


Safe Working Practice	
	Name: Asbestos Awareness
	Program ID: 3.0
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Toxic Dust, Contact With Utilities, Struck By Equipment And Material, Falls, Material Handling, Access And Egress, MSD's, Chemical Hazard
<b>Type of Activity:</b>	Handling of Asbestos
<b>PPE Required:</b>	Full Respiratory system (Face mask, full shield), Protective clothing, gloves safety boots, Safety helmet
<b>Risk to:</b>	Workers / Sub-contractor
<b>Consequence:</b>	Inhalation, Asbestosis
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Asbestos Containing Material - material that contains 0.5 per cent or more asbestos by dry weight</li> <li>Type 1 Operation – generally presents little hazard to workers or bystanders</li> <li>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.</li> <li>No tobacco, food, drinks, or lighters are to be taken into the contaminated area.</li> <li>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.</li> <li>No person will leave, or cause others to leave, unless during an emergency, the contaminated area without removal of suit.</li> <li>No modification or removal of personal protective equipment will be tolerated inside the contaminated area.</li> <li>No tobacco, food, drinks, matches, or lighters are to be taken into the contaminated area.</li> <li>Facial hair must be clean shaven for proper fit of respirator equipment.</li> <li>Good work practices are to be followed to eliminate risk or excessive dust levels within the work area and avoid contamination of 'clean areas'.</li> <li>Once the ACM has been removed it shall be placed into a waste container (that shall be minimum 8 mm thick and handled with care as to not tip the bag containing the material).</li> <li>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.</li> <li>Transport all waste and materials.</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Workplace Hazardous Material Information System (WHMIS) Fall Protection, Asbestos Awareness, Respiratory Fit Training

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Safe Working Practice	
	Name: Barricades and Warning Signs.
	Program ID# 3.1
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Overhead work openings, sandblasting/arc flash, smoke, inhalation
<b>Type of Activity:</b>	Any work activity whose operation may endanger workers
<b>Risk to:</b>	Workers/Sub-contractors/ General Public
<b>Consequence:</b>	Slips/trips/falls/severe injury/collisions/asphyxiation/burns
<b>Controls Required</b>	
<p>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.</p> <p>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.</p> <p>Samples of these signs include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Directional Signs, Construction Warning Signs, No Trespassing / Open Ditch Signs</li> <li>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.</li> <li>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.</li> <li>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 road/highways.</li> <li>Miscellaneous Warning Signs.</li> <li>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, nose hazards, caution, work Crews ahead, suggested speed restrictions, trucks turning, working over navigable waters etc.)</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors.
<b>Training Requirements:</b>	Fall Protection Awareness, Fall Protection Applied, Ladder Safety

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Safe Working Practice	
	Name: Cranes-General
	Program ID: 3.2
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Operational Defect / Adverse weather conditions / Untrained / Inexperienced operator.
<b>Type of Activity:</b>	All work involving Cranes.
<b>Risk to:</b>	Workers / Sub-contractor
<b>Consequence:</b>	Collisions / Falling Objects / Injury/Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>All documentation will be completed and inspected prior to work starting in compliance with applicable legislation, regulations and codes and be equipped with appropriate safety apparatus.</li> <li>The Rated Load Capacity of the Crane MUST be clearly marked and legible on the crane/hoist (self) in order for the crane/hoist to be used.</li> <li>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</li> <li>Engine to be turned off / handbrake in place before work commences</li> <li>All guards will be maintained in position</li> <li>Be alert to high risk areas – Rotating Shafts / Gearing / belts or Chains / hot exhaust pipes / slewing / Counter weight</li> <li>The required PPE will be worn</li> <li>Only trained crane drivers will drive these vehicles.</li> <li>The use of cell phones is strictly forbidden whilst operating a crane</li> <li>No person under eighteen years of age will operate machinery or be employed to give signals to the operator</li> <li>Machinery will not be operated while under the influence of alcohol / drugs, including prescribed medication</li> <li>All operations will be carried out as per the operator's manual</li> <li>Only trained persons will be used as signalers and a safe system will be in place</li> <li>An approved Safe Working Load (SWL) indicator must be used on job cranes and inspected by a competent person before use and weekly thereafter. Do not exceed SWL.</li> <li>Take heed of warning alarm when lifting loads near SWL.</li> <li>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.</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Crane Safety Working at Heights
<b>Resources</b>	
<p>Construction Projects: Regulation 213 Section 150 – 156 Lifting Devices/Cranes: Regulation 851 Sections 5(1) and (2) and 2, 54-59, ON 150-155</p>	

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Safe Working Practice	
	Name: Cold Stress
	Program ID: 3.3
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Cold air temperatures / high velocity air movement / contact with cold water or surface / Working over Water / Ice/Rain
<b>Type of Activity:</b>	Working outdoors
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Frostbite / hypothermia / trench foot / death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Workers shall be medically fit to work in cold environments.</li> <li>Ensure a first aid attendant is present during exposure.</li> <li>Provide worker training in the prevention, recognition and treatment of hypothermia.</li> <li>Workers shall not work alone in isolated cold environments.</li> <li>Additional breaks shall be provided under extremely cold working conditions.</li> <li>Heaters shall be used to warm workers where practicable.</li> <li>Windbreaks shall be provided as required.</li> <li>Tools and machine controls to be used in cold conditions shall be designed for operation by gloved hands.</li> <li>Protective clothing shall be selected to suit the environment, the job and the level of physical activity.</li> <li>Workers whose clothing gets wet for any reason must immediately change. Adequate / suitable means of drying wet clothing shall be provided.</li> <li>Footwear should be large enough to allow wearing either one thick or two thin pairs of socks.</li> <li>Workers shall follow recommended schedule of rest breaks, as advised by supervisors, to prevent frostbite or hypothermia.</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Personal Protective Equipment (PPE) Cold Stress
<b>Resources</b>	
<p>Occupational Health and Safety regulatory requirements CSAO Cold Stress Awareness Guide</p>	

