

1. Design a traffic pattern for construction workers and construction activities to minimize disruption to patient care areas.
2. Where possible, dedicated elevators should be made available for workers working in dust-generating activities. Otherwise, elevators should be serviced for construction work and cleaned and disinfected following usage.
3. Patient traffic should be redirected away from construction work sites.

Dust Containment Barriers

1. Plastic sheeting, plywood, drywall or other similar alternatives must be used to create a separation barrier between the construction project site and non-construction areas. This barrier must be constructed and implemented before construction takes place. The specific dust containment barrier required will depend on the project and scope of work.

- Plastic 6-mil poly is to be used only for short-term projects (less than 24 hours).
- It must be non-punctured, impermeable and continuous in length.
- It must be sealed from ceiling to floor to walls.

2. Rigid materials (i.e., drywall) for dust containment must be used for long-term construction project work (more than 24 hours). Drywall hoarding must:

- Be sealed at the seams with tape and at the metal studs where they meet the floor.

- Extend above the false ceiling to the true ceiling if false ceiling tiles are being removed in the construction site. Air from the construction site must not be able to travel into the spaces between drop-ceilings into nearby occupied areas.

3. There must be a closable door for construction workers to access the construction site.

4. A dust mat must be used within the construction site to prevent dust from being carried outside the construction site, an adhesive mat is recommended for the clean side of the construction access door.

5. The bottom of the door should have rubber stripping (weather-stripping door- sweep), in order to create a seal from door to floor.

6. If the project is long-term (2 weeks or more) or when a significant amount of dust is anticipated, a vestibule chamber or anteroom should be created.

7. A HEPA-vacuum should be available for workers to vacuum the dust from their clothing and footwear when traveling in or near areas where there are susceptible patients.

8. The barriers will be removed only after a thorough cleaning of the completed site is done by the contractors.

Air Quality

1. Dust must not be entrained into the general ventilation system.

2. Negative pressure should be created inside the project site relative to the adjacent rooms and the hallways. The specific requirements for negative pressure will depend on the project and scope of work.

3. Seal exhaust grills to prevent air from circulating throughout the Health Care facility via the exhaust duct system. For long-term projects (more than 1 month), it is recommended that the exhaust system should be turned off, or a separate construction exhaust be created.

Accessing Ceiling Space

1. POLLARD ENTERPRISES LTD. will erect an enclosure barrier before conducting work above false ceiling.

2. All patient-related room doors located near to ceiling work will be closed.

3. All Health Care facilities' supplies and patient care equipment located near ceiling work will be removed or covered with an impervious material.

4. Client to ensure patients are not in the room where ceiling work is being performed.

5. False ceiling tiles will not be removed in areas not undergoing construction, information systems activities or building maintenance. If tiles must be removed, they will be replaced when work is not occurring or completed.

Cleaning

1. POLLARD ENTERPRISES LTD. will ensure that each construction site has a HEPA-equipped vacuum cleaner for environmental cleaning.

2. POLLARD ENTERPRISES LTD. will have a person dedicated for ongoing clean-up of the area.

3. Once the construction is complete and before barriers are removed, the site will be thoroughly cleaned by the contractors and its workers. The walls and all horizontal surfaces must be wet-wiped and the floors will be wet-mopped.

4. Before the end users move into the constructed site, the project manager and/or the end users must arrange for Inspection by the Client or representative.

Debris Removal

1. Any debris must be removed using a different traffic route than that used by the health care facility staff and patients, in order to minimize disruption and exposure of dust to patient care areas.

2. The removal should be during low traffic volume work hours, but preferably after the health care facility's hours.

3. The debris should be placed in sealed garbage bags and/or covered with a tightly sealed tarp during transportation.

4. The debris should be removed in dedicated elevators, to which patients or staff do not routinely have access.

Post-construction Phase

1. The construction staff must thoroughly clean the constructed area before and after removing the barriers.

2. If the water supply is disrupted for an extended period, the project manager should ensure that the water supply is flushed out. Biological testing may need to be conducted before it is used by end users.

Emergency Contact List

Please see the Emergency Response Plan in the site specific health and safety binder for the emergency contact list.

Sincerely,

Mr. Jamie Pedra

President of Operations

August 2018

Updated on August 1st, 2022

pollard Enterprises Ltd.

HAZARD ASSESSMENT AND CONTROL PROCEDURES

POLICY STATEMENT

it is the intent of this management team to fully support our Foreman and Site Superintendent (as well as any other member of our frontline team) when it comes to resources required to facilitate the properly completed Hazard Assessment process. This includes training, review, and ongoing assistance as needed in the initiation, working through of any issues and completion of the entire Hazard Assessment and Control process from start to finish on all of our projects.

PURPOSE

To provide a comprehensive breakdown of risks associated with the various job tasks at our workplaces, in order to educate and train our workforce on proper methods of control to eliminate or mitigate these risks.

SCOPE

Applies to our three main locations which includes office operations, shop operations and field operations. Such assessments will cover our machinery, tools, work site conditions and work operations.

STANDARDS / PROCEDURES

Job Hazard Assessment Forms and JSA (Job Safety Analysis) Forms shall be used to breakdown various job tasks with corresponding assessments on Risk Probability, Risk Severity, Risk Frequency and Risk Significance. Controls to eliminate or mitigate risks are also noted with the dates of training.

Hazard Assessment Forms will be used to identify:
Physical risks, Chemical risks, Biological risks, Ergonomic, Stress & Physiological, Machinery & Equipment, Energy risks, Material Handling and Jobsite risks.

In addition to general studies on risks, all project managers and crew foremen shall ensure specific JSA (Job Safety Analysis) studies are done for each project, prior to commencement of work. Such JSA studies will require the participation of the crew foreman and all members of the work crew.

ROLES AND RESPONSIBILITIES

Through safety checklists and Job Safety Analysis studies, we will all take part in recognizing and assessing hazards at our workplaces. As a minimum the following shall occur:

Company Health & Safety Manager

- Shall collect all required JSA assessments conducted for each project, review them, ensure follow up controls are adequate and that these control measures are taking place.

The Foreman and Crew Health & Safety Representative

- The crew foreman and health & safety rep shall collaborate with his or her workers, to conduct a JSA (Job Safety Analysis) study of the scope of work to be done, identify sequential steps, hazards, risk levels and the controls necessary to minimize or eliminate risks. Daily Reviews - The crew foreman and H&S Rep shall review the JSA document each day with the crew so as to determine whether there are any changes to risks based on changes to the work environment.

Project Manager

- The project manager is responsible for ensuring that these JSA studies are being conducted on their projects.
- The project manager shall review the pre-job JSA assessments, in collaboration with the crew foreman to ensure all aspects of our work and project areas are checked for actual and potential risks.
- The project manager is also expected to conduct an overall Pre-Start Review with their crew before beginning each new project. These Pre-Start reviews will be kept in the Project Specific Safety Book and, if needed or requested, copies of these reviews shall be forward to the company health and safety coordinator for assessment.

The Labour Safety Representative

The labour safety representative is encouraged to conduct a daily walk around of the work area and report to the crew foreman, so any changes of risk can be discussed with the crew and recorded on the JSA document.

The Worker

The worker shall notify his or her crew foreman of any hazards observed or recognized at the workplace, so corrective action can be taken by the foreman. Hazard reporting forms are available for record purposes.
The worker is also required to participate in all JSA studies related to the projects applicable.

Sub-Contractor Crew Foreman Job Task Safety Analysis Reviews

The subcontractor foreman together with the crew workers shall also conduct a JSA (Job Safety Analysis) study of the scope of work to be done, identify hazards, risk levels and the controls necessary to minimize or eliminate risks. The foreman's workers involved in the task must be included in this JSA process so they can contribute their valuable input into the JSA and gain a better understanding of job risks and controls.

Hazards recognition and assessment policies will be communicated through "New Hire" safety program orientation sessions and through "Due Diligence" seminar and related safety courses.

TRAINING

Training for inspection tasks will be provided to employees through safety talks, "Due Diligence" safety seminars and related safety courses offered. Any coaching or formal course event held by Pollard Enterprises Ltd. shall be recorded on an attendance roster and all training records shall be kept on file by the health and safety coordinator.

FORMS

Job Hazard Assessment Forms and Job Safety Analysis Forms shall be used. Sample JSA Forms illustrated on the following pages along with our breakdown of risk classifications and assessments prepared by Pollard Enterprises Ltd. are included in this section.

HOW TO DO A HAZARD ASSESSMENT

1. Select a job, occupation or common hazard. Ideally, you should start with an item that has been identified as a health and safety problem. For instance, jobs where accidents occur frequently or result in serious injuries should be a priority. Jobs in high hazard areas, such as where people work alone, where consequences of an accident are severe resulting in major injury or fatality, jobs where workers have voiced concerns, had work refusals or newly established jobs where there is a lack of experience in these jobs, hazards may not be evident or anticipated.
2. Break each task down into steps. Describe and list each step in sequence.
3. Identify the risk factors that may occur at each step. Beside each task, write down the materials, equipment, processes and environmental factors involved that could cause an accident or health effects. People factors may also be relevant. You also have a separate page on the JSA for listing tool, equipment, P.P.E. (personal protective equipment), required notification to authorities if needed, and disposal requirements.
4. Identify the hazards associated with each task/factor combination. Systematically go through every risk factor for every task, and consider what specific hazards might be involved.
5. Assess the hazard. Evaluate the degree of risk, that is, the extent to which the hazard is likely to cause loss of life, permanent disability or serious injury as well as the probability of occurrence. When considering health hazards, you can consider the number of persons exposed and the duration of exposure. Where there is exposure to hazardous chemical, biological or physical agents, you will need to include workplace and personal exposure monitoring to ensure that exposures do not exceed regulated or recommended limits.
6. Identify controls. Identify procedures or modifications needed to eliminate or control the hazards. This may require changes to people factors, equipment, materials, procedures, tools, systems or processes.
7. Validate the analysis. Implement the needed controls, and then validate the analysis by observing the task in operation. Make sure that new hazards have not been introduced and the risk of harm has been reduced or eliminated. Get feedback from the employees performing the job to see how the hazard controls work.

8. Evaluation. Assess the need to repeat the analysis. The hazard analysis document (JSA) should be reviewed daily by all crew members for any changes to risks. For example collateral work by another crew could pose risks, bad weather, poor surface conditions, etc.

WHAT DO YOU DO ONCE YOU HAVE COMPLETED YOUR HAZARD ANALYSIS?

Once you have validated your hazard controls, you need to develop safe work procedures if the degree of risk is considered "A" class. These procedures must be communicated to all employees who are or will be performing the job or task. A general hazard analysis for flat roofing is included in this policy manual.

QUANTITATIVE RISK ASSESSMENT

The aim of the risk assessment process is to remove a hazard or reduce the level of its risk by adding precautions or control measures, as necessary. Doing so creates a safer and healthier workplace. Risk analysis can be defined as the process of determining the likelihood of undesired events, harm or loss.

Probability (likelihood to Occur)

4	-	Probable (expected to happen at least once a year)
3	-	Occasional (will happen once every 1 to 5 years)
2	-	Remote (not likely to happen, but possible once every 5 to 20 years)
1	-	Improbable (not likely to happen)

Severity

4	-	Catastrophic (death, serious injury/illness, permanent disability; extensive property damage)
3	-	Critical (lost time injury/illness, temporary disability; considerable property damage)
2	-	Marginal (medical aid injury, minor illness; minor property damage)
1	-	Negligible (first aid injury; limited property damage)

Frequency of Exposure (to the hazard)

4	-	One or more times a day
3	-	At least once a week
2	-	At least once a month
1	-	Less than once a month

The team analyzes each identified hazard using their experience, related data/information, training, knowledge of the work site and existing protective measures to assign a realistic point value for each of the three risk factors.

Next, the degree of risk is determined by multiplying the values of the three factors together as per the formula below: EXAMPLE

Severity	x	Frequency of Exposure	x	Incident Probability	=	Degree of Risk
4	x	3	x	4	=	48

After the risk analysis has been done, hazards are classified as high, medium, or low risk to establish priorities for action.

Degree of Risk	Risk Classification/Action
32 to 64	**High Risk = A** - Take immediate action; eliminate the risk or implement appropriate controls to lower the degree or risk to a level as low as reasonably achievable. Develop Safe Job Procedures.
12 to 27	**Medium Risk = B** - Take timely action; implement appropriate controls to lower or minimize the degree of risk.
1 to 9	**Low Risk = C** - Continued operation is permissible with minimal controls; monitor the hazard and take action if the degree of risk increases.

Risk Threshold: The risk threshold is "low risk- medium risk". A "high risk" level EXCEEDS the acceptable risk threshold and ***Pollard Enterprises Ltd***. will develop Safe Job Procedures for any Work that EXCEEDS this level.

HAZARD ASSESSMENT REVIEW

WHO COMPLETES THEM?

These hazard assessments are to be conducted by our General Site Supervisor and our foreman.

WHEN ARE THEY CONDUCTED?

These hazard assessments are to be conducted before the start of each project.

WHY ARE THEY CONDUCTED?

To provide a comprehensive breakdown of risks associated with the various job tasks at our workplaces, in order to educate and train our workforce on proper methods of control to eliminate or mitigate these risks.

WHO HELPED CREATE THESE PROCEDURES?

These hazard assessment procedure have been created in conjunction with Office Staff, Management, Shop Staff, Service and Roofing Foreman, as well as workers specifically listed below;

Jamie Pedra **President**		**August 1st, 2022** **Date**
Marco Serra **Health & Safety Manager**		**August 1st, 2022** **Date**
James Carreiro **Re-Roofing Manager**		**August 1st, 2022** **Date**
Tony Fernandes **Roofing Foreman**		**August 1st, 2022** **Date**
Manuel Rei **Roofing Foreman**		**August 1st, 2022** **Date**
Julie Kovacs **Office Staff**	**Signed**	**August 1st, 2022** **Date**
Jose Pedra **Service Foreman**	**Signed**	**August 1st, 2022** **Date**
Jessy Pedra **Roofing Worker**	**Signed**	**August 1st, 2022** **Date**
Jorge Velez **Shop Worker**	**Signed**	**August 1st, 2022** **Date**

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Asphalt Kettle
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Fire / explosion / injuries and property damage due to lack of adequate training	A	Training of operators based on manufacturer's operation manual and recognized propane handlers certification training – by qualified trainer
2. Pre-inspection of kettle equipment	Unsafe components causing fire / explosion	A	Green tag status from maintenance shop Pre-inspection of kettle on site by competent person using checklist (see attached)
3. Mobilization of kettle on site	Improper towing setup / practices Vehicular contact with persons when backing up	A	Drivers trained in proper towing connections and towing practices. Qualified to obtain to assist driver backing up kettle into position
4. Kettle setup on project grounds	Encroachment by public / other workers Fires / explosion due to kettle not levelled, vents not closed, kettle compartments not cleaned of moisture, kettle moved out of position Bitumen feed pipe defects and/or breaks	B	Provide suitable fencing separation of kettle ground operation zone. Post danger signs Ensure kettle is levelled, vents and open lids functional and kettle compartments are cleared of moisture by heating compartments with torch prior to filling with asphalt Have fire extinguishers stationed nearby Ensure wheels of kettle are chocked if not on inclined surfaces Ensure bitumen feed pipe is properly supported making its length and secured at roof by tripod support
5. Kettle operations	Fire / explosion of kettle from tar overheating Fire / explosion from leaking propane gas Fire / explosion from exposing kettle flues Fires of combustibles nearby Kettle fumes causing injury to operator Burns from hot tar splatter	A	Ensure kettle setup as per above Stay within acceptable transport temperature ranges. Tanker man should wear suitable respirators. Do not transfer if temperature is outside ranges All access ladders on tank roof walkways should be fitted with suitable guards to prevent slips and falls. Tanker man to wear protective face shield and fire resistant apparel to protect against risk of tar splatter. Other PPE must be worn including the following: CSA safety boots with anti-slip and static and heat resistant soles, also chemical solvent and oil resistant, medical, reflective safety vest
6. Kettle shut down	Kettle burns heat causing fire / explosion	A	Put cool tar kegs in kettle to assist cool down Fire watch for a minimum of 2 hours after kettle propane burners are turned off. Keep lids open to dissipate heat

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Asphalt Tanker
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Delivery, commission & calibration process	Fire / explosion / injuries Tanker contact with workers / pedestrians / property due to lack of adequate training	A	Training of operators based on SOR and ATP standards as well as recognized certification for transportation of dangerous goods training – by qualified trainer
2. Pre-inspection of tanker equipment	Unsafe components causing spills, leaks, burns	A	Pre-inspection of Tanker on site by competent person using checklist prior to transfer of material
3. Mobilization of tanker on site	Improper towing setup / practices Backing / rollover of tanker Vehicular contact when backing up Road caves in	A	Drivers trained in proper towing connections and towing practices. Qualified to obtain to assist driver backing up. Tanker into position. Inspect path of travel for road surface weakness, unevenness. Ensure roadway has no underground parking or basement. Areas showing signs of ground prior to tanker travel
4. Tanker setup on project grounds	Encroachment by public / other workers Fires / explosion due to tanker not levelled, vents not closed Tanker slips or shifts out of position Bitumen transfer pipe defects and/or breaks	B	Provide suitable fencing separation of tanker ground operation zone. Post danger signs Ensure tanker rests on level stable ground, vents are open, lids functional and tanker compartments are cleared of moisture by heating compartments with torch prior to filling with asphalt. Have fire extinguishers stationed nearby Ensure wheels of tanker and trailer tanker are chocked if not on inclined surfaces
5. Bitumen Transfer Operations	Explosions due to gas & moisture pockets Burns caused by errant splatter of asphalt Slips from walking on tankers	A	Ensure tanker setup as per above Stay within acceptable transport temperature ranges. Tanker man should wear suitable respirators. Do not transfer if temperature is outside ranges All access ladders on tank roof walkways should be fitted with suitable guards to prevent slips and falls. Tanker man to wear protective face shield and fire resistant apparel to protect against risk of tar splatter. Other PPE must be worn including the following: CSA safety boots with anti-slip and static and heat resistant soles, also chemical solvent and oil resistant, medical, reflective safety vest
6. Overfilling of bitumen from transfer tank to offsite tank	Burns Slips/trips/falls	B	Observe and maintain vigilant watch at all times during the process. PPE's must be worn at all times during the process. Machines not to be under or near vicinity of overflow

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Mobile Industrial Vacuum Unit
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Mobilization on site	Contact with overhead hydro lines Contact with people / structures	A	Use competent signaller to direct crane operator into position Plan for required regulatory clearances from overhead hydro lines
2. Operator pre-operation check	Injury to personnel, damage to structures due to faulty equipment	A	Pre-inspect machine noises, lines, gauges and emergency stops
3. Pre-inspection of vacuum unit's critical parts and rigging hardware	Failure of vacuum unit's critical parts and rigging causing injury and/or structural damage	A	Check for recent maintenance and non-destructive testing results Inspect condition and confirm safe load carrying capacity of all rigging Operator to do side check of vacuum unit and use parts inspection checklist / logs
4. Vacuum staging area set up	Encroachment by unauthorized persons or public causing injury	A	Contain vacuum operation zone by fencing or danger tape Use watch person if required to keep unauthorized persons out Post Danger signs at grounds area
5. Operation of Vacuum Unit	Burns from hot parts Hose connection failure causing injury Pinching by moving parts Tipping due to unstable grounds Dust generation causing respiratory concerns High noise levels Amputation risks Explosion / fire risks Fall at heights	A	Keep body away from hot parts of unit Ensure hose connections are tightened properly Ensure all guards in place and keep clear of moving machinery Ensure grounds are firm and level. Use outriggers as per manufacturer instructions Operator and workers to use respirators Operator and workers to use hearing protection Operator to keep body extremities clear of unit's inlets / hose inlets Do not work in flammable / explosive areas Operator to use travel restraint protection when working at / near roof edges

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Power Sweeper
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train all operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2. Pre-inspection of power sweeper	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of cutter on site by competent person using checklist. Inspect for broken parts, bent frames, cracked welds
3. Start-up of power sweeper	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start up
4. Operation of power sweeper	Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Hearing loss due to high noise levels Bystanders struck by swept debris propelled into motion Burns from hot parts and hydraulic fluid	A	Operator to wear eye protection and ensure that workers are clear of flying debris zone Operator to use respirator as required Use of vibration dampener on handles Ensure guards in place over moving parts Operator to wear hearing protection and required PPE's Never operate machine with people on traffic that is struck by flying debris Never touch muffler while in operation or until machine has had sufficient time to cool down Never service a fluid tank with hands!!! Always use rag should
5. Check Battery Electrolyte Levels	Electric Shock Burns Explosive Gases Lead Exposure	A/B	Always remove – load first and connect – load first – do not allow tools to contact leads Always keep flames and sparks away from batteries Wash hands after handling
6. Pull Operation of power sweeper	Overheating causing fires	A	Ensure asphalt debris and dust is not allowed to setup and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30 minutes after use and use this period to scrape off debris from cooling fins while it is still cold
7. Re-fuelling of power sweeper	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool Use funnel to re-fuel power sweeper Never make adjustments to machine while in operation

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises	Item: Roof Remover
	Analyzed by: Health and Safety Advisors	Created June 2017
	Reviewed by JHSC & Pollard Management Team	
	Approved by Pollard Enterprises Ltd.	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator
2 Pre-inspection of roof remover	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of roof remover on-site by competent person using checklist
3 Start-up of roof remover	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up
4 Operation of roof remover	Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Shock hazards High noise risks Burns / injection from hot parts and hydraulic fluid	A	Operator to wear eye protection and ensure workers are clear of flying debris zone Operator to use respirator as required Use of vibration dampeners on handles Ensure guards in place over moving parts Operator to ensure no electrical services are within stripping range Wear hearing protection as required Never source a fluid leak with hands!!! Always use cardboard.
5 Check Battery Electrolyte Levels	Electric Shock Burns Explosive Gases Lead Exposure	A/B	Always remove – lead first and connect + lead first; do not allow tools to contact leads. Always keep flames and sparks away from batteries Use gloves & wash hands after handling.
6 Re-fueling of roof remover	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool Use funnel to re-fuel roof remover

RISK ASSESSMENT WORKSHEET

	Company Pollard Enterprises	Item Material Hoist (page 1 of 2)
	Analyzed by Health and Safety Advisors	Created June 2017
	Reviewed by JHSC & Pollard Management Team	
	Approved by Pollard Enterprises Ltd.	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to hoist operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator
2 Pre-inspection of material hoist's critical parts and cable rigging hardware	Failure of material hoist's critical parts and rigging causing injury and/or structural damage	A	Green tag status from maintenance shop. Pre-inspection of material hoist on-site by competent person using critical parts checklist. Keep operator's manual and most recent inspection [illegible] records on hoist. [illegible] capacity [illegible] affixed to hoist
3 Mobilization of material hoist components to roof	Body strains Pinch / crush injuries by hoist components	B	Lift with legs, not back. Do not over exert. Use assistance of ropes and pulleys etc. Secure moving parts to avoid pinching fingers
4 Set up of material hoist on roof	Falls from roof height Failure of roof due to heavy counter weights Pinch injuries Body strains	A	Set up and use travel restraint protection. Determine load capacity of roof and use planking / thick plywood to distribute weight of hoist across roof trusses. Secure moving parts to avoid pinching fingers. Use legs, not back to raise winch motor into position on boom
5 Start-up of material hoist motor	Injury to elbow / arm during pull start Explosion or fire to engine	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up. Ensure that engine is serviced by qualified technician and that no modifications to engine setting and components. Ensure only replacement parts used are those of engine manufacturer
6 Re-fueling of engine	Fire due to ignition of fuel splatter during re-fueling	A	Allow hot parts to cool. Use funnel to re-fuel engine
7 Setup of hoisting zone on grounds	Encroachment by unauthorized persons or public causing injury	A	Contain hoist zone by fencing or danger tape. Use watch person if required to keep unauthorized persons out. Post "Danger – Work Overhead" signs. Ensure exit and egress
8 Rigging of loads to hoist	Failure of rigging causing injury or property damage due to faulty rigging and/or unqualified rigging personnel Pinch point injuries to riggers. Load failure due to mechanical failure, slings	A	Ensure rigging is in good condition and has suitable lift carrying capacity for load Ensure riggers are suitably trained Keep hands clear of rigging prior to hoisting of load / landing of load Ensure capacity not exceeded. Ensure rigging equipment is free from defects and wear. Ensure no persons are ever under a load under any circumstance
9 Hoisting and Lowering of loads	Falls through hoist archway Hoist cable breaks due to excessive braking Jerking of load during lift process Un-controlled motion of load	A	Operator to "tie-off" using travel restraint protection measures Do not shock load hoist cable during lift or lowering of loads. Use smooth and gradual application of controls Use tag lines to control load in windy or close quarter conditions
10 Securing material hoist between uses	Risk of falls through hoist archway Tampering by unauthorized persons	A	Rail across hoist archway and ensure guardrail protection at both sides of hoist Lock down hoist to prevent unauthorized use

RISK ASSESSMENT WORKSHEET

	Company Pollard Enterprises Ltd.	Item Roof Felt Cutter
	Analyzed by Health and Safety Advisors	Created June 2017
	Reviewed by JHSC & Pollard Management Team	
	Approved by Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer. An uninformed operator is a danger to himself and others
2 Pre-inspection of Roof Felt Cutter	Unsafe components causing explosive parts	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist
3 Start up of Roof Felt Cutter	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start up
4 Operation of Roof Felt Cutter	Injury from flying debris Generated dusts Vibration injuries Pinch point injuries Hearing loss due to high noise levels Shock hazards due to contact with electrical Run-Away device Incorrect depth of blade cut substructure causing collapse	A	Operator to wear eye protection and ensure workers are clear of flying debris zone. Never cut towards people or vehicles, buildings or objects that can be damaged via flying debris. Operator to use respirator as required. Use of vibration dampeners on handles. Ensure guards in place over moving parts and disengage all clutches and shift levers In neutral position when shutting down. Operator to wear hearing protection Operator to ensure no electrical services within cutting range. Never leave machinery unattended. Always turn off vehicle if you decide to attend to another task or duty. Always inspect structural integrity of roof deck for collapse and ensure cut depth is set correctly
5 Operation of Roof Felt Cutter (cont)	Overheating causing fires	A	Ensure asphalt debris and dust are not allowed to gather and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30 minutes after use and use this period to scrape off debris from cooling fins while it is still soft
6 Re-fueling of Roof Felt Cutter	Fire due to ignition of fuel splatter during re-fueling	A	Allow hot parts to cool. Use funnel to re-fuel Cutter. No smoking permitted by operator of vehicle or nearby workers

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Asphalt Luggers
	Analyzed by: Health and Safety Advisors	Created June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by Pollard Enterprises Ltd.	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on risks associated with the pouring and dispensing of hot asphalt. Retain training records
2 Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified connection points of lugger
3 Inspection of Asphalt Lugger	Unsafe components causing injury		Pre-inspection of asphalt lugger on site by competent person. Ensure inspection of welds pertaining specifically to the lift points
4 Pre-use considerations for Asphalt Lugger	Steam / explosion of lugger compartment causing burns to body	B	Use eye and skin protection Ensure the compartment of lugger is evaporated (free) from all moisture
5 Moving Asphalt Lugger around	Trips / falls & sprains	B	Housekeeping of area is important Keep route ways clear of slippery materials and debris
6 Pouring tar from the Lugger	Burns	B	Wear skin and face protection Avoid splatter from pour spout

RISK ASSESSMENT WORKSHEET

		
	Company: Pollard Enterprises Ltd.	Item: Mini Bobcat – ASE SS16 Cheetah
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train of operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2. Pre-inspection of ASE SS16 Cheetah	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of cutter on-site by competent person using checklist. Ensure no modifications to engine components
3. Operation of ASE SS16 Cheetah	Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High Noise levels	A	Keep body clear of hot muffler / engine Ensure guards in place over moving parts Operate only on firm / level surfaces and avoid turning or raising bucket at high speeds Look before backing up, use signaller if necessary Operator to use waist restraint at all times Operator to avoid contact with underground electrical surfaces Wear hearing protection
4. Re-fuelling of ASE SS16 Cheetah	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel ASE SS16 Cheetah

RISK ASSESSMENT WORKSHEET

		
	Company: Pollard Enterprises Ltd	Item: Boom Truck (page 1 of 2)
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Mobilization on site	Contact with people / structures Signal interference with aircraft	A	Use competent signaller to direct crane operator into position Notify local airports to obtain lift clearance if in vicinity of airfield
2. Platform Safety	Contact with overhead hydro lines Boom Truck Tip-Over Operator may Fall	A	Maintain required regulatory clearances from overhead hydro lines Ensure parking brake applied and aerial device properly stabilized and outriggers must be properly extended on a solid level surface Use appropriate PPE
3. Operator Qualification check	Injury to personnel, damage to structures due to untrained, uncertified operator	A	Check for operator licence for currency and type
4. Pre-inspection of crane's critical parts and rigging hardware, logs, load charts	Failure of crane's critical parts and rigging causing injury and/or structural damage	A	Check for recent maintenance and non-destructive testing results Inspect condition and confirm safe load carrying capacity of all rigging Operator to do pre-check of crane and use daily/weekly parts inspection checklist / logs
5. Crane staging area set up	Encroachment by unauthorized persons or public causing injury	A	Cordon hoist zone by fencing or danger tape. Use watch person if required to keep unauthorized persons out. Post "Danger – Work Overhead" signs. Conduct a pre-lift plan meeting with all parties and determine weather, wind, load swing direction and hot spots prior to lift start
6. Rigging of load for hoisting	Failure of rigging causing injury or property damage due to faulty rigging and/or unqualified rigging personnel Pinch point injuries to riggers	A	Ensure rigging is in good condition and has suitable lift carrying capacity for load. Ensure riggers are suitably trained. Keep hands clear of rigging prior to hoisting of load / landing of load. Ensure no parties under load/path once load is in air
7. Hoisting of loads	Injury due to: • Failure of load • Electrical contact with overhead lines • Being crushed between load / object • Uncontrolled motion of load	A	Ensure sound rigging and carrying capacity. Maintain regulatory clearances from overhead hydro lines Do not place one's self between hoisted load and objects Use tag lines to control load in windy conditions or in close quarter areas
8. Signaller communication with crane operator	Miscommunication with crane operator causing injury or property damage	A	Signaller to be suitably trained and competent Signaller to discuss pre-arranged signals to be used with crane operator Signaller must be tied off using fall protection device if within 10 feet of roof edge
9. Landing of loads	Struck or crushed by load Falls from heights Unstable placement of load causing tip over	A	Receiver to stay clear of landing load and nearby objects Receiver to use fall protection measures. Receiver to place loads on firm, level surface and ensure proper tonnage support for load
10. Grounding and Bonding	Operator being injured due to electrical contact	A	Boom crane must be properly grounded. Crane and its components must be bonded
11. Climbing in and out of Cab	Operator may slip or fall	A	Use three points of contact always Clean steps and use special care when there is ice, snow, mud, oil or grease on steps. Never step on fuel tank. Use only steps and handholds provided
12. Opening Hood	Hood can hurt somebody on its descent	A	Ensure there are no people or objects in the way Always attach the safety cable and/or hood stop when the hood is in its open position
13. Riding without a safety belt properly fastened	Can lead to increased injury or death Unbelted riders could be thrown into the windshield or other parts of the cab, or out of the cab	A	Always fasten seat belt properly and ensure anyone riding does the same
14. Operating the engine	Can lead to carbon monoxide poisoning or fire	A	Never start or let engine run in an enclosed, unventilated area Never park or operate vehicle in areas where the hot exhaust system may come in contact with dry grass, brush, spilled fuel or other combustibles

RISK ASSESSMENT WORKSHEET

		
	Company: Pollard Enterprises Ltd.	Item: Mechanical Workhorse
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of mechanical workhorse	Failure of components causing injury	B	Green tag status from maintenance shop. Pre-inspection of material hoist on-site by competent person using critical parts checklist. Operator's manual and most recent inspection / maintenance records to be kept available at head office / on site.
3. Mobilization of mechanical workhorse	Failure of rigging used to hoist workhorse onto roof	A	Use proper hoist connection points on mechanical workhorse for rigging.
4. Operation of mechanical workhorse	Tip over causing injury Failure to stop with brakes Overloading of buggy Unauthorized use of workhorse	A	Use extreme caution when turning Apply brakes in smooth even manner Avoid overloading – know SWL capacity Do not leave running unattended.
5. Re-fuelling of mechanical workhorse	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel workhorse.
6. Post operation of mechanical workhorse	Fires caused by overheating of machine	A	Ensure asphalt debris and dust are not allowed to setup and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30 minutes after use and use this period to scrape off debris from cooling fins while it is still soft.

RISK ASSESSMENT WORKSHEET

		
	Company: Pollard Enterprises Ltd.	Item: Tow Motor / Fork Lift Truck
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator
2. Pre-inspection of Tow Motor / Fork Lift Truck	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of truck on-site by competent person using checklist. Ensure no modifications to engine components guards and covers must be in place at all times while in use
3. Operation of Tow Motor / Fork Lift Truck	Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High Noise levels Run-Away Truck	A	Keep body clear of hot muffler / engine Ensure guards in place over moving parts Operate only on firm / level surfaces and avoid turns - forks raised / at high speeds Look before backing up, use signaller if necessary. Use warning horn OFTEN! Operator to use waist restraint at all times Operator to avoid contact with electrical surfaces Wear hearing protection Never leave vehicle with device running Never ride on forks or as a passenger
4. Re-fuelling of Tow Motor / Fork Lift Truck	Explosion due to propane leak from improper bottle fitting Burns to skin from leaking propane during bottle change	A	Allow hot parts to cool. Use gloves when exchanging propane bottles on the Tow Motor / Fork Lift Truck

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Skid Steer Loaders	
Analyzed by: Health and Safety Advisors	Created June 2017	
Reviewed by: JHSC & Pollard Management Team		
Approved by Pollard Enterprises Ltd	Updated July 2022	

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Pre-inspection of Tow Motor / Fork Lift Truck	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of truck on-site by competent person using checklist Ensure no modifications to engine components guards and covers must be in place at all times while in use Perform walk around to make sure all lights signals horns alarms are functioning Check tires
3 Operation of Tow Motor / Fork Lift Truck	Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High noise levels Run away truck Carrying passengers	A	Keep body clear of hot muffler / engine Ensure guards in place over moving parts Operate only on firm / level surfaces and avoid turns - forks raised / at high speeds Do not operate on uneven ground Operate machine within limits specified by manufacturer Look back before backing up use signaller if necessary Use warning horn OFTEN! Operator to use waist restraint at all times Operator to avoid contact with electrical surfaces Wear hearing protection Never leave vehicle with device running Never allow passengers to ride on machine only operator
4 Re-fuelling of Tow Motor / Fork Lift Truck	Explosion due to propane leak from improper bottle fitting Burns to skin from leaking propane during bottle change	A	Allow hot parts to cool Use gloves when exchanging propane bottles on the Tow Motor / Fork Lift Truck
5 Obscured line of sight	Vehicular / Machine contact Human Contact / Run Over	A	Ensure clear line of sight at all times Use alerting horn to remind surrounding workers of your presence and ability to swing and change directions

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Pick Axe	
Analyzed by: Health and Safety Advisors	Created June 2017	
Reviewed by: JHSC & Pollard Management Team		
Approved by Pollard Enterprises Ltd	Updated July 2022	

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Pre-inspection of pick axe	Unsafe components causing injury	B	Inspect pick axe for signs of deterioration such as cracks and / or splinters to handles loose metal head
2 Survey of roof area	Accidental strike contact with services hidden under roof material Ergonomic related strain injuries	A/B	Ensure roof area has been surveyed / scoped for existence of hidden services such as electrical gas mechanical etc Use a good stance and swing smoothly
3 Use of tool	Ergonomic and postural related strain injuries Accidental contact with other workers	C	Develop proper postural habits avoid straining actions Always perform stretching exercises to impacted soft tissue areas prior to use of tool Be aware of surroundings to avoid striking other workers during back swing
4 Use of tool (cont)	Dynamic forces of upper body resulting from impact to tool to materials Whiplash effects on neck and shoulder muscles Hazard to eyes from flying material	C	Avoid activity if history of neck injuries Use proper PPE's which include but are not limited to CSA safety glasses gloves hard hat and work boots

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Portable Gas Power Generator	
Analyzed by: Health and Safety Advisors	Created: June 2017	
Reviewed by: JHSC & Pollard Management Team		
Approved by Pollard Enterprises Ltd	Updated: July 2022	

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Training of operators based on manufacturer's operation manual – by qualified trainer Retain training records with Safety Coordinator
2 Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified connection points on power generator
3 Pre-inspection of Portable Power Generator	Unsafe components causing injury		Pre-inspection of portable power generator on site by competent person
4 Start-up of Portable Power Generator	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain Ensure ignition device is in good condition for quick start up
5 Operation of Portable Power Generator	Noise risks Electrocution	B	Wear appropriate hearing protection Ensure Ground Fault Breaker Interrupter Devices are in place and functional Ensure generator is properly grounded as per manufacturer's operation manual
6 Use and post use of device	Overheating of mechanical parts causing fire & burn risks	B	Have appropriate fire extinguishers nearby Wear appropriate PPE's
7 Use of device (cont'd)	Shock / electrocution and damage to equipment	A/B	Extreme care to be used when working in the vicinity of water and moisture Ensure electrical wires are inspected for breaks and cut insulation sleeves Use GFCI on generators
8 Re-fuelling of Portable Power Generator	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool Use funnel to re-fuel Power Generator

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Quick Saw	
Analyzed by: Health and Safety Advisors	Created June 2017	
Reviewed by: JHSC & Pollard Management Team		
Approved by: Pollard Enterprises Ltd	Updated: July 2022	

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer Retain training records with Safety Coordinator
2 Inspection of Quick Saw	Unsafe components causing injury	A	Pre-inspection of cutter on site by competent person using manufacturer's checklist
3 Start up of Quick Saw	Electromagnetic field caused by ignition system may impact individuals that have pace maker devices Amputation or deep lacerations of body parts such as thighs or legs when starting up saw	A/B	Ideally limit use of machine to individuals that do not use pace makers Individuals with pace makers should first consult their medical practitioner and obtain confirmation in writing approving the operation and use of the saw Always start device on ground or firm surface NEVER up in the hands of the operator
4 Operation of Quick Saw	Cuts Hearing loss Exploding wheel due to defects over speed Flying debris Overheating of saw blade causing injury Respiratory concerns due to dust Fires caused by ignition from spark generation	B	Use suitable PPE - face shield, gloves, hearing and chin protection Ensure saw wheel is not defective in any way Ensure wheel speed (allowable rpm) is greater than rpm speed of quick saw motor Do not grind materials using side of wheel Adjust wheel guard to deflect sparks away from user and clear area of other workers Ensure water cooling system is functional when using quick saw Never cut items near ignition sources
5 Operation of Quick Saw (decision making)	Danger due to operating under the influence of drowsy medicine drugs alcohol	A	Do not operate if tired under the influence of substances that alter and impact dexterity vision and decision making abilities
6 Operation of saw (prolonged use)	Carpal Tunnel & Whitefinger Disease (Raynaud's Phenomenon)	B	Ensure machine is equipped with anti vibration controls Take frequent breaks and gloves must be used which also assist in absorbing vibration
7 Operation of saw (indoor site conditions)	Inhalation of toxic fumes / loss of consciousness while machine is still running	A	Only use in well ventilated area never use indoors as exhaust fumes may contain benzene and carbon monoxide amongst other toxic fumes Always use NIOSH approved respiration device with dust and vapour filtration
8 Improper use of saw i.e. cutting through materials not intended to be cut with this type of saw like wood for example	Fire and cuts kickback and possible amputation	A	Only use saw to cut concrete or metal substrates
9 Re-fuelling of Quick Saw	Fire due to ignition of fuel splatter during re-fueling	A	Allow hot parts to cool Use funnel to re-fuel Quick Saw

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: 30 Ton Shop Press
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer An uninformed worker is a risk to himself and others Retain training records with Safety Coordinator
2 Pre-inspection of Shop Press	Unsafe components causing injury	B	Pre-inspection of shop press on site by competent person. Look for - faulty high pressure hoses - faulty electrical cord / connections
3 Operation of Shop Press	Amputation of body extremities Cuts Flying debris / parts – ejection of the work piece Shifting of material being pressed	B	Use extension devices to keep extremities away from press point Use eye and skin protection Do not exceed capacity of press Ensure material being pressed is secured in place
4 Using device with unsuitable materials	Debris from shattered material / shrapnel	A/B	Never use machine to compress springs or compressed items that could shatter
5 Identification of an issue during machine operation	Burns / injection from hot parts and hydraulic fluid	A/B	Never source a hydraulic fluid leak with hands!!! Always use cardboard.

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: MIG Welder
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator Qualification Process	Injuries to welder or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Pre-inspection of device	Electrocution from faulty equipment	A	Green tag status from maintenance shop Pre-inspection of welder by competent person using critical parts checklist Keep operator's manual and most recent inspection / maintenance record Wear CSA approved safety footwear, eye and face protection
3 a Operation of Equipment	Electricity	A	SAME AS #2 LISTED ABOVE
3 b Operation of Equipment	**Radiation – temporary or permanent eye damage**	C	Use face shield and eye protection Ensure observers are wearing same PPE's
3 c Operation of Equipment	Trips – use of PPE's combined with equipment may cause trip hazards	B	Use awareness and caution at all times, stop frequently to re acquaint with your surroundings
3 d Operation of Equipment	Thermal – Burns to skin or face Thermal - Fire	A	Ensure PPE's also include cotton overalls and heat tolerant gloves Check for flammable materials nearby Have working fire extinguisher nearby
3 e Operation of Equipment	Hazardous substances – low level trace fumes emitted by welder during operation	A/B	Ensure worker wears respirators if required Check to ensure valves are closed when operation is ceased Ensure proper ventilation in general work area
3 f Operation of Equipment	Manual posture / repetitive motions / ergonomic issues	C	Placement of work must be safe and comfortable, adequate worker breaks, proper pre job / shift exercises General worker awareness

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Shop Drill Press
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery	Eye damage from sharp and flying metal chips	B	Eye protection must be worn at all times i.e. safety glasses, goggles. Employee to receive instructions on usage.
Electrical rotating machinery	Hand and finger damage can be caused by sharp and hot cuttings	C	Keep hands and fingers clear of drill bit at all times.
Visually inspect the tool, lead and plug	Drill lead or plug may be damaged. May cause electric shock	A	Ensure the lead and plug is undamaged and has current inspection tag attached.
Inspect the work area.	Electrical wiring may be in vicinity to where you wish to drill and may cause electric shock	A	Inspect the area where drilling is to be done. Ensure there is no wiring that may come in contact with drill bit
Manually check that the on-off switch is working	May not be able to stop drill's operation	B	Ensure the on-off switch is operational. If not, isolate tool and tag out.
Select the appropriate drill for the work to be done.	Wrong drill may jam and break. May not cut at all	C	Ensure the correct drill is chosen for the job and that it is correctly installed and ground.
Start the tool. Use firm steady pressure.	Overloading or forcing drill may lead to breakage	C	Be aware of the limitations of the tool and do not overload or force drill bit.
Changing drill bits	Accidental start up may injure hands or fingers	C	Switch power off when changing drills. Avoid contact with on-off switch.
Allow drill to stop before setting down	Drill may dislodge from bench damaging tool or operator	C	Allow tool to come to complete stop before setting down
Remove plug from power source on completion of job	Prevents accidental start up, unauthorised use	C	Isolate tool before removal of plug from power source. Coil lead and store safely.
Operation of machinery	Caught in belt and pulley drives	B	Ensure that guards are in place around motor spindle
Operation of machinery	Release of stored energy and or compressed gasses or air	A/B	Ensure you are not drilling into items that are housing compressed compounds or energy
Operation of machinery	Accidental release of clamped material – causing strike injury	A/B	Ensure material suitably clamped in place

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Grinders
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd.	Updated: July 2022

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery	Eye damage from sharp and flying metal chips	B	Eye protection must be worn at all times i.e. safety glasses, goggles. Employee to receive instructions on usage.
Electrical rotating machinery	Hand and finger damage can be caused by sharp and hot cuttings	C	Keep hands and fingers clear of grinder disk at all times.
Visually inspect the tool, lead and plug.	Drill lead or plug may be damaged. May cause electric shock Loss of material control due to rest plate setup	A	Ensure the lead and plug is undamaged and has current inspection tag attached Use manufacturers recommended tolerance gap for angle rest plate.
Inspect the work area	Electrical wiring may be in vicinity to where you wish to grind and may cause electric shock	A	Inspect the area where grinding is to be done. Ensure there is no wiring that may come in contact with drill bit.
Manually check that the on-off switch is working	May not be able to stop grinder's operation	B	Ensure the on off switch is operational. If not isolate tool and tag out.
Select the appropriate grinder type and abrasive wheel for the work to be done.	Wrong disk may jam and break. May not cut at all.	C	Ensure the correct grinder is chosen for the job and that it is correctly installed and ground.
Start the tool. Use firm steady pressure.	Overloading or forcing grinder may lead to breakage	C	Be aware of the limitations of the tool and do not overload or force or grind on side.
Changing grinding wheels	Accidental start up may injure hands or fingers	C	Switch power off when changing grinder. Avoid contact with on off switch.
Allow grinder to stop before setting down	Grinder may dislodge from bench damaging tool or operator	C	Allow tool to come to complete stop before setting down
Remove plug from power source on completion of job	Prevents accidental start up, unauthorised use	C	Isolate tool before removal of plug from power source. Coil lead and store safely.
Use of Device	Entanglement	B	Tie back hair and do not use loose clothing or jewellery

Pollard Enterprises Ltd

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd	Item: Saws
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd	Updated: July 2022

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Entanglement in moving parts	Cuts sprains amputation	B	Never wear loose clothing Ensure that protective guards are in place Make sure saw is clear of obstructions
2 Pre-use of tool	Electric shock Cuts scrapes while changing blades	A-B	Prior to plugging in tool to power source ensure to tool casing is open to elements and that power cord has no visible cracks or open sheathing Use GFI protection when required Do not use tagged or defective tools Use of gloves while changing blades Ensure all outer parts of tool are tight and not found to have loose or missing parts
3 During operation of tool	Trip hazard Tool falling while in operation Cuts	B	Ensure good housekeeping Ensure area is sectioned off and no safety release on tool is bypassed mode – NO MODIFICATION TO TOOLS Use wrist lanyards when risk of tool fall is a possibility
4 Cutting or contact with dangerous material	Cuts Shock Noise causing hearing loss	B	Wear PPE's at all times. Wear hearing protection and observe noise rating for all tools GFI use and avoid / eliminate using in wet conditions Inspect work piece thoroughly prior to initiating cut Make sure saw is clear of obstructions
5 Cease of tool after cut in made	Saw may catch item when placed in rest position from bench damaging tool or operator if it has not come to a complete stop Binding / kickback of blade	B	Allow tool to come to complete stop before setting down Ensure material being cut is free of nails knots etc
6 Unplanned activation of tool	Cuts amputation	C	Remove plug from power source on completion of job and store safely

Pollard Enterprises Ltd

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd	Item: Hand Drills
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd	Updated: July 2022

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery	Eye damage from flying metal shavings and chips	B	Eye protection must be worn at all times i.e safety glasses goggles Employee to receive instructions on usage
Electrical rotating machinery	Hand and finger damage can be caused by sharp and hot cuttings	C	Keep hands and fingers clear of drill bit at all times
Visually inspect the tool lead and plug	Drill lead or plug may be damaged. May cause electric shock	A	Ensure the lead and plug is undamaged and has current inspection tag attached Manually check that the on off switch is working
Inspect the work area	Electrical wiring may be in vicinity to where you wish to drill and may cause electric shock	A	Inspect the area where drilling is to be done Ensure there is no wiring that may come in contact with drill bit
Operation of Drill	May not be able to stop drill's operation	B	Ensure the on-off switch is operational. If not isolate tool and tag out
Operation of Drill	Wrong drill may jam and break. May not cut at all	C	Ensure the correct drill is chosen for the job and that it is correctly installed and ground Select the appropriate drill for the work to be done
Operation of Drill	Overloading or forcing drill may lead to breakage	C	Be aware of the limitations of the tool and do not overload or force drill bit. Start the tool. Use firm steady pressure
Operation of Drill - Changing drill bits	Accidental start up may injure hands or fingers	C	Switch power off when changing drills. Avoid contact with on-off switch
Operation of Drill	Drill may dislodge from bench damaging tool or operator	C	Allow tool to come to complete stop before setting down Allow drill to stop before setting down
Operation of Drill	Prevents accidental start up unauthorised use	C	Isolate tool before removal of plug from power source Coil lead and store safely Remove plug from power source on completion of job

Pollard Enterprises Ltd

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd	Item: Hitachi 14" Bench Chop Saw
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train of operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Inspection of Bench Chop Saw	Unsafe components causing injury	A	Pre-inspection of cutter on-site by competent person using checklist
3 Operation of Bench Chop Saw	Cuts Exploding wheel due to defects Flying debris Shifting of material while cutting Electrical shock	B	Use suitable PPE such as face shield, gloves and hearing protection during use Ensure saw wheel is not defective Ensure material to be cut is securely clamped in place by vice Ensure that electrical cord, connections are in good condition and grounded

Pollard Enterprises Ltd

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd	Item: Plasma Cutter
	Analyzed by: Health and Safety Advisors	Created: June 2017
	Reviewed by: JHSC & Pollard Management Team	
	Approved by: Pollard Enterprises Ltd	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to welder or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with Safety Coordinator
2 Pre-inspection of device	Electrocution from faulty equipment	A	Green tag status from maintenance shop Pre-inspection of welder by competent person using critical parts checklist Keep operator's manual and most recent inspection / maintenance record Wear CSA approved safety footwear, eye and face protection
3 a Operation of Equipment	Electricity	A	**SAME AS #2 LISTED ABOVE**
3 b Operation of Equipment	**Radiation – temporary or permanent eye damage**	C	Use face shield consisting of a 5GW lens Ensure observers are wearing same PPE's
3 c Operation of Equipment	Trips – use of PPE's combined with equipment may cause trip hazards	B	Use awareness and caution at all times, stop frequently to re-acquaint with your surroundings
3 d Operation of Equipment	Thermal – Burns to skin or face Thermal – Fire	A	Ensure PPE's also include cotton overalls and heat resistant gloves Check for flammable materials nearby Have working fire extinguisher nearby
3 e Operation of Equipment	Hazardous Substances – low level trace fumes emitted by welder during operation (also reference 3 h below)	A-B	Ensure worker wears respirators if required Check to ensure valves closed when operation is [illegible] Ensure proper ventilation in general work area
3 f Operation of Equipment	Manual Posture / Repetitive motions / ergonomic issues	[illegible]	Placement of work must be safe and comfortable, adequate worker breaks, proper prep / shift [illegible] [illegible]
3 g Operation of Equipment	Noise generation	C	Use of appropriate PPE (hearing protection)
3 h Operation of Equipment	[illegible] of gases / by-products of use i.e. stainless steel = chromium & nickel	A-B	Wear appropriate PPE – NIOSH masks as well as ensure that excellent ventilation exists in work area – including use of air fans to assist with air circulation
3 i Operation of Equipment	Fire hazard as a result of sparks igniting combustibles	A	Ensure shop area is up to our housekeeping standards – never work near combustible or flammable materials Keep a fire extinguisher nearby Remove grease or other surface coatings first
3 j Operation of Equipment	Self inflicted shock, burns and cuts	A-B	Never operate plasma cutter if under the influence of medicine, drugs, alcohol products or if feeling tired, ill or fatigued

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RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.	Item: Sheet Metal Slitter
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd.	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Pre-inspection of power slitter	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of cutter on-site by competent person using checklist
3 Start-up of power slitter	Injury to extremities	B	Make sure fingers are not near feeder during start up
4 Operation of power slitter	Injury from flying debris (kickback) Pinch point injuries Potential cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone Ensure guards in place over moving parts Operator to not extend hands near feeder section while machine is running Wear cut proof gloves

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RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Metal Notcher
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd.	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train of operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Pre-inspection of metal notcher	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of cutter on-site by competent person using checklist
3 Calibration of blades / dyes	Pinch point injuries Cuts	B	Ensure power sources are disconnected and locked out Use cut proof gloves with grip to avoid scraps and cuts from sharp parts
3 Start-up of power slitter	Injury to extremities	B	Make sure fingers are not near feeder during start up
4 Operation of power slitter	Injury from flying debris (kickback) Pinch point injuries Potential Cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone Ensure guards in place over moving parts Operator to not extend hands near feeder section while machine is running Wear cut proof gloves
5 Operation of power slitter (cont'd)	Chronic repetitive movement using machine causing ergonomic related issues due to static posture	C	Wear comfortable footwear Take regular stretch breaks Stand on anti fatigue matting Placement of materials and design workflow to reduce travel and repetitive motions

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RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Metal Folding Machine
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by: Pollard Enterprises Ltd	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2 Pre-inspection of folding machine	Unsafe components causing injury Burns	A	Green tag status from maintenance shop Pre-inspection of cutter on-site by competent person using checklist Ensure machine installed with proper tolerances and clearances Motors on folding machine run very hot during operation, wear heat resistant glove when inspecting/servicing the motor
3 Calibration of blades / dyes / clamps	Pinch point injuries Cuts	B	Ensure power sources are disconnected and locked out Use cut proof gloves with grip to avoid scraps and cuts from sharp parts
3 Start-up of folding machine	Injury to extremities	B	Make sure fingers are not near feeder during start up, ensure cover guards are in place
4 Operation of folding machine	Injury from flying debris (kickback) Pinch point injuries Potential Cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone Ensure guards in place over moving parts Operator to not extend hands near feeder section while machine is running. Wear cut proof gloves Ensure 3mm safety stop check is functioning
5 Operation of folding machine (cont'd)	Chronic repetitive movement using machine causing ergonomic related injuries due to static posture	C	Wear comfortable footwear Take regular stretch breaks Stand on anti fatigue matting Placement of materials and design workflow to reduce travel and repetitive motions
6 Operation of folding machine (environmental considerations)	Shock / electrocution	A	Take environmental influences into account, never operate machine outdoors, near a water source (roof leak) or with open bay doors
7 Operation of folding machine (electrical considerations)	Shock / electrocution	A	Avoid contact with control parts and leads Keep switchgear channel closed at all times Never service unit with power source or motor on Safeguard and lock out energy sources when working
8 Operation of folding machine (on body hazards)	Caught and crush injuries	A/B	Never wear loose and/or baggy clothing or jewellery while operating machinery Always wear CSA approved steel toe shoes to protect against stock dropping on feet BE ALERT AT ALL TIMES WHEN MACHINE IS RUNNING!!!

pollard
Enterprises Ltd.

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Power Blower
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd.	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with Safety Coordinator
2 Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified Connection points on Blower
3 Pre-inspection of Power Blower	Unsafe components causing injury	B/C	Pre-inspection of power blower on site by competent person Never modify Blower or use parts not specifically made by or recommended from the manufacturer.
4 Start-up of Power Blower	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain Ensure ignition device is in good condition for quick start up Watch out for handle when pulling start cord
5 Operation of Power Blower	Noise risks Cuts Flying debris / parts Falls from heights	B	Wear appropriate hearing protection Use eye and skin protection Ensure other workers are clear of blow range area to avoid flying debris Ensure workers are protected by guardrails or temporary rope barriers or use travel restraint protection
6 Operation of Power Blower-items lodging in fan housing/covers	Amputation / broken bones	A/B	Keep hands away, do not attempt to remove materials from intake or discharge when blower is running
7 Re-fuelling of Power Blower	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool Use funnel to re-fuel Power Blower
8 Post operation of blower	Fire caused by overheating	A	Keep engine recoil starter assembly, the blower intake and outlet areas clear of leafs and debris
9 Runaway item	Strike impact to people	A	Keep the throttle in the stop position when not in use

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Mobile Fall Protection Cart
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
Pre-use inspection	Breakage, fails	A	Inspect equipment prior to use for cracks in welds, chipped fasteners, bent rings, and flat tires
Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with Safety Coordinator
Preparing device for use	Injuries from falling parts	A	Ensure cart is hoisted up securely one piece at a time. NEVER LIFT CART TO ROOF WITH COUNTERWEIGHTS ATTACHED AS THEY CAN FALL CAUSING SERIOUS INJURY AND DEATH
Use of device (improper counterweights)	Falls	A	Only use counterweights supplied by manufacturer Steel type counterweights to ensure weight consistency
Use of device (intended use and purpose)	Falls / cave in / roll off	A	Ensure only operated on a flat roof with a maximum pitch of .5 inch per foot and sufficient distance from roof edge Claws placed parallel with deck run Never send individual to do a job task alone as this leaves the worker unattended in the event of an incident Cart must be placed at least 15 feet from the roof edge. Ensure tie off to proper ring for full arrest or fall restraint purposes
Use of device (proper footing)	Falls / device failure / slippage	A	Use on only the following: • BUR (built up roof assemblies) • PVC / TPO / EPDM Membranes • Metal Decks of 20 & 22 Gauge • Anchored Plywood / Hardboard Decking • 4000 PSI Lightweight Concrete
Use of device (surrounding environment)	Device failure	A	Remove nearby debris and make sure work area is completely free from ice, snow, water, oils, dust and dirt that may cause cart to slide
Use of device (stay inside the safe zone)	Device failure	A	Locate cart when in use to ensure cart is straight back from area where worker is located. Do not move further than 45 degrees to the right or left of the straight line (refer to operations manual) Cart is not designed to operate at extreme angles

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Propane Torches / Hoses
Analyzed by: Health and Safety Advisors	Created: June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
Authorized use of torches	Injury due to untrained / unauthorized use of torches	A	Only certified personnel trained in TSSA recognized course shall be authorized to use propane torches
Inspection of torch equipment prior to use	Injury due to faulty / damaged torch parts	C	Prior to each and every use inspect torch unit for signs of damage to: • Torch housing valve parts • Connection hoses • Pressure regulator • Brass threading • Flared or O-ring fittings
Connection of torch to cylinder	Injury due to fire or explosion, frostbite, pressure release	A	Ensure no ignition sources within ten feet of cylinder / torch unit Installer to wear insulated / impermeable gloves, eye/face protection, long sleeve shirt Use proper wrench for tightening Open cylinder valve slowly and all the way to avoid activating excess flow check valve Use soapy water to check for gas leaks in connections
Lighting of propane torch	Flame blowback causing injury Fire / explosion	A	Ensure torch pilot valve is closed prior to pressurizing torch system Set pressure regulator to required pressure setting for appliance used Open cylinder valve slowly and all the way to avoid activating check valve Stand to the side of cylinder, clear of over pressure burst valve Ensure a suitable fire extinguisher is readily available near propane unit Ensure a minimum 10 foot clearance from ignition sources, flammables and combustibles, prior to attempting to light torch Open pilot valve slightly and use a welder's striker or barbecue lighter to ignite torch Open pilot valve to desired flame setting
Shut down of torch unit	Injury from improper shutdown		Ensure propane torch is at least ten feet away from cylinder, prior to shutting down torch system Shut down cylinder valve first, leave torch pilot valve open so as to burn off residual propane gas in the lines Once propane gas has burnt off in the lines, close the torch pilot valve, disconnect torch unit from propane cylinder

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Propane Cylinders
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd	Updated July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
Authorized use of propane cylinders	Injury due to untrained / unauthorized use of propane cylinders	A	Only certified personnel trained in a recognized propane handler's course shall be authorized to use propane cylinders
Inspection of propane cylinders	Injury from faulty/damaged parts and improper labeling	C	A competent person shall inspect the propane cylinder for defects such as: • Broken parts to valve • Severe rusting /denting • Stripped threading • Unreadable or missing TDG • WHMIS labels • Exceeding expiry date of cylinder
Handling and transportation of propane cylinders	Injury due to unsafe handling or transportation of cylinders	A	Ensure appliance is disconnected from propane cylinder valve and cylinder valve is closed. When moving short distances horizontally, ensure cylinder is secured in a wheeled cart or use a two man method – one holds the bottom ring of cylinder and the other person holds cylinder collar. Keep cylinder in vertical or near vertical position when handling and transporting When hoisting vertically to a level, use an approved capacity rated cradle with approved pickup points Transport in a secured manner and afford adequate ventilation Keep all ignition sources at least ten feet away unless a fire wall is available Transport in accordance to TDG regulations with boxes placed and position in vehicle in manner that affords best protection from impact Can transport up to five 100 lb cylinders without TDG training
Setup of Propane Cylinders	Injury from fire, explosion, frostbite	A	Ensure cylinder is secured in an upright position. Three or more cylinders can be bundled upright and tied together for stability from tipping Keep propane cylinders of 100 lbs or less at least ten feet away from ignition sources. Larger cylinders and tanks at least 25 feet away Be aware of surroundings so as to avoid setting up unit near drains, pits, vents, overhead risks, etc. If necessary take measures to protect propane cylinder valves / lines
Storage of propane cylinders	Injury of public from tampering with unattended cylinders Risk of fire, explosion from flammables, combustibles, ignition sources and vehicular contact	A	Store all propane cylinders that are not connected for use in a suitable storage compound that is: completely fenced or caged in affording good ventilation situated well away from public and buildings at least ten feet away from ignition sources, other flammables and combustibles afford a firm and level surface in compound for cylinders secure cylinders from tipping keep empty cylinders separated from full cylinders post "no smoking" signs on compound clear from pits, drains and overhead risks ensure cylinders are not subjected to temperatures greater than 125 degrees Fahrenheit

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd	Item: Garlock Rocker
Analyzed by: Health and Safety Advisors	Created June 2017
Reviewed by: JHSC & Pollard Management Team	
Approved by Pollard Enterprises Ltd	Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer Retain training records with safety coordinator
2. Pre-inspection of Garlock Rocker	Unsafe components causing injury	A	Green tag status from maintenance shop Pre-inspection of Garlock Rocker on site by competent person using checklist
3. Start-up of Garlock Rocker	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up
4. Operation of Garlock Rocker	Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Shock hazards High noise levels Burns / injection from hot parts and hydraulic fluid Carbon monoxide gas Falls from heights Operation under the influence	A	Operator to wear eye protection and ensure that workers are clear of flying debris zone Operator to use respirator as required Use vibration dampeners on handles Ensure guards in place over moving parts Do not adjust controls of sweeper when engine is running Operator to ensure that no electrical services are within stripping range Wear hearing protection as required Never source a fluid leak with hands! Always use cardboard Never operate engine in enclosed areas Ensure warning lines systems are in place – six feet from roof edge when operating parallel to roof edge, ten feet when operating perpendicular to edge. Be aware of roof edge or openings when moving in reverse Do not operate this machinery under the influence of alcohol, marijuana, or drugs that could impair judgement or ability
5. Check battery electrolyte levels	Electric Shock Burns Explosive Gases Lead Exposure	A/B	Always remove negative (-) lead first and connect positive (+) lead first Do not allow tools to contact leads Always keep flames and sparks away from batteries Use gloves & wash hands after handling
6. Re-fuelling of Garlock Rocker	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool by stopping engine prior to re-fuelling. Use funnel to re-fuel Garlock Rocker Refuel only outdoors. Contain spills immediately

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.		Item: Tire Changer
Analyzed by: Health and Safety Advisors		Created: June 2017
Reviewed by: JHSC & Pollard Management Team		
Approved by: Pollard Enterprises Ltd.		Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operator based on manufacturer's operation manual
2 Pre-inspection of tire changer	Unsafe components causing injury	A	Ensure appropriate flange is fitted correctly on clean and grease-free shaft
3 Fitting and removing the wheel	Wheel slipping Crushing fingers or other body parts Injury to back due to lifting heavy or large wheels or rims Injury to operator due to debris stuck in tires	B	Handle heavy wheels with another person Wear protective gloves, safety shoes Do not place fingers between the wheel and the shaft Inspect tire for debris (nails, glass, etc.) and remove
4 Operation of tire changer	Electric shock Rotating and moving parts causing injury to fingers and arms Danger of tripping	B	Ensure connection to properly grounded outlet, extension cables with shock-proof contacts Work on electrical installations or equipment is only to be performed by qualified electricians Disconnect the tire changer from the mains before opening Wear safety shoes, work clothes without loose bands and loops

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.		Item: Rotary Automobile Lift
Analyzed by: Health and Safety Advisors		Created: June 2017
Reviewed by: JHSC & Pollard Management Team		
Approved by: Pollard Enterprises Ltd.		Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual
2 Pre-inspection of auto lift	Unsafe components causing injury	A	Never operate with broken or damaged parts Keep area around lift free of tools, debris, grease and oil
3 Positioning of vehicle	Injury to unauthorized persons Damage to lift or vehicle	B	Ensure that unauthorized persons are a safe distance while lift is in use Do not stand in front of the lift or vehicle while positioning in lift bay Do not hit or run over lift arms or adapters – ensure unobstructed entrance into lift
4 Operation of auto lift	Damage to lift or vehicle Injury to operator and/or others Lift failure Carbon monoxide poisoning	B	Load vehicle carefully, position lift adapters to contact at vehicle manufacturer's recommended lift points Position vehicle with centre of gravity midway between adapters Do not go under vehicle if locking latches are not engaged Do not override self-closing lift controls Do not remove or disable arm restraints Remain clear of lift when raising/lowering vehicle Avoid excessive rocking of vehicle while on lift. Clear area if vehicle is in danger of falling Do not permit anyone on lift or inside vehicle while being raised or lowered Use appropriate PPE Use safety stands when removing or installing heavy components Use ventilation and avoid running car under controls
5 Lowering of vehicle	Damage to lift or vehicle Injury to operator and/or others	B	Remove tools, stands, etc. before lowering lift Release locking latches before lowering lift. Position lift arms and adapters to ensure unobstructed exit Keep feet clear of lift while lowering

RISK ASSESSMENT WORKSHEET

Company: Pollard Enterprises Ltd.		Item: Wheel Balancing Machine
Analyzed by: Health and Safety Advisors		Created: June 2017
Reviewed by: JHSC & Pollard Management Team		
Approved by: Pollard Enterprises Ltd.		Updated: July 2022

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1 Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operator based on manufacturer's operation manual
2 Pre-inspection of wheel balancing machine	Unsafe components causing injury	A	Never operate with broken or damaged parts
3 Preliminary operations	Trapping limbs between the tire and the bead-breaker	B	Keep limbs away from plate when moving it towards the bead on the tire
4 Operation of wheel balancing machine	Injury to back due to lifting heavy or large wheels or rims Rotating and moving parts causing injury to fingers and arms Injury to operator during inflation process Electric shock	B	Handle heavy wheels with another person Do not insert fingers between tire and rim while chuck is rotating Use safety straps during inflation process Work on electrical installations or equipment is only to be performed by qualified electricians Wear safety shoes, work clothes without loose bands and loops

HAZARD ASSESSMENT- Working at Heights

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Working from a scaffold	Physical	Lose Balance, Fall over edge, Fall through material	4	3	3	36	H	Y	Only workers that have received fall protection training are to utilize the fall protection system. A fall protection plan is to be filled out by the workers and approved by their supervisor before commencing task. Components of the rescue plan are to be readily accessible at all times.Scaffold platforms must be fully planked. Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 meters (8 feet) or more above floor level. Wheels and casters must be locked when personnel are working on the scaffold. If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless: a) they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and the floor is firm and level.	Y
Working from a Swing Stage	Physical	Lose balance, Fall over edge, stage collapse	4	3	3	36	H	Y	A worker must wear a full body harness with lanyard and shock absorber tied off to -an independent lifeline, if the swing stage has only two independent suspension lines, or - the swing stage, if it has four independent suspension lines (two at each end).	Y

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Working from a Ladder	Physical	Lose balance, Fall off Ladder, slip	3	3	3	27	M		A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is: -3 meters (10 feet) or more above the floor, or -above operating machinery, or -above hazardous substances or objects. maintain 3 point contact at all times.	
Working by an Opening or Edge	Physical	Fall through material, fall over edge	4	2	3	24	M		A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 meters (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height. If there are multiple independent fixed supports, the worker must use a minimum of two lanyard tie off points. This will ensure that when a worker is moving around in the work area, they will always have at least one lanyard tied off to a fixed support.	

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HAZARD ASSESSMENT- Ladders

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	3	2	12	M	Y	-Wear company supplied CSA Personal Protective Equipment including: Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). -Where applicable, wear a tear away fluorescent reflective vest -Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. -Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y
Ladder	Physical	Failure to inspect equipment could result in damage to equipment and possible serious injury to employees.	3	2	2	12	M	Y	Do not use ladder if it is found to be defective Replace foot pads if worn Ensure ladder and all components are in good working order Work area is to be clear of debris and visual hazards.	Y

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Setting up ladder	Physical	Poor set up could lead to serious injury including falling	3	2	2	12	M	Y	Ensure all locking tabs are in the rung holes Ladder is to be placed on secure and level ground Use two people to set up ladder Set up Ladder 4:1 Ratio	Y
Taking down ladder and putting it away after use	Physical	Ladder falling or tipping	3	2	3	18	M	Y	Use two people to take down ladder Ensure locking tabs are all the way out before collapsing the ladder	Y
Putting away ladder in safe place	Physical	Ladder put in traffic area or improperly put up and falling	2	2	2	8	L	Y	Ensure storage area for ladder is put in an area where there is no possibility of it falling or tripping a passer-by. Never leave the ladder up when not in use Fold ladder to its smallest size and put in storage room or other isolated area	Y

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Ladder	Physical	Failure to inspect equipment could result in damage to equipment and possible serious injury to employees.	3	2	2	12	M	Y	Do not use ladder if it is found to be defective Replace foot pads if worn Ensure ladder and all components are in good working order Work area is to be clear of debris and visual hazards	Y

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Taking down ladder and putting it away after use	Physical	Ladder falling or tipping	3	2	3	18	M	Y	Use two people to take down ladder Ensure locking tabs are all the way out before collapsing the ladder	Y
Putting away ladder in safe place	Physical	Ladder put in traffic area or improperly put up and falling	2	2	2	8	L	Y	Ensure storage area for ladder is put in an area where there is no possibility of it falling or tripping a passer-by. Never leave the ladder up when not in use Fold ladder to its smallest size and put in storage room or other isolated area	Y

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HAZARD ASSESSMENT- ESTIMATOR

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Required Personal Protective Equipment	Physical	Exposure to site level hazards	3	2	1	6	L	Y	-Wear company supplied CSA Personal Protective Equipment including, Grade 1 Footwear (Green Patch) boots with tread -Safety glasses. Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). -Where applicable, wear a tear away fluorescent reflective vest -Aprons, bibs, coveralls and other additional job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. -Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y
Working in front of a computer	Ergonomics	Potential of back / arms / eyes strain due to: - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y

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Office desk work.	Physical.	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used. Potential of discomfort due to: - Air flow / quality. - Recirculation of air. - Too hot / too cold. - Dust. - Noise levels, open concept office. - Sitting for long periods of time.	1	4	1	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs - Duct work cleaned as required or requested. - Cleaning on a daily basis by custodian (office staff can wipe their own work stations). - Portable heater / fan can be made available in the area. - Scheduled break times to stretch and change body posture.	Y
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long, in person and via telephone -	1	4	1	4	L	Y	- Soft management skills. - assertive communication. - Scheduled breaks. - Back up as required.	Y
Filing.	Physical	Potential of: - Paper cuts. - Back strain, lifting, bending over (wall/ high), pulling / pushing.	1	4	1	4	L	N	- Assistance by other staff.	Y
Photocopying, scanning, faxing.	Physical	Potential of: - Slips, trips and falls on way to machine. -Getting cut/ pinched when removing paper jams.	1	4	1	4	L	Y	Area around equipment is cleaned	Y
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HAZARD ASSESSMENT- FOREMAN

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Required Personal Protective Equipment	Physical.	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including, Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls and other additional job specific clothing impervious/resistant to dust / fibres may be required for some job functions and will be available when necessary -Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y
Perform pre and post inspections on equipment, resolve any issues with the equipment with the assistance of the Maintenance Supervisor.	Physical.	Potential exposure to - Slips, trips and falls. - Pinch points.	1	4	1	4	L	Y	- Area surrounding the machines to be clean & clear from debris and ground obstacles. - Worker to know where to go and what to do.	Y

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	Psychosocial.	Potential exposure to stress while dealing with workers and clients to resolve machine's issues.	2	4	1	8	L	Y	- Management skills: communication, organization, prioritization, etc.	Y
Transport workers to and from the job site.	Physical	Potential exposure to: - Property damage: vehicle collision. - Personal injuries: bruises, cuts, fractures, struck by or caught in between, etc. - Tools hitting personnel's body parts.	3	3	1	9	L	Y	- Supervisors are trained and experienced drivers. - Supervisors have clean driver's record. - Supervisor follows and complies with; PCI's Policy on communications, Highway Traffic Act, Monitor Driver's Abstract. - Time and schedule planned ahead; no rush while driving on the roads, highways, etc. - Seat belts are worn. - Tools are secured.	Y
Maintain a safe, clean and organize work area with clean-up performed prior to leaving the job site each day	Physical	- Potential exposure to tripping and falling due to housekeeping issues (materials, tools, garbage and debris left behind unattended on the floor / ground).	1	4	1	4	L	Y	- Basics of supervising training. - Best practices available to be followed. - Housekeeping enforced, clean as work progresses. - Management soft skills training: planning, controlling, delegating, feedback, etc.	Y

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Providing first aid as required in the event of a job related incident.	Psychosocial.	Potential exposure to anxiety when administering first aid to someone, due to: - Inexperienced or not properly trained first aid responder. - Exposed to a real situation with no drill practices. - Man down not breathing.	2	4	1	8	L	Y	- First Aid & CPR training. - Safe procedures developed emergency response plan, etc. - Drills to be planned, complete and evaluated to adjust and improve Emergency response plan. - Map to the nearest hospital and directions to get there are posted and related to workers. - Emergency contact list is posted.	Y
Proving first aid as required in the event of a job related incident.	Biological.	Potential exposure to: - Human fluids. - Cut open injuries. - Broken body parts.	2	4	1	8	L	Y	- First aid and CPR training. - First aid kit available with all needed supplies i.e., vinyl gloves, bandages, splint padding, etc. - Emergency contact list. - Company vehicle available for transportation to hospital.	Y
Performing incident reporting and investigation.	Psychosocial.	Potential exposure to stress while completing the report and investigation due to: - Not being familiar with policy, procedures and forms. - Not knowing how to react before unexpected answers from injured workers or witnesses. - Not completing on time the report or the investigation.	2	4	1	8	L	Y	- Monthly foremen's safety meeting, procedure, process, forms, etc., are explained and questions answered. - Management skills training, communication, assertiveness, dealing with pressure, etc.	Y

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Train, coach and supervise workers.	Psychosocial.	Potential exposure to stress and nervousness while training and coaching workers due to lack of knowledge and training skills.	2	4	1	8	L	Y	Basics of supervising training. - Training material available for review. - EHS Department available for consultation and support.	Y
Disciplining workers.	Psychosocial.	Potential exposure to stress due to worker's reaction (violence verbal harassment, etc.) when receiving the disciplinary action.	1	4	1	4	L		- Basics of supervising training. - Management skills training communication, assertiveness, etc.	Y
Communicate with staff at purchasing, maintenance and the shop.	Psychosocial.	Potential exposure to stress and feelings of frustration and inadequacy when dealing with other departments and not getting things resolved.	2	4	1	8	L		- Skills management communications, negotiations, assertiveness, etc. - Basics of supervising training.	Y
Ensure work efficiency and productivity meet company expectations.	Psychosocial.	Potential exposure to incidents due to pressure to comply with schedule, budget and Production.	2	4	1	8	L	Y	- Planning, controlling, adjusting and supervising are ongoing processes and open door communications assess and reassess the status of a job. - Safe work procedure established. - Assistance and guidance from PCI staff available at all the times. - Scope of work is known. - Daily / weekly meetings to follow up on job site status.	Y

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Lead, attend or participate in Corporate, client safety or other meetings related to the job or the site.	Psychosocial.	Potential exposure to stress due to - Lack of knowledge. - Lack of management skills. - Language barriers - Time being taking away from the job site affecting deadlines and operations.	2	4	2	16	L	Y	- Basics of supervising training. - Supervisory skills training. - Supervisor to plan his time to be at the different meetings without risking the normal development of his site including having a lead-hand in charge. - PCI project managers, estimators and staff available to support or as a backup.	Y
Complete all required job site paper work: daily safe work permit weekly tool box talk, weekly site inspections, etc.	Physical	Potential exposure to: - Paper cuts. - Stress situations if not familiar with documentation. - Back strain: lifting, bending over (waist high), pulling / pushing.	2	4	1	8	L	Y	- Basics of supervising training. - Forms are pre-printed and available. - PCI staff available for coaching and guiding in how to complete properly the paper work. - EHS Department accessible if assistance is required.	Y
	Psychosocial.	Potential exposure to stress due to miscommunication: language barriers.	1	4	1	4	L	Y	- Supervisor to know the workers to match communications. - EHS Department available to support and assist supervisors as required.	Y
Able to perform manual labour.	Physical	Potential exposure to bruises cuts, pinch points, slip, trip and falls due to job site conditions (housekeeping issues) while performing manual labour.	2	4	1	8	L	Y	- Safe work procedures developed, read, followed and understood. - JSA training. - Safe work practices in place. - Housekeeping measures in place and maintain.	Y

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Sawzalls, hand tools (wrench, hammers, etc.) and handheld tools.	Electrical.	Potential exposure to - Electric shock while using a handheld tool. - Defective electrical components.	2	4	1	8	L	Y	Hand-held tools training available. - Inspect hand-held tool before/ connecting it to an electrical/ source. - Insure hands / fingers are away/ from mobile / rotating parts. - Insure GFCI is present / working. - Keep electrical cords off wet areas. -/Supervisor available for/ consultation.	Y
	Psychosocial.	Potential of incidents (personal injuries or property damages) due to pressure or rushing to get the job done on time.	2	4	1	8	L	Y	- Assistance and guidance from/ site supervisor is available at all/ time. - Daily safe work permit covers/ the daily tasks and supervisor/ explains how the job is to get/ completed and who is to do it. - Assign adequate staffing. - Review time frames with/ Workers at time of assignment.	Y

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HAZARD ASSESSMENT- FOREMAN

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Operating equipment (generators, scissor & boom lifts).	Physical	Potential of: Trips and falls. - Pinch points. - Damages to equipment or property: lack of training. - Being crushed or struck by material or moving equipment / vehicles. - Being caught by protruding objects such as pipes, wires, glass, material, etc. - Fire / explosion.	2	4	1	8	L	Y	- Equipment operator's (boom lift / scissor lift, etc.) training/certificate. - Owner's manual and safe operating procedures available. - Traffic Control training. - Backing up training. - Housekeeping measures in/place and maintain. - Protruding material is removed/or identified and painted /barricaded. - Safe work practices to be/followed. - Traffic control plan in place on/the job site. - Perimeter work areas to be/ outlined, safe area to walk in is/ outlined. - Workplace fire safety training. - Fire extinguishers readily/available and displayed on site. - Back alarm working. - Worker to comply and follow/PCI and client specific EHS/Policy. - EHS staff available for/consultation.	Y

Revision No:	June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank H (32-64) M (12-27) L (1-9)

HAZARD ASSESSMENT- LABOURER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment				5. Priority Ranking	6. Controls in Place		
			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical.	Exposure to site level hazards	2	2	1	4	L	Y	-Wear company supplied CSA/ Personal Protective Equipment/ including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate/ respiratory protection and/training will be provided. -Hearing protection will be/required in designated areas of/the facility where noises levels/exceed 85 decibels (dBs). -Where applicable, wear a tear/away fluorescent reflective vest -Aprons, bibs, sleeves,/coveralls, and other additional/job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. -Additional or alternative/Personal Protective Equipment/will be made available as is -necessary for the task	Y
Setting up a Fence	Physical	Potential exposure to: - Back / arms / hands strains and sprains. - Pinch points. - Slips, trips and falls. - Body parts being hit / struck by.	2	2	1	4	L	Y	Manual Material Handling training: use of proper lifting techniques. - Heavy lifting done with a buddy/or via forklift / skid steer. - Housekeeping measures in/place and maintain. - Workers to insure that material/ (fence and stands) is secure.	

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			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
Load and unload job site supplies.	Physical	Potential exposure to - Pinch points. - Property damage. - Slips, trips and falls.	2	2	1	4	L	Y	- Use of proper lifting techniques. - Lift heavy stuff using a buddy or/via lift truck / skid steer. - Keep fingers / hands away from the line of fire. - Supervisor available for/ assistance. - Housekeeping measures in/ place and maintain.	Y
Maintain housekeeping practices and measures in place.	Physical	Potential exposure to - Slips, trips and falls. - Back, arms / hands / legs sprains and strains.	2	2	1	4	L		Best safety practices followed. - Workers walking the entire work area cleaning and organizing as work progresses.	Y
Operate small hand-held powered tools (jack hammers, drills.	Physical	Potential exposure to - Bruises - Pinch points. - Cuts	1	1	1	1	L		- Worker to inspect the tools prior/ and after used them. - Hand-held tools training/ available.	Y
Performing various labour tasks.	Physical	Potential exposure to - Hands, Arms and back strains/to sprains. - Slips, trips and falls due to/ground conditions, i.e., ice, wet/,uneven, etc. - Nerve train equipment and/from task being performed./potential hearing loss. - Heat and cold stress. - Injuries, i.e., scrapes, cuts,/ contusions due to areas not/cleaned and secured yet. - Poor lighting. - Openings in the floor / ground,/ open pits or basements.	2	2	1	4	L	Y	Manual Material Handling training: use of proper lifting techniques. - Lifting or moving heavy stuff with/the help of a buddy or using/carts, dollies, skid steer or forklift. - Fall protection training. - Inspection of all PPE prior to/use. - Hearing protection training. - Use of hearing protection for/ noise exposure above 85dBA. - Use CSA approved ear plugs/ ear muffs as applicable per/company standard. - Working Temperature/Guidelines in Use. -Worker to wear appropriate/clothing according to weather/conditions	Y

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			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
Sawzalls, hand tools (wrench, hammers, etc.) and handheld tools.	Electrical.	Potential exposure to - Electric shock while using a handheld tool. - Defective electrical components.	3	2	1	6	L	Y	Hand-held tools training available. - Inspect hand-held tool before/ connecting it to an electrical/ source. - Insure hands / fingers are away/ from mobile / rotating parts. - Insure GFCI is present / working. - Keep electrical cords off wet/ areas. - Supervisor available for/ consultation.	Y
Operating equipment (generators, scissor & boom lifts).	Psychosocial.	Potential of incidents (personal injuries or property damages) due to pressure or rushing to get the job done on time.	2	2	1	4	L	Y	- Assistance and guidance from/ site supervisor is available at all/ time. - Daily safe work permit covers/ the daily tasks and supervisor/ explains how the job is to get/ completed and who is to do it. - Assign adequate staffing. - Review time frames with/ Workers at time of assignment.	Y
	Physical	Potential of: Trips and falls. - Pinch points. - Damages to equipment or/ property, lack of training.	3	2	1	6	L	Y	- Equipment operator's (boom lift / scissor lift, etc.) training/ certificate. - Owner's manual and safe/ operating procedures available. - Traffic Control training. - Backing up training.	Y

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			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
		- Being crushed or struck by material or moving equipment / vehicles. - Being caught by protruding objects such as pipes, wires, glass, material, etc. - Fire / explosion.							- Housekeeping measures in/ place and maintain. - Protruding material is removed/ or identified and painted / barricaded. - Safe work practices to be/ followed. - Traffic control plan in place on/ the job site. - Perimeter work areas to be/ outlined, safe area to walk in is/ outlined. - Workplace fire safety training. - Fire extinguishers readily/ available and displayed on site. - Back alarm working. - Worker to comply and follow/ Company /client specific H&S	

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Acknowledged by	Worker's Print Name	Worker's Signature	Date

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HAZARD ASSESSMENT- WAREHOUSE /SHOP

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA! Personal Protective Equipment!! including: Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat (If Required) - Where required, the appropriate! respiratory protection and!training will be provided. - Hearing protection will be!required in designated areas of!the facility where noises levels!exceed 85 decibels (dBs). - Where applicable, wear a tear!away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, !and other additional job specific!clothing (impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. - Additional or alternative!Personal Protective Equipment!will be made available as is - necessary for the task	Y
Set up	Physical	Potential exposure to - Back / arms / hands strains and sprains. - Pinch points. - Slips, trips and falls. - Body parts being hit / struck by.	2	2	1	4	L	Y	!Manual Material Handling training: use of proper lifting techniques. - Heavy lifting done with a buddy or via forklift / skid steer. - Housekeeping measures in!place and maintain. - Workers to insure that material! (fence and stands) is secure.	

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HAZARD ASSESSMENT- WAREHOUSE /SHOP

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Load and unload job supplies.	Physical	Potential exposure to: - Pinch points. - Property damage. - Slips, trips and falls.	2	2	1	4	L	Y	- Use of proper lifting techniques. - Lift heavy stuff using a buddy or!via lift truck / skid steer. - Keep fingers / hands away from the line of fire. - Supervisor available for!assistance. - Housekeeping measures in!place and maintain.	Y
Maintain housekeeping practices and measures in place.	Physical	Potential exposure to - Slips, trips and falls. - Back, arms / hands / legs sprains and strains.	2	2	1	4	L		Best safety practices followed. - Workers walking the entire work area cleaning and organizing as work progresses.	Y
Operate small hand-held powered tools (jack hammers, drills.	Physical	Potential exposure to: - Bruises - Pinch points. - Cuts	1	1	1	1	L		- Worker to inspect the tools prior!and after used them. - Hand-held tools training!available.	Y
Performing various labour tasks.	Physical	Potential exposure to - Hands, Arms and back strains!or sprains. - Slips, trips and falls due to!ground conditions, i.e., ice, wet !snow, etc. - Noise from equipment and!from task being performed !potential hearing loss. - Heat and cold stress. - Injuries, i.e., scrapes, cuts ! contusions due to areas not! cleaned and secured yet. - Poor lighting. - Openings in the floor / ground ! open pits or basements	2	2	1	4	L	Y	Manual Material Handling training use of proper lifting techniques. - Lifting or moving heavy stuff with!the help of a buddy or using!carts, dollies skid steer or forklift. - Fall protection training. - Inspection of all PPE prior to!use. - Hearing protection training. - Use of hearing protection for!noise exposure above 85dBA - Use CSA approved ear plugs /ear muffs as applicable per!company standard. - Working Temperature'Guidelines in Use. -!Worker to wear appropriate'clothing according to weather!conditions.	Y

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Sawzalls, hand tools (wrench, hammers, etc.), and handheld tools.	Electrical.	Potential exposure to - Electric shock while using a handheld tool. - Defective electrical components.	3	2	1	6	L	Y	- Inspect hand-held tool before! connecting it to an electrical!source. - Insure hands / fingers are away! from mobile / rotating parts. - Insure GFCI is present /working. - Keep electrical cords off walkways. - Supervisor available for! consultation.	Y
	Psychosocial.	Potential of incidents (personal injuries or property damages) due to pressure or rushing to get the job done on time.	2	2	1	4	L	Y	- Assistance and guidance from!site supervisor is available at all!time. - Daily safe work point covers!the daily tasks and supervisor!explains how the job is to get!completed and who is to do it. - Assign adequate staffing. - Review time frames with!Workers at time of assignment.	Y
Operating equipment (generators, scissor & boom lifts).	Physical	Potential of Trips and falls. - Pinch points. - Damages to equipment or! property: lack of training.	3	2	1	6	L	Y	- Equipment operator s (boom lift,! scissor lift, etc.) training!certificate. - Owner s manual and safe!operating procedures available. - Traffic Control training. - Backing up training.	Y

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HAZARD ASSESSMENT- WAREHOUSE /SHOP

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		- Being crushed or struck by material or moving equipment / vehicles. - Being caught by protruding objects such as pipes, wires, glass, material, etc. - Fire / explosion.							- Housekeeping measures in place and maintain. - Protruding material is removed or identified and painted /barricaded. - Safe work practices to be followed. - Traffic control plan in place on the job site. - Perimeter work areas to be outlined; safe area to walk in is outlined. - Workplace fire safety training. - Fire extinguishers readily available and displayed on site. - Back alarm working. - Worker to comply and follow Company /client specific H&S Policy -!EHS staff available for!consultation.	

