

**SAFETY LOSS
PREVENTION
AND
ENVIRONMENTAL
HANDBOOK**



**OUR GOAL IS
ZERO ACCIDENTS**

THIS HANDBOOK BELONGS TO:

WORKERS NAME: _____

SUPERVISORS NAME: _____

EMERGENCY TELEPHONE NUMBERS

Local	911
Federal	905-676-3033
Skyline Supervisor	905-920-8141
Skyline Head Office	905-312-8958



SKYLINE CANADA INC.

Safety and Loss Prevention

POLICY STATEMENT



It is the policy of Skyline Canada Inc. to provide and maintain a safe and healthy work environment for all employees, coworkers, staff, job site personnel and the public.

To achieve this goal, every reasonable effort shall be made to utilize the principles of accident and loss prevention in the management and carriage of all activities and programs.

Specifically, it is the managements responsibility to identify, control and/or eliminate known hazards which can result in personal injury or illness, property damage, fire, breach of security, negative environmental impacts or any other form of controllable loss.

All employees are ultimately responsible for their own safety by complying with legislation, company and industry standards, as well as by promptly reporting all unsafe acts or conditions to supervisors. Supervisors are responsible for taking immediate action to solve such problems.

The success of our safety and loss prevention program requires the dedication, commitment, involvement and participation of all Skyline employees working together to achieve this common goal.



SKYLINE CANADA INC.

SAFETY PHILOSOPHY

Demonstrating Leadership

Skyline Canada Inc. is committed to providing a safe and healthy work environment for all employees and pedestrians.

Our Goal is Zero Accidents

Safety is an integral part of Skyline Canada Inc. We are committed to our goal of zero accidents on all projects. No work is so important that it cannot be done safely.

Responsibility and Awareness

Safety is a "line management" responsibility. Senior management is responsible for planning, implementing and monitoring the safety and loss prevention program. Each staff member then has specific responsibilities for safe work performance.

These responsibilities are defined for the Owners, Managers, Supervisors, all of whom are accountable in turn for safety within their own jurisdictions. Finally, all employees, clients and subcontractors are personally responsible for their own safety. As well, they share the responsibility for the safety of other personnel on the project. *To encourage safety awareness and practice, Skyline Canada Inc. measures all safety performance and rewards superior safety performance.*

Working Together for Success

Safety cannot be "delegated" to staff specialists. The staff specialists support line management by assisting in job site training, serving as trained and knowledgeable observers, providing administrative assistance, monitoring, evaluating and scoring the success of the safety program. While this role is important, commitment and active participation by everyone, everyday, on each job site, is necessary if we are to achieve the level of safety excellence that Skyline Canada Inc. expects.

SKYLINE CANADA INC.

ENVIRONMENT POLICY STATEMENT

Skyline Canada Inc. considers environmental protection to be an important and integral part of conducting business. One of Skyline's guiding principles states: *"We are conscience of and are careful to take the environment into consideration in all decision making situations."*

Skyline Canada Inc. Environmental Policy is to:

- ✓ Minimize hazards to public health
- ✓ Protect the environment from adverse effects of building maintenance operations
- ✓ Comply with all legislated standards, and regulations
- ✓ Assess potential and known environmental risks
- ✓ Evaluate and monitor environmental performance to applicable standards
- ✓ Work with industry, government, and workers to maintain environmental awareness
- ✓ Provide education and awareness to participating personnel, thus allowing them to understand and share in the responsibility for monitoring and protecting the environment
- ✓ Maintain an effective reporting and communications system
- ✓ Develop a project environmental action plan commensurate with company standards and regulatory/client requirements

TABLE OF CONTENTS

Chapter	Page
Introduction	1
Responsibilities	1
Enforcement of Health and Safety Rules	1
Safety Orientation	2
Accident/Incident/Near Miss Reporting	3
Personal Protective Equipment	3
Manual Lifting	4
Scaffolds	4
Ladders	5
Guardrails/Handrails	6
WHMIS	6
Tools	7
Vehicles and Equipment	7
Housekeeping	7
Emergency Response Plan	8
Sub-Contractor	8
Legislation	8
Security	8
Occupational Hygiene/Environment	8
Safe Operating Procedures	9
Diagrams	10

INTRODUCTION

This Skyline Canada Inc. handbook describes the basic safety standards by which you must abide while employed on all projects. Additional rules and instructions may be issued by your supervisor as required.

RESPONSIBILITIES

You are responsible for taking reasonable care to protect the health and safety of yourself, coworkers, and the public. You are responsible to report all unsafe acts and conditions to your supervisor. Each worker engaged in window cleaning must keep with them a “work plan” specifically designed for each job site/project. All workers are required to be at the work location between the hours of 7 a.m. and 3:30 p.m., Monday to Friday unless otherwise specified by your supervisor.

ENFORCEMENT OF HEALTH AND SAFETY RULES

Compliance with Company and legislated environment and safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance.

The following are guidelines for disciplinary action resulting from an environmental and/or safety infraction(s).