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Safe Working Practice	
	Name: Compressed Gas Safety
	Program ID: 3.4
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Defective cylinders / inexperienced workers / incorrect PPE / incorrect storage
Type of Activity:	Acetylene/ Oxygen / Propane/ Argon/ Carbon dioxide
Risk to:	Workers / Sub-contractors
Consequence:	Lacerations / Concussion / Fractures / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Ensure that personnel are competent and trained in the use, storage and transportation of cylinders.</li> <li>Ensure that workers are in compliance with procedural requirements.</li> <li>Ensure that inspectors of compressed gas cylinders are conducted and defective cylinders are removed.</li> <li>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.</li> <li>A compressed gas cylinder that does not have legible identification shall be marked "contents unknown" and returned directly to the supplier.</li> <li>The color of the cylinder will never be relied on, because cylinder colors may vary with the supplier.</li> <li>Only CSA standard combinations of valves and fittings shall be used.</li> <li>No one shall tamper with or remove cylinder or valve safety devices.</li> <li>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.</li> <li>Full compressed gas cylinders shall be used in rotation as received from the supplier.</li> <li>All label information and the MSDS for the gas shall be reviewed before use or handling.</li> <li>The proper PPE shall be worn by workers who handle and use compressed gas.</li> <li>A suitable cylinder truck, chain or other securing device shall be used to keep cylinders from being knocked over while in use.</li> <li>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.</li> <li>Cylinders shall never be used as rollers or supports, whether full or empty.</li> <li>Fuel gas cylinders shall be placed with valve end up whenever they are in use.</li> </ul>	
Person(s) Responsible:	Superintendents, 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 2020
Hazards:	Unauthorized use / driving under the influence / driving conditions
Type of Activity:	Driving Company Vehicles
Risk to:	Workers
Consequence:	Accident / injuries / suspended from driving
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>The use cell phones while driving is prohibited. All drivers will use wireless devices only.</li> <li>Driver should pull over safely before making or receiving a phone call.</li> <li>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.</li> <li>The driver is responsible for passenger's discipline and conduct while traveling.</li> <li>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.</li> <li>Drivers under any medical treatment requiring prescription medication that may affect their driving ability are not permitted to drive.</li> <li>No driver may operate a vehicle while impaired by excessive fatigue or extreme stress.</li> <li>Vehicle Accidents             <ul style="list-style-type: none"> <li>Drivers must report all vehicle incidents to T. Hamilton and Son Roofing's H&amp;S Department and Vehicle Incident Report must be completed and forwarded to the H&amp;S Dept.</li> </ul> </li> <li>Ensure your safety and safety of others immediately.</li> <li>Assist other casualties, notify emergency services as required.</li> <li>Notify the H&amp;S Department and your Supervisor as soon as possible (within 24hrs at the latest).</li> <li>The H&amp;S Department will notify the Equipment Department.</li> <li>Do not assume responsibility / fault or sign any type of release form.</li> </ul>	
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 2020
Hazards:	Wood / cement / concrete / metal / chemical / toxic / dusts
Type of Activity:	Sanding / Grinding / mixing materials / housekeeping / vehicle movements etc.
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Explosion / Fire / Short/Long term breathing problems / Cancer / Asbestosis / Silicosis / Contamination of Eyes
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Where possible, hazardous substances should be substituted with non-hazardous substances.</li> <li>Where possible, minimize all dust generation during operations.</li> <li>Wet and damp down areas, as necessary, to reduce dispersion of dust.</li> <li>Where dust is a problem, limit site traffic movement in the area.</li> <li>Segregate or reduce the numbers of workers exposed.</li> <li>Wear suitable RPE / PPE, especially where there is a risk from silica dust during finishing operations.</li> <li>Monitor dust levels, if a problem arises.</li> <li>Report a worker's concern that they may be suffering from occupational asthma / dermatitis immediately to the CSS / H+S Management.</li> <li>Provide medical examinations, if necessary.</li> <li>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.</li> </ul>	
Person(s) Responsible:	Superintendents, 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 2020
Hazards:	Impaired judgment / aggressive behavior / safety concerns / confusion / dishonesty
Type of Activity:	All work activities
Risk to:	Workers / Sub-contractors
Consequence:	Accidents / poor discipline / absenteeism / poor team moral / violence / injuries / death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Workers will comply with client policies on drugs and alcohol where applicable.</li> <li>Do not drink alcohol while on duty (including business lunches).</li> <li>Do not come to work after drinking alcohol, or while still under the influence of alcohol.</li> <li>Ensure that Workers know that being under the influence of alcohol at work is strictly forbidden.</li> <li>Ensure that Workers know that the use and possession of illegal substances is strictly forbidden.</li> <li>Workers under the influence of prescription drugs causing impairment may be removed from the site.</li> <li>Workers are encouraged to confidentially notify the H+S department if they suspect any breach our Drug and Alcohol Policy.</li> <li>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.</li> </ul>	
<p>Note: If you knowingly allow a Worker under the influence of alcohol or drugs to continue working, and this places the Worker or others at risk, are grounds for dismissal.</p>	
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 2020
<b>Hazards:</b>	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
<b>Type of Activity:</b>	Driving, Moving Material, Storing Inventory
<b>PPE Required:</b>	Hard Hat, Gloves, Safety Boots, Safety Glasses and Safety Vest
<b>Risk to:</b>	Workers / Sub-contractors / Public
<b>Consequence:</b>	Accident/ Injury
<b>Controls Required</b>	
<b>1 Pre-Operation</b> <ul style="list-style-type: none"> <li>Ensure operator is licensed to Perform High Risk Work</li> <li>Perform Pre Start Checklist</li> <li>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</li> <li>Ensure that the area of operation is clear of debris and the surface is stable and even</li> <li>Enter the forklift ensuring the operator maintains three points of contact at all times</li> <li>Fasten the seatbelt</li> </ul>	
<b>2 Operation:</b> <ul style="list-style-type: none"> <li>Tines must be down if the forklift is not carrying a load</li> <li>Avoid excessive speed</li> <li>Drive smoothly, refraining from excessively rapid acceleration and quick stops</li> <li>Ensure the load is balanced and can be safely lifted</li> <li>DO NOT exceed the carrying capacity of the forklift</li> <li>When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground</li> <li>Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter</li> <li>Restrict pedestrian movement in the work area during operation</li> <li>If working outside operator should ensure his/her eyes adjust to the different light levels when moving inside</li> <li>NEVER carry passengers</li> </ul>	
<b>3 POST-Operation</b> <ul style="list-style-type: none"> <li>Lower the load or tines, stop the vehicle and apply the park brake and turn off power</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Forklift Operator Certificate/ License


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Safe Working Practice	
	Name: Fire Prevention
	Program ID: 3.9
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Fire / Smoke
<b>Type of Activity:</b>	Welding / Hot Work / abrasive wheels / Torchcutting
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Burns / Scalds / Asphyxiation / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Do not weld over pits or near flammable vapours / liquids / materials</li> <li>Store solvents / cleaners correctly and in their approved correct containers</li> <li>Areas (inside and out) will be kept clear of any accumulation of waste &amp; combustible materials. All waste is to be removed each night</li> <li>All appliances will be maintained / operated as per the manufacturer's instructions</li> <li>Equipment must be equipped with Ground Fault Circuit Interrupters (GFCI)</li> <li>Overloading of equipment is forbidden</li> <li>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</li> <li>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</li> <li>All passage ways / escape routes will be signed and kept clear</li> <li>All workers will practice good housekeeping</li> <li>Suitable fire alarm/sirens to be installed and staff must be familiar with its sound</li> <li>Emergency alert / evacuation procedures to be initiated and rehearsed</li> <li>Assembly areas to be selected and signed</li> <li>A "Hot Work Permit" will control all hot works</li> <li>Flammable and hazardous chemicals will be stored as per WHMIS regulations</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Personal Protective Equipment (PPE) WHMIS Fire Extinguisher Awareness
<b>Resources</b>	
WHMIS, Canada Occupational Health and Safety Regulations, ON P110- Ref 52-58	

Program ID: 3.9

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Safe Working Practice	
	Name: Guardrails
	Program ID: 3.10
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Fall Protection - Guard Rails
<b>Type of Activity:</b>	Working at Heights
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Falls/ Serious injury/ Back injury/ Paralysis/ Fractures/ Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Guardrails must be properly constructed and adequately secured</li> <li>Guardrails must be installed no farther than 300mm from the edge</li> <li>A guardrail must be capable of resisting, anywhere along its length and without exceeding the loads when applied separately: <ul style="list-style-type: none"> <li>A point load of 675 newtons (150lb) applied laterally to the top rail</li> <li>A point load of 450 newtons (100lb) applied in a vertical downward direction to the top rail</li> <li>A point load of 450 newtons (100lb) applied laterally or vertical downward direction to the mid-rail</li> <li>A point load of 225 newtons (50lb) applied laterally to the toe board</li> </ul> </li> <li>Storing jacks used as posts shall be fitted with plywood softener plates top and bottom</li> <li>Posts shall be snug up and checked regularly for tightness</li> </ul> <b>Wood or Metal Guardrails</b> <ul style="list-style-type: none"> <li>Any and all Guardrails used on site must comply with the minimum load bearing ratings as specified within the "Green Book" Construction Regulations, Section 26.3.</li> <li>Top rail, mid rail, and toe board shall be secured to vertical supports</li> <li>Top rail between 91 cm (3 feet) and 1.07 meters (3 feet 6 inches) high</li> <li>Kickboards shall be at least 102 mm (4 inches) high (89 mm (3 1/2 inches) high if made of wood) and installed flush with the surface</li> <li>Posts shall be no more than 2.4 meters (8 feet) apart</li> <li>Posts extending to top rail height must be braced and solidly fastened to the floor or slab</li> <li>For slabs and the end of flying slab forms, manufactured posts can be attached to the concrete</li> <li>For maximum resistance to sideways force, the top rail of wooden guardrails shall be laid flat, with the larger dimension horizontal</li> <li>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</li> </ul> <b>Temporary removal</b> <ul style="list-style-type: none"> <li>Before removing the guardrail, workers in the area must utilize a Fall Arrest or Travel-Restraint system</li> <li>Bump lines and hazard signage are temporary safeguards only</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Fall Protection Awareness Fall Protection Applied
<b>Resources</b>	
DN Reg 26.3 (1)	

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Safe Working Practice	
	Name: Generators
	Program ID: 3.11
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Toxic Fumes / electricity / arcing
<b>Type of Activity:</b>	Any Activity requiring portable power source
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Nausea / asphyxia / unconsciousness / death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Adhere strictly to manufacturer's instructions</li> <li>Allow only competent / qualified staff to supervise operations</li> <li>Store diesel / gasoline properly</li> <li>Do not operate generators indoors, where possible</li> <li>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</li> <li>Do not over-load generators</li> <li>Ensure that generators are selected for use by a competent person</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Worker
<b>Training Requirements:</b>	Personal Protective Equipment (PPE)
<b>Resources</b>	
ON Reg 632/05 sec 14 181 to 195	