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HAZARD ASSESSMENT- MECHANIC

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical.	Exposure to site level hazards.	2	2	1	4	L	Y	- Wear company supplied CSA/ Personal Protective Equipment/ including: Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat. - Where required, the appropriate/ respiratory protection and/training will be provided. -Hearing protection will be/required in designated areas of/the facility where noises levels/exceed 85 decibels (dBs). - Where applicable, wear a teal/away fluorescent reflective vest. - Aprons, bibs, sleeves, /coveralls, and other additional/job specific clothing impervious/resistant to dust / fibres may be/required for some job functions/and will be available when necessary. -Additional or alternative Personal Protective Equipment/will be made available as is/necessary for the task.	Y
Perform repairs. - Ensure repairs and/ maintenance is/ completed in a timely/ manner, as required. - Test repaired/ equipment to ensure/ proper performance. - Clean, lubricate/ and perform other/general maintenance/as required. - Properly handle/and use hand held		Potential exposure to - Pinch points. - Greases and oils. - Bruises and cuts. - Wrong tool for the task. - Defective / damaged tools.	1	4	1	4	L	Y	- Body parts away from line of fire. - Eyes and mind on task at all/times. - WHMIS training and MSDS/ available for consultation. - Tools and equipment are inspected prior to start/ using them. - Damaged tools / equipment is/ replaced immediately. - Tools and equipment is kept in/good working order and is/appropriate for the tasks / jobs.	Y

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HAZARD ASSESSMENT- MECHANIC

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tools as well as powered tools.	Ergonomics	Potential exposure to - Back strain. - Arms / shoulders / hands sprains. - Personal injuries due to awkward position	2	4	1	8	L	Y	- Worker to position/ing himself/ facing the material or equipment/ they are working on. - Warm up body and extremities/ before starting a job / task.	Y
	Psychosocial	Potential exposure due to stress due to time restraints. Overload of work due to lack of staff	2	4	1	8	L	Y	Help is available if needed	Y
Walking in the yard and maintenance building.	Physical	Potential exposure to slipping, tripping and falling due to uneven ground, gravel base, snow, water, ice, grease, etc.	2	4	1	8	L	Y	- /Clean the work area/ floors in/Safe management skills. /assertive communication. - Scheduled breaks. - Back up as required. - Clean the work area/ floors in/the shop: sweep, clean /general/ housekeeping maintained/. - Shovel or use skid steer to clear the yard area/ use of salt and / or sand. - Take small steps in/poor/ground conditions to keep/ center of gravity close. - Grade the ground as/necessary to minimize pot/holes and ankle twisting/ conditions. - Paint the edge of the uneven/ concrete in the shop	Y
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HAZARD ASSESSMENT- OFFICE ADMINISTRATOR

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	2	4	1	8	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y
Use of telephone	Physical	Potential of back, arms, neck and shoulders strain due to movements while using the telephone.	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone. -Work area is layout is fit for the worker.	Y
Office desk work.	Physical	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	2	2	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs	Y
		Potential of discomfort due to - Air flow / quality. - Recirculation of air. - Too hot / too cold. - Dust. - Noise levels: open concept office. - Sitting for long periods of time.	1	3	2	6	L	Y	- Duct work cleaned as required or requested. - Cleaning on a daily basis by custodian (office staff can wipe their own work stations). - Portable heater / fan can be made available in the area. - Scheduled break times to stretch and change body posture.	Y

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HAZARD ASSESSMENT- OFFICE ADMINISTRATOR

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Walking around office and inside Cubicle areas.	Physical	Potential of trips and falls. - Boxes & tools in aisle ways / tables /chairs. - Cords and materials under desks.	2	4	1	8	L	Y	- Monthly workplace inspection to identify and correct safety issues.	Y
Getting / storing supplies in the supply room.	Physical	Potential of - Objects falling on workers head or body parts. - Muscles / back / arm strains when accessing supplies that are in the top shelves. - Tripping and falling due to materials left on the floor.	2	2	1	4	L	Y	- Stepladder is available in storage - Assistance from maintenance shop or other employees available.	Y
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long in person and via telephone.-	2	2	2	8	L	Y	- Soft management skills. Assertive communication. - Scheduled breaks. - Back up as required.	Y
Filing.	Physical	Potential of - Paper cuts. - Back strain: lifting, bending over (waist high), pulling / pushing.	1	2	1	2	L	Y	- Assistance available by other Staff.	Y
Photocopying, Scanning, faxing.	Physical	Potential of - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is cleaned	Y
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HAZARD ASSESSMENT- OFFICE PERSONNEL

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Working in front of a computer	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk - Height of monitor - Keyboard height - Use of mouse - Chair set - Foot rest - Lighting: glare, shadow, not enough	2	4	1	8	L	Y	- Adjustable chairs - Some workstations have ability to be adjusted - Height of monitors can be adjusted	Y
Use of telephone	Physical	Potential of back, arms, neck and shoulders strain due to movements while using the telephone	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone -Work area's layout is fit for the worker	Y
Office desk work	Physical	Potential of eye strain due to - Lack of / too much light & glare - Shadows - Type of lights used	1	2	2	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request - Window with blind that can be adjusted to match worker's needs	Y
		Potential of discomfort due to - Air flow / quality - Recirculation of air - Too hot / too cold - Dust - Noise levels: open concept office - Sitting for long periods of time	1	3	2	6	L	Y	- Duct work cleaned as required or requested - Cleaning on a daily basis by custodian (office staff can wipe their own work stations) - Portable heater / fan can be made available in the area. - Scheduled break times to stretch and change body posture	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- OFFICE PERSONNEL

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Walking around office and inside Cubicle areas	Physical	Potential of trips and falls - Boxes & tools in aisle ways / tables /chairs - Cords and materials under desks	2	4	1	8	L	Y	- Monthly workplace inspection to identify and correct safety issues	Y
Getting / storing supplies in the supply room	Physical	Potential of - Objects falling on workers' head or body parts - Muscles / back / arm strains when accessing supplies that are in the top shelves. - Tripping and falling due to materials left on the floor	2	2	1	4	L	Y	- Stepladder is available in storage - Assistance from maintenance shop or other employees available	Y
Dealing with public	Psychosocial	Potential of stress due to dealing with customers, clients and employees all day long: in person and via telephone.-	2	2	2	8	L	Y	- Soft management skills Assertive communication - Scheduled breaks - Back up as required	Y
Filing	Physical	Potential of - Paper cuts - Back strain: lifting, bending over (waist high), pulling / pushing	1	2	1	2	L	Y	- Assistance available by other Staff	Y
Photocopying, Scanning, faxing	Physical	Potential of - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is cleaned	Y

Revision No:	June 2017	Revision Date	June 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- PROJECT COORDINATOR

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Working in front of a computer	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk - Height of monitor - Keyboard height - Use of mouse - Chair set - Foot rest - Lighting: glare, shadow, not enough	2	4	1	8	L	Y	- Adjustable chairs - Some workstations have ability to be adjusted - Height of monitors can be adjusted	Y
Use of telephone	Physical	Potential of back, arms, neck and shoulders strain due to movements while using the telephone	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone -Work area's layout is fit for the worker	Y
Office desk work	Physical	Potential of eye strain due to - Lack of / too much light & glare - Shadows - Type of lights used	1	2	2	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request - Window with blind that can be adjusted to match worker's needs	Y
		Potential of discomfort due to - Air flow / quality - Recirculation of air - Too hot / too cold - Dust - Noise levels: open concept office - Sitting for long periods of time	1	3	2	6	L	Y	- Duct work cleaned as required or requested - Cleaning on a daily basis by custodian (office staff can wipe their own work stations) - Portable heater / fan can be made available in the area. - Scheduled break times to stretch and change body posture	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- PROJECT COORDINATOR

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Walking around office and inside Cubicle areas	Physical	Potential of trips and falls - Boxes & tools in aisle ways / tables /chairs - Cords and materials under desks	2	4	1	8	L	Y	- Monthly workplace inspection to identify and correct safety issues	Y
Getting / storing supplies in the supply room	Physical	Potential of - Objects falling on workers' head or body parts - Muscles / back / arm strains when accessing supplies that are in the top shelves. - Tripping and falling due to materials left on the floor	2	2	1	4	L	Y	- Stepladder is available in storage - Assistance from maintenance shop or other employees available	Y
Dealing with public	Psychosocial	Potential of stress due to dealing with customers, clients and employees all day long: in person and via telephone.-	2	2	2	8	L	Y	- Soft management skills Assertive communication - Scheduled breaks - Back up as required	Y
Filing	Physical	Potential of - Paper cuts - Back strain: lifting, bending over (waist high), pulling / pushing	1	2	1	2	L	Y	- Assistance available by other Staff	Y
Photocopying, Scanning, faxing	Physical	Potential of - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is cleaned	Y

Revision No:	June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
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Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- OPERATING A VEHICLE

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Perform pre-trip inspection vehicle.	Physical	Potential exposure to: - Pinch points. - Bending. - Reaching. - Slips, trips, falls.	2	4	1	8	L	Y	- Area around vehicle is kept clean. - Caution taken when bad weather conditions are present. - Use of flashlight in poor lighting. - Adequate footwear.	Y
	Chemical	Potential exposure to engine oil and antifreeze during inspection.	1	4	1	4	L	Y	- WHMIS training.	Y
Fuel vehicle.	Physical	Potential exposure to sprains / strains from pulling hose.	1	4	1	4	L	Y	-Use 2 hands to pull the hose. - Park close to the pump.	Y
	Chemical	Potential exposure to sprains, strains from lifting and inserting nozzle.	1	4	1	4	L	Y	- Turn off vehicle before refuelling. - WHMIS training. - MSDSs available for consultation. - Don't depress the nozzle until nozzle is in the chamber, let drip before removing. - Worker to keep face away from the tank opening when filling. - No Smoking while refuelling. - Do not use cellular devices while refuelling.	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- OPERATING A VEHICLE

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Operate vehicle.	Physical	Potential exposure to - Repetitive arm movement turning wheel and shifting (as required) - Eye strain - Lower back strain – stagnant positioning	1	4	1	1	L	Y	-Adjustable seat - Use of sunglasses - Stretch when getting out of the vehicle after sitting for long periods of time	Y
	Psychosocial.	Potential exposure to - Weather conditions - Bad drivers - Fatigue - Traffic - Time commitments	1	4	1	4	L	Y	- Experience - Drivers sent home when weather conditions become dangerous - Listen to radio/music - Plan best route to maximize efficiency	N
Park vehicle.	Physical.	-Potential exposure to: Turning of head to check blind spots and area- Neck strain -Other vehicles moving around the company vehicle. -Backing vehicles	1	4	1	4	L	Y	- Mirrors adjusted to minimize blind spots -Turn head to check blind spot	Y

Revision No	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Program ID: 2.85

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- PROJECT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical.	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including: Grade 1 Footwear (Green Patch) boots with toed - Safety glasses. - Hard hat. - Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noise levels exceed 85 decibels (dBs). - Where applicable, wear a bar away fluorescent reflective vest. -Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/resistant to dust / fibres may be required for some job functions and will be available when necessary. -Additional or alternative Personal Protective Equipment will be made available as is necessary for the task.	Y
Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- PROJECT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Office desk work.	Physical	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	1	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs	Y
			1	4	1	4	L	Y		Y
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long in person and via telephone.	1	4	1	4	L	Y	- Soft management skills assertive communication. - Scheduled breaks. - Back up as required.	Y
Filing.	Physical	Potential of: - Paper cuts. - Back strain: lifting, bending over (waist high), pulling / pushing.	1	4	1	4	L	N	- Assistance available by other staff.	Y
Photocopying, scanning, faxing.	Physical	Potential of: - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is cleaned	Y

Revision No.	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Program ID: 2.86

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- RECEPTIONIST

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M-H	6. Controls in Place (N / A)	Control Description	Adequate (Y / N)
Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	2	8	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y
Operating the switchboard terminal, the telephone.	Physical	Potential of back, arms, neck and shoulders strain due to movements while using the switchboard terminal.	1	4	2	8	L	Y	- Receptionist may wear a headset for answering the phone. -Work area is layout is fit for the worker.	Y
Office desk work	Physical	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	2	8	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs	Y
		Potential of discomfort due to - Air flow / quality. - Recirculation of air. - Too hot / too cold. - Dust.	1	4	2	8	L	Y	- Duct work cleaned as required or requested. - Cleaning on a daily basis by custodian (office staff can wipe their own work stations).	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- RECEPTIONIST

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M-H	6. Controls in Place (N / A)	Control Description	Adequate (Y / N)
		- Noise levels: open concept office. - Sitting for long periods of time.							- Portable heater / fan can be made available in the area. - Scheduled break times to stretch and change body posture.	
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long: in person and via telephone -	1	4	2	8	L	Y	- Soft management skills assertive communication. - Scheduled breaks. - Back up as required.	Y
Filing.	Physical	Potential of - Paper cuts. - Back strain: lifting, bending over (waist high), pulling / pushing.	1	4	2	8	L	Y	- Assistance available by other staff.	Y
Photocopying, scanning, faxing.	Physical	Potential of: - Slips, trips and falls on way to machine. -Getting cut/ pinched when removing paper jams	1	4	2	8	L	Y	Area around equipment is cleaned	Y

Revision No	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- SENIOR MANAGEMENT

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M-H	6. Controls in Place (N / A)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including: Grade I Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/resistant to dust / fibres may be required for some job functions and will be available when necessary. - Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y
Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- SENIOR MANAGEMENT

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A Severity (1 - 4)	B Frequency (1 - 4)	C Probability (1 - 4)	D Total	5. Priority Ranking L-M-H	6. Controls in Place (N / A)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients, Discussing project scope, schedule, costs, quotation.	Physical	- Exposure to noise from equipment and from task being performed, potential hearing loss.	1	3	2	6	L	Y	- Hearing protection training. - Use of hearing protection for noise exposure above 85dBA	Y
		- Exposure to heat and cold stress	1	3	2	6	L	Y	- Working Temperature Guidelines in Use. - Worker to wear appropriate clothing according to weather conditions - Breaks away from high heat or extreme cold temperatures	Y
		- Exposure to radiating heat from the sun, potential for eye damage and skin cancer	1	3	2	6	L	Y	- Sunscreen available on request	Y
		- Exposure to slips, trips & falls due to ground conditions, ie. ice, wet, snow, etc. - Potential to injuries, ie; scrapes, cuts, contusions	1	3	2	6	L	Y	- Training - Program in Use, full body harness, lanyard, work boots. - Inspection all PPE prior to use. - Caution / Danger Signage in use. - Physical Barrier Caution /Danger Tapes and Guard Rail use.	Y
Job Site Visits including site Inspections, audits Investigations meeting with clients. Discussing project scope, schedule, costs, quotation.	Physical	Potential of being crushed or struck by material or moving equipment/vehicles. Potential for being caught by - Protruding objects such as pipes, wires, glass, material, etc.	3	3	1	9	L	Y	- Simulated Hazards Analysis training. - Basics of Supervising Training. - Traffic Control Planning & Backing Up Vehicles Training. - Good housekeeping practices. - Safe work practices to be followed. - Traffic control plan in place on the job site. - Perimeter work areas to be outlined safe area to walk in is outlined. - Worker to comply and follow client specific EHS Policy.	Y

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HAZARD ASSESSMENT- SENIOR MANAGEMENT

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
	Chemical	- Potential contamination from hazardous chemicals and materials on the work site causing acute and chronic health effects including damage to the central nervous system, skin irritations, respiratory damage, etc.	1	3	1	3	L	Y	Job site specific orientation training - -Review Designated Substance Survey report -Worker to know / be familiar with all applicable designated substances regulations, and Federal, Provincial and Municipal laws -Good hygiene practices -General and site specific WHMIS training MSDSs revision and site specific awareness training	Y
Job Site Visits including; Site Inspections, audits, Investigations, meeting with clients, Discussing project scope, schedule, costs, quotations	Biological	Potential exposure to - organisms or toxins organisms may produce ,health effects from viruses,parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program. - WHMIS training general and site specific. - Hygiene practices	Y
	Psychosocial	Stressful situations when dealing with workers external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills. - Public speaking skills - Handling and Managing stress	Y
Office desk work	Physical	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	1	2	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs.	Y
		Potential of discomfort due to - Air flow / quality. - Recirculation of air. - Too hot / too cold. - Dust. - Noise levels: open concept office.	1	4	1	4	L	Y	- Duct work cleaned as required or requested. - Cleaning on a daily basis by custodian (office staff can wipe their own work stations). - Portable heater / fan can be made available in the area.	Y

Program ID: 2.88

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- SENIOR MANAGEMENT

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
		- Sitting for long periods of time.							- Scheduled break times to stretch and change body posture.	
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long in person and via telephone -	2	3	1	6	L	Y	- Soft management skills assertive communication. - Scheduled breaks. - Back up as required.	Y
Filing.	Physical	Potential of: - Paper cuts. - Back strain, lifting, bending over (waist high), pulling / pushing.	1	2	1	2	L	N	- Assistance available by other staff.	Y
Photocopying, scanning, faxing	Physical	Potential of - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	3	1	3	L	Y	Area around equipment is cleaned	Y

Revision No.	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Program ID: 2.88

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
Probability: (1: not likely to happen) (2: unlikely, possible once every 5- 20 years) (3: happen once every 1- 5 years) (4: expected to happen at least once a year)
Priority Rank: H (32-64), M (12-27), L (1-9)

HAZARD ASSESSMENT- TRUCK DRIVER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	1	1	2	L	Y	- Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/resistant to dust / fibres may be required for some job functions and will be available when necessary. - Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y
Perform pre-trip inspection of truck And / or trailer.	Physical	Potential exposure to: - Pinch points. - Sprains and strains when Reaching. - Slips, trips and falls.	2	4	2	16	M	Y	- Class G driver's licence. - Area around truck is kept clean. - Caution taken when bad weather conditions are present. - Use of flashlight in poor lighting. - Stretching when necessary.	Y
	Chemical	Potential exposure to engine oil and antifreeze during inspection, filling chambers. Greasing rails.	1	4	1	4	L	Y	- WHMIS training. - MSDSs available for consultation/ reference	Y

Program ID: 2.89

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Priority Rank: H (32-64), M (12-27), L (1-9)

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Fuel truck.	Physical	Potential exposure to sprains / strains from pulling hose.	1	4	1	4	L	Y	-Use 2 hands to pull the hose. - Park close to the pump	Y
	Chemical	Potential exposure to - Splash of fuel from nozzle. - Fumes and vapours from Diesel fuel.	1	4	1	4	L	Y	- Turn off vehicle before refuelling - WHMIS training - MSDSs available for consultation. - Don't depress the nozzle until nozzle is in the chamber. Jet drip before removing. - Worker to keep face away from the tank opening when filling. - No Smoking while refuelling - Do not use cellular devices while refuelling	Y
Operate / drive truck.	Physical	Potential exposure to - Repetitive arm movement Turning wheel and shifting. - Eye strain. - Lower back strain – stagnant positioning. - Vehicle accident or damage	1	4	2	8	L	Y	-Adjustable Seat -Use of Sunglasses -Stretch when getting out of truck after sitting for long period of time -Obey all posted traffic signs and highway laws	Y
	Psychosocial.	Potential exposure to - Weather conditions. - Bad drivers on the road. - Fatigue. - Traffic.	1	4	2	8	L	Y	Driver experience, class D licence. - Delivery – driver to pull over When weather conditions become dangerous and seek advice from supervisor regarding going back to the shop or completing the delivery. - Listen to radio / music. - Plan best route to Maximum Efficiency.	Y

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Pick up / place on ground the roll-off Box.	Physical	Sprain / strain connecting / disconnecting hook to the Box.	1	4	2	8	L	Y	- Use 2 hands to pull the cable close to the box	Y
Dump roll-off box.	Psychosocial.	- Unevenly loaded material possible box flipping off the Truck or truck flipping. - Cable breaking could cause damage or personal injury.	2	4	1	8	L	Y	- Place load on ground, then Tilt box to empty. - Have material grappled out. - Have load adjusted. - Do not allow persons to stand behind the truck area when lifting or dropping a box.	Y
Place box on roll-off trailer and hook up Trailer.	Physical.	Head impact (from sprung Doors chaining under the rails) - Strains & sprains.	2	4	1	8	L	Y	- Grease door hinges. - Don't overload boxes. - Use of single doors. - Use of long bar to unlatch double doors if pressure on Door. - Inform supervisor when boxes need repairs.	Y
Secure roll-off box on truck or trailer.	Physical	Potential exposure to slipping And falling due to snow, water, ice, etc. on ground.	2	4	1	8	L	N	- Housekeeping measures in place and well maintained, including: - Having ramp and Walkways clean, clear and obstacles free. - Spread salt or sand on Ground to eliminate the icy hazard. - Keep eyes and mind on task At all times; no rushing, no cutting corners	Y

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			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(N / Y)	Control Description	Adequate (Y / N)
Tarp / un-tarp roll-off Box.	Physical.	- Slips and falls (climbing up and down ladder). - Strains (reaching, stretching and lifting tarps).	1	4	1	4	L	Y	- Use and maintain 3-point contact when climbing up and down the ladder on the Roll-off box. - Ask for assistance from a coworkers on site. - Use proper body mechanics When lifting the tarp.	N

Revision No	June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

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Hazard Assessment - Service Manager

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			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(N / Y)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including, Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. -Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y

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Program ID: 2.96

Hazard Assessment - Service Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment				5. Priority Ranking	6. Controls in Place		
			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(N / Y)	Control Description	Adequate (Y / N)
Walking in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y
Lead, attend or participate in Corporate, client, safety or other meetings related to the job or the site	Psychosocial	Potential exposure to stress due to: - Lack of knowledge - Lack of management skills - Language barriers - Time being taking away from the job site affecting deadlines and operations	2	4	2	8	L	Y	- Basics of supervising training - Supervisory skills training - Supervisor to plan his time to be at the different meetings without risking the normal development of his site, including having a lead-hand in charge - PCI project managers, estimators and staff available to support or as a backup	Y
Job Site Visits including site Inspections, audits Investigations, meeting with clients. Discussing project scope, schedule, costs, quotation.	Physical	- Exposure to slips, trips & falls due to ground conditions, ie. ice, wet, snow, etc. - Potential to injuries, ie, scrapes, cuts, contusions	1	3	2	6	L	Y		Y

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Program ID: 2.96

Hazard Assessment - Service Manager

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Job Site Visits including site inspections, audits, investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Physical	- Exposure to noise from equipment and from task being performed, potential hearing loss	1	3	2	6	L	Y	- Hearing protection training. - Use of hearing protection for noise exposure above 85dBA	Y
		- Exposure to heat and cold stress	1	3	2	6	L	Y	- Working Temperature Guidelines in Use. - Worker to wear appropriate clothing according to weather conditions. - Breaks away from high heat or extreme cold temperatures	Y
		- Exposure to radiating heat from the sun, potential for eye damage and skin cancer	1	3	2	6	L	Y	- Sunscreen available on request	Y
		- Exposure to slips, trips & falls due to ground conditions, ie. ice, wet, snow, etc. - Potential to injuries, ie, scrapes, cuts, contusions	1	3	2	6	L	Y	- Training - Program in Use: Full body harness lanyard, work boots - Inspection of PPE prior to use - Caution / Danger Signage in use - Physical Barrier Caution /Danger Tapes and Guard Rail low	Y
		Potential of being crushed or struck by material or moving equipment/vehicles Potential for being caught by - Protruding objects such as pipes, wires, glass, material, etc	3	3	1	9	L	Y	- Simulated Hazards Analysis training. - Basics of Supervising Training. - Traffic Control Planning & Backing Up Vehicles Training. - Good housekeeping practices. - Safe work practices to be followed. - Traffic control plan in place on the job site. - Perimeter work areas to be outlined; safe area to walk in is outlined. - Worker to comply and follow Client specific EHS Policy.	Y

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Job Site Visits including site inspections, audits, investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Chemical	- Potential contamination from hazardous chemicals and materials on the work site causing acute and chronic health effects including damage to the central nervous system, skin irritations, respiratory damage, etc.	1	3	1	3	L	Y	- Job site specific orientation training. - Review Designated Substance Survey report. - Worker to know / be familiar with all applicable designated substances regulations, and Federal, Provincial and Municipal laws. - Good hygiene practices. - General and site specific WHMIS training. - MSDSs revisam and site specific awareness training.	Y
	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program. - WHMIS training general and site specific. - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills. - Public speaking skills. - Handling and Managing stress.	Y

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Job Site Visits including site inspections, audits, investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program. - WHMIS training general and site specific. - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills. - Public speaking skills. - Handling and Managing stress.	Y
Filing.	Physical	Potential of: - Paper cuts. - Back strain: lifting, bending over (waist high), pulling / pushing.	1	4	1	4	L	N	- Assistance available by other staff.	Y
Photocopying, scanning, faxing.	Physical	Potential of: - Slips, trips and falls on way to machine. -Getting cut/ pinched when removing paper jams.	1	4	1	4	L	Y	Area around equipment is cleaned	Y

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Office desk work.	Physical	Potential of eye strain due to - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	1	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs	Y
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long, in person and via telephone -	1	4	1	4	L	Y	- Soft management skills assertive communication. - Scheduled breaks. - Back up as required.	Y
Job Performance Evaluations.	Psychosocial.	Potential exposure to stress and nervousness while evaluating workers due to potential conflict over results.	2	4	1	8	L	Y	Basics of Supervising Training. - Help understand purpose for review is to improve. - EHS Department available for consultation and support.	Y
Disciplining workers.	Psychosocial.	Potential exposure to stress due to worker's reaction (violence, verbal harassment, etc.) when receiving the disciplinary action.	1	4	1	4	L	Y	- Basics of supervising training. - Management skills training communication, assertiveness, etc.	Y

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Use of telephone/ Cell Phone	Physical	Potential of back, arms, fingers, neck and shoulders strain due to movements while using the telephone/cell phone.	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone. - Work area's layout is fit for the worker.	Y
Communicate with staff at purchasing, maintenance and the shop.	Psychosocial	Potential exposure to stress and feelings of frustration and inadequacy when dealing with other departments and not getting things resolved.	2	4	1	8	L		- Skills management communications, negotiations / assertiveness, etc. - Basics of supervising training.	Y
Perform pre-trip inspection vehicle	Physical	Potential exposure to - Pinch points - Bending - Reaching - Slips, trips, falls	2	4	1	8	L	Y	- Area around vehicle is kept/clean - Caution taken when bad/weather conditions are present - Use of flashlight in poor lighting -Adequate footwear	Y
	Chemical	Potential exposure to engine oil and antifreeze during inspection	1	4	1	4	L	Y	-WHMIS training	Y
Fuel vehicle	Physical	Potential exposure to sprains / strains from pulling hose	1	4	1	4	L	Y	-Use 2 hands to pull the hose !-! Park close to the pump.	Y
	Chemical	Potential exposure to sprains, strains from lifting and inserting nozzle	1	4	1	4	L	Y	- Turn off vehicle before/refuelling - WHMIS training - MSDSs available for/consultation - Don't depress the nozzle until nozzle is in the chamber, let drip before removing - Worker to keep face away from/the tank opening when filling - No Smoking while refuelling - Do not use cellular devices while refuelling	Y

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Operate vehicle	Physical	Potential exposure to - Repetitive arm movement;/ turning wheel and shifting'(as required) - Eye strain - Lower back strain –stagnant positioning	1	4	1	1	L	Y	-Adjustable seat - Use of sunglasses - Stretch when getting out of the vehicle after sitting for long periods of time	Y
	Psychosocial	Potential exposure to - Weather conditions - Bad drivers - Fatigue - Traffic - Time commitments.	1	4	1	4	L	Y	- Experience - Drivers sent home when/ weather conditions become/ dangerous - Listen to radio/music - Plan best route to maximize/ efficiency	N
Park vehicle	Physical	-Potential exposure to: Turning'of head to check blind spots and/area-Neck strain -Other vehicles moving around the company vehicle -Backing vehicles	1	4	1	4	L	Y	- Mirrors adjusted to minimize/ blind spots - Turn head to check blind spot	Y

Revision No.	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

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Hazard Assessment - Re-Roofing Manager

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Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including, Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. - Additional or alternative Personal Protective Equipment will be made available as is necessary for the task	Y

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Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y
Lead, attend or participate in Corporate, client, safety or other meetings related to the job or the site	Psychosocial	Potential exposure to stress due to - Lack of knowledge - Lack of management skills - Language barriers - Time being taking away from the job site affecting deadlines and operations.	2	4	2	8	L	Y	- Basics of supervising training - Supervisory skills training - Supervisor to plan his time to be at the different meetings without risking the normal development of his site, including having a lead-hand in charge - PCI project managers, estimators and staff available to support or as a backup.	Y
Job Site Visits including site inspections, audits, investigations, meeting with clients. Discussing project scope, schedule, costs, quotation.	Physical	- Exposure to slips, trips & falls due to ground conditions, ie. ice, wet, snow, etc. - Potential to injuries, ie. scrapes, cuts, contusions	1	3	2	6	L	Y		Y

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Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Physical	- Exposure to noise from equipment and from task being performed, potential hearing loss	1	3	2	6	L	Y	- Hearing protection training - Use of hearing protection for noise exposure above 85dBA	Y
		- Exposure to heat and cold stress	1	3	2	6	L	Y	- Working Temperature Guidelines in Use - Worker to wear appropriate clothing according to weather conditions. - Breaks away from high heat or extreme cold temperatures	Y
		- Exposure to radiating heat from the sun, potential for eye damage and skin cancer	1	3	2	6	L	Y	- Sunscreen available on request.	Y
		- Exposure to slips, trips & falls due to ground conditions, ie. ice, wet, snow, etc - Potential to injuries, ie, scrapes, cuts, contusions	1	3	2	6	L	Y	- Training - Program in Use (full body harness, lanyard, work boots - Inspection all PPE prior to use - Caution / Danger Signage in use - Physical Barrier Caution /Danger Tapes and Guard Rail use	Y
		Potential of being crushed or struck by material or moving equipment/vehicles. Potential for being caught by - Protruding objects such as pipes, wires, glass, material, etc	3	3	1	9	L	Y	- Simulated Hazards Analysis training - Basics of Supervising Training - Traffic Control Planning & Backing Up Vehicles Training - Good housekeeping practices. - Safe work practices to be followed - Traffic control plan in place on the job site - Perimeter work areas to be outlined, safe area to walk in is outlined. - Worker to comply and follow Client specific EHS Policy	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
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Priority Rank: H (32-64). M (12-27). L (1-9)

Hazard Assessment - Re-Roofing Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment: A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking: L-M-H	6. Controls in Place: (Y / N)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Chemical	- Potential contamination from hazardous chemicals and materials on the work site causing acute and chronic health effects including damage to the central nervous system, skin irritations, respiratory damage, etc.	1	3	1	3	L	Y	- Job site specific orientation training - Review Designated Substance Survey report - Worker to know / be familiar with all applicable designated substances regulations, and Federal, Provincial and Municipal laws. - Good hygiene practices. - General and site specific WHMIS training - MSDSs revision and site specific awareness training	Y
	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program - WHMIS training general and site specific - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills - Public speaking skills - Handling and Managing stress	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency: (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
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Hazard Assessment - Re-Roofing Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment: A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking: L-M-H	6. Controls in Place: (Y / N)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program - WHMIS training general and site specific - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills - Public speaking skills - Handling and Managing stress	Y
Filing.	Physical	Potential of: - Paper cuts. - Back strain: lifting, bending over (waist high), pulling / pushing.	1	4	1	4	L	N	- Assistance available by other staff.	Y
Photocopying, scanning, faxing.	Physical	Potential of: - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is declined	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Hazard Assessment - Re-Roofing Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment: A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking: L-M-H	6. Controls in Place: (Y / N)	Control Description	Adequate (Y / N)
Office desk work.	Physical	Potential of eye strain due to: - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	1	4	L	Y	- Portable lamps placed on some desks. - Some offices have alternative lighting per worker's request. - Window with blind that can be adjusted to match worker's needs.	Y
Dealing with public.	Psychosocial.	Potential of stress due to dealing with customers, clients and employees all day long in person and via telephone.-	1	4	1	4	L	Y	- Soft management skills: assertive communication. - Scheduled breaks. - Back up as required.	Y
Job Performance Evaluations.	Psychosocial.	Potential exposure to stress and nervousness while evaluating workers due to potential conflict over results.	2	4	1	8	L	Y	Basics of Supervising Training. - Help understand purpose for review is to improve. - EHS Department available for consultation and support.	Y
Disciplining workers.	Psychosocial.	Potential exposure to stress due to worker's reaction (violence, verbal harassment, etc.) when receiving the disciplinary action.	1	4	1	4	L	Y	- Basics of supervising training. - Management skills training communication, assertiveness etc.	Y

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Hazard Assessment - Re-Roofing Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Use of telephone/ Cell Phone	Physical	Potential of back, arms, fingers, neck and shoulders strain due to movements while using the telephone/cell phone.	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone - Work area's layout is fit for the worker.	Y
Communicate with staff at purchasing, maintenance and the shop.	Psychosocial	Potential exposure to stress and feelings of frustration and inadequacy when dealing with other departments and not getting things resolved.	2	4	1	8	L		- Skills management (communications, negotiations,) assertiveness, etc. - Basics of supervising training.	Y
Perform pre-trip inspection vehicle	Physical	Potential exposure to - Pinch points - Bending - Reaching - Slips, trips, falls	2	4	1	8	L	Y	- Area around vehicle is kept clean - Caution taken when bad weather conditions are present - Use of flashlight in poor lighting -Adequate footwear	Y
	Chemical	Potential exposure to engine oil and antifreeze during inspection	1	4	1	4	L	Y	-WHMIS training	Y
Fuel vehicle	Physical	Potential exposure to sprains / strains from pulling hose	1	4	1	4	L	Y	-Use 2 hands to pull the hose. - Park close to the pump.	Y
	Chemical	Potential exposure to sprains, strains from lifting and inserting nozzle	1	4	1	4	L	Y	- Turn off vehicle before refueling - WHMIS training - MSDSs available for consultation - Don't depress the nozzle until nozzle is in the chamber, let drip before removing - Worker to keep face away from the tank opening when filling - No Smoking while refuelling - Do not use cellular devices while refuelling	Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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Hazard Assessment - Re-Roofing Manager

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Operate vehicle	Physical	Potential exposure to: - Repetitive arm movement(turning wheel and shifting)(as required) - Eye strain - Lower back strain –stagnant positioning	1	4	1	1	L	Y	-Adjustable seat - Use of sunglasses - Stretch when getting out of the vehicle after sitting for long periods of time	Y
	Psychosocial	Potential exposure to: - Weather conditions - Bad drivers - Fatigue - Traffic - Time commitments	1	4	1	4	L	Y	- Experience - Drivers sent home when weather conditions become dangerous - Listen to radio/music - Plan best route to maximize efficiency	N
Park vehicle	Physical	-Potential exposure to: Turning/ot head to check blind spots and/area- Neck strain -Other vehicles moving around/the company vehicle -Backing vehicles	1	4	1	4	L	Y	- Mirrors adjusted to minimize/ blind spots - Turn head to check blind spot	Y

Revision No	Original Creation Date - June 2017	Revision Date	July 2022
Approved By		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Required Personal Protective Equipment	Physical	Exposure to site level hazards	2	2	1	4	L	Y	- Wear company supplied CSA Personal Protective Equipment including, Grade 1 Footwear (Green Patch) boots with tread - Safety glasses - Hard hat - Where required, the appropriate respiratory protection and training will be provided. - Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). - Where applicable, wear a tear away fluorescent reflective vest - Aprons, bibs, sleeves, coveralls, and other additional job specific clothing impervious/ resistant to dust / fibres may be required for some job functions and will be available when necessary. - Additional or alternative Personal Protective Equipment will be made available as is necessary for the task.	Y

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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Working in front of a computer.	Ergonomics	Potential of back / arms / eyes strain due to: - Set up of desk. - Height of monitor. - Keyboard height. - Use of mouse. - Chair set. - Foot rest. - Lighting: glare, shadow, not enough.	1	4	1	4	L	Y	- Adjustable chairs. - Some workstations have ability to be adjusted. - Height of monitors can be adjusted.	Y
Lead, attend or participate in Corporate, client, safety or other meetings related to the job or the site	Psychosocial	Potential exposure to stress due to: - Lack of knowledge - Lack of management skills - Language barriers - Time being taking away from the job site affecting deadlines and operations	2	4	2	8	L	Y	- Basics of supervising training - Supervisory skills training - Supervisor to plan his time to be at the different meetings without risking the normal development of his site, including having a lead-hand in charge - PCI project managers, estimators and staff available to support or as a backup.	Y
Job Site Visits including site Inspections, audits, Investigations, meeting with clients, Discussing project scope, schedule, costs, quotation.	Physical	- Exposure to slips, trips & falls due to ground conditions, ie: ice, wet, snow, etc. - Potential to injuries: ie: scrapes, cuts, contusions	1	3	2	6	L	Y		Y

Severity: (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Physical	- Exposure to noise from equipment and from task being performed; potential hearing loss	1	3	2	6	L	Y	- Hearing protection training - Use of hearing protection for noise exposure above 85dBA	Y
		- Exposure to heat and cold stress	1	3	2	6	L	Y	- Working Temperature Guidelines in Use - Worker to wear appropriate clothing according to weather conditions - Breaks away from high heat or extreme cold temperatures	Y
		- Exposure to radiating heat from the sun, potential for eye damage and skin cancer	1	3	2	6	L	Y	- Sunscreen available on request	Y
		- Exposure to slips, trips & falls due to ground conditions, ie, ice, wet snow, etc - Potential to injuries, ie, scrapes, cuts, contusions	1	3	2	6	L	Y	- Training - Program in Use: full body harness, lanyard, work boots - Inspection of PPE prior to use - Caution / Danger Signage in use - Physical Barrier Caution /Danger Tapes and Guard Rail use	Y
		Potential of being crushed or struck by material or moving equipment/vehicles Potential for being caught by - Protruding objects such as pipes, wires, glass, material, etc	3	3	1	9	L	Y	- Simulated Hazards Analysis training - Basics of Supervising Training - Traffic Control Planning & Backing Up Vehicles Training - Good housekeeping practices - Safe work practices to be followed - Traffic control plan in place on the job site - Perimeter work areas to be outlined, safe area to walk in is outlined - Worker to comply and follow Client specific EHS Policy	Y

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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Chemical	- Potential contamination from hazardous chemicals and materials on the work site causing acute and chronic health effects including damage to the central nervous system, skin irritations, respiratory damage, etc	1	3	1	3	L	Y	- Job site specific orientation training - Review Designated Substance Survey report - Worker to know / be familiar with all applicable designated substances regulations, and Federal, Provincial and Municipal laws - Good hygiene practices - General and site specific WHMIS training - MSDSs revision and site specific awareness training	Y
	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program - WHMIS training general and site specific - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills - Public speaking skills - Handling and Managing stress	Y

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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Job Site Visits including site Inspections, audits, Investigations, meeting with clients Discussing project scope, schedule, costs, quotation	Biological	- Potential exposure to organisms or toxins organisms may produce health effects from viruses, parasites, tuberculosis, etc	2	2	1	4	L	Y	- Worker to get familiar with the job site / client's infectious control program - WHMIS training general and site specific - Hygiene practices	Y
	Psychological	- Stressful situations when dealing with workers, external customers, MOL, clients and visitors	2	2	1	4	L	Y	- Management skills - Public speaking skills - Handling and Managing stress	Y
Filing	Physical	Potential of - Paper cuts - Back strain: lifting, bending over (waist high), pulling / pushing	1	4	1	4	L	N	- Assistance available by other staff.	Y
Photocopying, scanning, faxing	Physical	Potential of - Slips, trips and falls on way to machine -Getting cut/ pinched when removing paper jams	1	4	1	4	L	Y	Area around equipment is cleaned	Y

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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	5. Priority Ranking L-M-H	6. Controls in Place (Y / N)	Control Description	Adequate (Y / N)
Office desk work	Physical	Potential of eye strain due to: - Lack of / too much light & glare. - Shadows. - Type of lights used.	1	4	1	4	L	Y	- Portable lamps placed on some desks - Some offices have alternative lighting per worker's request - Window with blind that can be adjusted to match worker's needs	Y
Dealing with public	Psychosocial	Potential of stress due to dealing with customers, clients and employees all day long in person and via telephone.-	1	4	1	4	L	Y	- Soft management skills: assertive communication. - Scheduled breaks. - Back up as required.	Y
Use of telephone/ Cell Phone	Physical	Potential of back, arms, fingers, neck and shoulders strain due to movements while using the telephone/cell phone.	1	4	1	4	L	Y	- Worker may wear a headset for answering the phone. -Work area's layout is fit for the worker.	Y
Communicate with staff at purchasing, maintenance and the shop	Psychosocial	Potential exposure to stress and feelings of frustration and inadequacy when dealing with other departments and not getting things resolved.	2	4	1	8	L		- Skills management communications, negotiations, assertiveness etc. - Basics of supervising training	Y

Severity (1: negligible) (2: marginal) (3: critical) (4: catastrophic)
Frequency (1: less than once a month) (2: once a month) (3: once a week) (4: one or more a day)
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HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

pollard Enterprises Ltd.

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment				5. Priority Ranking	6. Controls in Place		
			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
Perform pre-trip inspection vehicle	Physical	Potential exposure to - Pinch points - Bending - Reaching - Slips, trips, falls	2	4	1	8	L	Y	- Area around vehicle is kept clean - Caution taken when bad weather conditions are present - Use of flashlight in poor lighting - Adequate footwear	Y
	Chemical	Potential exposure to engine oil and antifreeze during inspection	1	4	1	4	L	Y	- WHMIS training	Y
Fuel vehicle	Physical	Potential exposure to sprains / strains from pulling hose	1	4	1	4	L	Y	-Use 2 hands to pull the hose - Park close to the pump	Y
	Chemical	Potential exposure to sprains, strains from lifting and inserting nozzle	1	4	1	4	L	Y	- Turn off vehicle before refuelling - WHMIS training - MSDSs available for consultation - Don't depress the nozzle until nozzle is in the chamber, let drip before removing - Worker to keep face away from the tank opening when filling - No Smoking while refuelling - Do not use cellular devices while refuelling	Y

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Priority Rank: H (32-84), M (12-27), L (1-9)

HAZARD ASSESSMENT- BUSINESS DEVELOPMENT MANAGER

pollard Enterprises Ltd.

1. Work Area / Flow	2. Hazard Category (Physical, Chemical, Ergonomic, etc)	3. Identified Hazards	4. Assessment				5. Priority Ranking	6. Controls in Place		
			A. Severity (1 - 4)	B. Frequency (1 - 4)	C. Probability (1 - 4)	D. Total	L-M-H	(Y / N)	Control Description	Adequate (Y / N)
Operate vehicle	Physical	Potential exposure to: - Repetitive arm movement; turning wheel and shifting (as required) - Eye strain - Lower back strain – elegnant positioning	1	4	1	1	L	Y	-Adjustable seat - Use of sunglasses - Stretch when getting out of the vehicle after sitting for long periods of time	Y
	Psychosocial	Potential exposure to: - Weather conditions - Bad drivers - Fatigue - Traffic - Time commitments	1	4	1	4	L	Y	- Experience - Drivers sent home when weather conditions become dangerous - Listen to radio/music - Plan best route to maximize efficiency	N
Park vehicle	Physical	-Potential exposure to: Turning of head to check blind spots and area- Neck strain -Other vehicles moving around the company vehicle -Backing vehicles	1	4	1	4	L	Y	- Mirrors adjusted to minimize blind spots -Turn head to check blind spot	Y

Revision No:	Original Creation Date - June 2017	Revision Date	July 2022
Approved By:		H&S Manager	
Acknowledged by	Worker's Print Name	Worker's Signature	Date

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1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A. COR, ACMO, CCI

Required Sub-Contractors Qualifications

For a Sub-contractor to work under Pollard Enterprises Ltd. (with Pollard acting as the General Contractor on a project), there are several areas which that Sub-contractor has to cover in order for Pollard to feel comfortable with them in order to move forward. Those areas include agreeing, adhering to and/or submitting the following;

-Signed Sub-Contractor Health and Safety Responsibility Agreement Form
-Submitted & Received WSIB Clearance Certificate (no more than 60 days old)
-Submitted & Received a copy of the Contractor's accident history/CAD-7 (for one year).
-Submitted & Received up-to-date liability insurance certificate (Pollard listed as certificate holder with a minimum of 2 million coverage)
-Submitted all Licenses & certificates of contractor employees or other applicable training requirements. For example: Working At Heights, WHMIS 2015, Worker Safety Awareness Certificate, Etc.
-Forward a copy of their company's Health and Safety Rules and Regulations to Pollard Enterprises Ltd.
-Forward a copy of their company's Equipment Lockout Procedure to Pollard Enterprises Ltd.
-Sub-contractor to provide SDS for any WHMIS 2015 hazardous products they intend to use.
-Advise of any special hazards connected with the workplace i.e-, emergency response procedures, hazardous areas, etc.
-Advise Pollard Enterprises Ltd. of all occupational injuries that occur on property (must be reported immediately)
-Review Company personal protective equipment requirements (PPE).

It Is the Sub-Contractor's responsibility to ensure that their employees possess and use all required PPE for their work. Failure to abide by these rules will subject the Sub-Contractor to termination of their contract with Pollard Enterprises Ltd.

Prior to the start of any approved project, it will be the responsibility of the Sub-contractor to schedule a site orientation meeting with the following staff members of Pollard Enterprises Ltd. The Sub-contractor will not be allowed on site until this requirement is met;

-The Site Superintendent (Aurelio Mota)
-The Health & Safety Manager (Marco Serra)
-The Project Manager (This could be one of Jamie Pedra, Jugal Kajiwala, James Carriero or Christian Audet)

If a Sub-Contractor wishes to work on one of our projects and they do not have their own Health & Safety Policy, it will be their responsibility to not only follow all aspects of the Pollard Enterprises Ltd. Health & Safety Policy but it will further be their responsibility to demonstrate weekly that they are following our policy, weekly and daily site visits will be scheduled to ensure compliance and there would be a "zero tolerance" policy implemented should any aspect of the Pollard Enterprises Ltd. Health & Safety Policy be found to be non-compliant by said sub-contractor.

TRADE CONTRACTOR'S HEALTH & SAFETY AGREEMENT

Trade Contractor: _____

1. The Trade Contractor has read and acknowledges the measures and procedures relating to occupational health and safety as prescribed in the Occupational Health & Safety Act & Regulations for Construction Projects, together with all other applicable legislation, regulations and standards. The Trade Contractor acknowledges and understands its duties as therein set out and hereby expressly undertakes and agrees to comply with all such requirements and standards in their entirety (including those set out by the hiring client) at the Trade Contractor's expenses.

2. The Trade Contractor further agrees to fully co-operate with all health safety programs, rules and regulations, pre-job meeting, hazard assessments, as well as standards and criteria set or instituted by *Pollard Enterprises Ltd.* (PEL) including PEL's Health & Safety Policy & Procedures (including those set out by the hiring client) which are in furtherance of the Trade Contractor's duties and responsibilities under the Occupational Health & Safety Act as well as those set out by any other interested party (General Contractor/Owner/Client) as set out during pre-start meetings.This would include being given copies of said clients H&S policy (specifically discussing their Drug and Alcohol policy found within).

3. The Trade Contractor agrees to report all incidents immediately to PEL so that they can in turn be communicated immediately to the hiring client. The Trade Contractor, in cooperation with PEL, further agrees to fully participate in any required investigation that will be required to follow up any incidents that may occur.

4. If the health or safety of a worker is endangered or if the procedures put in place to ensure the health and safety of workers on the job site is not being implemented by the Trade Contractor, PEL may take such action as it deems necessary and appropriate in the circumstances, including without limitation the following:

    a) Will require immediate communication of an incident to both PEL and the property owner,
    b) Will require the Trade Contractor to be involved in any investigation required regarding the indent
    c) May require the Trade Contractor to remedy the condition or situation forthwith and at its own expense.
    d) May require that the site be shut down in whole or in part until such time as the condition or situation has been remedied; and
    e) May remedy the problem at its own expense and backcharge the Trade Contractor for the cost of such remedial work, together with an appropriate overhead surcharge.

5. The Trade Contractor hereby agrees that in the event of a partial or complete shutdown, a slowdown, or any other disruption in the work by reason of a failure on the part of the Trade Contractor to comply with the terms of these provisions, the Trade Contractor shall be responsible for any and all loss or damage, which PEL may sustain.

6. PEL shall be entitled to backcharge the Trade Contractor for any such loss or damage and to maintain an action against the Trade Contractor for such amounts, in which event the Trade Contractor hereby undertakes and agrees to pay all legal fees, expenses and disbursements of a solicitor, in addition to such amounts as PEL may have incurred by reason of the breach

7. The Trade Contractor agrees to show support for the spirit of the Health & Safety Program, instituted by PEL, by actively promoting the philosophy that all injuries are preventable and whenever there is a safety problem, that is can be resolved through positive discussion and participation and a willingness to make changes for the betterment of the Workers.

8. All subcontractors must provide a signed copy of the Purchase Order with a valid and current WSIB Clearance Certificate, General Liability Insurance Certificate and Form 1000 before commencing work on site. If applicable, subcontractors shall also provide a list of all chemical substances that are to be used and supply a SDS for each product.

9. It is the responsibility of the subcontractor to ensure that their staff are following the Drug and Alcohol policy as set forth in the PEL Health & Safety Policy and the policy of the hiring client with the latter taking precedent.

TRADE CONTRACTOR'S ACKNOWLEDGEMENT

"I HAVE READ AND UNDERSTAND THE CONTENT OF THIS AGREEMENT AND HEREBY AGREE TO THESE TERMS."

TRADE CONTRACTOR:

_____

AUTHORIZED SIGNATURE:

_____

NAME & TITLE:

_____

DATE:

_____

Jamie Pedra, President of Operations

Signature

August 1st, 2022

Date:

Contractor Name: _____

Contractor's Rep.: _____Phone and Fax No.:_____

Address: _____

(✓) Check as Reviewed /Received	Review	Miscellaneous Notes
	Signed Contractor Health and Safety Responsibility Agreement	
	Received WSIB Clearance Certificate (no more than 60 days old)	
	Received a copy of the Contractor's accident history (for one year).	
	Received up-to-date liability insurance certificate (Company listed as certificate holder with a minimum of 2 million coverage)	
	Licensees & certificates of contractor employees or other applicable training requirements. For example: AZ license, welding ticket(s)	
	Forward the Company's Health and Safety Rules and Regulations to Contractor	
	Forward the Company's Equipment Lockout Procedure to Contractor	
	Contractor to provide SDS(s) for any WHMIS 2015 hazardous products	
	Advise of any special hazards connected with the workplace i.e., emergency response procedures, hazardous areas, etc.	
	Advise Contractor all occupational injuries that occur on our property must be reported immediately	
	Review Company personal protective equipment requirements (PPE). It is the Contractor's responsibility to ensure that their employees possess and use all required PPE for their work	

Company Project Coordinator: _____Date:_____

Contractor's Rep.: _____Date:_____

Once completed, this form and all attachments are to be sent to the Health and Safety Co-ordinator's Office

Subcontractor Evaluation Process

A review of the subcontractor must be completed at the completion of each project. The form below must be completed by the Supervisor and forwarded to the Health and Safety Manager for filing purposes.

In addition, an annual review must be conducted for all subcontractors and included with Management's annual review consistent with Element #19.

Project: _____

Date of Completion: _____

Name of Sub Contractor:	# of years working w/ company	# of warning for non-compliance with H&S Policies	# of incidents or injuries reported	# of Client complaints	# of worker complaints	Grade: Pass/ Fail

Completed by: _____

Date: _____

Reviewed by: _____

pollard Enterprises Ltd.

Violence Control and Assessment Form

If you answer "YES" to any of the following questions, continue with Part A, B, and or C of the assessment. If you answer "NO" to all the questions, no further action is required.

Is there a history of incidents or threats of violence in the workplace?	☐ YES ☐ NO

Comments:

Is workplace near a historically high crime area?	☐ YES ☐ NO

Comments:

Are there signs of signs of vandalism or graffiti on the building or in the immediate area?	☐ YES ☐ NO

Comments

Have workers or the JHSC raised concerns respecting potential or actual violence in the workplace?	☐ YES ☐ NO

Comments:

Is there a need for workers to work alone or in isolation in the workplace?	☐ YES ☐ NO

Comments:

Is there a need for workers to work during late evening or early morning hours by themselves? (i.e. before 7:00 a.m. or after 6:00 p.m.)	☐ YES ☐ NO

Comments:

Do workers have contact with the public?	☐ YES ☐ NO

Comments:

Safe Working Practice

Name:	Asbestos Awareness
Program ID:	3.0
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Toxic Dust, Contact With Utilities, Struck By Equipment And Material, Falls, Material Handling, Access And Egress, MSD's, Chemical Hazard.
Type of Activity:	Handling of Asbestos
PPE Required:	**Full Respiratory System (Face mask, full shield), Protective clothing, gloves safety boots, Safety helmet**
Risk to:	Workers / Sub-contractor
Consequence:	Inhalation, Asbestosis

Controls Required

- Asbestos Containing Material - material that contains 0.5 per cent or more asbestos by dry weight
- Type 1 Operation – generally presents little hazard to workers or bystanders
- Before beginning a project, the owner of the project shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site. This report shall be prepared by a qualified professional with experience in the practice of occupational hygiene as it relates to asbestos management. A copy of this list shall be available at the time of tendering and shall be available at the job site
- No tobacco, food, drinks, or lighters are to be taken into the contaminated area
- No person will enter, or cause others to enter, a work area which may have excessive airborne fibre (contaminated) without properly fitted personal protective equipment, cordon off the work area with asbestos barrier tape and post warning signs
- No person will leave, or cause others to leave, unless during an emergency, the contaminated area without removal of suit
- No modification or removal of personal protective equipment will be tolerated inside the contaminated area
- No tobacco, food, drinks, matches, or lighters are to be taken into the contaminated area
- Facial hair must be clean shaven for proper fit of respirator equipment
- Good work practices are to be followed to eliminate risk or excessive dust levels within the work area and avoid contamination of "clean areas"
- Once the ACM has been removed it shall be placed into a waste container that shall be minimum 6 mm thick and handled with care as to not rip the bag containing the material
- Ensure redundant non-asbestos-containing materials (i.e. rubble, debris, etc.) removed during contaminated work are treated, packaged, transported and disposed of as asbestos contaminated waste
- Transport all waste and materials

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Workplace Hazardous Material Information System (WHMIS), Fall Protection, Asbestos Awareness, Respiratory Fit Training.

Safe Working Practice

Name	Barricades and Warning Signs
Program ID#	3.1
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Overhead work/ openings/ sandblasting/arc-flash/ smoke inhalation.
Type of Activity:	Any work activity whose operation may endanger workers
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers/Sub-contractors/ General Public
Consequence:	Slips/trips/falls/severeinjury/collisions/asphyxiation/burns.

Controls Required

Warning signs identifying known hazards shall be posted throughout the site to warn workers and others in the area of the specific hazard. All signs shall be constructed in a professional manner and shall meet legislated provincial requirements and company design and installation standards.

Crawford Roofing shall request approval to use signs, which are different, but serve the same intent from those that maybe shown in project documentation drawings

Samples of these signs include, but are not limited to the following:

- Directional Signs, Construction Warning Signs, No Trespassing / Open Ditch Signs
- The signs are to be posted at the right-of-way. Signs shall face the intersecting road/highway, where construction activities are being conducted, and shall display a contact telephone number for unauthorized personnel to contact.
- All crossings of any Interstate, Highway, municipal or private roads shall be posted with construction warning signs, which are designed and located in accordance with the requirements of the applicable legislation. Such Signs shall be clearly visible to traffic approaching the crossing location from both directions.
- High Pressure Testing Signs, which shall be posted at all open piping locations etc. test section ends and at all entries to the right-of-way, recreational trail access points, while sections are under test. Signs shall face Intersecting roads/highways.
- Miscellaneous Warning Signs.
- Supervisor shall erect other such warning signs as necessary, or as requested by the client, to warn construction personnel and/or the public of other hazards (STOP, slow, curve, steep hill, noise hazards, caution, work Crews ahead, suggested speed restrictions, trucks turning, working over navigable waters etc.).

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Fall Protection Awareness; Fall Protection Applied; Ladder Safety

Safe Working Practice

Name:	Cranes - General
Program ID:	3.2
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Operational Defect / Adverse weather conditions / Untrained / inexperienced operator.
Type of Activity:	All work involving Cranes
PPE Required:	**Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest**
Risk to:	Workers / Sub-contractor
Consequence:	Collisions / Falling Objects /Injury/Death

Controls Required

- All documentation will be completed and inspected prior to work starting are in compliance with applicable legislation, regulations and codes and be equipped with appropriate safety apparatus.
- The Rate Load Capacity of the Crane MUST be clearly marked and legible on the crane/hoist itself in order for that crane/hoist to be used.
- Cranes will only be used and inspected by a competent person and the necessary documentation completed at prescribed intervals:
  - Weekly – Operators Inspection
  - Annual – Re-Certification
- Engine to be turned off / handbrake in place before work commences
- All guards will be maintained in position
- Be alert to high risk areas – Rotating Shafts / Gearing / belts or Chains / hot exhaust pipes / slewing / Counter weight.
- The required PPE will be worn.
- Only trained crane drivers will drive these vehicles
- The use of cell phones is strictly forbidden whilst operating a crane
- No person under eighteen years of age will operate machinery or be employed to give signals to the operator
- Machinery will not be operated while under the influence of alcohol / drugs, including prescribed medication
- All operations will be carried out as per the operator's manual.
- Only trained persons will be used as signalers and a safe system will be in place
- An approved Safe Working Load (SWL) indicator must be used on jib cranes and inspected by a competent person before use and weekly thereafter. Do not exceed SWL
- Take heed of warning alarm when lifting loads near SWL
- Operator to stop all operations immediately upon hearing warning alarm, and will not recommence work until the source of problem has been investigated and eliminated

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Crane Safety Working at Heights

Resources

Construction Projects, Regulation 213, Section 150 – 156 Lifting Devices/Cranes, Regulation 851 Sections 51(1) and (2) and 3, 54-59 ON 150-195

Safe Working Practice

Name:	Cold Stress
Program ID:	3.3
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Cold air temperatures / high velocity air movement / contact with cold water or surface / Working over Water / Ice/ Rain
Type of Activity:	Working outdoors
PPE Required:	Winter Clothes (Extra Layers), Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors
Consequence:	Frostbite / hypothermia / trench foot / death

Controls Required

- Workers shall be medically fit to work in cold environments.
- Ensure a first aid attendant is present during exposure
- Provide worker training in the prevention, recognition and treatment of hypothermia
- Workers shall not work alone in isolated cold environments.
- Additional breaks shall be provided under extremely cold working conditions
- Heaters shall be used to warm workers where practicable.
- Windbreaks shall be provided as required
- Tools and machine controls to be used in cold conditions shall be designed for operation by gloved hands.
- Protective clothing shall be selected to suit the environment, the job and the level of physical activity
- Workers whose clothing gets wet for any reason must immediately change. Adequate / suitable means of drying wet clothing shall be provided.
- Footwear should be large enough to allow wearing either one thick or two thin pairs of socks
- Workers shall follow recommended schedule of rest breaks, as advised by supervisors, to prevent frostbite or hypothermia.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Personal Protective Equipment (PPE) Cold Stress

Resources

Occupational Health and Safety regulatory requirements
CSAO Cold Stress Awareness Guide

Safe Working Practice

Name:	Compressed Gas Safety
Program ID:	3.4
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Defective cylinders / inexperienced workers / incorrect PPE / incorrect storage.
Type of Activity:	Acetylene/ Oxygen / Propane/ Argon/ Carbon dioxide
PPE Required:	Hard Hat, Safety Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors
Consequence:	Lacerations / Concussion / Fractures / Death

Controls Required

- Appropriate materials and equipment for the safe use, transportation and storage of compressed gas will be provided. Compressed gas cylinders storage is in and compliance with applicable standards and requirements.
- Ensure that personnel are competent and trained in the use, storage and transportation of cylinders.
- Ensure that workers are in compliance with procedural requirements.
- Ensure that inspections of compressed gas cylinders are conducted and defective cylinders are removed.
- The contents of any compressed gas cylinder shall be clearly identified. Contents identification shall be stenciled or stamped on the cylinder or an affixed label.
- A compressed gas cylinder that does not have legible identification shall be marked "contents unknown" and returned directly to the supplier.
- The color of the cylinder will never be relied on, because cylinder colors may vary with the supplier.
- Only CSA standard combinations of valves and fittings shall be used.
- No one shall tamper with or remove cylinder or valve safety devices.
- Regulators shall be firmly secured to the cylinder valve. When installed outdoors and subject to inclement weather, the regulator shall be protected from exposure to weather conditions as required.
- Full compressed gas cylinders shall be used in rotation as received from the supplier.
- All label information and the SDS for the gas shall be reviewed before use or handling.
- The proper PPE shall be worn by workers who handle and use compressed gas.
- A suitable cylinder truck, chain or other securing device shall be used to keep cylinders from being knocked over while in use.
- Cylinders shall be kept far enough away from welding or cutting operations so that sparks, hot slag or flames will not reach the cylinder. If this not possible, a fire resistant shield shall be provided.
- Cylinders shall never be used as rollers or supports, whether full or empty.
- Fuel gas cylinders shall be placed with valve end up whenever they are in use.

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE) Propane Compressed Gas

Resources

ON Reg 42

Safe Working Practice

Name:	Company Vehicles
Program ID:	3.5
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Unauthorized use / driving under the influence / driving conditions.
Type of Activity:	Driving Company Vehicles
PPE Required:	Safety Boots and Safety Vest
Risk to:	Workers
Consequence:	Accident / injuries / suspended from driving

Controls Required

- The driver is to follow all applicable laws and regulations, such as having a valid driver's license, wearing of seatbelts, abiding by the posted speed limits, restrictions for transporting hazardous goods, etc.
- The use cell phones while driving is prohibited; All drivers will use wireless devices only
- Driver should pull over safely before making or receiving a phone call
- The driver is responsible for any vehicle violations and parking tickets while the vehicle is under their operation. If Company pays a ticket to avoid additional charges, such costs would be billed back to the driver responsible for payment, including any administration charges incurred. If the driver does not pay the charges, their right to drive company vehicles will be removed and could result in further disciplinary action
- The driver is responsible for passenger's discipline and conduct while traveling.
- Consumption of or being under the influence of drugs or alcohol while operating a company vehicle is strictly prohibited and are grounds for immediate dismissal.
- Drivers under any medical treatment requiring prescription medication that may affect their driving ability are not permitted to drive.
- No driver may operate a vehicle while impaired by excessive fatigue or extreme stress.
- Vehicle Accidents
  - Drivers must report all vehicle incidents to T. Hamilton and Son Roofing's H&S Department and Vehicle Incident Report must be completed and forwarded to the H&S Dept.
- Ensure your safety and safety of others immediately.
- Assist other casualties, notify emergency services as required.
- Notify the H&S Department and your Supervisor as soon as possible (within 24hrs at the latest).
- The H&S Department will notify the Equipment Department.
- Do not assume responsibility / fault or sign any type of release form.

Person(s) Responsible:	All Drivers
Training Requirements:	Trades Qualification

Resources

ON Reg. 94

Safe Working Practice

Name:	Dust Control
Program ID:	3.6
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Wood / cement / concrete / metal / chemical / toxic / dusts.
Type of Activity:	Sanding / Grinding / mixing materials / housekeeping / vehicle movements etc.
PPE Required:	Hard Hat, Gloves, Respiratory Mask, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Explosion / Fire / Short/Long term breathing problems / Cancer / Asbestosis / Silicosis / Contamination of Eyes.

Controls Required

- Where possible, hazardous substances should be substituted with non-hazardous substances.
- Where possible, minimize all dust generation during operations.
- Wet and damp down areas, as necessary, to reduce dispersion of dust.
- Where dust is a problem, limit site traffic movement in the area.
- Segregate or reduce the numbers of workers exposed.
- Wear suitable RPE / PPE, especially where there is a risk from silica dust during finishing operations.
- Monitor dust levels, if a problem arises.
- Report a worker's concern that they may be suffering from occupational asthma / dermatitis immediately to the CSS / H+S Management.
- Provide medical examinations, if necessary.
- Use wet systems on saws powered by combustion engines or compressed air – this involves spraying water onto the rotating cutting disk to reduce dust emissions. Prepare a Project Dust Abatement plan, when required.

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE) Housekeeping Respiratory Protection – Job Specific

Resources

Environmental Protection Act R.S.O. 1990, CHAPTER E.19.
Ont. Reg. 213 / 91 S. 59, WHMIS

Safe Working Practice

Name:	Drug & Alcohol Abuse
Program ID:	3.7
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Impaired judgment / aggressive behavior / safety concerns / confusion / dishonesty
Type of Activity:	All work activities
PPE Required:	Not Applicable
Risk to:	Workers / Sub-contractors
Consequence:	Accidents / poor discipline / absenteeism / poor team moral / violence / injuries / death

Controls Required

- Workers will comply with client policies on drugs and alcohol where applicable
- Do not drink alcohol while on duty (including 'business lunches')
- Do not come to work after drinking alcohol, or while still under the influence of alcohol.
- Ensure that Workers know that being under the influence of alcohol at work is strictly forbidden
- Ensure that Workers know that the use and possession of illegal substances is strictly forbidden
- Workers under the influence of prescription drugs causing impairment may be removed from the site
- Workers are encouraged to confidentially notify the H+S department is they suspect any breach our Drug and Alcohol Policy.
- Provide Workers with an alcohol / drug problem with the same rights to confidentiality and support as if they had any other medical or psychological condition.

Note: If you knowingly allow an Worker under the influence of alcohol or drugs to continue working, and this places the Worker or others at risk, are grounds for dismissal.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Due Diligence

Resources

Regulations Amending the Controlled Drugs and Substances Act (Police Enforcement) Regulations

Safe Working Practice

Name	Fork Lift
Program ID:	3.8
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion
Type of Activity:	Driving, Moving Material, Storing Inventory
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk To:	Workers / Sub-contractors / Public
Consequence:	Accident/ Injury

Controls Required

1. **Pre-Operation**
   - Ensure operator is licensed to Perform High Risk Work
   - Perform Pre Start Checklist
   - Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using a Lock Out Tag Out system
   - Ensure that the area of operation is clear of debris and the surface is stable and even
   - Enter the forklift ensuring the operator maintains three points of contact at all times
   - Fasten the seatbelt

2. **Operation:**
   - Tines must be down if the forklift is not carrying a load
   - Avoid excessive speed
   - Drive smoothly, refraining from excessively rapid acceleration and quick stops
   - Ensure the load is balanced and can be safely lifted
   - DO NOT exceed the carrying capacity of the forklift
   - When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground
   - Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter
   - Restrict pedestrian movement in the work area during operation
   - If working outside operator should ensure his/her eyes adjust to the different light levels when moving inside
   - NEVER carry passengers

3. **POST-Operation**
   - Lower the load or tines, stop the vehicle and apply the park brake and turn off power

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Forklift Operator Certificate/ License

Safe Working Practice

Name	Fire Prevention
Program ID:	3.9
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Fire / Smoke
Type of Activity:	Welding / Hot Work / abrasive wheels / Torching
PPE Required:	Hard Hat, Protective Clothing, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors
Consequence:	Burns / Scalds / Asphyxiation / Death

Controls Required

- Do not weld over pits or near flammable vapours / liquids / materials
- Store solvents / cleaners correctly and in their approved correct containers
- Areas (inside and out) will be kept clear of any accumulation of waste & combustible materials. All waste is to be removed each night
- All appliances will be maintained / operated as per the manufacturer's instructions
- Equipment must be equipped with Ground Fault Circuit Interrupters (GFCI)
- Overloading of equipment is forbidden
- All workers / sub-contractors' staff will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm
- All workers / sub-contractors will be familiar with at least two escape routes from their work area, also with the fire extinguishers in their area
- All passage ways / escape routes will be signed and kept clear
- All workers will practice good housekeeping
- Suitable fire alarm/sirens to be installed and staff must be familiar with its sound
- Emergency alert / evacuation procedures to be initiated and rehearsed
- Assembly areas to be selected and signed
- A "Hot Work Permit" will control all hot works
- Flammable and hazardous chemicals will be stored as per WHMIS regulations

Person(s) Responsible:	Superintendents, Supervisors, Foreman, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE) WHMIS Fire Extinguisher Awareness

Resources

WHMIS, Canada Occupational Health and Safety Regulations, ON P110- Ref 52-58

Safe Working Practice

Name	Guardrails
Program ID:	3.10
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Fall Protection - Guard Rails.
Type of Activity:	Working at Heights
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors
Consequence:	Falls/ Serious Injury/ Back Injury/ Paralysis/ Fractures/ Death

Controls Required

- Guardrails must be properly constructed and adequately secured.
- Guardrails must be installed no farther than 300mm from the edge;
- A guardrail must be capable of resisting, anywhere along its length and without exceeding the loads when applied separately:
  - A point load of 675 newtons (150lb) applied laterally to the top rail;
  - A point load of 450 newtons (100lb) applied in a vertical downward direction to the top rail;
  - A point load of 450 newtons (100lb) applied lateral or vertical downward direction to the mid-rail;
  - A point load of 225 newtons (50lb) applied laterally to the toe board;
- Shoring jacks used as posts shall be fitted with plywood softener plates top and bottom
- Posts shall be snug up and checked regularly for tightness.

Wood Guardrails

- Top rail, mid rail, and toe board shall be secured to vertical supports.
- Top rail between 91 cm (3 feet) and 1.07 meters (3 feet 6 inches) high;
- Kickboards shall be at least 102 mm (4 inches) high (.89 mm (3 ½ inches) high if made of wood) and installed flush with the surface;
- Posts shall be no more than 2.4 meters (8 feet) apart;
- Posts extending to top rail height must be braced and solidly fastened to the floor or slab.
- For slabs and the end of flying slab forms, manufactured posts can be attached to the concrete.
- For maximum resistance to sideway force, the top rail of wooden guardrails shall be laid flat, with the larger dimension horizontal.
- To strengthen guardrails, the spacing of posts shall be reduced to between 1 and 2 meters (3 feet and 4 inches and 6 feet and 8 inches) and the 2 x 4 top rails shall be doubled.

Temporary removal

- Before removing the guardrail, workers in the area must utilize a Fall Arrest or Travel-Restraint system.
- Bump lines and hazard signage are temporary safeguards only.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Fall Protection Awareness. Fall Protection Applied

Resources

ON Reg 26.3 (1)

Safe Working Practice

Name:	Generators
Program ID:	3.11
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Toxic Fumes / electricity / arcing.
Type of Activity:	Any Activity requiring portable power source
PPE Required:	Hard Hat,Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors
Consequence:	Nausea / asphyxia / unconsciousness / death

Controls Required

- Adhere strictly to manufacturer's instructions.
- Allow only competent / qualified staff to supervise operations.
- Store diesel / gasoline properly
- Do not operate generators indoors, where possible.
- Where combustion engines must operate indoors or in confined spaces, such as workshops / deep excavations, etc, put in place adequate and suitable exhaust systems to ventilate the workshop / excavation so as not to endanger workers.
- Do not over-load generators.
- Ensure that generators are selected for use by a competent person.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)

Resources

ON Reg. 632/05 sec 14.181 to 195

Safe Working Practice

Name:	Heat Stress
Doc #	3.12
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Extreme / Excessive Heat.
Type of Activity:	Working in very hot direct sunlight / working in very hot environments with little air flow
PPE Required:	Hard Hat, Proper Drinking Water Container (Filled Regularly), Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Heat stroke / heat exhaustion / loss of consciousness / collapse can result / Death in extreme circumstances

Controls Required

- Ensure that cooling devices or other protective equipment are purchased, issued and used as required/recommended
- Ensure a trained first aid attendant is present during exposure
- Provide for a rest area as appropriate
- All employees will be capable of recognizing the signs and symptoms of heat stress and be aware of the means to avoid heat stress
- Ensure that employees who are working in or supervising workers in hot environments have been trained in heat stress recognition, prevention and control
- Ensure clean water/fluids are provided to workers
- All workers will be encouraged to drink fluids continually throughout the day
- Communicate expected temperature readings/environmental data to affected workers in regular pre-job briefings
- Allow rest periods in air conditioned spaces, if possible
- Alter the work schedule so that heavier work is done during cooler periods
- Re-allocate or rotate duties to reduce individual exposure to heat
- Additional workers shall be assigned or the pace of work shall be slowed down during hot periods
- Workers shall be rotated in and out of hot work areas whenever possible
- Cooling vests shall be considered, if feasible and effective for the individual
- Workers should avoid large meals or beverages with caffeine before working in hot environments
- Workers should wear light clothing that permits the evaporation of sweat (e.g. cotton clothing)
- Workers should drink approximately one cup of water every 20 to 30 minutes, even if they're not thirsty
- Workers should avoid consuming excessive amounts of alcohol or stimulants

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE) Heat Stress

Resources

Canada Occupational Health and Safety Regulations

Safe Working Practice

Name:	Housekeeping
Program ID:	3.13
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Access / egress / slippery surfaces / poor lighting / poor housekeeping.
Type of Activity:	All activities
PPE Required:	Varies depending on if on site, in office or in the shop. Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
Risk to:	Workers / Sub-contractors / Public
Consequence:	Lacerations or puncture / falls / slips and trips.

Controls Required

- Put in place a good house-keeping program to manage the orderly movement of materials / persons from the point of entry to exit and within the site, and the cleaning of all areas
- Carry out periodic checks to ensure that no obvious danger exists that might endanger workers
- Keep all areas clear of obstructions
- Ensure that all workers / sub-contractors adopt good house-keeping practices and operate a 'clean as you go' Policy
- Ensure that workers report to management any unusual conditions they discover
- Ensure that all timber is de-nailed, or nails knocked back, before discarding
- Never drop materials or waste from heights. Use chutes for all loose materials or gather waste into bundles or containers and lower safely to ground level
- Place all debris / waste in designated skips
- Make available separate skips for metal / plastic / lunchroom skips
- Ensure that lunchroom skips, or skips containing waste food products, are enclosed or covered
- Adequate lighting shall be provided in the areas where workers are present, and at the means of access and egress
- Flammable or explosive materials such as gasoline, oil and cleaning agents shall be marked and stored apart from other materials in proper containers approved by a recognized testing laboratory
- Tools, equipment (e.g. extension cords), materials, waste and debris shall be kept clear from work areas, passageways, stairs, and from around buildings or other structures
- Materials shall not be stored so that they project into aisles or passageways in a manner that could cause workers to trip or that could delay an emergency evacuation
- All materials, tools and equipment shall be stored in a stable position (tied, stacked, or chocked) to prevent rolling or falling
- Loose or light materials stored on roofs or on opened floors shall be secured

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Housekeeping

Resources

Occupational Health and Safety regulatory requirements. Reg. 213/91 35-42

Safe Working Practice

Name:	Hot Work
Program ID:	3.14
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Extremes of Heat and Naked Flame.
Type of Activity:	Welding / Soldering / 'Burning off' / Grinding & Cutting (Producing sparks)/Torching
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Fire / Explosion / Personal Injury / Death.

Controls Required

- Before initiating hot work a JSA must be performed
- Obtain a Hot Work Permit prior to starting the hot work
- Mark the area so people are aware of the work to be performed.
- Flammable/combustible materials should be kept as far from hot work area as possible
- Use appropriate PPE while performing hot work (welding helmets, gloves, jackets, screens, etc.)
- Ensure 'lock out and tagging' procedures are in place if and as required
- Ensure that appropriate fire extinguishers are readily available
- Maintain hot work equipment in a safe operational condition
- Ensure the precautions listed on the Hot Work Permit are understood by the person(s) performing the hot work
- Do not perform Hot Work in areas where explosive gases, vapors, or dusts exist or could accumulate, including those within confined spaces
- Utilize welding screens to protect others in the area from welding flash and sparks.
- Fire watch is to be provided for the entire duration of the hot work, including during lunch and breaks
- Maintain the fire watch for the duration of the hot work and for 60 minutes after the work is completed
- Fire extinguishing equipment shall be maintained in close proximity to the hot work for its entire duration

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Propane Handling

Resources

ON Ref 52-58

Safe Working Practice

Name:	Harassment
Program ID:	3.15
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Poor Health / fear / anxiety / depression.
Type of Activity:	All activities on construction & office.
PPE Required:	Not Applicable
Risk to:	Workers / Sub-contractors
Consequence:	Stress / bodily harm / absenteeism

Controls Required

- A Zero Tolerance policy with regard to harassment and not tolerate harassment under any circumstances
- All incidents of such behavior are to be reported to the Supervisor / Manager and investigated immediately and the necessary corrective action taken
- Will follow its procedure with regard to all complaints
- Arrange regular briefings with workers on the signs / effects of harassment, and put in place a confidential reporting system
- Refer difficulties with the public / other contractors to the Project Manager
- Call the Police in serious cases

Forms of Harassment:

- Sexual / racial / gender / general discrimination
- Purposely undermining someone / victimization
- Humiliation
- Social exclusion or isolation
- Intimidation
- Verbal or physical abuse or threats of abuse
- Aggressive or obscene language. Intrusion by pestering, spying or stalking

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Worker
Training Requirements:	

Resources

Canadian Centre for Occupational Health and Safety CCOHS.
ON Bill 168 sec 28 of the Act

Safe Working Practice

Name:	Hand Tools
Program ID:	3.16
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Hand Tools.
Activity:	Any Activity Requiring Hand Tools
PPE Required:	It can vary but would include any of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk To:	Workers/ Sub-contractor
Consequences:	Hand/ Muscle Strain, Minor Cuts and Scape to Skin

Controls Required

Impact Tools	• Hammer-struck and striking tools shall be made of forged, hardened steel • Select a hammer that is comfortable and of the proper size and weight for the task • Hammers shall have securely wedged handles. The handle shall be smooth, shaped to fit the hand, and properly sized for the job • Any hammer with a mushroomed or chipped face, or with cracks in the claw or eye sections, shall be removed from service immediately • Ensure adequate clearance above and behind before swinging a hammer • Watch the object being struck • Hold the hammer with the wrist straight and the hand firmly wrapped around the handle • Do not grind, weld or heat-treat a hammer head • Do not strike with the side or cheek of the hammer • Chisels shall be kept sharp and ground to a 60-degree angle
Wrenches	• Use the correct size wrench for the job • Remove caked dirt and grime from inside sockets to allow them to seat fully • Use a pipe wrench to turn or hold a pipe. Never use a pipe wrench to bend, raise or lift a pipe • Keep pipe wrench teeth clean and sharp • Do not use a wrench as a hammer, or strike it with a hammer • Do not use pipe wrenches on nuts and bolts • Do not use an extender for extra leverage. Get a larger pipe wrench
Screwdrivers	• Screwdrivers shall not be used as punches, wedges, pinch bars or pries • Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool • Keep the screwdriver handle clean • The tip shall be kept clean and sharp to permit a good grip on the head of the screw • The part being worked on shall not be held by hand. It should be laid on a flat surface or held in a vise • Do not lean or push on a screw-driver with any more force than necessary to keep contact with the screw • Do not hammer screws which cannot be turned • Do not try to use screwdrivers on screw heads for which they are not designed

Pliers and Nippers	Pliers are meant for gripping and cutting operations. They shall not be used as a substitute for wrenches. The following safety precautions shall be followed: • Choose pliers or wire cutters that have a grip span of 6-9 cm (2 5 -3 5 inches) to prevent a palm or fingers from being pinched when the tools are closed • Make sure that the cutting edges and toothed jaws are clean and sharp • Pull on the pliers. Do not push away from you when applying pressure • Special cutters for heavy wire, reinforcing wire, and bolts shall be used as required
Cutting Tools	• Cut materials straight across – keep the material being cut at right angles to the cutting edges of blades • The cutting stroke should be away from the body. If that is not possible, then keep the hands and body in the clear • Sharpen blades according to manufacturers' instructions • Knives shall be kept in sheaths or holders • Never attempt to catch a cutting tool when it falls. Let it drop to the ground, and then pick it up by the handle • While cutting with a retractable knife, use a metal ruler with an integral finger guard • Ensure a retractable knife blade is retracted after use • Do not hammer on cutting tools • Do not expose cutting tools to excessive heat
Vises	• Vises are used for holding material while work is performed • The jaws of a vise shall be tightened with hands pressure only • A vise shall be mounted so that the stationary jaw projects slightly beyond the edge of the workbench • Check the vise for cracks or other damage before clamping a work piece • Place the work piece in the vise so that the full clamping surface of the jaw supports the work piece • Do not weld the base of the vise to secure it or repair a vise by welding or brazing • Do not cut into the jaws • Do not unscrew or open the jaws of the vise wider than they were designed to be used
Pry bars	• Use the proper size and type of pry bar for the specific task • The pry bar shall have a point or toe of such shape that it will grip the object to be moved, and a heel to act as a pivot or fulcrum • Use a block of wood under the heel as required, to prevent the pry bar from slipping
Saws	• Select the proper saw for each specific task • Use a cross cut saw for cutting across the grain, use a ripping saw for cutting with the grain • Saws must be kept sharp and the teeth kept well set to prevent binding • Hacksaws shall be adjusted in the frame to prevent buckling and breaking • Install blades with teeth pointing forward
Hydraulic Jacks	• Hydraulic jacks are to be used according to manufacturers' instructions • The rated load shall be legibly and permanently marked on every hydraulic jack • Hydraulic jacks shall be blocked when positioned on foundations that are not firm • After the load has been raised, it shall be cribbed, blocked or otherwise secured • A block shall be placed between the cap and the load where there is a possibility of slippage • All lifts should be vertical with the jack perpendicular, at a right angle to the load • The hydraulic jack operator shall ensure that the stop indicator is clearly visible • Hydraulic jacks shall be properly maintained

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Hand Tools

Resources

ON Reg 93, Construction Health & Safety Manual - CSAO 2008

Safe Working Practice

Name	Hammer Drill
Program ID:	3.17
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Cuts, Eye Injury, Flying objects, Repetitive strain injury, Noise (hearing loss)
Type of Activity:	Drilling
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractor.
Consequence:	Injury, Lacerations

Controls Required

- Wear proper personal protection such as eye and face protection
- Make sure the bit is properly centered and tightened before you begin work
- Insert the bit fully into the chuck, and turn the key clockwise in one of the three holes to ensure that each jaw makes contact with the bit
- Keep the drill's air ports clear of debris to protect the motor from overheating
- Do not use this equipment if you have not reviewed all of the safety materials and have not been properly trained in the use of the tool and wheel
- No worker shall operate any power tool, or similar type of equipment unless they are familiar with the use and operation of the equipment and has received specific instruction on its use and operations.
- Inspect the tool prior to each use
- When using any hammer drill, all workers must understand their role and comply with applicable
- Regulations and Company policies
- When required, a control zone must be set up and flagged properly prior to starting any work
- As primary objective, all workers must ensure no dust is released. This can be achieved through the application of water directly on the drill bit
- When it is not possible to control the dust, all workers involved must wear appropriate respiratory protection, signage warning others of the presence of airborne silica as well as area delineation is also mandatory
- Always ensure the tool is insulated and the power cord is in good condition
- Always be sure you are on firm footing when operating tools
- Always keep tools pointed in a safe direction. Never carry the tool with a bit inserted into it. This is an impalement hazard
- Never change a bit while the tool is connected to the power source
- Always use the tool at right angles to the work
- Clean and maintain tool in accordance with the manufacturer's instructions.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	PPE, Hand tools

Resources

Construction Health & Safety Manual

Safe Working Practice

Name:	Extreme Weather Conditions - Ice & Snow
Program ID:	3.18
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Slips and Trips / Extremes of Cold Temperatures
Type of Activity:	Working in outside environments / Walking on icy paths / Driving on icy roads
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Minor to Major Vehicle Damage / Minor injuries through to Death

Controls Required

- Nominated member of staff to monitor weather conditions and anticipate when snow / ice clearance may be required (may be necessary for them to start work earlier to implement procedures)
- Prioritized areas for clearing of snow and gritting of paths, steps and slopes (main access routes , paths from car parks to buildings etc. to be dealt with ASAP)
- Other areas cleared as time permits
- Direct access to the main entrance from the site access point is created
- Regular inspection of all areas and identification of those such as steps, slopes etc which may not be safe even when cleared
- Treat cleared paths with salt and grit if freezing temperatures continue
- Ensure all workers are aware of designated paths / access routes and take responsibility for using these
- If slopes and steps remain in a dangerous condition it may be necessary to prevent access to affected area– cones / barrier/ tape etc
- An adequate supply of snow and ice clearance materials will be maintained on site at all times when the risk of slips and trips is medium to high
- For the sake of pedestrian safety and mobility, the snow and ice clearance of sidewalks and walkways around and through the site must be carried out as and when required, so as to reduce the risk of a slip or trip incident to as minimum level as is possible
- Major vehicular routes through the site will remain clear of parked vehicles to allow clear access for both site traffic and the emergency services (if required)
- All work areas will be cleared of snow and ice before work commences
- Provisions will be made for workers to be able to go to a safe dry area to change into dry clothing as required
- Fixed Washrooms will be heated
- Warm running water will be supplied in the washrooms for the purposes of washing hands, arms and face

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Safety

Resources

Canada Occupational Health and Safety Regulations, Ont. Reg. 213/91

Safe Working Practice

Name	Jack Hammer
Program ID:	3.19
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Cuts, Eye Injury, Flying objects, Repetitive strain injury, Noise (hearing loss)
Type of Activity:	Drilling
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractor
Consequence:	Injury, Lacerations

Controls Required

- Always wear your personal protective gear. This should include earplugs, gloves, work boots, goggles and pants. The earplugs will help reduce the noise from the jackhammer. Prolonged exposure to loud noises can permanently damage your hearing. The gloves will help protect your hand is any concrete should fly up from the ground. They will also help reduce the vibration of the jackhammer which has been shown to cause muscle and nerve damage after prolonged use. The goggles will protect your eyes from flying particles that may get into the air. You should wear long pants to protect your legs from debris in the area and your work boots should be made of leather with a steel toed tip to help protect your foot it something should fall on them.
- Do not use this equipment if you have not reviewed all of the safety materials and have not been properly trained in the use of the tool and wheel.
- The Jackhammers handles should be covered with rubber grips. These are used to help reduce fatigue. Fatigue is caused by the vibration of the jackhammer it makes your muscle weak and achy. Always check the jackhammer before each use. Examine the grips and make sure they are not torn or lose. Also check the jackhammer for cracks or breaks. If there is anything wrong even a small crack do not use that jack hammer.
- Use the jackhammer on a slight angle. It should be leaning back toward your body. This will help you control it more easily. Also it will prevent the jackhammer form getting stuck straight down in the ground.
- When required, a control zone must be set up and flagged properly prior to starting any work.
- Take breaks often. You should never use a jackhammer for long periods of time. Your body needs a break from the constant vibrations and noises. Unplug the jack hammer every time you walk away from it even if it is only for a few minutes. If someone accidentally turns it back on there could be serious harm caused to people in the area. When you go back to work after work break lift the jackhammer up using the strength in your legs. Never bend over and use your back you could end up pulling a muscle.
- Always ensure the power cord is in good condition.
- Always be sure you are on firm footing when operating tools.
- Clean and maintain tool in accordance with the manufacturer's instructions.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	PPE, Hand tools

Resources

Program ID: 3.19 Page 1 of 1

Safe Working Practice

Name:	Kettle Roofing
Program ID:	3.20
Date Created:	May 2017
Reviewed:	July 2022

Hazards:	Falls / falling tools, / roof collapse.
Type of Activity:	Roofing Operation
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Shield, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk To:	Workers / Sub-contractors
Consequence:	Burns/ Fire/ Falls/ Serious Injury/ Back Injury/ Paralysis/ Fractures/ Death

Controls Required

1. Whenever possible, the best practice is to locate the tar kettle, asphalt and fuels at grade (minimum 10 ft. from the building and any egress paths or exits) and pump material to the roof.
2. The kettle should be attended at all times (within eyesight and 7.6 m (25 ft) of kettle). The kettle operator should remain on the same level as the kettle.
3. The kettle operator should be knowledgeable of the material's temperature limits and kettle features to prevent heating above the flash point.
4. Working and flash point temperatures should be readily available on keg packaging or sheets. Never heat contents above working temperature to improve workability at application point, which is a common practice in colder weather.
5. The kettle or operator must have a functional, readable thermometer.
6. Keep combustible materials, packaging, debris, etc., at least 5 m (16 ft) from the kettle; require daily removal of roofing debris and product packaging.
7. At least two 10 kg (20 lb) multipurpose dry chemical fire extinguishers are recommended within 7.5 m (25 ft) of the kettle and at least one additional fire extinguisher on the roof being covered.
8. Keep propane cylinders greater than 0.5 kg (1 lb) at least 3 m (10 ft) away from the kettle, secure cylinders at all times and limit the quantities to a two day supply.
9. Store all cleaning solvents away from the kettle and fuel cylinders.
10. The kettle should have a tight fitting, metal cover capable of smothering a potential fire.
11. Ensure the kettle outlet has a quick-closing valve. An extension handle is necessary as well for access to the valve in the event of a kettle fire.
12. Follow all applicable hot work procedures and safety precautions, including inspecting the area before work begins, issuing a hot work permit and maintaining a fire watch during and at least 2 hours after all kettles and torches are turned off each day. During some roofing operations, it may be necessary to maintain a fire watch under the roof paying attention to areas being heated by torches, such as around flashing.
13. Do not attempt to move or relocate kettle while it is at operating temperature.
14. Whenever possible, transfer hot asphalt/tar in wheeled carts instead of hand-held buckets; pump product to upper or lower roof levels instead of using ladders to carry or hoist product.
15. Prohibit smoking on the roof during any roofing activity.
16. If the placement of the kettle on the roof is unavoidable, these additional fire safety considerations should be followed:

a) Notify the fire department whenever an asphalt/ tar kettle and fuels will be located on the roof.
b) Verify weight of full kettle and asphalt/tar kegs do not exceed structural capacity of roof.
c) Locate kettle and fuels at least 5 m (16 ft) from egress paths and roof exits and at least than 3 m (10 ft) from roof edges unless suitable guardrails are in place.
d) Place the kettle on a non-combustible base.
e) Consider spill containment means in the event of tank or hose leak to ensure liquid asphalt/tar cannot flow into a floor opening or over the roof edge exposing workers and materials below.
f) Make sure kettle wheels are chocked or locked to prevent rolling or movement from bumping. The kettle must be leveled prior to operation.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Fall Protection Awareness; Fall Protection Applied Personal Protective Equipment

Resources

ON Regulation 213/91 26.1 - 26.9, Reg. 78-84, Reg 125 – 136

Safe Working Practice

Name:	Ladder Safety – Portable (Extention), Step and Fixed
Program ID:	3.21
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Ladder safety – step and fixed ladders.
Type of Activity:	Access and Egress to work platforms at height
PPE Required:	Varies by location but may include any of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Full Body Harness, Lanyard & Lifeline
Risk to:	Workers / Sub-contractors
Consequence:	Bruises/ Cuts/ Broken bones/ Musculoskeletal injuries/ Back injuries/ Concussion/ Fatality

Controls Required

Portable (Extension) Ladders

- A portable or extension ladder shall not exceed 13 meters (43 ft) in length.
- Legs shall be placed on solid footing and the top of the ladder shall be secured to the edge of the roof.
- Worker shall not perform work from the ladder itself.
- Inspections shall be conducted prior to ladder set up and daily upon start of work day to ensure that the ladder is in good condition and will operate as originally manufactured with no lateral play in the joints or issues with any rung on the ladder.
- Non-slip steps shall not be deformed, damaged, or otherwise defective.