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Safe Working Practice	
	Name: Heat Stress
	Doc #: 3.12
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Extreme / Excessive Heat
Type of Activity:	Working in very hot direct sunlight / working in very hot environments with little air flow
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Heat stroke / heat exhaustion / loss of consciousness / collapse can result / Death in extreme circumstances
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Ensure that cooling devices or other protective equipment are purchased, issued and used as required/recommended</li> <li>Ensure a trained first aid attendant is present during exposure</li> <li>Provide for a rest area as appropriate</li> <li>All employees will be capable of recognizing the signs and symptoms of heat stress and be aware of the means to avoid heat stress</li> <li>Ensure that employees who are working in or supervising workers in hot environments have been trained in heat stress recognition, prevention and control</li> <li>Ensure clean water/fluids are provided to workers</li> <li>All workers will be encouraged to drink fluids continually throughout the day</li> <li>Communicate expected temperature readings/environmental data to affected workers in regular pre-job briefings</li> <li>Allow rest periods in air conditioned spaces, if possible</li> <li>Alter the work schedule so that heavier work is done during cooler periods</li> <li>Re-allocate or rotate duties to reduce individual exposure to heat</li> <li>Additional workers shall be assigned or the pace of work shall be slowed down during hot periods</li> <li>Workers shall be rotated in and out of hot work areas whenever possible</li> <li>Cooling vests shall be considered, if feasible and effective for the individual</li> <li>Workers should avoid large meals or beverages with caffeine before working in hot environments</li> <li>Workers should wear light clothing that permits the evaporation of sweat (e.g. cotton clothing)</li> <li>Workers should drink approximately one cup of water every 20 to 30 minutes, even if they're not thirsty</li> <li>Workers should avoid consuming excessive amounts of alcohol or stimulants</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE) Heat Stress
<b>Resources</b>	
Canada Occupational Health and Safety Regulations	

Program ID: 3.12

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Safe Working Practice	
	Name: Housekeeping
	Program ID: 3.13
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Access / egress / slippery surfaces / poor lighting / poor housekeeping
Type of Activity:	All activities
Risk to:	Workers / Sub-contractors / Public
Consequence:	Lacerations or puncture / falls / slips and trips
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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</li> <li>Carry out periodic checks to ensure that no obvious danger exists that might endanger workers</li> <li>Keep all areas clear of obstructions</li> <li>Ensure that all workers / sub-contractors adopt good house-keeping practices and operate a clean as you go Policy</li> <li>Ensure that workers report to management any unusual conditions they discover</li> <li>Ensure that all timber is de-nailed, or nails knocked back, before discarding</li> <li>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</li> <li>Place all debris / waste in designated skips</li> <li>Make available separate skips for metal / plastic / lunchroom skips</li> <li>Ensure that lunchroom skips, or skips containing waste food products, are enclosed or covered</li> <li>Adequate lighting shall be provided in the areas where workers are present, and at the means of access and egress</li> <li>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</li> <li>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</li> <li>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</li> <li>All materials, tools and equipment shall be stored in a stable position (not stacked, or chocked) to prevent rolling or falling</li> <li>Loose or light materials stored on roofs or on opened floors shall be secured</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Housekeeping
<b>Resources</b>	
Occupational Health and Safety regulatory requirements Reg 213/91 35-42	

Program ID: 3.13

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Safe Working Practice	
	Name: Hot Work
	Program ID: 3.14
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Extremes of Heat and Naked Flame
Type of Activity:	Welding / Soldering / Burning off / Grinding & Cutting (Producing sparks)/Torching
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Fire / Explosion / Personal injury / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Before initiating hot work a JSA must be performed</li> <li>Obtain a Hot Work Permit prior to starting the hot work</li> <li>Mark the area so people are aware of the work to be performed</li> <li>Flammable/combustible materials should be kept as far from hot work area as possible</li> <li>Use appropriate PPE while performing hot work (welding helmets, gloves, jackets, screens, etc.)</li> <li>Ensure lock out and tagging procedures are in place if and as required</li> <li>Ensure that appropriate fire extinguishers are readily available</li> <li>Maintain hot work equipment in a safe operational condition</li> <li>Ensure the precautions listed on the Hot Work Permit are understood by the person(s) performing the hot work</li> <li>Do not perform Hot Work in areas where explosive gases, vapors, or dusts exist or could accumulate, including those within confined spaces</li> <li>Utilize welding screens to protect others in the area from welding flash and sparks</li> <li>Fire watch is to be provided for the entire duration of the hot work, including during lunch and breaks</li> <li>Maintain the fire watch for the duration of the hot work and for 60 minutes after the work is completed</li> <li>Fire extinguishing equipment shall be maintained in close proximity to the hot work for its entire duration</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Propane Handling
<b>Resources</b>	
CN Ref 52-58	

Program ID: 3.14

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Safe Working Practice	
	Name: Harassment
	Program ID: 3.15
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Roor Health / Fear / anxiety / depression
Type of Activity:	All activities on construction & office
Risk to:	Workers / Sub-contractors
Consequence:	Stress / bodily harm / absenteeism
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>A Zero Tolerance policy with regard to harassment and not tolerate harassment under any circumstances</li> <li>All incidents of such behavior are to be reported to the Supervisor / Manager and investigated immediately and the necessary corrective action taken</li> <li>Will follow its procedure with regard to all complaints</li> <li>Arrange regular briefings with workers on the signs / effects of harassment, and put in place a confidential reporting system</li> <li>Refer difficulties with the public / other contractors to the Project Manager</li> <li>Call the Police in serious cases</li> </ul>	
<b>Forms of Harassment:</b>	
<ul style="list-style-type: none"> <li>Sexual / racial / gender / general discrimination</li> <li>Purposely undermining someone / victimization</li> <li>Humiliation</li> <li>Social exclusion or isolation</li> <li>Intimidation</li> <li>Verbal or physical abuse or threats of abuse</li> <li>Aggressive or obscene language / intrusion by pestering, spying or stalking</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	
<b>Resources</b>	
Canadian Centre for Occupational Health and Safety CCOHS, ON Bill 168 sec 28 of the Act.	

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## Safe Working Practice

	Name:	Hand Tools
	Program ID:	3.15
	Date Created:	June 2017
	Reviewed:	July 2020
<b>Hazards:</b>	Hand Tools.	
<b>Activity:</b>	Any Activity Requiring Hand Tools	
<b>Risk To:</b>	Workers/ Sub-contractor	
<b>Consequences:</b>	Hand/ Muscle Strain, Minor Cuts and Scape to Skin	
<b>Controls Required</b>		
<b>Impact Tools</b>	<ul style="list-style-type: none"> <li>Hammer-struck and striking tools shall be made of forged, hardened steel.</li> <li>Select a hammer that is comfortable and of the proper size and weight for the task.</li> <li>Hammers shall have securely wedged handles. The handle shall be smooth, shaped to fit the hand, and properly sized for the job.</li> <li>Any hammer with a mushroomed or chipped face, or with cracks in the claw or eye sections shall be removed from service immediately.</li> <li>Ensure adequate clearance above and behind before swinging a hammer.</li> <li>Watch the object being struck.</li> <li>Hold the hammer with the wrist straight and the hand firmly wrapped around the handle.</li> <li>Do not grind, weld or heat-treat a hammer head.</li> <li>Do not strike with the side or cheek of the hammer.</li> <li>Chisels shall be kept sharp and ground to a 90-degree angle.</li> </ul>	
<b>Wrenches</b>	<ul style="list-style-type: none"> <li>Use the correct size wrench for the job.</li> <li>Remove caked dirt and grime from inside sockets to allow them to seal fully.</li> <li>Use a pipe wrench to turn or hold a pipe. Never use a pipe wrench to bend, raise or lift a pipe.</li> <li>Keep pipe wrench teeth clean and sharp.</li> <li>Do not use a wrench as a hammer, or strike it with a hammer.</li> <li>Do not use pipe wrenches on nuts and bolts.</li> <li>Do not use an extender for extra leverage. Get a larger pipe wrench.</li> </ul>	
<b>Screwdrivers</b>	<ul style="list-style-type: none"> <li>Screwdrivers shall not be used as punches, wedges, pinch bars or pries.</li> <li>Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.</li> <li>Keep the screwdriver handle clean.</li> <li>The tip shall be kept clean and sharp to permit a good grip on the head of the screw.</li> <li>The part being worked on shall not be held by hand. It should be laid on a flat surface or held in a vise.</li> <li>Do not lean or push on a screw-driver with any more force than necessary to keep contact with the screw.</li> <li>Do not hammer screws which cannot be turned.</li> <li>Do not try to use screwdrivers on screw heads for which they are not designed.</li> </ul>	