Step Ladders

- A step ladder shall not exceed 9 meters (30 ft) in length.
- Legs shall be fully opened and spreaders pushed down and locked.
- Worker shall never stand on the platform, top step or the pail shelf.
- Hinges between the two halves of the ladder and connection points on the spreaders shall be in good condition and operate as originally manufactured with no lateral play in the joints.
- Spreaders and non-slip steps shall not be deformed, damaged, or otherwise defective.

Fixed Ladders

- Vertical fixed ladders higher than 3 m (10 feet) shall have:
- Safety cages starting no more than 2.2 m (7ft) from the grade, floor or landing and extending at least 90 cm (3 ft) above the top landing.
- Rest platforms with ladder offsets at intervals no more than 9 m (30 ft) apart.
- A continuous space of at least 15 cm (6 in) behind the rungs.
- Side rails extended at least 90 cm (3 ft) above the landing.
- Wall anchors are in good condition and aren't loose or pulled out from the structure.
- There's no excessive rust between rungs and side rails, between side rails and wall brackets, between brackets and anchors.
- A ladder higher than 3 meters (10 feet) above grade is equipped with a safety cage or other means of fall protection.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Fall Protection Awareness. Fall Protection Applied Ladder Safety

Resources

Canada Occupational Health and Safety Regulations (SOR/86-304) ON Reg. 78 – 84

Program ID: 3.21 Page 1 of 1

Safe Working Practice

Name:	Lay Down Area
Program ID:	3.22
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Material falling from overhead / untidy storage of materials.
Type of Activity:	Collection or return of materials from contractor lay down area
PPE Required:	Varies by location but may include any or all of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors / Public
Consequence:	Slips / trips / falls / minor injuries

Controls Required

- Pre-mobilization of the project the construction issued drawings will be consulted to assign designated areas for unloading and loading trucks and sufficient safe clearance for movement of all necessary vehicles shall be provided
- Benches, boxes, chairs, or bins shall not be used to stand on or climb. Approved stepladders shall be used to reach material on high shelves or bins.
- Metal containers with lids shall be kept at convenient locations for waste disposal.
- Overhead clearance shall be posted wherever necessary and overhead power lines clearly identified.
- Lumber shall be stored free of protruding nails and other associated hazards.
- Except for large tanks, material shall not be stored on the ground. Racks, skids, planks, or other material shall be used.
- Stored material shall be stacked in a manner that makes it secure against sliding or collapse. Pipes shall be adequately blocked / chocked when stored.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Manual Material Handling

Resources

ON Sec 28 of the act, Reg. 213/91, s. 37

Program ID: 3.22 Page 1 of 1

Safe Working Practice

Name:	Electrical Lock Out / Tag Out
Program ID:	3.23
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Energized equipment/Tag Out.
Type of Activity:	Construction/ Testing /Start up Activities of Electrical Energy Lockouts
PPE Required:	Varies by location but may include any or all of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Electric Shock / Electrocution / Burns / Explosions/ Death

Controls Required

- A Competent Individual designated as the authorized Worker
- Each Electrical energy area (room) will be lockable and only accessible to personnel as authorized by management
- System Description complete with tags, reason, and expected duration information is required
- Authorized Workers will complete review of system and / or equipment and complete isolation point control
- Authorized Worker lock will be installed first and then all effected personnel will then install locks, Lockout effectiveness will be tested
- In the event that a lockout is required to be removed during the day this should be communicated at the time of lock out and a meeting in the electrical energy area (room) will be established
- Locks are removed by affected personnel first and authorized worker removes lock last
- SWP will be communicated to all affected personnel & will be included in Site Specific Health & Safety Plan

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Lock Out Tag Out Personal Protective Equipment

Resources

ON Regulation 632/05 sec 14.181 to 195

Safe Working Practice

Name:	Mechanical Hoist
Program ID:	3.24
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Injury to workers, falling materials, dropped load
Type of Activity:	Hoisting materials
PPE Required:	Varies by location but may include any or all of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Serious head injuries, Struck by materials, Property damage

Controls Required

- Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities
- The capacity of the equipment and any attachments must be readily available
- At no time shall an operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity
- Make sure everyone stands clear when loads are being lifted, lowered and freed of slings
- Have a spotter
- The operator must always ensure that full control of the load is maintained
- Load must be safely secured
- Loads must not be left suspended, unless an operator is at the controls of the equipment
- Before a lift, check to see that the sling is properly attached to the load
- Loads must be safely landed and properly blocked before being unhooked and un-slung

Person(s)Responsible:	Superintendents,Supervisors,Foremen,Workers.
TrainingRequirements:	PPE, Material Handling

Resources

Safe Working Practice

Name:	Manual Handling of Heavy Materials
Program ID:	3.25
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Lifting Heavy Weights/ WRMD Work-Related Musculoskeletal Disorders.
Type of Activity:	Lifting by hand
PPE Required:	Varies by location but may include any or all of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors / Suppliers
Consequence:	Musculoskeletal disorders / pain / discomfort / tenderness / swelling / impaired movement

Controls Required

- Carry out task specific Field Level Risk Assessments (FLRA) on all work activities.
- Use mechanical lifting devices, where possible – for example, zoom-boom / forklift / chains / slings, etc
- Ensure that all workers at risk receive appropriate manual handling training and keep records of same
- Organize the construction site lay-down / storage area and adopt good house-keeping techniques
- Use two-person lifts, if possible. Allow only suitably trained workers to carry out two-person lifts
- Keep all areas clear of obstructions and substances that contribute to slips / trips / falls
- Do not allow workers to carry anything that obscures their vision
- Avoid direct handling of sharp-edged items. Remove or wrap sharp edges first
- Always ensure nails are removed or hammered back on all scrap timber
- Do not allow a worker who has a history of back trouble to undertake any manual handling task
- Arrange work to avoid over-reaching or twisting when manual handling
- Avoid tasks that require reaching over shoulder-height and / or twisting of the lower back region
- Store heavy goods ideally between knuckle- and shoulder-height
- Carry out periodic audits on manual handling techniques to identify any lapses in good lifting practices

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Manual Handling

Resources

WHMIS, CCOHS, 25 (2) (h) the Occupational Health and Safety Act R.S.O. 1990 Chapter 0.1
ON Sec 28 of the act. Reg. 213/91, s. 37

Safe Working Practice

Name:	Noise / Hearing Protection
Program ID:	3.26
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Loud noise / sharp noise / fatigue / distraction / inability to hear other sounds
Type of Activity:	All activities involving loud noise or the use of heavy equipment
PPE Required:	Varies by location but may include any or all of the following; Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt, Ear buds or industrial Ear protection
Risk to:	Workers / Sub-contractors /General Public
Consequence:	Tinnitus / Depredation in Hearing / Noise Induced Hearing loss

Controls Required

Three key control measures are:

- **Access** – noise survey
- **Eliminate** – remove noise sources from site
- **Control** – measures to prevent / reduce exposure

General control measures include:

- Use physical noise barriers, where possible – by fitting of silencers, etc
- Ensure that a noise survey is carried out on a regular basis by a competent person, and that a Job Safety Analysis is prepared
- Put in place a control program and create ear protection zones
- As a general guideline, where there is difficulty hearing normal conversation tone at a distance of 1 meter, hearing protection measures must be implemented.
- Isolate equipment & machinery that emits high levels of noise, where possible
- Make sure all forms of ear protection are available to all workers
- Provide training and information to workers on the dangers of noise and the use, care and maintenance of PPE
- Wear hearing protection at all times when using or working in the vicinity of operating rock-breakers / Jack hammers / grinders or any other equipment emitting high noise levels
- All workers will receive training & information on the dangers of excessive noise, and the use, care and maintenance of Hearing Protection Devices

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE)

Resources

WHMIS, Canada Occupational Health and Safety Regulations.
ON Reg. 833

Safe Working Practice

Name:	Operating a Vehicle
Program ID:	3.27
Date Created:	May 2017
Reviewed:	July 2022

Hazards:	Car Accidents
Type of Activity:	Driving
PPE Required:	Varies but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors / Public
Consequence:	Body trauma, Broken bones, Concussions

Controls Required

- Fire extinguishers and first aid kits will be kept in all company vehicles, and undergo a monthly inspection
- Only those persons listed on company vehicle insurance, and who possess a valid driver's license in good standings will be permitted to operate a vehicle.
- Drivers must never be under the influence of drugs or alcohol while operating a vehicle
- Seatbelts must be fastened by all passengers and drivers at all times
- Mirrors adjusted to minimize blind spots
- Obey posted speed limits and drive consistent to road conditions
- Never refuel the vehicle while the vehicle is running
- Stay focused on your driving at all times, do not attempt to use cell phones
- Pedestrians have the right of way
- Caution taken when bad weather conditions are present
- Stretch when getting out of the vehicle after sitting for long periods of time

Person(s) Responsible:	Superintendents,Supervisors,Foremen Workers,Sub-Contractors
Training Requirements:	Workplace Hazardous Material Information System (WHMIS), Fall Protection, Asbestos Awareness, Respiratory Fit Training

Resources

Safe Working Practice

Name:	Personal Protective Equipment (PPE)
Program ID:	3.28
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Loud sharp / noise / falling objects / harmful gases/fumes / wet/dry cement.
Type of Activity:	Excavation / drilling / arc-flash / painting / working with cement / working at height
Risk to:	Workers / Sub-contractors / Public
Consequence:	Burns / cuts / abrasions / hearing loss / severe injuries / eye damage / occupational asthma

Controls Required

- PPE is the last line of defense for worker protection when the hazard cannot be removed or controlled adequately
- All PPE shall meet regulatory requirements
- PPE requirements will be determined on type of job task
- Ensure all PPE is selected by a competent person
- PPE shall not be used when hazards are greater than those for which it is designed
- PPE shall not be altered or used in any but the recommended manner without the authorization of the manufacturer
- All PPE that is damaged and/or in need of repair shall be removed from service and either repaired or replaced as necessary
- We will ensure all workers are trained in the correct use of PPE
- All workers are responsible for the maintenance and care of PPE
- All visitors to our projects/departments must adhere to PPE requirements

Mandatory Minimum PPE required on all our projects:

1. Safety Boots – CSA Grade 1
2. Head Protection
3. High - Visibility Clothing - CSA's standard Z96 – 02, Class 2 and Class 3

(Prescription Safety Glasses shall be CSA approved and of a 3mm thickness. Frames are recommended to have an inner lip preventing the lens from protruding into the eye)

Additional PPE Requirements may include

- Hand Protection / Body Protection / Respiratory Protection / Fall Protection

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Personal Protective Equipment (PPE)

Resources

Occupational Health and Safety Act- ON 213/91, s. 46

Safe Working Practice

Name:	Pneumatic Tool / Hose Safety
Program ID:	3.29
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Blow Out / Disconnection of tool or hose / flying particles / vibration.
Type of Activity:	Use of air Powered tools.
PPE Required:	Varies by location but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Eye and eardrum injuries / injuries from flying debris / "white finger" from vibration / death

Controls Required

- Always keep your work area clean and un-cluttered, messy work areas invite trouble. Keep your air hoses and extension cords up off the floor when not being used to prevent a tripping hazard
- Know how to use your tools. Most tools and equipment come with an instruction manual, read and understand the instruction/owner's manual before attempting to use the equipment
- Pneumatic tools must be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected. A short tie wire, whip check, or positive locking device attaching the air hose to the tool may also be used and will serve as an added safeguard
- Make sure that hose connection fit properly when using pneumatic tools. A safety clip or retainer shall be installed to prevent attachments such as chisels on a chipping hammer from being ejected during tool operation. Pneumatic tools that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than 100 psi, must be equipped with a special guarding to keep fasteners from being ejected, unless the muzzle is pressed against the work surface
- Full face protection is mandatory for individuals working with pneumatic tools at all times to prevent any struck by object hazard to occur
- Inspect hoses regularly for cuts, bulges and abrasions. If found to be defective bring to your supervisor to tag and be taken off site for repair
- Turn off the air pressure to the hose when not in use and do not carry a pneumatic tool by the hose
- Everyone using these tools shall ensure all safeguards are strictly adhered to at all times
- Use compressors in well ventilated areas to prevent buildup of carbon monoxide gas
- Replace absorption pads and springs, as too much vibration can damage nerves
- Ensure that hearing protection is worn when using high decibel rating tools
- Never use compressed air to blow dust or dirt from work clothes

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Personal Protective Equipment (PPE) Compressed Gas/Air

Resources

ON Technical Standards and Safety Act, 2000 - O. Reg. 220/01

Safe Working Practice

Name:	Public Safety
Program ID:	3.30
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Unauthorized access to construction site.
Type of Activity:	Public access / right of way around a site under construction
PPE Required:	Varies by location but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Injury to 3rd party (Member of the General Public) / Death.

Controls Required

- Ensure that access to the project is to authorized persons only. Use security personnel or a responsible person to control access
- Erect suitable warning signs to forewarn of the known dangers at the entry gates to, and the boundary of, the construction site.
- Ensure that all visitors to the construction site sign-in and are accompanied on their visit around the site
- Ensure that the project site is suitably fenced with barriers / hoarding, etc to separate all construction activities from members of the public
- Especially on street-side works, ensure that suitably-designed hoarding/fencing/barrier 3 meters in height is erected by a competent person to protect the public
- Make safety arrangements to ensure that normal pedestrian and public vehicular traffic is not put at undue risk as a result of construction work
- Where members of the public have to access close to the project, provide suitable and safe routes to protect them from construction activities. Also give consideration to persons with disabilities
- Identify and mark suitably pedestrian crossings from parking areas on site
- Devise and implement a site traffic plan, including speed limits posted with appropriate signage
- Keep all areas along traffic routes clear of obstructions, equipment & machinery, materials, etc
- Protect all open or partially back-filled excavations / manholes and prevent access by suitable barriers and warning signs
- Adhere to good house-keeping practices at all times. Keep all public areas clear of construction-related debris such as muck, dust, trip hazards, sharp objects, falling objects, etc
- Remove all ladders and lock away all dangerous materials at night
- When working at height close to the perimeter fence and public right of way, a means of preventing materials etc from falling onto persons or objects below i.e. a 'fan' erected if Scaffold is in use, to protect persons walking on a footpath below. Signage to this effect i.e. Caution work above' is to be erected

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)

Resources

Canada Occupational Health and Safety Regulations, Public Safety Act.

Safe Working Practice

Name:	Skill Saw
Program ID:	3.31
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Damage to equipment and injury to workers
Type of Activity:	Operation of Skill Saw
PPE Required:	Varies by location but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Sprains or strains/ Cuts abrasions

Controls Required

- Wear appropriate personal protective equipment
- Disconnect the power cord from the electrical outlet before inspecting, adjusting, cleaning or repairing the saw or changing blades.
- Inspect the saw and power cord for damage prior to each use
- Ensure the blade is sharp
- Ensure the blade is the correct type for the material to be cut
- Ensure the blade is securely mounted
- Ensure the blade is in good condition; no nicks or cracks.
- Ensure the retracting lower blade guard is working freely
- Check the blade for proper blade rotation
- Check the material for any defects such as warps or knots and foreign
- Objects such as nails, staples or screws
- Adjust the blade depth to no more than ½ inch (1.3 cm) beyond the lower face of the material

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers.
Training Requirements:	Hand tools, PPE

Resources

Occupational Health and Safety Act

Safe Working Practice

Name	Roof Cutter
Program ID:	3.32
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Damage to equipment and injury to workers
Type of Activity:	Operation of Roof Cutter
PPE Required:	Varies by location but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Sprains or strains/ Cuts abrasions

Controls Required

- Proper PPE
- Inspect cutter blade condition and tightness before starting the engine
- Do not operate a cutter with an excessively worn, damaged or loose blade
- Be certain all safety guards, shields and pins are secure and locked into place before starting
- Use Manufacturer's recommended cutting blades only
- Only qualified roofers trained in the operation of a roof cutter shall operate this machinery
- The equipment shall be operated and maintained in accordance with the manufacturer's instructions
- Never reach into the blade area when the engine is operating. Keep hands away from blade and drive belts
- Operate roof cutters only in straight lines, parallel to the roof edge. The operator shall never be positioned between the operating cutter and an unguarded roof edge
- Operate the roof cutter directly from behind with both hands controlling the machine
- Never walk backwards while operating a roof cutter
- Never tilt the roof cutter during operation

Person(s) Responsible:	Superintendents,Supervisors,Foremen,Workers.
Training Requirements:	Fall Protection, PPE

Resources

Safe Working Practice

Name:	Rigging & Hoisting
Program ID:	3.33
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Falls of loads / Collapse of Lifting Equipment.
Type of Activity:	Lifting of loads,/Materials/Workers
PPE Required:	Varies by location but may include any or all of the following: Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest, Long sleeved work shirt
Risk to:	Workers / Sub-contractors / Public / Buildings
Consequence:	Material Damage, Death of Single / Multiple Workers.

Controls Required

- Rig loads to prevent any parts from shifting or dislodging during the lift. Suspended loads should be securely slung and properly balanced before they are set in motion
- Keep the load under control at all times. Where workers may be endangered by a rotating or swaying load, or a load that has the potential to swing, use one or more taglines to prevent uncontrolled motion
- Loads must be safely landed and properly blocked before being unhooked and un-slung.
- Lifting beams should be plainly marked with their weight and designed working loads and should only be used for their intended purpose
- Never wrap the hoist rope around the load. Attach the load to the hook by slings or other rigging devices adequate and suitable to the load being lifted
- The load line should be brought over the load's center of gravity before the lift is started
- Keep hands away from pinch points as slack are being taken up
- Wear gloves when handling wire rope
- Make sure that everyone stands clear when loads are being lifted, lowered, and freed of slings
- As slings are being withdrawn, their hooks may catch under the load and suddenly fly loose
- Before making a lift, check to see that the sling is properly attached to the load
- Never work under a suspended load
- Never make temporary repairs to a sling. Procedures for proper repair should be established and followed
- Secure the unused legs of a multi-leg sling before it is lifted
- Never point-load a hook unless it is designed and rated for such use.
- Make sure that the load is free before lifting and that all sling legs are taking the load.
- When using two or more slings on a load, ensure that they are all made from the same material
- Prepare adequate blocking before loads are lowered. Blocking can help prevent damage to slings

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Working at Heights

Resources

ON Reg 168 – 18

Safe Working Practice

Name:	Refueling Vehicle
Program ID:	3.34
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Fire, explosion, splashing fuel, spillage of toxic substance, equipment striking pumps, vehicle rolling, slipping.
Type of Activity:	Refueling vehicle
PPE Required:	None is Mandated for this activity.
Risk to:	Supervisors/Workers / Sub-contractor
Consequence:	Potential exposure to sprains, strains from lifting and inserting nozzle, exposure to splash of fuel from nozzle, fumes and vapors from fuel. Serious injury

Controls Required

- Reduce speed and use extra caution when near fuel pumps
- Park close to the pump if refueling vehicle.
- Ensure a proper fire extinguisher is in the refueling area and eyewash is readily accessible
- Ensure entry way to pumps is clear of people, other equipment, overhead obstructions, protruding objects and slippery surfaces.
- Ensure all attachments that could strike objects in the refueling area are retracted and secured
- Use park brake or wheel chocks to secure vehicle, if gasoline engine, it must be shut off before starting to refuel.
- Inspect dispensing system for leaks before refueling
- Ensure fuel nozzle is secure in fuel tank and use manual pressure on the nozzle lever at all times. (operator must not leave dispensing nozzle unattended during refueling)
- Don't depress the nozzle until nozzle is in the chamber, let drip before removing
- Worker to keep face away from the tank opening when filling
- Turn off cellular phone or radios while re-fuelling.
- Do not smoke
- Replace the fuel tank cap and return the pump nozzle and hose to their proper location
- Inspect the vehicle and the site for leaks or spills. All leaks must be repaired before the vehicle is put in use. All spills must be cleaned up or reported to the dispatcher/base person/supervisor

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Workplace Hazardous Material Information System (WHMIS)

Resources

Occupational Safety General Regulations, section 50

Safe Working Practice

Name:	Roofing
Program ID:	3.35
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Falls / falling tools, / roof collapse.
Type of Activity:	Formwork/ Scaffold / Cladding / roof coverings/ Ceilings/ Stairs/ Handrail/ Balustrades
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Includes use of Full Body Harness, Lanyard, Lifeline with Rope Grab (when not working within a guardrail enclosed roof)
Risk to:	Workers / Sub-contractors
Consequence:	Falls/ Serious injury/ Back injury/ Paralysis/ Fractures/ Death

Controls Required

- Check and ensure that there is a safe method of access & egress
- Ensure that the work platform is the most appropriate for the task, capable of supporting the intended weight and that it is secure
- Do not interfere with any safety devices for work at heights
- Workers will not use trestles unless they are safe for working on
- All roof work to be carried out competent personnel with appropriate training
- Appropriate / approved scaffold will be used
- Guardrails, kick boards or appropriate barriers will be erected at the edge or eaves level of the roof to prevent workers / materials falling
- Roofs will be inspected prior to commencement of the work, to establish if it is safe for the intended task and especially prior to use in cold/wet weather
- Appropriate puncture-proof / non-slip footwear will be worn
- Regular checks will be carried out to ensure that the openings are safe and protective measures are not tampered with
- Operatives will not pass across, or work on or from fragile materials incapable of supporting their weight
- Ensure that the appropriate fall protection is in position / worn (e.g. harness)
- Safety harnesses to be keep in good condition and inspected regularly
- Training will be provided into wearing and inspecting PPE H+S Department

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Fall Protection Awareness. Fall Protection Applied Scaffold awareness Personal Protective Equipment

Resources

ON Regulation 213/91 26.1 - 26.9, Reg. 78-84, Reg 125 – 136

Safe Working Practice

Name:	Skill Saw
Program ID:	3.36
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Damage to equipment and injury to workers
Type of Activity:	Operation of Skill Saw
PPE Required:	Varies by location but may include any or all of the following. Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt
Risk to:	Workers / Sub-contractors
Consequence:	Sprains or strains/ Cuts abrasions

Controls Required

- Wear appropriate personal protective equipment
- Disconnect the power cord from the electrical outlet before inspecting, adjusting, cleaning or repairing the saw or changing blades
- Inspect the saw and power cord for damage prior to each use
- Ensure the blade is sharp
- Ensure the blade is the correct type for the material to be cut
- Ensure the blade is securely mounted
- Ensure the blade is in good condition, no nicks or cracks
- Ensure the retracting lower blade guard is working freely
- Check the blade for proper blade rotation
- Check the material for any defects such as warps or knots and foreignobjects such as nails, staples or screws
- Secure and adequately support the material to be cut
- Be aware of sawdust and debris from cutting the material
- Keep all electrical cords clear of the cutting area
- Use both hands to operate the saw; one on the trigger handle and the other on the front knob. Keep your body to the left side of the blade; never in line with the saw blade just in case of a kickback
- The weight of the saw must always be on the clamped side of the stock
- Allow the saw to attain full power before cutting
- Always cut in a straight line
- Allow off-cuts to fall
- Ensure the retracting lower blade guard is fully returned and the bladehas fully stopped before setting the saw down
- Disconnect the power cord before adjusting or changing the blade orperforming regular maintenance.

Person(s) Responsible:	Superintendents,Supervisors,Foremen,Workers.
Training Requirements:	Hand tools, PPE

Resources

Occupational Health and Safety Act.

Safe Working Practice

Name:	Scaffold Safety
Program ID:	3.37
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Falls / falling objects / scaffold collapse / work at height.
Type of Activity:	Erecting Scaffold / Block laying / Plastering / Plumbing / Tiling / Painting
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Includes use of Full Body Harness, Lanyard, Lifeline with Rope Grab
Risk to:	Workers / Sub-contractors
Consequence:	Falls / Collapse of Scaffold / Lacerations / Fractures / Blood Loss / Weakness / Infection / Shock/ Circulatory Failure/ Death

Controls Required

- Scaffolds shall be installed, inspected, maintained, and repaired in accordance to the manufacturer's specifications and applicable legislative requirements.
- Scaffolds are erected and dismantled under the supervision of a skilled and experienced person, competent in their construction and use. The NAC supervisor shall confirm that the scaffold is erected properly, and attach an inspection tag prior to allowing work to commence
- The maximum scaffold height is three times the minimum base width unless stabilizing supports are used.
- Scaffolds shall be erected plumb to ensure maximum structural capacity of the system
- All scaffolds in excess of 15 meters (50 ft.) in height shall be designed by a professional engineer, and erected, used and maintained in accordance with the engineered design
- Workers shall not use a scaffold until it has been inspected and tagged by a competent person
- Scaffolds have a load rating indicated on the tag
- No heavy equipment or materials on scaffolds that could exceed manufacture's specifications or design
- Rolling scaffolds shall be used on a smooth, level surface and shall not be ridden when moved
- Workers shall be aware of electrical hazards near metal scaffolds
- Ladders, saw horses, etc. shall not be used to attain greater heights on scaffolds.
- Damaged scaffolds shall not be accepted for use.
- Tools or materials shall not be carried up or down ladders
- Scaffold must be erected on a firm and even surface and adequate base plates/soleplates used
- Loading platforms must be clearly marked
- Scaffolding is not to be left partly erected and warning signs will be used where necessary
- Workers will report any defect in scaffolding immediately to supervisor
- All materials, tools and equipment will be removed from scaffold as soon as work is completed. This is the responsibility of each sub-contractor/operative.

Person(s) Responsible:	Superintendants, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Scaffold Awareness Scaffold Team

Resources

ON Reg. 213/91 s 125 - 142.8

Safe Working Practice

Name:	Sandblasting
Program ID:	3.38
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Workers, performing the technique, are at risk of exposure to the harmful effects of various toxic substances, including zinc or lead, when sandblasting existing coatings from surfaces.
Type of Activity:	Flying Fragments
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt.
Risk to:	Workers / Sub-contractors
Consequence:	Exposed to toxic substances.

Controls Required

- It is recommended that workers wear appropriate protective gear when dealing with sandblasting equipment. Eye protection, respiratory protection, protective shoes, clothing and gloves are some of the most important sandblasting safety accessories.
- Sandblasting equipment tend to make considerable noise. Appropriate ear protection (ear-mitts and/or earplugs) suitably protect delicate eardrums and ensure they do not get damaged in the process.
- A sandblasting site must be kept clear of all personnel and other unprotected individuals besides those operating the equipment.
- That all structures and areas where sandblasting is conducted to be appropriately ventilated.
- All sandblasting equipment and gear must be thoroughly inspected before use.
- Remote controls on the blasting equipment must be tested and their pop-up valve must be suitably aligned.
- Workers must ensure air supplies are in perfect working condition and the sandblasting site is aptly ventilated. An area must be completely cleaned of all dust and sand particles after the process.
- Sandblasting must only be conducted with safe and grounded sandblasting machines--also called sandblasters. Workers must consult manufacturer instructions and precautions before operating sandblasting power tools. All equipment and gear must be regularly inspected and maintained.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)

Resources

Construction Health & Safety Manual CSAO/IHSA.

Safe Working Practice

Name:	Table Saw
Program ID:	3.39
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Cuts
Type of Activity:	Cutting material
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt.
Risk to:	Workers / Sub-contractors
Consequence:	Cuts

Controls Required

- Wear safety glasses, goggles or a face shield at all times while using the saw.
- If the cutting operation is dusty, wear a dust mask.
- Do not wear gloves while operating a table saw.
- Avoid long sleeves, ties, dangling jewelry or any other loose fitting clothing while operating a table saw. The clothing could get caught in the blade.
- Use a push stick to cut stock that is 150 cm or less in width.
- Use a stop block when you crosscut short lengths.
- Position your body so that it is NOT in line with the blade. This is to avoid being injured by flying sawdust, woodchips or the work.
- Always stand firmly on the floor and avoid any awkward operations. This is to avoid falling into the blade by slipping or losing your balance.
- Do not carry on a conversation while cutting. Pay attention to the work being performed.
- Do not reach behind or over the blade unless it has stopped turning.
- Do not leave the saw until the blade has come to a complete stop.
- Always disconnect the power prior to changing the blade or performing any other maintenance operation.
- Make sure that the blade has stopped turning before you adjust the table saw.
- After any adjustment, make sure that the blade is free before you turn on the power.
- Maintain the rip fence parallel to the blade so the stock will not bind on the blade and be thrown.
- Do not make free-hand cuts on the table saw.
- Keep the blades' guards, spreaders and anti-kick-back devices in place and operating properly.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)

Resources

Construction Health & Safety Manual CSAO/IHSA

Safe Working Practice

Name:	Torches
Program ID:	3.40
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Extremes of Heat and Naked Flame
Type of Activity:	Roofing
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt.
Risk To:	Workers / Sub-contractors / General Public
Consequence:	Fire / Explosion / Personal Injury / Burns/ Death

Controls Required

- When a torch is used, an adequate fire extinguisher should be present.
- Eye protection must be worn when heating edges where loose aggregate is present, because the rocks can explode due to the extreme heat that is applied to them.
- Ensure fuel lines are in good working conditions. Inspect the hoses and valves to ensure there are no leaks. If you suspect that there is a leak, do not use a match to test. Instead, use soap and water and look for bubbles.
- Ensure proper cylinders are secured and regulators in place.
- Ensure that the propane bottle is in the upright position during use of the torch.
- Follow proper procedures for lighting torch.
- When not used for pre-heating operation, shut torch off. Do not leave the torch on, unattended.
- Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
- Do not use torch to heat a propane tank.
- Ensure that the propane bottles are properly shut off.
- Ensure that you turn the propane off at the tank and not just the torch head. This will ensure that no propane will leak out of the tank if there is a leak in the propane line linking the tank to the torch.
- 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.
- Use proper PPE as per manufacturer's specifications and / or Crawford Roofing's Policy.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
Training Requirements:	Propane Handling.

Resources

ON Ref 52-58.

Safe Working Practice

Name:	Power Actuated Tools
Program ID:	3.41
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Power Actuated Tools.
Type of Activity:	Shattering / Entanglement / Flying Fragments / Fire
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt.
Risk to:	Workers / Sub-contractors
Consequence:	Lacerations / Concussion / Fractures / Death

Controls Required

- The equipment will be maintained and operated as per manufacturer's instructions.
- The operator will be competent / qualified (over eighteen years of age) and not suffer from colour blindness.
- The required personal protective equipment (helmet/goggles/ear protection) will be worn.
- Before starting always check suitability of material for cartridge fixing, do not fit into unfamiliar materials without a trail fixing using a low powered cartridge or hammer.
- Always check the area behind the material/ structure into which fixing is being fired before commencing.
- Always carry out a fire test.
- Access to area where work is being carried out is to be controlled.
- Fixings should be at least the recommended distance from failed attempts.
- Tools should be at right angles to surface.
- The whole rim of splinter guard should be firmly against the work face so as to stabilize the tool and leave no gaps.
- The gun and cartridges will be secured so as to prevent unauthorized use. Issue and use of tools to be strictly controlled.
- Tools to be stored in secure, cool and dry stores.
- Tools to be stored unloaded.
- Cartridges of different strengths should be marked clearly and stored separately.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE) Hilti

Resources

Construction Health & Safety Manual CSAO/IHSA. ON Reg 93

Safe Working Practice

Name:	General Working at Height
Program ID:	3.42
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Falls from heights/ falling objects.
Type of Activity:	Scaffolding/ Roof work
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Includes use of Full Body Harness, Lanyard, Lifeline with Rope Grab (when not working within a guardrail enclosed roof)
Risk to:	Workers/Sub-contractors/Visitors
Consequence:	Falls/ Serious Injury/ Back Injury/Paralysis/ Fractures/ Death

Controls Required

- All workers will have fall protection training.
- Ensure that there is a safe method of access and egress.
- Ensure that the work platform is the most suitable for the task, capable of supporting the intended weight and that it is secure.
- Ensure that the appropriate fall protection/ PPE is in position/ worn (safety harnesses, guardrails etc.)
- Ensure that safety harnesses are kept in good condition and inspected regularly.
- Ensure that all workers have received training for work at heights.
- Do not interfere with safety devices for work at heights.
- Do not interfere with any safety devices for work at heights.
- Employees will not use trestles unless they are safe for working on.
- Appropriate/ approved scaffold will be used.
- Guardrails, kickboards or appropriate barriers will be erected at the edge or eaves level or the roof to prevent workers/materials falling.
- Roofs will be inspected prior to commencement of the work to establish it is safe for the intended task and especially prior to use in cold/wet weather.
- Regular checks will be carried out to ensure that the openings are safe and protective measures are not tampered with.
- Workers will not pass across, or work on or from fragile materials incapable of supporting their weight.
- Ensure that the appropriate fall protection is in position/ worn.

Working at Height Risk Assessment:

1. Avoid all work at height.
2. Carry out as much work as possible at ground level.
3. Guard-rails barriers etc.
4. Fall restraint device.
5. Harness/fall arrest lanyard.

Person(s) Responsible:	Superintendants Supervisors,Foremen,Workers,Sub-Contractors.
Training Requirements:	Fall Protection Awareness. Fall Protection Applied Scaffold Awareness Personal Protective Equipment

Resources

ON Regulation 213/9126 1-26 9 Reg 79-84,Reg 125-136,

Safe Working Practice

Name:	Working with Rebar
Program ID:	3.43
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Injury to workers
Type of Activity:	Installing Rebar
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Includes use of Full Body Harness, Lanyard, Lifeline with Rope Grab (when not working within a guardrail enclosed roof)
Risk to:	Workers / Sub-contractors
Consequence:	muscle strains, ankle or knee injuries, cuts and abrasions

Controls Required

- Wear sturdy leather work boots with good ankle support
- Stretch and loosen up muscles prior to and during the work day
- Use two-person lifts for heavy or long lengths
- Watch your foot placement when walking on horizontal rebar mats
- Consider using light-weight automatic rebar tying guns
- Store rebar on racks off the ground and near areas of use
- Wear shoulder pads when carrying rebar and knee pads when tying at ground level
- Mushroom-shaped caps are not designed or intended to guard against impalement if a worker falls onto the rebar
- Vertical protruding rebar presents an impalement hazard and requires protection. For employees working at any height
- Above exposed rebar (or above any other exposed sharp objects that could impale), fall prevention or protection is the first line of defense, and must be used
- Fall prevention or protection is also applicable when the rebar is below grade (such as in a footing or excavation), where a fall into a trench would present an impalement hazard. An impalement hazard may exist should a worker fall from a work area that is above short rebar sticking up from the floor

Person(s) Responsible:	Superintendents, Supervisors, Worker
Training Requirements:	Slips/ Trips/ Falls Training

Resources

Safe Working Practice

Name:	Wet Saw
Program ID:	3.44
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Cuts
Type of Activity:	Tile Cutting
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt.
Risk to:	Workers / Sub-contractors
Consequence:	Bodily harm

Controls Required

- Remove long necklaces, watches, wristbands and other articles of clothing. They may get caught in the saw, which can cause bodily harm. Wearing baggy clothes should be avoided as they may get caught in the blade or on the machine. Wear clothes that allow for mobility, but are not so tight that they constrict movement. If you have long hair or hair that can get into your eyes, make sure it is pulled back and has no chance of getting into your eyes or getting caught in the blade.
- Wear safety goggles and gloves during wet saw use. Even though the saw's water bed cuts down on dust and debris, there will still be some that escapes the bed, which may cause injury. Wear ear plugs to protect your hearing.
- Inspect the power cord for cracks that show the internal wires. If any of the internal wires are visible, the cord must be replaced. If the cord is not replaced, it becomes an electrical hazard.
- Place the saw on a sturdy surface such as a workbench. Check the saw blade for any irregular bends and missing teeth. If there are problems with the blade, it can cause the blade to break or snap during use. If there is any chance the blade will have a problem during operation, replace it. Being proactive is the best way to be safe.
- Keep fingers away from the saw blade. Sturdy both ends of the piece being cut so that it does not slip out of your grip. Gently slide the piece into the saw blade. Do not force the piece into the saw as that will cause a kickback that may cause the piece to slip out of your hand.

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)

Resources

Construction Health & Safety Manual CSAO/IHSA

Safe Working Practice

Name:	Zoom Booms
Program ID:	3.45
Date Created:	June 2017
Reviewed:	July 2022

Hazards:	Lifting / over-turning / falling objects / over-loading / reversing
Type of Activity:	Lifting / transporting of materials on site
PPE Required:	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest. Long sleeved work shirt. Includes use of Full Body Harness, Lanyard, Lifeline with Rope Grab. Lanyard size may vary based upon Ministry Regulations.
Risk to:	Workers / Sub-contractor
Consequence:	Serious injuries / crushing / unconsciousness / death

Controls Required

- Maintain and service zoom booms as per manufacturer's instructions.
- Do not exceed load restrictions
- Allow only competent / certified workers to carry out work on zoom booms
- Remove the keys when the zoom boom is not in use and park it so as not to present a danger to anyone
- Do not operate a zoom boom while under the influence of alcohol / drugs, including prescribed drugs
- No unauthorized riding on the zoom boom unless it is designed for same
- Ensure that operators always wear a safety belt while inside the machine and that they keep the lower portion of the door closed
- Ensure that drivers remain inside the cab in the event of the machine overturning
- Operate controls from inside the safety of the cab only
- Do not use mobile phones when operating a zoom boom
- Do not wrap chains and slings around the forks of a zoom boom when it is used to lift loads
- When using chains or slings with forks, use suitable fork clamps, with the chain or sling suspended from a suitable hook or shackle
- When lifting with a zoom boom, remove the forks and use a crane extension with hook or shackle

Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Trades Qualification

Resources

ON Reg. 213/91 150 – 180

5. Single-width job-built ladders are only meant for one worker at a time. A double-width ladder can be used by two workers, providing they are on opposite sides.
6. Make sure that rails on ladders extend at least 3 feet above the landing. This allows for secure grip while stepping on or off.
7. Set straight or extension ladders one foot out for every 3 or 4 feet up, depending on length of ladder.
8. Before setting up ladders, always check for overhead power lines.
9. Do not position ladders against flexible or moveable surfaces.
10. Always face the ladder when climbing up or down and while working from it.
11. Maintain 3-point contact when climbing up or down. That means two hands and one foot or two feet and one hand on the ladder at all times.
12. Keep your centre of gravity between the side rails. Your belt buckle should never be outside the side rails.
13. When climbing up or down, do not carry tools or material in your hands. Use a hoist rope instead.
14. Keep boots clean of mud, grease or any slippery materials which could cause loss of footing.
15. When working 3 metres (10 feet) or more above the ground or floor, wear a safety belt or safety harness with the lanyard tied off to the structure.
16. Never straddle the space between a ladder and another object.
17. Never erect ladders on boxes, carts, tables, or other unstable surfaces.
18. Use fall-arrest equipment such as ladder-climbing devices or lifelines when working from long ladders or when climbing vertical fixed ladders.
19. Never use ladders horizontally as scaffold planks, runways, or any other service for which they have not been designed.
20. Stand no higher than the third or fourth rung from the top. Maintain knee contact for balance.
21. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.

22. Do not use ladders for bracing – they are not designed for this type of loading.
23. Do not set up ladders in doorways, passageways, driveways, or any other location where they can be struck or knocked over.
24. Never rest a ladder on its rungs. Ladders must rest on their side rails.
25. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion.
26. Before erecting, using, or working from ladders, always check for electrical hazards. Never use aluminum ladders near live electrical equipment or wires.

Inspection and Maintenance

Defective ladders should be taken out of service and either tagged for repair or scrapped. Personnel that are competent in this type of work should repair ladders.

1. Inspect ladders for structural rigidity.
2. Inspect non-skid feet for wear, imbedded material and proper pivot action on swivel feet.
3. Replace frayed or worn ropes on extension ladders with type and size equal to manufacturer's original rope.
4. Check aluminum ladder for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung.
5. Check wooden ladders for cracks, splits and rot.
6. Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.

Safe Work Practice

Portable Ladders

Before using any ladder, make sure that it is in good condition and is right for the job to be done.

1. When setting up a ladder, secure the base and "walk" the ladder into place.
2. The ladder should be set at the proper angle of one foot out at the base for every four feet of height.
3. Before using a ladder, make sure it is secured in place.
4. When in position, the ladder should protrude one meter above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't 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.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one meter unless the manufacturer specifies the overlap.
9. Keep both metal and wood ladders, away from electrical sources.

For further information, see the appropriate current Occupational Health & Safety Legislation.

Safe Work Practice

Step Ladder

As with all ladders, make sure that the step ladder is in good condition, and is right for the job to be done. Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two rungs of a step ladder, counting the top platform as a rung.
2. The step ladder is only to be used in the fully opened position with the spreader bars locked.
3. Tops of step ladders are not to be used as support for scaffolds.
4. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
5. Only CSA-approved ladders will be used.

For further information, see the appropriate current Occupational Health & Safety Legislation.

Safe Work Procedures
Exiting EWP At Heights

Activity – Construction Division

Exiting EWP at Heights Reviewed: **July 2022**

Task Steps, Hazards and Controls

Preparation for Daily Work

Hazard: Exposure to Possible Fall Hazards, Environmental Conditions (cold weather)

Control: Fall protection plan is in place and fully implemented for any worker exposed to a fall (fall protection measures and full fall arrest 100% tie off). A daily PSI must be conducted at the work location. It is important to look for changing site conditions and update the PSI as required. Bump lines must be installed prior to material delivery and worker access.

When exiting or entering a work platform onto a roof or other elevated surfaces, a person shall maintain fall protection at all times, 100% tie off. They will tie off to an adequate support or life line before untying using a double lanyard.

Work Procedures

The following Safe Work Procedures Are to Be Followed At All Times:

- The platform must not be running when any procedures are occurring.
-All appropriate actions must be taken to minimize dynamic loads from being exerted on platform
-All appropriate actions must be taken to prevent unexpected or inadvertent movement of the platform
-Workers must use (at ALL times) designated exit points and not allow exit or entry to platform by climbing over guardrails
-Risk assessment procedures must be preformed prior to any of the above procedures being conducted in order to demonstrate the most effective means of accessing a particular location
-After initial Risk Assessment is conducted, any outstanding items are to be talked about in toolbox talk and reviewed in daily PSI

Reviewed & Approved By: Date: July 2nd, 2022

Jamie Pedra: _____ James Carreiro: _____ Marco Serra: _____

Roofing Foreman: _____ Service Foreman: _____

Worker (Roofer): _____ Worker (Service): _____ Worker (Shop): _____

Crew Members Sign Off:

_____ _____ _____ _____

_____ _____ _____ _____

Safe Work Procedures
Roofing

Activity – Construction Division

ROOFING Reviewed: **July 2022**

Task Steps, Hazards and Controls

1. Preparation for Material Delivery

Hazard: Exposure to Overhead Activities, Tower Cranes or Mobile Cranes, Fall Hazards, Environmental Conditions (cold weather)

Control: Fall protection plan is in place and fully implemented for any worker exposed to a fall (fall protection measures and full fall arrest 100% tie off). A daily PSI must be conducted at the work location. It is important to look for changing site conditions and update the PSI as required. Guardrails or bump lines must be installed prior to material delivery and worker access. Engineered Tie-offs (life-lines) must be installed as part of the fall prevention system. Prior to placing the load on slabs, the structural engineer must sign-off on the slab (or deck) to prevent the possibility of a structural failure. Finally, the roofing contractor must provide engineered drawings and lifting procedures for any roofers' hoist that may be utilized.

2. Material Delivery / Laydown on Site

Hazard: Rigging, Exposure to Overhead Activities, Tower Cranes or Mobile Cranes, High Winds (Environmental Conditions), Material Handling, material orientation on site.

Control: Proper housekeeping and material storage is of utmost importance. It is imperative that that all materials are cleaned up and removed from the roof at the end of the day. For material staging, make sure that all materials are brought in for just-in-time installation. Materials stored on the roof are subject to winds that may cause materials to inadvertently be blown off the roof. During lifts, areas should be cordoned off at the ground level and the roof level. Proper signage and barricades must accompany.

3. Roofing Installation

Hazard: Installing roofing products generally involves hot work (torching on membranes or mopping on fluid applied toppings). Some of the High-Risk activities involved in this type of work include:

Control: While installing any torched on products, a fire-watch program must be implemented. This is for both during the installation and for a period of time (minimum 1 hour) after installation. Proper PPE is required for all workers. This includes the basic PPE (boots, hard hat, glasses) plus a face shield, long sleeves and gloves for workers using fluid applied products. Whenever a torch is being used, a standard 10lb Fire Extinguisher (or greater) shall always be within 5 to 10 feet of the work being performed.

When using a kettle, its location also important. It is critical that kettle are set up in locations that do not interfere with intakes from adjacent buildings. In addition, overhead clearance must be maintained. Kettles should not be located where slabs or roofs project overhead. Finally, lockable cages are required for compressed gas cylinder stored on-site. As well, when hoisting propane gas cylinders to the roof, hoisting cages and/or propane dollys (to which the cylinder is firmly attached) must be used at all times.

Reviewed & Approved By: Date: July 2nd, 2022

Jamie Pedra: James Carreiro: Marco Serra:

Roofing Foreman: Service Foreman:

Worker (Roofer): Worker (Service): Worker (Shop):

General Notes/Requirements
The following procedures will be implemented: • Pre-construction Meeting to be held to discuss Project Specific and Site Conditions • Regular PSI completion for all Activities • Rescue procedures, Emergency response

Reference Documents

Regulations

- Ontario Regulation - Roofing (s. 207 – 210)
- Ontario Regulation - Hot Tar (s. 211)
- Ontario Regulation - Fire Safety (s. 52-55)
- Ontario Regulation - Cranes, Hoisting and Rigging (s. 150 – 156)
- Ontario Regulation - Protective Clothing, Equipment and Devices (s. 21 – 25)
- Ontario Regulation - Fall Protection (s. 26 – 26.9)
- Ontario Regulation - Overhead Protection (s. 34)
- Ontario Regulation - . Housekeeping (s. 35 – 41)
- Ontario Regulation - Cylinders (s. 42 – 43)
- Ontario Regulation - Signs (s. 44)
- Ontario Regulation - Ladders (s. 78 – 84)
- Ontario Regulation - Elevating Work Platforms (s. 143 – 149)
- Infrastructure Health and Safety Association (HAS); CSA Standards
- Ministry of Labor – Health and Safety at Work Ontario publication

Project Specific Documentation

- Associated Permits/Notice of Project
- Site Plan / Traffic Management / Staging Area for Loading and Unloading

Lifesaving Absolutes

- Review the Lifesaving Absolutes that apply to the procedures and address in daily PSI.

Safe Work Procedures
Cladding Systems

Activity – Construction Division

CLADDING SYSTEMS Reviewed: **July 2022**

Task Steps, Hazards and Controls

1. Material Delivery and Laydown on Site

Hazard: Hoisting and Rigging, Exposure to Overhead Activities, Tower Cranes or Mobile Cranes, High Winds (Environmental Conditions), Material Handling, Material Orientation on Site.

Control: Ensure Proper training and certification for rigging (swampers) is provided at the safety startup meeting. During overhead lifts, it's imperative to ensure the area below the load is clear and cordoned off with appropriate signage. Prior to placing the load on slabs, have the structural engineer sign-off on the slab capacity to prevent structural collapse. A best practice is to review daily weather reports for probable wind conditions. More frequent reviews with weather reports is required if winds start to pick up.

2. Working at the Leading Edge - Cladding Installation

Hazard: Fall Hazard During Installation, Hand and Power Tools, Environmental Conditions, Workers and their Operations Below

Control: First, ensure that fall protection plan is in place and fully implemented (fall protection measures and full fall arrest 100% tie off). As with any task, prior to starting work, crews are required to complete PSIs at their place of work. Before removing any barricades, it is imperative that crews display proper signage and barricades (or caution tape) at both the working level and the ground level; PPE must be worn by all workers installing the cladding elements. Prior to leaving at the end of the shift, workers must ensure that all guardrails are reinstated and the area is rendered safe.

3. Cladding Installation – Panel Installation

Hazard: Fall Hazard During Installation, Hand and Power Tools, Environmental Conditions, Workers and their Operations Below, Pinch Points

Control: During the cladding install, proper signage and barricades at both the working level and the ground level must be installed. Workers installing the cladding, and who may be exposed to falls must be equipped with fall arrest PPE. Workers using tools over the side of the building should also tether tools to ensure they don't fall. In cold and wet weather, workers must ensure that footing is good and deicing products are available to ensure good traction. As panels are snapped in place, workers must be cognizant of potential pinch points.

4. Materials, Tools and Equipment

Hazard: Pinch Points, Hand and Power Tools, Controlled Products (WHMIS), Workers and their Operations Below

Control: Prior to using any tool, the worker must ensure he/she is properly trained and has good working knowledge of the tools they will be using. It is also imperative that all guards and manufactured installed safeties are left in place. During cutting or grinding, workers must ensure they have proper PPE (face shields, gloves, long sleeves etc.). Finally, it is important that all workers review the MSDS for any controlled products they will be using (caulking and other adhesives).

General Notes/Requirements

All required engineered drawings for specialty items will be on site. Other considerations for JHAs or engineered controls may include:

- Pre-construction Meeting to be held to discuss Project Specific and Site Conditions
- Regular PSI completion for All Activities
- Overhead protection (If required)
- Pollard Enterprises Ltd. Safety Plan and Safe Work Procedures
- Rescue procedures, Emergency response

Reference Documents

Checklist(s)

- Hot Work Permit (If required for task)
- All other relevant checklists for equipment use

Regulations

- Ontario Regulation - Cranes, Hoisting and Rigging (s. 150 – 156)
- Ontario Regulation - Cables, Slings, Rigging (s. 168 – 179)
- Ontario Regulation - Welding and Cutting Operations (s. 122 – 124)
- Ontario Regulation - Protective Clothing, Equipment and Devices (s. 21 – 25)
- Ontario Regulation - Fall Protection (s. 26 – 26.9)
- Ontario Regulation - Overhead Protection (s. 34)
- Ontario Regulation - Housekeeping (s. 35 – 41)
- Ontario Regulation - Cylinders (s. 42 – 43)
- Ontario Regulation - Signs (s. 44)
- Ontario Regulation - Elevating Work Platforms (s. 143 – 149)
- Infrastructure Health and Safety Association (IHSA);
- Ministry of Labor – Health and Safety at Work Ontario publication

Project Specific Documentation

- Associated Permits/Notice of Project
- Site Plan / Traffic Management / Staging Area for Loading and Unloading
- Site Specific Erection Plan along with Lifting procedures

Lifesaving Absolutes

- Review the Lifesaving Absolutes that apply to the procedures and address in daily PSI.

Reviewed & Approved By: Date: July 2nd, 2022

Jamie Pedra: James Carreiro: Marco Serra:

Roofing Foreman: Service Foreman:

Worker (Roofer): Worker (Service): Worker (Shop):

Safe Work Procedures
Suspended Stages

Activity – Construction Division

Suspended Stage Work - Metal Cladding

Reviewed: **July 2022**

Task Steps, Hazards and Controls

1. Complete work at elevated heights on suspended stage where EWP's and/or other access equipment cannot reach

Hazard: Working at high and often remote locations

Control: Ensure that fall protection plan will be in place. Complete proper daily PSI for all suspended stage work. All persons who are to use the stage will be properly trained. Daily completed checklists are present on stage at all times. All employees that engage in the erecting and rigging of the stages are trained in their 3 day "Suspended Access Equipment Program", and persons who will be passengers on such stages will be trained.

2. Erecting and Dismantling Suspended Stage

Hazard: Assemble and erect stage at ground level (or equivalent safe "bottom of work"); installing beams at edge of slab/roof

Control: Ensure stage is fabricated and constructed in accordance with manufacturer's instructions (Staging company will set up). Read and follow labels closely to ensure stages are not overloaded with workers or materials. Stage to be erected by a "competent person" who is qualified to assemble such equipment. Engineered anchors/anchoring system on structure, inspected/approved for use (supplied by PCL). Roof anchor / fall arrest plan in place for removing guards and working at roof edge. Copy of manufactures instructions and engineered drawings present on stage at all times.

3. Entering and exiting suspended stage

Hazard: Slips/trips, overexertion/back injuries, fall from stage, fall from roof, struck by equipment (rope grab/power cables/rigging)

Control: Project specific review – logistics, develop clear plan for means of access and egress to stage and document as part of PSI. All workers are required to be 100 % tied off before getting on stage, while on stage, and when getting off stage.

4. Working from suspended stage

Hazard: Overexertion/back injuries, uneven surface, slip/trip or stepping on tools/materials, and fall from stage, struck by tools/equipment, high winds or changing weather conditions, working above the public or other construction workers

Control: Proper system set up and proper raising/lowering techniques reviewed regularly within daily PSI. Ensure stage has proper mesh panels to prevent any tools/equipment falling to area below. Ensure area below is cordoned off with barricades and signage or overhead protection (as required) to ensure those below the stage are safe. Ensure that all tools are tethered. Monitor the forecast regularly and do not commence work if the threat of poor weather exists.

General Notes/Requirements

Mobilizing and Staging :

Ensure all systems are accompanied with engineered drawings, and inspection forms that match the equipment in use. Hoisting equipment and setting up cables is labour intensive and comes with the potential for ergonomic, pinch, and crush injuries. Ensure access to staging area is adequate and establish material handling plan with trades prior to mobilizing on site.
Review overhead work activities, including crane swing radius.

All engineered documents will be supplied by Stage supplier.

During operation :

All tools, material, and equipment will be secured or tethered while in use at heights or transported onto and off of stages. The fall protection plan and procedures for boarding any existing platforms includes transferring from lifelines and tie-off points.

"Hot work" including grinding from suspended platforms requires a protection plan for cables and stage components. Inclement weather including high wind and freezing rain can impact the safe operation of equipment, and also create damage to adjacent property be it force impact against the building, or falling chunks of ice from suspended equipment.

All equipment to be tied tight and secure daily (Safety checklist to be filled out daily before start of day). Inspect and break away chunks of ice from suspended equipment before use.

Lifesaving Absolutes

- Review the Lifesaving Absolutes that apply to the procedures and address in daily PSI.

Reviewed & Approved By: Date: July 2nd, 2022

Jamie Pedra: James Carreiro: Marco Serra:

Roofing Foreman: Service Foreman:

Worker (Roofer): Worker (Service): Worker (Shop):

Reviewed: **July 2022**

Handheld Cutting Tools

Purpose

To ensure the safe and proper use of hand held cutting tools to prevent personal injuries and/or damage to property.

Description

For cutting various materials including metal, wood, plastic, etc.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- CSA Approved Hearing Protection
- Respiratory Protection may be required for excessive dust or vapours

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site. Ensure all cords are clear of the cutting area.
3. Check material to be cut for foreign bodies that might cause a kickback or blade damage.
4. The proper blade must be selected and used for the intended job.
5. For hand saw; the saw must be “Locked Out”, as per procedure, before adjusting or changing blade.
6. Ensure that guard is in place before using equipment.
7. Check all tools for defects prior to use. If tool is defective in any way DO NOT USE. Please see Defective Tool Procedure.
8. Repair such tools if capable of doing so. If not, remove such tools from service. See “Removal from Service” safe work practice.
9. When using equipment grip with two hands and ensure that footing is secure prior to cutting. Awkward positions and ergonomic strain are possible when carrying out these tasks, be mindful of strains and sprains
10. Do not cut material above your head.
11. Where harmful vapors or dust are created, report to supervisor for a review of hazard assessment and possible respiratory protection.
12. Maintenance must be completed as per manufacturer’s specifications by a trained worker.

Reviewed: July 2022

Dust Control

Purpose

- To eliminate origins of dust from the site
- To identify potential dust migration pathways;
- To monitor for dust produced by site activities

Description

Dust control is the practice of preventing exposed soil or other particulate materials from becoming windborne.

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection

Procedure

1. Reduce the pace of, or cease, dust producing activity until the problem is corrected.
2. Notify the area supervisor of dust conditions and implement dust suppression procedures.
3. Remove accumulated dirt and soil from problematic areas, and/or cover, enclose, or isolate dust-generating areas/surfaces to shield them from wind, sunlight, or heat sources.
4. Increase frequency, volume, and/or coverage of water misting, sprays, and foggers to prevent soil and dirt from drying.
5. Provide additional dust suppression systems and operating personnel during the task duration.
6. Modify operating procedures and methods to eliminate problematic conditions.
7. Increase level of worker awareness and instruct them on implementation of any new or modified operating procedures.
8. Report and document all procedural modifications and results.
9. Perform routine audits of dust suppression methods and work areas for dust sources.

Reviewed: **July 2022**

Working From Heights

Purpose

This Procedure protects workers from injuries associated with working from heights and not utilizing proper fall arrest protection.

Description

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training on a full body harness, lanyard and shock absorber and Working From Heights Training from an accredited provider.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Working from Heights Training
- Fall Protection Equipment
- Leather Work Gloves

Procedure

The following procedure is to be utilized in accordance with the Fall Protection Plan established before each related job task. This procedure it to be used to help identify areas of the Fall Protection Plan such as:

- Fall Hazards
- Selection of Equipment
- Anchor Selection
- Install and disassemble procedures for equipment
- Clearance Distance(s)
- Rescue Plan

Working from Scaffolds

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 meters (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless:
    a. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
    b. the floor is firm and level.

Working from Ladders

1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
    a. 3 meters (10 feet) or more above the floor, or
    b. above operating machinery, or
    c. above hazardous substances or objects.

Working from Swing Stages

1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
    a. an independent lifeline, if the swing stage has only two independent suspension lines, or
    b. the swing stage, if it has four independent suspension lines (two at each end).

Working on a Roof or Beside Unprotected Openings and Edges

1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 meters (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

Full Body Harnesses, Lanyards, and Shock Absorbers

1. All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.
2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimeter (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

Lifelines

1. All lifelines must be:
    - 16 millimeter (5/8") diameter polypropylene or equivalent;
    - used by only one worker at a time;
    - free from any danger of chafing;
    - free of cuts, abrasions and other defects;
    - long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
    - secured to a solid object

Rope Grabbing Devices

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

Reviewed: **July 2022**

Fall Protection

Description

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training on

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Fall Protection Equipment
- Leather Work Gloves

Procedure

The following procedure is to be utilized in accordance with the Fall Protection Plan established before each related job task. This procedure it to be used to help identify areas of the Fall Protection Plan as:

Fall Hazards
Selection of Equipment
Anchor Selection
Install and disassemble procedures for equipment
Clearance Distance(s)
Rescue Plan

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Workers shall wear the required Fall Protection Equipment and utilize the appropriate Fall Protection system when working at a height greater than 3 meters.
4. Ensure you know capabilities of Fall Protection Equipment.
5. Only competent workers who have received Certified Fall Protection Training can utilize the fall protection equipment and system.
6. Ensure barricades, ribbons and signs identify restricted areas.
7. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
8. All Fall Protection equipment used by T. Hamilton ans Son Roofing Inc. must be CSA approved or greater.
9. All Fall Protection equipment including Harnesses, D-Rings, Lanyards, Anchors, Caribeeners must be inspected on a per use basis. All defective equipment shall be immediately removed from service.
10. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc.
11. Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not too lose and or the D ring has not slipped down the back.

Tarring and Shingling Flat Roofs

Purpose

Protecting workers from injuries associated with tarring/shingling flat roofs

Description

Tarring/Shingling Flat Roofs

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection

Tarring Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Install guardrail system or control zone dependent upon the hazards that are presented and discussed via the hazard assessment.
5. Lay down the 15-lb. roofing felt over the bottom area of roof. Weatherproof the roof by overlapping each felt by at least 2 inches. Staple the felt to the roof structure. Start at the edge of the eaves and extend upwards toward the ridge of the roof.
6. Do not try to apply the tar when it is extremely hot as this can cause the tar to drip off of the roof.
7. Start in the corner of the roof that is farthest away from your ladder and apply the tar according to directions on the container. Spread the tar around with the roller, using smooth strokes that apply the material to all parts of the roof.
8. When finished, carefully climb down the ladder and clean up after your project.
9. In most cases you will want to carefully wrap the roller and discard it according to manufacturer instructions

Flat Roof Shingling Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.

3. Read and follow manufacturer's instructions.

4. Install guardrail system or control zone dependent upon the hazards that are presented and discussed via the hazard assessment.

5. Ensure that applicable fire extinguishers and first aid supplies are present.

6. Refer to Use of Tiger Torch and Use of Kettle SWP

7. Inspect the top of the roof to make sure it is structurally sound. Also the roof must be completely smooth, free of any sharp objects, rocks, blisters and low spots.

8. Secure the metal flashing along the edges of the roof. Refer to roofing flashing safe job procedure.

9. When the flashing is secure, apply a good coat of primer to the metal. Primer will help the roofing material completely adhere to the flashing.

10. Apply a 43-pound fiberglass base sheet to the surface of the roof, securing the sheet with cap nails at about every four to six inches. Ensure the base sheet lays out nice and smooth with no noticeable high or low spots.

11. Install the first layer of the bitumen membrane. Beginning at the low end of the roof and working parallel to the slope, place the membrane carefully over the base sheet, extending it at least 3 inches over the edges of the roof. After you have completely installed the membrane on the surface of the roof, use your roofing knife to cut the membrane even with the edges of the roof. Make sure that the layer you've applied is tight by stretching it to remove any wrinkles.

12. Roll the sheet halfway back in preparation for the torching process. Make sure it is rolled tight and even so that it can be moved back into place as it is heated.

13. With your torch in hand, position it about one foot in front of the roof and between the membrane and the base sheet. Fire the torch using an "L-shaped" movement across the material. As the membrane, which is largely asphalt, gets hot, it will begin to liquefy. At this point push the membrane forward using your foot to allow the heated membrane to successfully bond with the fiberglass base sheet.

14. When you reach the end of the membrane sheets, use a tool to gently raise the material, and apply heat to fully melt the bitumen in the membrane. If you need to, press the material evenly into place using either a tool or your foot.

15. To install a second and third layer of membrane, repeat the process, making sure to overlap the sheets by six inches for the second row and three inches for the third row. Apply the roofing material over the metal flashing, and if need be, installed the modified bitumen sheets to create a ridge at the top.

Hoisting and Rigging

Purpose
Riggers must be aware of elements that can affect hoisting safety, factors that reduce capacity, and safe practices in rigging, lifting, and landing loads.

Main Hazards
Crush, Overhead Hazard, Contact with utilities, Struck by Equipment and Materials, Material Handling

Safety Equipment Required
- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection
- Traffic vest
- Gloves
- Appropriate attire

Safety & Training
This list is the minimum requirements to be an active Driver/Operator of our 27,000 lb Crane Truck;

1. Daily Inspection of Crane Truck (Conducted by Driver/Operator - Inspection Booklet to be filled out properly daily)
2. Hoisting & Craning License Renewal (every 5-7 years - To be verified)
3. Hoisting & Rigging Training (Every 3 Years)
4. Periodic Mechanical Inspections (As per MOL, Once a year minimum, Driver/Operator to advise as needed)

Procedure
1. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
2. The employer must have a procedure in place for inspecting the rigging equipment.
3. All persons rigging loads must have proof of rigging training available for review.
4. Loads being hoisted must not pass over workers or general public, or be handled in a matter which might endanger a worker. Permission must be obtained and precautionary measures in place to fly loads over public ways.
5. Full visibility of the load and the intended path must be maintained by the operator of the hoisting equipment at all times. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signal person must be used.
6. The operator and signal person must utilize voice communication if available or pre-arrange industrial standard hand signals.
7. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.
8. The capacity of the equipment and any attachments must be readily available.
9. The operator must always ensure that full control of the load is maintained.
10. Loads must not be left suspended, unless the operator is at the controls of the equipment.

Elements that can Affect Hoisting Safety
- Working Load Limit (WLL) not known. Don't assume. Know the working load limits of the equipment being used. Never exceed these limits.
- Defective components. Examine all hardware, tackle, and slings before use. Destroy defective components. Defective equipment that is merely discarded may be picked up and used by someone unaware of its defects.
- Questionable equipment. Do not use equipment that is suspected to be unsafe or unsuitable, until its suitability has been verified by a competent person.
- Hazardous wind conditions. Never carry out a hoisting or rigging operation when winds create hazards for workers, the general public, or property. Assess load size and shape to determine whether wind conditions may cause problems
- Weather conditions. When the visibility of riggers or hoist crew is impaired by snow, fog, rain, darkness, or dust, extra caution must be exercised. For example, operate in "all slow", and if necessary, the lift should be postponed. At sub-freezing temperatures, be aware that loads are likely to be frozen to the ground or structure they are resting on. In extreme cold conditions avoid shock-loading or impacting the hoist equipment and hardware, which may have become brittle.
- Electrical contact. One of the most frequent killers of riggers is electrocution. An electrical path can be created when a part of the hoist, load line, or load comes into close proximity to an energized overhead power line.

Date: _____
Supervisor: _____
Jobsite: _____

Employee:

_____ _____
_____ _____
_____ _____

Hoisting and Rigging (Outside Crane Operator)

Purpose

Riggers must be aware of elements that can affect hoisting safety, factors that reduce capacity, and safe practices in rigging, lifting, and landing loads. When we use cranes that are operated by staff other then our own forces, the proper procedures must be in place prior to the commencement of hoisting.

Main Hazards

Crush, Overhead Hazard, Contact with utilities, Struck by Equipment and Materials, Material Handling

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection
- Traffic vest
- Gloves
- Appropriate attire

Third Party Requirements (Outside Crane Operator)

These are the minimum requirements we will need from any third party Crane company prior to their appearance on a project site we are working on;

1. Preliminary Hoisting/Craning plan (Final plan to be completed on site on day of operations).
2. All associated Hoisting & Rigging Safety Cards (for the Driver/Operator who will be on site).
3. Copies of the last 2 weeks of Operator Inspection forms/checklists of the Crane to be used on site.
4. Confirmation and signed off acceptance of all Hoisting & Rigging Procedures as detailed in our Pollard H&S Policy, specifically the section regarding Safe Work Practices for Hoisting & Rigging (Will be supplied to the Craning Company for their review and sign-off at least 2 days prior to required craning operations on site).
5. Confirmation Sign-off Form (signed by the H&S Manager and Crane Operator from the outside Craning Company.

Procedures

1. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
2. The employer must have a procedure in place for inspecting the rigging equipment.
3. All persons rigging loads must have proof of rigging training available for review.
4. Loads being hoisted must not pass over workers or general public, or be handled in a matter which might endanger a worker. Permission must be obtained and precautionary measures in place to fly loads over public ways.
5. Full visibility of the load and the intended path must be maintained by the operator of the hoisting equipment at all times. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signal person must be used.
6. The operator and signal person must utilize voice communication if available or pre-arrange industrial standard hand signals.

7. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.

8. The capacity of the equipment and any attachments must be readily available.

9. The operator must always ensure that full control of the load is maintained.

10. Loads must not be left suspended, unless the operator is at the controls of the equipment.

Elements that can Affect Hoisting Safety

- Working Load Limit (WLL) not known. Don't assume. Know the working load limits of the equipment being used. Never exceed these limits.

- Defective components. Examine all hardware, tackle, and slings before use. Destroy defective components. Defective equipment that is merely discarded may be picked up and used by someone unaware of its defects.

- Questionable equipment. Do not use equipment that is suspected to be unsafe or unsuitable, until its suitability has been verified by a competent person.

- Hazardous wind conditions. Never carry out a hoisting or rigging operation when winds create hazards for workers, the general public, or property. Assess load size and shape to determine whether wind conditions may cause problems

- Weather conditions. When the visibility of riggers or hoist crew is impaired by snow, fog, rain, darkness, or dust, extra caution must be exercised. For example, operate in "all slow", and if necessary, the lift should be postponed. At sub-freezing temperatures, be aware that loads are likely to be frozen to the ground or structure they are resting on. In extreme cold conditions avoid shock-loading or impacting the hoist equipment and hardware, which may have become brittle.

- Electrical contact. One of the most frequent killers of riggers is electrocution. An electrical path can be created when a part of the hoist, load line, or load comes into close proximity to an energized overhead power line.

Date: _____
H&S Manager: _____
Jobsite: _____
Driver/Operator: _____
H&S Manager: _____
(Crane Company)

On-Site Date: _____
Crane Size: _____

Paperwork Submitted: ☐ Preliminary Plan ☐ All Safety Cards ☐ Inspection Records (2 Weeks) ☐

Employees (Our Forces to be used to aid in Rigging on Site):

_____ _____
_____ _____
_____ _____

Kettle Fires

Purpose
To ensure the safe and proper use of a Roof Hoist to prevent personal injuries and/or damage to property.

Description
KETTLE FIRES - When a kettle fire occurs:

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection

Procedure

1. STAY CALM, CLOSE THE LID, TURN OFF THE FUEL SUPPLY
2. AT THE CYLINDER OR ASME TANK VALVE - and call for help!
3. The best way to put out the fire is to close the kettle lid.
4. You should check daily that the kettle lid closes tightly.
5. If the fire spreads to the outside walls of the kettle, use a dry chemical fire extinguisher to put out the fire.
6. Move the propane supply out of the area.

TO MINIMIZE THE RISK OF A KETTLE FIRE:

1. Kettle men should always be aware of the properties of tar products in use, such as the flash point temperatures.
2. Kettle men should always use a temperature probe with a rod long enough to check temperatures down at the flues.
3. Keep the kettle clean of all coke residues by skimming the kettle once a day.
4. Do not allow coke material to build up inside of the kettle.

Installing Roof Flashing

Purpose
Protecting workers from injuries associated with roof flashing

Description
Installing roof flashing

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection
- Face shield
- Dust mask (if required)
- Ear Plugs (if required)

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Don harness and follow Fall Protection Safe Job Procedure
5. Find the slope on your roof and label the area.
6. Cut a piece of base flashing in a 45-degree angle so that it can bend to fit flush with the roof
7. Lay down the strips of metal flashing to the base of the chimney or wall, and apply strips of waterproof barrier around it. Make sure to overlay the strips so that they can shed any water that runs onto your roof.
8. Install the flashing piece by piece, starting from the chimney's base/wall base and around to cover the shingles.
9. Apply caulk beads in each corner piece to keep it further secured in place. Also, install roofing nails to hold the flashing to the roof.
10. Seal the sides of the chimney/wall under the shingles and flashing. Use extra caution when sealing overlapping pieces in a manner that will enable water to be diverted from the top of the shingles.
11. Nail the saddle with more waterproof membrane, and cut the shingles appropriately, with a portion of the flashing still exposed.
12. Apply extra caulking to the flashing cap.
13. Cut grooves into the mortar joints in the chimney to seal up the flashing cap. Allow this to extend to both corners. Use a grinder and a diamond blade to do this, and be sure to wear earplugs, a dust mask and goggles as protection for your hearing, lungs and eyes.
14. Clean up work area when completed

Reviewed: **July 2022**

Erecting Scaffolding

Purpose

Protecting workers from injuries associated with erecting and working with scaffolding.

Description

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer's specifications and regulations.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Fall Protection Equipment
- Leather Work Gloves

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Ensure grounding on a firm and level base.
4. Maintain the established minimum clearances from all power lines.
5. Provide a safe access ladder.
6. Ensure scaffold has a platform perimeter handrail.
7. Anchor or tie a *free standing* scaffold according to regulations.
8. Do not use a ladder sloped against the side of a scaffold at any time.
9. A toe board is required on all platforms.
10. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
11. Ensure proper safe scaffold tags are installed.
12. Utilize a tag line when hoisting material.
13. Minimize tools, material and debris on the platform.
14. Ensure a hand line with a tool bag for tools is utilized.

Reviewed: **July 2022**

Tin Roofing

Purpose
Protecting workers from injuries associated with installing Tin shingles

Description
Installing Tin shingles

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Don harness and follow Fall Protection Safe Job Procedure
5. Install a layer of roofing felt over the total surface of the clean roof, overlapping it to make sure the entire roof is covered.
6. Draw a chalk line to indicate the edges of each of the tin roof panels. The chalk line will help you keep your tin panels straight.
7. Use tin snips to cut as many tin panels as you need to fill in your roof.
8. Attach the tin through the felt using roofing nails and a hammer. Use at least two nails every foot or so for a secure roof. Finish nailing down the first panel before you begin with the next one.
9. Overlap the next tin panel slightly to avoid having exposed areas. Layer each of the tin panels in this manner until your roof is covered.
10. Fill in the overlapped sections with roofing cement.

Safe Job Procedures - Overview
Critical Task List

Review

After reviewing our above noted Safe Job Procedures and processes, management in conjunction with front line workers and foreman have reviewed and created the below noted Critical Task List.

1. Ensure that a Pre-Start Job Hazard Analysis is completed prior to the start of all projects.
2. All Personal Protective Equipment (PPE) as listed above must be worn as required. No exceptions.
3. Inspect work area and ensure that housekeeping is complete and ensure that staff understand the importance of keeping debris in it's proper place throughout the workday.
4. Keep all unnecessary equipment away from the work site until needed in order to assist with general housekeeping on site.
5. Read and follow manufacturer's instructions for any and all tools/equipment/supplies necessary to complete the work/use the tool safely/install the material as per manufacturers instructions in order to comply with warranty requirements.
6. Minimum of once a week Tool Box Talks conducted by Foreman on each project work site.
7. Progress work reviews conducted by Foreman to ensure quality of work by staff.
8. General housekeeping to be conducted upon completion of work (Final inspection pending).
9. Site Superintendent to conduct Final inspection of work upon Job completion with Foreman.
10. Removal of all tools/equipment/excess materials from site.
11. Removal of all guardrails (if used) while maintaining 100% adherence to all PPE Requirements and being 100% tied off at all times during removal process.

Reviewed & Approved By: **Date:** July 2nd, 2022

Jamie Pedra: _____ James Carreiro: _____ Marco Serra: _____

Roofing Foreman: _____ Service Foreman: _____

Worker (Roofer): _____ Worker (Service): _____ Worker (Shop): _____

pollard Enterprises Ltd.

GENERAL EMPLOYEE SAFETY RULES

1. **HEAD & FOOT PROTECTION:**
   C.S.A. approved class "B" hardhats must be worn by employees at all times while you are on the project. "Green Patch" C.S.A. approved footwear with toe and sole protection must be worn at all times while on projects.

2. **SKIN PROTECTION:**
   Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin. Avoid wearing synthetic fibre clothing when working with open flame or hot materials. When working with asphalt it is imperative that clothing consists of natural fibres such as cotton and long sleeves.

3. **EYE PROTECTION:**
   Face shields, goggles or glasses must be worn by workers and must be of a design to afford suitable EYE AND FACE PROTECTION when risks of injury exists to worker, such as:
   a) Welding, burning or cutting with torches;
   b) Using abrasive wheels, portable grinders or files;
   c) Chipping or cutting concrete, stone or metal;
   d) Working with caustic and hot materials;
   e) Using explosive actuated fastenings or nailing tools;
   f) Working with compressed air or other gases;

4. **INAPPROPRIATE CLOTHING:**
   For your protection on the job, do not wear:
   - LOOSE CLOTHING OR CUFFS
   - GREASY OR OILY CLOTHING, GLOVES OR BOOTS
   - TORN OR RAGGED CLOTHING
   - FINGER RINGS, BRACELETS OR NECK CHAINS, AND/OR ANY OTHER JEWELLERY

5. **PERSONAL PROTECTIVE EQUIPMENT:**
   Other personal protective equipment, such as safety belts and full-body harnesses, respirators, reflective vests, floatation vests, hearing protection devices, etc. must be worn when required by the Occupational Health and Safety Act or its regulations and by the foreman.

6. **NON-PRESCRIPTION DRUGS OR ALCOHOL:**
   Non-prescription drugs or alcohol will not be allowed on the job and any employee found to be in possession of, or under the influence of, drugs or alcohol, will be refused from working and is liable to be severely disciplined or terminated from employment.

7. **REPORTING INJURIES AND ACCIDENTS/INCIDENTS:**
   All injuries and accidents/incidents, no matter how minor, must be reported immediately to your foreman. The foreman will conduct his investigation and report to management.

8. **REPORTING UNSAFE PRACTICES AND CONDITIONS:**
If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your foreman, so corrective action can be taken.

9. **NO JUMPING:**
No person shall jump from one level to another and anyone discovered jumping will be reprimanded and subject to immediate termination from employment. Use proper means of egress and access.

10. **TOOLS:**
Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep tools and materials at least seven feet back from edges and openings.

11. **SEEK ASSISTANCE WHEN LIFTING HEAVY ITEMS:**
Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

12. **NO HORSEPLAY:**
Do not engage in any prank, contest, feats of strength, unnecessary running or boisterous conduct.

13. **OBEY OUR NO SMOKING RULES:**
Smoking is strictly prohibited near flammable or combustible gases and materials, and all storage areas. Obey all signage in areas forbidding smoking.

14. **DO NOT REMOVE GUARDRAILS OR COVERINGS:**
Do not remove or make ineffective any protective device, equipment or thing, required by your employer or the Occupational Health and Safety Act and it's regulations. If your work requires the removal of such a protective device as a guardrail or covering, use the appropriate safety measures to protect yourself and other workers and when your work is finished or you leave the area, replace the protective device immediately. Report any missing or defective protection device immediately to your foreman.

15. **KNOW YOUR LIMITATIONS:**
Never work at heights if you are not comfortable to do so, or if you are ill or subject to dizzy spells. Tell your foreman. He will respect you for being honest and assign you to other suitable work.

16. **MINIMUM DRESS CODE**:
Every employee shall wear a minimum of a full T-shirt and long pants to prevent injury from the elements and harmful substances. No shorts or tank tops allowed.

17. **WORK IN WELL LIGHTED AREAS/CONDITIONS:**
Always work in adequately lighted areas/conditions. Use portable lighting stations in un-serviced areas. No one should ever be allowed to work in the dark.

18. **AVOID WORKING ALONE:**
Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made with your foreman to check on your condition at fifteen-minute intervals.

19. **ACCESS/EGRESS TO WORK AREAS:**
Access and egress shall be by way of ramp, ladder, stairs or runway. Do not climb or jump.

Note: for the following General Employee Safety Rules pertaining to equipment and machinery, please reference Pollard Enterprises Ltd. complete library of Risk Assessments, located beginning on page 69. In addition, if a vehicle is equipped with a rollover protection system, the user must always use a seatbelt.

20. **USE OF GRINDERS AND CUTOFF SAWS:**
Abrasive wheels can cause serious injury. Proper storage, use and maintenance of these wheels must be observed. Follow these guidelines:
   a) Familiarize yourself with the manufacturer's operation manual before using the tool.
   b) Ensure the proper guards are in place and wear all necessary personal protective equipment.
   c) Never exceed the maximum wheel speed (every wheel is marked). Check the marked speed and compare it with the speed of the grinder.
   d) 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.
   e) Before grinding, run newly mounted wheels at operating speed to check for vibrations. A vibrating or defective wheel could explode causing injury.

21. **USE OF CHAIN SAWS :**
Workers must refer to the manufacturer's operation manual and be trained in its safe use before using a chain saw. Follow these guidelines:
   a) Never leave a running chainsaw unattended. Shut it down.
   b) Use all protective equipment such as chin guards, hearing, eye and head protection. Fuel the saw in a ventilated area and not while it is running.
   c) Ensure that the chain saw brake is functioning properly - stops the chain.
   d) To prevent chain kickback, the chain must be kept sharp, have the correct tension and be adequately lubricated.

e) The correct methods of starting, holding, carrying, using and storing the saw as directed by the manufacturer must be adhered to.
f) Ensure that the saw motor is shut off while transporting.
g) Ensure that your clothing is tight fitting.

22. **WOOD WORK PLATFORMS:**
Work platforms shall be a minimum 18 inches wide and be designed and constructed to support and resist at least four times the anticipated load. Workers are to refrain from using spools, ladders as a support for planking, poorly constructed benches and inadequate materials as a work platform. All platforms must be suitably cross braced to provide stability.

23. **SCAFFOLD ERECTION AND USE:** Refer to the scaffolding guidelines in this booklet.

24. **USE OF COMPRESSED AIR EQUIPMENT:**
Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can cause serious harm.
a) Prior to use, all hoses should be physically inspected of defects such as cuts, abrasion, bulging and other damage. Any defective hoses should be taken out of service for repair or replacement. Ensure their connections are securely wired.
b) 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.
c) A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
d) The equipment to be inspected and maintained in accordance with the manufacturer's requirements.
e) Never use compressed air to clean/dust off clothing, or point air flow at skin, as serious health risks can occur.

25. **USE OF HAND HELD ELECTRICAL POWER SAWS:**
In addition to manufacturer's safe operational instructions, the following guidelines should be adhered to:
a) Always unplug the saw from its power source before attempting to change its blade. Always keep the blade sharp to avoid kick back and seizing problems.
b) Before setting saw down ensure retracting blade guard has fully returned to its down position.
c) Ensure all cords are clear of the cutting area before starting to cut.
d) Before cutting check the material for foreign objects which could cause the saw to "kick back".
e) When ripping, make sure the material is held securely in place.
f) Where harmful vapours/dusts are created, approved breathing protection is to be used.

g) As with all electrical tools used outdoors or in wet locations, ground fault circuit breaker interrupter devices must be used either at the power panel or at the cord.
h) Avoid using gloves or other loose fitting clothing which could catch in blade.

26. **DEFECTIVE TOOLS:**
If a tool is defective in some way - DO NOT USE IT! Inspect all tools prior to use and ensure defective tools are repaired. What to look out for:
a) broken or inoperative guards
b) insufficient or improper grounding due to damage of double insulated tools e.g. cracked casings
c) no ground wire (broken ground post) on plug or frayed cords

27. **WIND RELATED HAZARDS:**
Strong winds and gusts pose a real risk to workers. Refrain from handling broad surface materials such as insulation and plywood panels in high winds due to risk of being blown over. Walls and structures of any type are vulnerable to collapse and special bracing precautions should be taken.

28. **ELECTRICAL EQUIPMENT:**
a) Prior to performing any maintenance or repairs on live electrical equipment, all power sources must be locked out and disconnected. Foremen must ensure a "zero energy" state is achieved before attempting to repair or replace parts on equipment.
b) All electrical equipment must be effectively grounded and have Ground Fault Circuit Breaker Interrupter devices when used outdoors or in wet locations.
c) Ensure no materials or moisture is allowed to obstruct access to service panels and breakers.

29. **FLAMMABLE AND COMBUSTIBLE MATERIALS:**
a) All flammable materials must be stored in approved containers, in well ventilated areas, with caps in place, away from heat, open-flame and ignition sources.
b) Quantities of flammable materials greater that 235 litres must be stored outside in an isolated and fenced area, away from exits and entrances and with "no smoking" signs posted.
c) All flammable or combustible materials must be clearly labelled as to their inherent dangers.
d) Foremen are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport.
e) Beware of vapour build-up in confined spaces and low lying areas (pits and trenches).

30. **INCIDENTS INVOLVING TENANTS AND GENERAL PUBLIC:**
Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and not be confrontational. All sub-contractors must advise their employees of this requirement and to report any adverse contact with the general

public or occupants to their foreman and in turn to Pollard Enterprises Ltd. crew foreman and project manager. All incidents, accidents, or near miss occurrences must be reported immediately to the site foreman. Failure to report will result in disciplinary action by Pollard Enterprises Ltd. Subcontractors must make Pollard Enterprises Ltd. aware of any change in their work operations, which may cause unforeseen hazards or concerns by occupants or the public. Where required, "Information Notices" will be supplied to occupants regarding hazards.

31. **OVERHEAD WORK:**
All foremen must take precautions to warn and protect fellow workers who may be endangered by overhead work. Cordoning off of the zone below the work area and the posting danger signs or a watch person is required.

32. **DESIGNATED SUBSTANCES:** - eg. lead
a) The existence of a designated substance in the workplace, will require appropriate protective measures to be taken in accordance with regulatory requirements.
b) The foreman will determine the proper respiratory and clothing protection to be used by workers and ensure all workers in the area use this protective equipment.

33. **HOT WORK PERMITS:**
Before proceeding with any open flame operation, including torch cutting or welding, all workers must check with Pollard Enterprises Ltd. crew foreman to determine if hot work permits are required.

34. **PROTECTING WORKERS FROM PROTRUDING OBJECTS:**
Protruding objects exist in varying forms on a construction project and all efforts must be made to protect workers from such objects as rebar dowels, protruding nails, sharp metal edging, etc.

WOOD TROUGH CAPS

Recommend capping of protruding objects

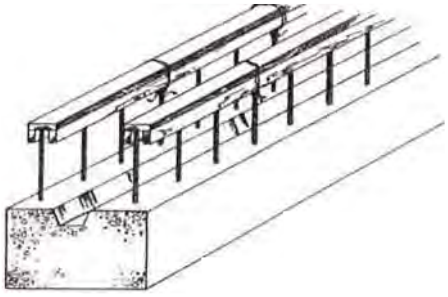

Figure 199
Protective Cover Over Dowels

35. **SIGNAL MAN:**
Around heavy trucks and equipment, a competent signalman is required when the operator's view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. An international orange retro-reflective vest shall be worn by the signalman and he or she shall not perform any other work while acting as a signaller.

36. **NO SMOKING RULING:**
All direct hired and subcontracted employees shall adhere to Ontario's Smoke Free Act that prohibits people from smoking tobacco in enclosed public areas and enclosed workplaces. It is now a legal duty that employers enforce this regulation.

37. **GROUND STATION WORKERS:**

Includes, but not limited to, waste management drivers, kettlemen, vacuum operators, mechanics and boom truck operators. Ground based workers must use full Personal Protective Equipment consisting of, but not limited to safety boots, reflective vests, hard hat and work gloves with safety qualities appropriate to their tasks.

38. **WHMIS 2015 REGULATIONS:**

It is imperative that all Pollard Enterprises Ltd. Staff members know and follow all directives of the WHMIS 2015 training they receive on a yearly basis. Part of that training explains the use of chemicals and the labels they come with. If a chemical container no longer has on it the original supplier affixed label on it, that chemical is not to be used unless it has been decanted and a proper Pollard WHMIS 2015 Label has been placed upon the container signed by the person who decanted the chemical and verified by the Health & Safety Manager.

MOBILE DEVICE SAFETY

PURPOSE

To ensure all management, supervisors, subcontractor employees, our field workers and supplied labour understand how to use a mobile device, such as a Blackberry, safely.

SCOPE

Applies to all members of our organization including subcontractor workforces. Performance reviews will occur on an annual basis in order to measure how well our employees are adhering to their responsibilities.

SAFE USAGE

- Keep your mobile device away from medical devices, including pacemakers and hearing aids.
- Do not put your mobile device in contact with liquids, as it may cause a short circuit, fire or electric shock.
- Do not use your mobile device while driving unless you are permitted by law to use the mobile device in hands-free mode.
- Do not use your mobile device in the presence of gas fumes as it may present a risk of fire or explosion.
- Do not use mobile device while walking, working, driving or engaging in any activity that requires your full attention. Employees are responsible for knowing and obeying the laws and regulations regarding the use of wireless devices in the areas where you drive.
- Only use your mobile device while driving with a hands-free (Bluetooth) component.

PROGRESSIVE DISCIPLINARY POLICY

PURPOSE

To ensure all management, supervisors, subcontractor employees, field workers and supplied labour understand the established policy for discipline related to health and safety.

SCOPE

Applies to all members of our organization including our subcontractor workforces. Performance reviews will occur on an annual basis in order to measure how well our employees are adhering to their responsibilities.

DISCIPLINARY PROCEDURES

All direct hired and subcontracted employees shall abide by the health and safety roles and responsibilities as outlined in the health and safety program. Failure to comply will result in disciplinary procedures as follows:

Step one:
For a first infraction, the employee will be given verbal warning (recorded) and be required to review our safety policy and be coached proper behavior. Worker will also be advised of Ministry of Labour fines related to infraction. Worker must acknowledge receiving a verbal warning by signing off on being given a Written Warning. Failure to sign off on the form will not prevent having this Written Warning presented to the worker being Disciplined. A note will be made should such an action be taken by the worker.

This Written Warning will be placed in worker's personnel file and removed after 8 months.

Step two:
For a second infraction the worker receives a written warning using the written discipline form. The worker must sign the form and participate in any retraining or coaching sessions regarding our safety program. The worker will be suspended from work for one day without pay. The form will be placed in the personnel file, and removed after 8 months.

Step three:
A third infraction to our policies, procedures or the law, will result in a written warning and suspension from work for two days without pay and the worker will be required to review our safety policy and be coached on proper behavior.

Step four:
A fourth infraction will result in a Final Written Notice of Termination of Employment.

Disciplinary Procedures - Exception

There is one exception to this process which supersedes the Progressive Discipline concept. A crew foreman has the right to exercise a "ZERO TOLERANCE" policy and have any worker dismissed from the project for failure to abide to our Hot work, Working At Heights or any other MOL Regulated or Pollard Enterprises Ltd. Instituted Safety policies or procedures that are deemed to be essential to maintain and protect their own safety along with that of their colleagues.

POSTED HEALTH & SAFETY MATERIALS

PURPOSE

To provide a central communications centre through the use of a bulletin board, so all required health and safety documents can be posted in a conspicuous area of our shop, or project site if required, accessible to all workers.

SCOPE

The communications centre shall include postings as indicated in the illustration below:

STANDARDS / PROCEDURES

Pollard Enterprises Ltd. management shall station and maintain this safety bulletin communications centre at a high traffic area of our headquarter facility such as the mechanics bay and/or construction project site.

ROLES AND RESPONSIBILITIES

The company Health & Safety Coordinator shall ensure that all required and desired postings and documents are place on our central communications board. The following list has been extracted from our documentation and postings checklist we use for our field operations:

DRUG AND ALCOHOL POLICY

PURPOSE

To ensure the non-existence of drugs and alcohol in the workplace.

SCOPE

Drug and alcohol consumption in the workplace is unacceptable and will not be tolerated. This policy applies to all employees, subcontractors and persons hired on a temporary basis.

STANDARDS / PROCEDURES

Pollard Enterprises Ltd. will not allow any of its employees to enter job sites or operate a motor vehicle if incapable of performing due to alcohol and/or drug abuse. All personnel on our property shall abide by the following guidelines:

1. No worker shall use, possess, offer or sell illicit drugs, illicit drug paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
2. Employees shall not have present in the body any illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada and their metabolites.
3. No worker shall use, possess, distribute or sell alcoholic beverages.
4. All employees are prohibited from consuming any alcoholic beverages during their working hours, whether on or off our property. All employees are required to limit their consumption prior to working hours so that there is no alcohol in the body at work.
5. Intentional misuse of prescribed and over the counter medications or other substances, is forbidden.
6. Employees must not be unfit for work due to the use or after-effects of alcohol, illicit drugs, or un-prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.
7. Employees must not be unfit for work due to the effects of the legitimate use of prescribed or over the counter medications. Pollard Enterprises Ltd. Corporation will monitor and manage potential impairment problems during working hours due to the legitimate use of medications, in consultation with medical practitioners when requested.
8. Employees should notify their respective foreman or project manager when they are taking prescribed medication that may affect the performance of their work.

Communication of our Drug and Alcohol Policy will be passed on to our workforce through "New Hire" safety orientation sessions and "Due Diligence" seminars. The Drug and Alcohol Policy shall also be a periodic topic during foreman crew safety meetings.

EVALUATION

The Joint Health & Safety Committee in collaboration with the health and safety coordinator shall review our substance abuse program on an annual basis and recommendations will be conveyed to senior management for action.

Worker: _____ Foreman: _____

Date: _____ Date: _____

Jamie Pedra

President of Operations

Date: August 1st, 2022

Special Note:

In cases where we are working with client(s)/property owners/General Contractors who have more stringent/complicated Drug & Alcohol Policies, it will be incumbent upon our staff to know, understand and follow the standards and policies set forth by the client(s)/property owners/General Contractor while working on their project.

It will be the responsibility of all levels of Management (including the Project Managers, Site Superintendent and the Health & Safety Manager) to communicate these standards & policies to all workers and ensure they are understood and followed.

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the Policy of Pollard Enterprises Ltd. that each and every frontline worker will comply (at all times) with all required use of Personal protective equipment (PPE) on all of our project job sites. PPE is designed to protect against safety and/or health hazards and it is a necessary precaution all workers are required to adhere to or be subject to Progressive Disciplinary actions should our requirements on job sites not be met. Hard hats, safety glasses, and safety boots, for instance, are mandatory on all jobs ties. Other PPE, such as hearing and respiratory protection, is designed to prevent illnesses and unwanted health effects, may be needed depending upon the job demands.

It is important to remember that PPE only provides protection when it is in good working order. It reduces the risk but does not eliminate the hazard. It is imperative that all PPE be maintained and inspected as per manufacturers guidelines and/or at least once per week (5 days) of use. This includes harnesses, safety boots and safety glasses.

The following are definitions and legal requirements Pollard Enterprises Ltd. adheres to and expects all front line staff to follow as well;

LEGAL REQUIREMENT

Section 25, 26 and 27 of the Occupational Health and Safety Act makes employers and supervisors responsible for ensuring that required PPE are worn. This does not mean that the employer must provide PPE but only ensure that it is provided by someone. Workers, meanwhile, have a duty under Section 28 of the Act to wear or use PPE required by the employer. This addresses situations where the regulations may not require PPE but the employer has set additional health and safety standards, such as mandatory eye protection. Section 21 of the Regulations for Construction Projects broadly requires that "protective clothing, equipment, or devices be worn "as" are necessary to protect the worker against the hazards to which the worker may be exposed". It also requires that the worker be trained in the use and care of this equipment.

HEAD PROTECTION- (Section 22 of the OHSA)

Every worker shall wear protective headwear at all times when on a project. Protective headwear shall be a safety hat that,

- Consists of a shell and suspension that is adequate to protect a person's head against impact and against flying of falling small objects; and
- Has shell that can withstand a dielectric strength test at 20, 000 volts phase to ground.

A Class B hard hat, identified by the CSA label, is currently mandatory for Ontario construction workers and provides protection from impact and penetration by stationary or moving objects and electrical contact with exposed high-voltage conductors.

HEAD PROTECTION CARE AND USE

Protection can only be provided if the hard hat is maintained properly and worn according to the following guidelines.

- Adjust the hard hat to fit securely.
- To avoid damage or weakening, do not paint, drill holes, or sit on the hard hat.
- Don't leave the hard hat on the rear window shelf of a vehicle. If you brake suddenly, the hat can become a dangerous missile.
- Don't leave the hard hat where it will be exposed to direct sunlight for long periods. This may adversely affect the protection afforded by the hats.
- Inspect shell and suspension before each use. If the shall is cracked, dented, or penetrated, discard it. If the shell is torn or broken, replace damaged parts with identical parts form the original manufacturer.
- Discard a hard hat after it has received any severe blow that may substantially reduce protection.
- read the warnings, cautions, and instructions provided with the hard hat at the time of purchase

FOOT PROTECTION - (Section 23 of the OHSA)

Every worker shall wear protective footwear at all times when on a project. Protective footwear shall be a safety shoe or safety boot.

- With a box toe that is adequate to protect the wearer's toes against injury due to impact and is capable of resisting at least 125 joules impact; and
- With a sole or insole that is adequate to protect the wearer's feet against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons when tested with a DIN standard pin.

Ankle injuries represent 50% of all foot injuries in Ontario construction. Properly worn, a CSA certified Grade 1 work boot meets the requirements of the Regulations for Construction Projects (O.Reg. 213/91 as amended by O.Reg. 631/94). And helps protect against ankle and other injuries.

One of three CSA grades, Grade 1 offers the highest protection and is the only one allowed in construction. In a Grade 1 boot, a steel toe protects against falling objects while a steel insole prevents punctures to the bottom of the foot. Grade 1 boots can be identified by:

- **A** green triangular patch imprinted with the CSA logo on the outside of the boot;
- A green label indicating Grade 1 protection on the inside of the boot.

Grade 1 boots are also available with metatarsal and dielectric protection. A white label with the Greek letter Omega in orange indicated protection against electric shock under dry conditions.

FOOT PROTECTION SELECTION AND FIT

- Boots should provide ample "toe room" (toes about Yi inch back from the front of steel box toe cap when standing with boots laced).
- When fitting boots, allow for heavy work socks. If extra sock liners or special arch supports are to be worn in the boots, insert these when fitting boots.

FOOT PROTECTION CARE AND USE

- Lacing boots military style permits rapid removal. IN an emergency, the surface lace points can be cut, quickly releasing the boot.
- In winter, feet can be kept warm by wearing a pair of light socks covered by a pair of wool socks.

ANKLE INJURY

In addition to selecting and wearing the proper boots, three other steps are recommended to help prevent ankle injuries. Always maintain three-point contact that is two hands and one foot or two feet and on hand, when climbing. Follow proper housekeeping procedures to reduce slipping and tripping hazards. Use high-cut (260 mm or 9 in) or medium-cut (150 mm or 6 in) CSA Grade 1 work boots. The higher cut helps support the ankle and provides protection from cuts or punctures to the ankle.

EYE PROTECTION - (Section 24 of the OHSA)

- A worker shall use protection appropriate in the circumstances when there is a risk of eye injury to the worker.

Work activities that launch particles of various types and sizes into the air are leading causes of eye injury. These activities include hammering, grinding, chipping, drilling, cutting, welding, spraying, blasting, and demolition. The constructing regulations under the Occupational Health and Safety Act specify that during these or any other activities exposing worker to the risk of eye injury, the worker "shall wear eye protection appropriate in the circumstances". To be effective, eye protection must be properly selected and fitted.

Selection

When purchasing non-prescription or "plano" safety glasses, request "industrial protection" lenses and frames identified by the CSA logo. The logo indicates that the product meets the requirements of CSA Standard Z94.3 Industrial Eye and Face Protectors. Although requirements are spelled out in the standard, a CSA certification program for prescription safety glasses is not yet available.

Glasses

Eye protectors are designed to provide against three types of hazards- impact, splash, and radiation (visible and invisible light rays). For the purposes of this user's guide, eye protectors are grouped into seven classifications based on the CSA Standard Z94.3 Industrial Eye and Face Protectors. The seven basic classes are: spectacles, eyecup goggles, cover goggles (monoframe), welding helmets, welding hand shields, face shields, hoods. For the purposes required for roofing spectacles with permanent or removable side shields or cover goggles would be considered suitable.

Contact Lenses

In the construction industry, contact lenses are not a substitute for protective eyewear. Dust and dirt can get behind the contact lenses, causing sudden discomfort and impaired vision. On construction sites, contact lenses are also difficult to keep clean when they have to be removed or inserted. It is therefore recommended that contact lenses not be worn on construction sites. However, in those cases where contact lenses must be worn to correct certain eye defects, workers should obtain written permission from their ophthalmologist or optometrist. In these cases, additional eye protection, preferably cover goggles must also be worn. (For more information, refer to Section of Eye Protection for the Construction Industry (DS002), available from the Construction Safety Association of Ontario).

SKIN AND BODY PROTECTION (Section 25 of the OHSA)

A worker shall use protection appropriate in the circumstances where there is risk of injury on a project from contact between the worker's skin and,

- a noxious gas, liquid, fume or dust;
- an object which may puncture, cut or abrade the skin; a hot
- object, hot liquid or molten metal; or
- radiant heat.

Exposed hand and skin are susceptible to physical and chemical hazards from construction materials or processes. Personal hand/skin protection is often the only practical means of preventing injury from:

- sharp or jagged edges on materials or tools
- corrosive or toxic chemicals
- radiation form heat or ultraviolet light
- Protection from minor bums.

Gloves

For many non-chemical hazards, such as sharp edges, splinters, heat, or ultraviolet light, leather gloves are the preferred protection. Cotton or other materials do not stand up well and are recommended only for light duty applications. For protection against a chemical hazard, the Safety Data sheet (SDS) for the product being used should identify whether gloves are needed and what they should be made of SDSs must be available on site for all hazardous products being used.

For most applications in roofing a leather glove should suffice. Bitumen Kettle operators should use arm protectors or gloves that extends at least to the elbow.

Clothing (Roofing Workers)

All roofers are required to wear full pants, free from tears or holes, which extend to the top of the work boot. The pants are to help minimize contact with hot asphalt, sharp edges, and any debris.

Long sleeve shirts are required, free from tears or holes that cover from the neck to the gloves and pants. The shirt will help minimize contact with hot asphalt, sharp edges, and any debris.

Although the clothing will not prevent major cuts, abrasions, or bums it will help minimize minor cuts, abrasions, and minor bums.

RESPIRATORY PROTECTION - (Section 46 of the OHSA)

A project shall be adequately ventilated by natural or mechanical means,

- respiratory protective equipment suitable for the hazard shall be provided to and used by the workers
- if a worker may be injured by inhaling a noxious gas, vapor, dust, or fume or from a lack of oxygen;or
- if a gas, vapor, dust of fume may be capable of forming an explosive mixture with air.

Construction personnel are often required to work in dust, fumes, mists and other airborne hazards. fu selecting respiratory protection against such hazards, it's important to know how to recognize the specific hazard.

Hazards

Respiratory hazards may be:

- gases such as carbon monoxide from engme exhaust and hydrogen sulphide from decaying sewage
- vapors released by solvents such as xylene, toluene, and the minerals spirits used in paint coatings, and degreasers
- fumes - the tiny particles produced by combustion or heat during activities such as welding, heating roofmg, tar, or operating diesel engines
- mists - small droplets of liquids suspended in the air and released during crushing, grinding, sanding or cutting dusts - large particles released during crushing, grinding, sanding, or cutting.

A particular job does not necessarily involve only one hazard. Spray painting, for instance, can release both mist and vapor while welding can generate both gas and fume. Hazards are also compounded by the various operations on a single construction site. For most roofing applications including removal of a built-up roof, operating the bitumen kettle, and the removal of "pitch" a High Efficiency Dust or Fume mask is required.

Fit

Even the most expensive and sophisticated respirator cannot protect you if it doesn't fit properly. While "close enough" may be fine for your safety boots or hard hat, when it comes to respirators you must ensure that the device you are wearing does not leak or slip. To ensure proper protection, fit must be tested not only every time you put on the respirator but throughout the shift. Two easy tests can indicate whether most respirators fit properly and do not leak. For either test, put on the face piece and adjust it to fit comfortably (snug, not overly tight).

- Negative Pressure Test - Block the air inlets (usually the filter openings on the side of the ace piece) and try to breathe in; If there are no leaks, the face piece should collapse slightly.
- Positive Pressure Test - Block the exhalation valves (usually on the bottom of the respirator) and try to breathe out. The face piece should puff slightly away from your face but should not let air out.

Either test will readily detect significant leaks. After readjusting the face piece, test again and repeat until fit is satisfactory.

Problems

Beards, long sideburns, and mustaches can prevent most respirators from fitting properly. The employer requires that employees make whatever adjustments necessary to insure respirator seal against the wearer's face.

Specific Criteria for Personal Protective Equipment

The selection criteria of Personal Protective Equipment (PPE) is very important. PPE is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury.

Limb and Body Protection

Limb and body protection should be worn where their use will provide the arms, legs, and trunk with protection from injury.
Due to the variety in the nature of work sites 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 exposure" (i.e., exposure to fire, temperature extremes, body impacts, corrosives, cuts from sharp or abrasive materials). PPE in this category would include such items as:

- Leg, arm, chin, and belly guards;
- Specialty hand pads and trips;
- Leather aprons and leggings;
- Full body suits;
- Flame arid chemical resistant clothing; and various types of plastic boot covers and overshoes.

For more information on the type of specialty PPE you require, check with your supervisor. With all PPE, following the manufacturer's recommendations on its use, care and cleaning are critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands include: finger guards, thimbles and sheaths, 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 shock.

PPE for the hands comes in many forms, each designed to protect against certain hazards. Gloves most commonly used are made from leather, 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. 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 supervisor as well as the Safety Data Sheet (SDS) of the material being used.

Comply:

- Inspect hand PPE for defects before using;
- 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; and
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE).

Refrain From:

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

***For further information see the applicable and current Occupational Health and Safety**

Regulations and Appropriate CSA standards.

SPECIFIC CRITERIA FOR PERSONAL PROTECTIVE EQUIPMENT

The selection criteria of Personal Protective Equipment (PPE) is very important. PPE is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury.

EYE AND FACE PROTECTION

Sight is one sense that is relied on for accurate information about the environment. The protection of your eyes is very important, as eye injuries can occur without warning and at any time. These injuries may be severe and in many cases irreparable. This PPE has two types. The first type, "basic eye protection", includes:

- Eyecup goggles; and
- Mono-frame goggles and spectacles with or without 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;
- Welder's shields or helmets with specified cover; and
- Filter plates and lens.

DESIGN SPECIFICATION:

Safety glasses must meet ANSI Z87.1 and CSA Z94.3 Class 2 "SPECTACLES". Safety glasses must have di-electric (plastic or equivalent) impact resistant, frames.

Safety glasses or prescription safety glasses must be equipped with side shields that wrap around the spectacle front to provide adequate closure when the spectacle temples are in the open position. When measured from the hinge, the side shield shall extend rearward a minimum of 30mm (1 3/16 inches).

Safety glass lenses must be made of either hardened safety glass or polycarbonate. They must provide clear aperture of not less than 40.0 mm (1.57") in width and 3.0mm (1.30") in height for each eye.

Photo chromic and seamless bifocal lenses are not permitted unless prescribed for the correction of an eye disorder by an ophthalmologist. Contact lenses can be worn; however they must be accompanied with proper safety eye protection. All prescription safety glasses lens will be made of polycarbonate

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 lenses should not be worn on the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may break into the eye when hit.

USE, CARE AND CLEANING

Safety glasses shall be fitted, cared for and cleaned by the wearer.

Safety glasses must be inspected, and maintained in good condition. Chipped, cracked or gouged lenses, damaged or worn parts must be replaced by identical parts.

DISPOSAL

Safety glasses shall be disposed of in a regular non-hazardous waste container.

GOGGLES

Goggles are designed to protect the wearer's eyes from impacts, chemical splashes, dust and particles generated by welding and cutting.

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DESIGN SPECIFICATION:

All goggles must meet ANSI Z87.1 and CSA Z94.3 M88 standards Class 3(b) for chemical splash/dust goggles, Class 2(c) or 3(c) for welding and cutting goggles and Class 2(a) or 3(a) for chippers goggles.

Goggles must have:

- Anti-fog treated lenses
- Adjustable head band
- No metal parts.
- Chemical splash/dust goggles must have
- Soft vinyl molding to fit the face
- Clear lenses
- Indirect ventilation
- Have sufficient room to allow the wearing of prescription glasses
- Adjustable head straps.

USE, CARE AND CLEANING

Goggles shall be fitted, cared for and cleaned by the wearer. All goggles shall be inspected by the user for:

- Broken or cracked lens
- Tears or punctured frame
- Strap in good condition and properly adjusted
- The lens of any goggle must be replaced if it sustains a severe blow.
- Shared goggles must be cleaned after each use.
- Employees performing work such as grinding, buffing, hammering, chiseling, chipping, stenciling, cleaning with compressed air, wire brushing, and handling chemicals must wear safety goggles and/or a full-face shield.

FACE SHIELDS

Face shields are constructed to provide protection to the wearer's entire face and neck from flying particles splashes of hazardous chemicals and intense radiant energy.

DESIGN SPECIFICATION:

All face shields must meet ANSI Z81.1 and CSA Z94.3 M88 standards, Class 4 for welding helmets, Class 5 for hand held face shields and Class 6(b) for splash and impact face shields.

All face shields and helmets must be completely di-electric (no metal parts) and measure a nominal 10" x 18". Use, Care and Cleaning:

All face shields shall be inspected for cracks, deep scratches, pitting, etc prior to and after use. Employees performing work such as grinding, buffing, chiseling, must wear a face shield.

All face shields must be cleaned, using a germicidal spray solution. Any defects detected during the inspection shall be repaired or discarded.

DISPOSAL:

Face shields shall be disposed of in regular waste if they are not contaminated. If slightly soiled, they should be disposed of in the segregated waste container.

For further information see the applicable and current Occupational Health and Safety Regulations and appropriate CSA standards.

Jamie Pedra, President of Operations

Signature

August 1st, 2022

Date:

SPECIFIC CRITERIA FOR PERSONAL PROTECTIVE EQUIPMENT

The selection criteria of Personal Protective Equipment (PPE) is very important.PPE is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury.

FOOT PROTECTION

CSA approved safety footwear should be worn where a danger of injury to an employee's foot exists or may exist (i.e., crushing, twisting, or puncturing).
CSA approved safety footwear should be worn as indicated below:

CLASS OF FOOTWEAR	ALLOWABLE LOCATIONS	PROTECTION/ SUPPORT PROVIDED
Class 1, Green Triangle	Construction Environment	-ankle support -puncture resistant sole -steel toe
Grade II, Yellow Triangle	Warehouse/Garage	-steel toe

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 toe will supply to different weights dropped from different heights. The symbol indicates the strength of the sole. For example, a green triangle means puncture-resistant sole able to withstand 135 kg (300 lbs) of pressure without being punctured by a 5 cm (2 inch) nail.
Only the green triangle grade of footwear, which also gives ankle support, be worn.
Your choice of footwear should always over protect, not under protect.

Apply:

Choose footwear according to job hazard and CSA standards;

Lace up boots and the laces securely; boots do not 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); and

Choose a high cut boot to provide ankle support (fewer injuries).

Refrain From:

Wear defective safety footwear (e.g., exposed steel toe caps); or

Under protect your feet or modify safety footwear.

Specific Criteria for Personal Protective Equipment

The selection criteria of Personal Protective Equipment (PPE) is very important. PPE is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury.

Protective Headwear

Approved Safety Head Gear should be worn in designated areas on worksites and where potential hazard to the head exists from flying, falling, blown or other harmful contacts (e.g., electrical contact).

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.

On a work site, when a significant risk of a lateral impact to the head exists, industrial protective headwear that complies with CSA Standard CAN/CSA Z94.1-05 should be worn by the employee. This hard hat provides protection against impact and penetration.

If it has been determined that a significant risk of lateral impact does not exist, the employee should wear protective headwear that complies with ANSI Standard Z89.1-2003 or CSA Standard CAN/CSA-Z941-05. Most head protection is made up of two parts:

- The shell (light and rigid to deflect impact); and
- The suspension (to absorb and distribute the energy of the impact).

Both parts of the headwear should be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they should be designed specifically by the manufacturer for use with the headwear used.
Bump Caps are not to be used.

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 head gear is simply hand washing with a mild soup and rinsing thoroughly.

Apply:

- 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 it doubt;
- Replace headgear and components according to manufacturer's instructions; and

Consult OHSA or your supplier for information on headgear.

Refrain From:

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

*For further information see the applicable and current Occupational Health and Safety Regulations and appropriate CSA standards.

SPECIFIC CRITERIA FOR PERSONAL PROTECTIVE EQUIPMENT

The selection criteria of Personal Protective Equipment (PPE) is very important.PPE is the last means of protecting workers from when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an injury. PPE is only employed additional degree of protection from injury.

HEARING PROTECTION

CSA approved hearing protection should be worn when there is excessive noise levels at the work site. Areas in which hearing protection is to be worn include (but are not limited to) the following:

- Heavy equipment
- Standby motors
- Power saws
- Grinders

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Any sound over 85 db requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

All reasonably necessary measures will be taken in the circumstances to protect workers from exposure to hazardous sound levels. We shall protect workers from exposure to a sound level greater than the limit without requiring them to use and wear personal protective equipment.

Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to any use of personal protective equipment. A clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.

The most common types of hearing protection are earplugs and earmuffs.

It is important to have different styles of hearing protection available. Different styles allow better chances of a good fit. Each person's head, ear shape and size are different so, one style may not fit every person. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable.

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

EARMUFFS AND EARPLUGS

Earmuffs/Earplugs shall be worn in all noise hazard areas that have permanent signs stating hearing protection must be worn. Excessive audible exposure can cause hearing damage.

Design Specification:

- Earmuffs and earplugs shall meet CSA standard Z94-2 M 1984 Class A Hearing Protection.
- Earmuffs shall have a CSA approved hardhat mount.
- Earmuffs shall not have any metal parts.
- Earmuffs shall have an adjustment to allow the wearer to pull the earmuffs away from the ears and stay in that position until snapped back into position.

Selection of Hearing Protectors

Maximum Noise Level Class of Hearing dBA Protector

- Less than 85 dBA No protection required
- Up to 89 dBA Class C
- Up to 95 dBA Class B
- Up to 105 dBA Class A
- Up to 110 dBA Class A plug + Class A or Class B muff.
- More than 110 dBA Class A plug + Class A or Class B muff

USE, CARE AND CLEANING

Training shall be provided to workers on the care, use, maintenance and limitations of provided hearing protection.

Earmuffs that are damaged, deformed or worn shall be discarded and new ones obtained.
Earmuffs shall be cleaned by wiping them with a soft cloth, dampened by warm water. Do not soak earmuffs in water for they will not dry properly. Do not use solvents to clean earmuffs since solvents may cause burns or irritation to the skin after cleaning.

In abnormal conditions, loud frequency noise where a multitude of high noise in confined spaces can occur, earmuffs together with earplugs shall be worn.

When using earmuffs, the wearer shall ensure the entire ear is covered and that a good seal to the head is in place.

Clean hands shall be used to compress the earplug to prevent the earplug from getting dirty and possibly causing an ear infection.

Earplugs shall only be used once to prevent infection.

DISPOSAL:

Earmuffs and earplugs shall be disposed of in a regular non-hazardous waste container.

*For further information see the applicable and current Occupational Health and Safety Regulations and appropriate CSA standards.

SPECIFIC CRITERIA FOR PERSONAL PROTECTIVE EQUIPMENT

The selection criteria of Personal Protective Equipment (PPE) is very important. PPE is the last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE provides an additional degree of protection from injury.

RESPIRATORY PROTECTION

Should any employee be required to use Respiratory Protection equipment a code of practice will be drafted for its use. The following information is only for reference purposes, but should be determined through the hazard assessment process.

A project shall be ventilated by natural or mechanical means. If a worker may be injured by inhaling a noxious gas, vapour, dust or fume, or from a lack of oxygen; or if a gas, vapour, dust or fume may be capable of forming an explosive mixture with air. If it is not practicable to provide natural or mechanical ventilation, respiratory protective equipment suitable for the hazard shall be provided to and used by the workers.

CSA approved respiratory protection should be worn where a potential hazard and/or actual hazard exists from dust, fumes, or vapors that are harmful and irritating to the respiratory system. Areas in which respiratory equipment is to be worn include (but are not limited to) the following:

- Spray painting
- Dusty conditions
- Escape from a contaminated area may be necessary

All respiratory-protective equipment should be:

- Approved by NIOSH (National Institute for Occupational Safety and Health) or MSHA (Mines Safety and Health Administration); and
- Selected, fitted, used, and maintained according to manufacturers' recommendations and government regulations.

Respiratory protection falls into two major categories.

Air Purifying Respirator (APRs) *which are particle (dust) chemical cartridges but no visor plate.*

- ***Supplied Air Respirators (SARs),*** *including Self-Contained Breathing Apparatus (SCBA), air line systems and protective suits that completely enclose the employee and incorporate a life support system.*

AIR PURIFYING RESPIRATORS (APRS)

With the air-purifying respirator, the ambient air is passed through a filter or cartridge that removes the particulate, vapors, gases or other contaminants before they are inhaled.

There are three basic types of APRs:

- Vapor and Gas Removing Respirators
- Particulate Removing Respirators
- Combination Respirators

VAPOR AND GAS REMOVING RESPIRATORS

Vapor and gas removing respirators are equipped with cartridges or canisters to remove vapors and gas from the air. Use vapor and gas removing respirators only:

- As protection against low concentrations of organic vapors and gases, pesticides, and paint vapors or mists; and
- According to the application specified on the canister or cartridge.
- ***Particulate Removing Respirators***

Particulate removing respirators are dust masks. They do not remove vapors or gases.

It is important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs do not 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 Safety Data Sheets (SDS), Supervisor, 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 regarding the mask, filters, cartridges, and other components. Employees who should use respiratory protection should be clean shaven. An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

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. If you are unsure of what type of respirator protection to use, consult the Safety Data Sheets (SDS), the local O.H. & S. Office, Supervisor, or supplier.

Apply:

- Train employees very carefully in the APRs 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; and
- Replace the filters when breathing becomes difficult.

Refrain:

- 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); or
- Use APRs where oxygen content in the air is less that 19.5%.

Supplied Air Respirators

There are two basic types of Supplied Air:

- Self-Contained Breathing Apparatus (SCBA)
- Air Line Respirators (air-line masks)

Self-Contained Breathing Apparatus (SCBA)

SCBA's are air-supplied respirators that require the user to carry the air supply, thus providing unlimited mobility. However, the air supply is limited to the amount of air in the SCBA cylinder, the employee's ability to carry relatively heavy units, and the degree of physical activity. SCBA's restrict the ability of the employee to easily enter and exit since SCBA's are bulky and can get caught on entrance ways.

All breathing air should meet CSA Standard CAN3-Z180.1-M85.

Air Line Respirators

Air line masks receive air through a supply hose connected to a compressed-breathing-air cylinder. These respirators are much lighter than SCBA units and are not restricted to the amount of air the user can carry. However, the user's movement is restricted by the length of air hose (determined by the manufacturer's specifications) and the user has to return to a safe atmosphere by retracing the entry route.

All air line respirators used should be:

- Equipped with an auxiliary air supply (e.g., exit cylinder) to allow the user to escape from a dangerous atmosphere if the primary air supply fails;
- Operated with an inlet air supply as specified by the manufacturer;
- Equipped with a full-face mask and
- Worn in the positive-pressure mode (i.e. a positive pressure on the inside of the mask).

RESPIRATORY PROTECTIVE EQUIPMENT SELECTION

Vapor, gas, and particulate removing respirators do not protect against oxygen deficiency, high concentrations of toxic gases or particulate contaminants. Therefore, they should never be used in atmospheres that are Immediately Dangerous to Life and Health (IDLH).

When working in IDLH concentrations of the contaminant or in oxygen-deficient atmospheres, employees should wear self-contained breathing apparatus (SCBA) or supplied-air respirators -- with an exit bottle -- in the positive-pressure mode.

When selecting specific respiratory protective equipment consider the following:

- Whether the equipment is to be used under emergency or normal conditions;
- The types of airborne contaminant(s) possible and their form (e.g., particulate, mist, vapor, or gas);
- The duration, or likely duration, of employee exposure;
- The toxicity of the contaminant and the occupational exposure limit (OEL) of the identified contaminant;
- The warning properties (e.g., odor, taste, and eye irritation) of the contaminant;
- The oxygen concentration. People working in an oxygen deficient atmosphere (less than 19.5 percent) require air supplied, respiratory protective equipment; and
- The need for backup equipment (e.g., for situations where an employee loses his or her air supply or where there is an accidental contaminant release).

Note: For more information on selection and using respiratory protective equipment, refer to the SDS (Safety Data Sheets), and seek advice from a competent authority.

RESPIRATORY PROTECTIVE EQUIPMENT INSPECTION

Respiratory protective equipment requires proper care and inspection in order for it to provide the protection for which it was designed.

Respirators used daily should be inspected daily.

Respirators used occasionally should be inspected before each use.

Respirators not used routinely but kept ready for emergency use should be inspected at least once per month.

Respiratory protective equipment should be inspected according to manufacturer's instructions.

Note: Records should be kept of inspections and all repairs.

Personal Protective Equipment (PPE)

In order to ensure that workers are protected from hazards where possible, it is Policy that all Pollard Enterprises Ltd. personnel wear the appropriate PPE required by the construction regulations at all times. This regularly includes the following equipment that meets or exceeds current CSA standards: head protection, foot protection, eye protection, hearing protection, fall arrest protection, and other applicable equipment, where appropriate.

It is our Policy to control all hazards on a project using engineering, administration or behavioral controls. Despite being the last resort of protection (a control at the worker) on construction projects, personal protective equipment can be of vital importance. Many hazards that exist on construction projects require the use of PPE to limit exposure. In many cases, PPE is to be used as a backup system to controls that limit exposure at the source, rather than at the worker.

General Activity	Required PPE
Air powered tools in construction range from stapling guns to jack hammers.	Wear personal protective equipment such as eye protection and face shields. Restrict access to the area or ensure other workers in the area are aware of hazards.
Chain saws are used for various types of work.	This PPE should include, but not be limited to: ▪ Hardhat ▪ Gloves ▪ Face shield ▪ Ballistic leggings ▪ Protective footwear
Hammer Drill	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs).

Jack Hammer	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs).
Power Tools	• Wear a protective hair covering to contain long hair, which may be caught in moving parts. • Wear rubber gloves and insulated non-skid footwear outdoors. • Keep hands and gloves away from moving parts. • Wear safety goggles or glasses with side shields that comply with current safety standards. • Hearing protection is a must during extended use of a power tool. • Wear a dust mask for dusty operations.
Elevated Platform	All workers on an elevating work platform are to wear a harness and lanyard at all times.
Scaffolds/ Roofs	Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
Forklift	Hard Hat, Safety Boots, hearing protection, safety goggles, seat belt.
Replacing Rebar	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility

	where noises levels exceed 85 decibels (dBs).
Wet Saw	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs).
Sand Blasting	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs).
Table Saw	-Wear company supplied CSA Personal Protective Equipment including; Grade 1 Footwear (Green Patch) boots with tread -Safety glasses -Hard hat -Where required, the appropriate respiratory protection and training will be provided. -Hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs).

PPE Procedures, Rules and Guidelines

Respiratory Protection

A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple, inexpensive dust masks to sophisticated self-contained breathing apparatus. Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapours, fumes, mists and dusts.

Respiratory protective equipment can prevent illness, disease, and death from breathing hazards.However, the equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.

Respirator Selection

In order to select the proper respirator for a particular job, it is necessary to know and understand:

- the characteristics of the contaminant(s),
- the anticipated exposure conditions,
- the performance limitations of the equipment,
- any legislation that applies.

Refer to the Safety Data Sheet (SDS) or Sheets if more than one product is being used. The SDS will identify any respiratory protection required and should specify the type of respirator to be worn.

It is also important to realize that facial hair and deep facial scars can interfere with the seal between the respirator and face. Respirators should only be selected by someone who understands all of these factors.

Refer to "Respirator Selection Guide for Common Construction Activities" from CSAO's *Construction Health and Safety Manual* (M029).

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the CSAO.

Fit Testing

Before each use, you must perform a Positive and Negative pressure test. This applies to respirators only. If the required protection is a filtering half facepiece (dust mask) then follow manufacturer's instructions.

Negative Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the air inlets are blocked off with the hands or a plastic cover, and the wearer inhales gently. If the respirator is properly fitted, it should collapse slightly and not permit any air into the facepiece. If leakage is detected, the mask should be readjusted and the test repeated until the fit is satisfactory.

Positive Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the exhaust port of the respirator is covered and the wearer tries to exhale gently. The face piece should puff away from the wearer, but no leakage should occur.

General Instructions:

1. Filters should be changed as follows:
   - Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
   - Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled.
   - Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
2. Inhalation and exhalation valves should be checked before the respirator is used.
3. Damaged facepiece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
4. Facepieces should be washed with mild soapy water as often as necessary to keepthem clean and wearable.
5. Respirators should be assigned to the exclusive use of individual workers.
6. Where a respirator must be assigned to more than one worker, it should be disinfected after each use. (Check with the manufacturer regarding acceptablesanitizers/disinfectants.)
7. Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
8. SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current Canadian Standards Association Z180.1 *Compressed BreathingAir and Systems,* and Z94.4*Selection, Care and Useof Respirators*.
9. Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
10. Consult the manufacturer for information on respirator cartridge change-out.

Respirator Selection Guide - Also see the Safe Job procedure Section for further information.

Fall Arrest Protection – Definition

Consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed edge to perform his/her work and if he should trip or lose his/her balance he could possible fall over the edge.

This fall protection system must be adjusted so as to limit the worker's fall to within 1.5 meters from where he stands or sits and *only full body safety harnesses* should be allowed for his/her protection.

Equipment Standards and Set-Up

1. All safety belts, full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A. label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards are to be 5/8" diameter nylon or equivalent.
4. The D-rings on the safety belts should be centered on the person's back.
5. The lanyard or lifeline and lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs. minimum for fall arrest protection purposes and its length should be adjusted so that the wearer will be prevented from falling no greater than 1.5 meters from where he stands.
6. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used.

Lifelines and their Set-Up

All lifelines shall be:

1. 16 millimeters (5/8") diameter pol$_{yp}$ropylene or equivalent.
2. Used only by one worker at a time.
3. Free of any cuts, abrasions, other defects and protected against chaffing.
4. Long enough to reach the ground or be knotted at the end.
5. Connected at right angles to the worker's position.
6. Provided with a rope grab (cam lever) device for lanyard attachment.

WARNING!

No worker shall be exposed to heights greater than three meters when near an unguarded edge to a floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection.

Any person found doing so shall be subjected to disciplinary action. Fall protection is also required if a worker may fall into operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of the minimum 3meter ruling.

Record of Training Specialized PPE -Respiratory Protection

Respiratory Protection

A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple, inexpensive dust masks to sophisticated self-contained breathing apparatus. Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapours, fumes, mists and dusts.

Respiratory protective equipment can prevent illness, disease, and death from breathing hazards. However, the equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.

Respirator Selection

In order to select the proper respirator for a particular job, it is necessary to know and understand:

- the characteristics of the contaminant(s),
- the anticipated exposure conditions,
- the performance limitations of the equipment,
- any legislation that applies.

Refer to the Safety Data Sheet (SDS) or Safety Data Sheet (SDS as they will be known as after April 2018) if more than one product is being used. They will identify any respiratory protection required and should specify the type of respirator to be worn.

It is also important to realize that facial hair and deep facial scars can interfere with the seal between the respirator and face. Respirators should only be selected by someone who understands all of these factors.

Refer to "Respirator Selection Guide for Common Construction Activities" from CSAO's *Construction Health and Safety Manual* (M029).

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the CSAO.

Fit Testing

Before each use, you must perform a Positive and Negative pressure test. This applies to respirators only. If the required protection is a filtering half face piece (dust mask) then follow manufacturer's instructions.

Negative Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the air inlets are blocked off with the hands or a plastic cover, and the wearer inhales gently. If the respirator is properly fitted, it should collapse slightly and not permit any air into the facepiece. If leakage is detected, the mask should be readjusted and the test repeated until the fit is satisfactory.

Positive Pressure Test

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the exhaust port of the respirator is covered and the wearer tries to exhale gently. The face piece should puff away from the wearer, but no leakage should occur.

General Instructions:

1. Filters should be changed as follows:
   - Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
   - Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled.
   - Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
2. Inhalation and exhalation valves should be checked before the respirator is used.
3. Damaged face piece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
4. Face pieces should be washed with mild soapy water as often as necessary to keep them clean and wearable.
5. Respirators should be assigned to the exclusive use of individual workers.
6. Where a respirator must be assigned to more than one worker, it should be disinfected after each use. (Check with the manufacturer regarding acceptable sanitizers/disinfectants.)
7. Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
8. SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current Canadian Standards Association Z180.1 *Compressed Breathing Air and Systems,* and Z94.4*Selection, Care and Use of Respirators*.
9. Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
10. Consult the manufacturer for information on respirator cartridge change-out.

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Record of Training Specialized PPE- Fall Arrest Protection

Fall Arrest Protection – Definition

Consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed edge to perform his/her work and if he should trip or lose his/her balance he could possible fall over the edge.

This fall protection system must be adjusted so as to limit the wearer's fall to within 1.5 meters from where he stands or sits and *only full body safety harnesses* should be allowed for his/her protection.

Equipment Standards and Set-Up:

1. All safety belts, full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A. label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards are to be 5/8" diameter nylon or equivalent.
4. The D-rings on the safety belts should be centered on the person's back.
5. The lanyard or lifeline and lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 Ibs minimum for fall arrest protection purposes and its length should be adjusted so that the wearer will be prevented from falling no greater that 1.5 meters from where he stands.
6. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used.

Lifelines and their Set-Up

All lifelines shall be:

1. 16 millimeters (5/8") diameter polypropylene or equivalent.
2. used only by one worker at a time.
3. free of any cuts, abrasions, other defects and protected against chaffing.
4. long enough to reach the ground or be knotted at the end.
5. connected at right angles to the worker's position.
6. provided with a rope grab (cam lever) device for lanyard attachment.

No worker shall be exposed to heights greater than three metres when near an unguarded edge to a floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection. Any person found doing so shall be subjected to disciplinary action.

Fall protection is also required if a worker may fall into operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of the minimum three meter ruling.

Inspection of Personal Protective Equipment

General Requirements- Also see Inspection Schedule (Program ID: 6.81)

Supervisors shall ensure that:

1. All workers on site wear:
   - CSA Grade 1 safety footwear,
   - CSA Class G or E hard hats,
   - CSA-approved safety glasses
2. Other PPE (harnesses, respirators, hearing protection, etc.) is available and is used when needed.
3. Workers are trained in the use and care of the PPE they are using.
4. Records of training are available on site.
5. PPE is inspected regularly for defects/damage and any defective equipment is removed from service.
6. Monthly documented inspection are required for all PPE's
7. PPE requirements are communicated to all new hires and to all subcontractors/visitors on site.
8. Workers use the PPE required for the task(s) they are performing.

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PPE- Record of Specialized PPE Training provided to Worker - Sample

Date			
Provided By:			

Specialized PPE's:

Kevlar Gloves____, Welder's Goggles___, Respirator Equipment____, Fall Arrest____
Special Clothing_____

Print Name	**Signature**	**Successfully Completed**	
		Yes	No

Original copy of the training record will be kept with the Health and Safety Manager in the Master Training file.

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety Manager and will be reviewed on an annual basis or if there is a legislative change.

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PPE- Specific Tasks Requirement Record of Training - Sample

Title of Program:	Air Powered Tools		
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Air powered tools in construction range from stapling guns to jack hammers

1. Wear personal protective equipment such as eye protection and face shields. Restrict access to the area or ensure other workers in the area are aware of hazards.

Print Name	**Signature**	**Successfully Completed**	
		Yes	No

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PPE- Specific Tasks Requirement Record of Training

Sample

Title of Program:	Elevated Platforms & Scaffolds		
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Elevated Platform

1. All workers on an elevating work platform are to wear a harness and lanyard at all times.

Scaffolds

1. Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.

Print Name	Signature	Successfully Completed	
		Yes	No

Original copy of the training record will be kept with the Health and Safety Manager in the Master Training file.

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety Manager and will be reviewed on an annual basis or if there is a legislative change.

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PPE- Specific Tasks Requirement Record of Training

Sample

Title of Program:	Forklifts		
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Forklift

1. Hard Hat, Safety Boots, hearing protection, safety goggles, seat belt.

Print Name	Signature	Successfully Completed	
		Yes	No

Original copy of the training record will be kept with the Health and Safety Manager in the Master Training file.

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety Manager and will be reviewed on an annual basis or if there is a legislative change.

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PPE- Specific Tasks Requirement Record of Training

Sample

Title of Program:	Grinding		
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Grinding

1. Protect your eyes with goggles or a face shield at all times when grinding

Print Name	Signature	Successfully Completed	
		Yes	No

Original copy of the training record will be kept with the Health and Safety Manager in the Master Training file.

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety Manager and will be reviewed on an annual basis or if there is a legislative change.

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PPE- Specific Tasks Requirement Record of Training

Sample

Title of Program:	Power Tools		
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Power Tools

- Wear a protective hair covering to contain long hair, which may be caught in moving parts.
- Wear rubber gloves and insulated non-skid footwear outdoors.
- Keep hands and gloves away from moving parts.
- Wear safety goggles or glasses with side shields that comply with current safety standards.
- Hearing protection is a must during extended use of a power tool.
- Wear a dust mask for dusty operations.
- Wear other personal protective equipment as required.

Print Name	Signature	Successfully Completed	
		Yes	No

Original copy of the training record will be kept with the Health and Safety Manager in the Master Training file.

Records of training will be kept for 3 years or required by legislation.

Master copies of any in-house program will be kept with the Health and Safety Manager and will be reviewed on an annual basis or if there is a legislative change.

Pollard Enterprises Ltd.

Monthly Inspection Schedule

Date:
Name of Worker:

PPE:	Inspection Date:	Results of Inspection:	Corrective Action Required:	Supervisor's Signature:
Hard Hat				
Safety Glasses				
Steel Toe Boots				
Gloves				
Safety Vest				
Welder's Goggles				
Respiratory Equipment				
Fire Resistant Clothing				
Fall Arrest Equipment				

Program ID: 6.81

GENERAL POLICY - PREVENTATIVE MAINTENANCE FOR COMPANY VEHICLES AND EQUIPMENT

PURPOSE

To maintain vehicles and equipment is top working order to prevent malfunctions.

SCOPE

The maintenance program covers all company vehicles, production and shop equipment, and small motorized machinery. Equipment brought onto our sites by sub-contractors must be maintained in a similar manner.

STANDARDS / PROCEDURES

A master equipment preventative inventory list will be produced and will include our company vehicles. The procedures will be:

- preventative maintenance will be conducted on vehicles every 6000 kilometres, or as outlined by the manufacturers
- the manufacturer's preventative maintenance program will be followed as per the owner's manual
- maintenance will be conducted by qualified mechanics at a recognized, qualified facility
- maintenance chart on the following page will be used for recording

ROLES & RESPONSIBILITIES

Maintenance Personnel:

The maintenance manager shall ensure that the maintenance schedules are being adhered to and shall review the maintenance program on an annual basis in collaboration with the health and safety coordinator. Recommendations that develop as a result of the annual reviews or throughout the year will be documented and submitted to senior management. The maintenance manager will follow-up on the corrective actions at a pre-determined time frame (to be determined on a case by case basis) to ensure the corrective actions have been taken. A filing system shall be established to retain all records.

Crew Foremen:

The crew foreman shall "red tag" any piece of equipment brought to his or her attention as being defective, ensure the equipment is not used and is shipped back to our yards for repair.

Defective Tagging Program:

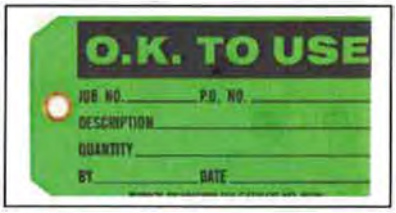
All tools and equipment directly owned or leased by Pollard Enterprises Ltd. shall be maintained in first class working condition. Defective equipment shall be TAGGED FOR REPAIR OR REPLACEMENT at the judgment of the crew foreman or his competent replacement. Defective

and unserviceable equipment shall be removed from our projects until repaired or replaced to the satisfaction of the Pollard Enterprises ltd. foreman or maintenance manager. All sub-contractors are expected to have a tagging procedure for defective equipment in place on our projects.

DEFECT NOTIFICATION AND TAGGING PROCEDURE:

Once a worker or foreman recognizes a piece of equipment is not functioning properly or exhibits defects, the equipment shall be tagged as defective and sent to our shops or a qualified facility for repair. The worker shall notify the foreman so that a defective tag can be placed on it. The details of the tags used are described below:

- the defective tag shall be red in colour and exhibit the words "OUT OF SERVICE"
- the defective tag shall have space on it to record the issuer's name, date of tagging and nature of the defect.



- the approval tag shall be green and exhibit the words, "OK TO USE"
- the approval tag shall have space on it to record the issuer's name, date of tagging and description, issuer's name

Shop personnel assigned to repair and maintain equipment must have the qualifications to do so and shall receive the training necessary. Licenses or credentials of these individuals shall be posted in the shop area.

EVALUATION

The maintenance manager in collaboration with the health and safety coordinator shall conduct an annual review our maintenance program and recommendations will be forwarded to senior management.

FORMS

Vehicle circle check forms and maintenance checklists shall be used by all our drivers as specified by management.

PREVENTATIVE MAINTENANCE PROGRAM & PROCEDURES

Purpose

This program is in place to outline maintenance expectations throughout Pollard Enterprises Ltd.'s. operations.

Proper preventative maintenance through manufacturer's specifications as well as workplace inspections and hazard reporting can prevent loss through the reduction of incidents, equipment failures and work stoppages. Pollard Enterprises Ltd. will:

- Adhere to the manufacturer's specifications and standards for all equipment and tools.
- The servicing of all tools and equipment by qualified personnel.
- Scheduling and record keeping of all maintenance work.
- The tagging all defective hand tools and equipment until they have been repaired or replaced.
- All employees immediately reporting any defective tools or equipment.
- On-site supervisors investigating all critical equipment failure to determine the reason for the malfunction.

Definitions

Manufacturer's specifications: maintenance requirements outlined by manufacturer. This is commonly located in the manufacturer's manual. This is also available upon contacting the manufacturer.

Responsibilities

Management and Supervisors

- Ensure that only a competent person is allowed to service our equipment and approved its mechanical fitness.
- Responsible for ensuring that all shop and work site equipment is maintained in a safe operating condition which meets or exceeds all requirements of applicable legislation
- Ensure that system is in place and functioning, review performance on an annual basis
- Support Foremen with Preventative Maintenance program, repair / replace equipment as needed
- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.
- Remove from service any equipment or tools that have been tagged or are otherwise defective.
- Verify the preventative process to ensure compliance with maintenance policies.
- Periodically inspect tools and equipment for damage.
- Shall monitor and control the inspection, service, maintenance and testing of any machine or equipment prior to being used on any project start up

Employees

- Perform a daily inspection of a vehicle or piece of equipment and the tools associated with the work being performed.
- Remove from service any equipment or tools that have been tagged or are otherwise defective.
- Report any repairs or alterations required on the equipment and tools he/she operates.
- Ensure all safety devices are in place and operative on tools and equipment.
- Ensure maintenance and/or inspection logs remain with the vehicle or equipment when releasing to another site.

PROCEDURE

Qualification and Training

The qualifications of the maintenance personnel are essential to the success of the maintenance program. All individuals who perform any type of maintenance are to be competent by having the appropriate skills, accreditation and/or certification. This certification applies to both the company's employees along with any contracted maintenance services.

Monitoring

The employees or supervisors, who are responsible for operating and/or maintaining the equipment, are to constantly monitor all equipment to ensure that the appropriate checks and maintenance are performed. In addition, management is responsible for monitoring the entire program to ensure that it is functioning according to the policy.

Inspection and Maintenance

All mobile equipment, machinery, tools and vehicles are to be regularly inspected and maintained according to the manufacturer's specifications or the equipment's requirements. Records of all inspections and maintenance are to be completed and filed.

Inventory

Any inventory of all equipment, vehicles and tools should be documented to ensure that the appropriate maintenance can be recorded. The inventory list can include all vehicles, mobile equipment, hoisting equipment, power tools, hydraulic equipment, electrical tools, power cords, ladders and personal protective equipment.
Pre-Operation Checks

Ladders

Ladders shall be inspected frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use". Rungs should be kept free of grease and oil. They are to be secured at the top (3 rungs above the base of the roof) and bottom in order to be used safely on a site.

Fire Extinguisher

To ensure extinguishers are working properly, monthly checks are to be included as part of the regular workplace inspection. If an extinguisher has been used or pressure is low, it is to be tagged and sent for servicing. In addition, a yearly service check is to be conducted by a certified company.

Tools are to be inspected prior to use and checked on a routine basis as part of the regular inspection program. Tools are to be inspected f or cracked or broken handles, broken drill bits, worn jaws, broken guards, dull cutting edges, etc.

Equipment and Machinery

All pieces of equipment and machinery are to be used by Competently trained workers as per the manual of said piece of equipment, machinery and/or tools, are and regularly serviced and inspected in accordance with the manufacturer's specifications. Logs of regular maintenance are to be kept up to date and filed in office. Mobile machinery and vehicles also require the use of seatbelts as available and/ or required according to the manuf acturer's specif ications or the equipment's requirements.

Vehicles

Walk around checks are to be performed prior to each use to ensure that the unit is safe to operate. All fluids are to be at the required levels and components intact.
The components to be checked, but are not limited to: steering assembly, tires, body and frame, lights, glass, etc.

If a worker is involved in collision, please refer to the Emergency Procedures Section.

Date: August 1st, 2022

pollard Enterprises Ltd.

Vehicle & Equipment Maintenance Schedule

Maintenance is expected to be conducted on each vehicle every 6000 kms driven and additionally as needed. It is expected that each driver will adhere and maintain a copy of each inspection report of their vehicle for at least the previous 2 weeks with older reports being submitted to the office to be kept on file. Failure to adhere to these regulations regarding upkeep of your vehicle is not an option and could result in disciplinary actions taken against the driver.

#	GPS #	Permit #	Driver	407	KMS	Service Due	Driver Phone #	KMS (Serviced)	SERVICE DATE	YEAR	MAKE	COLOUR	MODEL	V.I.N.	PLATE
22			Magdiel Herrera	E873E487	260000	21-Oct-18		254000	23-Jul-18	2011	FORD	WHITE	E-250	IFTNS2EWBDA93205	AN26081
02		G0057843	Ricardo Cunha	E87725F1	391418.0	15-Oct-49	647-462-2858	385418	17-Jul-49	2005	FORD	SILVER	ESCAPE	IFMYU02ZX5KA12442	BDFB025
04		K9173144	Ricardo Cunha	E8698EDD	575709	29-Oct-20	647-462-2858	569709	31-Jul-20	2007	STRG	BLACK	CRANE	2FZHAZCV57AY65351	BA73946
05		K4846807	Shop	E877112C	399000	24-Mar-21		393000	24-Dec-20	2011	IZUSU	WHITE		JALE5W167B7900397	AY77515
17		K4847550	Julie Kovacs	E873E4A6	200258	20-Mar-21	905-484-1087	194258	20-Dec-20	2011	DODGE	WHITE	JOURNEY	3D4PG5FGOBT564915	CJCN213
1	11	I4277976	Shop	E873E4B3	197278	30-Oct-20		191278	1-Aug-20	2011	FORD	GREY	F-150	1FTFWIEF5BKD53952	AM74586
09		J5484578	Jorge Velez	E873E4B0	356000	27-Aug-20	416-999-7384	350000	29-May-20	2011	FORD	BLACK	F-150	1FTFX1EF6BFA51625	AT78889
11		H2485505	Eli Clavel	E873E4B2	216104	15-Apr-20	647-677-8499	210104	16-Jan-20	2012	FORD	WHITE	E-250	1FTNE2EWXCDB00846	AF37852
12	10	L4681693	Luis Mendes	E873E4A8	223500	5-Aug-20	416-909-2342	217500	7-May-20	2013	RAM	SILVER	1500	1C6RR7FT4DS685046	BD55088
03	9	H5740938	Asdrubal Ramos	E873E4AE	248743	20-Dec-20	647-449-4095	242743	21-Sep-20	2013	FORD	WHITE	E-250	1FTNS2EWXDDA86389	BL33782
15	8	I0633129	Jose Pedra/Rui Gaspar	E873E4AD	222878	20-Mar-21	416-990-6423	216878	20-Dec-20	2014	RAM	WHITE	PROMASTER	3C6TRVBG4EE106239	AK69595
14	7	L0130975	Marco Goncalves	E873E4A5	294097	30-Sep-20	647-929-9088	288097	2-Jul-20	2014	RAM	WHITE	PROMASTER	3C6URVJG3EE122728	BB71500
13	6	L9227686	Jose Pedro Carvalho	E873E4AA	324565	27-Dec-20	647-532-0103	318565	28-Sep-20	2015	CHEVY	BLACK	SILVERADO	3GCUKREC6FG241200	BL42080
16		H9078943	James Carreiro	E873E4AB	169500	15-Dec-20	416-990-6425	163500	16-Sep-20	2015	GMC	WHITE	SIERRA	3GTU2VEC8FG233012	BD80149
		I1071968	Leo Pedra	0	107000	24-Feb-19		101000	26-Nov-18	2015	CHEV	GREY	SILVERADO	1GCVKSEC9FZ314605	AL34060
6	5	K2013849	Fabio Bonito	E873E4AF	53519	30-Mar-00	647-215-0499	47519	0-Jan-00	2015	RAM	WHITE	RAM 1500	1C6RR7FT1FS710830	AX69718
18	4	I5789456	Pedro Pontes	E873E4AC	31000	18-Nov-20	647-446-0352	25000	20-Aug-20	2016	RAM	WHITE	RAM 1500	1C6RR7FT6GS176399	AM93128
10	3	I7348749	Victor Costa	E873E4A2	165750	26-Aug-20	416-990-6425	159750	28-May-20	2016	RAM	RED	RAM 1500	1C6RR6FT3GS174782	AP11273
20		AV43767	Christian Audet	E873E4A7	72758	23-Apr-20	647-278-8397	66758	24-Jan-20	2017	DODGE	WHITE	RAM 1500	1C6RR7FT4HS809404	AV43767
21	2	K0646889	Ricardo Barbosa	E873E4B1	107770	21-Oct-20	647-406-5821	101770	23-Jul-20	2018	DODGE	WHITE	PROMASTER	3C6TRVDGOJE134594	AW81234
23	1	G0054058	Manuel Rei	E873E4A9	8500	23-Jun-20	416-990-6424	2500	25-Mar-20	2019	DODGE	WHITE	RAM 1500	1C6RR7KT5KS575044	BC32055
		L5842218	Jamie Pedra	E873E4A4	8500	18-Apr-21	416-990-0333	2500	18-Jan-21	2020	RAM	BLUE	RAM 1500	1C6SRFHT6LN272003	BE98872
24		L6875667	Tony Fernandes	E8786289	6100	16-Aug-21	416-909-2095	100	18-May-21	2020	RAM	WHITE	RAM 1500	1C6RR7KT9LS113667	BK71848
25		L6872424	Aurelio Mota	E879995F	6100	30-Mar-00	416-723-2937	100	0-Jan-00	2020	RAM	WHITE	RAM 1500	3C6UR5DL2LG302972	BK21167
26		M2430864	Cameron Hunt	E8795A96	6068	13-Feb-22	416-909-2245	68	15-Nov-21	2021	RAM	WHITE	RAM 1500	3C6RR7KGXMG685844	BN67503
02		L8188131	Luciano Figueriedo	E873E4A3	6050	25-Aug-21	905-564-4749	50	27-May-21	2021	DODGE	WHITE	RAM 1500	1C6RR7KG2MS522873	BL37506

#			Driver		KMS Due	SERVICE DUE	Driver Phone #	KMS (Serviced)	SERVICE DATE	YEAR	MAKE	COLOUR	MODEL	V.I.N.	PLATE
			Various			30-Mar-00	N/A	0	0-Jan-00	2002	HOME		TRAILER	AHS090401	J5590P
			Various			30-Mar-00	N/A	0	0-Jan-00	2006	HENRY	SILVER	TRAILER	2C654A12761068431	C9335Y
			Various			30-Mar-00	N/A	0	0-Jan-00	2006	HENRY	SILVER	TRAILER	2C9S4A12776166435	C9334Y
			Various			30-Mar-00	N/A	0	0-Jan-00	2016	NOVA	BLACK	TRAILER	5JW2U3226G3123978	M6T24T
		T1747381	Various			30-Mar-00	N/A	0	0-Jan-00	2008	BOMB	BLACK	REN	2BVHXLH168V001264	6FL77
			Various			23-Apr-20	N/A	0	24-Jan-20	2010	Komatsu Forklift		FG25ST-12	562007A	50086
			Various			30-Mar-00	N/A				2nd Forklift				
			Various			1-Nov-19	N/A	0	3-Aug-19	2017	Bobcat (& Trailer)		NHM483846	JAFSR175CHM433846	P2535Z
	Kettle #1		Various	400 Gallon		30-Mar-00	N/A	N/A					All Seasons	2A9TKF3E97M056070	HTK0307
	Kettle #2		Various			30-Mar-00	N/A	N/A							
	Kettle #3		Various			30-Mar-00	N/A	N/A							
	Kettle #4		Various			30-Mar-00	N/A	N/A							
	Kettle #5		Various			30-Mar-00	N/A	N/A							
	Kettle #6		Various			30-Mar-00	N/A	N/A							
	Kettle #7		Various			30-Mar-00	N/A	N/A							
	Vaccum		Various	600-0102		600-0102	N/A	0	23-Dec-19	2010	600	BLUE	Hurricane 600	1D9BV1522AW048038	
	Hoist #1		Various			30-Mar-00	N/A	N/A					Hoist #1		
	Hoist #2		Various			30-Mar-00	N/A	N/A					Hoist #2		
	Hoist #3		Various			30-Mar-00	N/A	N/A					Hoist #3		
	Hoist #4		Various			30-Mar-00	N/A	N/A					Hoist #4		
			Various			30-Mar-00	N/A	N/A					Power Sweeper		
			Various			30-Mar-00	N/A	N/A					Roof Remover		

Pollard Enterprises Ltd.

MONTHLY FORKLIFT INSPECTION FORM

LIFT #: _____ **Inspector:** _____

Workshop: **Month Beginning:**

Instruction:
Each forklift will be operationally tested and visually inspected once a month. The designated inspector will place a (√) in the appropriate box when an item passes inspection. Leave the box empty and note a brief description of any problem. Immediately notify the Foreman of any aerial lift deficiencies. *The Foremen will forward this inspection form to the Safety Dept. at the end of each week.*

Operating Controls (Operational)	Week	#1	#2	#3	#4	#5		Maintenance Needed
Emergency Stop & Brakes								
Operation Levers & Controls								
Foot Controls (if applicable)								
Safety Signs & Load Charts								
Boom & Forks								
Hydraulic Leaks								
Extension Cylinders & Chains								
Pivot Pins								
Electrical Lines								
Vert. Mast Sliding & Rolling Prts.								
Base (Visual)								
Broken, Cracked or Loose Parts								
Lights, Mirrors & Windows Clean								
Seat Belt & It's Mounts								
Tires & Outriggers								
Back Up Alarm, Horn & Manual								
Engine Compartment (Visual)								
Oil Level								
Fuel Level								
Belt, Hose & Motor Condition								
Battery & Electrical								

Addition Notes: _____

Dept. Foreman Signature: _____ Date: _____

pollard Enterprises Ltd.

Inspection Checklist for Skid Steer				
Note general vehicle condition. Clear away all collected debris and steam clean if necessary. Check for mechanical damage and loose or leaking components. Report faults to your supervisor and maintenance department.				
Visual Inspection	**OK**	**NO**	**NA**	**Comments:**
Engine (check oil level & for leaks)	☐	☐	☐	
Fuel Tank (drain off moisture & sediment)	☐	☐	☐	
Hydraulic tank (check oil level & for leaks)	☐	☐	☐	
Radiator (check oil level & for leaks)	☐	☐	☐	
Air Cleaner (check indicator, clean or change as req)	☐	☐	☐	
Engine Belts (check for adjustment/ wear)	☐	☐	☐	
Fuel Filter (service when gauge indicates low pressure)	☐	☐	☐	
Wheel and Tire condition	☐	☐	☐	
Lubricate chassis	☐	☐	☐	
After Engine Starts, check the following:				
Engine, does it sound normal?	☐	☐	☐	
Instruments (check normal readings)	☐	☐	☐	
Controls (check for normal operation)	☐	☐	☐	
Exhaust System (check for leaks and excessive smoke)	☐	☐	☐	
Lights and horn	☐	☐	☐	
Back Alarm	☐	☐	☐	
NOTE: Anything abnormal or need repair?				
Operator's Name:				
Meter Reading:				
Date:				

Pollard Enterprises Ltd.
Vehicle Inspection

Vehicle #	Employee
Odometer	Date

		Pre-inspection	
		Print, review, and attach a copy of service detail	
		Review any current write-ups for this vehicle	

Odometer	Date	Most recent Oil change

Inspect OK	Repair Needed		Comments
		Pre-trip inspection	
		Gauges	
		Switches and controls	
		Driver area condition	
		Passenger area condition	
		Road test	
		Starting	
		Steering	
		Acceleration	
		Braking	
		Transmission	
		Heating and air conditioning	
		Engine compartment: engine running	
		Listen for and investigate any unusual noises	
		Transmission fluid level and condition	
		Engine compartment: engine off	
		Cooling system, coolant level and condition	
		Brake fluid level	
		Power steering fluid level and condition	
		Windshield washer fluid level and condition	
		Fuel lines and connections	
		Inspect and adjust drive belts as needed	
		Coolant hoses for leaks and wear	
		Exposed wiring and vacuum hoses for wear	
		Freightliner only:	
		Clean engine crankcase breather	
		Clean and test after-cooler core as needed	

		Clean radiator as needed	

		Undercarriage	
		Tire condition and inflation	
		Wheel condition and lug nut torque	
		Steering linkage for wear	
		Front suspension for looseness or wear	
		Rear suspension for looseness or wear	
		Wheel bearings and seals, front and rear	
		Brake caliper and rotor condition	
		Brake pad condition	
		Parking brake unit condition	
		Differential for leaks	
		Driveline and U-joint condition	
		Transmission for leakage	
		Exhaust system for leaks or damage	
		Ford only:	
		Change engine oil and oil filter	
		Freightliner only:	
		Lube suspension, steering, and driveline	

		Wheelchair lift	
		Cycle lift, inspect, and listen for noises	
		Lubricate lift pivot points	

		Other scheduled maintenance	

		Other unscheduled maintenance	

Pollard Enterprises Ltd.
Vehicle Inspection

Vehicle #	Employee
Odometer	Date

		Pre-inspection	
		Print, review, and attach a copy of service detail	
		Review any current write-ups for this vehicle	

Odometer	**Date**	**Most recent**
		Oil change
		Transmission service
		Fuel filter service
		Brake service
		Tune up/ spark plug service
		Coolant system service

Inspect OK	Repair Needed		Comments
		Pre-trip inspection	
		Gauges	
		Switches and controls	
		Driver area condition	
		Passenger area condition	
		Road test	
		Starting	
		Steering	
		Acceleration	
		Braking	
		Transmission	
		Heating and air conditioning	
		Engine compartment: engine running	
		Listen for and investigate any unusual noises	
		Transmission fluid level and condition	
		Charging system output	
		Engine compartment: engine off	
		Cooling system, coolant level and condition	
		Brake fluid level	
		Power steering fluid level and condition	
		Windshield washer fluid level and condition	
		Fuel lines and connections	
		Inspect and adjust drive belts as needed	
		Coolant hoses for leaks and wear	
		Exposed wiring and vacuum hoses for wear	

		Battery and battery cable condition	
		Freightliner only:	
		Replace fuel filters	
		Clean engine crankcase breather	
		Clean and test after-cooler core as needed	
		Clean radiator as needed	

		Undercarriage	
		Tire condition and inflation	
		Wheel condition and lug nut torque	
		Steering linkage for wear	
		Front suspension for looseness or wear	
		Rear suspension for looseness or wear	
		Wheel bearings and seals, front and rear	
		Brake caliper and rotor condition	
		Brake pad condition	
		Parking brake unit condition	
		Differential for leaks	
		Driveline and U-joint condition	
		Transmission for leakage	
		Exhaust system for leaks or damage	
		Ford, Chevrolet only:	
		Change engine oil and oil filter	
		Lube suspension and chassis	
		Service brakes and wheel bearings per inspection	
		Freightliner only:	
		Change engine oil and oil filter	
		Lube suspension, steering linkage, and driveline	
		Service brakes and wheel bearings per inspection	
		Obtain engine oil sample for testing	
		Obtain coolant sample for testing	

		Wheelchair lift	
		Cycle lift, inspect and listen for noises	
		Lubricate pivot points	
		Hydraulic hoses and connectors for leaks	

OUR SAFETY ORIENTATION AND TRAINING PROGRAM

It is Pollard Enterprises Ltd. policy that each employee, whether hired directly or sub-contractually by Pollard Enterprises Ltd., be orientated to the following:

- Occupational Health & Safety Act and its Regulations for Construction Projects.
- Specific hazards to our type of work and operations
- The safety policies and procedures of Pollard Enterprises Ltd.
- The various safety guidelines available for fall protection and roofing operations.

Before any worker begins employment, Pollard Enterprises Ltd. will ensure the employee reads the above material in a language he understands and that the new employee signs our worker orientation sheet, acknowledging their responsibilities to adhere to our policies and procedures and the Occupational Health and Safety Act and its regulations. Orientation literature is available from the Ontario Construction Safety Association to summarize health and safety concerns and will be issues when a worker commences employment.

It is Pollard Enterprises Ltd. policy that during pre-award negotiations with any trade contractor who will be providing goods and services to the work site, that such contractors be made aware of and become contractually bound to Pollard Enterprises Ltd. Health and Safety Policy. Safety indoctrination to our safety policy and program is imperative in order to establish the desired attitudes and reinforce the Pollard Enterprises Ltd. commitment to a safe work environment.

HEALTH AND SAFETY TRAINING:

The Pollard Enterprises Ltd. objective is to deliver health & safety related training to our direct employees, including supervisory and management staff. Some of the safety related training to be made available is:

- **Safety orientation training to our corporate health and safety program**
  - Application: All employees and supplied labour
  - Frequency: As new workers are hire and initial orientation to existing workforce

- **Due Diligence training that will cover legislative health and safety responsibilities**
  - Application: All employees (supplied labour invited to attend)
  - Frequency: Initially for whole workforce and every three years afterwards

- **Workplace Hazardous Materials Information System training**
  - Application: All employees and supplied labour
  - Frequency: Annual review and update

- **Emergency Response training**
  - Application: All employees and supplied labour
  - Frequency: Annual review and update

- **Fall Protection Systems training**
  - Application: All employees and supplied labour
  - Frequency: Applies to all workers likely to be exposed to heights and every three years

- **Fire Fighting and Fire Prevention training**
  - Application: All employees and supplied labour
  - Frequency: Initially for workers and every three years afterwards

- Traffic Control and Vehicular Signaling training
  - Application: All anployees and supplied labour
  - Frequency: Supervisors, safety representatives and designated workers, every three years

- Hoisting, Rigging and Crane Signaling training
  - Application: All employees and supplied labour
  - Frequency: Applies to workers likely to operate hoists and rig loads

- **Propane heater, kettle and torch certification training**
  - Application: All employees and supplied labour
  - Frequency: every three years

- **Transportation of Dangerous Goods training**
  - Application: Shipper, Supervisors, Project Managers and Drivers
  - Frequency: Every three years

- **Job Safety Analysis and Hazards Recognition training**
  - Application: All employees and supplied labour
  - Frequency: Every three years

- **Health and Safety Committee training**
  - Application: All Health & Safety Representatives of the Joint Health and Safety Committee
  - Frequency: One time training

- **Labour and Management Representative "Certification" training for J.H.&S. Committee**
  - Application: All Health & Safety Representatives of the Joint Health and Safety Committee
  - Frequency: Every three years

- **Field Labour Safety Representative training (Basic Safety Representative training)**
  - Application: All Health & Safety Representatives belonging to our field work crews
  - Frequency: One time training

- **Accident & Incident Investigation training**
  - Application: All labour and management safety representatives, supervisors and managers
  - Frequency: One time training

- **Power Elevating Work Platform training**
  - Application: Employees designated to operate PEWP's
  - Frequency: One time training

- **Suspended Access Equipment training**
  - Application: Employees designated to operate Suspended Access Equipment
  - Frequency: One time training

- **Asbestos Awareness training**
  - Application: All employees in the field
  - Frequency: One time training

- First Aid training
  - Application: One designated from each crew, supervisors and managers
  - Frequency: Every 3 years

- Personal Protective Equipment use and maintenance
  - Application: All field and shop employees and supplied labour
  - Frequency: One time training

- Lift Truck Operator Training
  - Application: Those employees designated to operate lift trucks
  - Frequency: One time training
- Competency training in use of tools and equipment
  - Application: All employees and supplied labour are assigned
  - Frequency: One time training

TRACKING AND MONITORING OF WORKER TRAINING:

The Health & Safety Manager shall be a competent trainer as designated by Senior Management and have the following valid Courses as part of their training history;

-Train the Trainer Program
-Supervisor Competency Train the Trainer
-WHMIS 2015 Train the Trainer

Employee Training Record Log:

The Health & Safety Manager shall record and monitor the safety training provided to all levels of employee positions through the use of a training record log. This log will indicate the name of the employee, the safety training obtained and the date obtained, as well as any expiration dates and when such re-training will be required. Based on the content of this log, the Health & Safety Manager will be able to assess the need for qualified workers for the shop and field operations.

Pollard Enterprises Ltd. Safety Orientation & New Hire Training Program Checklist

Over the course of our new hire's first day with Pollard Enterprises Ltd. they will learn the following aspects of how to work safely on one of our job sites, in our vehicles or in the warehouse. They will review the basic elements that are relevant to the position they will be working which includes;

- **Safety Orientation training to our Corporate Health and Safety Program** – *45 minutes to 1.5 Hours in length*
- **Workplace Harassment & Violence Policy Review** – *New hire to review and sign agreement(s) based on department/needs. 20 Minutes.*
- **Pollard Service Uniform/Tool Agreement** – *New hire to review and sign agreement(s) based on department/needs. 10 Minutes.*
- **Worker Competency Verification** – *New hire review to determine if there are any training gaps. All new hires will submit existing training cards to be copied and kept on file. It will be during this assessment that the required training for the rest of the new hire's first day will be finalized. 20 Minutes.*
- **Worker Awareness Training** – *1 to 2 hours*

Training – Day 1 (Overall)

Once the assessment is complete and reviewed, the new hire will be subjected to all relevant training as required for their role with Pollard Enterprises Ltd. which can include all or part of the following list;

- **Pollard Driver Training Course** – *For new drivers only (heavy duty/roll off truck driving only. 1 hour in length)*
- **Due Diligence Training** - *For new Foremen only as it pertains to legislation that effects them in their role as a Foreman. Online course available through OSG (1 Hour in length).*
- **Workplace Hazardous Materials Information System 2015 Training** – *If they already have their WHMIS 2015 certificate, new hire will only have to complete the WHMIS 2015 Test (30 Minutes for test, 2 to 3 hours for full course)*
- **Emergency Response/ First Aid Training** – *Will confirm if new hire has St. Johns' Ambulance First Aid card. Not a requirement for employment*
- **Working At Heights - Fall Protection Systems** – *Will confirm if new hire has a valid MOL approved Working at Heights card, this will not be reviewed if they have been trained in the last year. If they have not, training will be arranged. 1 Day*
- **Personal Protective Equipment Use & Maintenance** – *Will review what PPE new hire already has/needs. 10 minutes.*
- **Fire Fighting and Fire Prevention Training** – *20 minute online course -* **Mandatory**
- **Traffic Control and Vehicular Signaling Training** – *Short IHSA Video (10 minutes).*
- **Hoisting, Rigging and Crane Signaling Training** – *Go over basics (20 Minutes).*
- **Propane in Construction** - *If new hire has a valid propane card, this will not be reviewed*
- **Propane Heater, Kettle and Torch certification training** – *Review of existing Pollard Procedures (15 minutes)*
- **Transportation of Dangerous Goods Training** – *For any staff member who will drive a company truck (1 Hour)*
- **Job Safety Analysis and Hazards Recognition Training** – *For new Foremen only (20 Minutes)*
- **Accident & Incident Investigation Training** – *For new Foremen only (20 Minutes)*
- **Health and Safety Committee Review** – *We will go over who the reps and committee members are (10 Minutes)*
- **Competency Training in use of Tools & Equipment** – *Assessment completion (20 to 30 Minutes)*
- **Lift Truck Operator Training** — *For new Warehouse staff only (May be a full day)*
- **Power Elevating Work Platform Training** – *If new hire has no current card, training will be scheduled. Pollard Standards will be reviewed on first day and new hire will not be allowed to work on a power elevated platform until trained*
- **Suspended Access Equipment Training**– *If new hire has this card, will only review existing policies and procedures in review of corporate Health & Safety Policy. If new hire has no current card, training will be scheduled based upon availability and job site requirements. Pollard Health and Safety policies and procedures will be reviewed and new hire will not be allowed to work on a power elevated platform until trained (part of 1 hour review at the beginning of the day).*
- **Asbestos Awareness Training** – *Online Course (May not be part of Day 1). Duration of 1.5 Hours. (Not Mandatory)*

The breakdown to follow will show what training will be conducted based on what position the new hire will have with Pollard Enterprises Ltd. going forward.

Training – Day 1 (Foreman/Supervisor)

- **Propane Heater, Kettle and Torch certification training** – *Review of existing Pollard Procedures (15 minutes)* **Transportation of Dangerous Goods Training** – *For any staff member who will drive a company truck (1 Hour)*
  Job Safety Analysis and Hazards Recognition Training – *Will involve going over existing JHA forms in initial review of Corporate Health & Safety Program.15 minutes.*
- **Competency Training in use of Tools & Equipment** – *Part of Assessment completion (20 to 30 Minutes)*
  Power Elevating Work Platform Training – *If new hire has no current card, training will be scheduled. Pollard Standards will be reviewed on first day and new hire will not be allowed to work on a power elevated platform until trained*
- **Suspended Access Equipment Training**– *If new hire has this card, will only review existing policies and procedures in review of corporate Health & Safety Policy. If new hire has no current card, training will be scheduled based upon availability and job site requirements. Pollard Health and Safety policies and procedures will be reviewed and new hire will not be allowed to work on a power elevated platform until trained (part of 1 hour review at the beginning of the day).*
- **Asbestos Awareness Training** – *Online Course (May not be part of Day 1). Duration of 1.5 Hours. (Not Mandatory)*

Pollard Enterprises Ltd. Safety Orientation & New Hire Training Program Checklist – Page 2

Training – Day 1 (Foreman/Supervisor)

Once the assessment is complete and reviewed, the new Foreman/Supervisor will be subjected to all relevant training as required for their role with Pollard Enterprises Ltd. which will include all of the following;

- **Due Diligence Training -** *For new Foremen only as it pertains to legislation that effects them in their role as a Foreman. Online course available through OSG (1 Hour in length).*
- **Supervisor Competency Training –** *2 to 4 hours depending if new to role, simple test review if previous experience in role.*
- **Workplace Hazardous Materials Information System 2015 Training –** *If they already have their WHMIS 2015 certificate, new hire will only have to complete the WHMIS 2015 Test (30 Minutes for test, 2 hours for full course)*
- **Emergency Response/ First Aid Training –** *Will confirm if new hire has St. Johns' Ambulance First Aid card. Not a requirement for employment but important to have working knowledge if they are going to lead a new crew. 2 days.*
- **Working At Heights - Fall Protection Systems –** *Will confirm if new hire has a valid MOL approved Working at Heights card, this will not be reviewed if they have been trained in the last year. If they have not, training will be arranged. 1 Day*
- **Personal Protective Equipment Use & Maintenance –** *Will review what PPE new hire already has/needs. 10 minutes.*
- **Fire Fighting and Fire Prevention Training –** *20 minute online course -* **Mandatory**
- **Traffic Control and Vehicular Signaling Training –** *Short IHSA Video (10 minutes).*
- **Hoisting, Rigging and Crane Signaling Training –** *Go over basics (20 Minutes).*
- **Propane in Construction -** *If new hire has a valid propane card, this will not be reviewed*

Total Time (Initial Review): 2 to 3 Hours **Total Time (Training): 5.5 hours to 7 hours**

Total Time (Overall): 7.5 to 10 hours

Note - *If Working at Heights and First Aid Training is required, add 3 full days to total training time required*

Training – Day 1 (Heavy Duty/Roll Off Truck Drivers)

Once the assessment is complete and reviewed, the new Driver will be subjected to all relevant training as required for their role with Pollard Enterprises Ltd. which will include all of the following;

- **Pollard Driver Training Course –** *For new drivers only (heavy duty/roll off truck driving only. 1 hour in length)*
- **Workplace Hazardous Materials Information System 2015 Training –** *If they already have their WHMIS 2015 certificate, new hire will only have to complete the WHMIS 2015 Test (30 Minutes for test, 2 to 3 hours for full course)*
- **Emergency Response/ First Aid Training –** *Will confirm if new hire has St. Johns' Ambulance First Aid card. Not a requirement for employment*
- **Personal Protective Equipment Use & Maintenance –** *Will review what PPE new hire already has/needs. 10 minutes.*
- **Fire Fighting and Fire Prevention Training –** *20 minute online course -* **Mandatory**
- **Traffic Control and Vehicular Signaling Training –** *Short IHSA Video (10 minutes).*
- **Hoisting, Rigging and Crane Signaling Training –** *Go over basics (20 Minutes).*
- **Transportation of Dangerous Goods Training –** *For any staff member who will drive a company truck (1 Hour)*
- **Health and Safety Committee Review –** *We will go over who the reps and committee members are (10 Minutes)*
- **Competency Training in use of Tools & Equipment –** *Assessment completion (20 to 30 Minutes)*
- **Lift Truck Operator Training –** *If the new hire does not have valid training from the last 18 months, then they will go through a full day of training*
- **Asbestos Awareness Training –** *Online Course (May not be part of Day 1). Duration of 1.5 Hours. (Not Mandatory)*

Total Time (Initial Review): 2 - 3 Hours

Total Time (Training): 5.5 to 7 hours

Total Time (Overall): 7.5 to 10 hours

Note - *Lift truck Operator Training is required which would be conducted within the first week. Takes 1 full day*

Pollard Enterprises Ltd. Safety Orientation & New Hire Training Program Checklist – Page 3

Training – Day 1 (Roofer/Sheet Metal/Service Staff)

Once the assessment is complete and reviewed, the new Roofer/Sheet Metal worker will be subjected to all relevant training as required for their role with Pollard Enterprises Ltd. which will include all of the following;

- **Workplace Hazardous Materials Information System 2015 Training** – *If they already have their WHMIS 2015 certificate, new hire will only have to complete the WHMIS 2015 Test (30 Minutes for test, 2 hours for full course)*
- **Emergency Response/ First Aid Training** – *Will confirm if new hire has St. Johns' Ambulance First Aid card. Not a requirement for employment but important to have working knowledge if they are going to lead a new crew. 2 days*
- **Working At Heights - Fall Protection Systems** – *Will confirm if new hire has a valid MOL approved Working at Heights card, this will not be reviewed if they have been trained in the last year. If they have not, training will be arranged. 1 Day*
- **Personal Protective Equipment Use & Maintenance** – *Will review what PPE new hire already has/needs. 10 minutes.*
- **Fire Fighting and Fire Prevention Training** – *20 minute online course* - **Mandatory**
- **Traffic Control and Vehicular Signaling Training** – *Short IHSA Video (10 minutes).*
- **Hoisting, Rigging and Crane Signaling Training** – *Go over basics (20 Minutes).*
- **Propane in Construction** - *If new hire has a valid propane card, this will not be reviewed*
- **Propane Heater, Kettle and Torch certification training** – *Review of existing Pollard Procedures (15 minutes)*
- **Transportation of Dangerous Goods Training** – *For any staff member who will drive a company truck (1 Hour)*
- **Health and Safety Committee Review** – *We will go over who the reps and committee members are (10 Minutes)*
- **Competency Training in use of Tools & Equipment** – *Assessment completion (20 to 30 Minutes)*
- **Power Elevating Work Platform Training** – *If new hire has no current card, training will be scheduled. Pollard Standards will be reviewed on first day and new hire will not be allowed to work on a power elevated platform until trained*
- **Suspended Access Equipment Training**– *If new hire has this card, will only review existing policies and procedures in review of corporate Health & Safety Policy. If new hire has no current card, training will be scheduled based upon availability and job site requirements. Pollard Health and Safety policies and procedures will be reviewed and new hire will not be allowed to work on a power elevated platform until trained (part of 1 hour review at the beginning of the day).*
- **Asbestos Awareness Training** – *Online Course (May not be part of Day 1). Duration of 1.5 Hours. (Not Mandatory)*

Total Time (Initial Review): 2 - 3 Hours **Total Time (Training): 5 to 7 hours** **Total Time (Overall): 7 to 10 hours**

Note - *If Working at Heights and First Aid Training is required, add 3 full days to total training time required*

Training – Day 1 (Warehouse/Shop)

Once the assessment is complete and reviewed, the new Warehouse/Shop worker will be subjected to all relevant training as required for their role with Pollard Enterprises Ltd. which will include all of the following;

- **Pollard Driver Training Course** – *Some driving may be required on occasion. 1 hour in length*
- **Workplace Hazardous Materials Information System 2015 Training** – *If they already have their WHMIS 2015 certificate, new hire will only have to complete the WHMIS 2015 Test (30 Minutes for test, 2 hours for full course)*
- **Emergency Response/ First Aid Training** – *Will confirm if new hire has St. Johns' Ambulance First Aid card. Not a requirement for employment but important to have working knowledge if they are going to lead a new crew. 2 days*
- **Personal Protective Equipment Use & Maintenance** – *Will review what PPE new hire already has/needs. 10 minutes.*
- **Fire Fighting and Fire Prevention Training** – *20 minute online course* - **Mandatory**
- **Propane in Construction** - *If new hire has a valid propane card, this will not be reviewed*
- **Propane Heater, Kettle and Torch certification training** – *Review of existing Pollard Procedures (15 minutes)*
- **Transportation of Dangerous Goods Training** – *For any staff member who will drive a company truck (1 Hour)*
- **Accident & Incident Investigation Training** – *For new Foremen only (20 Minutes)*
- **Health and Safety Committee Review** – *We will go over who the reps and committee members are (10 Minutes)*
- **Competency Training in use of Tools & Equipment** – *Assessment completion (20 to 30 Minutes)*
- **Lift Truck Operator Training** – *If the new hire does not have valid training from the last 18 months, then they will go through a full day of training*
- **Asbestos Awareness Training** – *Online Course (May not be part of Day 1). Duration of 1.5 Hours. (Not Mandatory)*

Total Time (Initial Review): 2 - 3 Hours **Total Time (Training): 5.5 to 7 hours** **Total Time (Overall): 7.5 to 10 hours**

Note - *Lift truck Operator Training is required which would be conducted within the first week. Takes 1 full day*

Senior Management Orientation Acknowledgement Form

All new Senior Management of Pollard Enterprises Ltd. are required to participate in a mandatory orientation program before they begin work. All employees are required to sign and acknowledge that they have attended and completed this orientation. Every employee, sub-contractor and sub-contractor employee must be aware of their roles and responsibilities under the OHSA. A list of the Senior Management's roles and responsibilities are included below.

Senior Management

1. Provide a safe and healthy workplace.
2. Establish and maintain a health and safety program.
3. Ensure that workers are properly trained.
4. Report accidents and injuries to authorities as required by law.
5. Provide medical/first aid facilities.
6. Provide workers with health and safety information.
7. Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.
8. Ensure that operations comply with both the law and the program.
9. Demonstrate commitment to accident prevention.
10. Consider accident prevention and safety performance when evaluating employees, especially supervisors.

Jamie Pedra _____ Date: **July 31st, 2022**

Employee Position President of Operations

Witness: _____ Date: **July 31st, 2022**

TRADE CONTRACTOR'S HEALTH & SAFETY AGREEMENT

Trade Contractor: _____

1. The Trade Contractor has read and acknowledges the measures and procedures relating to occupational health and safety as prescribed in the Occupational Health & Safety Act & Regulations for Construction Projects, together with all other applicable legislation, regulations and standards. The Trade Contractor acknowledges and understands its duties as therein set out and hereby expressly undertakes and agrees to comply with all such requirements and standards in their entirety and at the Trade Contractor's expenses.

2. The Trade Contractor further agrees to fully co-operate with all health safety programs, rules and regulations, pre-job meeting, hazard assessments, as well as standards and criteria set or instituted by *Pollard Enterprises Ltd.* (PEL) including PEL's Health & Safety Policy & Procedures which are in furtherance of the Trade Contractor's duties and responsibilities under the Occupational Health & Safety Act.

3. If the health or safety of a worker is endangered or if the procedures put in place to ensure the health and safety of workers on the job site is not being implemented by the Trade Contractor, PEL may take such action as it deems necessary and appropriate in the circumstances, including without limitation the following:

    a) Will require immediate communication of an incident to both PEL and the property owner,
    b) Will require the Trade Contractor to be involved in any investigation required regarding the indent
    c) May require the Trade Contractor to remedy the condition or situation forthwith and at its own expense.
    d) May require that the site be shut down in whole or in part until such time as the condition or situation has been remedied; and
    e) May remedy the problem at its own expense and backcharge the Trade Contractor for the cost of such remedial work, together with an appropriate overhead surcharge.

4. The Trade Contractor hereby agrees that in the event of a partial or complete shutdown, a slowdown, or any other disruption in the work by reason of a failure on the part of the Trade Contractor to comply with the terms of these provisions, the Trade Contractor shall be responsible for any and all loss or damage, which PEL may sustain.

5. PEL shall be entitled to backcharge the Trade Contractor for any such loss or damage and to maintain an action against the Trade Contractor for such amounts, in which event the Trade Contractor hereby undertakes and agrees to pay all legal fees, expenses and disbursements of a solicitor, in addition to such amounts as PEL may have incurred by reason of the breach

6. The Trade Contractor agrees to show support for the spirit of the Health & Safety Program, instituted by PEL, by actively promoting the philosophy that all injuries are preventable and whenever there is a safety problem, that is can be resolved through positive discussion and participation and a willingness to make changes for the betterment of the Workers.

7. All subcontractors must provide a signed copy of the Purchase Order with a valid and current WSIB Clearance Certificate, General Liability Insurance Certificate and Form 1000 before commencing work on site. If applicable, subcontractors shall also provide a list of all chemical substances that are to be used and supply a SDS for each product.

8. It is the responsibility of the subcontractor to ensure that their staff are following the Drug and Alcohol policy as set forth in the PEL Health & Safety Policy.

TRADE CONTRACTOR'S ACKNOWLEDGEMENT

"I HAVE READ AND UNDERSTAND THE CONTENT OF THIS AGREEMENT AND HEREBY AGREE TO THESE TERMS."

TRADE CONTRACTOR:

_____

AUTHORIZED SIGNATURE:

_____

NAME & TITLE:

_____

DATE:

_____

pollard Enterprises Ltd.