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<b>Pliers and Nippers</b>	<p>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:</p> <ul style="list-style-type: none"> <li>Choose pliers or wire cutters that have a grip span of 5-9 cm (2.5 - 3.5 inches) to prevent a palm or fingers from being pinched when the tools are closed.</li> <li>Make sure that the cutting edges and toothed jaws are clean and sharp.</li> <li>Pull on the pliers. Do not push away from you when applying pressure.</li> <li>Special cutters for heavy wire, reinforcing wire, and bolts shall be used as required.</li> </ul>
<b>Cutting Tools</b>	<ul style="list-style-type: none"> <li>Cut materials straight across – keep the material being cut at right angles to the cutting edges of blades.</li> <li>The cutting stroke should be away from the body. If that is not possible, then keep the hands and body in the clear.</li> <li>Sharpen blades according to manufacturer's instructions.</li> <li>Knives shall be kept in sheaths or holders.</li> <li>Never attempt to catch a cutting tool when it falls. Let it drop to the ground, and then pick it up by the handle.</li> <li>While cutting with a retractable knife, use a metal ruler with an integral finger guard.</li> <li>Ensure a retractable knife blade is retracted after use.</li> <li>Do not hammer on cutting tools.</li> <li>Do not expose cutting tools to excessive heat.</li> </ul>
<b>Vises</b>	<ul style="list-style-type: none"> <li>Vises are used for holding material while work is performed.</li> <li>The jaws of a vise shall be tightened with hands pressure only.</li> <li>A vise shall be mounted so that the stationary jaw projects slightly beyond the edge of the workbench.</li> <li>Check the vise for cracks or other damage before clamping a work piece.</li> <li>Place the work piece in the vise so that the full clamping surface of the jaw supports the work piece.</li> <li>Do not weld the base of the vise to secure it or repair a vise by welding or brazing.</li> <li>Do not cut into the jaws.</li> <li>Do not unscrew or open the jaws of the vise wider than they were designed to be used.</li> </ul>
<b>Pry bars</b>	<ul style="list-style-type: none"> <li>Use the proper size and type of pry bar for the specific task.</li> <li>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.</li> <li>Use a block of wood under the heel as required, to prevent the pry bar from slipping.</li> </ul>
<b>Saws</b>	<ul style="list-style-type: none"> <li>Select the proper saw for each specific task.</li> <li>Use a cross cut saw for cutting across the grain. Use a ripping saw for cutting with the grain.</li> <li>Saws must be kept sharp and the teeth kept well set to prevent binding.</li> <li>Hacksaws shall be adjusted in the frame to prevent bucking and breaking.</li> <li>Install blades with teeth pointing forward.</li> </ul>
<b>Hydraulic Jacks</b>	<ul style="list-style-type: none"> <li>Hydraulic jacks are to be used according to manufacturer's instructions.</li> <li>The rated load shall be legibly and permanently marked on every hydraulic jack.</li> <li>Hydraulic jacks shall be blocked when positioned on foundations that are not firm.</li> <li>After the load has been raised, it shall be cribbed, blocked or otherwise secured.</li> <li>A block shall be placed between the cap and the load where there is a possibility of slippage.</li> <li>All lifts should be vertical with the jack perpendicular, at a right angle to the load.</li> <li>The hydraulic jack operator shall ensure that the stop indicator is clearly visible.</li> <li>Hydraulic jacks shall be properly maintained.</li> </ul>
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foreman, Workers, Sub-Contractors
<b>Training Requirements:</b>	Hand Tools
<b>Resources</b>	
ON Reg 93, Construction Health & Safety Manual - CSAO 2008	

Program ID: 3.15

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## Safe Working Practice

	Name:	Hammer Drill
	Program ID:	3.17
	Date Created:	June 2017
	Reviewed:	July 2020
<b>Hazards:</b>	Cuts, Eye injury, Flying objects, Repetitive strain injury, noise (hearing loss)	
<b>Type of Activity:</b>	Drilling	
<b>Risk to:</b>	Workers / Sub-contractor	
<b>Consequence:</b>	Injury, Lacerations	
<b>Controls Required</b>		
<ul style="list-style-type: none"> <li>Wear proper personal protection such as eye and face protection.</li> <li>Make sure the bit is properly centered and tightened before you begin work.</li> <li>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.</li> <li>Keep the drill's air ports clear of debris to protect the motor from overheating.</li> <li>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.</li> <li>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.</li> <li>Inspect the tool prior to each use.</li> <li>When using any hammer drill, all workers must understand their role and comply with applicable Regulations and Company policies.</li> <li>When required, a control zone must be set up and flagged properly prior to starting any work.</li> <li>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.</li> <li>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.</li> <li>Always ensure the tool is insulated and the power cord is in good condition.</li> <li>Always be sure you are on firm footing when operating tools.</li> <li>Always keep tools pointed in a safe direction. Never carry the tool with a bit inserted into it. This is an impairment hazard.</li> <li>Never change a bit while the tool is connected to the power source.</li> <li>Always use the tool at right angles to the work.</li> <li>Clean and maintain tool in accordance with the manufacturer's instructions.</li> </ul>		
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foreman, Workers, Sub-Contractors	
<b>Training Requirements:</b>	PPE, Hand tools	
<b>Resources</b>		
Construction Health & Safety Manual		

Program ID: 3.17

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## Safe Working Practice

	Name:	Extreme Weather Conditions - Ice & Snow
	Program ID:	3.18
	Date Created:	June 2017
	Reviewed:	July 2020
<b>Hazards:</b>	Slips and Trips / Extremes of Cold Temperatures	
<b>Type of Activity:</b>	Working in outside environments / Walking on icy paths / Driving on icy roads	
<b>Risk to:</b>	Workers / Sub-contractors / General Public	
<b>Consequence:</b>	Minor to Major Vehicle Damage / Minor injuries through to Death	
<b>Controls Required</b>		
<ul style="list-style-type: none"> <li>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 )</li> <li>Priority 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 )</li> <li>Other areas cleared as time permits.</li> <li>Direct access to the main entrance from the safe access point is created.</li> <li>Regular inspection of all areas and identification of those such as steps, slopes etc. which may not be safe even when cleared.</li> <li>Treat cleared paths with salt and grit if freezing temperatures continue.</li> <li>Ensure all workers are aware of designated paths / access routes and take responsibility for using these.</li> <li>If slopes and steps remain in a dangerous condition it may be necessary to prevent access to affected areas - cones / barrier / tape etc.</li> <li>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.</li> <li>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.</li> <li>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).</li> <li>All work areas will be cleared of snow and ice before work commences.</li> <li>Provisions will be made for workers to be able to go to a safe dry area to change into dry clothing as required.</li> <li>Fixed Washrooms will be heated.</li> <li>Warm running water will be supplied in the washrooms for the purposes of washing hands, arms and face.</li> </ul>		
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foreman, Workers, Sub-Contractors	
<b>Training Requirements:</b>	Safety	
<b>Resources</b>		
Canada Occupational Health and Safety Regulations, Ont. Reg. 213/91		

Program ID: 3.18


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Safe Working Practice	
	Name: Jack Hammer
	Program ID: 3.19
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Cuts, Eye Injury, Flying objects, Repetitive strain injury, Noise (hearing loss)
<b>Type of Activity:</b>	Drilling
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Injury, Lacerations
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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 noise can permanently damage your hearing. The gloves will help protect your hand as 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 if something should fall on them.</li> <li>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.</li> <li>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.</li> <li>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 from getting stuck straight down in the ground.</li> <li>When required, a control zone must be set up and flagged properly prior to starting any work.</li> <li>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.</li> <li>Always ensure the power cord is in good condition.</li> <li>Always be sure you are on firm footing when operating tools.</li> <li>Clean and maintain tool in accordance with the manufacturer's instructions.</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	PPE, hand tools
<b>Resources</b>	
Construction Health & Safety Manual	

Program ID: 3.19

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Safe Working Practice	
	Name: Kettle Roofing
	Program ID: 3.20
	Date Created: May 2017
	Reviewed: July 2020
<b>Hazards:</b>	Falls / falling tools, / roof collapse.
<b>Type of Activity:</b>	Roofing Operation
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Burns/ Fire/ Falls/ Serious Injury/ Back Injury/ Paralysis/ Fractures/ Death
<b>Controls Required</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The kettle operator should be knowledgeable of the material's temperature limits and kettle features to prevent heating above the flash point.</li> <li>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.</li> <li>The kettle operator must have a functional, readable thermometer.</li> <li>Keep combustible materials, packaging, debris, etc. at least 5 m (16 ft) from the kettle; require daily removal of roofing debris and product packaging.</li> <li>At least two 10 kg (20 lb) multipurpose dry chemical fire extinguishers are recommended within 7.6 m (25 ft) of the kettle and at least one additional fire extinguisher on the roof being covered.</li> <li>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.</li> <li>Store all cleaning solvents away from the kettle and fuel cylinders.</li> <li>The kettle should have a tight fitting, metal cover capable of smothering a potential fire.</li> <li>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.</li> <li>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.</li> <li>Do not attempt to move or relocate kettle while it is at operating temperature.</li> <li>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 hose product.</li> <li>Prohibit smoking on the roof during any roofing activity.</li> <li>If the placement of the kettle on the roof is unavoidable, these additional fire safety considerations should be followed:             <ol style="list-style-type: none"> <li>Notify the fire department whenever an asphalt/tar kettle and fuels will be located on the roof.</li> <li>Verify weight of full kettle and asphalt/tar kegs do not exceed structural capacity of roof.</li> <li>Locate kettle and fuels at least 5 m (16 ft) from egress paths and roof exits and at least 3 m (10 ft) from roof edges unless suitable guardrails are in place.</li> <li>Place the kettle on a non-combustible base.</li> <li>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.</li> <li>Make sure kettle wheels are chocked or locked to prevent rolling or movement from bumping. The kettle must be leveled prior to operation.</li> </ol> </li> </ol>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Fall Protection Awareness, Fall Protection Applied, Personal Protective Equipment
<b>Resources</b>	
DN Regulation 213/91 26.1 - 26.9, Reg. 78-84, Reg. 125 - 136	