SAFETY ORIENTATION CHECKLIST

SAFETY ORIENTATION CHECKLIST

DATED: ___/___/_____

	Employee Initials	Instructor's Initials
- INTRODUCTIONS TO THE PRESIDENT'S POLICY STATEMENT	_____	_____
- INTRODUCTIONS TO COMPANY SAFETY COORDINATOR	_____	_____
- INTRODUCTIONS TO CREW FOREMAN	_____	_____
- INTRODUCTIONS TO PROJECT MANAGER	_____	_____
- INTRODUCTIONS TO PROJECT LABOUR SAFETY REPRESENTATIVES	_____	_____
- CREW SAFETY MEETINGS	_____	_____
- J.S.A. HAZARD ASSESSMENT AND REPORTING PROCEDURES	_____	_____
- RESPONSIBILITIES OF WORKERS AND GENERAL WORK RULES	_____	_____
- RESPONSIBILITIES OF OUR PROJECT MANAGERS	_____	_____
- RESPONSIBILITIES OF OUR CREW FOREMAN	_____	_____
- INTRODUCTION TO OUR ACCOUNTABILITY POLICY	_____	_____
- EMERGENCY RESPONSE PROCEDURES	_____	_____
- INCIDENT AND ACCIDENT REPORTING PROCEDURES	_____	_____
- ILLNESS AND INJURY REPORTING	_____	_____
- UNSAFE WORK REFUSAL PROGRAM	_____	_____
- HORSEPLAY AND FIGHTING - IMMEDIATE DISMISSAL	_____	_____
- THEFT OF PROPERTIES - IMMEDIATE DISMISSAL	_____	_____
- SAFE VEHICLE OPERATION PROGRAM	_____	_____
- TRAFFIC CONTROL MEASURES – traffic plans	_____	_____
- SAFE ACCESS AND EGRESS FROM WORK LEVELS	_____	_____
- MEASURES TO PROTECT THE PUBLIC	_____	_____
- DEALING WITH MINISTRY OF LABOUR OFFICIALS	_____	_____
- EARLY & SAFE RAPID RETURN TO *WORK PROGRAM*	_____	_____
- NON-ROUTINE WORK PROCEDURES	_____	_____
- OUR PREVENTATIVE MAINTENANCE PROGRAM	_____	_____
REQUIRED PERSONAL PROTECTIVE EQUIPMENT:		
- HARD HAT AND SAFETY FOOTWEAR	_____	_____
- EYE PROTECTION	_____	_____
- HEARING PROTECTION	_____	_____
- REFLECTIVE VEST USE	_____	_____
- FALL PROTECTION - Safety Harness / Lanyard Use	_____	_____
- RESPIRATORY PROTECTION	_____	_____
- CLOTHING PROTECTION	_____	_____
- HAND PROTECTION (GLOVES)	_____	_____
WORK OPERATIONS		
- GENERAL HOUSEKEEPING REQUIREMENTS	_____	_____
- GUARDING OF MACHINERY AND EQUIPMENT	_____	_____
- GUARDRAIL AND COVERINGS FOR FALL PROTECTION	_____	_____

- SAFE SCAFFOLD ERECTION, USE & DISMANTLING _____ _____
- SAFE LADDER SETUP AND USE _____ _____
- SAFE MATERIAL HANDLING TECHNIQUES _____ _____
- HOISTING & RIGGING & SIGNALING SAFETY _____ _____
- WORK PLATFORM REQUIREMENTS AND USE _____ _____
- SAFE FORK LIFT OPERATIONS _____ _____
- BITUMEN AND TANKERS SETUP AND USE _____ _____
- CLEARANCES TO ELECTRICAL INSTALLATIONS _____ _____
- POWER ELEVATING PLATFORM USE - if required _____ _____
- ELECTRICAL EQUIPMENT GROUNDING (GFI) _____ _____
- PUBLIC PROTECTION CONSIDERATIONS _____ _____
- COMPRESSED GAS CYLINDERS SAFETY _____ _____
- SEVERE WEATHER HAZARDS ON THE JOB _____ _____
- ROOF TOP DRIVEN EQUIPMENT PROCEDURES _____ _____
- SAFE WORK WITH SOLVENTS AND ADHESIVES _____ _____
- WELDING AND TORCH CUTTING GUIDELINES _____ _____
- VERIFICATION OF REQUIRED SAFETY TRAINING _____ _____
- HOT WORK PROCEDURES _____ _____
- LOCK-OUT & TAGGING REQUIREMENTS _____ _____
- SAFE STORAGE OF MATERIALS – combustible and flammables _____ _____
- FIRE PREVENTION MEASURES _____ _____
- CARBON MONOXIDE POISONING AND PREVENTION _____ _____
- HEAT STRESS HAZARDS, PREVENTION AND TREATMENT _____ _____
- COLD STRESS HAZARDS, PREVENTION AND TREATMENT _____ _____
- ASBESTOS REMOVAL PROCEDURES _____ _____
- WORKING ALONE PROCEDURES AND LIMITATIONS _____ _____

I _____ HAVE RECIEVED MY COPY OF Pollard Enterprises Ltd. *SAFETY POLICY BOOKLET* IN A LANGUAGE I UNDERSTAND, AND RECOGNIZE THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES AND PROCEDURES SET OUT IN THIS POLICY AND THE ONTARIO HEALTH AND SAFETY ACT AND IT'S REGULATIONS. I ACKNOWLEDGE THAT ANY VIOLATION TO THIS POLICY COULD BE CAUSE FOR DISCIPLINARY ACTION OR EVEN TERMINATION OF MY EMPLOYMENT.

PRINT: _____ PRINT:

_____
EMPLOYEE

EMPLOYER REPRESENTATIVE

SIGNATURE: _____ SIGNATURE:

_____
EMPLOYEE

EMPLOYER REPRESENTATIVE

Worker Orientation Checklist

Employee	**Supervisor**

Jobsite/Project

	Employee initial	**Supervisor initial**
1. Explanation of project and of employee duties		
2. Provide copy of company safety policy and program		
3. Requirements for personal protective equipment		
4. Accident reporting procedures		
5. Location of: • First aid • Fire extinguishers • Telephones • Emergency numbers		
6. Emergency procedures details		
7. Location and details of specific project hazards		
8. Review of JHA's (Project Specific)		
9. Location of parking, lunch area, and toilets		
10. Project telephone number and absentee reporting procedure		
11. Name of health and safety representative and/ or joint health and safety committee members		
12. Location of any hazardous substances and their SDSs, and confirmation of WHMIS 2015 training		

Supervisor's Signatures:		**Date**

Lista de Verificação da Orientação do Trabalhador

Empregado	**Supervisor**
Jobsite/Projeto	

	Inicial do Funcionário	**Supervisor Inicial**
1. Explicação do projeto e dos empregos		
2. Fornecer cópia da política e programa de segurança da empresa		
3. Requisitos para equipamento de proteção pessoal		
4. Procedimentos de notificação de acidentes		
5. Localização de: • Primeiros socorros • Extintores de incêndio • Telefones • Números de emergência		
6. Detalhes dos procedimentos de emergência		
7. Localização e detalhes de perigos específicos do projeto		
8. Revisão do JHA's (Projeto Específico)		
9. Localização do estacionamento, área de almoço e sanitários		
10. Número de telefone do projeto e procedimento de relatório de ausência		
11. Nome do representante de saúde e segurança e/ou membros comuns do comitê de saúde e segurança		
12. Localização de quaisquer substâncias perigosas e suas SDSs e confirmação do treinamento do WHMIS 2015		

Assinaturas do Supervisor:		**Data:**

Training Records

Training will be administered and managed by the Health & Safety Manager. It is the responsibility of the Health & Safety Manager to evaluate the level of learning of each of the roofers they train.

Where are the Records Kept

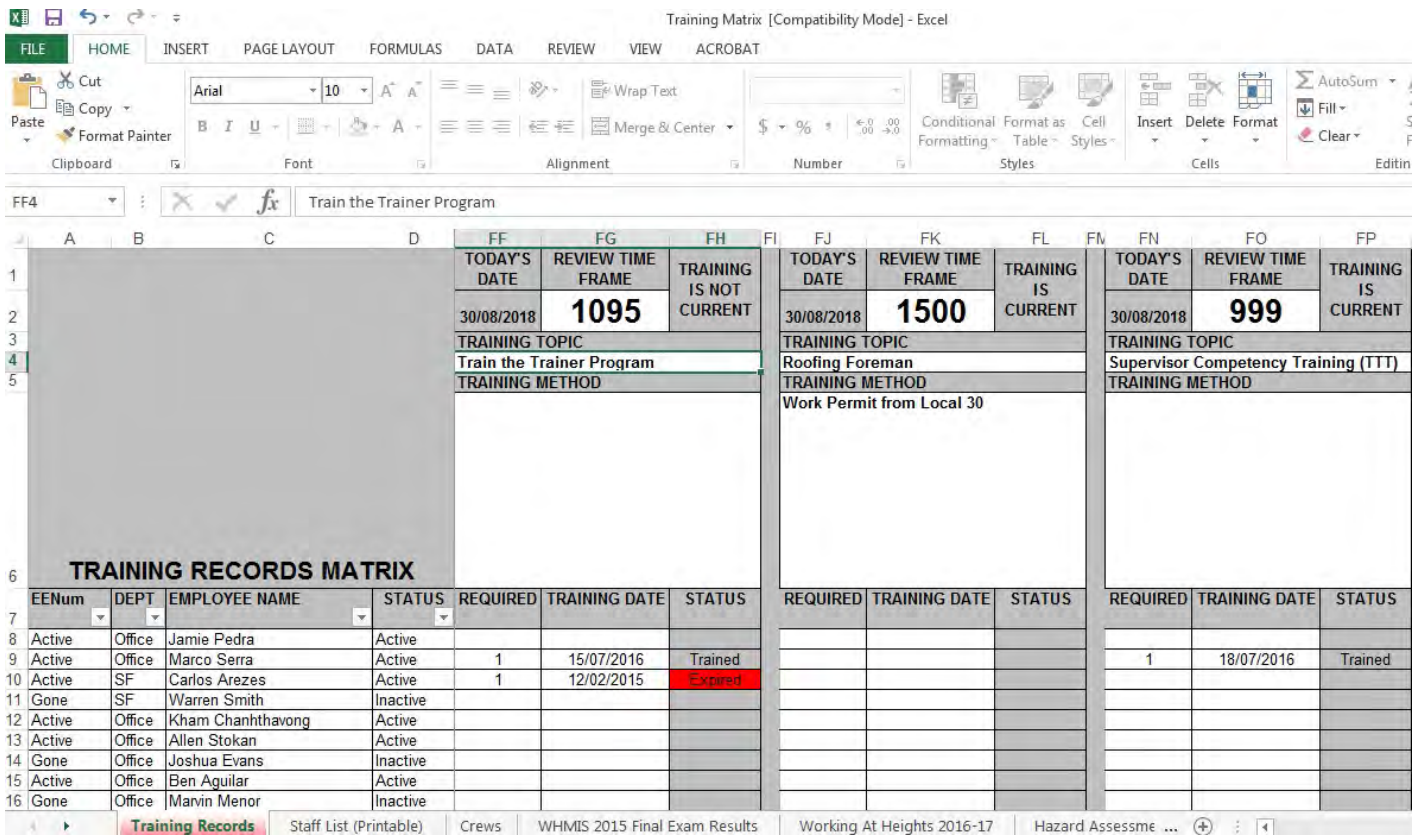
There are currently 2 locations to find our workers Records of training;

-On our internal Server (The Shared S:/ Drive) in the Health & Safety folder in an Excel File called "Training Matrix"
-Paper copies held in a binder in the office of the Health & Safety Manager

Within the Training Matrix (Screen Shot below) is a breakdown of what type of training is required (specifically listing which training type), a full and complete staff list including Current and former staff members, a special section beside each staff members name noting if they are active or inactive, the type of staff (Roofer, Shop, Office, Metal Worker, Service or Driver), and the date the training was completed.

If the date appears in red and the word "Expired" is visible, then this denotes that the training is no longer valid based upon the expiration date of each training program (listed at the top in terms of how many days it is valid for).

The number of days each of these courses are valid for is based on what we are told by either a Ministry of Labour approved trainer or what the course itself dictates to the trainee when it is being completed.



Training Programs Summary - Timeline

The following is s time line of when each required training is mandated to be completed as per MOL guidelines and as per our own Pollard Enterprises Ltd. standards for all of our workers.

Foreman: WHMIS 2015 (Yearly), Working at Heights (Every 3 years by MOL Approved Trainer), Worker Awareness in 4 Steps (Online course, yearly), Supervisor Awareness in 5 Steps (Online Course, yearly), Propane in Roofing (For Roofing Foreman & by an MOL and/or TSSA approved Trainer, every 3 years),

Roofers: WHMIS 2015 (Yearly), Working at Heights (Every 3 years by MOL Approved Trainer), Worker Awareness in 4 Steps (Online course, yearly), Propane in Roofing (By an MOL and/or TSSA approved Trainer, every 3 years),

Metal Installers: WHMIS 2015 (Yearly), Working at Heights (Every 3 years by MOL Approved Trainer), Worker Awareness in 4 Steps (Online course, yearly)

Shop Workers: WHMIS 2015 (Yearly), Worker Awareness in 4 Steps (Online course), Forklift Training (By MOL Approved Trainer, every 5 years)

Drivers: WHMIS 2015 (Yearly), Worker Awareness in 4 Steps (Online course, yearly), Transportation of Dangerous Goods Training (Online course, yearly)

Office Staff: WHMIS 2015 (Yearly), Worker Awareness in 4 Steps (Online course, yearly)

Estimators: WHMIS 2015 (Yearly), Working at Heights (Every 3 years by MOL Approved Trainer), Worker Awareness in 4 Steps (Online course, yearly)

Health & Safety Manager: WHMIS 2015 (Yearly), WHMIS 2015 Train the Trainer, Working at Heights (Every 3 years by MOL Approved Trainer), Worker Awareness in 4 Steps (Online course, yearly), Supervisor Awareness in 5 Steps (Online course, yearly),

pollard Enterprises Ltd.
COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS
1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A.

Propane & Kettle Policy, Use & Emergency Procedures :

Not all of our projects use Propane powered Asphalt Kettles and torches. Some use one or the other or neither. The bulk of our projects, however, DO involve the use of propane in one form or another and thus requires the following policy on how to use, store and work with Propane and asphalt kettles and Torches.

First and foremost, Propane Kettle and Torch users are to be fully trained by TSSA Trained and sanctioned professionals on the use, care, maintenance and storage of propane. There are 2 courses that cover this area: Propane in Roofing & Propane in Construction.

No one will be allowed to use or man any propane powered tools or an asphalt kettle without having completed the proper propane training and being certified to do so.

Once trained, it will be imperative that each worker who is designated to man the kettle during a project has all the appropriate PPE required including;

-Eye/Face Protection: Safety Glasses and face shield attached to hard hat
-Skin Protection: Protection of ALL possible exposed skin using long sleeves & thick pants
-Safety Gloves: Insulated gloves suitable for low temperatures (length may vary)
-Protective apron (if necessary) and pants worn outside boots or over shoes.

Once all PPE are in place, the worker would then be expected to follow all required steps necessary regarding how to properly use an asphalt kettle or a propane torch during their regular duties as required.

Please refer to Risk Assessment Section regarding dangers of using Asphalt Kettles and Propane powered torches.

Kettle & Propane Torch Fires Emergency Procedures

Purpose

To ensure the safety of our worker if/when there is a fire at, around, near or caused by the use of Propane powered Kettles & Torches. This procedure is also created in order to prevent personal injuries and/or damage to property.

Description

These procedures are to address potential Asphalt Kettle & Torch Fires - When a fire occurs:

Safety Equipment Required

- CSA Approved Hard Hat, CSA Approved Footwear, CSA Approved Eye Protection (Safety glasses & Face Shield)
- Skin Protection: Long sleeved shirt & thick pants, Apron (if needed), Safety Gloves: Insulated gloves suitable for low temperatures (length may vary)

Procedure - Kettle Fires

1. STAY CALM, CLOSE THE LID, TURN OFF THE FUEL SUPPLY AT THE CYLINDER OR ASME TANK VALVE - and call for help!
2. The best way to put out the fire is to close the Kettle Lid. The Kettle Lid is to be checked daily to ensure that it closes tightly.
3. If the fire spreads to the outside walls of the kettle, use a dry chemical fire extinguisher to put out the fire. There should be 2 of them within 5 feet of the kettle at all times
4. Once the Propane supply is shut off and the lid shut, move propane supply out of the area.

TO MINIMIZE THE RISK OF A KETTLE FIRE:

1. Kettle men should always be aware of the properties of tar products in use, such as the flash point temperatures.
2. Kettle men should always use a temperature probe with a rod long enough to check temperatures down at the flues.
3. Keep the kettle clean of all coke residues by skimming the kettle once a day.
4. Do not allow material to build up inside of the kettle.

Procedure - Torch Fires

1. STAY CALM, TURN OFF THE FUEL SUPPLY AT THE CYLINDER OR ASME TANK VALVE - and call for help!
2. Torch fires are mostly right on the roof itself (adhesive or one of the layers of roof being installed catching fire). It is mandatory to have within reach at all times when using a propane torch a dry chemical fire extinguisher to put out fires as they flare up.
3. Once the fire is out, speak with the Foreman to discuss the matter.
4. An incident report is required to be filled out in order to understand what caused the fire and why it happened.
5. As a precaution, it is best to move all propane tanks out of the immediate area until at least 20 minutes after the fire is fully out.
6. Place any and all debris caused by the fire into a safe area (away from other flammable materials to avoid further flare ups).
7. Have the used fire extinguisher moved to the truck so that the Foreman can have it replaced immediately.

Training Confirmation:

By signing this form, you are acknowledging that you have read and understand the proper procedures and requirements of you should you use a Propane Powered Asphalt Kettle or Torch during your duties as a roofer for Pollard Enterprises Ltd.

Pollard Enterprises Ltd. will ensure that only those properly trained to use these tools will be entrusted with them.

Failure to follow these steps will result in Corrective Action being taken and could lead to potential dismissal.

Employee Name: _____ Employee Signature: _____

Employee Position: _____ Date: _____

Supervisor's Name _____

Driver's Abstract Requirement Policy:

Given the size of our fleet of vehicles, effective January 1st, 2019 it is the policy of Pollard Enterprises Ltd. to have all of our drivers who use our vehicles submit to the company a copy of their 3 year Uncertified Driver's Abstract once every 12 to 18 months or as requested.

This will be a requirement for any and all drivers who are employed either Full or Part time for Pollard and they include truck and delivery drivers, Office Staff, Shop Staff, Service Staff, All Foreman and any Roofers who may need to use or use a company car, van or truck.

As this is a new policy which will take effect as of January 1st, 2019, each driver will have 60 days to supply a copy of their abstract to the Pollard Offices. If need be, Pollard office staff can aid in obtaining this information via the Ontario Services website.

Further to this policy, any and all costs associated with obtaining this abstract will be the responsibility of the worker/staff member entirely.

Driver Loading & Unloading Policy & Procedures :

Purpose:

To ensure the Health & Safety of our Drivers, to ensure that our materials arrive in one piece and in good working order and to protect the truck/vehicle from unnecessary and avoidable damage.

Description:

Pollard Enterprises currently has a fleet of over 35 vehicles, the bulk of those being able to transport /deliver materials either fabricated by our own forces or that will be used by our staff in the installation of roofing/siding at a project we are working on.

Policy:

This policy is designed to protect our staff, our materials and our vehicles from injury and damages in that it creates a general safe method to protect all of these at the same time.

Procedures - Loading, Transporting & Unloading:

1. Driver positions vehicle in;
    - i) Loading Bay
    - ii) Parking Lot
    - iii) Garage
    - iv) Parked safely on Street
    - v) Other Safe Loading Area
2. Driver ensures that there is enough space in/on vehicle for expected load (Clears away debris into proper waste bins if need be).
3. Driver and/or other Pollard staff member/warehouse worker positions load to be delivered safely in/on vehicle and it is strapped in tightly ensuring that it will not move or obstruct view of the road of the Driver while in transit.
4. Driver drives load to destination point.
5. Driver confirms with Pollard worker/other worker where materials are to be unloaded
6. Driver and/or worker unload vehicle. If workers are able to aid Driver, then they should do so. If Driver requires a forklift to remove materials, unless it is absolutely necessary, the receiving party (in particular non-Pollard Staff if a delivery is being made to another company) is to handle off-loading materials.
7. Driver obtains signature from Foreman/worker(s) on site to confirm receipt of materials
8. Before leaving the site and while still in plain view of the receiving Foreman, any and all lose cables, straps and/or returning materials (or other materials intended for other job sites) are to be secured before driver leaves the site.
9. Driver will need to be safely within the vehicle (in plain view of Pollard Foreman/worker or other worker (non-Pollard Staff member) before they are to leave receiving area.
10. Driver follows Steps 4 through 9 for any and all remaining deliveries (both loading and unloading) that are pending before returning to shop.

Note: Driver is NOT to unload their vehicle alone or unless there are other workers present either to accept the delivery or aid in unloading

Location: Pollard Offices
Effective Date: January 1st, 2021
Revision #: 2

Fleet Safety Policy

Pollard Enterprises Ltd recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are a major cause of work-related fatalities. The environment in which these accidents occur involves a number of complex factors, many of which are uncontrollable. The purpose of Pollard's Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances while following the Ontario regulation 213/91 s. 93/94 regarding the safe operation of machinery, tools, vehicles and all other equipment as detailed within that section. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and Pollard.

To further this goal, our Company has developed a Fleet Safety Policy effective . The Program will consist of seven components: Recruitment, Job Requirements, Training, Termination of Employment, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

Recruitment

Pollard focuses its initial efforts on driver selection through a variety of resources and screening as part of the initial application for the position.

The application will require a prospective employee to;

- List past driving experience, employers, and types of vehicles driven
- Notify the company of any past serious driving offences, tickets or citations
- List references.

Driver selection will be made upon completion of a formal interview, background check (if necessary), reference verification and review of the individual's motor vehicle record (MVR). Authorizations will be obtained for any checks and to contact prior employers and personal references.

MVRs may be requested upon completion of a satisfactory interview and periodically thereafter. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR, which prohibits hiring of a prospective employee or leads to possible termination and/or disciplinary actions for an active employee.

Drug/Alcohol Testing

Drug and alcohol testing may be conducted if there is reasonable cause. Any positive results may be grounds for termination.

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention)

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug/Alcohol Testing - Continued

Drug and alcohol testing will be carried out in compliance with any applicable provincial and federal laws and regulations. Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.
For drivers who are discovered to be under the influence of alcohol or drugs:

- First offence (not driving): probationary period based on severity of incident
- First offence (driving): termination
- Second offence (not driving): suspension or termination

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage every employee to seek professional care and counseling prior to any violation of this policy.

Job Requirements

All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks. Depending on the type of vehicle driven, Commercial Drivers Licences may be required.

As part of the recruitment process, prospective employees may be required to complete a road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

- Pre-trip inspection
- General vehicle operation
- Backing and parking
- Turning
- Passing
- Railway crossing

Results of the road test will be shared with prospective and active employees at management's discretion.

Training

New hire training and periodic training for previously hired employees is required. All employees are expected and required to actively participate in identifying training needs as well as program development. Programs will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behaviour modification.

Pollard Enterprises Ltd. will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement.

Three accidents and/or moving violations in a one-calendar-year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

For drivers who fail to follow rules and procedures learned in training, disciplinary action will be taken.

- First offence: written warning/review of procedures
- Second offence: probationary period based on rule or procedure not followed
- Third offence: suspension or termination

Termination of Employment

Pollard Enterprises Ltd. pledges to respect and protect the rights of its employees during the termination process. Employees are encouraged to contact the Canadian Human Rights Commission with specific questions about job termination. When terminating employees, will:

- Provide a termination notice with a notice period; or
- Provide payment in lieu of a termination notice; or
- Provide a combination of an advance termination notice and payment in lieu of notice. For example, if an employer is required to give four weeks of notice, two weeks of advance termination notice and two weeks of payment would be acceptable.

Requesting and Retrieving a Vehicle

This is to be conducted as much in advance as possible, and no later than 10 days before the pick-up date, employees must complete a vehicle request form with reason for vehicle use, locations to be visited, time of pick-up and drop-off, and supervisor's signature.

It must be signed and returned to Marco Serra or Jamie Pedra. Vehicle pick-up and drop-off times should be estimated as accurately as possible to allow for proper accommodation of other employees.

If an employee no longer needs to use a reserved vehicle, the employee should give notice as early as possible to Marco Serra or Jamie Pedra. On the scheduled date and time of pick-up or drop-off, employees should respect the time the vehicle has been reserved and give ample notice should that time change.

Basic Vehicle Operation Guidelines

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seat belts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals
- Always lock the vehicle and apply the parking brake when getting out, even if the vehicle remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24 hour period.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any trash or personal items before returning the vehicle to the yard.

Traffic Violations

Pollard Enterprises Ltd. is not responsible for any traffic violations or parking tickets acquired by violation of local, provincial or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Pollard Enterprises Ltd.

Refuelling Guidelines

Vehicles should be refuelled when the meter reads one-quarter full. Retain receipts proving the purchase of gasoline and record mileage with each gasoline purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refuelling.
- Never smoke, light matches or use lighters while refuelling.
- Do not get into the vehicle during refuelling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving

Pollard Enterprises Ltd. is committed to employee safety, and for this reason firmly prohibits all behaviour that distracts employees while they are operating a company vehicle. General guidelines for behaviour while driving are as follows.

- Use of cellphones while driving is strictly prohibited—this includes all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
- Use of electronic devices, including laptops, PDAs, cameras and pagers while driving is strictly prohibited unless specifically outlined below.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Handset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by for use
- Use of the device does not cause distraction (for example, fiddling with the device or taking eyes off road to get it to function properly)
- Any dialling or use of the handset is done while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the cellphone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

Pollard Enterprises Ltd. understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way
- GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cellphone use. It takes eyes and concentration off the road, which is not permissible under policy. does allow employee use of personal, portable audio devices. However, the company does not want to eliminate the employee's ability to enjoy music while behind the wheel, so employees must follow these guidelines:

MP3 and Other Audio Devices - Continued

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behaviour
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones

Preventative Maintenance

To maintain the safety and integrity of the vehicle, will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

Pre-Trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Placing a Vehicle Out of Service

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the fleet administrator must immediately take the vehicle out of service and fill out the Fleet Hazard Identification Form indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

Vehicle Inventory

Marco Serra will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and license plate number. Marco Serra will also manage and update a log for each vehicle, including its location at any given time and the person who is driving it. The administrator will also take inventory of any minor defects or needed repairs, and schedule needed maintenance work as necessary.

Accident Investigation Procedures

Pollard Enterprises Ltd. realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to obtain the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

All accidents and near misses need to be reported as soon as possible is so that proper care can be taken to ensure the incident does not occur again. Employees' training can be reviewed or new training can be established to prevent these types of incidents in the future.

All vehicles will be supplied with an accident claims kit, a pen and a disposable camera. Drivers are required to document all details of the accident, including traffic flow, speed limits, stop lights/signs, weather conditions and citations issued. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Transportation of dangerous goods and any necessary containment or cleanup will be coordinated by dispatcher, supervisor and/or driver.

If accidents or incidents are not reported within 24 hours, disciplinary action will be taken.

- First offence: written warning/review of procedures
- Second offence: probationary period based on severity of accident or near miss
- Third offence: suspension or termination based on severity of accident or near miss

Company Vehicles for Personal Use

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the company vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work-related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes. Employees are expected to use their discretion.

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the company vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work-related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes. Employees are expected to use their discretion.

Prohibited Behaviour

Use of company vehicles is a privilege. Behaviours that result in suspension or permanent loss of driving privileges include:

- Driving while under the influence of drugs or alcohol
- Negligent homicide
- Operating a vehicle with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- 3 convictions for moving violations and/or accidents (To be reviewed by Management)
- Use of a company vehicle without authorization
- Three or more major traffic violation
- More than two preventable accidents involving personal injury or property damage in any three-year period

Specialty Vehicles

Golf carts and other specialty vehicles (including scooters, mules and quad vehicles) in use on property to move people and materials around the facility require specific precautions.

- Vehicles must travel at an acceptable speed, slowing down in wet or slippery conditions.
- Vehicles must yield to pedestrians.
- Vehicles must keep to designated paths and roadways, staying off major streets. Carts may not block traffic paths where parked.
- Vehicles may not carry more passengers than the cart is designed to accommodate. If the vehicle is equipped with seat belts, they must be used.
- All passengers must keep hands, feet and other body parts inside the vehicle.
- The driver must be aware of surroundings, paying attention to driving signs and warnings, even if they are directed at autos and listening for warnings like emergency vehicle sirens, children playing or other vehicles.
- Adhere to all applicable traffic laws.

Selecting Company Vehicles

Managers charged with selecting company vehicles should keep the following general guidelines in mind:

- Gas mileage of the model must be the best possible for that model
- Vehicles that demonstrate “best in class” status for crash-worthiness are preferable
- Vehicles that receive five stars for both front and side impact test are preferable
- Vehicles with five-star rollover ratings are preferable

Securing Loads:

Pollard Enterprises Ltd. is dedicated to the proper securement and safe transportation of all cargo. If cargo is safely and properly secured, driver safety can be ensured. Basic requirements of cargo securement:

- Cargo should first be checked so that it cannot leak, fall off, fall through or shift in transit.
- After being loaded, cargo should be checked every three hours or every 200 kilometres (whichever comes first) and when the driver changes his duty status.
- The cargo securement systems need to be checked periodically for knots, damaged parts and cracks.
- The cargo securement systems should be able to contain the cargo regardless of the cargo’s shape or size.
- Working load limits on all cargo securement systems should be followed.
- Steel strapping, blocking systems, rub rails, tie downs, edge protectors and timber all need to be inspected so that these devices are being used correctly.

Hours of Service:

A driver must stop driving once he or she has accumulated:

- 13 hours of driving time in a single day
- 14 hours of on-duty time in a single day
- 16 hours elapsed time from the start of the work shift

This means that the driver must take at least 10 hours off in a single day. At least two of these hours must not be consecutive. Here’s an example of a compliant day, starting at 8 am.

- **8 am. – 8:30 am.: loading the truck**
- **8:30 am. – 1 pm.: driving**
- **1 pm. – 2 pm.: lunch (off-duty)**
- **2 pm. – 6 pm.: driving**
- **6 pm. – 7 pm. : dinner (off-duty)**
- **7 pm. – 11:30 pm.: driving**
- **11:30 pm. – 12 am.: unloading the truck**
- **12 am. – 8 am.: sleep (off-duty)**

Pollard Enterprises Ltd - Fleet Safety Policy

Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves a number of complex factors, of which the majority are uncontrollable. The purpose of ’s Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and .

All employees are expected and required to actively participate in this program for their own health and well-being. encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor.

***** Use of seatbelts and other safety devices is mandatory. *****

MVRs will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, **3** violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions. Pollard Enterprises Ltd. conducts drug and alcohol testing after an incident or if use is suspected. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate in identifying training needs as well as program development. Programs will consist of classroom and on-the-road modules. Training will focus on but not limited to defensive driving techniques and behaviour modification. We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. realizes that a proper working vehicle is the first step to ensuring everyone’s safety.

All vehicles will be supplied with an accident claims kit, a pen and a disposable camera. Drivers are required to document all details of any accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

REPORT ALL ACCIDENTS IMMEDIATELY TO THE OFFICE AND YOUR SUPERVISOR.

Personal use of company vehicles is prohibited without prior permission from management.

I have read ’s Fleet Safety Policy and understand its expectations of me as an employee.

_____ _____

Employee’s Signature Date

Pollard Enterprises Ltd. - Fleet Safety Policy

Our Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to:

- Provide a safe working environment.
- Maintain vehicles on a regular schedule.
- Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.
- Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.
- Coordinate shipments as to provide you the proper rest both physically and mentally.
- Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features.

If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly. Together we can create a safe working environment!

_____	_____
President's Signature	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

PROJECT SAFETY BINDERS FOREMAN'S SPEC BINDER & INSPECTIONS POLICY

It is Pollard Enterprises Ltd. policy to have expect that all of our crews perform work in the safest possible way, consistent with good construction practice. To ensure this is occurring, it is the policy of Pollard to have each crew select a Crew Safety Rep. The roofing crews will then be expected to elect a worker rep to the JHSC. This person will then be formally trained to become a Certified JHSC member rep. This JHSC worker member will be expected to conduct one job site safety inspection per work site while the Crew Member Safety Rep will only be responsible for a monthly inspection of his crews own site.

Further to this policy, Each Foreman will conduct weekly project safety inspections. The forms required to complete these inspections will be found in and a part of the Project Safety Binder which will be on hand for every project we are awarded and work on.

In addition we have created a new Foreman's Spec binder in order to ensure that our Foreman are up to date regarding the latest addendum or change orders regarding a specific project.

The health and safety of all members of the construction team, the general public, as well as the protection of associated properties is the responsibility of our supervisory personnel. This policy has been created to ensure the safest possible conditions exist on our projects.

Pollard Enterprises Ltd. reserves the right to remove anyone who causes an unsafe condition to exist, or who refuses or neglects to perform in a manner consistent with the regulatory standards of Ontario's Occupational Health and Safety Act, its regulations and this safety program.

PROJECT SAFETY BINDERS & INSPECTIONS PROCEDURES

To ensure that safe working conditions and practices exist on our projects and that our policies found in the Project Binder are being followed, Health & Safety Spot Audits shall be conducted at random Pollard Enterprises Ltd. work sites throughout the year

Part of this Audit will also include reviewing the Safety Binder to ensure all forms are and have been filled out correctly.

The Audit shall be conducted by Pollard Enterprises Ltd. Health & Safety Manager and they may include reviews of:

a) Pre-start inspection of project's setup. (PSI Book being filled out properly)
b) Review of Tool Box Talk Forms.
c) General Site Safety Inspection/Review.

A classification system for grading the safety inspection findings shall be noted as follows:

"A" = Life threatening (requires immediate attention)
"B" = Potential for personal injury or loss (require immediate attention)
"C" = Hazard Alert (corrective action necessary as soon as possible)

The Audit report shall be completed and signed by the person conducting the inspection and be reviewed/signed by the project Foreman. A copy of the Audit report will be distributed to the Project Foreman (if there are any issues found). The Health & Safety Manager shall keep the original and make a copy for review by the JHSC.

SAFETY REPORT FORMS:

THE FOLLOWING FORMS ARE TO BE USED WHEN REQUIRED (Found in Safety Binder):

- Documentation & Postings Checklist
- Job Hazard Analysis Forms
- Crew Safety talks on tasks
- Roofing Pre-Job Planning Checklist
- Supervisor Weekly Job Site Inspection Checklist
- JHSC Monthly Job Site Inspection Checklist
- Health & Safety Spot Audit Form (Not in Binder)

Along with the classification of hazards, our project binders will also have a copy of the following within its pages;

1) Health and Safety Policy Statement - **(Signed by Upper Management)**
2) Workplace Violence and Harassment Policy & Program - **(Signed by Upper Management)**
3) Workplace Violence and Harassment Survey and Assessment - **(Signed off on by all workers in crew)**
4) Site Specific Health and Safety & Emergency Response Plan - **(Signed off on by all workers in crew)**
5) Work Safe Procedures - **(Signed off on by all workers in crew)**
6) Work Safe Practices - **(Signed off on by all workers in crew)**
7) Health and Safety Roles and Responsibilities - **(Signed off on by all workers in crew)**
8) Worker Site Orientation Checklist - **(Form initialed by all crew)**
9) Job Hazard Assessment and Control Procedure - **(Signed off on by all workers in crew)**
10) Job Hazard Assessment Forms
11) Safety Board Required Postings
12) First Aid Requirements
13) Fire Safety- Fire Extinguishers required
14) Training Certificates for Workers - **(Copies of all Crew Training Cards)**
15) Workplace Inspections Policy
16) Weekly Job Inspection Form and Checklist
    a) Monthly PPE Schedule Checklist - **(Verified by Foreman and signed off on by all crew)**
17) Accident Form & Incident Form, Supervisor Weekly & JHSC Monthly Job Site Inspection Checklists
18) Trade Contractor's Health and Safety Agreement
19) Subcontractor's review and conformance form
20) Safety Talk Forms
21) SDS / WHMIS 2015 - **Jobsite specific - To be provided by Health & Safety Manager/Project Manager**
22) Safety Plan
23) Fire Drill/ Evacuation & Rescue Procedures
24) Attendance Forms (optional)
25) Notice of Project
26) Form 1000: Registration Of Constructors Ministry Of Labour Required Form
27) WSIB Poster 82-"In Case of Injury Poster"
28) Employment Standards Act Poster- "What you need to know"
29) Ministry of Labour Poster- "Safe at Work"
30) Safety Fines
31) Vehicle Safety Policy & Inspection Forms

Please Note:

Below is a sample of the Table of Contents page for our Site Specific Health & Safety Project Binders. This page indicates all the required elements covered off in each of our project binders and lists them for easy to find access.

Further, All Foreman are required to have a copy of the Ontario Health & Safety Act and Regulations (The "Green Book") with them on site (either within their large toolbox or their work truck)

Sample

Site Specific Project Details Binder

Project: **XXX ABC Drive, Hamilton, Ontario**

Date: **June 2nd, 2022**

Staff Numbers/Procedures

In the event of an emergency the following people should be contacted:

Jamie Pedra	**416-990-0333**	**Email: jamiepedra@pollardroofing.ca**
Aurelio Mota, General Superintendent	**416-723-2937**	**Email: amota@pollardroofing.ca**
James Carreiro, Re-Roofing Manager	**647-278-8397**	**Email: jcarreiro@pollardroofing.ca**
Tony Fernandes, Site Foreman	**416-909-2095**	**Email: tfernandes@pollardroofing.ca**
Marco Serra, Health & Safety Manager	**416-909-2441**	**Email: marcoserra@pollardroofing.ca**
Brian Brill, Tri-Tech Pinnacle	**905-503-1300**	**Email: bbrill@ttpg.ca**
Michael Iampietro, HWDSB	**905-527-5092 Ext. 2939**	**Email: miampiet@hwdsb.ca**

On-Site Personnel - At this site, the following have charge of the project.

Aurelio Mota, General Superintendent	**416-990-6425**	**Email: amota@pollardroofing.ca**
Tony Fernandes, Site Foreman	**416-909-2095**	**Email: tfernandes@pollardroofing.ca**
Michael Iampietro, HWDSB	**905-527-5092 Ext. 2939**	**Email: amazereeuw@redeemer.ca**

Project Start Date: June 6th, 2022

Table of Contents

Office Health & Safety Evaluation Form

Inspection Area: _____ Month: _____
Date of inspection:_____

TYPE OF HAZARD	DETAILS OF HAZARD	LOCATION HAZARD	RATING (A,B,C)[1]	REPEAT ITEM [Y / N]	ASSIGNED TO	DATE ASSIGNED	RECOMMENDED ACTION	DETAILS OF ACTION TAKEN/ NOT	COMPLETION DATE
Chemical									
Physical									
Biological									
Stress									
Work Process/ Design									
Safety Hazard									

Inspection conducted by (Name & Signature required): _____
Senior Management Signature:

Copies to: 1) Senior Management 2) JHSC Co-chairs 3) Health and Safety Bulletin Board

[1] A = high risk B = medium risk C = low risk (see element 4.1 for more details)

pollard Enterprises Ltd.

HEALTH AND SAFETY INCIDENT REPORT FORM

Project:	Date:
GC:	

Hazard To Address:	Foreman:

List of Issues/Concerns:

Specific Health and Safety Concerns:

Health and Safety Concerns Reported To Management:

Date of the Health and Safety Concerns to be corrected:

Prepared By: _____

Title: _____

Investigating and Reporting Policy

Accident/incident reporting of all injuries and illnesses, cutting incidents, property and equipment damages and losses, shall be reported promptly and accurately to the site supervisor to ensure timely investigation and administration.

Reporting of near-misses where the potential exists to cause serious injuries or fatalities and/or damage to equipment, property or the environment will provide management with valuable information, which will permit management to initiate corrective actions before a worker is hurt or loss of production occurs.

The accidents/incidents that must be reported and investigated immediately include:

- Critical Injury/Industrial Fatalities
- Lost Time Accidents
- Fires and Explosions
- Property and Equipment Damage
- Near-Misses (that have the potential to be a serious incident)
- Contractor Accidents
- Chemical Spills/Environmental Releases
- Occupational Illness

All minor accidents will be documented using the First Aid Log Form. All accidents/incidents above will be investigated using an accident/incident Investigation Form", and WSIB Form 7 when worker obtains health care, requires modified duties at less than regular pay, requires modified duties at regular pay for more than seven calendar days after the date of accident and earns less than regular pay at regular work, which shall be completed within 3 calendar days.

For the purpose of the Act and the Regulations, "Critically Injured" means an injury of a serious nature that

1. Places life in jeopardy;
2. Produces unconsciousness;
3. Results in substantial loss of blood;
4. Involves the fracture of a leg or arm but not a finger or toe;
5. Involves the amputation of a leg, arm, hand or foot but not a finger or a toe;
6. Consists of burns to a major portion of the body; or
7. Causes the loss of sight in an eye.

If a Critical Injury occurs on site, the scene must be left in a preserved fashion for the Ministry of Labour Officer who shall be notified immediately. All accidents/incidents (i.e. Health Care, first aid, near miss & etc.) will be reviewed at the Joint Health & Safety Committee Meetings.

Management Responsibility

- Being the lead investigator in accident investigations.
- Immediately investigating any accident or incident that occurs under their supervision and including a worker representative from the JHSC in all investigations.
- Follow site emergency procedures/plans.
- Evaluating the severity of the incident.
- Providing a verbal report of the accident to upper management.
- Completing the appropriate Accident Investigation Report forms.
- Participating as a member of the investigation committee, if one is required.
- Perform on-site assessment.
- Reporting all investigations to the JHSC.

Management Responsibility

- Report to Ministry of Labour (MOL) all critical incidents and fatalities.
- Investigation to be completed within three days of the accident date, including interview with witnesses.

Joint Health & Safety Committee (JHSC)

- Regularly reviewing the appropriate Accident Investigation Report forms at JHSC meetings and specifically ensuring that reports regarding health care, first aid and near miss accidents/incidents are reviewed at least quarterly to determine any further investigation needs.
- Providing a member to the investigation committee (any worker representative) and ensuring that a worker representative participates in the investigations alongside with the supervisors.
- Participating in investigations for critical injuries and fatalities.

The injured worker(s) shall be interviewed individually by the corresponding supervisor and a JHSC worker member as soon as possible after the accident, preferably within 24 hours of the accident. The location of the interview shall be at supervisor office and/or accident location. This interview shall be concerning the injured worker's (eyewitnesses) observations about the accident and shall take place in a private location removed from the accident scene and other employees (People involved}. The interview will be recorded (written and/or taped) for documentation purposes and given to the Health &Safety Individual.

The witnesses of the accident/incident shall be interviewed as soon as possible. This interview shall be recorded (written and/or taped) for documentation purposes and given to the Health & Safety Individual.

The witness(es) shall be interviewed individually by the corresponding supervisor and a JHSC worker member as soon as possible after the accident or incident, preferably within 24 hours of the accident/incident. This interview shall be concerning the witness(es) descriptions and observations regarding the accident/incident and shall take place in a private location removed from the accident/incident scene and other employees. The interview will be recorded (written and/or taped) for documentation purposes and given to the Health & Safety Individual.

On-site Assessment of the Scene

The On-site Assessment shall include:

- Witnesses statements
- Inspection of site/ equipment.
- Photograph/diagram of the accident scene
- Map/diagram of scene.
- Collection data of sizes, distances and weights of appropriate items of the investigation.

Collection of the above information shall be conducted by the site supervisor and either the Health and Safety Consultant or the Health & Safety Representative.

Identifying Contributing Factors

Contributing Factors an action and/or a condition that occurred or existed at the time of injury or incident (i.e. people, equipment, material, environment, process and etc.)

Training

Proper investigation and follow-up of accidents is important and requires training to learn the basic skills. Company management is responsible for training personnel (supervisors, accident investigation team members, etc.) in accident investigation technique.

Investigation Report Form

As soon as the incident occurs, it will be documented on the Accident /Incident Investigation Report Form.

Complete the following boxes:

1. Incident Date
2. Time (The time that the incident occurred.)
3. Investigation Date
4. Incident Location/Facility
5. Department (Location of Incident)
6. Name of Injured Person
7. Age
8. Sex
9. Department (Where the employee works)
10. Occupation
11. Work Cycle
12. Years of Service
13. Years in Job
14. Witnesses Names

Refer to the Incident Report:

1. Part of Body Affected
2. Nature of injury /illness (use section on Type of Causes from page 2)
3. Immediate Causes (Use Coding of Causes from page 2 on Practice and Conditions) Consider People, Equipment, Materials, Environment, and Process (PEMEP) when determining all the contributing factors to the accident/incident.

Consider PEMEP when determining all the contributing factors to the seriousness of Incident (Refer to Incident Severity Categories from page 1)

Ministry of Labour Reportable Incident/Accidents

The following reporting requirements are only a summary of reporting requirements from the Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects (Reg. 213/91). For a complete listing of the reporting requirements refer to the OHSA section 51,52 & 53 & Reg. 213/91 R8-R12.

Section 51

Section 51 of the Occupational Health and Safety Act requires the Constructor and the Employer report "Critical Injuries" immediately to the Ministry of Labour.

"CRITICAL INJURY" (Regulation 834)

For the purposes of the Act and Regulations, "critical Injury" means an injury of a serious nature that;

a) places life in jeopardy
b) produces unconsciousness
c) results in substantial loss of blood
d) involves the fracture of a leg or arm but not a finger or toe;
e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
f) consists of burns to major portion of the body, or
g) causes loss of sight in an eye

ACCIDENT/INCIDENT REPORTING MATRIX AS REQUIRED BY THE OHSA (REFER TO OHSA FOR COMPLETE DETAILS)		
SECTION 51 REPORT	**SECTION 52 REPORT**	**SECTION 53 REPORT**
Fatality or Critical Injury • Places life in jeopardy • Produces unconsciousness • Results in substantial loss of Blood • Involves the fracture of an arm or leg, but not a finger or toe • Involves the amputation of an arm, leg, hand or foot but not a finger or toe • Consists of burns to a major portion of the body • Causes loss of sight in an eye • Results in fatality	**Medical Aid** • Any incident that results in a worker obtaining professional medical aid (ambulance, hospital, physician etc.) as a result of a work related injury, illness or Workplace violence. • Any incident that results in a worker losing time from work as a result of a work-related accident, illness or workplace violence.	**Accident without Injury** • Fire or explosion • Flood • Structural collapse • Equipment failure resulting in damages • Worker falling in fall arrest system
Report done by: Employer	Report done by: Employer	Report done by: Constructor
Timeline for Report Submittal to MOL and/or JHSC/Rep as Required		
2 days	4 days	2 days
ALWAYS REFER TO THE APPROPRIATE REGULATIONS AS PRESCRIBED FOR SPECIFIC CONTENT REQUIRED TO BE INCLUDED IN THE REPORT.		

Section 52

Section 52 of the Occupational Health and Safety Act requires the employer provide notice of accident, explosion fire, or incident of workplace violence which does not result in a death or critical injury to the worker, however, disables the worker from performing regular duties or requires medical attention. Employer shall within four days of the occurrence, give written notice of the occurrence, give written notice of the occurrence containing the prescribed information to the Joint Health & Safety Committee or Health & Safety Rep as applicable and trade union if any. The MOL if required by an MOL Inspector (order)

This also includes the onset of an Occupational Illness, when advised by or on behalf of a worker that a worker has an occupational illness written notice within 4 days of being given notice to the MOL, the Joint Health & Safety Committee or Health & Safety Rep as applicable and trade union if any.

Section 53

Section 53 of the Occupational Health and Safety Act requires that the Constructor provides notice in writing in the event of an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine device article or thing, cave-in, subsidence or other incident as prescribed. The constructor shall give notice in writing with the prescribed information and particulars, within 2 days after the occurrence to the Joint Health & Safety Committee or Health & Safety Rep as applicable and trade union if any.

Section 53 - Continued

The MOL if required by an MOL Inspector (order).

Prescribed reportable incidents under section 11 reg. 213/91 R-11-R-12;

a) A worker falling a vertical distance of three meters or more
b) A worker who falls and whose fall is arrested by a fall arrest system
c) A worker becoming unconscious for any reason
d) Accidental contact by a worker or by a workers' tool or equipment with a live electrical conductor or live electrical equipment
e) Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts
f) A worker falling a vertical distance of three meters or more
g) A worker who falls and whose fall is arrested by a fall arrest system
h) A worker becoming unconscious for any reason
i) Accidental contact by a worker or by a workers' tool or equipment with a live electrical conductor or live electrical equipment
j) Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts

For instances where we are not the Contractor at a project site, incidents should be reported to Contractor as soon as possible in order for them to meet their legislated requirements.

For a more concise listing refer to the most current edition of Occupational Health and Safety Act and Regulations for Construction Projects (O.Reg.213/91)

ACCIDENT/INCIDENT NOTICE

All incidents causing injury, however minor, must be reported to a manager and to a Joint Health and Safety Committee (JHSC) member.

Upon receiving the completed investigation report or a major reporting and depending on the severity of the incident, the Accident/Incident Investigation Form shall be discussed at the Joint Health & Safety Committee Meeting. The Accident/Incident Form will be reviewed by all employees at the meeting. The JHSC minutes will be used to notify all company employees of the accident, the outcome of the accident, the status of the employee and the corrective actions taken by the company.

Other methods of notifying company personnel concerning accidents and incidents will be during toolbox talks performed by Health and Safety individual.

Internal Notification

JHSC Rep
Appropriate Management

External Notification

Critical and fatal injuries (Ministry of Labour),
Incidents requiring medical attention Dangerous goods (Ministry of the Environment)
Fire/explosion (Ministry of Labour)
Chemical releases (Ministry of Environment)
Workplace Safety and Insurance Board

OUR ACCIDENT INVESTIGATION PROGRAM & PROCEDURES:

DEFINITIONS:

First Aid: lndudes any one time treatment and follow-up visit for the purpose of observation of minor scratches, ruts, burns, etc.

Medical Aid: Any treatment that requires a physician or a medical practitioner's attention.

Lost Time: Is any occupational injury or illness which results in the employee being unable to work their next regular shift due to any on-site work related injury or illness.

Critical Injury: Any injury that

A Places life in jeopardy
B. Produces an explosion
C. Substantial loss of blood
D. Fracture of leg, arm, hand or foot (not a finger or toe)
E Involves amputation
F. Bums to a major portion of the body
G. Causes loss of sight

Note: any time an injured worker is taken by outside emergency services, it is to be assumed that a critical injury has occurred.

It is an expectation and requirement that any incident or any injury resulting from an accident be promptly reported to the General Superintendent by the crew supervisor and investigated forthwith. For injuries or incidents caused by or involving subcontractors on our projects, an investigation report containing all pertinent information and measures to prevent a recurrence shall be forwarded to the General Superintendent within TWENTY FOUR HOURS. The General Super-intendent, in collaboration with the crew supervisor and our professional health and safety consultant is responsible for evaluating the cause of all accidents/incidents and the possible effect on other workers doing similar tasks, so preventative measures can be implemented to prevent a recurrence.

The first obligation is to the injured worker to ensure that assistance and proper first aid attention is provided without hesitation. If the accident is of a critical nature the crew supervisor should secure the area including any tools and equipment involved and calls for an ambulance. The crew supervisor should ensure the accident scene is left undisturbed and the various contacts made as per our reporting procedures.

It is the responsibility of the project superintendent and the crew health and safety representative to ensure preventative measures are taken to prevent a recurrence. The General Superintendent shall ensure recommendations generated from our incident and accident investigations, are carried through and applied as required.

CONDUCTING THE INVESTIGATION

Once the crew foreman has dealt with the immediate matters regarding the treatment and transportation of the injured worker, he shall contact the head office of Pollard Enterprises Ltd. and report as per the procedures outlined abqve. The crew foreman shall participate in the <u>following investigation duties:</u>

- After securing the accident scene the crew foreman should pictorially document the accident scene through the use of a camera.
- The crew foreman shall interview any workers involved and any witnesses to the accident in the accompaniment of the crew labour safety representative.
- Written witness statements shall be taken and an assessment of the accident scene shall be conducted by the crew foreman to determine the primary and secondary causes (contributing factors).
- The information collected shall be recorded on our standard supervisor's accident investigation form and the report forwarded to management as soon as possible.
- The crew foreman shall provide recommendations on the measures to be taken to prevent a recurrence.
- Once management, together with any authority involvement concludes on the remedial action to be taken, management shall ensure such remedial action is implemented. Management will also ensure the facts of the accident are communicated to the general workforce for the purpose of education and worker safety awareness.

pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

INCIDENT INVESTIGATION REPORT

Employer: _____ *Project #:* _____

Address: _____

Constructor: _____

Address: _____

Date & Time of Incident: _____ *Incident Location:* _____

Name of person in authority at location:_____

Name of Foreman: _____

Name of Supervisor on site to whom incident was reported:_____

Date and time incident reported: _____

Conditions at location: (e.g. weather, housekeeping, lighting.)

_____

USE THIS AREA TO SKETCH LAYOUT OF INCIDENT SCENE

DESCRIBE THE INCIDENT: *WHAT HAPPENED! Detail all equipment, objects, condition of tools, events, and circumstances that led to the incident. Indicate property damage, size and weight of equipment or material involved, person in most control of object, equipment, or substance. Indicate position of witnesses. Obtain measurements and measure distances.*

_____

_____

_____

_____

_____

_____

_____

pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Was anyone else directly involved in the incident (third parties) ___. If so, detail actions, give addresses and phone numbers. IMPORTANT! - REMEMBER TO GET THEIR WRITTEN ACCOUNT (STATEMENT) OF THE INCIDENT!

Names, addresses and phone numbers of witnesses or workers in the area at time of incident.
(Attach written statements to this report.)

1._____

2._____

3._____

Is there any further information that you are aware of, which would assist in the investigation of this incident? Please include written statements of witnesses, co-workers, foreman, etc., and ensure that accompanying statements are signed, and dated.

_____

_____

_____

_____

_____

_____

Date and time reported to Ministry of Labour (If required)_____

Name of M.O.L. Representative who took the call: _____

Decribe primary root cause and contributing factors:

_____

_____

_____

_____

_____

What protective measures have been taken to prevent a recurrence?:

_____

_____

_____

_____

_____

_____

_____ _____

SUPERINTENDENT'S SIGNATURE FOREMAN'S SIGNATURE

_____

DATE

_____ _____

EMPLOYEE'S SIGNATURE Health & Safety Manager

pollard Enterprises Ltd.

Supervisors Accident Investigation Report - Injured Worker

Employer: _____ Employee #: _____ Project #: _____

Address: _____ Name of Injured Worker: _____

Constructor/GC : _____ Address of Injured: _____

Address: _____

Date of Accident: _____ Time of Accident: _____ Accident Location: _____

Birthdate: _____ SIN # of Injured: _____ Phone # of Injured: _____

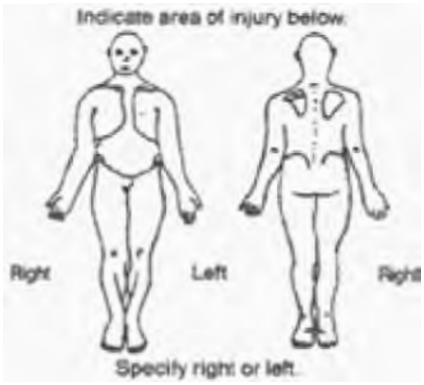
Supervisor on Site: _____ 1st Person Notified of Accident on Site: _____

Date & Time Accident Reported: _____ Office Notified? Yes No Time: _____

Site Conditions: (Weather, Housekeeping, Lighting) _____

_____

Circle Areas Worker Injured Below:



Sketch Workplace Area Below - Mark Location of Accident

Describe the Accident: Detail all equipment, objects, condition of tools, events, and circumstances that led to the accident. Indicate property damage, size and weight of equipment or material involved, person in most control of object, equipment or substance at the time. Indicate position of witnesses. Obtain measurements and measure distances.

_____

_____

_____

_____

_____

_____

_____

pollard Enterprises Ltd.

Supervisors Accident Investigation Report - Injured Worker

Nature of the Injury: (Describe injuries - Ex. Cuts, lacerations, bruises, pained areas, blood loss, etc.)

_____

_____

_____

_____

_____

Lost Time Injury Information Only:

How long Will Worker Be Off Work For: _____ Date & Hour Last Worked: _____

Normal Working Hours in Week: (Include OT if regular work includes standard OT Hours) _____

Start & Finish Time of Shift: _____ Was Anyone Else Directly Involved in the Accident (Third Parties) _____

If so, detail actions, give addresses & phone numbers.

Names, Addresses & Phone Numbers of Witnesses or Workers in the area at the time of the Accident:

1.
2.
3.

Was a treatment memorandum issued to the injured worker? _____ Did the worker sign it? Yes No

Name, Address, & Phone Number of attending Physician, Surgeon or Clinic: (Is this the Family Doctor?)

_____

_____

Did you accompany injured worker to Medical Treatment? _____ Name of Escort: _____ Approved to return to work? _____

Any other vital details not listed before: _____

_____

_____

_____

Date & Time Reported to Ministry of Labour (if required): _____ **Name of MOL Rep:** _____

List PPE Used by Worker on Site: _____

What other protective equipment should have been used on site (if any): _____

Supervisors Accident Investigation Report - Injured Worker

What Actions have been taken to ensure that this incident is not repeated in the future?:

_____

_____

_____

_____

_____

_____

_____

_____

Has the employee had a previous similar disability?: _____ **If yes, when?:** _____

Did the employee collect Compensation as a result?: Yes No Name of Employer at the time: _____

Was there any serious or willful misconduct involved? Neglecting to follow Company Safety Rules or report the accident immediately?

_____

_____

Are there any underlying pre-existing health conditions which could have played a part in the accident or aggravate the duration of disability? _____

_____

Do you feel the need to investigate this claim further?: Yes No If so, please explain why: _____

_____

Was this report completed with the injured worker present?: Yes No If not, please explain why: _____

_____

Was the investigation of this claim conducted immediately?: Yes No If not, Date and Time Conducted: _____

Name of Person Who Conducted Investigation: _____ **Name of Foreman:** _____

_____ _____ _____

Superintendent **Foreman** **Date**

_____ _____

Employee **Health & Safety Manager**

pollard
Enterprises Ltd.

INJURED WORKER'S STATEMENT

Name _____ Date of Birth __/__/__ Tel: _____

Address: _____ Statement Date: _____
_____ Statement Time: _____
_____

Employed By: _____ Position Held: _____

WITNESS: (Signature) STATEMENT WRITTEN BY:

_____ _____

pollard
Enterprises Ltd.

VOLUNTARY WITNESS STATEMENT

Name _____ Date of Birth __/__/__ Tel:_____

Address: _____
_____
_____

Statement Date: _____
Statement Time: _____

Employed By: _____ Position Held: _____

WITNESS: (Signature)

_____

STATEMENT WRITTEN BY:

_____

PURPOSE
The purpose of this section is to introduce and explain emergency response for the various workplace parties identified.

SCOPE
Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

STANDARD / PROCEDURE
All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

ROLES / RESPONSIBILITIES / APPLICATION

Building Emergency Procedures
Supervisors will ensure that necessary provisions for emergency response are provided as required. The following procedures will be implemented for the protection of our employees;

- Maintaining adequate first aid kits in the workplace as per Regulation 1101,
- Adequate number of employees are to be trained in First Aid and CPR,
- Employees trained in First Aid/CPR shall have their certificates (or copies) posted,
- Adequate eyewash stations (portable as well) must be available,
- Emergency Response information (Map to Hospital) must be posted,
- The Supervisor will designate a “Gathering Point”. During an evacuation, this is the point where ALL employees will proceed to and be head counted by the Supervisor,
- After evacuation of the workplace, re-entry is not permitted until the Supervisor gets the "All Clear" from the appropriate authority, (Police, Fire etc.)
- A floor plan shall be posted at the workplace. This plan shall contain exit routes for all employees as well as the location of the “Gathering Point.” It shall also include number and locations of the legislated 20 lbs fire extinguishers, First Aid Kits, Eyewash Stations and other emergency equipment as per requirement
- Flashlights will be kept available at various locations in the event of a power outage,
- The Supervisor will be responsible for monitoring adverse weather conditions and notify workers and sub-contractors if weather or driving conditions become hazardous,
- All encounters with, or inquiries by outside services shall be coordinated by the Supervisor under guidance of senior management.

Construction Site Emergency Procedures
Constructors are also required to have specific emergency provisions in place. These responsibilities include, but are not limited to;

- Providing adequate and fully stocked First Aid kit as per Regulation 1101,
- Constructor to ensure that an adequate number of persons are trained and available to administer First Aid and CPR,
- Post names of personnel trained in First Aid/CPR,
- Post a copy of the site emergency response/evacuation plan including gathering points (Where required post emergency alarm stations),
- Post copy of emergency contact numbers,
- Post copy of map to local hospital.

In the event of an emergency on site, follow all instructions as provide by the site superintendent and/or their designate. Workers are to familiarize themselves with the site specific emergency response or evacuation plan prior to working on the site. In the event of an emergency the site superintendent must also be contacted along with emergency services.

Emergency Drills

The company will ensure that a practice evacuation drill is performed on a yearly basis. Results of all evacuations, practice drill or otherwise will be recorded in writing and posted on the health & safety bulletin board. The Health & Safety Coordinator will be responsible for coordinating the drill and documenting results as required. Results of drills will be reviewed by Senior Management as required. Any issues, concerns or recommendations regarding drill exercises are to be addressed immediately by the Supervisor.

Specific Emergency Instructions

Smoke or Fire

1. Remain Calm. Supervisor to call, or instruct to call the fire dept. (911) from gathering point or safe location away from fire. Supervisor to commence head count,
2. Alert other workers in the vicinity and leave area immediately,
3. Notify the appropriate management and personnel,
4. Personnel to proceed to the nearest exit doorway in a calm manner,
5. Close doors behind you,
6. Management will commence the evacuation to the proper Gathering Point,
7. If exiting the front office – proceed through the front door of the building,
8. If exiting from the warehouse or back of building use the back door,
9. All personnel must remain at the gathering point at all times. Do not leave the premises,
10. Supervisor will assist emergency response units as required,
11. Only attempt to extinguish a fire if you are trained in fire extinguisher use,
12. If at any time you are unsure if your attempt to extinguish a fire is working, evacuate the area immediately.

Spill

1. Notify the Supervisor,
2. Refer to the Material Safety Data Sheet prior to attempting to contain the spill,
3. Assess the type of spill and hazards (inhalation, absorption or inhalation),
4. In the case where the spill is too large to contain, call the Fire Department (911) if there is any uncertainty of what actions to take,
5. If spill can be contained, use approved spill kits. Do not attempt to mop up or soak up by any other means. Ensure proper disposal methods are used as per SDS,
6. If evacuation is necessary, the Supervisor will decide on the evacuation call,
7. All personnel should proceed to their Gathering Point. Supervisor will do a head count,
8. Notify neighboring buildings of the emergency (if necessary and if time permits),
9. Supervisor will assist emergency response units as required.

Natural Gas Leak

1. Notify the Supervisor and other personnel in the immediate area,
2. Immediately cease all activities that provide a source of ignition, (Hot work)
3. Immediately initiate emergency evacuation plan,
4. Call fire dept. from safe location away from emergency,
5. Call the utilities (gas) department for the city and inform them of the incident,
6. All personnel should proceed to their Gathering Point. Supervisor will do a head count,
7. Ensure the property is fully evacuated,
8. Notify neighboring buildings and workplaces of the emergency,
9. Supervisor will assist emergency response units as required.

Workplace Violence

1. Do not attempt to retaliate if any person(s) become aggressive while at the workplace,
2. Attempt to contact the Supervisor or member of management,
3. Always try to keep a safe distance away. Try to get away from the area,
4. If the person(s) possess a weapon, do not attempt to disarm,
5. Talk in a calm manner to any agitated or excited person(s),
6. Witnesses should contact police or other emergency service that may be required,
7. Evacuate personnel out of the building if necessary.

Incidents Involving Crime in Progress

1. Do not attempt to intervene at any time,
2. Contact 911 and request police. Describe in detail events that are occurring,
3. Do not make yourself visible to the suspect at any time,
4. Provide make and model and colour of vehicle (if vehicle is involved).

Power Outages

1. The Supervisor will inspect the building areas to assist workers as required,
2. A flashlight must be used during emergencies,
3. All workers are to report directly to the front office and remain there for the duration of the power outage,
4. If possible, the person performing the inspection will keep a cell phone.

Weather Conditions

1. The Supervisor will be responsible for monitoring potential adverse weather conditions (blizzards, excessive cold/heat, high winds, tornado, hurricane, etc.) and notify workers and sub- contractors as required, if weather or driving conditions become hazardous,
2. If a worker encounters potentially dangerous weather conditions, workers must seek safe refuge. Workers are to contact the head office and await instructions from the Supervisor or Health & safety Coordinator,
3. Outdoor activities during weather with electrical fields present (lightning) is prohibited.

Bomb Threat & Suspicious Packages

1. The Supervisor will immediately arrange to evacuate the area quietly,
2. Follow all procedures as per the emergency fire evacuation,
3. Do not carry on conversation with persons making the threat, listen carefully,
4. If possible take / write notes as the situation progresses,
5. Report immediately to emergency services,
6. If your phone has a display, copy the number and/or letters off the caller on the window display of your phone (if so equipped),
7. Don't hang up. Have someone call 911 from another phone,
8. Give the incoming phone number to the police,
9. Do not try to resolve the situation yourself.

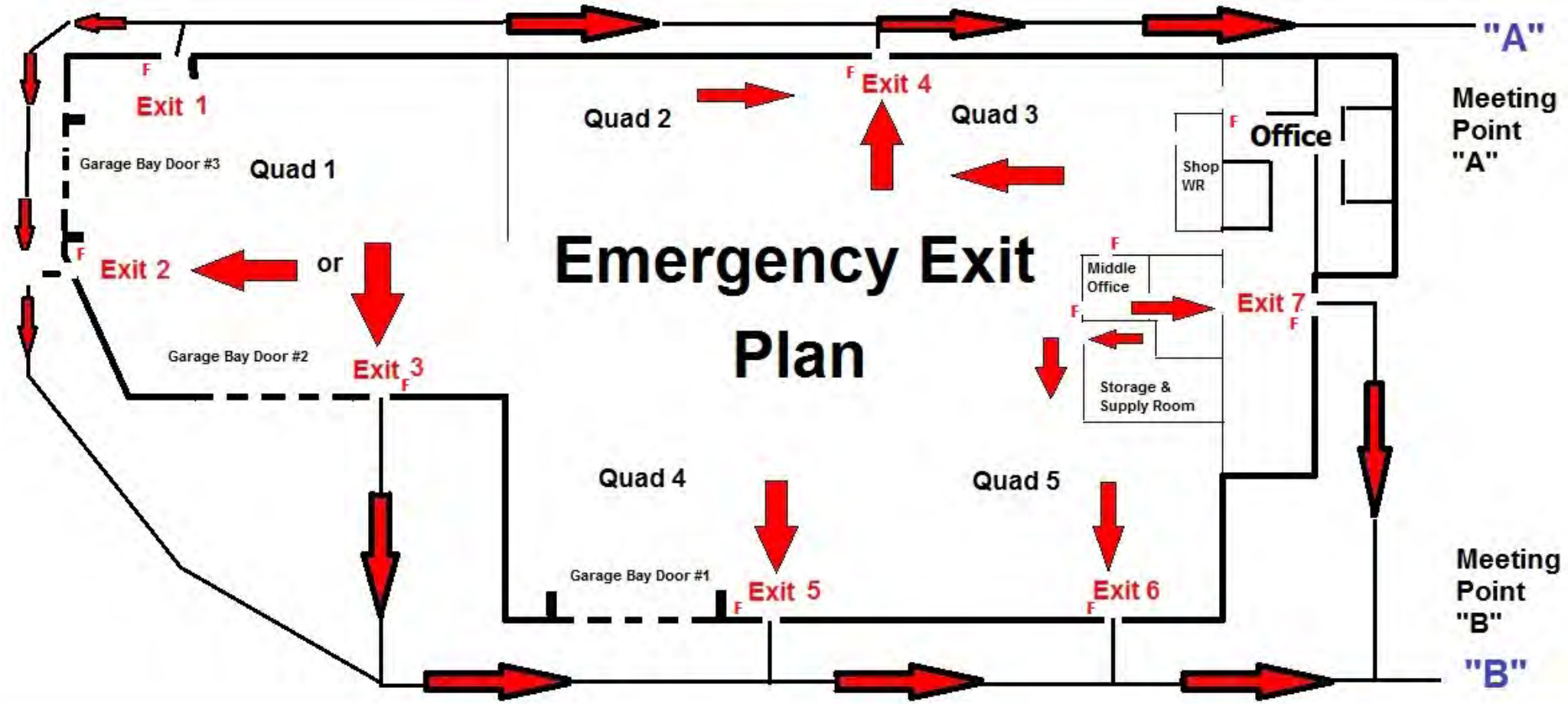
In the event a suspicious package is discovered or reported:

A suspicious package can be described as having no return address, excessive postage, stains, strange odor, strange sounds or unexpected motion;

1. Do not touch it or attempt to move it,
2. Notify your Supervisor immediately,
3. If no reasonable explanation can explain the existence of the package the Supervisor will notify workers and evacuate the area and call 911 FIRE RESPONSE,
4. If there are any serious doubts regarding the contents of the package the Supervisor will immediately sound the evacuation alarm at his/her own discretion.

Forced Lockdown (By Police - Mostly relating to school Lockdowns)

1. The Supervisor will be in contact with the building super/school administration in order to determine if the crew will either need to evacuate the area or remain in a designated location on the roof while the lockdown takes place,
2. Follow all procedures as per the emergency fire evacuation once given the go ahead by school admin or police,
3. Reach out to Pollard Site Superintendent and office to advise of the situation,
4. If possible take/write notes as the situation progresses,
5. Gather crew members at designated muster/safe meeting point,
6. Report immediately to emergency services,



Pollard Emergency Exit Plan Instructions

If you hear the fire alarm or siren go off at any point during the working day, calmly stop whatever work it is you are doing and proceed to vacate the building in an orderly fashion. As per the attached map, if you are within the designated Quads, please follow the corresponding Exit # (1-7 on the map);

Quad #1 – Back storage area (Upper and Lower Floors): There are 3 exits available to use (Exits #1, #2 and #3).
Quad #2 and Quad #3 – Metal Fabricating Area (And Upper Floor): Use Exit #4
Quad #4 – Metal Cutting Area, Garage: Use Exit #5 or Garage Bay Door #1
Quad #5 – Storage, Supply Room & Machine Room Areas: Use Exit #6
Front and Middle Office Areas: Use Exit #7
The Red Letter "F" Across the map indicate locations of Fire Extinguishers

Severe Weather Procedures

In cases where severe weather is either expected or suddenly presents itself, these are the procedures which must be followed if a crew is on site when it occurs. In most cases, high winds, tornado or hurricane warnings, heavy rain and/or thunderstorms being more then 50% likely in the following day (based upon the forecast from the previous day) will result in our crews not being allowed on site at all.

In the event that a flash storm, tornado or hurricane develops and/or heavy rains, thunder/lightning storm develops in the area where we have workers on a project site roof, it is expected that the workers will evacuate from the roof as per the same evacuation process as a fire evacuation and huddle up at the designated safe site.

In the case of there being a confirmed hurricane or tornado in the area, our staff are expected to proceed to the nearest shelter and await confirmation that it is safe to leave.

Sample Location & Inspection Chart For Emergency Equipment

Type of Equipment	Location	Inspection Frequency	Quantity	Date of inspection
Emergency Signs 	at main exits	every six months		
Eye Wash stations or deluge shower 	at metal, repair shops and in company vehicles (eye wash bottles)	monthly		
Chemical Storage Cabinets 	metal & repair shops	every six months		
First Aid kits 	metal & repair shops	monthly		
Fire Extinguishers 	at all exits	monthly		
 **Fire Alarms**		annually		

Our emergency equipment must meet the Ontario Fire Code and WSIB requirements and be physically checked once a month by a competent person. The inspection process shall be reviewed by the company health and safety coordinator and the Joint Health & Safety Committee at least annually.

NOTIFICATION TO THE MINISTRY OF LABOUR – Sec 11 of O.H.&S. Regs 213/91

It is the responsibility of the employer to call the Ministry of Labour by telephone or other means immediately and follow up with a notice of occurrence report within 48 hours of the following prescribed events:

a) Any critical injury or death as defined by the Occupational Health & Safety Act.
b) A worker falling a distance of three metres or more.
c) A worker who falls and is arrested by a fall arrest system.
d) A worker becoming unconscious for any reason.
e) Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment [fuses, switches, disconnects].
f) Contact by a backhoe, shovel, crane or similar lifting device or its load with an an energized power line rated at more than 750 volts.
g) Structural failure of all or part of false work designed by, or required by the Act or its regulations to be designed by a professional engineer.
h) Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
i) Failure of all or part of the structural supports or a scaffold.
j) Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
k) Failure of a wall of an excavation or of similar earthwork with respect to which a professional has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
l) Overturning or the structural failure of all or part of a crane or similar hoisting device.

NOTIFICATION PROCEDURES FOR EMERGENCIES:

The reporting and emergency response procedures to the authorities listed on the following pages shall be communicated to all members of our work force. It is very important for the crew foreman to ensure that the accident scene is not disturbed or tampered with. The authorities will act vigorously to hold those accountable who tamper or disturb the accident scene. Accidents or incidents having occurred on any Pollard Enterprises Ltd. work site which fall within the following categories shall be reported as soon as practicable by telephone or facsimile.

A) FATALITY/CRITICAL INJURIES:

When an accident occurs, which results in the critical injury or death of a worker, the following contacts must be notified immediately:

- POLLARD ENTERPRISES LTD.CREW SUPERVISOR (FOREMAN)
- POLLARD ENTERPRISES LTD.GENERAL SUPERINTENDENT
- POLLARD ENTERPRISES LTD.PRESIDENT
- THE NEAREST MINISTRY OF LABOUR OFFICE
- THE DIRECT EMPLOYER OF THE INJURED
- OUR PROFESSIONAL SAFETY INSPECTOR/CONSULTANT

B) MEDICAL AND LOST TIME INJURIES:

When an accident occurs, which results an injury requiring medical aid to a worker, the following contacts should be notified:

- POLLARD ENTERPRISES LTD.CREW SUPERVISOR(FOREMAN)
- POLLARD ENTERPRISES LTD.GENERAL SUPERINTENDENT
- POLLARD ENTERPRISES LTD.PRESIDENT
- THE PROFESSIONAL INSPECTOR/CONSULTANT

C) FIRST AID INJURIES:

For minor injuries requiring First Aid treatment only:

- POLLARD ENTERPRISES LTD.CREW SUPERVISOR(FOREMAN)
- POLLARD ENTERPRISES LTD.GENERAL SUPERINTENDENT
- THE EMPLOYER OF THE INJURED WORKER IF A SUB-CONTRACTOR

D) INCIDENTS (NEAR MISS) WITH SERIOUS INJURY and/or PROPERTY DAMAGE POTENTIAL:

- POLLARD ENTERPRISES LTD.CREW SUPERVISOR (FOREMAN)
- POLLARD ENTERPRISES LTD.GENERAL SUPERINTENDENT
- THE DIRECT EMPLOYER INVOLVED IF IT INVOLVES A SUBCONTRACTOR
- THE PROVINCIAL MINISTRY OF LABOUR IF REQUIRED, AS PRESCRIBED.
- THE PROFESSIONAL INSPECTOR/CONSULTANT

RESPONSE PROCEDURES FOR EMERGENCIES:

In an emergency involving an accident or incident the crew supervisor shall initiate notification procedures and assist in stabilizing the injured until medical help arrives. The following basic response procedures can be used with modifications to these procedures as required:

Injuries requiring ***First Aid Only***:

1. Have the designated First Aid Attendant treat the injured person and record the particulars in the First Aid treatment log book.
2. Inform the injured person to notify their Foreman or head office immediately if the injured person has to go to the hospital
3. Provide the injured person with a treatment memorandum if there is any possibility they may need to visit their doctor and instruct them to sign and give the memorandum to their doctor to fill out. The top copy of the memorandum should be returned to the employer by the injured person on the next working day.

Injuries requiring ***Medical Aid***:

1. Provide immediate First Aid and arrange for transportation to a medical facility.
2. Always have someone escort the injured person to the medical facility. Have the injured person sign the treatment memorandum and give it to the doctor to fill out.
3. Preserve the accident scene for an accident investigation.
4. Call Senior Management and report the circumstances.
5. The Supervisor should then immediately investigate the accident and make a report in writing. Senior Management may elect to follow-up with a professional investigation. The initial investigation should be completed within 24 hours.
6. Follow up with the injured person to see how far along their progress is regarding recovering from the injury. Complete the WSIB claim and update the status as required and find out what the turnaround time is for possible re-employment for the injured worker through modified duties. Try to get a rough timeline or a firm timeline from the injured person's WSIB Form 8 as directed by the attending physician.

Note: It is required by law to report an injury in which medical aid was provided, to the WSIB. Therefore, any First Aid treatment which becomes a medical aid situation must be reported by the injured to their Foreman and Head Office immediate so the proper WSIB Formed can be processed.

CRITICAL INJURY RESPONSE PROCEDURES:

1. Assess the situation calmly and take command.
2. Protect the accident scene from continuing hazards, such as fire, live wires, traffic, operating machinery, etc.
3. Provide First Aid to the injured, if any, as soon as possible and keep the injured person warm.
4. Arrange for immediate medical help. Call 911.
5. Call Head Office (905-332-6660) and advise Senior Management of the incident so they can contact the MOL and the injured person's relatives of the situation.
6. Notify the crew Safety Rep, the Health & Safety Manager and local Union Office (If applicable)
7. Have another member of the crew meet and direct the Ambulance and/or First Responders to the scene.
8. For follow-up purposes, find out which hospital the injured will be taken to and make arrangements to have someone either go with the injured party or follow them to the hospital.
9. Isolate the accident scene by barricade, rope, caution tape, etc. and post a guard to make sure nothing is tampered with until the authorities arrive on the scene and all investigations are completed.
10. Co-operate fully with all emergency crews and MOL personnel.

NOTE: ONCE THE INJURED HAVE BEEN EFFECTIVELY LOOKED AFTER AND THE AUTHORITIES INFORMED, THE SITE SUPERVISOR AND HIS OR HER ASSISTANTS SHOULD BEGIN THEIR OWN INVESTIGATION AND OBTAIN WITNESS STATEMENTS WITHOUT INTERFERING IN THE MINISTRY OF LABOUR'S OWN INVESTIGATION.

CRITICAL INJURIES DEFINED

FOR THE PURPOSE OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ITS REGULATIONS, "CRITICAL INJURY" MEANS AN INJURY OF A SERIOUS NATURE THAT:

1. PLACES LIFE IN JEOPARDY.
2. PRODUCES UNCONSCIOUSNESS.
3. RESULTS IN SUBSTANTIAL LOSS OF BLOOD.
4. INVOLVES THE *AMPUTATION* OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
5. INVOLVES THE *FRACTURE* OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
6. CONSISTS OF BURNS TO A MAJOR PORTION OF THE BODY.
7. CAUSES LOSS OF SIGHT IN AN EYE.

NOTE: ANY TIME AN INJURED WORKER IS TAKEN BY OUTSIDE EMERGENCY SERVICES, WE WILL ASSUME THE INJURY TO BE CRITICAL IN NATURE.

PRESERVATION OF WRECKAGE

Where a person is killed or critically injured at the workplace, no person shall, except for the purposes of;

A) SAVING LIFE OR RELIEVING HUMAN SUFFERING;
B) MAINTAINING AN ESSENTIAL PUBLIC SERVICE OR A PUBLIC TRANSPORTATION SYSTEM; OR;
C) PREVENTING UNNECESSARY DAMAGE TO EQUIPMENT OR OTHER PROPERTY;

INTERFERE WITH, DISTURB, DESTROY, ALTER OR CARRY AWAY ANY WRECKAGE, ARTICLE OR THING AT THE SCENE OF OR CONNECTED WITH THE OCCURRENCE UNTIL PERMISSION TO DO SO HAS BEEN GIVEN BY AN INSPECTOR OF *THE MINISTRY OF LABOUR.*

REPORTING A CRITICAL INJURY TO THE AUTHORITIES

MANAGEMENT RESPONSIBILITIES:

Where a person is killed or critically injured from any cause at a workplace, the constructor if any, and the employer shall notify an inspector from the MINIS TRY OF LABOUR, in addition to the safety committee , health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram, or other direct means and the employer shall within forty-eight hours after the occurrence, send to the director (MINISTRY OF LABOUR), a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe.

THE REPORT SHALL INCLUDE THE FOLLOWING:

1. NAME AND ADDRESS OF THE EMPLOYER AND CONSTRUCTOR.
2. THE NATURE AND CIRCUMSTANCES OF THE OCCURANCE AND DESCRIPTION OF THE BODILY INJURY SUSTAINED.
3. A DESCRIPTION OF THE EQUIPMENT AND/OR MACHINERY INVOLVED.
4. THE TIME AND PLACE OF THE OCCURRENCE.
5. THE NAME AND ADDRESS OF ALL WITNESSES TO THE OCCURRENCE.
6. THE NAME AND ADDRESS OF THE PERSON WHO WAS KILLED OR CRITICALLY INJURED.
7. THE NAME AND ADDRESS OF THE PHYSICIAN OR SURGEON, IF ANY, BY WHOM THE PERSON WAS OR IS BEING ATTENDED FOR THE INJURY.
8. THE STEPS TAKEN TO PREVENT A RECURRENCE.

IMPORTANT:

THE EMPLOYER SHOULD DRAW THEIR ATTENTION TO CONTACTING THE AUTHORITIES:

A. Immediately by phone, fax, email, etc.

B. and providing a report of occurrence within forty eight hours (48)

SITE SPECIFIC HEALTH AND SAFETY & EMERGENCY RESPONSE PLAN

Project XYZ

Date: XXXX

Staff Numbers/Procedures

In the event of an emergency the following people should be contacted:

XX, Project Manager	**416-XXXXX**
XX, Site Superintendent	**416-XXXXX**
XX, Foreman	**416-XXXXX**
XX, Consultant	**416-XXXXX**
XX- Owner/ Client	**416-XXXXX**

On-Site Personnel - At this site, the following have charge of the project.

XX, Site Superintendent	**416-XXXXXX**
XX, Foreman	**416-XXXXXX**

Employees: All staff have Health and Safety Roles and Responsibilities as detailed in the Pollard Enterprises Ltd. 's Health and Safety Project Binder.

Emergency Numbers

Fire, Ambulance, Police	911
Toronto General Hospital 200 Elizabeth Street, Toronto, ON M5G 2C4	(416) 340-4800
Toronto Police Service # 52 Division	416- 808-5200
Toronto Fire Services # 315	416- 392-2489
Poison Control	800-268-9017
Hydro One	800-400-2255
Environmental Spills, Gentry Environmental Systems	416-746-8585

Fire- Emergency Evacuation of Jobsite

In the event of a fire or emergency evacuation of the jobsite all members of the Pollard Enterprises Ltd. Construction's team and Subcontractors should immediately proceed to the **East or North side of the building. See Site Plan for "Where to Meet" location.**

Workers should make themselves known to the Site Superintendent, XXX who will then ensure that the necessary authorities are aware that all staff have been accounted for. Records will be documented in the Jobsite Inspection Form.

Testing Procedures

Pollard Enterprises Ltd. will conduct exercises such as fire drills and mock evacuations to ensure worker readiness and preparedness. The Testing Procedures will be documented for deficiency review and corrective action. Records will be documented in the Jobsite Inspection Form.

Job Site/ Workplace Inspections

Pollard Enterprises Ltd. will conduct weekly documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behavior. The inspections will cover job sites, buildings, temporary structures, excavations, equipment, vehicles, machinery and tools. The Job Site Inspection Form/ Checklist is to be used as a guideline since specific sites may have unique situations and potential hazards.

Working Procedures

Safe working procedures for all tasks are consistently reviewed and staff are trained as necessary. Any new procedures deemed necessary as a result of risk hazard analysis will be reviewed with all staff and any revised written procedures will be posted on the On-Site Notice Board.

Accident Reporting

Consistent with the company's Health and Safety Policy, all accidents and near misses must be reported and investigated to determine the cause so that the appropriate measures can be taken to prevent reoccurrence. Please fill out the Accident Form and submit to the Health and Safety Manager. All accidents and near misses must be reported to the Site Supervisor.

The Ministry of Labour will be contacted concerning death, critical injuries and explosions of fire causing injury.

First Aid

First Aid requirements as per Reg. 1101 will be followed. Please see the requirements enclosed in the Jobsite Health and Safety Binder. A certified First Aid worker will be onsite at all times during project hours.

Fire Safety

Fire safety as per Reg. 213/91 s 52 will be followed. Please see the Fire Safety requirements enclosed in the Health and Safety Binder.

Injured Worker

In the event that a worker is injured, the Supervisor will assist/ transport the worker to the CLOSEST HOSPITAL (EXAMPLE Toronto General Hospital). Directions to Hospital Attached.

Subcontractors

All subcontractors must adhere to the safety procedures and regulations currently in place for Pollard Enterprises Ltd. . Subcontractors must sign a Trade Contactor's Health & Safety Agreement before commencing any work.

Project Description

Project XYZ. Scope of Work XYZ. **The project is estimated to last 4 months with 15-18 number of workers.**

Risk Hazard Analysis- Please see Hazard Assessment Documents enclosed in Project Binder.

Hazard: (H)	Preventative Measures/ Controls:
Priority Risk: (R) **H- Falling from a Scaffold** **R- Very Unlikely**	Scaffold platforms must be fully planked. Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 meters (8 feet) or more above floor level. Wheels and casters must be locked when personnel are working on the scaffold. If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless: a) They wear full body harness with lanyard and shock absorber tied off to an independent fixed support and the floor is firm and level.
H- Falling from a Ladder **R- Very Unlikely**	A worker must maintain a 3 point contact, wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is: a. 3 meters (10 feet) or more above the floor, or b. Above operating machinery, or c. Above hazardous substances or objects.
H- Falling from an Unprotected Openings and Edges **R- Very Unlikely**	A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 meters (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height. If there are multiple independent fixed supports, the worker must use a minimum of two lanyard tie off points. This will ensure that when a worker is moving around in the work area, they will always have at least one lanyard tied off to a fixed support.

Emergency Vehicle Collision Situations

In case there is a vehicle collision during the course of the working day, there are 4 general scenarios which we are to expect as possible. Each has their own set of variable but in general, these are the procedures to handle each situation;

Situation #1 – Driver is involved in a roadway accident (Minor accident with no injuries)

This does happen from time to time and, in most cases comes from carelessness on the part of drivers. In the case of a minor accident with minimal damage to either our vehicle or the other(s) involved and minor injuries (minor cuts, scrapes, bruises), our driver is instructed to pull off the road along with the other driver(s) and exchange information with them. Depending upon who was at fault and if police were called (or not) will determine the length of time this interaction may take. It is imperative that as soon as the driver and other driver(s) involved are off the road that our driver call the office to make us aware of the situation.

Situation #2 – Driver is involved in a roadway accident (Minor accident, no injuries, material on road)

In a situation where materials have fallen off the vehicle as a result of the accident but the accident itself was minor in nature in terms of injury and/or damage, it is not an expectation of the driver to clean up that debris if it is unsafe to do. Only if it is possible to do so safely will it be an expectation.

Situation #3 – Driver is involved in a roadway accident (Major accident with severe damage & injuries)

If the accident is severe in nature resulting in Major injuries to either our driver or other driver(s), the situation is directed much more by police and EMS that arrive on scene. It is the duty of our driver to follow the directions of EMS and/or police in this matter as they will immediately start an investigation into the incident to determine what happened.

Situation #4 – Driver is involved in a roadway accident (Major accident & injuries, material on road)

In this situation, clearly it will not be the responsibility of the driver to do anything other than comply with EMS and police. Our driver would not be expected to clean up the scene as an investigation would begin into the incident and even the debris off our truck would be considered evidence (too help determine speeds and the amount of force exerted during the accident, helping to identify root causes).

Lead and Silica Precaution

Lead

Workers are most at risk when there is lead dust, fume, or vapour in the air. For instance, when workers are:

1. Working with lead and metals containing lead such as solder.
2. Applying or removing paints containing lead.
3. Installing or removing sheet metal containing lead.
4. Hot cutting on material containing lead.
5. Renovating, demolishing, and doing other work on structures or material containing lead.
6. Removing mortar from stone walls.
7. Lead gets into your body mainly through.
    a. Inhalation (breathing in dusts, mists, and fumes).
    b. Ingestion (eating, drinking, smoking, biting nails, etc.), without first washing your hands and face.

Identify Controls

1. Pollard Enterprises Ltd. will inform all workers about any lead on site. That is the law. If workers are unsure, or suspect that there is lead where you were not warned about it, advise your Supervisor.
2. If you are welding, cutting, burning, or heating products containing lead, make sure you have local exhaust ventilation.
3. On power tools that can generate lead containing dust, use dust-collection systems.
4. Wear respirators and protective clothing.
5. Protective clothing includes coveralls, gloves, and eye protection such as safety glasses, goggles, or face shields.
6. Change out of work clothes and shoes at the end of each shift and leave them at work.
7. Never take protective clothing home for washing or cleaning. You could poison your family.
8. Practice a high standard of personal hygiene wash up thoroughly after each exposure to lead. Wash and shower at the end of a shift.
9. Do not eat, drink, smoke, or chew gum in places that may have lead contamination.
10. Get rid of any lead waste at the end of each day or shift in an appropriate manner.

Silica

Identify Controls

1. Before you cut or grind, plan for the job.
2. Notify workers that they will be generating silica dust. Tell them to keep at least 10 meters away.
3. Post warning signs.
4. Do the work in an area away from other workers or do it when no workers are around.
5. Set up an enclosure around the cutting or grinding operation if you cannot prevent the spread of dust to nearby workers who are not protected.
6. Use a respirator. An N95 filtering face piece respirator is only appropriate for short-duration tasks or when local exhaust ventilation is available on tools. Otherwise, a more protective respirator is required.
7. Before starting work, make sure you have all required PPE in place such as safety goggles, safety boots, a hard hat, and hearing protection.
8. If your saw or grinder is equipped with local exhaust ventilation (vacuum attachment) or water attachment, inspect the device to ensure it is operating properly.
9. In outdoor environments, set up your work area so that the wind blows from behind you and carries the dust cloud away from your breathing area.

During the cut or grind:

1. If safe to do so, continuously and thoroughly wet the area that you will be cutting or grinding.
2. If excessive dust is generated, stop the work.
3. Determine if the tools or equipment require adjustment or replacement.

After vou finish cutting or grinding:

1. Remove dust from your tools with a damp cloth or HEPA vacuum.
2. Clean the work area to prevent the buildup of Silica. Wet sweep or use a HEPA vacuum but NEVER use compressed air to blow the dust.
3. Wash your hands with soap and water after you finish.
4. Shower and change out of your work clothes before going home to prevent exposure to family or friends.

Portable Grinders -Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.
2. Ensure proper guards are in place.
3. Never exceed the maximum wheel speed RPM (every wheel is marked).
4. Check the speed marked on the wheel and compare it to the speed on the grinder.
5. When installing the wheel, check for cracks and defects. Ensure mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
6. Before grinding, run the newly mounted wheel at operating speed, checking for vibration.
7. Do not use grinders near flammable materials.
8. Never use the grinder for jobs it is not designed for, such as cutting.
9. Wear CSA-approved personal protective equipment including eye, face, hand, foot, and hearing protection.

Specialized Personal Protective Equipment

1. The Project XYZ project requires specialized PPE (Personal Protective Equipment) to be worn during the construction of this project. The specialized PPE's include:

    a. Hard Hats, safety glasses, hearing protection, work boots dedicated for lead and silica work area, disposable booties, protective disposable clothing, Tyvec suits, Power Air Purifying Respirator, disposable work gloves, cotton or leather palmed gloves.
    b. Please see Work Safe Practices and Type 1 Operations for a list of the equipment and procedures that will be used for the project.

Full Body Harnesses, Lanyards and Shock Absorbers

1. All full body harnesses, lanyards and shock absorbers must be CSA-certified. Look for the CSA label.
2. Full body harnesses must fit snug and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimeter (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

Lifelines

All lifelines must be:

a) 16 millimeter (5/8") diameter polypropylene or equivalent;
b) used by only one worker at a time;
c) free from any danger of chafing;
d) free of cuts, abrasions and other defects;
e) long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
f) secured to a solid object

Rope Grabbing Devices

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

Pedestrian or Tenant Traffic

If work is to be performed at the entrance/ exit of the building or in proximity to the side walk, we will construct a covered overhead protection. However, it is not anticipated that there will be any blockage of Exits or routes of Egress.

General Pedestrian Traffic

If necessary, the general construction perimeter area will be fenced off with a 6 ft. high safety fence.

Rescue Plan

Elevating Work Platform Rescue—If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

1. Bring the EWP to the accident site and use it to reach the suspended worker.
2. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
3. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
4. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
5. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
6. Arrange transportation to hospital if required.

Ladder Rescue—If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
2. Set up the appropriate ladder(s) to reach the fallen worker.
3. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
4. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
5. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
6. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
7. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
8. Arrange transportation to hospital if required.

Rescue from Work Area or Floor Below If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure that rescuers are protected against falling.
2. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
3. Take up any slack in the retrieving line to avoid slippage.
4. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
5. Arrange transportation to hospital if required.

Post-Rescue Procedure

The site supervisor and health and safety representative should:

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the area (the OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
- Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify the MOL in writing.)
- Record all documented statements from employees, witnesses and others.
- Save all photographs of the incident.
- Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

Marco Serra
Health & Safety Manager
Pollard Enterprises Ltd.

Working At Heights Fall Hazard Survey Report and Fall Protection and Rescue Procedure Work Sheet

pollard Enterprises Ltd.

Company:	**Date:**
Site:	**Job #:**

Job / Task / Description: Specific Fall Hazard | Fall Hazard Type | JSA Available

Trigger Points:
- Vertical Drop (6 feet/1.8 meters)
- Used for Path or Ramp (4 feet / 1.2 meters)
- Hole Through an Opening
- Over Water or other liquid
- Hazardous Substance or object Into Machinery

Fall Hazard:

Housekeeping	Scaffold	Roofing	Cat walks
Working off ladders	PEWP	Holes in floor	
Access / egress by ladders	Lift Trucks	Level surfaces (slips)	
Leading / unprotected edges	Steel Erection	Maintenance pits	
Potential falling objects	Excavations	Mezzanines	
Working over liquid	Truss Erection	Working over equipment	

Environmental Factors:

Heat	Radiation	Hazardous Chemicals
Cold	Weather	Abrasive Surfaces
Vibration	Hot Objects	Moving Equipment and Materials
Noise	Sharp Objects	Other

Risk Evaluation: Employee | Sub-Contractor | Both

	Low		Medium		High		Notes:
Worker experience	> 5 years		1 to 5 years		< 1 year		
Frequency	Irregular		Regular		Frequent		
Duration	< 5 minutes		5 to 30 minutes		> 30 minutes		
Work surface condition	Solid/Level/ Dry		Compacted/Level/ Wet		Soft/Inclined/ Slippery		
Condition of exposure	Controlled		Changing		Extreme		
Risk level of task(s)	Warning		Caution		Danger		

Required Control:

Fall Prevention
- Guard Rail
- Protective Covering

Fall Protection
- Travel Restraint
- Fall Restriction
- Fall Arrest
- Safety Net

Fall Prevention Specifications:

Guard Rails | Protective Cover | Other (Further Specifications):

Working At Heights Fall Hazard Survey Report and Fall Protection and Rescue Procedure Work Sheet

pollard Enterprises Ltd.

Fall Protection Specifications:

Life Lines:		**Rope Grabs:**		**Anchors:**	
Horizontal	Engineered	Automatic	Panic	Capacity	
Vertical	Pre-Engineered	Manual	No Panic	5000# / 22KN	2700# / 12KN
				3600# / 16KN	Other:

Anchors:

Anchorage Connection:

Body Wear:

Connecting Device: Lanyard Retractable Rope Grab Other:

Life Line:

Compatibility:

Body Wear to Connecting Device — Connecting Device to Anchorage Connector

If Applicable:

Anchorage Connector to Anchor — Connecting Device to Life Line

Obstructions in the Fall Path:

Fall Clearance Calculation:

Length of Anchorage Connector (if applicable)		
Sag or stretch of Life Line (if applicable)	+	
Worker Height	+	6 feet (1.8 meters)
Connecting Device Length (e.g. Lanyard)	+	
Deceleration Distance	+	
Safety Factor	+	3 feet (0 .9 meters)
If Retractable-swing OK **TOTAL** =		

Will you hit the splat zone if you fall?

Notes:

Working At Heights Fall Hazard Survey Report and Fall Protection and Rescue Procedure Work Sheet

Fall Protection Instruction Details and Rescue:
Sketch:
Access and Egress:
Inspections:
Use:
Dismantling:
Additional PPE Required:

Installation Procedures:

Rescue Procedures and Equipment:

Revision #	**Author**	**C.C.**
	Date	
	Date	
Revision #	**Management Review**	**Safety Committee Review**
	Date	Date
	Date	Date

☐ CHECK IF: Additional Documentation Attached to this Assessment

Working at Heights Emergency Rescue Policy

OBJECTIVE

Primary objective is prompt rescue for any authorized person (victim) who falls. The duration of prompt rescue, can vary, depending on the circumstances. Harness suspension trauma can cause serious medical implications for the victim, if not rescued, within 15 minutes:

- This is a guideline working at heights rescue plan. It is not necessarily a substitute, for a site specific Fall Hazard Survey and Fall Protection report, that may include supplementary rescue training and/or instruction
- If the Fall Hazard Survey, and Fall Protection report concludes, that high angle rescue is required for prompt rescue, and if not equipped to conduct on-site, additional services are required. It is required to be determined by the Working at Heights Program Administrator, or if not available, by a Competent or Qualified Person, and confirmed preferably in writing or documented appropriately, that the Professional Rescue Agency (e.g. Fire Department) can be utilized and agrees to assist, prior to conducting the work
- Remember as an Authorized Person working at a height, ABC (Anchor, Bodywear, and Connecting Device), ensure compatibility, don't hit the splat zone, and if I fall, am I going to be rescued. If these cannot be answered accordingly, do not go up
- Minimum requirement, is also the "Buddy System" when working at heights, and that there is adequate communication, to initiate the emergency response

SCOPE

This policy applies to all employees and sub-contractors working for POLLARD ENTERPRISES LTD. at all project sites.

POLICY

It is the policy of POLLARD ENTERPRISES LTD. that all workers donning a fall arrest harness and working in an area where there is potential exposure to a fall from heights that a properly documented and communicated Emergency Rescue Plan is in place prior to the commencement of any work from heights. The following steps are to be taken and are mandatory for all projects:

- Prior to work commencing the foreman or competent person shall complete and document a Pre-job Safety Assessment to determine the nature of the work for the day and the expected hazards and necessary controls.

- if the work is exposing employees to a high hazard environment or condition or the prescribed work is non-routine, a properly documented and communicated Job Safety Analysis must be completed prior to work commencing.
- If it is determined by the PSA that working at heights is unavoidable all workers must be instructed on the specific hazards and prescribed hazard controls necessary to complete the work.
- For all working at heights scenarios, the foreman or competent workers must document an adequate site specific Working at Heights Emergency Rescue Plan either within the PSA document or separately and have all workers on site acknowledged they understand and are confident the plan is adequate and appropriate.

PROCEDURE

If a Fall Arrest System arrests a worker and you are first on the scene, the following crisis management steps must be followed:

Conscious Worker

- Send someone to notify the supervisor/constructor immediately,
- Communicate with the worker; calm the person
- If accessible and safe to do so, place ladder or use an Elevating Work Platform under the person to allow him/her to climb down safely.
- If qualified to do so, render first aid until help arrives
- If it is unsafe for you to easily rescue an arrested worker call 911
- Never risk your safety to rescue a worker, wait for the Fire Department. Send someone to guide the Emergency Service to the scene,
- Send someone to call our main office to activate our crisis response,
- Stay with the injured person until the supervisor arrives of the Emergency Services arrives,
- Turn the scene over to the supervisor once they have arrived,
- Restrict access to the accident scene, (other than Emergency personnel/MOL),
- Rope off the accident area for the accident investigation team.

Unconscious Worker

- Send someone to notify the supervisor/constructor immediately,
- Try to communicate with the worker; if they become conscious, keep the worker
- calm and follow the procedures for a conscious worker.
- If accessible and safe to do so, place ladder or use an Elevating Work Platform under the person to support and remove their Arrest System,
- If qualified to do so, render first aid until help arrives
- If it is unsafe for you to easily rescue an arrested worker call 911
- Never risk your safety to rescue a worker, wait for the Fire Department. Send someone to guide the Emergency Service to the scene,
- Send someone to call our main office to activate our crisis response,
- Stay with the injured person until the supervisor arrives of the Emergency Services arrives,
- Turn the scene over to the supervisor once they have arrived,
- Restrict access to the accident scene, (other than Emergency personnel/MOL),
- Rope off the accident area for the accident investigation team.

EMERGENCY RESCUE GUIDELINES

React and Contact Time (Guideline first 3 minutes after fall)

- Authorized person (victim) falls
- If not self rescue, someone takes charge, activates plan, Contact 911, designate scribe, notify Supervisor on-site
- Ensure that there is continual contact with victim
- Send person to escort EMS (e.g. Ambulance), and other Rescue services (e.g. Fire Department)
- Provide access to scene
- Initiate assisted self-rescue if applicable
- Supervisor sizes up on route
- Note wind direction and speed and other adverse weather effects

Preliminary Assessment (Guideline, completed within 6 minutes after fall)

- Supervisor arrives at scene, if required, take command
- Secure a reliable person or witness to determine what happened
- If language barriers, arrange for interpreter
- Rescue hazard assessment
- Assisted self-rescue
- Unconscious Rescue

- Determine if adequate on-scene trained personnel
- Determine react, contact and response time
- Victim hazard assessment
    - Head Injury or unconscious
    - Pre-syncopal symptoms
        - Faintness;
        - Breathlessness;
        - Sweating;
        - Paleness;
        - Hot flushes
        - Increasing pulse rate and blood pressure
        - Nausea
        - Dizziness
        - Unusually low pulse rate and blood pressure (usually occurring after the incidence of increased pulse rate)
        - Loss or "greying" of vision

    - Factors that can affect the degree of suspension trauma
        - The inability of the person to move their legs to assist circulation
        - Pain
        - Dehydration
        - Hypothermia
        - Shock
        - Fatigue
        - Individuals with cardiovascular or respiratory disease

RESCUE

- Action Plan established
- Brief OPS Rescue and Support on Rescue Plan
- Scriber record necessary information
- 100% Fall Protection required for rescuers
- Ensure other adequate PPE
- If Professional Rescue Agency is required to be part of the plan for prompt rescue, plan or provide access to an approved anchor point above the victim with a tag line during the response time (typically less than 10 minutes after contact time)
- If victim is required to be lowered to a platform rather than the ground during the rescue, victim packaging may be required on the platform, and then the victim lowered to ground
- Victim who fell should assist, if possible, by flexing leg muscles, or if equipped, use of harness suspension straps
- Victim, if not equipped with harness suspension straps, ops rescue try to get a an alternative (e.g. belt, piece of rope tied in a loop) up, or try to get something up, for victim to press legs on
- Victim should be released from the suspended position as quickly as possible before being stabilized and applying actual First Aid measures
- NOTE: Basic principles of trauma management must always be followed whatever the injury, namely ABC
- If possible rescue in direction of gravity and avoid vertical lifts
- Anchor high angle rescue equipment above victim, attach victim and lower to ground
- If vertical lift required, time spent should be minimized
- Symptoms of pre-syncopal should be monitored at all times
- ** The victim must never be laid down flat after being rescued from the suspended position, not even in the recovery position
- Laying victim horizontal can be life threatening
- Position with upper body raised
- In a seated, squatting or crouched posture
- All restrictive belts and clothing should be unfastened
- Transport victim with the upper body raised
- In the event of unconsciousness, air passages should be kept open

- Blood volume may be increased carefully
- Circulatory system stabilized with sympathomimetic drugs
- Only after between 20 and 40 minutes should a more generous volume therapy (Ringer's solution) be introduced, with adjuvant diuretic administration as kidney failure is the most common complication
- Concomitant hypoglycemia should be treated with higher-percentage glucose solution
- Administer oxygen if required

Assisted Self Rescue with Extension ladder, scaffold, or equivalent

- If using an extension ladder, a Type 1 ladder to be available, and inspected by competent worker, prior to working at a height
- Ops rescue places ladder beside victim who falls
- Ensure ladder is correct slope (e.g. 1:3 to 1:4) and bottom is cleated or equivalent to prevent kick out
- Victim climbs onto ladder
- Victim disconnects from fall arrest if required
- Victim, descends ladder to ground or platform, facing ladder and using 3 point contact
- If erecting scaffold, erect scaffold under victim
- Victim steps onto scaffold, disconnects from fall arrest and descends scaffold appropriately

Assisted Self Rescue and Unconscious Rescue with Personnel Elevated Work Platforms (PEWP)

- Weight capacity of PEWP required to be determined
  - Many PEWP's have a 1 or 2 person capacity, specific multi load configuration (e.g. extended platform), and all have a weight capacity
  - In an industrial establishment, if there is a lift truck cage available, there is only a 1 person capacity
- Work area including but not limited to ground conditions, overhead hazards, electrical MSAD, slope, weather etc. are required to be analyzed
- All persons in the PEWP, including the victim, are required to be connected to an approved anchor point with a travel restraint
- Position PEWP under victim
- Conscious victim enters PEWP
- With an unconscious victim, it is "dead weight" and typically requires a skilled operator to conduct the task independently, without further injury to the victim
- Victim connects/or connected to an approved anchor point with a travel restraint, and the fall arrest is disconnected
- PEWP descends to ground with victim

Assisted Self Rescue with Personnel Elevated Work Platform and High Angle Rescue

- PEWP operator ascends to the victims approved anchor point or another anchor above the victim with a tag line
- Ops support on the ground connects high angle rescue equipment, and if available, secondary Fall Arrest, to tag line
- PEWP operator (Ops rescue) raises high angle equipment with tag line and connects high angle equipment to the approved anchor point
- If available, also connects secondary fall arrest (e.g. Type 2 SRL)
- PEWP operator descends to victim and high angle rescue equipment is connected to victim (and secondary fall arrest if available)
- Victim is disconnected from initial fall arrest and Ops support on the ground descends victim to ground or platform

Conscious High Angle Rescue without use of Personnel Elevated Work Platform

- Ops rescue scales structure (if applicable) with 100% Fall Protection and tag line to an anchor point above Victim
- Ops support on ground connects high angle rescue, and if available secondary Fall Arrest (e.g. Type 2 SRL) to tag line and follow the same procedures noted above except ops rescue who scales the structure substitutes the PEWP operator

Unconscious High Angle Rescue without use of Personnel Elevated Work Platform

- Same as above with the exception that Ops rescue may wish to be connected to the victim and straddle his head to protect the head during descending
- Typically, pre-rigged high angle rescue equipment has a working capacity of at least 600 pounds
- For rescue scenarios, with high angle rescue equipment, fall protection is highly recommended, but not necessary mandatory, however, determine internal guidelines, and check local jurisdictional requirements

Decontamination (if required)

- Adequate protection for Ops (Decon)
- ABC reminders
- Basic decontamination
- Transport with upper body raised
- Transfer to EMS support zone

EMS Support Zone (if required)

- ABC reminders
- Additional decontamination
- Advance treatment
- Transport with upper body raised
- Transport to medical facility even in cases of minor symptoms, e.g. numb legs or transitory respiratory and circulatory problems. Possible delayed damage, such as kidney failure as mentioned earlier, cannot be assessed at the scene of the accident

Post Procedures

- Ensure all personnel accountable
- In the event of a critical or fatality, leave equipment in place and photograph as required
- Secure scene and ensure controls are adequate
- Assist in any required investigations
- Debrief

Working at Heights Emergency Rescue Policy

Acknowledgement & Agreement

I, (_____), acknowledge that I have read and understand the ***Working at Heights Emergency Rescue Policy*** of POLLARD ENTERPRISES LTD. .

Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Fire Safety Requirements - Sample

Roles and Responsibilities:

Pollard Enterprises Limited designates the Site Foreman, [**Employee Name**] **for** [**Project Address**] as the Person(s) Responsible for the Following:

1) The person(s) appointed to be an area warden(s) for the worksite.

2) The person(s), upon the sounding of the fire alarm, would be responsible to conduct a sweep of the area to ensure all workers are evacuated and report to a pre designated area where they can meet with the building representative to inform them if all evacuated or if additional assistance is required by emergency responders.

Fire Safety Equipment:

Fire extinguishing equipment shall be provided at readily accessible and adequately marked locations at a project. O. Reg. 213/91, s. 52 (1).

Every worker who may be required to use fire extinguishing equipment shall be trained in its use. O. Reg. 145/00, s. 16.

Without limiting subsection (1), at least one fire extinguisher shall be provided,

(a) where flammable liquids or combustible materials are stored, handled or used;

(b) where oil-fired or gas-fired equipment, other than permanent furnace equipment in a building, is used;

(c) where welding or open-flame operations are carried on; and

(d) on each storey of an enclosed building being constructed or altered. O. Reg. 213/91, s. 52 (2).

At least one fire extinguisher shall be provided in a workshop for each 300 or fewer square metres of floor area. O. Reg. 213/91, s. 52 (3).

(4) Clause (2) (d) and subsection (3) do not apply to a building,

(a) that is to be used as a detached or semi-detached single-family dwelling;

(b) that has two storeys or less and is to be used as a multiple family dwelling; or

(c) that has one storey with no basement or cellar. O. Reg. 213/91, s. 52 (4).

Fire extinguishing equipment shall be of a suitable type and size to permit the evacuation of workers during a fire. O. Reg. 213/91, s. 53 (1).

Every fire extinguisher,

(a) shall be a type whose contents are discharged under pressure; and

(b) shall have an Underwriters' Laboratories of Canada 4A40BC rating. O. Reg. 213/91, 53 (2).

Fire extinguishing equipment shall be protected from physical damage and from freezing. O. Reg. 213/91, s. 54 (1).

After a fire extinguisher is used, it shall be refilled or replaced immediately. O. Reg. 213/91, s. 54 (2).

Every fire extinguisher shall be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it. O. Reg. 213/91, s. 55.

No work shall be carried out at a height of 84 metres or more in a building unless the building has temporary or permanent fire pumps that provide a minimum water flow of 1,890 litres per minute at a discharge pressure of at least 450 kilopascals at and above the 84-metre height. O. Reg. 145/00, s. 17.

As construction proceeds in a building with two or more storeys, a permanent or temporary standpipe shall be installed to within two storeys of the uppermost work level. O. Reg. 145/00,
s. 18 (1).

(2) Subsection (1) does not apply to work carried out in a building which is not required by the *Building Code* to have a permanent standpipe. O. Reg. 213/91, s. 57 (2).

(3) A permanent standpipe,

(a) shall have sufficient hose outlets to permit every part of the building to be protected by a hose not longer than twenty-three metres;

(b) shall have a connection for the use of the local fire department located on the street side of the building not more than 900 millimetres and not less than 300 millimetres above ground level and to which there is clear access at all times; and

(c) shall be maintained so as to be readily operable if required to be used. O. Reg. 213/91, 57 (3).

Every hose outlet in a permanent standpipe shall have a valve. O. Reg. 213/91, s. 57 (4). Every hose used with a permanent standpipe,

(a) shall be at least thirty-eight millimetres in diameter;

(b) shall have a combination straight stream and fog nozzle; and

(c) shall be stored on a rack in such a way as to protect it from damage and keep it available for immediate use. O. Reg. 213/91, s. 57 (5).

If a temporary standpipe has been installed, it shall not be disconnected until the permanent standpipe is connected, so that there is always a standpipe in service. O. Reg. 145/00, s. 18 (2).

A temporary standpipe shall be maintained so that it is readily operable. O. Reg. 145/00, s. 18 (2).

A temporary standpipe shall have at least one hose outlet per floor, with a valve and a hose attached to each hose outlet and a nozzle attached to each hose. O. Reg. 145/00, s. 18 (2).

In addition to the requirements of subsection (8), there shall be a connection to which there is clear access at all times, located between 30 and 90 centimetres above ground level on a side of the building that faces the street. O. Reg. 145/00, s. 18 (2).

A hose outlet on a temporary standpipe,

(a) shall have a valve; and

(b) shall be capable of accepting a hose that is 38 millimetres in diameter. O. Reg. 145/00, 18 (2).

If a temporary standpipe is installed in a building under construction, the constructor shall post at the project, or have available for review, a floor plan of the building indicating,

(a) the location of the hose outlets on each floor;

(b) the location of the point on the perimeter of each floor that is furthest from the hose outlet on that floor; and

(c) the location of each exit on each floor. O. Reg. 145/00, s. 18 (2).

The constructor shall give a copy of the floor plan to the fire department located nearest to the project. O. Reg. 145/00, s. 18 (2).

No flammable liquid shall be transferred from one container to another by the direct application of air under pressure. O. Reg. 213/91, s. 58.

JOBSITE HEALTH & SAFETY POLICY:

PURPOSE

To create a Jobsite Health & Safety policy to be followed by All Foreman before, during and after concluding work on a project in order to work together to stay ahead of potential hazards as well as identify and correct health and safety issues on our jobsites.

SCOPE

The purpose of section of our Health & Safety Policy is to create a regimented and structured procedure that all of our Foreman can follow, understand and easily include in their daily/weekly reviews with their staff. The use of Toolbox Talk forms is mandatory and, depending on the project size and scope, will be expected to be followed either daily or weekly as outlined below

STANDARDS / PROCEDURES

Composition of the Jobsite Health & Safety Policy:

Our Foreman will expected to conduct meetings with their staff either daily and/or weekly to discuss not only job/project progress but also go over any and all safety matters/concerns stemming from the job/project itself and/or either General Contractor recommended information regarding the job/project or as instructed by the Pollard Enterprises Ltd. Health & Safety Manager.

These are the 2 different forms/booklets that need to be used: The Toolbox Talk forms and the Pre-Job Safety Inspection booklets;

For Jobs/Projects lasting at least **5 days up to 9 days or less** - 1 completed Form per Day in the Pre-Job Safety Inspection Booklet prior to commencement of shift.

For Jobs/Projects lasting at least **10 days and up** - 1 completed Toolbox Talk Form for each week on the jobsite & 1 Pre-Job Safety Inspection form prior to start of 1st day on site.

FORMS

These forms (The Toolbox Talk Form specifically along with Pre-Job Safety Inspection booklet) are found in the Foreman's truck. Blank copies of the Toolbox Talk forms are readily available with the Site Specific Health & Safety binder provided for each project lasting **10 days and up** (1 completed Form for each week **MUST** be completed and stored in this binder).

Samples of both can be found at the end of our Health & Safety Policy (Pages 391 & 393).

pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Statistical Collection and Management Policy & Procedures :

Purpose:

To track and maintain statistics generated from our day to day operations in order to improve year over year on our end of year results and work towards our Health & Safety Goals

Description:

Over the course of a given year, our workers generate statistical data through their everyday actions. With regards to Health & Safety, it is important to track interactions that result in injuries, near misses, lost time at work, fatalities, etc. as they occur in order to work towards our Health & Safety goal. The following procedures will dictate what is tracked and by whom as well as when they are reported, to whom they are reported to and where they will be tracked and published.

Policy:

It is the policy of Pollard Enterprises Ltd. that the Health & Safety Manager track, coordinate and convey any and all qualitative and quantitative statistical data generated by our staff through a given year. This Data (as produced through various WSIB reports, Incident & Accident Investigation forms, and all Health & Safety reports generated by our own workers as well as the General Contractors and Businesses we deal with on a regular basis) will form the basis of our statistical comparisons from year to year. with the end goal of Zero Incidents being the long term goal we will strive for.

In order to track and maintain statistics generated from our day to day operations it is first imperative that we designate a responsible party to manage over this area. The Health & Safety Manager will be in charge of this area. The following are the step by step procedures this person will be expected to follow in order to have all of this information compiled and readily available for review yearly.

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Procedures:

1. Beginning in January of a given year, the Health & Safety Manager will be expected to gather and track any and all statistical data as it is generated by Pollard Enterprises Ltd. Staff.

> ***Note:*** *This will include all WSIB related forms (CAD7, WSIR's, Form 8's, etc.), Investigation & Accident Reports, Tool Box Talk forms completed by crews, Job Hazard Analysis, Pre-Job Safety Instruction & Weekly Jobsite Inspection forms completed by Foreman, Monthly Jobsite Inspection forms completed by each crew's Safety Rep, JHSC Reports and Recommendations, expenditure reports generated for the purchase of Safety Equipment (Harnesses, Lanyards, Rop Grabs, Lifelines, etc.) and Training costs.*

2. In July, a rough analysis will be conducted on existing statistics to determine if we are track to meet, exceed or fail to hit our previous year's results and any potential adjustments that can be made or gaps that are found will be presented to Upper Management.

3. By August, the Health & Safety Manager will begin working on the end of year statistical reports to be reviewed by Upper Management at the end of Year Health & Safety Meeting.

4. In early September, requests will be made to all Foreman to submit all overdue reports (if any remain outstanding) with the target date of September 30th for all of them to be submitted.

5. Also in September, a 2nd rough analysis will be conducted on existing statistics to determine if the adjustments made had an impact or if earlier trends remained in place.

6. By Late November, once the bulk of the statistics are available, preliminary draft reports will be generated

7. In Mid-December, our End of Year Health & Safety Review will be conducted. Company wide targets and goals will be set for the following year during this meeting.

Statistical Storage

Most of these statistics will be complied in Excel Tracking worksheets and stored in the Company Shared Drive and password protected at the end of each year. During the bulk of the year, when the data is being compiled, these Excel tracking worksheets will be saved on the Laptop of the Health & Safety Manager as well. Once the year is concluded, these trackers will be only available on the Company Shared Drive.

Section #13

Safety Board Posting Requirements (On Site)

1) Notice of Project
2) Form 1000 for General Contractor or and all sub trades
3) WSIB Poster 82 "In Case of Injury at Work"
4) Ministry of Labour Poster "Safe at Work"
5) Employment Standards Act Poster "What you need to know"
6) Occupational Health and Safety Act and Regulations for Construction Projects
7) Safety Data Sheets- Notice of where to find
8) First Aid Regulations – 1101 First Aid Requirements
9) Emergency Response Poster
10) First Aid Responders Certificates
11) Fire Extinguishers, First Aid kit and Eye Wash Station
12) Health and Safety Policy
13) Workplace Harassment Policy
14) Site Specific Health and Safety Plan- Notice of where to find
15) Site Plan – Where to Meet in case of an Emergency

pollard Enterprises Ltd.

Roles and Responsibilities

VISITOR RESPONSIBILITES

PURPOSE

To ensure the safety of all visitors the following responsibilities must be communicated. All employees are required to enforce this policy.

SCOPE

Each visitor must read the visitor responsibilities and sign in at reception. Supplier personnel who are making deliveries and immediately leaving our premises are not required to sign in.

STANDARDS / PROCEDURES

A management member must brief the visitor on responsibilities and specific hazards associated with the area the visitor will be walking through. It is the responsibility of the company contact to remain with the visitor at all times. A visitor waiver release form should be signed by visitors as deemed appropriate.

ROLES AND RESPONSIBILITIES

To ensure the safety of all visitors, the following responsibilities must be communicated.

Visitors must:

1. Sign in and sign out in the log, after reading their health and safety responsibilities.
2. Remain with their designated host.
3. Wear the appropriate personal protective equipment when touring the plant or field projects.
4. Not smoke anywhere on company premise or our projects (including parking lot and loading dock).
5. Be aware of forklift traffic while in the plant.
6. Remain in the designated pedestrian walkways.
7. Report immediately to your host, any injury, no matter how minor.
8. Not touch any company equipment or product.
9. Remain out of restricted areas.
10. Follow all posted signs and rules.
11. In the event on an emergency follow the instructions of your host and remain in the gathering area until given further instruction

pollard
Enterprises Ltd.

By signing this log you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities.

Date	Print Name	Person Visiting	Time In	Time Out

NOTE: This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.

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VISITOR RELEASE FORM

BETWEEN:

_____(THE CONTRACTOR)

- AND -

_____ (VISITOR OR OWNER)

I,_____(please print name clearly) hereby acknowledge, that I am entering the construction operations site (The "Site") of:_____ _____and I have been informed that the condition of the premises at and surrounding the Site and the activities on or near the premises at and surrounding the Site may be of a potentially dangerous nature. I further expressly acknowledge that I am entering the Site voluntarily and entirely at my own risk, and that I have been advised that I am responsible for wearing appropriate Safety Equipment and Clothing while on, or at the Site, and I am fully aware that the law prohibits me from entering "THE SITE" without wearing the appropriate Safety Equipment and Clothing in accordance with THE ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION
PROJECTS. I further expressly acknowledge and hereby agree, that all risks attendant upon, or related to my entering the Site, are assumed by me.

In consideration of being permitted access to the Site and the premises at and surrounding the Site, on my own behalf and on behalf of my dependents, I hereby expressly release, waive, discharge and agree to absolve, indemnify, and hold harmless, The Contractor, and The Owner, their agents, consultants, servants, officers, employees, representatives, assigns, successors, contractors and/or workmen and all of them from any and all liability, causes of action, damages, losses, claims, costs legal or regulatory penalty under any statute or regulation, proceedings and/or suits whatsoever, present or future, in respect of any and all personal injury or injuries, (whether fatal or otherwise), and/or damages to myself and /or property damage to any of my property howsoever caused, while I am on or at the Site or arising in consequence or in respect of my entering the Site.

I hereby expressly acknowledge that I have read and understood this Release and agree to be bound by the terms hereof.

This release is made in contemplation of, amongst other matters, the "OCCUPIERS LIABILITY ACT" (ONTARIO) and Part V of the "FAMILY LAW ACT 1986" (ONTARIO) and any similar and/or successor legislation as may be in force from time-to-time in the Province of Ontario.

This release shall ensure to the benefit of the Contractor, and The Owner, their agents, consultants, servants, officers, employees, representatives, assigns, successors, contractors and/or workmen and all of them and shall be binding upon me, my heirs, administrators, successors, representatives, dependents, assigns and all of them.

PRINT NAME:___ _____ DATED: _____

SIGNATURE:___ _____ WITNESS: _____

Section #14

Occupational Health Procedures

TABLE OF CONTENTS

Occupational health deals with the recognition, evaluation, and control or elimination of health hazards that can adversely affect the health of a person in the workplace. Health hazards are identified as chemical, physical or biological agents that may cause occupational disease.

14.0 PHYSICAL AGENTS

Physical hazards in the workplace may have immediate or long term adverse health effects including, but not limited to noise, vibration, and temperature extremes.

GUIDING PRINCIPLES

Safe work practices and good personal hygiene habits are essential in limiting exposure to various health hazards. Pollard Enterprises Ltd. strongly believes occupational health awareness is important for all its employees, and through education will encourage safe work practices and good personal hygiene.
Pollard Enterprises Ltd. will ensure a risk assessment is completed, controls to eliminate or minimize the risk of exposure are implemented and training will be provided to the workers.

If a worker is or may be exposed to a hazardous substance, Pollard Enterprises Ltd. will ensure that;

- A walkthrough survey is conducted to assess the potential for overexposure taking into account all routes of exposure, including inhalation, ingestion, and skin contact, and
- Reassessment is conducted when there is a change in work conditions which may increase the exposure, such as a change in production rate, process, or equipment.

If the walkthrough survey reveals that a worker may be at risk of overexposure to an airborne contaminant, Pollard Enterprises Ltd. will ensure that air sampling is conducted to assess the potential for overexposure. Control measures for dusts and airborne contaminants include vacuuming, wet sweeping, wet shovelling or other suitable means will be implemented by Pollard Enterprises Ltd.

RESPONSIBILITIES

Employer Responsibilities

The employer shall:

1. Take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent because of the storage, handling, processing, or use of such agent in the workplace.
2. Monitor the use or presence of, or a worker's exposure to, any chemical substance or any biological substance that may be hazardous or harmful to the health or safety of a worker.
3. Where reasonably practicable, substitute a less hazardous or harmful chemical substance or biological substance for a hazardous or harmful chemical substance or biological substance.
4. Implement engineering controls to prevent exposure to hazardous biological or chemical agents without required PPE.
5. Where engineering controls are not in existence or are not obtainable, not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work, rendered ineffective because of a temporary breakdown of such controls or are ineffective to prevent, control or limit exposure because of an emergency, the employer shall provide, and workers shall wear and use, personal protective equipment appropriate in the circumstances to protect the workers from exposure to a hazardous biological or chemical agent.
6. Where reasonably practicable, reduce any contamination of the place of employment by a chemical substance or biological substance.
7. Inform the workers of the nature and degree of the effects to their health or safety of any chemical substance or biological substance to which the workers are exposed in the course of their work.
8. Provide the workers with training on work procedures and processes
9. Provide training on the proper use of PPE.
10. Work with the JHSC to develop and maintain a list of all chemical and biological substances within the workplace.
11. Work with the JHSC to identify hazardous products in the workplace.
12. Ensure that any worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained,

    a. To use the precautions and procedures to be followed in the handling, use and storage of the agent;
    b. In the proper use and care of required personal protective equipment; and
    c. In the proper use of emergency measures and procedures.

The employer shall take all practicable steps to prevent exposure of a worker, to an extent that is likely to be harmful to the worker to:

1. A chemical substance or biological substance that may be hazardous, or
2. A chemical substance or biological substance in combination or association with any other substance present that may be hazardous.

14.1 WORKING TEMPERATURE GUIDELINES

GUIDING PRINCIPLES

All Pollard Enterprises Ltd. employees must be aware of the signs of cold or heat stress. The following guidelines and considerations must be adhered to by all Pollard Enterprises Ltd.'s employees and others while working on a Pollard Enterprises Ltd. job site or yard. It is every employee's responsibility to report the effects of cold or heat stress to their supervisor.

SIGNS AND SYMPTOMS OF COLD STRESS

General Guidelines

Injury due to cold can be classified as either localized, as in frostbite, or generalized as in hypothermia.
Under unusually cold working conditions, an employer shall make further provision for the health and safety and reasonable thermal comfort of a worker, which may include:

- Regular monitoring
- Posting of warning devices
- Provision of special equipment and clothing
- Additional first aid measures
- Provision of screens or shelters
- Medical supervision
- Hot drinks
- Acclimatization procedures
- Limited work schedules with rest periods
- Other appropriate controls and measures

Wind Chill Factor

The wind chill factor is the cooling effect of any estimation of temperature and wind velocity or air movement. It is important to note that wind-chill index has no significance other then, effect on the body. It does not take into account:

1. Body parts exposed
2. The level of activity
3. The amount and type of clothing worn

Superficial Frostbite

This is a localized cooling of the body. Superficial frostbite affects the entire thickness of the skin while deep frostbite affects the skin and underlying tissue.

Superficial frostbite usually affects ears, face, fingers and toes. You may see:

1. White, waxy skin.
2. Skin that is firm to the touch, but the tissue underneath is softy

Deep Frostbite

Deep frostbite is far more serious. It usually involves an entire hand or foot and affects the tissue beneath the outer layer of the skin. It may be recognized by the following:

1. White, waxy skin that turns grayish blue as frostbite progresses.
2. Skin that feels cold and hard.

HYPOTHERMIA

Hypothermia is the generalized cooling of the body, with the body temperature falling below 35 degrees Celsius, 95 degrees Fahrenheit. It usually develops from exposure to abnormally low temperatures, between -30 to -50 degrees Fahrenheit, over a prolonged period of time. However, it can also develop in temperatures well above freezing. Hypothermia goes through different stages, ranging from mild to severe.

- Mild: normal pulse, normal breathing, shivering, slurred speech, conscious but withdrawn mental state.
- Moderate: slow and weak pulse, slow and shallow breathing, shivering is violent or stopped, movement is clumsy and person stumbles, confused, sleepy and irrational mental state.
- Severe: weak, irregular or absent pulse, slow or absent breathing, shivering has stopped and person is unconscious.

PREVENTING FROSTBITE AND HYPOTHERMIA

1. Recognize that by venturing out into the cold, you are risking frostbite. Wind and wetness will drain your body of heat, especially your frost-bite-prone extremities with astonishing speed. Stay mindful of the risk.
2. Bring along warm clothing when working outdoors: an inner wicking layer, a middle insulating layer and an outer wind and water-resistant layer for both your upper and lower body. Be sure you also have gloves or mittens (mittens are better), a hat and wool or thick fleece socks.
3. Make sure you have clothing that will not lose its insulating properties when wet. The primary offender is cotton; wool is much better, as are many kinds of synthetic fleece.
4. Stay hydrated. Dehydration is a predisposing condition for frostbite and hypothermia.
5. Eat plenty of food, especially carbohydrates, which are quick to digest and easy for your metabolism to turn into heat. Eat small amounts frequently rather than large amounts infrequently.
6. Set a reasonable pace when engaging in vigorous activities. Exhaustion can make treatment and even recognition of frostbite more difficult.
7. Stop and warm your feet or hands if they start to feel numb; this is an early warning of frostbite.
8. Seek shelter if the weather turns nasty, especially if you encounter snow, rain and/or strong winds.
9. As much as 40% of body heat can be lost when the head is exposed, therefore, it is important to wear a head covering whenever possible.

NOTE: Employees and supervisors should work together in developing a cold stress program for the particular job conditions or job site location. Supervisors and employees should consider additional or more frequent shorter breaks to allow for opportunities to come into a warm enclosed environment.

SIGNS AND SYMPTOMS OF HEAT STRESS

The possibility of heat stress can be a result from a variety of factors encountered during a normal workday. These factors need to be considered for the implementation of a heat stress program. They include; ambient temperature, humidity, type of work performed (not necessarily heavy work, can include light or moderate work), personal protective equipment worn and the type of clothing required for the task performed.

Pollard Enterprises Ltd. will ensure the health and safety and reasonable thermal comfort of a worker which may include:

- Regular monitoring
- Additional first aid measures
- Provisions of screens or shelters
- Acclimatization procedures
- Limited work schedules with rest periods
- Posting of warning devices
- Provision of special equipment or clothing
- Medical supervision
- Cold Drinks
- other appropriate controls and measures

All employees must remember that when first aid measures are required, an employee possessing a valid first aid certificate should perform first aid and life saving measures until the Emergency Medical Services arrives.

General Guidelines

When a workplace or work process exposes a worker to conditions that may create a risk to the worker's safety or health because of heat or cold, Pollard Enterprises Ltd. will provide suitable and appropriate monitoring equipment, information, instruction and training in the symptoms of thermal stress and the precautions to be taken to avoid injury from thermal stress.

Heat cramps, heat exhaustion and heatstroke are factors caused by:

- The body's inability to maintain a normal temperature of 37 degrees Celsius or 98.6 Fahrenheit
- Long exposure to hot conditions
- Overexposure to the sun
- Lack of fluids to replace lost body fluids
- Vigorous exercise or hard labour in a hot environment

Heat Cramps

Heat cramps are painful muscle spasms caused by an excessive loss of salt and water during sweating. This condition is not serious and usually responds well to first aid. It may be recognized by excessive sweating.
The employee may complain of painful muscle cramps in the legs and abdomen.

Heat Exhaustion

Heat exhaustion is more serious than heat cramps. It occurs when excessive sweating causes a loss of body fluids and when a hot environment and high humidity do not allow the body to cool by sweating. It may be recognized by the following:

- Excessive sweating
- Weak and rapid pulse
- Vomiting
- Cold, clammy, pale skin
- Rapid, shallow breathing
- Unconsciousness

The employee may complain of:

- Blurred vision
- Headache
- Painful cramps in the legs and abdomen
- Dizziness
- Nausea

Heat Stroke

Heat stroke is life threatening. There are two kinds of heatstroke:

- Classic heatstroke occurs when the body's temperature control fails
- Exertion heatstroke occurs as a result of heavy physical exertion in high temperature

It may be recognized by the following:

- Body temperature rising rapidly to 40 degrees Celsius or 104 degrees Fahrenheit and above
- Rapid and full pulse, becoming weaker in later stages
- Flushed, hot, dry skin in classic heatstroke
- Flushed, hot sweaty skin in exertion heatstroke
- Noisy breathing
- Vomiting
- Restlessness
- Convulsions
- Unconsciousness

The employee may complain of:

- Headache
- Dizziness
- Nausea

PREVENTING HEAT STRESS

- Expose the body gradually to a hot environment; acclimatization.
- Protect the head from direct sunshine.
- Drink plenty of water often to replace body fluids lost through sweating.
- Avoid alcohol and caffeinated drinks.
- Avoid long periods of work and manual lifting in a hot environment.
- Employees should wear lightweight, light-colored, loose-fitting clothes.
- Use sunscreen with a sun protection factor (SPF) of 15 or more.

14.2 FIRST AID MEASURES

First Aid for Superficial Frostbite:

1. Prevent further heat loss.
2. Warm up the frost-bitten part gradually with the heat of your body by:
    a. Firm steady pressure of a warm hand.
    b. Breathing on the frost-bitten part.
    c. Placing the frost-bitten area in close contact with your own body.
3. Do not apply direct heat.
4. Do not rub, or put snow on a frost-bitten area.

First Aid for Deep Frostbite:

1. Treat the frozen part gently to prevent further tissue damage.
2. Prevent further heat loss.
3. Do not rub the limbs. Do not allow the casualty to move unnecessarily.
4. Do not thaw the frozen part.
5. Obtain medical help.
6. Transport by stretcher if lower limbs are affected.

First Aid for Hypothermia:

1. Prevent further loss of body heat.
2. Obtain medical help as quickly as possible.
3. Handle worker gently with the least possible movement.
4. Remove worker from the cold environment, e.g.; water, snow, poorly heated room.
5. Remove wet clothing and place the casualty under warm covers, such as a warm sleeping bag.
6. Protect worker from the wind by huddling with the worker.
7. Give the conscious employee a waml sweet drink. Do not give alcohol or coffee or other caffeine containing drinks.
8. Monitor breathing and pulse.
9. If breathing is ineffective, provide assisted breathing.

First aid for Heat Cramps:

1. Place employee in a cool place to rest.
2. Give him/her water to drink as much as he/she will take.
3. Obtain medical help if muscle pain continues.

First aid for Heat Exhaustion, if the Employee is Conscious:

1. Place the casualty at rest in a cool place, with feet and legs elevated
2. Remove excessive clothing.
3. Loosen tight clothing at neck and waist.
4. Give water to drink, as much as the casualty will take.
5. If the employee is vomiting, give nothing by mouth, ensure an open airway and get medical help immediately.

First aid for Heat Exhaustion, if the Employee is Unconscious:

1. Obtain medical help immediately.
2. Place the casualty into the recovery position.
3. Monitor vital signs and give lifesaving first aid as needed.
4. Give ongoing care to casualty until medical help takes over.

First aid for Heatstroke:

1. Send for medical help immediately.
2. To prevent permanent brain damage or death, you must reduce the body temperature quickly.
3. The first aider should:
    a. Move the person to a cool, shaded area.
    b. Ensure a clear airway and adequate breathing.
    c. Remove clothing.
    d. Immerse the employee in a cool bath (if possible) and watch him/her closely.
    e. Sponge the employee with cool water, or place cold packs or cold compresses in the armpit, neck and groin areas, or
    f. Cover him with wet sheets and fan cool air over him with a dry sheet.
    g. Monitor the employee's temperature and if it rises, repeat the cooling procedure.
    h. Place the unconscious employee into the recovery position.

14.3 Noise

Noise is unwanted sound that can be conducted through solids, liquids or gases and can have both physiological and psychological effects. Physiological effects can include both permanent and temporary hearing loss.

GENERAL GUIDELINES

The employer, contractor or owner shall ensure that all new places of employment are designed and constructed so as to achieve the lowest reasonably practicable noise level, any alteration, renovation or repair to an existing place of employment is made so as to achieve the lowest reasonably practicable noise level, and all new equipment to be used at a place of employment is designed and constructed so as to achieve the lowest reasonably practicable noise level.

In every area where workers are required or permitted to work and the noise level may frequently exceed 80dBA, an employer or contractor shall ensure that the noise level is measured in accordance with an approved method. A competent person must evaluate the sources of the noise and recommend corrective actions. The measurements, evaluation and recommendations are to be documented.

The employer or contractor shall keep a record of the results of any noise level measurements conducted at the place of employment.
Where a workers' occupational noise exposure is or is believed to be between 80-85 dBA, the employer or contractor shall; inform the worker of the hazards of occupational noise exposure, on the request of the worker, make available hearing protectors that meet the legislative requirements

When a workers occupational noise exposure is or is believed to be between 80-85 dBA, the employer or contractor shall train the worker in the selection, use and maintenance of the hearing protectors.

Where a workers' occupational noise exposure is or is believed to be between 80-85 dBA, the employer or contractor shall; inform the worker of the hazards of occupational noise exposure, on the request of the worker, make available hearing protectors that meet the legislative requirements When a workers occupational noise exposure is or is believed to be between 80-85 dBA, the employer or contractor shall train the worker in the selection, use and maintenance of the hearing protectors.

When a workers occupational noise exposure equals or exceeds 85dBA, the employer or contractor shall inform the worker of the hazards of occupational noise exposure, take all reasonably practicable steps to reduce noise levels in all areas where the worker may be required or permitted to work, minimize the workers' occupational noise exposure to the extent that is reasonably practicable and document the steps taken.

The employer or contractor shall develop and implement a hearing conservation plan and appoint a supervisor to oversee the plan.

If workers are exposed to excess noise
Pollard Enterprises Ltd. will develop and implement a noise management program that includes company and site specific policies and procedures.

The noise management program will include the following components:

a. A plan to educate workers in the hazards of exposure to excess noise and to train workers in the correct use of control measures and hearing protection;
b. The methods and procedures to be used when measuring or monitoring worker exposure to noise;
c. The posting of suitable warning signs in any work area where the noise level exceeds 85 dBA;
d. The methods of noise control to be used;
e. The selection, use and maintenance of hearing protection devices to be worn by workers;
f. The requirements for audiometric testing and the maintenance of test records; and
g. An annual review of the policies and procedures to address.

14.4 VIBRATION

The vibration from percussion tools and chainsaws at specific frequencies can produce vibration-induced diseases. An employer must ensure, to the extent practicable, that workers are not exposed to vibration in excess of the limits specified for hand-arm or whole-body vibration. The employer will purchase/rent as practicable, tools with anti-vibration devices. If the manufacturer of equipment that produces levels of vibration in excess of the vibration exposure limits does not label the equipment to identify the hazard, the employer is responsible for doing so.

14.5 CHEMICAL AGENTS

Chemical hazards occur when excessive airborne concentrations in the form of a gas, liquid, vapour, fume, mist or dust which can be inhaled or absorbed through the skin.

1. **Fume -** Small solid particles suspended in air formed by molten metals or plastics (i.e. welding fumes)
2. **Mist -** Small liquid droplets suspended in air (i.e. oil or paint spray.)
3. **Gas -** Gases occupy the entire space in which they are contained. They can be changed to a liquid or solid state by increased pressure or decreased temperature. Gases that do not exist as a solid or liquid at room temperature and pressure.
4. **Vapor -** Gaseous form of substances normally in a liquid or solid state.
5. **Dust -** Solid particles suspended in air generated by mechanical action on a solid such as grinding or crushing
6. **Smoke –** Formed when a material containing carbon is burned. Smoke generally contains droplets as well as dry particles. Specific chemical hazards may require specialized handling.

14.6 CHEMICAL STORAGE

A chemical is any substance made up of chemical elements, and considering its properties can react to other substances. The storage of chemicals means an allocated safe area that keeps the chemical substance from reacting to other substances, and keeps people from coming into accidental contact with it.

Chemical storage and the handling of chemicals by Pollard Enterprises Ltd. employees, is to be done following the manufacturer's handling procedures found on the SDS.

14.7 SPILL CONTROL

The on-site manager (spill coordinator) will investigate any spill before evacuating the building or contacting any of the emergency contacts listed previously. The following criteria shall be used to determine the severity of the incident and if the spill or leak should warrant evacuation of the building.

A minor spill is one that usually presents little or no hazard to person or property, and is small enough to be safely cleaned up using the emergency spill kit. Minor leaks or spills are normally reported by individuals detecting:

- An alarming or offensive odour,
- A small pool of liquid on the ground.

If the minor leak or spill is in an open area and the vapours are being dispersed it will not be considered a significant hazard. If the vapours from the minor leak or spill can collect in a confined space sufficiently to form an explosive mixture it will be considered a significant hazard and an evacuation must take place immediately.

A major spill is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment. Major leaks or spill may be detected by:

- The existence of large vapour cloud,
- A large pool or liquid on the ground.

DISPOSAL

The disposal of waste material resulting from a spill or leak of flammable and combustible liquid is of extreme importance. All disposal actions must be in accordance with the Environmental Protection Act. The following steps should be followed in an attempt to clean up a spill or leak in a safe and secure manner.

The following will be done once the spill has been contained:

1. Apply absorbent material found within the spill kits to the entire spilled area
2. Using a large hand tool (i.e., non-sparking shovel) ensuring all the liquid has been exposed and mixed with the absorbent material
3. Place the used absorbent into a disposal bag and then a non-combustible container. Dispose of material in conformance with the SDS sheet.

FLAMMABLES

Flammable materials (aerosols, gases, liquids, solids, and reactive materials) ignite easily, and are a potential fire hazard. Flammable liquids are very dangerous in the workplace especially if there is insufficient ventilation. Vapours can travel great distances to an ignition point. The flame can then travel back along the vapour trail to the flammable liquid where an explosion could occur.

Always follow the SDS storage recommendations. The following are general recommendations only:

1. Large quantities of flammables must be stored away from main buildings.
2. Flammable materials must be protected from excessive temperature, shock or vibration.
3. Only small quantities of flammables must be stored in fireproof safety cabinets. Safety cabinets must be vented, metal and lockable.
4. Flammables shall be stored away from ignition sources such as flames, heat, sunlight or sparks and shall be stored away from areas with a high fire hazard.
5. Flammables must be stored away from oxidizing substances, susceptible spontaneous heating materials, explosives and materials that react with air or moisture to produce heat.
6. Only quantities of flammables required for immediate use must be stored in the work area.
7. Temperatures in the storage area must not exceed the flammable materials flash point.
8. Flammable solids must not be stored near oxidizing materials, corrosives or explosives.
9. Containers of flammables must be kept tightly closed and be electrically grounded or bonded while contents are transferred from one container to another.
10. Containers of flammables must not be stacked. And the storage area must be well ventilated. Only approved metal containers can be used for storage
11. Empty flammable containers must be kept in a separate storage area and closed.
12. There must be a no-smoking sign posted outside the storage area.

14.8 COMPRESSED GAS CYLINDERS

1. Store and move cylinders in the upright position. Secure cylinders upright with chains or rope.
2. Lock up cylinders to prevent vandalism and theft.
3. Wherever possible, store cylinders in a secure area outdoors or in a well-ventilated area.
4. Keep full cylinders apart from empty cylinders.
5. Store cylinders of different gases separately.
6. Keep cylinders away from heat sources.
7. When heating with propane, keep cylinders at least 4.5 meters away.
8. Protective caps must be in place when the cylinders are not in use or when being moved.
9. Cylinders must not be placed where they may become part of any electric circuit or inadvertently struck by welding rod.
10. Use proper equipment for transporting and hoisting cylinders in order to keep them secure.
11. Close valves on cylinders when empty or while being moved.

Safe Work Practice

Transporting Flammable Liquids

1. Gasoline and other highly flammable liquids must not be carried in the passenger compartment of a vehicle.
2. Gasoline and other highly flammable liquids must be transported and stored in approved containers bearing the CSA or ULC label.
3. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling.
4. Flammable liquids must be transported in an upright position, braced or otherwise secured to prevent overturning.
5. When transporting gasoline or other flammable liquids in a van, place the containers in the rear of the van with adequate ventilation. Remove the containers from the van immediately upon arrival at the destination.
6. Provide a fire extinguisher in the driver's compartment when gasoline or other flammable liquids are transported in a van.
7. Do not use gasoline as a cleaner.
8. Gasoline engines should be shut off and allowed to cool before refueling.

Use and Storage Propane

1. Unless designed for horizontal use, propane cylinders must be kept in an upright position.
2. Propane cylinders must be stored in a well-ventilated area away from heat sources, outdoors and above grade.
3. Only approved hoses and fittings must be used to connect a cylinder to tools and equipment.
4. When not in use, propane cylinders and hose-connected devices must not be left in trenches or other low-lying areas. Propane is heavier than air and can settle in dangerous concentrations at the bottom of trenches, manholes, vaults, basements, sumps and other below-grade areas.
5. Never look for leaks in a propane cylinder or hose with a flame. Use soapy water.

Use and Storage- Oxygen & Acetylene

1. Leather gauntlet gloves and goggles with No. 4 or 5 lens shade must be worn by workers using an oxyacetylene cutting torch. No.4 or 5 lenses do not remove arc-welding rays.
2. Oxygen and acetylene cylinders must be secured in an upright position at all times during storage, use and transportation.
3. Cylinders should be stored in a well-ventilated area, outside with overhead protection from the weather.
4. Protective caps must be in place when the cylinders are not in use or when they are being moved.
5. Fire extinguishers must be available whenever oxyacetylene cutting is being done.
6. Cylinders must not be placed where they may become part of an electric circuit or be inadvertently struck by a welding rod.
7. Cylinders must be hoisted in properly rigged racks or baskets to keep them secure and upright.
8. Workers using oxyacetylene must not carry butane lighters.
9. Oxygen or acetylene torches must not be used to blow dust from work surfaces, clothing or skin.
10. Do not move cylinders without first closing the valves.
11. Do not use regulators, hoses or torches unless they are working properly.
12. Use only a spark lighter to ignite torches. Never use matches or a cigarette lighter.
13. A leaking gas cylinder must be shut off and removed to an outdoor location away from ignition sources and marked to be readily identifiable. The supplier should be notified about the defective cylinder.
14. Keep acetylene cylinders away from heat source. The surrounding temperature must be kept below 54 C (130 F).
15. Empty cylinders must be stored separately from full cylinders. Store acetylene cylinders separately from oxygen cylinders.
16. Cylinders must not be placed where materials or equipment can strike, fall on or knock them over.
17. Supply hoses must be protected from traffic.

COLD STRESS PREVENTION AND RESPONSE

PURPOSE

To educate and protect the health and safety of workers from the effects of cold stress (hypothermia) and cold related injuries.

SCOPE

Cold Stress Prevention and Response program applies to all facilities and field projects.

STANDARDS / PROCEDURES

Cold Stress Disorders

Cold injury is classified as either localized, as in frostbite, or generalized as in hypothermia.

Wind Chill Factor

The wind chill factor is the cooling effect of any estimation of temperature and wind velocity or air movement. It is important to note that wind-chill indices have no significance other than the "effect on the body". It does not take into account exposed body parts, the level of activity and the amount and type of clothing worn.

Hypothermia

Hypothermia can be described as when a worker is exposed to conditions that could cause the body's core temperature to drop below 36°C. Most cases of hypothermia develop in air temperatures between -1˚C and 10˚C.

Symptoms of hypothermia include:

- uncontrollable and persistent shivering;
- irrational decision making or confused behaviour;
- reduced mental awareness;
- poor coordination;
- slurred speech and memory lapses;
- the heart rate slows, the pulse rate weakens, and blood pressure changes.

Treatment of hypothermia includes:

- moving the casualty to shelter carefully - sudden and rough handling can upset the heart rhythm;
- keep the casualty awake, remove wet clothing and wrap casualty in warm covers;
- re-warm neck, chest, abdomen and groin, but not the extremities;
- apply direct body heat or use safe heating devices;
- give warm, sweet drinks, but only if casualty is conscious;
- monitor breathing and administer artificial respiration if necessary;
- call for medical help or transport casualty carefully to the nearest medical facility.

Frostbite

Frostbite can occur without hypothermia when the extremities do not receive sufficient heat from central body stores and there is freezing of the fluids around the cells of the body tissues. The most vulnerable parts of the body are the nose, cheeks, ears, fingers and toes. Workers must watch each other for signs of frostbite and alert a fellow worker if symptoms appear.

The first symptoms are:

- Skin colour changes from a white waxy appearance, to greyish, progressing to reddish and finally turning black, upon severe damage
- Pain may be felt at first, but subsides
- Blisters may appear
- The affected part is cold and numb

Treatments for frostbite include:

- Getting the worker to warm shelter
- Warming the frostbitten area gradually with body heat. Do not rub the affected part.
- Do not thaw hands or feet unless medical aid is distant and there is no chance of refreezing. Parts are better thawed at a hospital.
- Apply sterile dressings to blisters to prevent breaking and get medical attention.

Trench Foot

Trench foot is caused by long, continuous exposure to cold, without freezing, combined with persistent dampness. Symptoms included swelling, tingling, itching, pain, blistering, ulceration and death of skin tissue. When other areas of the body are affected, the condition is known as chilblains.

Preventing Cold Stress Disorders

Prevention is the best medicine. The following are some measures to prevent injuries from cold stress:

a. Increase fluid intake - this prevents dehydration which affects blood flow to the extremities. Fluids should be warm (not hot), sweet, caffeine-free and non-alcoholic.
b. Well balanced diet.
c. Work and rest schedules that allow you to warm up in a warm sheltered area.
d. Use of personal protective equipment.

Recommended clothing includes:

- Wear several layers of clothing rather than one thick layer. The air captured between layers will act as an insulator. Stripping off layers if the outside air/wind factors improve can prevent profuse sweating while working, avoiding chills due to wet inner clothing.
- Inner synthetic fabrics such as polypropylene worn against the skin will wick away sweat. However, do not use synthetic fabrics if performing hot work where burning is a risk.
- Keep your head covered. As much as 40% of the body heat can be lost when the head is exposed.
- Socks with high wool content are recommended.
- Insulated work boots or felt-lined rubber boots which must be CSA rated. Tight-fitting footwear restricts blood flow so ensure that boots are large enough to allow for one or two thick pairs of socks.
- Hard hat liners, balaclavas or other face covers are recommended in extreme cold temperatures.

General Information

a. If stranded in a vehicle, stay with the vehicle - watch for carbon monoxide build-up.
b. Chemical protective clothing (Tyvek, Saranex) can act as a good windbreaker.
c. Tinted glasses will reduce snow-blindness.

All personnel are responsible for conducting work activities in accordance with the Cold Stress Prevention program. Employees are also responsible for reporting effects of cold stress to crew foremen.

Health and Safety Coordinator:

The health and safety coordinator shall ensure that all employees are provided with information on the affects, symptoms and treatment of cold stress through safety meetings.

Project Manager:

Each project manager shall ensure the crew foreman is applying the standards and procedures as required.

Crew Foremen:

The crew foreman shall ensure that workers are aware of and accounting for the effects of cold stress during periods of extreme cold temperatures.

Workers:

Shall notify the crew foreman should they suspect cold stress symptoms are developing.

Communication of the cold stress prevention and response program will be provided to our workforce through "New Hire" safety orientation sessions and “Due Diligence” seminars.

The Joint Health & Safety Committee in collaboration with the health and safety coordinator shall review the cold stress education and prevention measures on an annual basis and recommendations will be conveyed to senior management for action.

HEAT STRESS PREVENTION AND RESPONSE

PURPOSE

To heighten the awareness among our employees of the potential risks associated with working in hot and humid temperatures and to educate them on preventative measures and treatment for heat stress.

SCOPE

The heat stress program applies to all employees who work on field projects and shop yards.

STANDARDS / PROCEDURES

The body's ability to dissipate heat (sweating process) is compromised when the humidity content in the air is high and the air is hot. It is our policy to make all workers aware of the risks of heat stress-related conditions such as heat exhaustion and heat stroke. All crew foremen are to collaborate with the project manager and labour safety representatives in making workers aware of these risks. Measures to reduce the risks of heat stress are as follows:

a) Workers are to refrain from drinking such beverages as tea, coffee and alcoholic drinks as they are diuretics and cause people to urinate, further dehydrating the person.
b) Workers should include some salty foods with their lunch but should not take salt tablets as it can result in stomach ulcer conditions.
c) Engineered controls such as air conditioning and fans can help circulate the air.
d) Foremen must ensure the workers take plenty of rest periods to work in short durations and to not over-exert themselves when working.

The process of **acclimatizing** to working in hot environments is described as follows:
"Acclimatization" occurs when the body adjusts to the heat by gradually increasing exposure and physical activity in hot weather. It may take a week or two for the body to adapt completely, and after even short periods without heat exposure, acclimatization can be reduced or lost.

There are two ways to acclimatize:

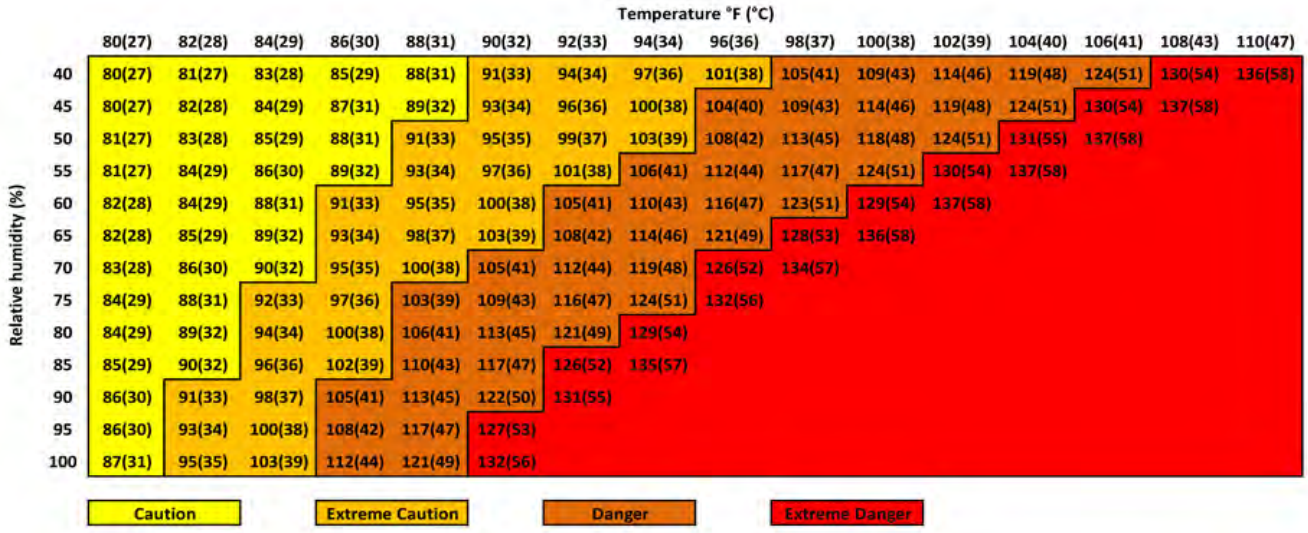
- For those **experienced** on the job, limit the time in hot working conditions to 50% of the shift on the first day, 60% of the shift on the second day, and 80% of the shift on the third day. Work a full shift on the fourth day.

- For those **not experienced** on the job (for example, a summer student), start off spending 20% of the time in hot working conditions on the first day and increase the time by 20% each subsequent day.

Instead of reducing the exposure times to the hot working conditions, reduce the physical demands of the job for a week or two to become acclimatized.

If workers have health problems or are not in good physical condition, longer periods of acclimatization may be required. Sources such as heat radiation from processes can also be problematic for workers requiring similar precautions be taken.

Below is a Heat Index Chart that exemplifies the effects of moist heat to the human body. For example: If it is 30 degrees outside with the relative humidity at 60% it will feel like 33 degrees. In direct sunlight it will feel like 48 degrees!!



Heat index	Risk level	Protective measures
Less than 91°F (33°C)	Lower (caution)	Basic health and safety planning
91°F–103°F (33°C–39°C)	Moderate	Implement precautions and heighten awareness
103°F–115°F (39°C–46°C)	High	Additional precautions to protect workers
Greater than 115°F (46°C)	Very high to extreme	Even more aggressive protective measures

Directions:

1. Locate the current temperature on the left column and then locate the relative humidity on the top row.
2. Follow-the temperature across and the humidity down until they meet; this measurement is the heat Index.

The heal Index will Increase 15 degrees In direct sunlight.

Heat stress hazards are listed below; it is important for first aid attendants and foremen to recognize the symptoms and know the initial treatments to apply until emergency medical personnel take over the situation.

	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Sunburn	Too much exposure to the sun.	Red, painful, or blistering and peeling skin.	If the skin blisters, seek medical aid. Use skin lotions (avoid topical anesthetics) and work in the shade.	Work in the shade; cover skin with clothing; apply skin lotions with a sun protection factor of at least 15. People with fair skin should be especially cautious.
Heat Cramps	Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water.	Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing and drink cool salted water (1 tsp. salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don't go away, seek medical aid.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Fainting	Fluid loss and inadequate water intake.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down. If the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak; nausea and vomiting; very thirsty; panting or breathing rapidly; vision may be blurred.	GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Stroke	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

RESPONSIBILITIES

Health and Safety Coordinator:
The health and safety coordinator shall ensure that all employees are given information on the effects, symptoms and treatment of heat stress through various safety meetings.

Project Manager:
Project manager shall ensure that foremen are applying standards and procedures as required.

Crew foreman:
The crew foreman shall ensure that crew workers are aware of and accounting for the affects of heat stress during hot humid periods of work.

Workers:
If a worker is feeling dizzy and faint during such hot humid periods of work the foreman shall be notified so prevention measures can be taken and treatment rendered, if necessary.

COMMUNICATION

Communication of our heat stress prevention program will be passed on to our workforce through "New Hire" safety orientation sessions and "Due Diligence" seminars.

TRAINING

Training in heat stress will be conducted during safety meetings, such as orientation, Joint Health and Safety Committee meetings and "Due Diligence" seminars. Support material explaining the effects, symptoms and treatment of heat stress will be distributed to the workforce during crew safety meetings.

EVALUATION

The Joint Health & Safety Committee in collaboration with the health and safety coordinator shall review heat stress education and prevention measures on an annual basis and recommendations will be conveyed to senior management for action.

FORMS

The policy itself, the "Heat Index" and "Heat Stress Hazards" charts can be used as handouts.

REFERENCE

IHSA data material on heat stress.

HEARING LOSS PREVENTION PROGRAM

PURPOSE

To ensure employees understand the consequences of working in high noise environments and the preferred control methods required to protect against hearing loss.

SCOPE

The hearing loss prevention program applies to all employees who will work in high noise generated work environments.
The following equipment or operations have been identified as a high risk hearing loss concern and all measures will be taken to protect workers subjected to these risks:

- kettle operations
- saw cutting operations
- grinding operations

STANDARDS / PROCEDURES

Depending on the noise level, duration of exposure and other factors, a temporary or permanent hearing loss could be sustained by workers. It is a Pollard Enterprises Ltd. standard to assess the noise generating potential of equipment and operations. Based on the findings, appropriate noise lowering measures at the source or hearing loss prevention measures at the worker will be implemented.

METHODS OF NOISE MEASUREMENT

Two types of hearing measurement can be performed – area and personal.

- **Area Noise Measurements:**
  This measurement is taken in a specific work area. It is generally used to determine whether more detailed evaluations involving personal noise measurement is necessary.

- **Personal Noise Measurements:**
  This involves a small device called a dosimeter. Workers can wear the device to determine their average noise exposure over a whole shift. Usually worn around the waist, the dosimeter has a microphone that is placed as close to the worker's ear as possible.

Such noise evaluations must be done by a knowledgeable person trained and experienced in conducting noise surveys.

Any piece of equipment that generates noise levels greater than 85 dBA shall have a caution label applied to it indicating the dBA level it generates.

Any worker exposed to noise levels in excess of 85 dBA should wear hearing protection.

Table 4

MAXIMUM NOISE LEVEL (dBA)	RECOMMENDED CLASS OF HEARING PROTECTOR
Less than 85 dBA	No protection required
Up to 89 dBA	Class C
Up to 95 dBA	Class B

DETERMINING FACTORS OF HEARING LOSS

The following factors determine the degree and extent of hearing loss:

- Type of noise
- Intensity of noise generated
- Duration of exposure to noise
- Type of noise environment
- Source distance from noise
- Worker's position to noise source
- Worker's age
- Individual Susceptibility
- Worker's present health
- Worker's home and leisure activities

The chart to the right (table 5) indicates some types of construction equipment with their corresponding levels of noise. In some cases, workers may be working near such equipment and will need to recognize the risks and take appropriate protection measures.

Table 5

TYPICAL NOISE LEVEL MEASUREMENTS FOR CONSTRUCTION	
* EQUIPMENT	NOISE LEVEL (dBA) AT OPERATOR'S POSITION
Cranes	78 – 103
Backhoes	85 – 104
Loaders	77 – 106
Dozers	86 – 106
Scrapers	97 – 112
Trenchers	95 – 99
+ Pile drivers	119 – 125
Compactors	90 – 112
Grinders	106 – 110
Chainsaws	100 – 115
Concrete saw	97 – 103
Sand blasting nozzle	111 – 117
Jackhammers	100 – 115
Compressors	85 – 104

* Generally, newer equipment is quieter than older equipment. (For noise levels of specific equipment, contact the Construction Safety Association of Ontario.)

\+ Pile drivers and explosive-actuated tools generate intermittent or "impulse" sound.

PROTECTION MEASURES AGAINST HEARING LOSS

Any worker exposed to noise levels in excess of 85 dBA should wear hearing protection. The chart to the right (table 4) indicates the recommended class of hearing protectors required in correlation to various levels of noise based on a daily 8 hour exposure of noise levels in dBA.

Other controls that can protect workers are:

- increasing the distance between the high noise source and the worker;
- using muffling / dampening devices on equipment

Class Types of Hearing Protectors:
Protectors are classed by their attenuation abilities under laboratory conditions and practical field considerations.
Class A protectors offer the highest ability to attenuate, followed by B and C classes.

TYPES OF HEARING PROTECTORS AVAILABLE
The following types of hearing protectors or their combinations are available for use on our projects. Pollard Enterprises Ltd. based on the risk analysis of our equipment, will specify the required type of hearing protection on our risk analysis sheets.

Table 3: Types of Hearing Protectors

	FOAM EARPLUGS	PREMOULDED EARPLUGS	EARMUFFS	FORMABLE EARPLUGS	CUSTOM-MOULDED EARPLUGS	SEMI-INSERT EARPLUGS
						
STYLE and COMFORT	Consist of compressible plastic foam. Come in many shapes. Often described as "disposable plugs." Elasticity lets them adapt easily to changes in ear canal.	Usually made of plastic or silicone rubber attached to a flexible stem for handling and insertion. Come in many shapes and sizes to suit different ear canals.	Consist of two insulated plastic cups attached to metal or plastic band. Cups equipped with soft cushions for seal and comfort. Head band tension ensures good seal.	Made from pliable material such as cotton/wax mixture, silicone putty, and mineral wool.	Custom made to fit a particular ear by taking an impression of the ear, making a mould, and casting a plug.	Commonly known as banded earplugs or canal caps. They consist of small caps or pods that are held in place over the ear canal by spring-loaded bands.
INTENDED USE	Most brands can be reused a few times before being discarded.	To be used more than once.	To be used regularly. Can be worn with or without plugs. Easily attached to hard hats.	• Single-use for mineral wool products. • Multi-use for cotton/wax products. • Semi-permanent for silicone putty products.	Permanent use	To be used more than once.
HYGIENE PRACTICES	Clean hands required each time fresh plugs inserted.	Plugs should be cleaned regularly with warm soapy water, preferably after each removal from ear.	General maintenance required. Head band must be maintained. Cushions must be replaced when soiled or brittle.	Clean hands required for shaping and insertion.	Wash with hot water and soap, preferably after removal.	Wash with hot water and soap, preferably after removal.
ADVANTAGES	Low risk of irritation. One size fits most workers.	Reusable.	Less likely to cause irritation. When attached to hard hat, always available for use.	Relatively cheap	Good fit only if a proper impression of the ear is taken.	Good for when frequent removal is required.
DISADVANTAGES	Use requires clean hands. Large supply required for frequent removals and usage.	Plugs must be kept clean to prevent irritation. May produce some discomfort with pressure. Though reusable, plugs degrade over time. Inspect and replace as necessary.	Bands may wear out and tension decrease. Eyewear and hair may interfere with fit and reduce protection.	Not recommended for the noise levels found on construction projects.	If the wearer's weight changes drastically, new plugs should be made. Plugs can be lost, shrink, harden, or crack over time, and must be replaced.	Proper seal is necessary for good attenuation.

Health and Safety Coordinator:
The health & safety coordinator shall ensure that all equipment and/or operations likely to generate high noise levels are assessed and final determinations made on any need to protect against high noise.

Project Managers and Crew Foremen:
Each project manager will pay close attention to equipment and operations in the field (whether ours or used by other employers) that may generate high noise levels and act responsibly in affording controls if required. The project manager or crew foreman will investigate any noise concern raised by workers.

Workers:
Any worker who feels the noise level of an operation or equipment presents a possible risk, shall notify his or her crew foreman immediately.

COMMUNICATION

The Hearing Loss Prevention Program will be communicated to all New Hires through Safety Program Orientation sessions and through a scheduled coaching session. All training records shall be kept on file by the health and safety coordinator.

TRAINING

Training on Hearing Loss prevention will be delivered by our professional safety provider or company trainer. Any coaching or formal course event held by Pollard Enterprises Ltd. shall be recorded on an attendance roster and all training records shall be kept on file by the health and safety coordinator.

EVALUATION

Equipment and/or operations likely to generate high noise levels, are assessed and final determinations made for any need to protect against high noise. Any machine generating high noise levels, shall have a dBA rating label applied to it with warning to use hearing protection.

Documentation of noise surveys assessed on equipment will be recorded on risk analysis forms and subsequent warning labels.

REFERENCE

Section 25 (2) (a) of OHSA
Risk Analysis Assessment forms

pollard Enterprises Ltd.

Safe Work Practice

Lead and Silica Precaution- See Type 1, 2, 3 Operations- Safe Job Procedures

Lead

Workers are most at risk when there is lead dust, fume, or vapour in the air. For instance, when workers are:

1. Working with lead and metals containing lead such as solder.
2. Applying or removing paints containing lead.
3. Installing or removing sheet metal containing lead.
4. Hot cutting on material containing lead.
5. Renovating, demolishing, and doing other work on structures or material containing lead.
6. Removing mortar from stone walls.
7. Lead gets into your body mainly through.
    a. Inhalation (breathing in dusts, mists, and fumes).
    b. Ingestion (eating, drinking, smoking, biting nails, etc., without first washing your hands and face.

Identify Controls

1. Management / Supervisors will inform all workers about any lead on site. That is the law. If workers are unsure, or suspect that there is lead where you were not warned about it, advise your Supervisor.
2. If you are welding, cutting, burning, or heating products containing lead, make sure you have local exhaust ventilation.
3. On power tools that can generate lead containing dust, use dust-collection systems.
4. Wear respirators and protective clothing.
5. Protective clothing includes coveralls, gloves, and eye protection such as safety glasses, goggles, or face shields.
6. Change out of work clothes and shoes at the end of each shift and leave them at work.
7. Never take protective clothing home for washing or cleaning. You could poison your family.
8. Practice a high standard of personal hygiene wash up thoroughly after each exposure to lead. Wash and shower at the end of a shift.
9. Do not eat, drink, smoke, or chew gum in places that may have lead contamination.
10. Get rid of any lead waste at the end of each day or shift in an appropriate manner.

Silica

Identify Controls

1. Before you cut or grind, plan for the job.
2. Notify workers that they will be generating silica dust. Tell them to keep at least 10 meters away.
3. Post warning signs.
4. Do the work in an area away from other workers or do it when no workers are around.
5. Set up an enclosure around the cutting or grinding operation if you cannot prevent the spread of dust to nearby workers who are not protected.
6. Use a respirator. An N95 filtering face piece respirator is only appropriate for short-duration tasks or when local exhaust ventilation is available on tools. Otherwise, a more protective respirator is required.
7. Before starting work, make sure you have all required PPE in place such as safety goggles, safety boots, a hard hat, and hearing protection.
8. If your saw or grinder is equipped with local exhaust ventilation (vacuum attachment) or water attachment, inspect the device to ensure it is operating properly.
9. In outdoor environments, set up your work area so that the wind blows from behind you and carries the dust cloud away from your breathing area.

During the cut or grind:

1. If safe to do so, continuously and thoroughly wet the area that you will be cutting or grinding.
2. If excessive dust is generated, stop the work.
3. Determine if the tools or equipment require adjustment or replacement.

After you finish cutting or grinding:

1. Remove dust from your tools with a damp cloth or HEPA vacuum.
2. Clean the work area to prevent the buildup of Silica. Wet sweep or use a HEPA vacuum but NEVER use compressed air to blow the dust.
3. Wash your hands with soap and water after you finish.
4. Shower and change out of your work clothes before going home to prevent exposure to family or friends.

OPERATIONS	REQUIRED RESPIRATOR &PPE'S	OTHER MEASURES & PROCEDURES
TYPE 1		
• Application of lead-containing coatings with a brush or roller. • Removal of lead-containing coatings with a chemical gel or paste and fibrous laminated cloth wrap. • Removal of lead-containing coatings or materials using a power tool that has an effective* dust collection system equipped with a HEPA filter. • Installation or removal of lead-containing sheet metal. • Installation or removal of lead-containing packing, babbit or similar material. • Removal of lead-containing coatings or materials using non-powered hand tools, other than manual scraping or sanding. • Soldering.	• Respirators should not be necessary if the level of lead in the air is less than 0.05 mg/m³. However, if the worker wishes to use a respirator, a half-mask particulate respirator with N-, R- or P-series filter, and 95, 99 or 100% efficiency should be provided. **(Section below applies to all 3 Types of Operation)** • Personal protective clothing and equipment should be provided where workers may be exposed to lead. **Appropriate personal protective clothing and equipment to prevent skin contamination, include but are not limited to coveralls or full-body work clothing; gloves, hats, and footwear or disposable coverlets; and safety glasses, face shields or goggles.** • The purpose of protective clothing is to prevent skin exposure and the contamination of regular clothing. All clothing and equipment that has been worn in a lead-contaminated area must be removed at the end of each shift	• Washing facilities consisting of a wash basin, water, soap and towels should be provided and workers should use these washing facilities before eating, drinking, smoking or leaving the project; • Workers should not eat, drink, chew gum or smoke in the work area; • Drop sheets should be used below all lead operations which produce or may produce dust, chips, or debris containing lead; • Dust and waste should be cleaned up and removed by vacuuming with a HEPA filter equipped vacuum; • Clean-up after each operation should be done to prevent lead contamination and exposure to lead; • Dust and waste should be cleaned up at regular intervals and placed in a container that is: - dust tight - identified as containing lead waste - cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before being removed from the work area - removed from the workplace frequently and at regular intervals; • The work area should be inspected daily at least once to ensure that the work area is clean; and • Compressed air or dry sweeping should not be used to clean up any lead-

	and be decontaminated. Under no circumstances should these be taken home. When handling lead-contaminated clothing avoid shaking, as this can be a significant source of exposure to lead dust. Lead-contaminated clothing and equipment should be placed in sealed impermeable plastic bags with proper labels indicating lead contamination. Washing facilities and procedures must be suitable for handling lead contaminated laundry.	containing dust or waste from a work area or from clothing.
TYPE 2 A	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• Welding or high temperature cutting of lead-containing coatings or materials outdoors. This operation is considered a Type 2a operation only if it is short-term, not repeated, and if the material has been stripped prior to welding or high temperature cutting. Otherwise, it will be considered a Type 3a operation. • Removal of lead-containing coatings or materials by scraping or sanding using non-powered hand tools. • Manual demolition of lead-painted plaster walls or building components by striking a wall with a sledgehammer or similar tool.	• **NIOSH APF = 10** -Half-mask particulate respirator with N-, R-or P-series filter, and 95, 99 or 100% efficiency.	**(In addition to Type 1 measures and procedures)** • Signs should be posted in sufficient numbers to warn of the lead hazard. There should be a sign, at least, at each entrance to the work area. The signs should display the following information in large, clearly visible letters: • There is a lead dust, fume or mist hazard. • Access to the work area is restricted to authorized persons. • Respirators must be worn in the work area.