Safe Working Practice	
	Name: Ladder Safety - Portable (Extension), Step and Fixed
	Program ID: 3.21
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Ladder safety - step and fixed ladders.
<b>Type of Activity:</b>	Access and Egress to work platforms at height
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Bruises/ Cuts/ Broken bones/ Musculoskeletal injuries/ Back injuries/ Concussion/ Fatality
<b>Controls Required</b>	
<p><b>Portable (Extension) Ladders</b></p> <ul style="list-style-type: none"> <li>A portable or extension ladder shall not exceed 13 meters (43 ft) in length.</li> <li>Legs shall be placed on solid footing and the top of the ladder shall be secured to the edge of the roof.</li> <li>Worker shall not perform work from the ladder itself.</li> <li>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.</li> <li>Non-slip steps shall not be deformed, damaged, or otherwise defective.</li> </ul> <p><b>Step Ladders</b></p> <ul style="list-style-type: none"> <li>A step ladder shall not exceed 9 meters (30 ft) in length.</li> <li>Legs shall be fully opened and spreaders pushed down and locked.</li> <li>Worker shall never stand on the platform, top step or the peak shelf.</li> <li>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.</li> <li>Spreaders and non-slip steps shall not be deformed, damaged, or otherwise defective.</li> </ul> <p><b>Fixed Ladders</b></p> <ul style="list-style-type: none"> <li>Vertical fixed ladders higher than 3 m (10 feet) shall have:             <ul style="list-style-type: none"> <li>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.</li> <li>Rest platforms with ladder offsets at intervals no more than 9 m (30 ft) apart.</li> <li>A continuous space of at least 15 cm (6 in) behind the rungs.</li> <li>Side rails extended at least 90 cm (3 ft) above the landing.</li> <li>Wall anchors are in good condition and aren't loose or pulled out from the structure.</li> <li>There's no excessive rust between rungs and side rails, between side rails and wall brackets, between brackets and anchors.</li> <li>A ladder higher than 3 meters (10 feet) above grade is equipped with a safety cage or other means of fall protection.</li> </ul> </li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Fall Protection Awareness, Fall Protection Applied, Ladder Safety
<b>Resources</b>	
Canada Occupational Health and Safety Regulations (SOR/86 - 304) ON Reg. 78 - 84	


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Safe Working Practice	
	Name: Lay Down Area
	Program ID: 3.22
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Material falling from overhead / untidy storage of materials.
<b>Type of Activity:</b>	Collection or return of materials from contractor lay down area.
<b>Risk to:</b>	Workers / Sub-contractors / Public
<b>Consequence:</b>	Slips / trips / falls / minor injuries
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Prior 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.</li> <li>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.</li> <li>Metal containers with lids shall be kept at convenient locations for waste disposal.</li> <li>Overhead clearance shall be posted wherever necessary and overhead power lines clearly identified.</li> <li>Lumber shall be stored free of protruding nails and other associated hazards.</li> <li>Except for large tanks, material shall not be stored on the ground. Racks, skids, planks, or other material shall be used.</li> <li>Stored material shall be stacked in a manner that makes it secure against sliding or collapse. Pipes shall be adequately blocked / chocked when stored.</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Manual Material Handling
<b>Resources</b>	
ON Sec 28 of the act, Reg. 213/91, s. 37	

Program ID: 3.22

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Safe Working Practice	
	Name: Electrical Lock Out / Tag Out
	Program ID: 3.23
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Energized equipment/Tag Out.
Type of Activity:	Construction/ Testing /Start up Activities of Electrical Energy Lockouts
Risk to:	Workers / Sub-contractors
Consequence:	Electric Shock / Electrocution / Burns / Explosional Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>A Competent Individual designated as the authorized Worker</li> <li>Each Electrical energy area (room) will be lockable and only accessible to personnel as authorized by management.</li> <li>System Description complete with tags, reason, and expected duration information is required</li> <li>Authorized Workers will complete review of system and / or equipment and complete isolation point control</li> <li>Authorized Worker lock will be installed first and then all affected personnel will then install locks, Lockout effectiveness will be tested.</li> <li>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.</li> <li>Locks are removed by affected personnel first and authorized worker removes lock last.</li> <li>SWP will be communicated to all affected personnel &amp; will be included in Site Specific Health &amp; Safety Plan</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Lock Out Tag Out Personal Protective Equipment
<b>Resources</b>	
DN Regulation 532/05 sec 14 181 to 195	

Program ID: 3.23

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Safe Working Practice	
	Name: Mechanical Hoist
	Program ID: 3.24
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Injury to workers, falling materials, dropped load
Type of Activity:	Hoisting materials
Risk to:	Workers / Sub-contractors
Consequence:	Serious head injuries, Struck by materials, Property damage
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities</li> <li>The capacity of the equipment and any attachments must be readily available</li> <li>At no time shall an operator of the hoisting equipment attempt to lift an object or load which is excess of the maximum load rated capacity</li> <li>Make sure everyone stands clear when loads are being lifted, lowered and freed of slings</li> <li>Have a spotter</li> <li>The operator must always ensure that full control of the load is maintained</li> <li>Load must be safely secured</li> <li>Loads must not be left suspended, unless an operator is at the controls of the equipment</li> <li>Before a lift, check to see that the sling is properly attached to the load</li> <li>Loads must be safely landed and properly blocked before being unhooked and un-sling</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers
Training Requirements:	PPE, Material Handling
<b>Resources</b>	

Program ID: 3.24

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Safe Working Practice	
	Name: Manual Handling of Heavy Materials
	Program ID: 3.25
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Lifting Heavy Weights/ WRMD Work-Related Musculoskeletal Disorders
Type of Activity:	Lifting by hand
Risk to:	Workers / Sub-contractors / Suppliers
Consequence:	Musculoskeletal disorders / pain / discomfort / tenderness / swelling / impaired movement
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Carry out task specific Field Level Risk Assessments (FLRA) on all work activities</li> <li>Use mechanical lifting devices, where possible – for example, zoom-boom / forklift / chains / slings, etc.</li> <li>Ensure that all workers at risk receive appropriate manual handling training and keep records of same</li> <li>Organize the construction site lay-down / storage area and adopt good house-keeping techniques</li> <li>Use two-person lifts, if possible. Allow only suitably trained workers to carry out two-person lifts</li> <li>Keep all areas clear of obstructions and substances that contribute to slips / trips / falls</li> <li>Do not allow workers to carry anything that obscures their vision</li> <li>Avoid direct handling of sharp-edged items. Remove or wrap sharp edges first</li> <li>Always ensure nails are removed or hammered back on all scrap timber</li> <li>Do not allow a worker who has a history of back trouble to undertake any manual handling task</li> <li>Arrange work to avoid over-reaching or twisting when manual handling</li> <li>Avoid tasks that require reaching over shoulder-height and / or twisting of the lower back region</li> <li>Store heavy goods ideally between knuckle- and shoulder-height</li> <li>Carry out periodic audits on manual handling techniques to identify any lapses in good lifting practices</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Manual Handling
<b>Resources</b>	
WHMIS, CCOHS, 25 (2) (h) the Occupational Health and Safety Act R.S.O. 1990 Chapter O.1 ON Sec 28 of the act Reg. 213/91, s. 37	

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Safe Working Practice	
	Name: Noise / Hearing Protection
	Program ID: 3.26
	Date Created: June 2017
	Reviewed: July 2020
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
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Tinnitus / Depredation in Hearing / Noise-induced Hearing loss
<b>Controls Required</b>	
<p>Three key control measures are:</p> <ul style="list-style-type: none"> <li>Access – noise survey</li> <li>Eliminate – remove noise sources from site</li> <li>Control – measures to prevent / reduce exposure</li> </ul> <p>General control measures include:</p> <ul style="list-style-type: none"> <li>Use physical noise barriers, where possible – by fitting of silencers, etc.</li> <li>Ensure that a noise survey is carried out on a regular basis by a competent person, and that a Job Safety Analysis is prepared</li> <li>Put in place a control program and create ear protection zones</li> <li>As a general guideline, where there is difficulty hearing normal conversation tone at a distance of 1 meter, hearing protection measures must be implemented</li> <li>Isolate equipment &amp; machinery that emits high levels of noise, where possible</li> <li>Make sure all forms of ear protection are available to all workers</li> <li>Provide training and information to workers on the dangers of noise and the use, care and maintenance of PPE</li> <li>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</li> <li>All workers will receive training &amp; information on the dangers of excessive noise, and the use, care and maintenance of Hearing Protection Devices</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE)
<b>Resources</b>	
WHMIS, Canada Occupational Health and Safety Regulations, ON Reg 833	