TYPE 2B	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• Spray application of lead-containing coatings.	• **NIOSH APF = 25** -Powered air purifying respirator equipped with a hood or helmet, and any type of high efficiency filter. -Supplied air respirator equipped with a hood or helmet and operated in a continuous flow mode.	• (Same as Type 2 above)
TYPE 3 A	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• Welding or high temperature cutting of lead-containing coatings or materials indoors or in a confined space. • Burning of a surface containing lead. • Dry removal of lead-containing mortar using an electric or pneumatic cutting device. • Removal of lead-containing coatings or materials using power tools without an effective dust collection system equipped with a HEPA filter. • Removal or repair of a ventilation system used for controlling lead exposure. • Demolition or cleanup of a facility where lead-containing products were manufactured. • An operation that may expose a worker to lead dust, fume or mist that is not a Type 1, Type 2, or Type 3b operation.	• **NIOSH APF = 50** -Full-facepiece air-purifying respirator with N-, R-or P-series filter, and 100% efficiency. -Tight-fitting powered air-purifying respirator with a high efficiency filter. -Full-facepiece supplied-air respirator operated in demand mode. -Half-mask or full-facepiece supplied air respirator operated in continuous-flow mode.	**(In addition to Type 1 and Type 2 measures and procedures)** • For Type 3a operations conducted indoors, barriers, partial enclosures, or full enclosures should be provided. • For Type 3b operations (abrasive blasting, removal of lead-containing dust using an air mist extraction system) conducted indoors, full enclosures should be provided. • With the exception of dry abrasive blasting conducted outdoors, enclosures provided for all other Type 3 B operations conducted outdoors should be in the form of barriers, partial enclosures, or full enclosures. For dry abrasive blasting outdoors, full enclosures should be provided. • Where there is an enclosure, general mechanical ventilation should be provided. • **A decontamination facility (refer to 6.4.3 of the guideline) should be made available for workers carrying out the**

		following operations: - Abrasive blasting of lead-containing coatings or materials. - The removal of lead containing coatings or materials using power tools without an effective dust collection system equipped with a HEPA filter - Removal of lead containing dust using an air mist extraction system - Demolition or cleanup of a facility where lead containing products were manufactured • When abrasive blasting is finished, dust and waste should be cleaned up and removed by vacuuming with a HEPA filter equipped vacuum, wet sweeping and/ or wet shovelling. • Where a dust generating operation is carried out, localexhaust ventilation should be provided to remove dust at the source. Wet methods should also be incorporated in the operation to reduce dust generation.
Type 3 B	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• Abrasive blasting of lead-containing coatings or materials. • Removal of lead-containing dust using an air mist extraction system.	**NIOSH APF = 1000** Type CE abrasive-blast supplied respirator operated in a positive pressure mode with a tight-fitting half-mask face piece.	**(Same as 3 A above)**

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SPECIFIC HAZARDS ASSESSMENT FORMS FOR OCCUPATIONAL HYGIENE STUDIES

BIOLOGICAL HAZARDS ASSESSMENT

JOB TASK / CONDITION	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
BIOLOGICAL:							
Animal droppings	Histoplasmosis / hantavirus infectious risk to lungs	low	high	low	high	Biological cleanup procedures and use of protective equipment	Lecture
Mould / Fungi	Infection to respiratory system	low	high	low	med	Identification of mould will require a remediation removal program	Lecture
Allergies	Poor vision and breathing impairment Reactions taking place in dangerous work environments	high	med	med	low	Obtain allergy vaccine from family physician	Lecture
Animal Bites	Rabies	low	low	low	med	Be aware of surroundings, use lighting in dark areas, proceed with caution entering into covered spaces	Lecture
Insect Bites	Anaphylactic shock and viral infections such as Lyme disease & West Nile Virus	high	high	med	high	Use long sleeve clothing, have on standby insect repellent sprays i.e. raid	Lecture
Parasites	Parasitic Infection	med	high	med	med	Wear gloves, always wash and sanitize your hands and mouth region prior to eating	Lecture

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SPECIFIC HAZARDS ASSESSMENT FORMS FOR OCCUPATIONAL HYGIENE STUDIES

CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
CHEMICAL:							
Pitch (coal tar)	Air born dust particles	1	6	1	2	Afford good ventilation in area Avoid high heat Avoid repeated prolonged exposure Avoid skin and eye contact Wear PPE as per SDS Ground / bond before dispersing.	
Lap Sealant	Flammable liquid & vapour Skin and eye irritation May cause drowsiness & dizziness	0	4	2	5	Afford good ventilation in area Use respirators in poor ventilated areas Avoid heat, flames and ignition sources Avoid skin and eye contact Wear PPE as per SDS Ground / bond before dispersing.	
Water Cut-off (Mastic)	Highly flammable Eye & skin irritation Harmful if swallowed May cause drowsiness & dizziness	0	4	2	5	Afford good ventilation in area Use respirators in poor ventilated areas Avoid heat, flames and ignition sources Avoid skin and eye contact Wear PPE as per SDS Ground / bond before dispersing.	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Sure Seal Splice Cleaner	Flammable Eye & skin irritation May cause dizziness Harmful if swallowed	0	4	2	5	Wear PPE as per SDS Wash hands before drinking or eating Ground / bond before dispersing Launder work clothes separately Avoid all heat sources and use non-sparking tools	
In-Seam Sealant	Highly flammable Eye & skin irritation Harmful if swallowed May cause drowsiness & dizziness May cause damage to organs	0	4	2	5	Afford good ventilation in area Use respirators in poor ventilated areas Avoid heat, flames and ignition sources Avoid skin and eye contact Wear PPE as per SDS Ground / bond before dispersing	
Sure-Seal LV-600 Primer	Combustible liquid Eye & skin irritation May cause allergy or asthma symptoms or breathing difficulty	-1	4	1	5	Avoid all heat sources Afford good ventilation in area Wear PPE as per SDS Wash hands before drinking or eating Launder work clothes separately	
Sure -Seal HP-250 Primer	Highly flammable liquid and vapour, eye and skin irritation, harmful if swallowed, may damage fertility, may cause damage to organs	0	4	1	5	Avoid all heat sources. Afford good ventilation in area Wear PPE as per SDS Wash hands before drinking or eating Launder work clothes separately	

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SPECIFIC HAZARDS ASSESSMENT FORMS FOR OCCUPATIONAL HYGIENE STUDIES

CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Sure-Seal EP-95 Splicing Cement	Highly flammable Eye & skin irritation Harmful if swallowed May damage fertility May cause drowsiness & dizziness May cause damage to organs	0	4	1	5	Afford good ventilation in area Avoid breathing vapors Avoid heat, flames and ignition sources Use non-sparking tools Avoid contact - wear PPE as per SDS Ground / bond before dispersing Wash hands after handling	
Sure-Seal One Part Pourable Sealer Part A	Severe eye irritant Skin irritant & sensitizer	0	4	1	5	Afford good ventilation in area Avoid heat, flames and ignition sources Provide eye wash station Avoid contact - wear PPE as per SDS Ground / bond before dispersing Wash hands after handling Launder work clothes separately	
Sure-Seal Pourable Sealer - Part B	Severe eye irritant, skin irritant and sensitizer.	0	4	1	5	Afford good ventilation in area Avoid heat, flames and ignition sources Provide eye wash station Avoid contact - wear PPE as per SDS Ground / bond before dispersing Wash hands after handling Launder work clothes separately	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Weathered Membrane Cleaner	Highly flammable Eye & skin irritation Fatal if swallowed May cause drowsiness & dizziness	1	6	2	8	Afford good ventilation in area Use respirators in poor ventilated areas Avoid spills / leaks Avoid contact - Wear PPE as per SDS Wash hands after handling	
Burmastic Felt Composite Ply	May cause skin, eye & respiratory irritation Inhalation of crystalline silica can cause cancer	-1	2	2	2	Wear skin and eye protection Wash hands after handling	
Tremco One Coat Aluminum	May cause nausea, headaches & dizziness May cause eye & skin irritation	0	4	1	5	Afford good ventilation in area Avoid high heat sources Avoid contact - Wear PPE as per SDS Wash hands after handling	
Sure-Flex PVC Bonding Adhesive	Highly flammable Eye & skin irritation Fatal if swallowed May damage fertility May cause drowsiness & dizziness May cause damage to organs	0	4	1	5	Afford good ventilation in area Avoid all sources of heat Avoid contact - Wear PPE as per SDS Ground / bond before dispensing Wash hands after handling Store in cool, dry area	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Blueskin	Eye & skin irritation	-1	2	1	2	Avoid contact - Wear PPE as per SDS Avoid high heat sources	
Asphalt Roll Roofing Products	Inhalation of excessive dust may cause temporary upper respiratory irritation Eye & skin irritation	0	4	3	5	Afford good ventilation in area Use respirators if material is heated Avoid heat, flames and ignition sources Wear PPE as per SDS Keep material dry If needed substitute with water based brand	
Elastocol Stick	Highly flammable Eye & skin irritation Harmful or fatal if swallowed May cause drowsiness & dizziness	1	6	2	8	Afford good ventilation in area Avoid heat, flames and ignition sources Avoid contact - Wear PPE as per SDS Keep material dry Store in well ventilated space	
Burmastic Felt Glue	May cause nausea, headaches, dizziness Slight respiratory irritant May cause sensitization	0	4	1	5	Afford good ventilation in area Avoid heat, flames and ignition sources Avoid contact - Wear PPE as per SDS Keep material dry Store in well ventilated space	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Roofing Asphalt & Easy-Melt 200	Fumes may cause nausea, headache & dizziness Hot asphalt burns skin & eyes Prolonged or repeated skin contact may cause dermatitis	0	4	1	5	Afford good ventilation in area Heat below material's flashpoint Use respirators if fumes are concentrated Avoid contact -Wear PPE as per SDS Do not cut, weld, burn or pressurize empty containers	
Polyisocyanurate Foam Insulation (aka ISO insulation)	Inhalation of excessive dust may cause temporary upper respiratory irritation Eye & skin irritation	1	2	2	5	Avoid contact -Wear PPE as per SDS Avoid breathing fibers Wear dust mask	
Propane	Exposure to vapour or liquid may cause frostbite (cold burns) May cause dizziness, headaches, loss of concentration, fatigue, unconsciousness & death	1	6	3	9	Afford good ventilation in area Avoid contact -Wear PPE as per SDS Ensure connections are positively sealed Maintain minimum 10 foot clearance from all ignition sources. Do not breath concentrated propane vapor	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Unleaded Gasoline	Flammable liquid May cause cancer Eye & skin irritation Harmful if swallowed May cause drowsiness & dizziness	1	6	3	9	Afford good ventilation in area Do not breath gasoline vapors Avoid contact - Wear PPE as per SDS Avoid splatter when refueling equipment Keep clear of all ignition sources	
Diesel Fuel	Combustible liquid Eye & skin irritation May cause drowsiness & dizziness Harmful if swallowed	0	6	2	7	Afford good ventilation in area Do not breath gasoline vapors Avoid contact - Wear PPE as per SDS Avoid splatter when refueling equipment Keep clear of all ignition sources	
Universal Motor Oil	Eye & skin irritation	-1	2	3	5	Avoid contact - Wear PPE as per SDS Avoid contact with high heat	
Dymonic Caulking	May cause nausea, headaches & dizziness May cause eye & skin irritation	-1	4	1	5	Avoid contact - Wear PPE as per SDS Afford good ventilation Avoid breathing vapors	
Portland Cement	Dust can irritate the eyes & upper respiratory system	-1	4	1	5	Avoid contact - Wear PPE as per SDS Wear approved dust mask if required	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Asphalt mastic or Polybitume	Flammable May cause headache, dizziness & nausea Eye & skin irritation	-1	2	1	2	Afford good ventilation in area Avoid breathing vapors Avoid contact - Wear PPE as per SDS Keep clear of all ignition sources	
Bakor Vapor-Bloc Adhesive	May cause eye irritation & burning Nose & throat irritation May cause nausea, drowsiness & vomiting Skin irritation	0	4	3	5	Afford good ventilation in area Avoid incompatible (reactive) agents Avoid contact - Wear PPE as per SDS Avoid high temperatures during storage	
Bakor MBA Gold	Flammable May cause headache, dizziness & nausea Eye & skin irritation	0	4	3	5	Afford good ventilation in area Avoid incompatible (reactive) agents Avoid contact - Wear PPE as per SDS Avoid all ignition sources	
Cold Ply Adhesive - brush grade	Combustible liquid May cause nausea, headache, eye & skin irritation	0	4	3	5	Afford good ventilation in area Avoid contact - Wear PPE as per SDS Avoid all ignition sources Ground / bond before dispensing	
Cold Ply Adhesive - trowel grade	Combustible liquid & vapour May cause nausea, headache, eye & skin irritation	0	4	3	5	Afford good ventilation in area Avoid contact - Wear PPE as per SDS Avoid all ignition sources Ground / bond before dispensing	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Galvanized Sheet Metal	Eye & skin irritation with coating oils may cause irritation Welding, burning or grinding may pose acute or chronic inhalation health effects	0	4	2	5	Use respiratory protection when cutting, welding, burning or grinding material. Wear PPE as per SDS Store away from acids and incompatible materials	
Pre-Painted Sheet Metal	Welding, burning or grinding may pose acute or chronic inhalation health effects	-1	2	3	5	Use respiratory protection when cutting, welding, burning or grinding material Wear PPE as per SDS Store away from acids and incompatible materials	
Bakor 860-09 (Solvant Aluminum Paint)	Irritation to eyes throat and skin	0	2	1	3	Goggles, gloves, apron, vapour mask	
Bakor BH200TW-BLUESKIN TWF	Inhalation, irritation to eyes, skin	0	2	1	3	exhaust ventilation Safety glasses, protective gloves	
BK7000-Bakor Vapor Bloc SA	Irritation to eyes and skin	0	2	1	2	Exhaust ventilation Safety glasses, protective gloves	
Siplast silyl terminated polyether (CFT cement)	Irritation to eyes and skin may cause chemical burns	0	2	1	2	Latex or vinyl gloves, safety glasses General ventilation	
Siplast petroleum hydrocarbon (PA-1125 asphalt primer)	Irritation to eyes, skin is toxic Target organs, blood, nervous system, lungs and kidneys	0	2	1	2	Respirator, ventilation if necessary Protective gloves, eye protection	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
IKO aquabarrier primer II part A	Inhalation causes headache, nausea, drowsiness, coughing and allergic respiratory sensitization Eye & skin irritation	-1	4	1	3	Eye, skin and respiratory protection	
Firestone quik prime plus	Irritation to eyes, skin and respiratory tract	0	2	1	3	Eye, skin and respiratory protection	
Johns Manville MBR cold application adhesive	Inhalation, irritation to mouth, nose and throat Irritation to eyes and skin	0	2	1	2	Respiratory protection, gloves and goggles	
GARLAND (Garla-flex)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and goggles	
GARLAND (silver-shield)	Inhalation causes dizziness, headache, nausea Skin and eye irritation	0	2	1	3	Ventilation, gloves and eye protection	
GARLAND (colply adhesive trowel grade)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Gloves and goggles	
GARLAND (flashing bond)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and goggles	
GARLAND (silver-flash)	Irritation to eyes, skin and respiratory tract	0	2	1	2	Respiratory protection, gloves and goggles	
GARLAND (wet-cote)	Irritation to eyes, skin and respiratory tract	0	2	1	2	Respiratory protection, gloves and goggles	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
Bakor MBA Gold MOD_BIT Adhesive	irritation to eyes, skin and respiratory tract	0	2	1	2	Respiratory protection, gloves and goggles.	
BAKOR (thermostick 830-22A)	Inhalation causes headache, dizziness, nausea & unconsciousness Irritation to eyes	0	2	1	2	Gloves and approved organic vapour mask.	
Fast 100 Part B	Irritation to eyes, skin and respiratory tract	-1	2	1	3	Respiratory protection, gloves and goggles.	
Sarncol 2170	Irritation to eyes, skin and respiratory tract	-1	2	1	3	Respiratory protection, gloves and goggles.	
CARLISLE (sure-seal 90-8-30A bonding adhesive)	Skin, eye, nose and throat irritation	-1	2	1	2	Respiratory protection, gloves and goggles.	
Soprema (ELASTOCOL STICK)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and goggles.	
Soprema (ELASTOCOL 500 AEROSOL)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and goggles.	
Soprema (SOPRASTOP ADHESIVE)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and goggles.	
Soprema (COLTACK)	Irritation to eyes, skin and respiratory tract	0	4	1	4	Respiratory protection, gloves and goggles.	
Soprema (ALSAN FLASHING)	Irritation to eyes, skin and respiratory tract	-1	4	1	4	Respiratory protection, gloves and goggles.	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
TREMCO (tremlastic SP 5 GAL)	Mild irritation to eyes, skin and respiratory system	0	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (Tremlite mastic-trowell grade 5 US GL)	Mild irritation to eyes, skin and respiratory system	-1	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (Powerply Rubberized cold adhesive 5 GAL0)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness & fatigue	0	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (Tremmastic US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness & fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (Penefelt AF-ASHALT BASED 55 US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness & fatigue	-1	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (TREMFAST ADHESIVE SF)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness & fatigue	0	4	1	3	Respiratory protection, gloves and goggles	
TRMCO (ICE COATING 5 GL)	Mild irritation to eyes and skin	0	2	1	2	Vinyl gloves and goggles	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
TREMCO (TREMFIX A.F. 5 US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (TREMPRIME Q.D. PRIMER 5 US GL. PAIL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	3	Respiratory protection, gloves and goggles	
TREMCO (ECOMASTIC 5 US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (BURMASTIC ADHESIVE SF- 5 GAL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (OB BURMASTIC 5 US GAL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	2	1	3	Respiratory protection, gloves and goggles	
TREMCO (TREMLAR LRM 200 V-3 US GAL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
TRMCO (TREM-LAR-H 5 US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	3	Respiratory protection, gloves and goggles.	
TREMCO (ROCK-IT ADHESIVE 55 GAL DRUM)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (TRMPRIME WB 5 GL.)	Mild irritation to eyes and skin Inhalation causes slight irritation to respiratory system.	0	4	1	4	Gloves and safety goggles	
TREMCO (TREMMASTIC 3 US GL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (POLYROOF LV 5 U.S. GAL 19L)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	
TREMCO (POLYROOF S.F SOLVENT FREE 3 US GAL)	Irritation to eyes and skin Inhalation causes nausea, headaches, dizziness, weakness and fatigue	0	4	1	4	Respiratory protection, gloves and goggles	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
TREMCO (TREMLITE COATING IMPROVED)	Mild irritation to eyes, skin and respiratory system	0	2	1	3	Gloves and goggles	
KARNAK (ASPHALT RUBBER CEMENTS / COATINGS)	Fumes from product cause nausea, headache and irritation to eyes, skin and respiratory system	0	2	1	2	Safety glasses or shield, solvent impervious gloves and long sleeves	
KARNAK (ASPHALT CEMENTS / COATING-AF)	Fumes from product cause nausea, headache and irritation to eyes, skin and respiratory system	0	2	1	3	Safety glasses or shield, solvent impervious gloves and long sleeves	
KARNAK (Fibered aluminum asphalt coating)	Fumes from product cause nausea, headache and irritation to eyes, skin and respiratory system	0	4	1	3	Safety glasses or shield, solvent impervious gloves and long sleeves	
CARLISLE (sure-seal polyiso HP_N)	Mild irritation to eyes, skin and respiratory system	-1	2	1	2	Respiratory protection, gloves and goggles	
DOW (Styrofoam TM Roofmate TM)	Mild irritation to eyes, skin and respiratory system	0	2	1	2	Respiratory protection, gloves and goggles	
ROXUL (MINERAL WOOL ISULATION)	Irritation to eyes, skin and respiratory tract	0	2	1	3	Respiratory protection, gloves and safety glasses	
IKO (FIBERBOARD)	Irritation to eyes and respiratory tract	0	2	1	2	Respiratory protection and safety glasses	
IKO Modified Bitumen	Possible skin and eye irritation	0	2	1	2	Gloves and goggles	

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CHEMICAL HAZARD ASSESSMENTS

JOB TASK	HAZARD	Probability +	Severity +	Frequency =	Significance	CONTROLS	TRAINING
IKO (Mineral surface fiberglass reinforced asphaltic core board)	Irritation to eyes and skin	-1	2	1	2	Safety glasses and gloves	
IKO (Roofing asphalt and easy-melt 200)	Irritation to eyes, skin and respiratory system	-1	2	1	3	Respiratory protection gloves, long sleeves and safety goggles or shield	
Soprema Modified Bitumen	Irritation to skin and respiratory system	-1	2	1	2	Respiratory protection, gloves and safety glasses or goggles	
Johns Manville Glass Base Sheets	Irritation to respiratory system, skin and eyes	0	2	1	2	Respiratory protection, gloves and safety glasses or goggles	
IKO Saturated Felts	Mild irritation to eyes and skin	0	2	1	2	Gloves and safety glasses	
Owens corning (Foamular extruded polystrene insultion)	Irritation to respiratory system, skin and eyes	0	2	1	2	Respiratory protection, gloves and safety glasses or goggles	
Siplast - Modified bitumen membrane	Fumes from product cause nausea, headache and irritation to eyes, skin and respiratory system	0	2	1	3	Respiratory protection, gloves and safety glasses or goggles	
Johns manville (Modified asphalt styrene-butadiene-styrene SBS)	Irritation to respiratory system, skin and eyes	-1	2	1	3	Respiratory protection, gloves and safety glasses or goggles	

OPERATIONS	REQUIRED RESPIRATOR &PPE'S	OTHER MEASURES & PROCEDURES
TYPE 1		
• Installation or removal of ACM ceiling tiles (less than 7.5 m²) without damage. Damage includes breakage, cutting, abrading, grounding, sanding, and vibration. • Installation or removal of non-friable ACM, other than ceiling tiles, without damage; • Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM that is wetted and where the work is done using non-powered hand-held tools; and, • Removal of less than one square metre of drywall where ACM joint-filling compounds were used.	• **Respirators – Please see attached Respirator Chart for appropriate respirator to be used.** • Protective clothing must be provided by the employer to all workers who work on Type 2 or Type 3 operations and to workers involved in a Type 1 operation if requested by the worker. The requirements for protective clothing are set out in paragraph 12 of section 15 of the Regulation. It must: -be made of material that does not retain or permit the penetration of asbestos fibres, -include suitable footwear and a head covering, and include a full body covering that fits snugly at the wrists, ankles and neck. • Disposable coveralls that meet these requirements are available and are widely used in asbestos work. They can be easily torn, however, and must be repaired or replaced when this happens. The choice of suitable footwear is dependent on the type of work. High top rubber boots are ideal for wet removal work, and are available as safety footwear. Conventional safety boots or safety shoes may be more appropriate for other types of work. The head covering may be a hood attached to coveralls or a separate cap. If the job requires a hardhat, it should be worn over the head covering. • Once the work area has been entered, a	• A wetting agent must be added to water used to control the spread of dust and fibres. • Drop sheets must not be reused. • Barriers and portable enclosures must not be reused unless they are rigid and can be cleaned thoroughly. • Compressed air must not be used to clean up and remove dust from any surface. • Eating, drinking, chewing or smoking must not be permitted in the work area. • When preparing for a Type 1 operation any visible dust must be removed from surfaces in the work area, including the thing to be worked on, if the dust is likely to be disturbed. The dust is to be removed either with a damp cloth or a vacuum equipped with a high efficiency particulate aerosol (HEPA) filter. • Drop sheets made of polyethylene or other suitable material that is impervious to asbestos must be placed so as to control the spread of dust from the work area. Other measures may also be necessary. • A decontamination facility must be built so that anyone entering or leaving the enclosed work area must pass through each room of the decontamination facility. • The decontamination facility must consist of at least three inter-connecting rooms: -a clean room,

	worker must not leave it without decontaminating the protective clothing. This must be done with a vacuum equipped with a HEPA filter or by damp wiping. Protective clothing, once contaminated, must not be wornoutside the work area. Protective clothing that will not be reused must be placed in the type of container.	-a shower room, and -an equipment room. • The doorways between rooms in the decontamination facility must be fitted with curtains of polyethylene or other suitable material on each side so that they will close behind workers as they pass through the doorways. This is to minimize the spread of asbestos fibres from the work area.
TYPE 2	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• The removal of all or part of a false ceiling to access a work area, if ACM is likely to be lying on the surface of the false ceiling; • enclosure of friable ACM; • Application of tape, a sealant or other covering to pipe or boiler insulation that is ACM; • Installing or removing ACM ceiling tiles that cover an area of 7.5 m2 or more if the work is done without damaging the tiles; • Breaking, cutting, drilling, abrading, grinding, sanding, or vibrating non-friable ACM using non-powered hand-held tools if the material is not wetted; • Cleaning or removing filters used in air handling equipment in a building that has sprayed ACMfireproofing;	• **Respirators – Please see attached Respirator Chart for appropriate respirator to be used.** • Protective clothing must be provided by the employer to all workers who work on Type 2 or Type 3 operations and to workers involved in a Type 1 operation if requested by the worker. The requirements for protective clothing are set out in paragraph 12 of section 15 of the Regulation. It must: -be made of material that does not retain or permit the penetration of asbestos fibres, -include suitable footwear and a head covering, and -include a full body covering that fits snugly at the wrists, ankles and neck. • Disposable coveralls that meet these requirements are available and are widely used in asbestos work. They can be easily torn, however, and must be repaired or replaced when this happens.	• A wetting agent must be added to water used to control the spread of dust and fibres. • Drop sheets must not be reused. • Barriers and portable enclosures must not be reused unless they are rigid and can be cleaned thoroughly. • Compressed air must not be used to clean up and remove dust from any surface. • Eating, drinking, chewing or smoking must not be permitted in the work area. • Before beginning Type 2 operations the work area must be identified by clearly visible warning signs. A sufficient number of signs must be posted to warn of the hazard, they must state in large, clearly visible letters that there is an asbestos dust hazard, and that access to the work area is restricted to persons wearing protective clothing and equipment. Any crumbled, pulverized or powdered ACM that is likely to be disturbed and that is

• Removal or disturbance of one square metre or less of friable ACM during the repair, alteration, maintenance or demolition of all or part of machinery or equipment or a building, aircraft, locomotive, railway car; and • Glove bag removals of ACM insulation.	The choice of suitable footwear is dependent on the type of work. High top rubber boots are ideal for wet removal work, and are available as safety footwear. Conventional safety boots or safety shoes may be more appropriate for other types of work. The head covering may be a hood attached to coveralls or a separate cap. If the job requires a hardhat, it should be worn over the head covering. • Once the work area has been entered, a worker must not leave it without decontaminating the protective clothing. This must be done with a vacuum equipped with a HEPA filter or by damp wiping. Protective clothing, once contaminated, must not be wornoutside the work area. Protective clothing that will not be reused must be placed in the type of container.	lying on any surface or object in the workplace must be cleaned up and removed. Friable ACM that is not crumbled, pulverized or powdered and that may be disturbed or removed during work, must be wetted and kept wet during the work unless wetting would create a hazard or cause damage. • If the Type 2 operation involves the removal of a false ceiling, it will not be possible to clean the upper surface of the ceiling tiles until at least one ceiling tile has been removed. In this case the friable ACM must be cleaned up and removed as soon as access to the work area, the area above the false ceiling, has been obtained. In some cases the ceiling tiles themselves may meet the definition of ACM, and must be removed and replaced in accordance with the requirements of the Regulation • Where Type 2 operations involve the removal of all or part of a false ceiling to access the work area above the false ceiling, or the removal or disturbance of one square metre or less of friable ACM where the work is done indoors, the mechanical ventilation system serving the work area must be disabled, where practicable. • In addition, the ventilation ducts within the work area must be sealed off. If the work area is not enclosed by walls, then an enclosure of polyethylene or similar material must be constructed, where it is practicable to do so. If the enclosure is opaque, one or more transparent window areas must be provided to allow

		observation of the entire work area from outside the enclosure. • In the case of glove bag operations, the work area must be separated from the rest of the workplace by walls, barricades, fencing, or other suitable means. The mechanical ventilation system serving the work area must be disabled and all openings or voids, including ventilation ducts, must be sealed off to separate the work area from other parts of the workplace. • Surfaces below the work area must be covered with drop sheets made of polyethylene or some other suitable material that is impervious to asbestos. The insulation jacketing or coating is to be inspected for damage or defects and repaired before the glove bag is attached. The glove bag must be inspected for damage or defects before it is attached to the pipe or duct and at regular intervals during its use. • A decontamination facility must be built so that anyone entering or leaving the enclosed work area must pass through each room of the decontamination facility. • The decontamination facility must consist of at least three inter-connecting rooms: -a clean room,-a shower room, and-an equipment room. • The doorways between rooms in the decontamination facility must be fitted with curtains of polyethylene or other suitable material on each side so that they will close behind workers as they pass through the doorways. This is to

		minimize the spread of asbestos fibres from the work area.
TYPE 3	**REQUIRED RESPIRATOR &PPE'S**	**OTHER MEASURES & PROCEDURES**
• Removalor disturbance of more than one square metre of friable ACM; • Spray application of a sealant to friable ACM; • Cleaning or removal of air-handling equipment, including rigid ducting but not including filters, in a building that has sprayed ACM fireproofing; • Repair, alteration or demolition of a kiln or furnace made, in part, of refractory materials that areACM; • Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable ACM with power tools not attached to dust-collecting devices with HEPA filters; and, • Repair, alteration or demolition of a building in which asbestos products were manufactured, unless the asbestos was cleaned up and removed before March 16, 1986.	• **Respirators – Please see attached Respirator Chart for appropriate respirator to be used.** • Protective clothing must be provided by the employer to all workers who work on Type 2 or Type 3 operations and to workers involved in a Type 1 operation if requested by the worker. The requirements for protective clothing are set out in paragraph 12 of section 15 of the Regulation. It must: -be made of material that does not retain or permit the penetration of asbestos fibres, -include suitable footwear and a head covering, and -include a full body covering that fits snugly at the wrists, ankles and neck. • Disposable coveralls that meet these requirements are available and are widely used in asbestos work. They can be easily torn, however, and must be repaired or replaced when this happens. The choice of suitable footwear is dependent on the type of work. High top rubber boots are ideal for wet removal work, and are available as safety footwear. Conventional safety boots or safety shoes may be more appropriate for other types of work. The head	• A wetting agent must be added to water used to control the spread of dust and fibres. • Drop sheets must not be reused. • Barriers and portable enclosures must not be reused unless they are rigid and can be cleaned thoroughly. • Compressed air must not be used to clean up and remove dust from any surface. • Eating, drinking, chewing or smoking must not be permitted in the work area. • Type 3 operations are divided into work involving friable ACM and work involving non-friable ACM. The Regulation sets out measures and procedures for preparing the work area that are common to all Type 3 operations. In addition, the Regulation specifies additional procedures for operations involving work on friable ACM and for operations involving work on non-friable ACM. All Type 3 operations must be identified by signs that warn of the asbestos hazard. The signs must be posted in sufficient numbers to warn of the hazard and must also state, in large, clearly visible letters, that access to the work area is restricted to persons wearing protective clothing and equipment. The work area must be separated from the rest of the workplace

	covering may be a hood attached to coveralls or a separate cap. If the job requires a hardhat, it should be worn over the head covering. • Once the work area has been entered, a worker must not leave it without decontaminating the protective clothing. This must be done with a vacuum equipped with a HEPA filter or by damp wiping. Protective clothing, once contaminated, must not be wornoutside the work area. Protective clothing that will not be reused must be placed in the type of container.	by walls, the placing of barricades or fencing or other suitable means. • Where wet removal of asbestos is to be carried out, electrical safety is an important consideration. The use of wet methods increases the potential for electrical shock when working around electrical panels, conduits, light fixtures, junction boxes and other electrical items. Where practicable, existing electrical power distribution systems that are not watertight must be de-energized and locked out before work begins. • Where this is not practicable, it is recommended that dry removal methods be used in areas immediately adjacent to energized equipment. • If a temporary power system has to be set up to operate tools and equipment, it must be equipped with a ground fault circuit interrupter meeting the requirements of the Electrical Safety Authority (ESA). • A decontamination facility must be built so that anyone entering or leaving the enclosed work area must pass through each room of the decontamination facility. • The decontamination facility must consist of at least three inter-connecting rooms: -a clean room, -a shower room, and -an equipment room. • The doorways between rooms in the decontamination facility must be fitted with curtains of polyethylene or other suitable material on each side so that they will close behind workers as they pass through the doorways. This is to minimize the spread of asbestos fibres from the work area.

CHART FOR ASBESTOS OPERATIONS

Use this chart to determine the "Type" of asbestos procedure and required respirator.

How to use the chart

- Use this chart with CSAO's data sheet ***Asbestos: Controls for Construction, Renovation, and Demolition*** (DS037). It will clarify any details. You can order the data sheet from CSAO or download it free from www.csao.org. (You can also download a colour version of this chart).
- Start in the middle of the chart and work outwards.
- Your goal is to reach the boxes that will tell you the "Type" of removal (Type 1, 2, or 3) and the respirator you require.
- The outside circle of the chart tells you what kind of respirator you need. We've used A, B, C, and D to represent different kinds of respirators. The respirator table below explains what each of the letters means.
- For two categories of operations, the chart asks you to determine the size of the material you're working with. Once you choose the size (area in m^2), you have to stay within the colour (shading) of the size until you get to the "Type" ring. For example, if you're removing ceiling tiles, and the area is greater than 7.5 m^2, you have to stay within the area of the chart that is coloured the same dark grey as the "Greater than 7.5 m^2" cell (**this includes the striped area**) until you get to the "Type" ring. You must not move into to the light-grey areas which are for operations of less than 7.5 m^2.

  See the third page of this chart for another example of how to use the chart.
- **When you know the "Type" of removal, you need to implement the required controls**. The controls for each type of operation are listed in the asbestos regulation (Ontario Regulation 278/05, ***Designated Substance—Asbestos on Construction Projects and in Buildings and Repair Operations***). To help you understand the regulation's requirements, CSAO has produced a guide called ***Asbestos: Controls for Construction, Renovation, and Demolition*** (DS037). You can order both of these publications from CSAO or download them free from www.csao.org.

LEGEND

ACM means asbestos-containing material.

HEPA or **No HEPA** refers to whether your tool is attached to a dust-collecting device equipped with a High-Efficiency Particulate Aerosol (HEPA) filter.

Wetted or **not wetted** refers to the practice of wetting the asbestos-containing material with "amended water," (such as a mixture of 1 cup dishwashing detergent for every 20 litres of water).

RESPIRATORS

A*	B	C	D
Air-purifying half-mask respirator with N-100, R-100, or P-100 particulate filter. The worker must wear the respirator if they request it from the employer.	Choose any of the following: ➤ Air-purifying full-facepiece respirator with N-100, R-100, or P-100 particulate filter. ➤ Powered air-purifying respirator with a tight-fitting facepiece (either full or half facepiece) and a high-efficiency filter. ➤ Negative-pressure (demand) supplied-air respirator with a full facepiece. ➤ Continuous-flow supplied-air respirator with a tight-fitting facepiece (full or half facepiece).	Pressure-demand supplied-air respirator with a half facepiece.	Pressure-demand supplied-air respirator with a full facepiece.

Disposable respirators or dust masks are not recommended for avoiding exposure to asbestos fibres because it's difficult to perform negative-pressure and positive-pressure seal checks. For more information on seal checks, see Appendix F of CSAO's ***Asbestos: Controls for Construction, Renovation, and Demolition*** (DS037), available on www.csao.org

* For any Type 2 operation in which you will **not** wet the asbestos-containing material, CSAO recommends that you use a category **B** respirator.

February 2008, DS037, greyscale

Example of how to use the chart

1. Let's say you want to remove drywall where the joint-filling compound contains asbestos. The first thing you do is find the slice of the pie that says this. (To the right and a bit below "START".)

2. You then move outward and see what decision you need to make. In this case, you need to decide how much drywall you will be removing (greater than 1 m^2 or less than 1 m^2). Let's say that you will be removing less than 1 m^2.

   Notice that the "colour" of the box is light grey.

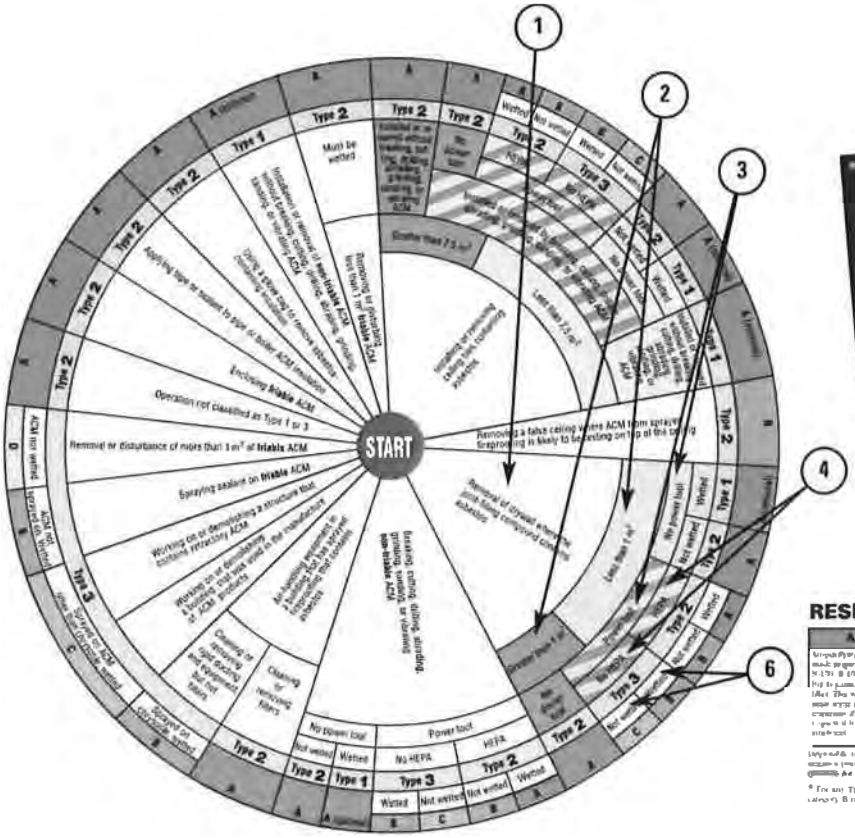
3. Staying within the light grey colour, move outward and see what decision you need to make. You need to decide if you will use a power tool or not. ("Power tool" is an option despite the dark stripes because the area still contains some light grey.) Let's say you will be using a power tool for the removal.

4. The next step asks if your power tool is attached to a dust-collecting device equipped with a HEPA filter. If it doesn't have a HEPA filter, then your project is a **Type 3** asbestos operation.

5. Now that you know the "Type" of your operation, you need to learn your legal requirements and the controls you must use. Refer to the documents listed on the page opposite the chart (under "**When you know the "Type" of removal**").

6. To determine what respirator you require, move one step further in the circular chart, and decide whether you will wet the material with "amended water" (see the page opposite the chart). If you're performing a dry removal, the **respirator type will be C.**

7. Look at the respirator table on the page opposite the circular chart, and see what respirator "C" represents. It is a **pressure-demand supplied-air respirator equipped with a half facepiece**. This is the kind of respirator you need.



7

RESPIRATORS

Confined Spaces

General Hazards

Entry into and work in a confined space poses health and safety problems which may include:

- Presence or possible build-up of a hazardous atmosphere
- Unexpected movement of equipment or materials
- Engulfment
- Explosive, toxic or oxygen deficient atmosphere

Work within a confined space must be carefully defined and planned ahead of the entry in order to identify all possible hazards and take appropriate preventive action.

Responsibilities

Where confined space work is to be performed, it is the responsibility of senior project personnel to ensure work to be performed has been adequately identified, planned and that all safety requirements have been implemented prior to work commencing.

The responsibility for safety, both at the time of entry and during the entire operation rests with the immediate supervisor. This includes action to continue with the implementation and administration of a safe work plan, ensuring the plan is adhered to and taking all necessary actions to eliminate or control the actual or potential hazards present.

Employee Training / Instruction

In addition to the supervisor training outlined in Pollard Enterprises Ltd.'s H&S program, all supervisors or workers regularly involved in confined space entry shall receive competency training in confined spaces via an accredited organization, or through a program that has been recognized and accepted by Pollard Enterprises Ltd. management. This training must be done every two years.

Pre – Job Instruction

The work to be performed shall be under the direction of a competent person thoroughly familiar with the hazards that may be encountered and has received all necessary training.

All workers connected with the performance of the work in the confined space shall before entering, be present at a job meeting to be trained on the hazards they may encounter, how the job will proceed , the precautions required and rescue methods needed in an emergency.

Personal Protective Equipment

Appropriate PPE e.g. clothing, gloves, boots, eye, face and respiratory apparatus shall be worn to meet the requirements of the job.

Safe Work Practices for Confined Space Entry

Where work is to be carried out in a confined space the following will be considered when completing the Job Safety Analysis / Procedure:

Types of Confined Spaces

Type 1 – safe atmosphere provided (no immediate atmospheric hazard)
Type 2 – hazardous atmosphere which can be made safe to enter
Type 3 – potentially explosive atmosphere
Type 4 – hazardous / unknown atmosphere on a continuous basis

Type 1 Entry – No Immediate Atmospheric Hazard

No Pollard Enterprises Ltd. employee will be present in a confined space unless:

1. There is a means of exit from the parts of the confined space that are accessible to workers.
2. All mechanical equipment in the confined space is disconnected from its power source and locked out.
3. All pipes and other supply lines into the confined space whose contents are likely to create a hazard are blanked off.
4. A guard is stationed outside the confined space.
5. An emergency rescue procedure has been established.

The supervisor or competent designate shall test no less than once per shift and evaluate the confined space before a worker enters it to determine whether it is free of hazard to a worker while the worker is present in it and as often as necessary to ensure that it remains free of hazards.

Type 2 Entry – Atmospheric Hazard May Be Present

No Pollard Enterprises Ltd. employee will be present in a confined space in which there is likely to be hazardous gas, vapour, dust, mist, smoke, fume or an oxygen content of less than 19.5% or more than 22.5% unless this section is complied with in addition to the requirements from Type 1 Entry.

The confined space will be purged and ventilated to provide an atmosphere that does not endanger workers, and measures necessary to maintain the atmosphere shall be taken. When a worker is present in the confined space, a guard (attendant) shall be stationed outside it. An emergency rescue procedure has been established. If the guard stationed outside the space is not adequately trained in CPR, a worker who is trained shall be readily available.

Type 3 Entry – Explosive Atmosphere May Be Present

No Pollard Enterprises Ltd. employee will be present in a confined space that contains or is likely to contain explosive or flammable gas, dust, mist or vapour unless this section is complied with in addition to all requirements for Type 1 and Type 2 Entry.

A worker may engage in cleaning or inspection activities that do not create a source of ignition in a confined space in which the concentration of explosive or flammable gas or vapour is not likely to exceed 50% of the lower explosive limit of the gas or vapour. A worker may engage in cold work (work that doesn't generate heat or sparks) in a confined space in which the concentration of explosive or flammable gas or vapour is not likely to exceed 10% of the lower explosive limit of the gas or vapour.

Type 4 Entry – Atmosphere May Be Immediately Dangerous To Health and Life

A worker may be present in a confined space that is not purged and ventilated, or in a space which cannot be made adequately safe through ventilation if the following is done in addition to the requirements of Type 1, 2 and/or 3 Entries. A worker in a confined space shall use suitable protective breathing apparatus and a full body harness securely attached to a rope whose free end is attached outside the confined space and is being held by a guard/ attendant outside the space. The guard/attendant will be provided with an alarm.

A direct means of visual contact and communication between the worker in the confined space and the worker outside it will be provided. A worker trained in CPR and able to perform rescue operations will be readily available outside the confined space while the worker is inside it. A local emergency response team should also be notified. Entry into a Type 4 space requires written approval of management.

Job Completion

At the end of the job, a thorough check shall be made by the supervisor to ensure that no tools, equipment or possibly workers have been left behind. Double check and ensure that all personnel are accounted for before leaving the confined space. Return the work permit to the responsible supervisor for finalization and to ensure that any locks etc. belonging to the crew are removed.

Documentation

All confined space documentation must be maintained at the Pollard Enterprises Ltd. s office for a period of no less than 2 years upon the completion of the job.

Confined Space Monitors

Confined space monitors can be obtained at the Pollard Enterprises Ltd. shop. The standard atmospheric monitor utilized by Pollard Enterprises Ltd. is a GX-2009.

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FIRST AID TREATMENT PROGRAM

PURPOSE

To ensure all necessary first aid supplies and sufficiently trained first aid attendants are in place at our workplaces.

SCOPE

The first aid program will encompass offices, shops and field projects and will address the regulatory requirements of the Worker's Safety Insurance Act as per first aid requirements of Regulation 1101.

STANDARDS / PROCEDURES

The standard first aid supplies and posting requirements for our headquarter location will be stationed next to the safety communication bulletin board and will consist of:

- the provision of a first aid kit suitable for a workforce of 50 employees as per Section 10 of Regulation 1101 of Worker's Safety and Insurance Board;
- the posting of Form 82 – "In case of injury at work";
- copies of certificates of trained first aid attendants and the areas they are allocated to;
- a copy of the First Aid Regulations 1101 booklet;
- a first aid supply inspection log sheet posted next to kit with an inspection schedule;
- additional supplies.

The standard first aid supplies required for field trucks and roof projects will consist of a kit size suitable for 5 to 15 workers as per Section 09 of Regulation 1101 of Worker's Safety and Insurance Board.

- Every company field vehicle shall be provided with a first aid kit as per Sec.09 of Regulation 1101
- A first aid supply inspection log sheet shall be provided in the kit, with an inspection schedule.

Health & Safety Coordinator:

The health and safety coordinator shall be responsible for ensuring all workplaces have the necessary first aid supplies, as well as current and qualified first aid attendants. This will include the provision of a trained first aid attendant and first aid supplies for each work crew in the field. The health and safety coordinator will collect copies of the first aid logs each month.

First Aid Attendants:

The first aid attendant shall use the first aid record treatment log sheet taped on the back of the first aid kit cover and record the following:

- date and time of injury
- the name of the injured and any witnesses
- injury details
- the nature of the injury
- the exact location where treatment was given
- the name of the treating first aid attendant

The first aid attendant shall be responsible for the monthly inspection of their first aid supplies and shall record their inspection findings on our inspection log sheets, forward them to the crew foreman for submission to the health and safety coordinator for further follow-up.

COMMUNICATION

Communication of first aid standards and procedures will also be covered during the "New Hire" safety program orientation sessions, at Joint Health and Safety Committee meetings and in "Due Diligence" training, as well as tool box talks.

TRAINING

Training will consist of a standard first aid course provided by a first aid training service provider such as St. John's Ambulance, Red Cross, etc. Re-training will take place prior to the expiry of the current first aid certificates; usually every two years.

EVALUATION

The health and safety coordinator shall review the performances of our first aid attendants on an annual basis and re-train as required.

FORMS

Standard forms for first aid treatment and inspection of supplies are found on the following pages.

REFERENCE

WSIB First Aid Regulations 1101

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First Aid Inspection/ Checklist

# of Workers on Site	General Contractor Responsibilities	First Aid Kit Requirements	Check
1-5	Provide and maintain a first aid station with a first aid box. Ensure that the first aid station is at all times in the charge of a worker who **Has a valid emergency first aid certificate and works in the immediate vicinity of the station.**	A current First Aid manual	❑
		1 card of safety pins	❑
		12 adhesive dressings individually wrapped	❑
		4 sterile 3" square gauze pads	❑
		2 rolls of 2" gauze bandage	❑
		2 field dressings, 4" square or 2x4"	❑
		1 triangular bandage	❑
5-15	Provide and maintain a first aid station with a first aid box. Ensure that the first aid station is at all times in the charge of a worker who, **Has a valid emergency first aid certificate and works in the immediate vicinity of the station.**	A current First Aid manual	❑
		1 card of safety pins	❑
		24 adhesive dressings individually wrapped	❑
		12 sterile 3" square gauze pads	❑
		4 rolls of 2" gauze bandage	❑
		4 rolls of 4" gauze bandage	❑
		4 sterile surgical pads suitable for pressure dressings	❑
		6 triangular bandages	❑
		2 rolls of splint padding	❑
		1 roll-up splint	❑
15 - 200	Provide and maintain a first aid station with a first aid box, 1 stretcher and 2 blankets. Ensure that the first aid station is at all times in the charge of a worker who: **Has a valid emergency first aid certificate and works in the immediate vicinity of the station.**	A current First Aid manual	❑
		24 safety pins	❑
		1 basin, preferably stainless steel	❑
		48 adhesive dressings individually wrapped	❑
		2 rolls of 1" adhesive tape	❑
		12 rolls of 1" gauze bandage	❑
		48 sterile 3" square gauze pads	❑
		8 rolls of 2" gauze bandage	❑
		8 rolls of 4" gauze bandage	❑
		6 sterile surgical pads suitable for pressure dressings	❑
		12 triangular bandages	❑
		Splints of assorted sizes	❑

First Aid Log Sheet

This form must be completed by the First Aider or designate and kept available.

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of Injured Person	
Date of Injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

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FIRST AID TRANSPORTATION

PURPOSE

To ensure injured workers are provided transportation to the nearest medical facility or injured worker's home.

SCOPE

Transportation service will be provided to all employees, at all facilities who are in need of medical treatment.

STANDARDS / PROCEDURES

For serious injuries, the preferred method of transportation, if required, is by ambulance. However, the foreman of the workplace shall ensure adequate transportation is provided for non-serious first aid injuries sustained by a worker, which may be taxi.

Accompaniment of the injured

The crew foreman shall ensure that either the first aid attendant or a designated escort accompanies the injured to the medical facility to ensure the injured worker reaches the destination and for the purposes of relaying information to the health and safety coordinator regarding the worker's condition.

Responsibilities of the individual travelling with the injured worker:

- continue to administer first aid, if required;
- ensure an injury package is taken to the medical facility (containing a WSIB functional abilities form, Safety Data Sheets, if necessary)
- maintain contact with the company providing updates when the worker has reached their destination;
- return to the company to provide additional follow-up and complete the injury/incident documentation.

If the worker refuses transportation:

Should the employee refuse transportation, the crew foreman should:

- identify other transportation methods that the worker would prefer;
- reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home;
- call 911 and get the ambulance attendant to administer medical attention on site;
- remind the employee that he will not be allowed to work until medical clearance is provided.

COMMUNICATION & TRAINING

The first aid transportation policy will be communicated to our workforce during "Due Diligence" training and during New Hire safety program orientation sessions.

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THE JOINT HEALTH & SAFETY COMMITTEE POLICY

"FRAMEWORK UNDER CONSTRUCTION"

PURPOSE

The Joint Health & Safety Committee concept allows for management and labour to work together to identify and correct health and safety issues in our workplaces.

SCOPE

The Joint Health & Safety Committee applies to headquarter operations. If Pollard Enterprises Ltd. Inc. takes on a constructor role, it is the constructor who must form a Joint Health and Safety Committee for the project when the project's workforce size regularly exceeds twenty workers.

STANDARDS / PROCEDURES

Composition of the Joint Health & Safety Committee:

OHSA - Section 9 (6), (7) & (12)

The composition of the JHSC shall consist of:

- at least two members, for a workplace where less than 50 workers are employed
- at least four member, for a workplace where fifty or more worker are employed
- at least half the members shall be workers employed at the workplace who do not exercise managerial functions.
- at least one member of the committee representing the employer and at least one member representing workers who are certified members.

Selection Process for Joint Health & Safety Committee Members:

OHSA - Section 9(8), (9) & (11)

The members of a JHSC who represent workers shall:

- be selected by the workers they are to represent or;
- if a trade union or unions represent the workers, by the trade union or unions.
- the employer shall select the remaining members of a committee from among persons who exercise managerial functions for the employer.
- two members of a committee shall co-chair the committee, one who shall be selected by the members who represent workers and the other who shall be selected by the members who exercise managerial functions.

Frequency of JHSC Meetings:

The frequency of JHSC meetings shall be at a minimum, every three months.

Pollard Enterprises Ltd. Inc. management shall have employees select at least one employee to act as the Labour Health & Safety Representative for the JHSC, and the representative shall have the appropriate training for this function. In addition, Pollard Enterprises Ltd. Inc. management shall also select a management member to act as the Management Health & Safety Representative for the JHSC.

Both Management and Labour Safety Representatives for the Joint Health and Safety Committee shall become "CERTIFIED MEMBERS" as defined under the Occupational Health and Safety Act when the workforce employs 20 or more for industrial settings and 50 or more for construction projects.

ROLES AND RESPONSIBILITIES

Health and Safety Coordinator:

The Health & Safety Manager shall oversee the scheduling of the JHSC meetings and ensure the labour health and safety representative for the JHSC, conducts his or her monthly safety inspections of the workplace. The Health & Safety Manager shall act as the Management Co-Chair for the JHSC.

The Labour Co-Chair of the J.H. & S. Committee:

The Labour Co-Chair Safety Representative of the JHSC shall also gather findings and/or concerns raised by the labour safety representatives of each department or field roofing crew, so these issues can be discussed at the Committee meetings. The recommendations raised at the meetings shall be forwarded to the health and safety coordinator and management by using the forms listed on the following pages. Management shall respond to such recommendations within 21 days through our management response form. The Management Health and Safety Representative shall ensure all items brought up at the JHSC meetings are recorded in the meeting minutes with accompanying attendance rosters, distributed to all attendees of the JHSC meeting, and post a copy of the minutes at the central communication board for worker review.

The makeup and function of the Joint Health and Safety Committee will be communicated to our workforce during "New Hire" safety program orientation sessions. The findings and recommendations of the committee shall be posted at the central communication board.

TRAINING

Training of our workforce regarding the function of the Joint Health and Safety Committee shall be handled through "Due Diligence" lecture sessions. Joint Health and Safety Committee safety representatives shall be formally trained through the nearest IHSA. Training records shall be kept on file with the health and safety coordinator.

EVALUATION

The Health and Safety Manager in collaboration with the project managers shall assess the effectiveness of the company Joint Health and Safety Committee on an annual basis. Findings of the review shall be communicated to the company President and to the Joint Health and Safety Committee.

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COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

JHSC Worker Rep Selection Policy & Procedures:

With the size of our staff, we as a company require 1 worker to be selected to represent their colleagues as part of the Joint Health & Safety Committee (JHSC). The worker selected will be formally trained to become a Certified JHSC Member and have several new additional duties to perform monthly including;

-Participate in Monthly JHSC meetings at the office (Co-Chair)
-Review previous JHSC committee meeting minutes and report back to workers any findings during Tool Box Talks (TBT's) that may directly impact their daily work
-Make recommendations to the JHSC that come out of TBT's with workers
-Conduct monthly site reviews (1 per job site) and submit those reports to the JHSC for review

The worker selection process will be handled by a vote of all willing roofers who wish to cast a vote. The 2 best candidates selected are listed below on the attached sample voting form which was distributed to each of our crews.

Once the final votes are tallied and the winner is confirmed, the selected worker member will then be booked to have their JHSC Training conducted immediately.

JHSC Certified Rep Selection

As part of the Joint Health & Safety Committee Selection Process, each of you has a choice in who should be selected as the Certified Worker Rep. Please choose from which of the current worker reps you would like to have certified to represent you.

Please Vote for One of the 2 Workers Listed: **Date:**_____

Employee Name	Signature	Person "X"	Person "Y"

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LABOUR SAFETY REPRESENTATIVE

I PURPOSE

To implement a process where worker's concerns regarding health and safety at the workplace can be channeled through a health and safety representative (selected by the workforce) for voicing these concerns to Pollard Enterprises Ltd., management and the Joint Health & Safety Committee.

SCOPE

Worker safety representation will cover headquarter offices, shop operations and projects in the field.

STANDARDS / PROCEDURES

Selection Process for the Worker Representative:

OHSA Section 8(1) A health and safety representative is required at a project or workplace where the number of workers regularly exceeds five and is less than twenty.

OHSA Section 8(5) The selection of the health and safety representative shall be made by workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace or where there is a trade union(s) representing such workers, by the trade union(s).

Worker Safety Representative applications:

Field Roofing Crews

Each crew numbering five or more workers will select from among them a worker to act as the labour safety representative for the crew.

Headquarter Operations

Office and shop employees will also select a worker who will act as the labour safety representative for headquarter operations.

The term as a Health and Safety Worker Representative shall be 2 years from the date of election.

Function of the Worker Health and Safety Representative:

The main function of the labour health and safety representative is to conduct workplace inspections and make recommendations to Pollard Enterprises Ltd., management and the Joint Health & Safety Committee, for the improvement of the health and safety of workers.

Submission of Recommendations:

Such recommendations shall be submitted by the labour health and safety representative, to the health and safety coordinator of Pollard Enterprises Ltd., using the recommendation form –sample form on following pages.

ROLES AND RESPONSIBILITIES

Rights and Duties of the Worker Representative:

- Inspects the physical condition of the workplace at least once a month and attends safety meetings as required by our clients
- Reports recommendations to the JHSC and health and safety coordinator
- The right to obtain test or survey information from the employer regarding any equipment, machine, device, article, thing, material or biological or physical agent in or about the workplace that pertains to health and safety.
- The right to be consulted about and be present during any test or survey if it is believed necessary to ensure valid testing procedures are being used or to ensure the test results are valid.
- The right to obtain information from the constructor or employer with respect to:
  - the identification of potential or existing hazards of materials, processes or equipment, and
  - health and safety experience, work practices and standards in similar or other industries of which the constructor or employer has knowledge.
- The right to conduct an inspection of any workplace, machine, device or thing, where an accident has occurred and report the findings to a director (Ministry of Labour).
- The right to take such time from work as is necessary to carry out inspection duties and accident investigations; the time shall be deemed work time for which the representative shall be paid by the employer at the representative's regular or premium rate as may be appropriate.

Names of the various labour health and safety representatives, along with their work locations or designated crews will be posted on the health and safety communication bulletin board in the shop.

TRAINING

The labour safety representatives shall receive safety representative training by a professional service provider, "certified representative" training can be obtained through the Construction Safety Association of Ontario.

EVALUATION

A review of each labour representative's performance with regards to their duties under this safety program shall take place on an annual basis by the health and safety coordinator; evaluation results will be provided to the worker representative.

FORMS

Refer to the recommendation forms on the following pages. Access to accident and incident investigation forms available from the foreman and health and safety coordinator.

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COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Crew Worker Safety Rep Selection Policy & Procedures:

Each of our crews is required to have a designated Safety Representative. This worker, as selected by each Crew Foreman, will have several additional responsibilities added to their work in a given month, including;

-Participate and conduct Monthly Job Site Safety Reviews
-Review previous JHSC committee meeting minutes and report back to their crew any findings during Tool Box Talks (TBT's) that may directly impact their daily work
-Make recommendations to the JHSC Worker Member when he comes on site about any issues/suggestions that may come out of TBT's with workers
-Ensure all crew members have done all of their PPE inspections (daily/weekly/monthly)

The Crew Safety Rep selection process will be handled by each crew Foreman. They will choose the rep for their crews. The only criteria that Pollard will expect when it comes to these Safety Reps is that they are able to fully communicate in both English & Portuguese (Read, write and speak in both languages).

Once these Safety Reps have been selected, they will be trained on how to conduct the monthly Job site reviews and to whom their reviews will be submitted. Their training will by conducted by the Health & Safety Manager and should take no more then 10-20 minutes.

This training will focus on how to properly conduct the Job Site review and what to look for when doing these reviews. It will also focus on what their role will be as a Crew Safety Rep and what the role entails as detailed above.

These Crew Reps will also be instructed on when to conduct and submit their reviews (they will be expected to be attached along with their Foreman's review and submitted to the Health & Safety Manager for review by the Joint Health & Safety Committee).

Joint Health and Safety Committee Inspection Policy

Pollard Enterprises Ltd. will conduct monthly documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will cover premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery and work methods and practices. The sites safety inspection form is to be used as a guideline since specific sites may have unique situations and potential hazards that may not be covered by this list.

Planned inspections will occur weekly on project sites and monthly at the company premises. Supervisors representing the general contractor and/or sub-contractors and the health and safety representative will be involved in workplace inspections.

All health and safety inspection reports must be reviewed during toolbox safety talks and management meetings. All completed health and safety inspection reports will be evaluated and monitored by project management and the health and safety representative and filed with the health and safety documentation.

Procedure

Review previous inspection records and note any commonly reported hazards.

1. Familiarize yourself with the type of workplace and unique hazards.
2. Use your eyes, ears and other senses to identify actual or potential problems as you go about your inspection. Record the hazards on the Site Safety Inspection Form.
3. When unsafe conditions are noted requiring immediate action, correct the situation immediately.
4. Look for basic causes of sub-standard conditions, practices and procedures.
5. Keep a copy of the inspection form on the project.
6. Review items with the Health and Safety representative and during toolbox talks and management meetings.

Follow-Up Actions to Health and Safety Inspections

1. Where unsafe conditions, practices or procedures are noted:
2. Take action immediately to rectify the problem if possible.
3. Place warning signs and barricades to keep workers away. Use verbal warnings if applicable.
4. Notify management to rectify conditions, record conditions, actions taken and the date on the inspection form.
5. Record and complete the site health and safety inspection form and file it with safety documentation.

When a worker is noted performing an unsafe act, advise as follows:

1. Inform him/her of the unsafe situation
2. Discuss the unsafe condition with him/her
3. Advise on how to correct the unsafe condition
4. Re-visit the area to ensure the safe practice is being followed
5. Discuss with the supervisor

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Health and Safety Hazard Identification and Recommendation Form

Date Hazard first identified: **Recommendation #** Today's Date:			Who identified the hazard? Their position: Consultant
Who will be notified of this hazard	❑ JHSC ❑ Department manager	❑ Health and Safety Coordinator ❑ Workers	❑ Employer ❑ Ministry of Labour ❑ Other:_____
Location of the Hazard			
Description of the hazard			
Rating of the hazard	**A**	**B**	**C**

Class "A" Hazard: Serious hazard requiring immediate attention (Stop Work)
Class "B" Hazard: Hazard requiring attention as soon as possible.
Class "C" Hazard: Hazard requiring attention.

Corrective Action Taken		
By Who:		When:
Date completed:	Is further action required?	
Signatures:	Employer:	JHSC Members:

Date Recommendation is made to manager or employer:	Response must be made by:	
Is this recommendation a requirement of OHSA –Standard— best practice		
Our recommendation:		
Employers response:		
To be done by:		
Follow up by:		
To be copied to:		

MANAGEMENT RESPONSE TO JOINT HEALTH & SAFETY COMMITTEE RECOMMENDATIONS

Facility:

Date(s):

RE: Response to recommendations received on

Date recommendation received by management: _____ / _____ / _____
Day **Month** **Year**

Management agrees with the recommendation (circle): **Yes** **No**

Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation

Implementation for recommendation (timetable, actions taken, actions to be taken, etc.)

Disagreement with, or, alternative to, recommendations

Date recommendation returned to the Joint Health & Safety Committee:

_____ / _____ / _____
Day **Month** **Year**

Responding Management signature: _____

Response received by the Joint Health & Safety Committee on:
_____ / _____ / _____
Day **Month** **Year**

Management Co-chair **Worker Co-Chair**

JOINT HEALTH & SAFETY COMMITTEE ROSTER

CONSTRUCTOR: Pollard Enterprises Ltd.
HEAD OFFICE: 1795 Ironstone Drive, Burlington, ON L7L 5T8
TELEPHONE #: 905-332-6660

Ministry of Labour Phone# Province-wide: 1-877-202-0008

Nearest Ministry of Labour Office - See Next Page

ROSTER

HEALTH & SAFETY COMMITTEE MEMBERS

LABOUR

Name:	Trade:	Employer:
Bill Allingham	Production	Pollard Enterprises Ltd.
Ricardo Cunha (Certified Member)	Driver	Pollard Enterprises Ltd.
Jorge Velez	Shop	Pollard Enterprises Ltd.
James Carreiro	Re-Roofing	Pollard Enterprises Ltd.

MANAGEMENT

Name:	Trade:	Employer:
Marco Serra (Certified Member)	H&S Manager	Pollard Enterprises Ltd.

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JOINT HEALTH AND SAFETY COMMITTEE AGENDA AND MINUTES OF OUR SAFETY MEETING.

Location:	**Date of Meeting:**
Start Time:	**Place of Meeting:**
Those who are attending this meeting;	Invited Guest(s):

Agenda Topic: **Review of Pervious minutes from last meeting**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO If yes ID #	

Agenda Topic: **Accidents or incidents since our last meeting**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO If yes ID #	

WORKPLACE VIOLENCE & HARASSMENT POLICY STATEMENT

Pollard Enterprises Ltd. is committed to the safety and security of all employees. Management recognizes that it is the right of all employees to work in an environment free of violence and harassment. It is the policy of this company to ensure that all reasonable steps are taken to prevent incidents resulting from acts of workplace violence and harassment.

Pollard has implemented standards of care designed at promoting violence and harassment awareness, specifically acknowledging the impact of such behaviour in the workplace and the effects to victims of violence and harassment. The purpose of this policy is to ensure that:

- Individuals understand the definitions of Workplace Violence and Harassment;
- Individuals understand the effects of Workplace Violence and Harassment;
- Individuals understand their rights to report any act of Workplace Violence and Harassment;
- Individuals understand the consequences for contravening this policy.

In addition, this policy will provide the provisions for a specific program;

- **Assessing** the workplace for actual and potential risks associated with Workplace Violence and Harassment.
- **Establishing** written measures and procedures designed to reduce and control the risk of Workplace Violence and Harassment.
- **Provide** information to individuals indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment.
- **Provide** assistance to workers who have been victimized by acts of Violence or Harassment in the Workplace.
- **Provide** a system for responding to acts of Violence or Harassment in the Workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or harassment is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner.

Workplace violence or harassment will not be tolerated by any persons employed in our workplace(s). This policy also applies to subcontractors, visitors, agents or other persons otherwise performing services for our company. Managers, supervisors, workers, subcontractors, visitors and/or other agents are accountable to the company owner for compliance of this policy. This policy will be reviewed on an annual basis by management, and changes will be implemented as required.

In addition to my commitment to health and safety, I am committed to the prevention and control of violence harassment in the workplace, as well as the promotion of violence and harassment awareness for all employees.

Jamie Pedra
President
Pollard Enterprises Ltd.

August 1st, 2022
Date

Polllard Enterprises Ltd.

ANNUAL REVIEW

Health & Safety Policy and Workplace Harassment & Violence Policy
Dates: Listed Below

Date	Created/Updated By	Changes Made	Approved By	Date Approved
May-15	Pollard	Initial Program	President	May-15
May-17	Pollard	Revision	President	May-17
Jun-17	Pollard & HAS	Major Revisions Made (COR)	President	Jun-17
Sept-18	Pollard	Revised to comply with COR	President	Sept-18
Dec-18	Pollard	Revised to Comply with COR	President	Dec 31, 2018
Dec-19	Pollard	Revised to Comply with COR	President	Dec 31, 2019
Jan -20	Pollard	Revised to Comply with COR	President	July 31, 2020
Jan -21	Pollard	Revised to Comply with COR	President	July 31, 2021
Jan -22	Pollard	Revised to Comply with COR, & ISNetwork - Full List Below	President	July 31, 2022

2022 Updated Sections:

1. Updated Environmental Policy (Condensed section by 2 pages)
2. Updated AODA Section (Condensed section by 2 pages)
3. Updated Risk Assessments Section
4. Updated Hazard Assessments Section
5. Updated Safe Work Practices Section
6. Updated Safe Work Procedures Section
7. Updated PPE Procedures Section (Condensed section by 4 pages)
8. Updated Orientation Checklist section (Condensed by 1 page)
9. Removed WSIB Form 7 documents (4 Pages)

Pollard Enterprises Ltd.

Specific Risk: Working Alone or in Small Numbers
AFT

Prepared By: Health and Safety Advisors

Physical Environment Did the following?	Yes	No	Examples of Control	Existing Controls	Recommended Controls Who is Responsible Date to be Completed
Proper system?		N	Personal alarms Fixed alarms Video surveillance Security patrols	Security fencing around compound. Locked trailer. Locked equipment and tools trailer.	
Summons assistance Once occurs?	Y		Fixed alarms Blow Horn Cell Phones Radios	Procedure in place for summoning help. Trailer has a hard line phone. Workers have cell phones. Workers have 2 way radios. Emergency Orientation provided.	
is the workplace restricted?	Y		Restrict public access to roof of building. Locked entry points. Posting signs for "workers only".	Visitors to sign in with owner or at trailer. Visitors must be escorted. "No Entry" Signs Posted.	
Working late or early mornings?	Y		Have workers leave in groups. Organize security with Owner/ Bldg.	Work is completed before dusk. More than 2 workers on site.	
is their regular contact?	Y		Maintain contact with cell or radio. Establish regular contact points.	Generally no work is done alone.	
Dealing with strangers	Y		Procedures on how to question visitors on their presence in a non confrontational manner.	Workers are trained to contact a supervisor if there are intruders/ visitors.	
Safely returning to parking lot?	Y		Carrying keys in hand prepared to enter car. Walking around car before entering. Looking for adequate lighting.	Well lit parking area. Finish working while daylight. Going to cars with co-workers.	

Pollard Enterprises Ltd.

Summoning Immediate Assistance
#17.90

EXAMPLE:

PROCEDURE **IN CASE OF VIOLENCE** **OFFICE**
Procedure for summoning immediate assistance: 1) Press the internal intercom button and say "Code Red". 2) Dial 911 and give clear description of situation 3) Leave the area and wait for help

PROCEDURE **IN CASE OF VIOLENCE** **JOB SITE A**
Procedure for summoning immediate assistance: 1) Dial 911 on cellphone and give clear description of situation 2) Use radio to advise all employees of "Code Red". 3) Leave the area and wait for help

RETURN TO WORK (RTW) & RE-EMPLOYMENT POLICY STATEMENT

Pollard Enterprises Ltd. is committed to the safe return to work for any workers who have sustained workplace injuries while working for Pollard. Through our return to work program, Pollard will provide gainful employment to workers in the event of a disabling workplace injury.

Supervisors are responsible to participate in the implementation of the RTW program where and when it is required. Once a worker has been placed on the RTW program, the supervisor will be responsible for follow-up with the program, constant communication with the worker, and updating the safety manager, where required.

The RTW program has two main functions:

1. To prevent workers from losing time due to workplace injuries (achieved through the use of the WSIB Functional Abilities Form (FAF), provided at the initial stage by the treating medical physician.
2. To return workers to gainful employment as soon as medically authorized through permanently modified work or temporary modified work.

It is imperative that each worker understand their role in protecting themselves from harm and helping to reduce workplace incidents by being forthright when they happen while at work. It will be stressed repeatedly that each workers is responsible to report all workplace injuries or incidents to their immediate Supervisor. Workers are also responsible to ensure all medical visits are reported to the employer and applicable forms are filled out and returned to the employer, health care practitioner or WSIB, where required. Workers are expected to participate in the RTW program with their supervisor, and ensure active two-way communication to ensure the success of the RTW program.

All management will receive copies of the RTW program and participate in an orientation and instructional training session to ensure full understanding of the RTW program. In addition, all DPI employees will be made aware of the RTW program during their orientation session.

In addition to my commitment to health and safety, I am committed to ensuring a safe return to work for a worker suffering from a disabling workplace injury.

Jamie Pedra
President
Pollard Enterprises Ltd.

August 1st, 2022
Date

EARLY AND SAFE RETURN TO WORK POLICY

GENERAL POLICY STATEMENT

It is the policy of Pollard Enterprises Ltd. to provide an effective, meaningful and productive rapid return-to-work program to employees who are injured on the job.
It is well documented that injuries can affect the whole body and it is therefore necessary to provide a concept of effective rehabilitation and treatment and such treatment includes keeping physically and mentally active within the restrictions of the particular injury.
Our vision is the success of every employee's recovery from injury and every reasonable effort shall be taken to provide our employees with opportunity to meaningful employment.

PURPOSE

To identify and outline principle light duty work descriptions that could be used to accommodate early and safe return to work program. Principle objectives are:

- to minimize the disabling effects of injuries;
- to assist the rehabilitation effort, while maintaining dignity and self-respect;
- to enable injured employees to perform modified work within their capabilities;
- provide positive support and coaching;
- to optimize potential work contribution.

SCOPE

Early and Safe Return to Work Program applies to all direct hired employees of Pollard Enterprises Ltd. .

STANDARDS / PROCEDURES

The following work breakdowns are intended to outline principle work descriptions that may match the "Functional Abilities Form" produced by the injured worker's doctor or physicians appointed by the WSIB. The work descriptions below are not all - inclusive, there may be other opportunities for light work that may become apparent through collaboration with the WSIB case worker whose partial function is to assist employers and workers in establishing suitable modified work for the injured worker(s).

1) Employee's Regular Crew:

a) General clean up: Light sweeping, clearing debris – decks, interiors or grounds

b) Roof application: Application of adhesives, broom felts, mechanical fastenings

c) Kettle operations: Safety watch, propane control, temperature checks, filling five gallon pails, fire watch, signalling.

d) Tanker operation: Propane control, safety watch, fuel checks and fills, temperature monitoring, signalling.

e) General safety: Co-ordinate interior protection of equipment, fire watch, setting up and monitoring public way protection, completing inspection via safety checklists.

2) Modified Duties for Office Work:

1.0 **Picking up drawings, tender documents and various other documents**

1.1 Employee receives instruction in person or by phone
1.2 Employee drives vehicle to instructed location – picks up documents
1.3 Employee delivers the documents to the office

2.0 **General assistance to estimators**

2.1 Employee places the drawings on the drawing table
2.2 Employee studies the drawings
2.3 Employee performs non-complex calculations under estimator's instructions Employee
2.4 occasionally accompanies estimator to a field trip to verify instructions

3.0 **Delivery of tenders and other documents**

3.1 Employee receives instructions in person or by phone
3.2 Employee drives vehicle to desired location delivering tenders and other documents
3.3 Employee returns back to the office

3) Modified Duties for Production Shop & Warehouse:

1.0 General stock control

1.1 Worker insures inventory count of stock located in the warehouse section of the shop
1.2 Worker stores shop materials manually or using forklift, shop dolly, roll-away ladder and manually
1.3 Most items weigh less than 10 kg and are not considered bulky
1.4 Worker stores shop materials under 10 kg manually
1.5 For items heavier than 10 kg, assistance will be provided if needed
1.6 Worker keeps inventory materials up to date

2.0 Filling "Job Card" accessory list (a list of items to be prepared and shipped to job site)

2.1 Worker receives "job card"
2.2 Worker ensures all "job card" items are prepared for shipping
2.3 Worker achieves task using forklift, shop dolly, roll-away ladders or manually.
2.4 Manual lifting involves items less than 10 kg in weight and considered not bulky Worker
2.5 completes the shipping paper work

3.0 Priming metal flanges, gravel stop and sleeves

3.1 Worker obtains any of above listed items from the shelving
3.2 Worker applies coat of primer over item surface (spray or brush)
3.3 Worker places primed item back on shelf
3.4 Items are less than 2 kg in weight and easy to handle
3.5 Tasks allow frequent change of posture by sitting or standing

4) Modified Duties for the Maintenance Shop

1.0 General hand tool repairs

1.1 Worker inspects hand tools such as drills, hammers, axes, spades and ensures the tools are in good working order and free from defects
1.2 Upon detecting damaged or defective tool, worker places the tool on the work table and begins repair
1.3 Repaired tool is placed into repaired tool bin
1.4 Worker completes the paper work

2.0 Parts washer station

2.1 Worker collects small engine parts
2.2 Worker places small engine parts into the cleaning tank
2.3 Worker adds cleaning solution to cleaning tank
2.4 Worker cleans small engine parts
2.5 Worker places clean small engine parts on the mechanic's work bench

3.0 Assisting the mechanics personnel

3.1 Worker gathers and organizes tools under mechanic's direction
3.2 Worker assists in light repairs
3.3 Worker supplies parts to the mechanic
3.4 Worker cleans the work area by light sweeping and collecting debris
3.5 Worker disposes of debris into a debris container
3.6 Worker places tools back on the tool rack and tool cabinet

Pollard Enterprises Ltd. is dedicated to accomplishing its full role and commitment to the Corporate Health and Safety Policy and to the Rapid Return to Work program. Bringing injured and physically impaired personnel back to their fullest possible potential recognizes that every employee's success is the company's success.

We recognize that in some situations the injured employee may have to be trained in another vocational role within our company and we shall assist the WSIB in this goal.

BOTH THE WORKER AND EMPLOYER HAVE THE RESPONSIBILITY TO CO-OPERATE IN THE EARLY AND RAPID RETURN-TO-WORK PLAN.

RESPONSIBILITIES

Management:

- Promote and implement the early return-to-work program and ensure the modified duties policy is updated, as required.
- Discuss the plan with the worker's foreman and ensure that the objective of the early return-to-work plan is understood.
- Determine the frequency of conducting evaluations of the early return-to-work plan and the worker's progress in the plan.
- Ensure that the worker signs all formal return-to-work plans.

RESPONSIBILITIES

Crew Foreman:

- Promote and participate in the objectives of return-to-work program and discuss such objectives with the employee(s).
- Provide return-to-work program for workers within their assigned area.
- Assist in the collection of medical information, job description(s) for analysis and the development and implementation of work modifications.
- Monitor the progress of all workers participating in a return-to-work program and maintain records of the worker's progress and up-to-date restrictions.

Worker:

- Contact the accident employer during the rec overy period (must occur weekly or as soon as worker is fit to return-to-work).
- Assist in the formulation and collection of the job task analysis.
- Provide such medical information as the employer requires to facilitate planning and implementation of early and safe return-to-work.
- Participate in early return-to-work plan and immediately report any task difficulties.
- Ensure ongoing treatment does not interfere with return-to-work plan.
- Work within the established company rules, procedures and work plan.

TRANSPORTATION SUPPORT

Pollard Enterprises Ltd. management is also willing to transport the worker to and from his/her residence to the workplace if the worker is incapable of driving a motor vehicle due to injuries.

COMMUNICATION

The Early and Safe Rapid Return to Work Program will be communicated to our employees during "New Hire" safety orientation sessions, and though "Due Diligence" seminars.

TRAINING

Pollard Enterprises Ltd. shall hold periodic workforce orientation sessions so as to familiarize all workers with the Early and Safe Rapid Return to Work Program. A booklet will be distributed during the orientation session so that workers have written information on the program and the samples of light duty and modified work available. In addition, we will incorporate an introduction to our Early and Safe Return to Work Program to our new hired employees during "New Hire" safety program orientation sessions.

EVALUATION

The health & safety coordinator will assess the company's understanding and performance in implementing the Early and Safe Return to Work Program with management. This program will be reviewed at least once a year, in order to stay current with new methods and procedures (Ergonomic, Medical and Legislative, etc.)

FORMS & REFERENCE

Forms and letters illustrated on the following pages of Section #18. WSIB Act Referenced

MANAGEMENT ACKNOWLEDGEMENT

Our Return to Work Policy and Procedures listed above are all in accordance with the provisions set forth in the WSIB act and have been reviewed and approved by our President of Operations, Jamie Pedra.

Yours truly,

POLLARD ENTERPRISES LTD.

Jamie Pedra
President of Operations

Duty to Accommodate

As set out in the Occupational Health and Safety Act, Pollard Enterprises Ltd. has a duty to accommodate, change or modify the job or workplace so that the work is within the injured or ill person's functional capabilities and the risk of further injury is reduced. Examples of this are listed below.

Types of Accommodations:

- Reduce hours
- Graduate RTW hours
- Re-assign duties
- Restructure the job
- More frequent rest breaks
- Work platform vs. ladders
- Ladders for climbing scaffolds
- Mini stretch breaks (10-15 minutes)
- Chair with back support vs. Picnic table
- Anti-vibration tools (e.g. anti-vibration jackhammer)
- Make heavy tools available at waist height
- Light shop work, general clean-up
- Painting trailers, containers (light work with brush)
- Washing trucks
- Pickup or delivery of plans
- Training in their selected field, where possible
- Computer training in safety prevention, if available
- In HR ease awareness

Co-operative Return to Work Plan:

POLLARD ENTERPRISES LTD. is committed to assisting employees with a work-related injury or illness with a timely and safe return to work plan. This will include a cooperative communication plan between the worker and their supervisor during the employee's recovery. It is the responsibility of POLLARD ENTERPRISES LTD. to monitor the employee's progress and to prepare a modified work program for the employee that meets the individual's needs. Please see the POLLARD ENTERPRISES LTD. 's "Early and Safe Return to Work Policy".

MODIFICATION OF DUTIES

Type of work	Tasks	Physical Demands (Light, Med, High)
Painting / Upkeep	General painting of walls, shelves and cabinets	Light- Med physical demands
Washing equipment/ office	General washing of trucks, equipment and office building	Light- Med physical demands
Light shop work/ Clean up	General clean up, sweeping, vacuuming, dusting etc.	Light physical demands
General Office Housekeeping	Cleaning the staff room, offices and shop area	Light physical demands
Pick up and Delivery of plans	Driving to and from office to pick up drawings, bid forms etc.	Light physical demands
Computer Work/ Training	Specific online job training, research etc.	Light physical demands

Absenteeism Policy

Policy:

Our absenteeism policy is designed to ensure that workers do not feel additional stress as a result of having to miss a day of work due to illness. It has been designed to follow the Ontario Employment Standards Policy which was updated at the start of 2019 and has removed the requirement of a worker to obtain a doctors note for a single missed day of work due to sickness or illness up to an including the first 10 individual instances of being absent due to illness.

As part of our policy, the only time we are legally allowed to request a doctors note due to an absence is when that absence meets the following criteria;

- –The absence from work is due to the same illness
- –The absence from work is at least 2 consecutive days but less than 10 consecutive days of

Note: If an absence due to the same illness consists of 10 or more consecutive days, this would be classified as a "Short Term Disability" and a different policy would take effect.

If an employee fails to bring in a Doctors' note for an absence that qualifies under the criteria listed above, they will be issued a Final Written Warning and any further similar multi–day sickness absences without the proper documentation will result in Termination.

Failure to appear for 3 consecutive days of work without notice will result in immediate termination. Further, it is the responsibility each employee to make arrangements to be at work on time. Failure to appear to 3 consecutive days of work due to the inability to have adequate transportation or make the necessary arrangements to be at work on time for your scheduled days of work for 3 consecutive work days will result in the immediate termination of that employee.

Short Term Disability:

If an employee misses 10 or more consecutive days of work (but less then 20 consecutive working days) for the same or related illnesses, they would be classified as being placed on Short Term Disabillity and be subject to the return to work policies as set out by our Insurance Company (If they are covered by our benefits) or by their union STD policy.

Short Term Disability means that the employee has become unable to attend to their regular work or complete their regular working day for at least 10 consecutive working days. In order to be classified as such, full and complete documentation from an attending physician is mandatory (this documentation must indicate a firm return to work date and indicate that the employee is under considerable medical care due to their illness justifying the extended absence). It would also be mandatory that there be constant communication both with the employee and the office (The Health & Safety Manager and/or any HR personnel need to be kept up to date daily) and (if required) the attending physician (or documentation as needed needs to be submitted from the attending physician with each absence).

If at any time documentation is not provided to justify this type of absence, the employee will be given a final written warning. Subsequent failure to provide the required documentation will result in immediate termination.

Evaluations will also need to be conducted once the employee is ready to return to work or, if the attending physician has deemed the worker ready to return to work then documentation will need to be provided that can attest to the employees condition. WSIB will also be involved in this situation as the illness would need to be reported and one of their Return to Work Specialists would be consulted.

Long Term Disability:

Long Term Disability falls under the same communication requirements, documentation requirements, WSIB reporting and RTW criteria as Short Term Disability. The only difference between the two types of absences is that "LTD" begins when an employee has missed 20 consecutive days of work.

Pollard Enterprises Ltd.
Duties and Precautions Form – Return to Work Plan

Employee Name: _____ Claim #: _____

Injury: _____ Date of Accident: _____

Start Date: _____ Completion Date: _____

Physical Precautions: _____

_____

Job Duties: _____

_____

_____

_____

Plan Objectives:

Week 1: _____

_____

Week 2: _____

_____

Week 3: _____

_____

Week 4: _____

_____

Week 5: _____

_____

Week 6: _____

_____

Week 7: _____

_____

_____ _____

Employer Date

Return to Work – Contact Log

Employee's Name:		Phone:	
Supervisor/Manager:		Phone:	
Return to Work Date:		Review Date:	
Target End Date:			
Treating Physician(s):		Phone:	
WSIB Claim Number:		Phone:	
Claims Adjudicator:			

Part 1: Record of Contact

Date of Contact	Injured Person Contacted	Contents of Conversation

Part 2: Modified Duties

It is the supervisor's responsibility to ensure this form is kept up-to-date and in the Claims Management file established for the injured worker. If modified duties are required, the supervisor must complete the following, in consultation with the Health and Safety Coordinator, injured worker and appropriate health care providers.

Description of Employee's Job (Attach Physical Demands Report for Employee's Job)			
Transitional Work Plan (if required)			
Pre-Injury Job			
Is other suitable work required?		❑ Yes	❑No
If yes, what is the other suitable work?			
Pre-Injury Job with accommodations (specify)			
Other suitable work with accommodations (e.g. wages, hours, rotation, minimum/maximum)			
Medical Precautions(Attach Functional Abilities Report, if applicable)			

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Return to Work – Letter to Attending Physician

Dear Doctor,

Pollard Enterprises Ltd. has adopted a Return to Work Program for its employees. Through this program, we are committed to return our employees to their regular jobs following an occupational or non-occupational sickness or injury.

With leadership from the project supervisor, the program is designed to help re-introduce the employee back into their work environment as quickly as possible. The program can be up to 6 weeks duration of reduced hours and modified or suitable work.

In order to accomplish the return to work of your patient (our employee), we request that you complete this form and have the employee return it to his/her Supervisor.

Thank you for your assistance and cooperation.

Name: _____

Signature: _____

Date: _____

pollard Enterprises Ltd.

Return to Work - Attending Physician Form[1]

To be completed by Employer:

_____ claims to have been injured in our employ on _____
Injured Worker — Date

Project _____ Supervisor _____

To be completed by Physician:

Nature of problem and diagnosis	

	Yes	No		
Employee may return at once to normal work	☐	☐		
Employee may return at once to modified duties	☐	☐		
Employee will be absent	☐	Days		
Employee requires further treatment	☐	☐	If "Yes"	_____ Date

Comments:

_____ _____
Physician's Name (please print) — Telephone

_____ _____
Physician's Signature — Date

[1]WSIB Form 156 (available online) - Treatment Memorandum should also be completed and sent to treating physician.

pollard Enterprises Ltd.

Return to Work - Worker's Medical Consent Form[2]

Employee			
Name (please print)			
Trade		Project Location:	
Home Address:			
Treating Practitioner(s)			
Name:		Name:	
Address:		Address:	
Postal Code:		Postal Code:	
Telephone:		Telephone:	
Fax:		Fax:	

This will authorize my treating practitioner(s) to release/discuss my specific medical capabilities concerning my recent injury/illness with members of PCI as they relate to my returning to work. This shall include my functional capabilities and/or precautions. Nothing contained herein shall authorize the release of any other medical or confidential information.

Employee Signature:	
Date:	
Witness:	

[2]WSIB Form 1492 (available online) - Worker's Claim/Consent Form – should be completed when you cannot obtain the employee's signature on a Form 7 – send copies to the employee and to the health professional for RTW.

Return to Work – Letter to Health Care Practitioner

Dear Health Care Practitioner,

We need your help.

Pollard Enterprises Ltd. has adopted a Policy of returning an injured worker to meaningful, productive work of value as soon as possible following an occupational injury. The Policy will assist in protecting the employee's earning ability and minimize the disruption to their personal lives.

A Return to Work Program has been developed which is committed to providing suitable work consistent with the functional capabilities of the injured worker in consultation with WSIB. The injured worker will gradually be phased back into their regular job, if possible, with modified work within their capabilities (as assessed by you).

What we need from you:

1. Please complete the attached Workplace Safety & Insurance Board's Functional Abilities Form for Timely Return to Work and give the injured worker both copies (one for the employer and the other for the worker). This will assist you, the injured worker and us in planning for his/her rehabilitation.

2. Please list any specific physical precautions that we should consider.

Our goalis to return the injured worker to his/her pre-injury position as soon as possible. This program was developed to benefit all concerned and we appreciate your cooperation.

If you have any questions concerning the above, please do not hesitate to contact me.

Sincerely,

Marco Serra
Health and Safety Manager
Pollard Enterprises Ltd.

Return to Work – Letter to Worker

Dear [Worker]:

In an effort to assist you in an early and safe return to work, we ask that you have your treating physician complete the attached Form for Timely Return to Work.

It is very important that you return this form to your supervisor today or within 24 hours so we can appropriately plan for your return to work as legislated by the Workplace Safety and Insurance Act.

Thank you for your cooperation.

Sincerely,

Marco Serra
Health and Safety Manager
Pollard Enterprises Ltd.

Policy Statement

It is our intention to conduct a thorough and complete review of all aspects of our Health & Safety policy and procedures on an annual basis. The Management team will begin to with a preliminary report completed by our Health & Safety Manager highlighting key areas to review and discuss beginning in June of each year. The keys to having an effective and continually improving Program hinge upon being able to review, assess, recommend and implement vital policies and procedures that ensure the physical and mental safety of all of our staff.

It is the belief of the Pollard Management Team that the importance of soliciting feedback from our workers throughout the year helps to ensure that our Program meets and reflects the interests of all parties it is developed for. They (our frontline workers) are the lifeblood of our company and their input is essential to us to maintains Our Health and Safety Program is effective and relevant to each and every one of them while being compliant with all legal and ethical requirements from government oversight groups such as th

I have read and understand my Health and Safety Roles and Responsibilities as set out in the above document and agree to comply with *Pollard Enterprises Ltd.*'s Health and Safety Program.

President:

Superintendent:

Health and Safety Manager:

Accounting:

Re-Roofing Manager:

Office Administrator:

It is with this understanding that we as a Management Team move forward with the hope and goal of ensuring that the policies and procedures help to keep our staff safe on all of the projects we work on each and every day.

Marco Serra
Health & Safety Manager
Pollard Enterprises Ltd.

Management's Annual Review Policy of the Health and Safety Program

Policy

Management conducts an annual review of Pollard Enterprises Ltd.'s Health and Safety Program and maintains a record of such review and any changes made to the Program. The objective is to monitor, evaluate the effectiveness and continually improve the Program.

Management solicits feedback from its workers throughout the year in an effort to jointly ensure that this Program meets and reflects the interests of all parties as it develops and maintains Our Health and Safety Program.

Responsibilities

A brief description of who is responsible for what will be described.

President - Oversee process and ensure all processes are in accordance with Company Regulations
Site Superintendent - Ensure that Foreman are fully aware of their duties and are submitting paperwork as required
Foreman - Following all required regulations of the Health & Safety Policy and submitting paperwork as required
Health & Safety Manager - Conducting regular job site inspections and collecting all required paperwork throughout the year
Workers/Staff - Reviewing and signing off on all documentation as required, making suggestions/recommendations and other Health & Safety improvement ideas, ensure that they are following all Health & Safety Policies and are fully aware of their rights and responsibilities under the law and our policy.

Prodecures

These are the steps that will be undertaken regarding how our Yearly Review will be conducted. These steps must be followed in order to ensure that the same process is followed year over year;

1. January: Review and begin implementation of previous year's Action Plans & Objectives
2. Mid-January: All Foreman to have 3 days of training including review of all aspects of the Health & Safety Policy & any other required Training (see Step #4 for details). Time-lines for when H&S paperwork is required and to whom it should be submitted will be reviewed at this time.
3. January to March (Our Slow time), all staff required to come in for at least 1 to 3 days to go over and have any and all required training completed for the year. This will include WHMIS 2015 (Yearly), Working at Heights (Once every 3 years), Worker Awareness (Yearly), Supervisor Awareness (Yearly), First Aid Training (once every 3 years), and any other required training (Such as Propane, Transportation of Dangerous Goods, EWP Training - Lift tickets, Hoisting & Rigging Training).
4. Throughout the year: Foreman required to submit any and all Safety paperwork to the Health & Safety Manager.
5. Throughout the year: Health & Safety Manager to track and compile statistical data for December's review meeting. This will include CAD-7 information, any other WSIB provided data, compiling data from submitted Job site Specific Project Binders and any other relevant Health & Safety data either from MOL/Government or industry sources that could have a direct impact on our Policy moving forward.
6. November: Health & Safety Policy review begins. Focus on what (if any) changes/alterations need to be made for the coming year, what worked well and what did not. Review includes input from all company staff (President down to front line staff).
7. Mid-December: H&S Policy review completed.
8. Action plans created regarding all changes that need to be done to our Policy and new Objectives for the coming year set out.
9. Policy Review Findings, new objectives for the following year and Action Plan items detailed and communicated to all Staff by the end of December.

It is an expectation that any and all documents and records are maintained in a readily identifiable and legible manner, are in compliance with all Government mandated Rules and Regulations ("Green" Book) and are stored confidentially and the strictest of privacy of those records is maintained as required.

Marco Serra
Health and Safety Manager
Pollard Enterprises Ltd.
Updated on August 1st, 2022

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COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A.

Internal Review Confirmation

December 31st, 2016

To: Management
From: Health & Safety Department

Re: Health & Safety Management Review

This letter is to confirm that there has been an internal review conducted of the Health and Safety Policy of Pollard Enterprises Ltd. and the recommendations that came from that review have been reviewed, discussed and accepted to be implemented by Upper Management and the Health & Safety Manager.

The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations x

Carlos Arezes,
General Superintendent x

Andrew Selbie,
Service Manager x

Marco Serra,
Health & Safety Manager x

Regards,

Marco Serra
Health & Safety Manager

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Year End

December 31st, 2016

To: All Employees
From: Management

Re: Health & Safety Management Review

Over the last 12 months, our focus was to have a renewed focus on Health & Safety as it pertains to how we conduct our everyday duties. There are several vital areas that we need to focus on in order to ensure that each and everyone of you is safe at work and has all the requirements needed to complete your work in a timely and safe manner.

We will be ensuring that each and everyone of you is fully trained in all mandatory areas required (Working at Heights, WHMIS 2015, Worker and/or Supervisor Awareness) as well as other elements including Aerial/Boom Lift, Propane use, First Aid and Fire Safety, Prevention and Control & Transportation of Dangerous Goods.

By this time next year, our goal is to be well on our way towards being one of the safest Roofing Companies in the business. We will need all of your efforts in order to ensure we are able to meet this goal and we believe fully that you will be on board with us as we work towards meeting these goals.

Regards,

Marco Serra
Health & Safety Manager

Pollard Enterprises Ltd.

Health and Safety Management Review

2016 YEAR END REVIEW AND 2017 OBJECTIVES

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Begin work on COR Certification	Marco Serra	April 2018	Ongoing
2	Ensure all Staff trained on H&S policy	Marco Serra	December 2017	Yes
3	Begin clean up of Shop - Many issues	Jamie Pedra	December 2017	Ongoing
4	Shop Fire Sprinkler System Repair	Marco Serra - HW to do work	2018	Ongoing
5	Follow up w/staff re: Required Training	Marco Serra	December 2017	Yes
6	Compliance with all H&S requirements - Sites	Carlos Arezes & Andrew Selbie	Ongoing	Ongoing
7				
8				
9				
10				

Date: January 20th, 2017

Prepared By: Marco Serra

Program ID: 19.6

pollard ENTERPRISES LTD.

ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM

FOR YEAR ENDING DATE: December 31st, 2016

Key Performance Indicators:	**Number of Incidents:**	**Satisfactory Level – Poor, Good, Excellent:**
Lost Time Cases	2	Excellent
Work Accidents - Personnel - Equipment - Building	 0 1 1	 Excellent Excellent Excellent
Near Misses	5	Good
First Aid Requirements	7	Good
Work Refusals	0	Excellent
Stop Work Incidents	0	Excellent
Hazards Reported	15	Good
Injury/ Illness	2	Excellent
Corrective Action Request	6	Excellent
Reported Incidents to the Ministry of Labour	0	Excellent

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COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

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Internal Review Confirmation

December 31st, 2017

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From: Health & Safety Department

Re: Health & Safety Management Review

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The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations

x _____

Carlos Arezes,
General Superintendent

x _____

Andrew Selbie,
Service Manager

x _____

Marco Serra,
Health & Safety Manager

x _____

Regards,

Marco Serra
Health & Safety Manager

pollard ENTERPRISES LTD.

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1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A.

Year End

December 31st, 2017

To: All Employees
From: Management

Re: Health & Safety Management Review

Over the last 12 months, our main priority was to use the elements we found our company to be lacking in terms of our Health & Safety Policy and how it was implemented by staff and followed on a daily basis and work towards achieving progress towards ensuring that all our staff are fully trained in several key areas including;

-Working at Heights (Mandatory)
-WHMIS 2015 (Mandatory)
-Worker and/or Supervisor Awareness (Mandatory)
-Aerial/Boom Lift
-Propane use
-First Aid
-Fire Safety, Prevention and Control
-Transportation of Dangerous Goods

We can proudly proclaim that we have achieved this goal as all of our staff are now completely up to date on all mandatory training while there are only a very small number of staff members left that require non-mandatory training to be completed.

As we have enrolled ourselves in the COR certification process, you may have noticed and even larger focus on safety what with the new Health & Safety program being rolled out in the first few months of 2018 as well as the ongoing clean up of the shop, and other safety initiatives we started this year geared towards ensuring we are COR compliant and back as full members of OIRCA and the CRCA.

By this time next year, our goal is to be working within the COR system and that all of our staff are working towards ensuring that all of your efforts are geared towards continuing to improve the safety of all workers by following all of our policies and procedures.

Sincerely,

Marco Serra

Health & Safety Manager

Pollard Enterprises Ltd.

Health and Safety Management Review

2017 YEAR END REVIEW AND 2018 OBJECTIVES

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Complete COR Certification	Marco Serra	April 2018	
2	Complete OIRCA Application	Marco Serra	April 2018	
3	Complete all required H&S training required	All Management Staff	June 2018	
4	Shop Fire Sprinkler System Repair	Marco Serra - HW to do work	June2018	
5	New Fence Gate - Shop	Jamie Pedra	October 2018	
6	Compliance with all H&S requirements - Sites	Carlos Arezes & Andrew Selbie	Ongoing	
7	Have all Shop staff Forklift Trained	All Management Staff	November 2018	
8				
9				
10				

Date: January 19th, 2018
Prepared By:

Program ID: 19.6

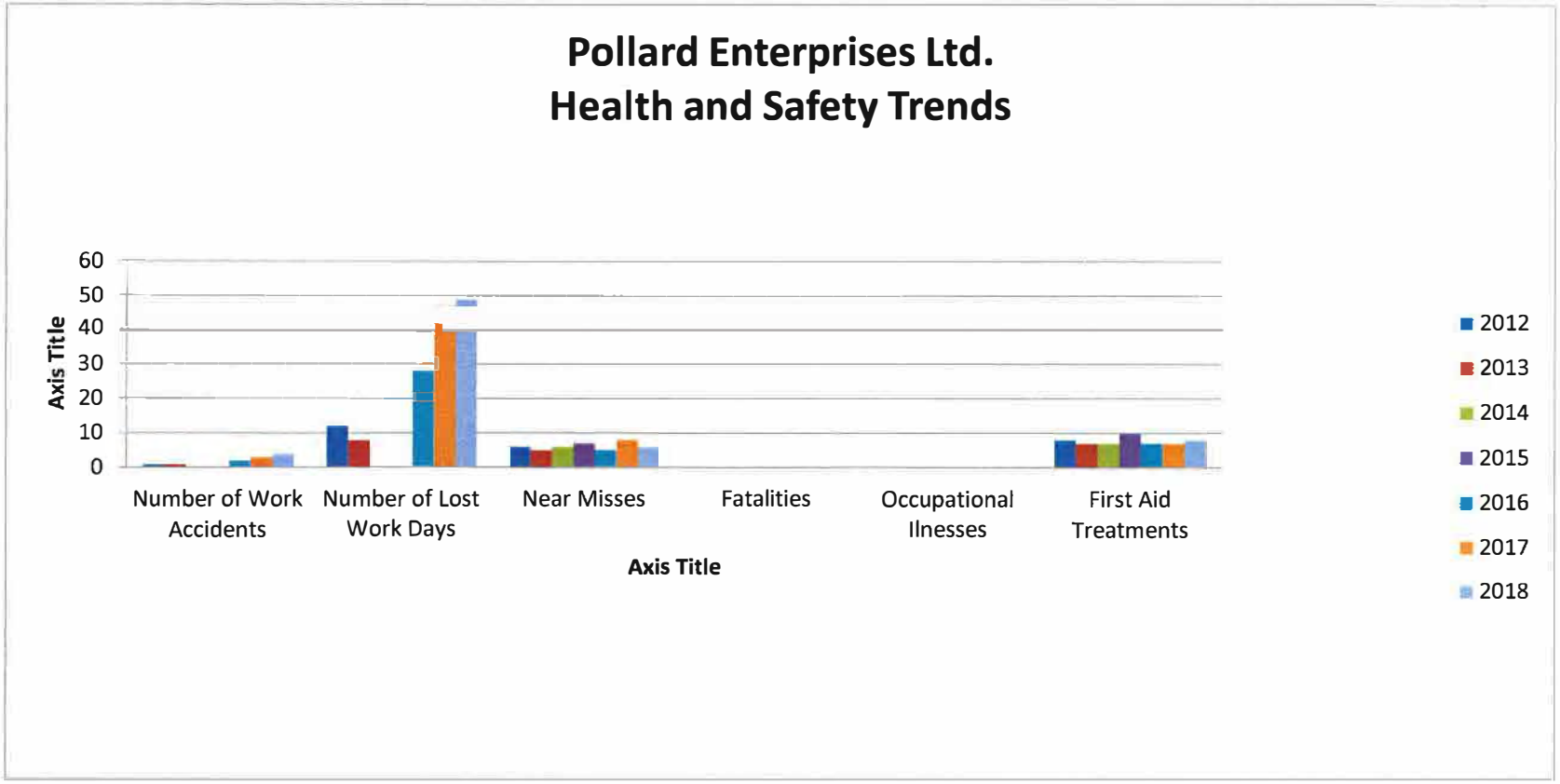
pollard ENTERPRISES LTD.

ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM

FOR YEAR ENDING DATE: December 31st, 2017

Key Performance Indicators:	**Number of Incidents:**	**Satisfactory Level – Poor, Good, Excellent:**
Lost Time Cases	3	Excellent
Work Accidents - Personnel - Equipment - Building	 0 2 1	 Excellent Excellent Excellent
Near Misses	8	Good
First Aid Requirements	7	Good
Work Refusals	0	Excellent
Stop Work Incidents	0	Excellent
Hazards Reported	10	Excellent
Injury/ Illness	3	Excellent
Corrective Action Request	3	Excellent
Reported Incidents to the Ministry of Labour	0	Excellent

	2012	2013	2014	2015	2016	2017	2018
Number of Work Accidents	1	1	0	0	2	3	4
Number of Lost Work Days	12	8	0	0	28	47	49
Near Misses	6	5	6	7	5	8	6
Fatalities	0	0	0	0	0	0	0
Occupational Ilnesses	0	0	0	0	0	0	0
First Aid Treatments	8	7	7	10	7	7	8



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The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations

x _____

Carlos Arezes,
General Superintendent

x _____

Andrew Selbie,
Service Manager

x _____

Marco Serra,
Health & Safety Manager

x _____

Regards,

Marco Serra
Health & Safety Manager

pollard ENTERPRISES LTD.
COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS
1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A.

Year End

December 31st, 2018

To: **All Employees**
From: **Management**

Re: **Health & Safety Management Review**

In 2018, our main priority was to use close as many gaps in training and safety as we could in order to improve our staff's grasp and understanding of our Health & Safety policy. We saw incremental improvement each and every day and have continued to make progress towards ensuring that all our staff are fully trained in several key areas including;

-Working at Heights (Mandatory)
-WHMIS2015 (Mandatory)
-Worker and/or Supervisor Awareness (Mandatory)
-Aerial/Boom Lift
-Propane Training
-First Aid
-Fire Extinguisher and Fire Safety, Prevention and Control
-Transportation of Dangerous Goods

While we are able to confidently state that our goal of ensuring all required (Mandatory) training has and is constantly being completed by staff as required by law, this is a moving target that requires constant monitoring and will continue to present challenges each and every year.

With regards to COR Certification, we are confident that once our External Audit is completed we will become only the 6th Roofing company to become COR certified in Ontario. We are also confident that once our application and details are reviewed regarding our OIRCA and CRCA re-application that we will be accepted as full members once again.

Our Goals for 2019 include;

-Completing COR Certification (February - March)
-Becoming an OIRCA Member company (February - April)
-Becoming an CRCA Member company (February - April)
-Having an MOL Certified Trainer in-house (Working @ Heights Certification Completion)
-Having a fully functional JHSC (Ricardo Cunha and Andrew Selbie Fully Trained (February)

Marco Serra
Health & Safety Manager

Pollard Enterprises Ltd.

Health and Safety Management Review

2018 YEAR END REVIEW AND 2019 OBJECTIVES

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Complete COR Certification	Marco Serra	February 2019	
2	Complete OIRCA Application	Marco Serra	Feb - April 2019	
3	Complete all H&S training required	All Management Staff	June 2019	
4	Compliance with all H&S requirements	Marco Serra	June2019	
5	Have all Shop staff Forklift Trained	Jamie Pedra	October 2019	
6	Have all First Aid Training Completed	Marco Serra	March 2019	
7				
8				
9				
10				

Date: January 21st, 2019

Prepared By:

Program ID: 19.6

pollard ENTERPRISES LTD.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Internal Review Confirmation

December 31st, 2019

To: Management
From: Health & Safety Department

Re: Health & Safety Management Review

This letter is to confirm that there has been an internal review conducted of the Health and Safety Policy of Pollard Enterprises Ltd. and the recommendations that came from that review from 2019 have been reviewed, discussed and accepted to be implemented by Upper Management and the Health & Safety Manager.

We made some large strides towards our Health & Safety Objective by becoming COR Certified Members as of March 4th, 2019. Now we must strive to continue to be members of COR by continuing to focus on the Health & Safety of our staff each and every day.

The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations

Carlos Arezes,
General Superintendent

James Carreiro,
Re-Roof Manager

Marco Serra,
Health & Safety Manager

Regards,

Marco Serra
Health & Safety Manager

pollard ENTERPRISES LTD.
COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS
1795 IRONSTONE DR., BURLINGTON, ON L7L 5T8 TEL: 905.332.6660 FAX 905.332.6662 • MEMBER S.M.A.H.A., T.C.A.

Year End

December 31st, 2019

To: **All Employees**
From: **Management**

Re: **Health & Safety Management Review**

In 2019, our main priority was to continue to close as many gaps in training and safety as we could in order to improve our staff's grasp and understanding of our Health & Safety policy and to become COR compliant. We had seen incremental improvement over the last 3 years but in order to ensure our COR Compliance, we needed a much deeper commitment from all staff towards their training and understanding of their own role when it comes to health and safety on the job.

With regards to training, we maintained our focus on having each and every member of our staff fully trained in the following areas in 2019;

-Working at Heights (Mandatory Every 3 Years)
-WHMIS 2015 (Mandatory Annually)
-Worker and/or Supervisor Awareness (Mandatory Every 3 Years)
-Aerial/Boom Lift (Completed in December of 2018)
-Propane Training (Completed in January of 2019)
-Fire Extinguisher and Fire Safety, Prevention and Control (Foreman trained in November of 2018)

By the end of 2019, all of the mandatory training for our staff as required by law was complete and up to date. There were a few workers who had to have specific training refreshed in early 2020 but that was completed by mid-February. Moving forward, it has been determined that each crew will keep with them a full record of ALL staff training cards with them at all times so that should one crew member be required to work with another crew on a given day the foreman will have all of that worker's safety cards already on hand.

With regards to COR Certification, we we accepted on March 4th, 2019 becmoign only the 6th Roofing company to be COR certified in Ontario at that time. We had issues regarding our OIRCA and CRCA re-application and will re-visit both of these memberships in 2021.

Our Goals for 2020 include;

-Becoming an Olympic Warranty Protection Program Member company (February - April)
Having an MOL Certified Trainer in-house (Working @ Heights Certification Completion)
-Having a fully functional JHSC (One worker Staff Member to be Fully Trained by June)
-Foreman to be First Aid Trained (March)

Marco Serra
Health & Safety Manager

Pollard Enterprises Ltd.

Health and Safety Management Review

2019 YEAR END REVIEW AND 2020 ACTION PLAN

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Complete Review of Policy	All Management Staff	February 1st, 2020	Yes
2	Complete Backflow Valve Replacement	Marco Serra	January 14th, 2020	Yes
3	Complete All Required Training for 2020	Marco Serra	February 2020	Yes
4	Obtain all Sub-Contractor Agreements	Marco Serra	February 1st, 2020	No
5	All Job Sites in H&S Compliance	Carlos Arezes & Marco Serra	February 1st, 2020	Ongoing but Yes
6	Complete COR Certification Process	Marco Serra	February 2019	Yes - March 2019
7	Ongoing JHSC Meetings	All JHSC Members	February 2020	Ongoing
8	Complete Olympic Roofing Warranty App	Marco Serra	March 1st, 2020	On Target
9				
10				

Date:
Prepared By:

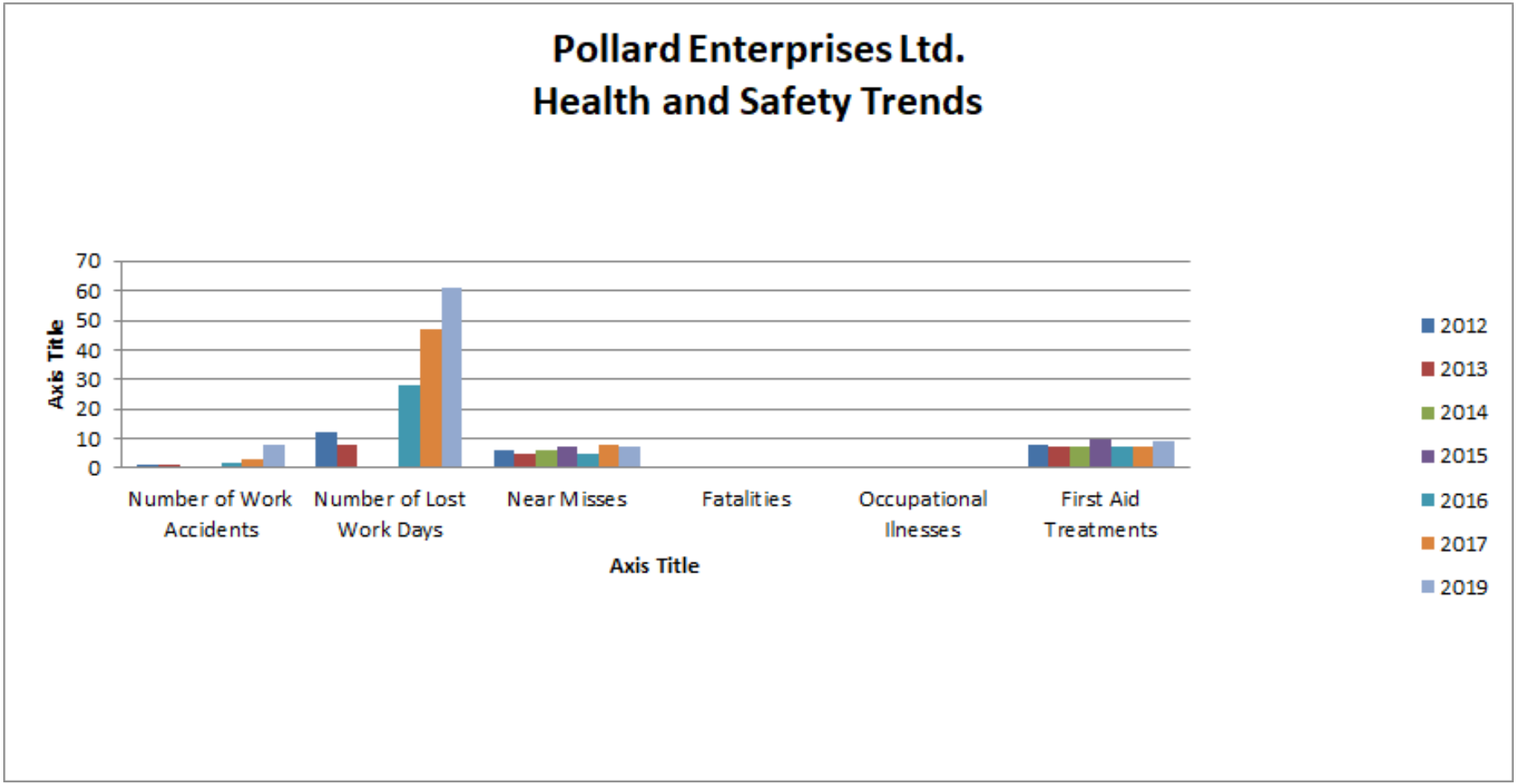
Program ID: 19.7

ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM

FOR YEAR ENDING DATE: December 31st, 2019

Key Performance Indicators:	**Number of Incidents:**	**Satisfactory Level – Poor, Good, Excellent:**
Lost Time Cases	8	Good
Work Accidents - Personnel - Equipment - Building	 6 1 1	 Poor Excellent Excellent
Near Misses	7	Poor
First Aid Requirements	9	Poor
Work Refusals	0	Excellent
Stop Work Incidents	0	Excellent
Hazards Reported	5	Good
Injury/ Illness	6	Good
Corrective Action Request	0	Excellent
Reported Incidents to the Ministry of Labour	4	Good

	2012	2013	2014	2015	2016	2017	2018	2019
Number of Work Accidents	1	1	0	0	2	3	4	8
Number of Lost Work Days	12	8	0	0	28	47	49	61
Near Misses	6	5	6	7	5	8	6	7
Fatalities	0	0	0	0	0	0	0	0
Occupational Ilnesses	0	0	0	0	0	0	0	0
First Aid Treatments	8	7	7	10	7	7	8	9



pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Year End

December 31st, 2020

To: **All Employees**
From: **Management**

Re: **Health & Safety Management Review**

We had several goals in mind for 2020 which were set aside or we were unable to achieve as a result of the pandemic caused by the COVID-19 virus hitting all over the world in March of 2020.

With regards to training, despite the fact that it was a challenge to hold training sessions, we were able to maintain the required training level every member of our front line staff is mandated to be fully trained in throughout the year including;

-Working at Heights
-WHMIS 2015
-Worker and/or Supervisor Awareness
-Aerial/Boom Lift (Completed in December of 2018, due in 2021)
-Propane Training (Completed in January of 2019, due in 2022)
-Fire Extinguisher and Fire Safety, Prevention and Control (Foreman trained in November of 2018)

As of the end of 2020, there are several workers who still need to be re-trained in several areas in early 2021. Those workers who require training will be trained once those training sessions are available and classes allowed again.

With regards to COR Certification, we completed Year 1 and had our Internal Audit completed and accepted by the IHSA. We received a Letter of Good Standing from them and will need to submit our Year 2 Audit by the end of January 2021.

In early January 2021 we will be allowed to re-apply for the OIRCA and CRCA.

We were unable to complete the application for the Olympic Warranty Protection Program in 2020 but will focus on that once we have completed the OIRCA/CRCA submission.

Our Goals for 2021 include;

-Becoming an Olympic Warranty Protection Program Member company (February - April)
-Re-entry into OIRCA/CRCA (January 2021)
-Having an MOL Certified Trainer in-house (Working @ Heights Certification Completion)
-Having a fully functional JHSC (One worker Staff Member to be Fully Trained by June)
-Foreman to be First Aid Trained (March)
-Complete all outstanding training (Loading & Rigging, First Aid, TDG, Propane, Aerial Lift)

Marco Serra
Health & Safety Manager

pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Internal Review Confirmation

December 31st, 2020

To: Management
From: Health & Safety Department

Re: Health & Safety Management Review

This letter is to confirm that there has been an internal review conducted of the Health and Safety Policy of Pollard Enterprises Ltd. and the recommendations that came from that review from 2019 have been reviewed, discussed and accepted to be implemented by Upper Management and the Health & Safety Manager.

We made some large strides towards our Health & Safety Objectives throughout the year as we were able to see significant improvement in our overall safety record despite COVID related absences. We will continue to be focus on daily overall improvements and focus on the Health & Safety of our staff each and every day.

The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations

Aurelio Mota,
General Superintendent

James Carreiro,
Re-Roof Manager

Marco Serra,
Health & Safety Manager

Regards,

Marco Serra
Health & Safety Manager

ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM FOR

YEAR ENDING DATE: December 31st, 2020

Key Performance Indicators:	**Number of Incidents:**	**Satisfactory Level – Poor, Good, Excellent:**
Lost Time Cases	5	Good
Work Accidents - Personnel - Equipment - Building	 3 1 1	 Good Excellent Excellent
Near Misses	5	Poor
First Aid Requirements	6	Poor
Work Refusals	0	Excellent
Stop Work Incidents	0	Excellent
Hazards Reported	5	Good
Injury/ Illness	10	Good - 70% COVID
Corrective Action Request	0	Excellent
Reported Incidents to the Ministry of Labour	3	Good

Pollard Enterprises Ltd.

Health and Safety Management Review

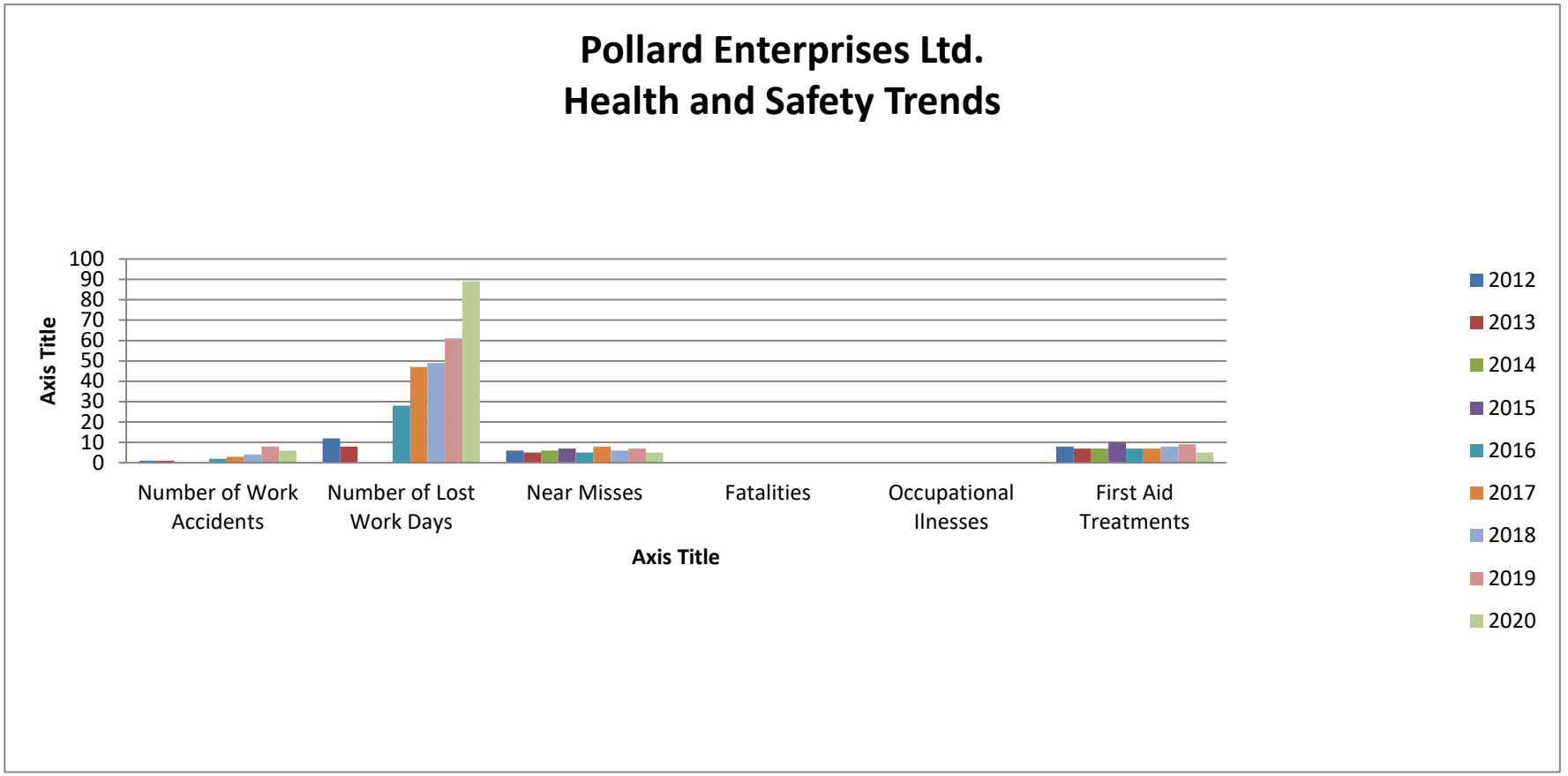
2020 YEAR END REVIEW AND 2021 ACTION PLAN

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Complete Review of Policy	All Management Staff	February 1st, 2021	Yes
2	Complete OIRCA/CRCA re-application	Marco Serra	January 2021	Yes
3	Complete All Required Training for 2021	Marco Serra	February 2021	Yes
4	Obtain all Sub-Contractor Agreements	Marco Serra	February 1st, 2020	No
5	All Job Sites in H&S Compliance	Jamie Pedra & Marco Serra	December 31st, 2021	Ongoing but Yes
6	Complete COR Internal Audit Year 1 & 2	Marco Serra	February 2021	Yes - March 2019
7	Ongoing JHSC Meetings	All JHSC Members	Monthly	Ongoing
8	Complete Olympic Roofing Warranty App	Marco Serra	April 1st, 2021	On Target
9				
10				

Date:
Prepared By:

Program ID: 19.7

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of Work Accidents	1	1	0	0	2	3	4	8	6
Number of Lost Work Days	12	8	0	0	28	47	49	61	89
Near Misses	6	5	6	7	5	8	6	7	5
Fatalities	0	0	0	0	0	0	0	0	0
Occupational Ilnesses	0	0	0	0	0	0	0	0	0
First Aid Treatments	8	7	7	10	7	7	8	9	5



pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Year End

December 31st, 2021

To: **All Employees**
From: **Management**

Re: **Health & Safety Management Review**

We had several goals in mind for 2021 which were set aside or we were unable to achieve as a result of the pandemic caused by the COVID-19 virus hitting all over the world in March of 2020.

With regards to training, despite the fact that it was a challenge to hold training sessions, we were able to maintain the required training level every member of our front line staff is mandated to be fully trained in throughout the year including;

-Working at Heights - Only 1 worker needs the refresher before Summer of 2022
-WHMIS 2015 - Completed Yearly Renewal
-First Aid - Foreman and Lead Assisstant in Early 2022
-Aerial/Boom Lift - Renewal Completed
-Propane Training - Renewal to be Completed in January of 2022
-Fire Extinguisher and Fire Safety, Prevention and Control - Foreman re-trained in November

As of the end of 2021, the main focus of our training will be to get all propane trained staff re-trained (most expire in January and before June of 2022) and First Aid. Workers who require training will be trained once those training sessions are available and classes allowed again.

With regards to COR Certification, we completed Year 3 and had our Internal Audit completed and accepted by the IHSA. We received a Letter of Good Standing from them and will need to submit our Year 4 Audit to continue our membership by the end of January 2022.

We are in the process of being approved for membership to OIRCA and CRCA and have had multiple inspections conducted since June of 2021 by their inspectors. We are only waiting for final word from them about our acceptance as the inspections bore no issues with our Site Safety.

Our Goals for 2022 include;

-Becoming an Olympic Warranty Protection Program Member company (Summer 2022)
-Re-entry into OIRCA/CRCA (Early 2022)
-Having an MOL Certified Trainer in-house (Spring 2022)
-Having a fully functional JHSC (One worker Staff Member to be Fully Trained by June)
-Foreman and Lead Assitants to be First Aid Trained (By March 2022)

Marco Serra
Health & Safety Manager

pollard Enterprises Ltd.

COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Internal Review Confirmation

December 31st, 2021

To: Management
From: Health & Safety Department

Re: Health & Safety Management Review

This letter is to confirm that there has been an internal review conducted of the Health and Safety Policy of Pollard Enterprises Ltd. and the recommendations that came from that review from 2019 have been reviewed, discussed and accepted to be implemented by Upper Management and the Health & Safety Manager.

We made some large strides towards our Health & Safety Objectives throughout the year as we were able to see significant improvement in our overall safety record despite COVID related absences. We will continue to be focus on daily overall improvements and focus on the Health & Safety of our staff each and every day.

The recommendations will be implemented over the next 12 months.

Signed:

Jamie Pedra,
President of Operations

Aurelio Mota,
General Superintendent

James Carreiro,
Re-Roof Manager

Marco Serra,
Health & Safety Manager

Regards,

Marco Serra
Health & Safety Manager

ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM

FOR YEAR ENDING DATE: December 31st, 2021

Key Performance Indicators:	**Number of Incidents:**	**Satisfactory Level – Poor, Good, Excellent:**
Lost Time Cases	4	Good
Work Accidents - Personnel - Equipment - Building	 3 1 0	 Good Excellent Excellent
Near Misses	3	Good
First Aid Requirements	3	Good
Work Refusals	0	Excellent
Stop Work Incidents	0	Excellent
Hazards Reported	8	Good
Injury/ Illness	8	Good - 75% COVID
Corrective Action Request	2	Excellent
Reported Incidents to the Ministry of Labour	0	Excellent

Pollard Enterprises Ltd.

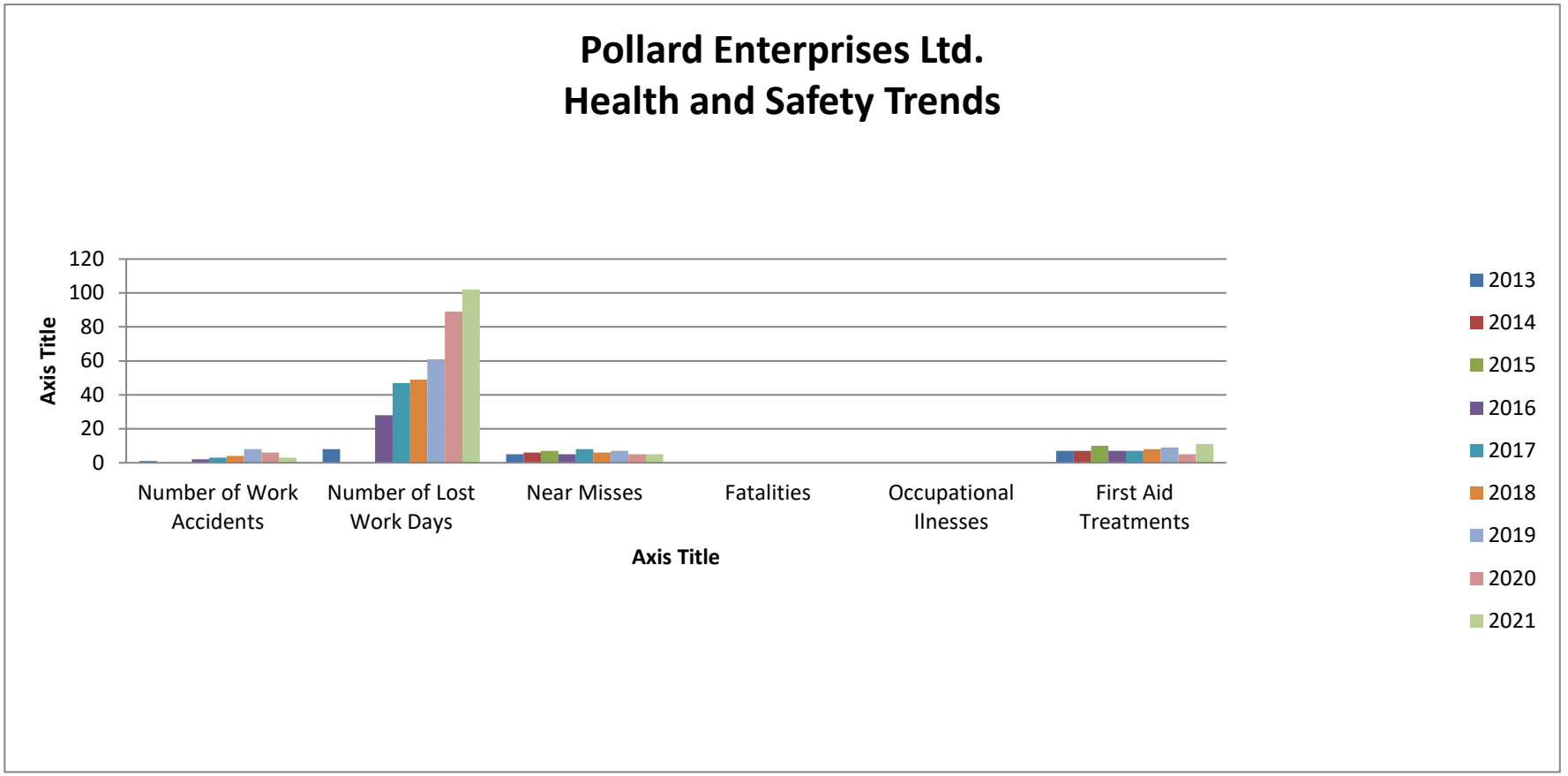
Health and Safety Management Review

2021 YEAR END REVIEW AND 2022 ACTION PLAN

	TASK	RESPONSIBLE PARTY	TARGET DATE	COMPLETED Y/N
1	Complete Review of Policy	All Management Staff	February 1st, 2022	Yes
2	Complete Backflow Valve Replacement	Marco Serra	January 14th, 2022	Yes - Feb 7th, 2022
3	Complete All Required Training for 2022	Marco Serra	February 2022	Ongoing
4	Obtain all Sub-Contractor Agreements	Marco Serra	February 1st, 2022	Yes
5	All Job Sites in H&S Compliance	Aurelio Mota & Marco Serra	February 1st, 2022	Ongoing but Yes
6	Complete COR Re-Certification Process	Marco Serra	March 2022	Ongoing
7	Ongoing JHSC Meetings	All JHSC Members	February 2022	Ongoing
8	OIRCA Response	Management	March 1st, 2022	Received - Appealing
9				
10				

Date:
Prepared By:

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Number of Work Accidents	1	0	0	2	3	4	8	6	3
Number of Lost Work Days	8	0	0	28	47	49	61	89	102
Near Misses	5	6	7	5	8	6	7	5	5
Fatalities	0	0	0	0	0	0	0	0	0
Occupational Ilnesses	0	0	0	0	0	0	0	0	0
First Aid Treatments	7	7	10	7	7	8	9	5	11



pollard Enterprises Ltd.

Full Body Harness Inspection

Project: _____ **Supervisor:** _____

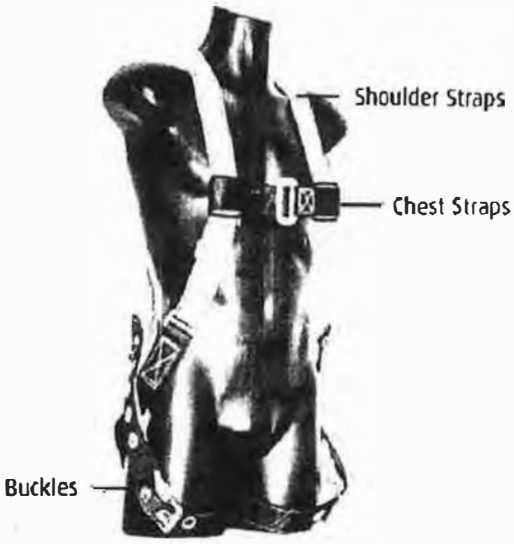
Worker: _____ **Signature:** _____

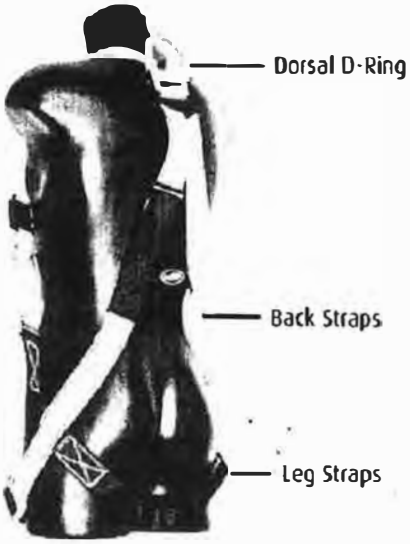
Model: _____ **Serial #:** _____

Full body harness inspections are to be performed prior to use.
Please indicate the condition of the harness using:
- ✓ Inspection item passes
- x Inspection item fails

Note: any inspection item that fails must be reported to your supervisor and the harness taken out of commission. TAG OUT!

Month: Year: Indicate Date →	**S**	**M**	**T**	**W**	**T**	**F**	**S**
HARDWARE							
Back D-Ring (if applicable)							
Waist D-Ring (if applicable)							
Shoulder Adjustment							
Chest & Back Buckle Hardware							
Chest Carabiner							
Leg Straps							
WEBBING							
Shoulder Straps							
Chest & Back Straps							
Leg Straps							
Cuts							
Burns							
Holes							
Deteriorations							
Paint Damage							
STITCHING							
Shoulder Straps							
Chest & Back Straps							
Waist Straps							
Leg Straps							
LABELS/TAGS							
Appropriate ANSI/CSA/OSHA							
Legible labels							
Date of manufacture							





Comments:

_____

_____

Formulário de Inspeção de Arnês Completo

Projeto:_____ **Supervisor:**_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Trabalhador_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ **Assinatura** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Modelo _ **Serial#:** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

As inspeções de arnês de corpo inteiro devem ser realizadas antes do uso. Indique a condição do arnês usando:

O item de inspeção passa

X item de inspeção falha

Nota: qualquer item de inspeção que falha deve ser relatado ao seu supervisor e ao arnês retirado da comissão. MARCAR FORA!

Mês: **Ano:**	**D**	**2e**	**3e**	**4e**	**5e**	**6e**	**S**
HARDWARE							
Back D-Ring (se aplicável)							
Waist D-Ring (se aplicável)							
Ajuste de ombro							
Caixa e fivela Hardware							
Carabiner do peito							
Correias de perna							
WEBBING							
Correias de peito							
Correias de peito e costas							
Correias de perna							
Cortes							
Queimaduras							
Buracos							
Deteriorations							
Paint Damage							
PONTANDO							
Cintas de ombro							
Correias de peito e costas							
Cintas de cintura							
Correias de perna							
ETIQUETAS / TAGS							
Apropriado ANSI/CSA/OSHA							
Etiquetas legíveis							
Data de Fabricação							

Comentários

FOREMAN'S TOOLBOX SAFETY MEETING MINUTES

EMPLOYER: _____

FOREMAN: _____ Date: _____

PROJECT: _____ Time: _____

SAFETY TOPICS DISCUSSED:

SAFETY CONCERNS RAISED:

CORRECTIVE MEASURES:

CREW ATTENDANCE ROSTER

NAME (print)	TRADE/POSITION	SIGNATURE

pollard ENTERPRISES LTD.

Job Hazard Analysis

Roofing - Production

This JHA will be completed for each task and updated as the tasks change

Supervisor:	Date: Work to be done:	Job #:	Task Location
Emergency Meeting Point is:	Site:	Foreman Name - Print	

IDENTIFIED HAZARDS

☐Hazards Identified on WHA below

WORKING AT HEIGHTS

☐Harness required/inspected/Tie-off identified
☐Others working above, below
☐Falls from height
☐Objects falling from work area
☐Roof perimeter warning system in place
☐Equipment inspections
☐Hoisting Equipment ☐Lift zone controlled
☐Guard rails properly constructed
☐Anchors adequate for current use
☐Use of Fall Arrest/Travel Restraint
☐Roof Openings

PERSONAL LIMITATIONS

☐Safe work practice/procedure available
☐Training for task/tools to be used
☐Distractions in area
☐Working alone
☐First time performing task

Has Violence and Harassment issues been discussed?
Yes ☐ No ☐

SCAFFOLDING

☐Scaffolding inspections
☐Tagging ☐Ground conditions

FIRE PREVENTION

☐Fire extinguishers available
☐Fire extinguishers inspected
☐Emergency plan
☐Muster point location
☐Available first aider/burn kit
☐Fire Watch ☐Hot Work Permit

ERGONOMIC HAZARDS

☐Awkward body position
☐Lift too heavy/awkward to lift
☐Walk area not clear/level
☐Repetitive motion
☐Prolonged twisting/bending
☐Parts of body in line of fire

LADDERS

☐Proper ladder ☐Inspected
☐Properly secured ☐Proper angle

WORK ENVIRONMENTAL HAZARDS

☐Limited access/egress
☐Poor Lighting
☐Position of hands-cuts
☐Exposures to: ☐Cold/Heat ☐Chemicals
☐Noise ☐Wind
☐Dust/Fumes/Asbestos
☐Materials secured
☐Slips/Trips/Falls possible

EQUIPMENT HAZARDS

☐Operating power equipment
☐Kettle ☐Working with torches
☐Conveyor ☐Chutes ☐Hand tools
☐Compressed gas cylinders

PPE

☐Hard hat ☐Steel toed Boots
☐Proper Gloves/Kettle gloves
☐Safety glasses/face shield
☐High Visibility Vest
☐Hearing Protection ☐Skin Protection
☐Respiratory Protection

Has the fall protection plan been reviewed?
Yes ☐ No ☐

Reviewed the emergency response plan
Yes ☐ No ☐

Do you have a new worker on your crew? Yes ☐ No ☐

WHA Tasks	Hazards	Plans to Eliminate/Control Risks
Please Rate risk level → → → → →	1 Low Risk 2 Medium Risk 3 High Risk	

REVIEWED (Reviewed with crew if Scope of Work/Hazards change)

Reviewed 1st Coffee Break: Yes ☐ No ☐	Reviewed Lunch Break: Yes ☐ No ☐	Reviewed 2nd Coffee Break: Yes ☐ No ☐
Forman Signature:	Forman Signature:	Forman Signature:

JOB COMPLETION

Is the permit signed off? Yes ☐ No ☐ N/A ☐	Is the work area cleaned up at the end of job/shift? Yes ☐ No ☐
Has anyone on this crew been injured at work today? Yes ☐ No ☐	Is there a fire watch in place? Yes ☐ No ☐ N/A ☐
Did you report this incident before leaving? Yes ☐ No ☐ N/A ☐	All tools/equip been removed/secured from the task location? Yes ☐ No ☐
If yes, please specify who & injury type:	

Crew sign on (Print clearly below)

Reviewed by Supervisor's Signature:

Print Name	Signature	Print Name	Signature	Print Name	Signature

pollard Enterprises Ltd.

Pre-Job Safety Instruction (PSI)

Please complete a **PSI** at the task location prior to start of each task or when conditions change.

Company / Craft	Date	Time	Job No. / Permit No.

Project	Task Location	Muster / Meeting Point

✓ Review these items with the crew at the site of the task and check the blocks that apply to the work.
"HIGH RISK" activities need a HSE Operating Procedure or a JHA. (Supervisor to Identify)

Environmental Hazards
- ☐ spill potential / containment
- ☐ HAZMAT / TDG storage
- ☐ weather conditions
- ☐ MSDS reviewed for hazardous materials
- ☐ ventilation required
- ☐ heat stress / cold exposure
- ☐ lighting levels too low
- ☐ housekeeping

Ergonomics Hazards / Material Handling
- ☐ working in a tight area
- ☐ parts of body in line of fire
- ☐ working above your head
- ☐ pinch points identified
- ☐ repetitive motion

Work at Height Hazards
- ☐ barricades, flagging, and signs in place
- ☐ hole coverings in place
- ☐ protect from falling items
- ☐ powered platforms
- ☐ others working overhead / below
- ☐ fall arrest systems
- ☐ ladders

Activity Hazards
- ☐ welding / grinding
- ☐ burn / heat sources
- ☐ compressed gasses
- ☐ working on / near energized equipment
- ☐ electrical cords / tools - condition
- ☐ equipment / tools inspected
- ☐ critical lift meeting required
- ☐ energy isolation
- ☐ airborne particles
- ☐ open hole(s) / leading edge(s)
- ☐ mobile equipment / vehicle
- ☐ rigging
- ☐ excavation / underground work hazards
- ☐ confined space

Access / Egress Hazards
- ☐ scaffold (inspected and tagged)
- ☐ slip / trip potential
- ☐ required permits in place
- ☐ excavations
- ☐ walkways / roadways
- ☐ Other: _____

Personal Limitations / Hazards
- ☐ clear instructions provided
- ☐ trained to use tool and perform task
- ☐ distractions in work area
- ☐ working alone (communication)
- ☐ lift too heavy / awkward position
- ☐ external noise levels
- ☐ physical limitations
- ☐ first aid requirements

PPE Requirements
- ☐ goggles / Fectoggles / Spoggles
- ☐ face shield
- ☐ gloves (kevlar or leather)
- ☐ coverall (fire retardant)
- ☐ hearing protection
- ☐ respirator
- ☐ harness / lanyard
- ☐ reflective vest
- ☐ footwear (condition / application)

✓ Identify the task steps and hazards, and then identify the plans to eliminate or control the hazards.

TASK STEPS	HAZARD	CONTROL

DO NOT SIGN UNTIL YOU UNDERSTAND AND AGREE WITH THE PSO. REVIEW AND INITIAL AFTER BREAKS AND LUNCH

Worker Signature:	Initial after: 1st Break	Lunch	2nd Break	Worker Signature:	Initial after: 1st Break	Lunch	2nd Break

Supervisor: _____

Auditor: Print Name _____ Signature _____ DD/MM/YY _____

	Adequate	Inadequate		Adequate	Inadequate
1. Task description			6. Worker's names legible		
2. Hazard identification			7. Reviewed / signed by foreman		
3. Hazard controls			8. Muster / assembly point identified		
4. All sections implemented			9. Tools and equipment inspected		
5. Initiated after breaks / lunch			10. PSI at task location		

Comments: _____

Auditors will comment on all inadequate items and those that are worthy of positive recognition.

pollard Enterprises Ltd.

COMPETENT SUPERVISOR DECLARATION

IN THE MATTER OF contract work performed by _____
Name of Company

at the _____
Name of Project

1. I am the _____ of _____
Title

and as such have knowledge of the matters herein stated.

2. _____ is a _____
Name of Company

Choose (1) Sole Proprietorship/Partnership/Corporation

with its head office located at _____
Address

and has carried on business as a Contractor since on or about _____
Insert Date

3. _____ has since _____
Name of Company Insert Date

has in place a health and safety policy under section 25(2)(j) of the Occupational Health and Safety Act. R.S.O. 1990, c.O..1. as amended (the "Act") and has developed and maintains on an annual basis a program to implement the written Occupational Health and Safety Policy. A copy of the policy and program is available for inspection upon request.

4. _____ will employ for this project a supervisor
Name of Company

or supervisors who are competent persons as defined by section 1 (1) of Act and specifically the following persons who:

(a) are qualified because of knowledge, training and experience to organize the project work and its performance.
(b) are familiar with the Act and Regulations for Construction Projects that apply to the project work; and
(c) have knowledge of any potential or actual danger to health and safety at the project.

Hoist Inspection Checklist

pollard Enterprises Ltd.

Hoist Identification No: _____

Name of Inpector: _____ Date of Inspection: ____/_____/_____

Please Indicate Type of Inspection: Energy Inspection ( ) Scheduled ( ) Emergency ( )

No:	Inspection Item	Result
01	Check the hook blocks are working properly and its place?	
02	Check if the Cain is attached, chain should be free of corrosion, each rings are properly with locked	
03	Check if the wire rope is attached, wire should not be sketched, unbroken twisted wire, unbends, free from corrosion, and not should be overlapped.	
04	End stopper should be properly set, working smoothly.	
05	Check the trolley should move smoothly, free from corrosions, well colored, check the visually any damage, cracks are evident?	
06	check the crane should not be too much noise, oil leakage or any extra ordinary behaviors of crane movement	
07	Foundations of the crane should not be unstable, broken or free from rust incase are metal structure	
08	Check pendent controls are properly working?	
09	Check for the emergency switches are properly works?	
10	Check on the electrical wire having covered by insulations?	
11	Check the hook springs are properly working conditions?	
12	Check the hook swivel free, it should be smoothly rounding.	
13	Check the hook any damage, bends are visually evident?	
14	Check the limit switch, travel limits / upper limits properly moves?	
15	Check the maintenance, Preventive maintenance, Cleaning inspection, lubrications and tightening done on periodic, its there any evidence with department?	
16	Lifting gears are working properly, gears are sufficient quantity oil, grease applied?	
17	Crane & lifting equipment's work instructions are prepared? Peoples are trained for crane & lifting equipment used? Whether people are follows work instruction?	

Remarks / Comments / Suggestions:

Signature of Inspector
Date:

Verified By
Date:

CRITICAL LIFT PLAN
MOBILE CRANES

Project Specifics

JOB DESCRIPTION: _____

DATE: _____

WORK ORDER NUMBER: _____ LIFTING DEVICE ID #: _____

LIFTING DEVICE MAKE: _____ LIFTING DEVICE MODEL: _____

Is the lifting device "Annual Inspection" valid?	Y ✔	N ❑
Has the crew completed this same lift in the past? If yes, obtain copy of CLP.	Y ✔	N ❑

Project Details

Does this lift involve any of the following criteria? (Check all applicable.)		
a) Two or more cranes used for a single lift. Complete separate CLP for each. (De-rate each crane to 75% rated capacity)	Y ❑	N ✔
b) Over operating facilities where personnel may be endangered.	Y ❑	N ✔
c) Within 5.5 m of power lines. (Follow requirements as per C2.2)	Y ❑	N ✔
d) Personnel in cages/man-baskets attached to equipment not designed for the explicit purpose of lifting people.	Y ❑	N ✔
e) At, but not above, max. rated capacity. (For rated capacity at this specific boom angle and load radius.)	Y ❑	N ✔
f) Between 90% and max. rated capacity for loads greater than 15 tons (30,000 lbs)	Y ❑	N ✔
g) When the operator cannot see the load at all times during the lift.	Y ❑	N ✔
h) Material requiring special handling (e.g. dangerous goods, size/shape, requires non-standard rigging, or is of high monetary value.)	Y ❑	N ✔
i) Wind velocity (including gusts) greater than 30 Km/h.	Y ❑	N ✔
j) Crane set-up closer to an excavation/water body than the excavation/water body is deep.	Y ❑	N ✔
k) Lifts to and from water.	Y ❑	N ✔
k) Travelling with a load greater than 50% of capacity in a given set-up – or as recommended by the manufacturer.	Y ❑	N ✔
l) Two or more cranes in proximity where the booms or loads could make contact.	Y ❑	N ✔

CRITICAL LIFT PLAN
MOBILE CRANES

Lift Details

Component	*Information*			
Item(s) to Be Lifted				
Purpose or Reasoning for Lift				
Environment Lift to be conducted in ✔				
	Workshop	**Field**	**Plant**	**Other**
What is the lifting equipment route to the lift site. List major potential hazards. (consider overhead power lines)				

Job Review

Component	*Information*	
Height of Lift (consider swing path)		ft.
Surface Area of Load (For consideration for impact due to wind)		
Number of tag lines required to stabilize load?		
Is the crane set up level in all directions?	Y ✔ N ❑	
Number of Parts of Line adequate for load? Confirm in operator's manual or load chart.	Y ✔ N ❑	
Length of wire rope for load travel adequate?	Y ✔ N ❑	
Center of Gravity of load OK? (Should be within and below rigging points)	Y ✔ N ❑	
Is the wire rope reeving balanced?	Y ✔ N ❑	
Other:	Y ❑ N ❑	

If "No" to any of the above, review the condition and take corrective action.

Action	*Completed By*
1.	
2.	
3.	

CRITICAL LIFT PLAN
MOBILE CRANES

Lift Layout Diagram

Sketch intended to assist in clarification of crane set-up in relation to load, surrounding structures, rigging, and lay-down location. To be completed at the discretion of the Lift Planner.

CRITICAL LIFT PLAN
MOBILE CRANES

Rigging Details	
Component	***Information***
Rigging pre-use inspection complete?	Y ✔ N ❑
Sling Material (Chain, Wire Rope, Synthetic)	
Sling Diameter	
Sling Length	
Sling Configuration (Choker, Basket, Straight?)	
Sling Capacity (in planned configuration)	
Shackle Size (pin diameter)	
Shackle Capacity	
Spreader Beam (include ID Number)	
Spreader Beam Capacity	
Other Rigging Component's Capacity	
Max. Rigging Capacity as Configured	
Does rigging capacity match or exceed planned loading? If no, obtain adequately sized rigging.	Y ✔ N ❑
COMMENTS:	Pre-Rigging inspections are conducted by our Crane operator before each lift.

Proximity to Power Lines	
Check here ❑ if this section is not applicable to this lift.	
Component	***Information***
Distance to nearest power line in lift area from any part of lifting device or load?	
Can lift be completed without entering into exclusion zone as listed in IOC Procedure C2.2?	Y ✔ N ❑
If answer is **NO or UNKNOWN**, complete **ELECTRICAL AREA PROXIMITY PERMIT**	

CRITICAL LIFT PLAN
MOBILE CRANES

Ground Stability

Check here ✔ if this section is not applicable to this lift.

Component	*Information*		
Does the supporting structure have adequate capacity for crane and load?	Y ❑ N ❑		
Is the crane situated away from an excavation? (Horizontal clearance shall be greater than hole depth)	Y ❑ N ❑		
Is the crane sufficiently clear of any known underground structures?	Y ❑ N ❑		
Are the Ground Conditions level at the lift site?	Y ❑ N ❑		
Are the Geological Ground Conditions stable at the lift site – particularly near water bodies?	Y ❑ N ❑		
Is the lay-down prepared and stable?	Y ❑ N ❑		
Geological Ground Conditions Inspected and Approved by Mining Official/Engineer if ground conditions in the area are assessed to be unstable or on unconsolidated material. (For Field Picks or Areas not designed for crane work)			
	Name	**Signature**	**Date**

If answer is **NO**, initiate actions to **Stabilize Area & Level the Area**

7.1 ACTIONS TO STABILIZE AREA	
Action	***Completed By***
1.	
2.	

7.2 ACTIONS TO LEVEL AREA	
Action	***Completed By***
1.	
2.	

Local Security Control

Will other personnel or equipment, other than lift team and their equip., be in close proximity to lift?	Y ❑ N ✔

If answer is **YES**, initiate actions to **Barricade or Evacuate Lift Area**

8.1 ACTIONS TO BARRICADE AREA	
Action	***Completed By***
1.	
2.	

CRITICAL LIFT PLAN
MOBILE CRANES

Weather & Environmental Concerns

Check here ❑ if this section is not applicable to this lift.

Component	*Information*				
Weather Conditions					
	Sun	**Wind**	**Rain**	**Snow**	**Lightning**
If a lift must be performed during periods of inclement weather, a Risk Assessment must be completed prior to executing the lift. If lightning is observed in the area, the lift must be cancelled until conditions clear.					
Temperature at time of lift			**°C**		
Check operator's manual for lowest temperature a lift may be executed. The crane's maximum capacity rating is de-rated 2% for every one degree below minus 20 degrees C, or to manufacturer's recommendations.					
Wind speed at time of lift			**Km/h**		
Check operator's manual for maximum wind speed a lift may be executed. Any lifts that must be performed in wind speeds that exceed 30 Km/h are subject to a Risk Assessment, or to manufacturer's recommendations.					
Maximum Forecasted Wind Speed			**Km/h**		

Lifting Personnel

Check here ✔if this section is not applicable to this lift.

Is this the best access mode to the work location? Have other options been considered?	Y ❑ N ❑
Has the basket or cage been designed and approved by a Professional Engineer as per CSA Z150 or equivalent?	Y ❑ N ❑
Does the basket or cage have a valid inspection certificate?	Y ❑ N ❑
Is the capacity clearly marked on the basket or cage?	Y ❑ N ❑
Is there a secondary means of support connected above the hook?	Y ❑ N ❑
Are the lifting slings dedicated to personnel lifting only?	Y ❑ N ❑
Does the personnel have the required safety equipment? (Fall arrest and others)	Y ❑ N ❑
Is there a fixed fall arrest support point for each person?	Y ❑ N ❑
Does the applicable crane winch have power-down capability to prevent free-fall?	Y ❑ N ❑
Was the anti-two-block noted as working in the Pre-Op inspection?	Y ❑ N ❑
Has a competent person inspected all crane structural elements prior to the lift?	Y ❑ N ❑
Has the crane operator been instructed to remain at the controls during the lift?	Y ❑ N ❑
Is the operator aware that the crane shall not be traveled during the lift?	Y ❑ N ❑
Has the "Emergency Rescue Plan" been completed and communicated to crew?	Y ❑ N ❑
Has a trial lift been carried out for the secondary and primary supports as per code?	Y ❑ N ❑

CRITICAL LIFT PLAN
MOBILE CRANES

Lift Computation		
Component	***Information***	
Boom Length	100 Ft.	
Jib Length	Not Applicable	
Lowest Boom Angle	30 Degrees	
Max. Load Radius (Consider side and rear)	360 degrees - 7 ton max load	
Outrigger Footplate Size (OK? Y ✔ N ❑)	3' x 2' each - 8 ft on each side - 24 ft total.	
Counter Weight Configuration (OK? Y ❑ N ❑)	Not Applicable, Boom Truck	
Temperature De-rating (if applicable – check manual)	Not Applicable	
Wind Speed De-rating (if applicable – check manual)		
Other		
If the lifting device is used for lifting personnel, use only 50% of the rated capacity.		
Lifting Device Capacity as Configured	7 tons - 14,000 lbs	lbs
Max. Cargo and Container Weight (in/out of water?)	Can lift up to 7 tons, only lifting "X" lbs	lbs
Lifting Block and Hook Weight	232 lbs Hook weight	lbs
Hoist Rope Weight (# parts x length x unit wt.)	100 lbs	lbs
Rigging Weight (Slings, Shackles, Load Cell, Spreader Beam)	Total weight is 2500 lbs - using 100 lbs	lbs
Effective jib and ball weight if not used for lift.	Not used on this crane	lbs
Other		
If dynamic loading is of concern, due to travel with load, operating speeds, or boom movement, multiply the loads above by a factor of 1.25. Safely tie load to crane to prevent swing out, if travelling.		
Is there potential that the load is frozen, stuck, caught on other structures or ground, or under water? If yes, ensure load is free before attempting lift. Y ❑ N ✔		
Total Lift Weight		lbs
Total Lift Weight **Shall Not Exceed** Capacity as Configured		

CRITICAL LIFT PLAN
MOBILE CRANES

Lift-Team Personnel		
Component	***Information***	
Number of people needed to complete lift		
Is the rigger(s)/spotter(s) trained, competent and qualified? Crane operator can designate rigger(s).	Y ❑	N ❑
Is the crane operator(s) trained, competent and qualified?	Y ❑	N ❑
Method of communication between spotter/rigger and crane operator?	Radio ❑	Hand Signals ❑
Method of communication between multiple crane operators in close proximity? Must communicate prior to each swing movement.	Radio ❑	Hand Signals ❑

Lift Plan Sign-Off			
Crane Operator: I have been briefed of the contents of this lift plan and accept the duty of ensuring the lift is carried out to the agreed procedure, to the limits of my responsibilities. (If the lift continues through a shift change, the new operator shall review and sign above the original name.)			
	Name	**Signature**	**Date**
Lifting Rigger: I have been briefed of the contents of this lift plan and accept the duty of ensuring the lift is carried out to the agreed procedure, to the limits of my responsibilities.			
	Name	**Signature**	**Date**
Lifting Supervisor: I have been briefed of the contents of this lift plan and accept the duty of ensuring the lift is carried out to the agreed procedure.			
	Name	**Signature**	**Date**
Lift Planner: I confirm that I have planned this lift in accordance with IOC Procedures and accept the responsibilities of my position.			
	Name	**Signature**	**Date**

REMEMBER to "Take Five" before beginning lift!

REMEMBER to complete Lifting device pre-operational checklist!

EMERGENCY RESCUE PLAN

In the event of an emergency incident the following procedure is to be followed:

- Recovery of persons **Not Applicable - Only Materials are being lifted**

Task
Person(s) in Charge of Job
Person Assigned to Task
Response/Rescue Method
How
Who
Equipment
Communications Used
Resources

ATTACH A RISK ASSESSMENT AND ANY OTHER ADDITIONAL INFORMATION TO SUPPORT THE RESCUE PLAN

EMERGENCY RESCUE/PLAN CHECKLIST

ITEM	DESCRIPTION	REQUIRED	LOCATION OF EQUIP.	EQUIP. CHECKED
1.	WORKING AT HEIGHTS	☐ Yes ☐ No		☐ Yes ☐ No
2.	TRAINED AND APPOINTED PERSONNEL	☐ Yes ☐ No		☐ Yes ☐ No
3.	RISK ASSESSMENT	☐ Yes ☐ No		☐ Yes ☐ No
4.	RESCUE PLAN COMPLETED AND UNDERSTOOD	☐ Yes ☐ No		☐ Yes ☐ No
5.	PERSONAL PROTECTION EQUIPMENT	☐ Yes ☐ No		☐ Yes ☐ No
6.	FIRST AID KIT	☐ Yes ☐ No		☐ Yes ☐ No
7.	COMMUNICATION	☐ Yes ☐ No		☐ Yes ☐ No
8.	BREATHING APPARATUS	☐ Yes ☐ No		☐ Yes ☐ No
9.	LIFE GUARD 10 MINUTE OXYGEN PACK	☐ Yes ☐ No		☐ Yes ☐ No
10.	RESUSCITATOR UNIT	☐ Yes ☐ No		☐ Yes ☐ No
11.	RELEVANT SAFE WORK PROCEDURES	☐ Yes ☐ No		☐ Yes ☐ No
Other equipment available				

CLOSE-OUT OF LIFT PLAN

I HEREBY CLOSE THIS PLAN:

☐	CONFIRM THE IMMEDIATE WORK AREA HAS BEEN TIDIED
☐	CONFIRM THAT ALL PERSONNEL WORKING UNDER THE PLAN AND PERMIT HAVE SIGNED OFF AND LEFT THE WORK AREA
☐	CONFIRM THERE HAS BEEN NO DAMAGE TO THE ENVIRONMENT FROM THE WORK CONDUCTED
☐	WHERE EQUIPMENT IS UNABLE TO BE RETURNED TO SERVICE AN “OUT OF SERVICE” TAG HAS BEEN PLACED ON THE RELEVANT ITEM
☐	HAVE VISUALLY INSPECTED THE WORK AREA TO ENSURE THE TASK IS COMPLETE AND THE EQUIPMENT IS SAFE AND READY FOR SERVICE.
☐	ENSURED COPY OF PLAN IS PLACED IN CRITICAL LIFT REGISTRY
☐	HAVE NOTIFIED THE ACTIVITY SUPERVISOR OR JOB-CO-ORDINATOR OF THE JOB STATUS

PERSON IN CHARGE OF JOB (Block Letters)	
SIGNATURE	

LIFT PLAN	Date		Time	

JHSC Monthly Job Site Inspection Checklist

Project Name: Project #:

Inspected By: Date:

Supervisor Signature:

POSTINGS	Yes	No	N/A
Notice of Project	☐	☐	☐
OSHA & Reg. 213/91	☐	☐	☐
Health & Safety Policy (current)	☐	☐	☐
Violence & Harassment Policy (current)	☐	☐	☐
Emergency Contacts & Response Plan	☐	☐	☐
WSIB In Case of Injury Poster (form 82)	☐	☐	☐
First Aid Regulation (1101)	☐	☐	☐
Prevention Poster	☐	☐	☐
Employment Standards Poster	☐	☐	☐
PPE Poster	☐	☐	☐
WHMIS 2015	☐	☐	☐
Environmental Policy	☐	☐	☐
Health & Safety Representative	☐	☐	☐

PERSONAL PROTECTIVE EQUIPMENT			
Head protection	☐	☐	☐
Foot protection	☐	☐	☐
Eye protection	☐	☐	☐
High visibility clothing	☐	☐	☐
Fire resistant clothing	☐	☐	☐
Fall protection inspected and worn properly	☐	☐	☐
Other PPE Required	☐	☐	☐

ACCESS & HOUSEKEEPING			
Entrance clearly identified	☐	☐	☐
Site access and aisle ways free of debris	☐	☐	☐
Garbage, scrap & debris removed regularly	☐	☐	☐
Adequate ramps/ladders	☐	☐	☐
Office & storage clean & maintained	☐	☐	☐

WHMIS 2015			
Workers trained & records available	☐	☐	☐
(M)SDS on site & accessible	☐	☐	☐
Containers properly labelled	☐	☐	☐
Adequate/proper storage on site	☐	☐	☐

HOIST			
Thorough Inspection Completed	☐	☐	☐
Foundation Stable/In Good Condition	☐	☐	☐
Maintenance Records In Order	☐	☐	☐
All Parts Properly Mounted/Connected	☐	☐	☐
Properly Trained User	☐	☐	☐

ENVIRONMENTAL			
Waste management plan	☐	☐	☐
Silt Fence (used & in good condition)	☐	☐	☐
Spill kits available	☐	☐	☐

ADMINISTRATION	Yes	No	N/A
Orientation (documents for all site personnel)	☐	☐	☐
Tailboards Completed	☐	☐	☐
JSA completed	☐	☐	☐
Training Records	☐	☐	☐
Weekly Safety Talks	☐	☐	☐
Site Traffic Plan	☐	☐	☐
Form 100 available for all subcontractors	☐	☐	☐
Clearance certificates for all	☐	☐	☐

FIRST AID & SANITATION			
Facilities cleaned and maintained	☐	☐	☐
First aid designate appointed (ROT Posted)	☐	☐	☐
First aid kit accessible	☐	☐	☐
First aid kit checked and stocked	☐	☐	☐
First aid kit in each vehicle	☐	☐	☐
Eye wash station available and clean	☐	☐	☐
Potable water on site & accessible	☐	☐	☐
Adequate number of washrooms/facilities	☐	☐	☐

KETTLE / PROPANE			
Signs posted to identify potential hazards	☐	☐	☐
Adequate barriers being used (Fencing)	☐	☐	☐
Proper Fire Extinguisher(s) Within Reach	☐	☐	☐
Maintenance Records In Order	☐	☐	☐
All Kettle Parts in Proper Working Order	☐	☐	☐
Properly Trained User	☐	☐	☐

TOOLS & EQUIPMENT			
Tool/Equipment inspections complete	☐	☐	☐
Guards and cords in good condition	☐	☐	☐
Red tag program in use/available	☐	☐	☐

FIRE PREVENTION			
Required number of fire extinguishers Properly located/inspected	☐	☐	☐
Flammable and explosive materials stored and conspicuously labeled	☐	☐	☐
All vehicles and other mobile equipment provided with fire extinguisher	☐	☐	☐

SUBCONTRACTOR			
Daily tailboards completed	☐	☐	☐
JSAs completed	☐	☐	☐
Equipment inspection	☐	☐	☐
Are safety talks conducted weekly	☐	☐	☐
Training records available for all subs	☐	☐	☐

pollard Enterprises Ltd.

Supervisor Weekly Job Site Inspection Checklist

Project Name: Project #:

Inspected By: Date:

Supervisor Signature:

POSTINGS	Yes	No	N/A
Notice of Project	☐	☐	☐
OSHA & Reg. 213/91	☐	☐	☐
Health & Safety Policy (current)	☐	☐	☐
Violence & Harassment Policy (current)	☐	☐	☐
Emergency Contacts & Response Plan	☐	☐	☐
WSIB In Case of Injury Poster (form 82)	☐	☐	☐
First Aid Regulation (1101)	☐	☐	☐
Prevention Poster	☐	☐	☐
Employment Standards Poster	☐	☐	☐
PPE Poster	☐	☐	☐
WHMIS 2015	☐	☐	☐
Environmental Policy	☐	☐	☐
Health & Safety Representative	☐	☐	☐
PERSONAL PROTECTIVE EQUIPMENT			
Head protection	☐	☐	☐
Foot protection	☐	☐	☐
Eye protection	☐	☐	☐
High visibility clothing	☐	☐	☐
Fire resistant clothing	☐	☐	☐
Fall protection inspected and worn properly	☐	☐	☐
Other PPE Required	☐	☐	☐
ACCESS & HOUSEKEEPING			
Entrance clearly identified	☐	☐	☐
Site access and aisle ways free of debris	☐	☐	☐
Garbage, scrap & debris removed regularly	☐	☐	☐
Adequate ramps/ladders	☐	☐	☐
Office & storage clean & maintained	☐	☐	☐
WHMIS 2015			
Workers trained & records available	☐	☐	☐
(M)SDS on site & accessible	☐	☐	☐
Containers properly labelled	☐	☐	☐
Adequate/proper storage on site	☐	☐	☐
HOIST			
Thorough Inspection Completed	☐	☐	☐
Foundation Stable/In Good Condition	☐	☐	☐
Maintenance Records In Order	☐	☐	☐
All Parts Properly Mounted/Connected	☐	☐	☐
Properly Trained User	☐	☐	☐
ENVIRONMENTAL			
Waste management plan	☐	☐	☐
Silt Fence (used & in good condition)	☐	☐	☐
Spill kits available	☐	☐	☐

ADMINISTRATION	Yes	No	N/A
Orientation (documents for all site personnel)	☐	☐	☐
Tailboards Completed	☐	☐	☐
JSA completed	☐	☐	☐
Training Records	☐	☐	☐
Weekly Safety Talks	☐	☐	☐
Site Traffic Plan	☐	☐	☐
Form 100 available for all subcontractors	☐	☐	☐
Clearance certificates for all	☐	☐	☐
FIRST AID & SANITATION			
Facilities cleaned and maintained	☐	☐	☐
First aid designate appointed (ROT Posted)	☐	☐	☐
First aid kit accessible	☐	☐	☐
First aid kit checked and stocked	☐	☐	☐
First aid kit in each vehicle	☐	☐	☐
Eye wash station available and clean	☐	☐	☐
Potable water on site & accessible	☐	☐	☐
Adequate number of washrooms/facilities	☐	☐	☐
KETTLE / PROPANE			
Signs posted to identify potential hazards	☐	☐	☐
Adequate barriers being used (Fencing)	☐	☐	☐
Proper Fire Extinguisher(s) Within Reach	☐	☐	☐
Maintenance Records In Order	☐	☐	☐
All Kettle Parts in Proper Working Order	☐	☐	☐
Properly Trained User	☐	☐	☐
TOOLS & EQUIPMENT			
Tool/Equipment inspections complete	☐	☐	☐
Guards and cords in good condition	☐	☐	☐
Red tag program in use/available	☐	☐	☐
FIRE PREVENTION			
Required number of fire extinguishers Properly located/inspected	☐	☐	☐
Flammable and explosive materials stored and conspicuously labeled	☐	☐	☐
All vehicles and other mobile equipment provided with fire extinguisher	☐	☐	☐
SUBCONTRACTOR			
Daily tailboards completed	☐	☐	☐
JSAs completed	☐	☐	☐
Equipment inspection	☐	☐	☐
Are safety talks conducted weekly	☐	☐	☐
Training records available for all subs	☐	☐	☐

pollard Enterprises Ltd.

Health & Safety Spot Audit

Date:

Project Name:	**Project #:**
Contractor:	**Foreman:**

1. **Toolbox Talk, PSI Forms & JSA completed?** — Satisfactory ☐ Unsatisfactory ☐
2. **Ladder/Scaffolding Set-up properly?** — Satisfactory ☐ Unsatisfactory ☐
3. **Workers aware of information covered in the toolbox talk, PSI and/or JSA?** — Satisfactory ☐ Unsatisfactory ☐
4. **Procedures being followed? (Are the hazards that have been identified on the toolbox talk, PSI and JSA being controlled by the means indicated)** — Satisfactory ☐ Unsatisfactory ☐
5. **Tools and equipment inspected, in good condition and being used correctly?** — Satisfactory ☐ Unsatisfactory ☐
6. **Housekeeping being taken care of?** — Satisfactory ☐ Unsatisfactory ☐
7. **Worker Observation? Work Coordinated?** — Satisfactory ☐ Unsatisfactory ☐
8. **Staging Area Setup?** — Satisfactory ☐ Unsatisfactory ☐
9. **Propane Segregated by Full & Empty? At least 20 ft from building?** — Satisfactory ☐ Unsatisfactory ☐
10. **Special Site Considerations?** — Yes ☐ No ☐ Not Applicable ☐

Observations/Corrective Action

Auditor:	**Signature:**

Part A- Office Violence Control and Assessment Form

"NO" responses to any of the following questions, indicate potential areas that need to be examined closely to ensure that processes are in place to address workplace violence.	
Is access to the workplace controlled by reception, coded cards, or keys?	☐YES ☐NO

Comments:

Is there a means of summoning immediate assistance in work areas should workplace violence occur?	☐YES ☐NO

Comments:

Is the reception area staffed at all times?	☐YES ☐NO

Comments:

Is the receptionist located in an area that can be viewed by the public or employees?	☐YES ☐NO

Comments:

Does the public have access to the building if the receptionist is not present?	☐YES ☐NO

Comments:

Does the receptionist work alone at times?	☐YES ☐NO

Comments:

Is there an emergency call button at the receptionist area?	☐YES ☐NO

Comments:

Does the building have a security system in place and is it maintained (e.g. monitoring, guards, etc.)?	☐YES ☐NO

Comments:

Are there posted floor plans showing exits, entrances, location of emergency equipment?	☐YES ☐NO

"NO" responses to any of the following questions, indicate potential areas that need to be examined closely to ensure that processes are in place to address workplace violence.

Comments:

Is the workplace designed in a manner that eliminates places to hide, enhances visual surveillance, and/ or lighting?	☐YES ☐NO

Comments:

Part B- Shop Violence Assessment and Control Form

"NO" responses to any of the following questions, indicate potential areas that need to be examined closely to ensure that processes are in place to address workplace violence.	
Are hours of operation clearly posted at entrances?	☐YES ☐NO

Comments:

Is the emergency response plan posted? (e.g. emergency contacts, map to hospital)	☐YES ☐NO

Comments:

Is there sufficient lighting inside or outside of workplace?	☐YES ☐NO

Comments:

Is there security system in place and is it maintained (e.g. monitoring, etc.)?	☐YES ☐NO

Comments:

Are there any warning devices to summon for help (e.g. panic switch, etc.)?	☐YES ☐NO

Comments:

Are locks used and are they fully functional?	☐YES ☐NO

Comments:

Are barriers used to prevent access to the workplace (e.g. perimeter fencing, self-locking fire doors, etc.)?	☐YES ☐NO

Comments:

Assessment for Risk of Violence

This assessment focuses on the nature of the workplace. It takes you through a survey of your workplace's physical environment and its security measures. There are spaces for you to note the controls that are already in place, and to identify what additional controls may be suitable for your workplace.

You are not required to use all or any of the examples of controls. There may be other controls that are more suitable to the circumstances of your workplace and to controlling the risks of workplace violence that you identify.

Project Name:	**Project Location:**	**Date:**
Completed by:	**Job Title:**	**Project Number:**

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
Have there been any past occurrences or complaints regarding workplace violence at this work location or surrounding areas?	☐	☐	☐	Review of previous occurrences and /or complaints to try and foresee any additional mitigation measures to be set in place to avoid reoccurrences		
Is the workplace in a high crime area?	☐	☐	☐	• Consider demographics • Security guards or alarm systems		
Do workers work with money or valuable equipment?	☐	☐	☐	• Keeping valuables in a safe • Keep valuable material and equipment locked or inaccessible to public or unauthorized persons		
Has the workplace location been considered? (neighbouring businesses, neighbourhood)	☐	☐	☐	• Security tours • Cameras • Secured grounds • Dense manufacturing area		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
				• Grounds shared by other businesses • Fenced yard		
Are workers working in remote or isolated locations?	☐	☐	☐	Provide appropriate communications or individual security devices (telephone, two-way radio, alarm buttons, etc.) and ensure these devices will be available should a problem arise.		
Do workers work at times of increased vulnerability, such as late at night, early in the morning, or at very quiet times of day?	☐	☐	☐	Assess higher-risk times and the need for additional measures to protect workers, such as: • having workers leave the building in groups • arranging for security patrols • joining with neighbouring businesses to coordinate security		
Is public access to the workplace restricted?	☐	☐	☐	Restrict public access to the workplace by: • providing a single entrance for clients and controlling access to other doors • installing security alarms on outside doors • installing door chimes or other means to notify workers when someone enters the workplace • posting signs about worker-only areas • using cards or keys to access		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
				worker-only areas ▪ using reception desks and sign-in procedures ▪ accompanying non-workers in restricted areas ▪ using video surveillance and posting signs to inform people of it ▪ locking the public entrance and providing a bell		
Do you have procedures for opening, closing, or securing the workplace prior to starting and at the end of shifts?	☐	☐	☐	Develop and implement procedures for opening, closing, or securing the workplace prior to starting and at the end of shifts. Include procedures for responding to and dealing with unusual circumstances.		
Do you have procedures for workers to follow when dealing with aggressive or violent clients or members of the public?	☐	☐	☐	Develop and implement such procedures, which could include: • recommended actions and responses • when to call for assistance or go to a safe area		
Is there a designated safe area where workers can go during a workplace violence incident?	☐	☐	☐	For emergency purposes, a safe area (for example, a safe room, the business next door, etc.) should be identified. If using a safe room, it should: • have clear entry		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
				• have a lock that can be used from the inside, but which can also be accessed by security • have a means of summoning immediate assistance		
Are vehicles that are used by workers regularly maintained?	☐	☐	☐	Refer to developed procedures to ensure vehicles used by workers are regularly maintained.		
Can workers call for immediate help when workplace violence occurs or is likely to occur while they are on the road?	☐	☐	☐	Measures and procedures could include: ▪ providing equipment to summon assistance, such as individual or fixed alarms (sounding or silent) or cell phones (pre-programmed to call an emergency number) ▪ providing GPS tracking devices or other locating devices ▪ providing internal and external numbers for workers to call o at all hours of operations o posted or otherwise readily available ▪ establishing an internal code word or words to indicate that help is needed		
Parking lot	☐	☐	☐	• Adequate lighting • Motion/movement detectors • Video surveillance • Are lot entrances and exits marked clearly?		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
				• Is the lot well lit? • Is access controlled? • Are company vehicles parked overnight? • Have vehicles been broken into or stolen from the lot? •		
Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence associated with the workplace's physical environment?	☐	☐	☐	Information, instruction, or training could include: • risks of workplace violence arising from their job or location other relevant measures and procedures		
Are workers trained in safety routines for parking, leaving and returning to their vehicles?	☐	☐	☐	Training could include: • being observant – look and listen • not slinging purses or bags over the shoulder or around the neck • carrying keys in hand • walking around the vehicle and the checking back seat before unlocking the vehicle • locking doors and keeping windows up • how to carry and store valuables • the dangers of reading or writing in parked vehicles • maintaining a full gas tank or filling up at well-lit and busy gas		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
				stations • how to choose a safe parking spot • looking for adequate light from street lamps		
Are the physical conditions of the yard/lay down area controlled?	☐	☐	☐	• Is it well lit? • Is there a security system (cameras)? • Is access controlled by card or key? • Are businesses with higher violence risk located nearby (banks, bars)? • Is the workplace located in a dense manufacturing area? • Is the yard isolated from other buildings? • Is the entrance well lit? • Is the yard shared by other businesses? • Is the yard fenced in?		
Are there other measures or procedures needed to protect workers from the risks of working alone?	☐	☐	☐	Measures and procedures will depend on the specific workplace.		

Construction & Lay Down Area Violence Assessment						
Physical Environment	**Yes**	**No**	**N/A**	**Examples of Controls**	**Existing Controls**	**Recommended Controls** (identify person(s) responsible and expected completion dates, if possible)
Do you maintain regular contact with workers who are working alone?	☐	☐	☐	Maintain regular contact with workers by: • providing cell phones or other communications or monitoring devices • establishing regular contact times or check-in points • designating a person to monitor contact with workers, and to follow up if contact is lost		
Are workers trained to be aware of travel in potentially unsafe areas and of potentially violent situations?	☐	☐	☐	Training could include: ▪ how workers will be informed about potentially violent people, situations, or high-risk locations ▪ areas that are remote, isolated, and/or unsafe ▪ knowing where phone systems do not work ▪ characteristics of aggressive or violent people and signs of escalation ▪ recognition of potentially violent situations, including situations of sexual violence ▪ recommended actions and reactions, including when to leave or escape		

Construction & Lay Down Area Violence Assessment

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
Are workers and supervisors trained in all relevant measures and procedures for protecting themselves from workplace violence associated with working alone?	☐	☐	☐	Information, instruction, or training could include: ▪ risks of workplace violence arising from their job or location ▪ relevant measures and procedures		
In addition to the above, are workers and supervisors provided with information, instruction, and/or training to protect them from the risks of working alone?	☐	☐	☐	Information, instruction, or training could include: ▪ risks of workplace violence arising from their job or location ▪ relevant measures and procedures		

Follow Up - Control Measures Review

Recommendations Followed?	If Yes, When?	If No, Why?	Other Control Options?	Other Recommended Controls (identify person(s) responsible and expected completion dates, if possible)
Yes ☐ No ☐				

Site Rating: High / Medium / Low	Completed by:	Signed:
Date:	Foreman/Supervisor:	Signed:

MONTHLY SAFETY INSPECTION REPORT

Date of Inspection:		Persons Participating in Inspection:
Company:		
POSSIBLE HAZARDS	**RATE HAZARD**	**NOTES/COMMENTS:**
EXTERIOR / PARKING LOT		
Are all parking areas well lit?		
Are parking areas free of snow, ice or other obstructions?		
Are curbs and other elevations painted / clearly marked to identify tripping hazard?		
Are all sidewalks and pavements clear of potholes, debris or other obstructions?		
Any other Concerns? (if yes, indicate in comment column)		
ENTRANCE WAYS		
Is the front entrance well lit?		
Are all door closure devices working properly?		
Are all doors free of sharp objects?		
Are all threshold plates on all doors secure? No protruding screws?		
Are solid glass door marked to alert customers?		
Any other Concerns? (if yes, indicate in comment column)		
OFFICE AREAS		
Housekeeping acceptable?		
Aisle ways, Emergency Exits clear?		
Have all fire extinguishers been inspected within the last year? Is the tag initialed and dated?		
Is emergency lighting inspected?		
Is the employee lunchroom area acceptable?		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
OFFICE AREAS (CONT'D)		
Electrical – are all cords and wires in good condition and out of the way?		
Are supplies and other material stored in or on shelves or file cabinets properly to avoid overloading and/or tipping?		
Are supplies and other material stored in or on shelves or file cabinets properly to avoid overloading and/or tipping?		
Any other Concerns? (if yes, indicate in comment column)		
Housekeeping acceptable?		
Aisle ways, Emergency Exits clear?		
Have all fire extinguishers been inspected within the last year? Is the tag initialed and dated?		
PRODUCTION AREAS		
Are products all stacked and stored properly?		
Is there free access between all rows?		
Are housekeeping standards being met?		
Any other Concerns? (if yes, indicate in comment column)		
PERSONAL PROTECTIVE EQUIPMENT		
Is there an adequate inventory of PPE available in the workplace?		
Are employees using required personal protective equipment?		
Any other Concerns? (if yes, indicate in comment column)		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
FORKLIFTS		
Are all loads being lifted by forklift operators being transported safely?		
Qualified and licensed operators only?		
Wearing of available safety belts?		
Are operators trained to perform pre-use inspections?		
Are chemicals being properly stored?		
Any other Concerns? (if yes, indicate in comment column)		
EMERGENCY AND FIRE		
Is there an emergency phone numbers list next to the phone(s)?		
Are Emergency numbers current and easy to read?		
Are all Emergency exits clearly identified?		
Are all exit doors completely free of debris and/or other obstructions?		
Have all fire extinguishers been inspected within the last year? Is the tag initialed and dated?		
Is there a criteria list that identifies what is being checked on all fire extinguishers each month?		
Are all electrical cords and wires in good condition, secured and out of the way?		
Are all employees aware of their responsibilities with respect to our Fire Emergency Plan, as they relate to customers and visitors?		
Are all employees trained in the company's Emergency Evacuation Procedure?		
Any other Concerns? (if yes, indicate in comment column)		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
W.H.M.I.S		
Are all “controlled materials” identified by either a Supplier label or a Workplace label?		
Is there an inventory list that identifies what W.H.M.I.S. materials are stored, used and handled at the facility?		
Are there material safety data sheets (MSDS) for each product on the inventory sheet?		
Are the MSDSs available in one central location accessible to all employees?		
Are flammables stored properly?		
Is there an eyewash station in the area?		
Is the eyewash station inspected monthly?		
Any other Concerns? (if yes, indicate in comment column)		
FIRST AID SAFETY		
Is there an “In Case of Injury” Poster (Form 82) located at the First Aid Station?		
Is there the appropriate First Aid Kit available at the facility for the number of employees employed?		
Is the First Aid Kit inspected each month?		
Is documentation of inspection available?		
Is there someone with a valid First Aid Certificate of Qualification at the facility?		
Is the certificate of the First Aid Attendant current? (Not more than 3 years from date of certification)		
Is the Joint Health and Safety Committee (JHSC) or the Health and Safety Representative reviewing the First Aid reports?		
Any other Concerns? (if yes, indicate in comment column)		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
GENERAL		
Is there a Health and Safety Policy posted at the facility?		
Are the names and location of the Joint Health and Safety Committee members or the name of the Health and Safety Representative posted?		
Are the most recent Joint Health and Safety Committee meeting minutes posted?		
Are the Ontario Occupational Health and Safety Act and the Industrial Establishments Regulations posted where they are easily accessible to all employees?		
Any other Concerns? (if yes, indicate in comment column)		
Workers Contacted and their concerns?		
Supervisors Contacted and Concerns?		

Class "A" Hazard: Serious hazard requiring immediate attention (Stop Work)
Class "B" Hazard: Hazard requiring attention as soon as possible.
Class "C" Hazard: Hazard requiring attention

Copies To (For Action):	**Date Forwarded:**
Copies To (For Information):	**Date Forwarded:**

Signature of Inspector:	Reviewed by worker Co-Chair (Signature and Date):	Reviewed by Management Co-Chair (Signature and Date):	Reviewed by Management (Signature and Date)

Notes: _____

Health and Safety Hazard Identification and Recommendation Form

Date Hazard first identified: **Recommendation #**			Who identified the hazard? Their position: Consultant
Today's Date:			
Who will be notified of this hazard	❑ JHSC ❑ Department manager	❑ Health and Safety Coordinator ❑ Workers	❑ Employer ❑ Ministry of Labour ❑ Other:_____
Location of the Hazard			
Description of the hazard			
Rating of the hazard	**A**	**B**	**C**
Class "A" Hazard: Serious hazard requiring immediate attention (Stop Work) **Class "B" Hazard:** Hazard requiring attention as soon as possible. **Class "C" Hazard**: Hazard requiring attention.			
Corrective Action Taken			
By Who:		When:	
Date completed:	Is further action required?		
Signatures:	Employer:	JHSC Members:	

Recommendations to the Manager or Employer regarding this Hazard (circle)

Date Recommendation is made to manager or employer:	Response must be made by:	
Is this recommendation a requirement of OHSA –Standard— best practice		
Our recommendation:		
Employers response:		
To be done by:		
Follow up by:		
To be copied to:		

JOINT HEALTH AND SAFETY COMMITTEE AGENDA AND MINUTES OF OUR SAFETY MEETING.

Location:		**Date of Meeting:**	
Start Time:		**Place of Meeting:**	
Those who are attending this meeting;		Invited Guest(s):	

Agenda Topic: **Review of Pervious minutes from last meeting**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO If yes ID #	

Agenda Topic: **Accidents or incidents since our last meeting**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO If yes ID #	

Agenda Topic: **Review First Aid Log**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO	If yes ID #

Agenda Topic: **Review this months safety inspection report from worker rep**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO	If yes ID #

Agenda Topic: **Review any Safety inspections from managers/ supervisors**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO	If yes ID #

Agenda Topic: **Reviewed elements of our safety program**	Time Required:
Section Reviewed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO	If yes ID #

Agenda Topic: **Other Business**	Time Required:
Discussed:	
Is Action Required **YES or NO** Describe:	
Who is responsible	By when.
Has a Hazard / Recommendation form been created? YES NO	If yes ID #

Those in attendance please print your name and sign that you have reviewed the above safety meeting items and agree that it is a true reflection of the meeting activities.

For the Employer;	For the workers
End Time:	**Date of next meeting:**
Employers signature;	Date;

Copies to all members of the JHSC -- Employer,
To be posted on the Health and Safety Notice Board

Any person who has any questions or concerns about any item discussed during our safety meetings are encouraged to speak to a safety rep or your supervisor.