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Safe Working Practice	
	Name: Operating a Vehicle
	Program ID: 3.27
	Date Created: May 2017
	Reviewed: July 2020
Hazards:	Car Accidents
Type of Activity:	Driving
Risk to:	Workers / Sub-contractors / Public
Consequence:	Body trauma, Broken bones, Concussions
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Fire extinguishers and first aid kits will be kept in all company vehicles, and undergo a monthly inspection.</li> <li>Only those persons listed on a company vehicle insurance, and who possess a valid driver's license in good standing will be permitted to operate a vehicle.</li> <li>Drivers must never be under the influence of drugs or alcohol while operating a vehicle.</li> <li>Seatbelts must be fastened by all passengers and drivers at all times.</li> <li>Mirrors adjusted to minimize blind spots.</li> <li>Obey posted speed limits and drive consistent to road conditions.</li> <li>Never refuel the vehicle while the vehicle is running.</li> <li>Stay focused on your driving at all times, do not attempt to use cell phones.</li> <li>Pedestrians have the right of way.</li> <li>Caution taken when bad weather conditions are present.</li> <li>Stretch when getting out of the vehicle after sitting for long periods of time.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Workplace Hazardous Material Information System (WHMIS), Fall Protection, Asbestos Awareness, Respiratory Fit Training
<b>Resources</b>	

Program ID: 3.27

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Safe Working Practice	
	Name: Personal Protective Equipment (PPE)
	Program ID: 3.28
	Date Created: June 2017
	Reviewed: July 2020
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
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>PPE is the last line of defense for worker protection when the hazard cannot be removed or controlled adequately.</li> <li>All PPE shall meet regulatory requirements.</li> <li>PPE requirements will be determined on type of job task.</li> <li>Ensure all PPE is selected by a competent person.</li> <li>PPE shall not be used when hazards are greater than those for which it is designed.</li> <li>PPE shall not be altered or used in any but the recommended manner without the authorization of the manufacturer.</li> <li>All PPE that is damaged and/or in need of repair shall be removed from service and either repaired or replaced as necessary.</li> <li>We will ensure all workers are trained in the correct use of PPE.</li> <li>All workers are responsible for the maintenance and care of PPE.</li> <li>All visitors to our projects/departments must adhere to PPE requirements.</li> </ul>	
<b>Mandatory Minimum PPE required on all our projects:</b>	
<ol style="list-style-type: none"> <li>Safety Boots - CSA Grade 1</li> <li>Head Protection</li> <li>High - Visibility Clothing - CSA's standard Z96 - 02, Class 2 and Class 3</li> </ol>	
<small>(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.)</small>	
Additional PPE Requirements may include: <ul style="list-style-type: none"> <li>Hand Protection / Body Protection / Respiratory Protection / Fall Protection</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE)
<b>Resources</b>	
Occupational Health and Safety Act- ON 213/91 s. 46	

Program ID: 3.28

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Safe Working Practice	
	Name: Pneumatic Tool / Hose Safety
	Program ID: 3.29
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Blow Out / Disconnection of tool or hose / flying particles / vibration
Type of Activity:	Use of air Powered tools
Risk to:	Workers / Sub-contractors
Consequence:	Eye and eardrum injuries / injuries from flying debris / "white finger" from vibration / death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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 snoot 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.</li> <li>Full face protection is mandatory for individuals working with pneumatic tools at all times to prevent any struck by object hazard to occur.</li> <li>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.</li> <li>Turn off the air pressure to the hose when not in use and do not carry a pneumatic tool by the hose.</li> <li>Everyone using these tools shall ensure all safeguards are strictly adhered to at all times.</li> <li>Use compressors in well ventilated areas to prevent buildup of carbon monoxide gas.</li> <li>Replace absorption pads and springs, as too much vibration can damage nerves.</li> <li>Ensure that hearing protection is worn when using high decibel rating tools.</li> <li>Never use compressed air to blow dust or dirt from work clothes.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Personal Protective Equipment (PPE) Compressed Gas/Air
<b>Resources</b>	
DN Technical Standards and Safety Act, 2000 - O. Reg. 220/01	

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Safe Working Practice	
	Name: Public Safety
	Program ID: 3.30
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Unauthorized access to construction site
Type of Activity:	Public access / right of way around a site under construction
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Injury to 3 <sup>rd</sup> party (Member of the General Public) / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Ensure that access to the project is to authorized persons only. Use security personnel or a responsible person to control access.</li> <li>Erect suitable warning signs to forewarn of the known dangers at the entry gates to, and the boundary of, the construction site.</li> <li>Ensure that all visitors to the construction site sign-in and are accompanied on their visit around the site.</li> <li>Ensure that the project site is suitably fenced with barriers / hoarding, etc to separate all construction activities from members of the public.</li> <li>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.</li> <li>Make safety arrangements to ensure that normal pedestrian and public vehicular traffic is not put at undue risk as a result or construction work.</li> <li>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.</li> <li>Identify and mark suitably pedestrian crossings from parking areas on site.</li> <li>Devise and implement a site traffic plan, including speed limits posted with appropriate signage.</li> <li>Keep all areas along traffic routes clear of obstructions, equipment &amp; machinery, materials, etc.</li> <li>Protect all open or partially back-filled excavations / manholes and prevent access by suitable barriers and warning signs.</li> <li>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.</li> <li>Remove all ladders and lock away all dangerous materials at night.</li> <li>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 Scaffolding is in use, to protect persons walking on a footpath below. Signage to this effect i.e. 'Caution work above' is to be erected.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)
<b>Resources</b>	
Canada Occupational Health and Safety Regulations, Public Safety Act	

Program ID: 3.30


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Safe Working Practice	
	Name: Skill Saw
	Program ID: 3.31
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Damage to equipment and injury to workers
Type of Activity:	Operation of Skill Saw
Risk to:	Workers / Sub-contractors
Consequence:	Sprains or strains/ Cuts abrasions
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Wear appropriate personal protective equipment</li> <li>Disconnect the power cord from the electrical outlet before inspecting, adjusting, cleaning or repairing the saw or changing blades</li> <li>Inspect the saw and power cord for damage prior to each use</li> <li>Ensure the blade is sharp</li> <li>Ensure the blade is the correct type for the material to be cut</li> <li>Ensure the blade is securely mounted</li> <li>Ensure the blade is in good condition: no nicks or cracks</li> <li>Ensure the retracting lower blade guard is working freely</li> <li>Check the blade for proper blade rotation</li> <li>Check the material for any defects such as warps or knots and foreign objects such as nails, staples or screws</li> <li>Adjust the blade depth to no more than 1/8 inch (1.3 cm) beyond the lower face of the material</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers
Training Requirements:	Hand tools, PPE
<b>Resources</b>	
Occupational Health and Safety Act	

Safe Working Practice	
	Name: Roof Cutter
	Program ID: 3.32
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Damage to equipment and injury to workers
Type of Activity:	Operation of Roof Cutter
Risk to:	Workers / Sub-contractors
Consequence:	Sprains or strains/ Cuts abrasions
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Proper PPE</li> <li>Inspect cutter blade condition and tightness before starting the engine</li> <li>Do not operate a cutter with an excessively worn, damaged or loose blade</li> <li>Be certain all safety guards, shields and pins are secure and locked into place before starting</li> <li>Use Manufacturer's recommended cutting blades only</li> <li>Only qualified roofers trained in the operation of a roof cutter shall operate this machinery</li> <li>The equipment shall be operated and maintained in accordance with the manufacturer's instructions</li> <li>Never reach into the blade area when the engine is operating. Keep hands away from blade and drive belts</li> <li>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</li> <li>Operate the roof cutter directly from behind with both hands controlling the machine</li> <li>Never walk backwards while operating a roof cutter</li> <li>Never fit the roof cutter during operation</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers
Training Requirements:	Fall Protection, PPE
<b>Resources</b>	
Occupational Health and Safety Act	

Safe Working Practice	
	Name: Rigging & Hoisting
	Program ID: 3.33
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Falls of loads / Collapse of Lifting Equipment
Type of Activity:	Lifting of loads/Materials/Workers
Risk to:	Workers / Sub-contractors / Public / Buildings
Consequence:	Material Damage, Death of Single / Multiple Workers
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>Loads must be safely landed and properly blocked before being unhooked and un-slung</li> <li>Lifting beams should be plainly marked with their weight and designed working loads and should only be used for their intended purpose</li> <li>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</li> <li>The load line should be brought over the load's center of gravity before the lift is started</li> <li>Keep hands away from pinch points as slack are being taken up</li> <li>Wear gloves when handling wire rope</li> <li>Make sure that everyone stands clear when loads are being lifted, lowered, and freed of slings</li> <li>As slings are being withdrawn, their hooks may catch under the load and suddenly fly loose</li> <li>Before making a lift, check to see that the sling is properly attached to the load</li> <li>Never work under a suspended load</li> <li>Never make temporary repairs to a sling. Procedures for proper repair should be established and followed</li> <li>Secure the unused legs of a multi-leg sling before it is lifted</li> <li>Never point-load a hook unless it is designed and rated for such use</li> <li>Make sure that the load is free before lifting and that all sling legs are taking the load</li> <li>When using two or more slings on a load, ensure that they are all made from the same material</li> <li>Prepare adequate blocking before loads are lowered. Blocking can help prevent damage to slings</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Working at Heights
<b>Resources</b>	
ON Reg 168 - 18	

Safe Working Practice	
	Name: Refueling Vehicle
	Program ID: 3.34
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Fire, explosion, splashing fuel, spillage of toxic substance, equipment striking pumps, vehicle rolling, slipping
Type of Activity:	Refueling vehicle
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
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Reduce speed and use extra caution when near fuel pumps</li> <li>Park close to the pump if refueling vehicle</li> <li>Ensure a proper fire extinguisher is in the refueling area and eyewash is readily accessible</li> <li>Ensure entry way to pumps is clear of people, other equipment, overhead obstructions, protruding objects and slippery surfaces</li> <li>Ensure all attachments that could strike objects in the refueling area are retracted and secured</li> <li>Use park brake or wheel chocks to secure vehicle, if gasoline engine, it must be shut off before starting to refuel</li> <li>Inspect dispensing system for leaks before refueling</li> <li>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)</li> <li>Don't depress the nozzle until nozzle is in the chamber, let drip before removing</li> <li>Worker to keep face away from the tank opening when filling</li> <li>Turn off cellular phone or radios while re-fueling</li> <li>Do not smoke</li> <li>Replace the fuel tank cap and return the pump nozzle and hose to their proper location</li> <li>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</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Workplace Hazardous Material Information System (WHMIS)
<b>Resources</b>	
Occupational Safety General Regulations, section 50	

Safe Working Practice	
	Name: Roofing
	Program ID: 3.35
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Falls / falling tools / roof collapse
<b>Type of Activity:</b>	Formwork/ Scaffold/ Cladding / roof coverings/ Ceilings/ Stairs/ Handrail/ Balustrades
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Falls/ Serious Injury/ Back Injury/ Paralysis/ Fractures/ Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Check and ensure that there is a safe method of access &amp; egress</li> <li>Ensure that the work platform is the most appropriate for the task, capable of supporting the intended weight and that it is secure</li> <li>Do not interfere with any safety devices for work at heights</li> <li>Workers will not use trestles unless they are safe for working on</li> <li>All roof work to be carried out competent personnel with appropriate training</li> <li>Appropriate / approved scaffold will be used</li> <li>Guardrails, kick boards or appropriate barriers will be erected at the edge or eaves level of the roof to prevent workers / materials falling</li> <li>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</li> <li>Appropriate puncture-proof / non-slip footwear will be worn</li> <li>Regular checks will be carried out to ensure that the openings are safe and protective measures are not tampered with</li> <li>Operatives will not pass across or work on or from fragile materials incapable of supporting their weight</li> <li>Ensure that the appropriate fall protection is in position / worn (e.g. harness)</li> <li>Safety harnesses to be kept in good condition and inspected regularly</li> <li>Training will be provided into wearing and inspecting PPE H+S Department</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Fall Protection Awareness Fall Protection Applied Scaffold awareness Personal Protective Equipment
<b>Resources</b>	
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 2020
<b>Hazards:</b>	Damage to equipment and injury to workers
<b>Type of Activity:</b>	Operation of Skill Saw
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Sprains or strains/ Cuts abrasions
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Wear appropriate personal protective equipment</li> <li>Disconnect the power cord from the electrical outlet before inspecting, adjusting, cleaning or repairing the saw or changing blades</li> <li>Inspect the saw and power cord for damage prior to each use</li> <li>Ensure the blade is sharp</li> <li>Ensure the blade is the correct type for the material to be cut</li> <li>Ensure the blade is securely mounted</li> <li>Ensure the blade is in good condition, no nicks or cracks</li> <li>Ensure the retracting lower blade guard is working freely</li> <li>Check the blade for proper blade rotation</li> <li>Check the material for any defects such as warps or knots and foreign objects such as nails, staples or screws</li> <li>Secure and adequately support the material to be cut</li> <li>Be aware of sawdust and debris from cutting the material</li> <li>Keep all electrical cords clear of the cutting area</li> <li>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</li> <li>The weight of the saw must always be on the clamped side of the stock</li> <li>Allow the saw to attain full power before cutting</li> <li>Always cut in a straight line</li> <li>Allow off-cuts to fall</li> <li>Ensure the retracting lower blade guard is fully returned and the blade has fully stopped before setting the saw down</li> <li>Disconnect the power cord before adjusting or changing the blade or performing regular maintenance</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers
<b>Training Requirements:</b>	Hand tools, PPE
<b>Resources</b>	
Occupational Health and Safety Act	

Safe Working Practice	
	Name: Scaffold Safety
	Program ID: 3.37
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	Falls / falling objects / scaffold collapse / work at height
<b>Type of Activity:</b>	Erecting Scaffold / Block laying / Plastering / Plumbing / Tiling / Painting
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Falls / Collapse of Scaffold / Lacerations / Fractures / Blood Loss / Weakness / Infection / Shock / Circulatory Failure / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Scaffolds shall be installed, inspected, maintained, and repaired in accordance to the manufacturer's specifications and applicable legislative requirements</li> <li>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</li> <li>The maximum scaffold height is three times the minimum base width unless stabilizing supports are used</li> <li>Scaffolds shall be erected plumb to ensure maximum structural capacity of the system</li> <li>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</li> <li>Workers shall not use a scaffold until it has been inspected and tagged by a competent person</li> <li>Scaffolds have a load rating indicated on the tag</li> <li>No heavy equipment or materials on scaffolds that could exceed manufacturer's specifications or design</li> <li>Rolling scaffolds shall be used on a smooth, level surface and shall not be ridden when moved</li> <li>Workers shall be aware of electrical hazards near metal scaffolds</li> <li>Ladders, saw horses, etc. shall not be used to attain greater heights on scaffolds</li> <li>Damaged scaffolds shall not be accepted for use</li> <li>Tools or materials shall not be carried up or down ladders</li> <li>Scaffold must be erected on a firm and even surface and adequate base plates/soleplates used</li> <li>Loading platforms must be clearly marked</li> <li>Scaffolding is not to be left partly erected and warning signs will be used where necessary</li> <li>Workers will report any defect in scaffolding immediately to supervisor</li> <li>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</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
<b>Training Requirements:</b>	Scaffold Awareness Scaffold Team
<b>Resources</b>	
ON Reg. 213/91 s 125 - 142.8	

Safe Working Practice	
	Name: Sandblasting
	Program ID: 3.38
	Date Created: June 2017
	Reviewed: July 2020
<b>Hazards:</b>	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
<b>Type of Activity:</b>	Flying Fragments
<b>Risk to:</b>	Workers / Sub-contractors
<b>Consequence:</b>	Exposed to toxic substances
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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</li> <li>Sandblasting equipment tend to make considerable noise. Appropriate ear protection (ear-plugs and/or earplugs) suitably protect delicate eardrums and ensure they do not get damaged in the process</li> <li>A sandblasting site must be kept clear of all personnel and other unprotected individuals besides those operating the equipment</li> <li>That all structures and areas where sandblasting is conducted to be appropriately ventilated</li> <li>All sandblasting equipment and gear must be thoroughly inspected before use</li> <li>Remote controls on the blasting equipment must be tested and their pop-up valve must be suitably aligned</li> <li>Workers must ensure air supplies are in perfect working condition and the sandblasting site is fully ventilated. An area must be completely cleaned of all dust and sand particles after the process</li> <li>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</li> </ul>	
<b>Person(s) Responsible:</b>	Superintendents, Supervisors, Foremen, Worker
<b>Training Requirements:</b>	Personal Protective Equipment (PPE)
<b>Resources</b>	
Construction Health & Safety Manual CSAO/HSA	


Safe Working Practice	
	Name: Table Saw
	Program ID: 3.39
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Cuts
Type of Activity:	Cutting material
Risk to:	Workers / Sub-contractors
Consequence:	Cuts
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Wear safety glasses, goggles or a face shield at all times while using the saw</li> <li>If the cutting operation is dusty, wear a dust mask.</li> <li>Do not wear gloves while operating a table saw.</li> <li>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.</li> <li>Use a push stick to cut stock that is 150 cm or less in width</li> <li>Use a stop block when you crosscut short lengths.</li> <li>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.</li> <li>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.</li> <li>Do not carry on a conversation while cutting. Pay attention to the work being performed.</li> <li>Do not reach behind or over the blade unless it has stopped turning.</li> <li>Do not leave the saw until the blade has come to a complete stop.</li> <li>Always disconnect the power prior to changing the blade or performing any other maintenance operation.</li> <li>Make sure that the blade has stopped turning before you adjust the table saw.</li> <li>After any adjustment, make sure that the blade is free before you turn on the power.</li> <li>Maintain the rip fence parallel to the blade so the stock will not bind on the blade and be thrown.</li> <li>Do not make free-hand cuts on the table saw.</li> <li>Keep the blades' guards, splitters and anti-kick-back devices in place and operating properly.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)
<b>Resources</b>	
Construction Health & Safety Manual CSAO/HSA.	

Safe Working Practice	
	Name: Torches
	Program ID: 3.40
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Extremities of Heat and Naked Flame
Type of Activity:	Roofing
Risk to:	Workers / Sub-contractors / General Public
Consequence:	Fire / Explosion / Personal Injury / Burns/ Death.
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>When a torch is used, an adequate fire extinguisher should be present.</li> <li>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.</li> <li>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.</li> <li>Ensure proper cylinders are secured and regulators in place.</li> <li>Ensure the propane bottle is in the upright position during use of the torch.</li> <li>Follow proper procedures for lighting torch.</li> <li>When not used for pre-heating operation, shut torch off. Do not leave the torch on, unattended.</li> <li>Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.</li> <li>Do not use torch to heat a propane tank.</li> <li>Ensure that the propane bottles are properly shut off.</li> <li>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.</li> <li>Ensure you are acquainted with the operation of equipment.</li> <li>Ensure fuel lines are in good working conditions.</li> <li>Ensure proper cylinders are secured and regulators in place.</li> <li>When not used for pre-heating operation, shut torch off.</li> <li>Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.</li> <li>Use proper PPE as per manufacturer's specifications and / or Crawford Roofing's Policy.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Propane Handling
<b>Resources</b>	
ON Ref 52-58	

Safe Working Practice	
	Name: Power Actuated Tools
	Program ID: 3.41
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Power Actuated Tools
Type of Activity:	Shattering / Entanglement / Flying Fragments / Fire
Risk to:	Workers / Sub-contractors
Consequence:	Lacerations / Concussion / Fractures / Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>The equipment will be maintained and operated as per manufacturer's instructions.</li> <li>The operator will be competent / qualified (over eighteen years of age) and not suffer from colour blindness.</li> <li>The required personal protective equipment (helmet/goggles/ear protection) will be worn.</li> <li>Before starting always check suitability of material for cartridge fixing, do not fit into unfamiliar materials without a trial fixing using a low powered cartridge or hammer.</li> <li>Always check the area behind the material/ structure into which fixing is being fired before commencing.</li> <li>Always carry out a fire test.</li> <li>Access to area where work is being carried out is to be controlled.</li> <li>Fixings should be at least the recommended distance from failed attempts.</li> <li>Tools should be at right angles to surface.</li> <li>The whole rim of splinter guard should be firmly against the work face so as to stabilize the tool and leave no gaps.</li> <li>The gun and cartridges will be secured so as to prevent unauthorized use. Issue and use of tools to be strictly controlled.</li> <li>Tools to be stored in secure, cool and dry stores.</li> <li>Tools to be stored unloaded.</li> <li>Cartridges of different strengths should be marked clearly and stored separately.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE) Fife
<b>Resources</b>	
Construction Health & Safety Manual CSAO/HSA, ON Reg 93	

Safe Working Practice	
	Name: General Working at Height
	Program ID: 3.42
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Falls from heights/ falling objects.
Type of Activity:	Scaffolding/ Roof work
Risk to:	Workers/Sub-contractors/Visitors
Consequence:	Falls/ Serious injury/ Back injury/Paralysis/ Fractures/ Death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>All workers will have fall protection training</li> <li>Ensure that there is a safe method of access and egress</li> <li>Ensure that the work platform is the most suitable for the task, capable of supporting the intended weight and that it is secure</li> <li>Ensure that the appropriate fall protection/ PPE is in position/ worn (safety harnesses, guardrails etc.)</li> <li>Ensure that safety harnesses are kept in good condition and inspected regularly</li> <li>Ensure that all workers have received training for work at heights.</li> <li>Do not interfere with safety devices for work at heights</li> <li>Do not interfere with any safety devices for work at heights</li> <li>Employees will not use ladders unless they are safe for working on</li> <li>Appropriate/ approved scaffold will be used.</li> <li>Guardrails, kickboards or appropriate barriers will be erected at the edge or eaves level or the roof to prevent workers/materials falling</li> <li>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.</li> <li>Regular checks will be carried out to ensure that the openings are safe and protective measures are not tampered with.</li> <li>Workers will not pass across, or work on or from frame materials incapable of supporting their weight.</li> <li>Ensure that the appropriate fall protection is in position/ worn.</li> </ul>	
<b>Working at Height Risk Assessment:</b>	
<ol style="list-style-type: none"> <li>Avoid all work at height.</li> <li>Carry out as much work as possible at ground level.</li> <li>Guard-rails, barriers etc.</li> <li>Fall restraint device</li> <li>Harness/fall arrest lanyard</li> </ol>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Fall Protection Awareness Fall Protection Applied Scaffold Awareness Personal Protective Equipment
<b>Resources</b>	
ON Regulation 213/9126 1-26 9, Reg 78-84, Reg 125-126	

Safe Working Practice	
	Name: Working with Rebar
	Program ID: 3.43
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	injury to workers
Type of Activity:	Installing Rebar
Risk to:	Workers / Sub-contractors
Consequence:	muscle strains, ankle or knee injuries, cuts and abrasions
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Wear sturdy leather work boots with good ankle support</li> <li>Stretch and loosen up muscles prior to and during the work day</li> <li>Use two-person lifts for heavy or long lengths</li> <li>Watch your foot placement when walking on horizontal rebar mats</li> <li>Consider using light-weight automatic rebar tying guns</li> <li>Store rebar on racks off the ground and near areas of use</li> <li>Wear shoulder pads when carrying rebar and knee pads when tying at ground level</li> <li>Mushroom-shaped caps are not designed or intended to guard against impalement if a worker falls onto the rebar</li> <li>Vertical protruding rebar presents an impalement hazard and requires protection. For employees working at any height</li> <li>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</li> <li>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.</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Worker
Training Requirements:	Slips/Trips/Falls Training
<b>Resources</b>	

Safe Working Practice	
	Name: Wet Saw
	Program ID: 3.44
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Cuts
Type of Activity:	Tile Cutting
Risk to:	Workers / Sub-contractors
Consequence:	Bodily harm
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>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 restrict 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</li> <li>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.</li> <li>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</li> <li>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</li> <li>Keep fingers away from the saw blade. Study 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</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Worker
Training Requirements:	Personal Protective Equipment (PPE)
<b>Resources</b>	
Construction Health & Safety Manual CSAO/HSA	

Safe Working Practice	
	Name: Zoom Booms
	Program ID: 3.45
	Date Created: June 2017
	Reviewed: July 2020
Hazards:	Lifting / over-turning / falling objects / over-loading / reversing
Type of Activity:	Lifting / transporting of materials on site
Risk to:	Workers / Sub-contractor
Consequence:	Serious injuries / crushing / unconsciousness / death
<b>Controls Required</b>	
<ul style="list-style-type: none"> <li>Maintain and service zoom booms as per manufacturer's instructions</li> <li>Do not exceed load restrictions</li> <li>Allow only competent / certified workers to carry out work on zoom booms</li> <li>Remove the keys when the zoom boom is not in use and park it so as not to present a danger to anyone</li> <li>Do not operate a zoom boom while under the influence of alcohol / drugs, including prescribed drugs</li> <li>No unauthorized riding on the zoom boom unless it is designed for same</li> <li>Ensure that operators always wear a safety belt while inside the machine and that they keep the lower portion of the door closed</li> <li>Ensure that drivers remain inside the cab in the event of the machine overturning</li> <li>Operate controls from inside the safety of the cab only</li> <li>Do not use mobile phones when operating a zoom boom</li> <li>Do not wrap chains and slings around the forks of a zoom boom when it is used to lift loads</li> <li>When using chains or slings with forks, use suitable fork clamps, with the chain or sling suspended from a suitable hook or shackle</li> <li>When lifting with a zoom boom, remove the forks and use a crane extension with hook or shackle</li> </ul>	
Person(s) Responsible:	Superintendents, Supervisors, Foremen, Workers, Sub-Contractors
Training Requirements:	Trades Qualification
<b>Resources</b>	
ON Reg 213/91 150 - 180	



### Safe Work Practice

#### Ladders

Accidents involving ladders cost the Ontario construction industry more than 800 lost-time injuries. The following are the major causes of ladder accidents:

- Ladders are not held, tied-off or otherwise secured
- Slippery surfaces and unfavourable weather conditions cause workers to lose footing on rungs or steps.
- Workers fail to grip ladders adequately when climbing up or down.
- Workers take unsafe positions on ladders (such as leaning out too far).
- Placement on poor footing or at improper angles cause ladders to slide
- Ladders are defective.
- Ladders are toppled by high winds.
- Ladders are carelessly handled or improperly positioned near electrical lines.

#### Preventing ladder accidents on the job site

- Check ladder for defects before use.
- Clear scrap and material away from the base and top of the ladder, since getting on or off the ladder is relatively hazardous
- Secure the base against accidental movement. Secure the top also.
- Set the ladder on a firm, level surface. On soft, non-compacted, or rough soil, use a mudsill.



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.

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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.

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#### 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.

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#### 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.

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