- ▶ On First Offense, worker will be given a written warning
- ▶ On Second Offense, worker will be suspended and given the opportunity to submit an appeal
- ▶ On Third Offense, worker's employment will be terminated

** All disciplinary actions may vary depending on the severity of the offence.*

SKYLINE CANADA INC. RESERVES THE RIGHT TO TERMINATE ANY EMPLOYEE FOR A SINGLE ENVIRONMENTAL OR SAFETY INFRACTION, WITHOUT PRIOR NOTICE; AND IN NO EVENT SHALL ANY EMPLOYEE BE ALLOWED MORE THAN THE GUIDELINES PROVIDED IN THIS SECTION.

Safety violations which may result in immediate dismissal include but not limited to and without limitation:

- ▶ Failure to rectify or notify supervisor of hazardous situation(s)

- ▶ Failure to replace or provide protective devices including, safety signs, barriers, caution tape, and or pedestrian warning signs
- ▶ Failure to comply with recognized industry practices
- ▶ Failure to comply with government regulations
- ▶ Engaging in dangerous horseplay
- ▶ Possession of or being under the influence of illegal drugs, alcohol or any other substance which would impair a worker on any job site or project
- ▶ Possessing firearms and/or other weapons
- ▶ Failure to use personal protective equipment
- ▶ Fighting
- ▶ Threatening
- ▶ Theft or damage to property
- ▶ Vandalism
- ▶ Tampering with equipment, tools, chemicals, vehicles, or supplies

SAFETY ORIENTATION

The objective of the safety orientation program is to provide you with consistent safety information, education and training sufficient for you to develop and acquire the knowledge and awareness to protect yourself and others from injury.

You must also have a clear understanding of Skyline's expectations with respect to health and safety.

Our Safety Orientation consists of seven parts:

1. Skyline safety orientation video
2. Safety and Loss Prevention Handbook
3. General safety orientation
4. WHMIS update video
5. Fall arrest
6. Completion of orientation questionnaire
7. Issuance of hard hat decals, emergency telephone numbers and Safety Loss Prevention Handbook

If you are in doubt about your safety roles and/or responsibilities, you should contact your first line supervisor for clarification before commencing or continuing any work related activities.

ACCIDENT/INCIDENT/NEAR MISS REPORTING

All accidents/incidents/near misses must be reported immediately to your supervisor. Each accident/incident/near miss will be investigated and corrective action will be undertaken.

You may be required to participate in the investigation.

Forms you should be familiar with:

- ▶ Accident/Incident/Near Miss Report
- ▶ Medical Treatment Memorandum
- ▶ Medical Clearance Form
- ▶ Worker's and Employers Report of Occupational Injury and Disease
- ▶ Environmental Incident Reports

PERSONAL INJURIES, REGARDLESS OF HOW MINOR, MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.

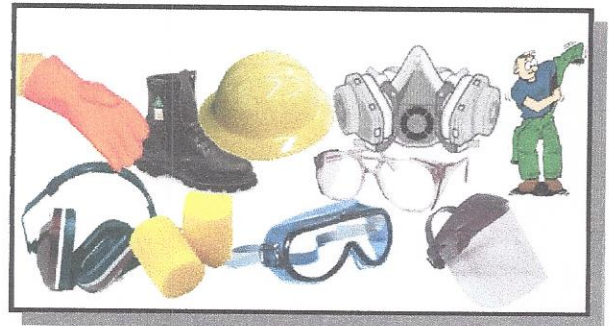
PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is designed to provide an effective barrier between you and potentially dangerous/hazardous objects, substances and processes.

When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory.

Basic personal protective equipment may include but is not limited to the following:

- ▶ **HARD HATS** - CAS/ANSI approved hard hats will be worn on all construction projects at all times.
- ▶ **FOOTWEAR** - CSA/ANSI approved footwear will be worn on all construction projects at all times.
- ▶ **FALL ARREST EQUIPMENT** - When there is not other form of protection from falling, workers shall wear approved fall arrest equipment.
- ▶ **RESPIRATORY PROTECTIVE EQUIPMENT** - The proper type must be worn when performing any operation where an oxygen deficiency may exist, or where air circulation is



not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or vapors.

- ▶ **EYE AND FACE PROTECTION** - CSA/ANSI approved safety glasses with side shields or goggles must be worn at all times in the work area. When grinding, a face shield must be worn in addition to eye protection.
- ▶ **HEARING PROTECTION** - CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure limit.
- ▶ **CLOTHING** - It is mandatory that shirts with at least a four inch sleeve be worn at all times. Shorts are not to be worn on any construction site at any time. Do not wear gloves, loose clothing or jewelry where they may create a hazard or when working with moving objects, tools and machinery.

IF IN DOUBT AS TO THE TYPE OF CLOTHING OR LEVEL OF PROTECTIVE EQUIPMENT REQUIRED, CONTACT YOUR SUPERVISOR BEFORE PROCEEDING.

MANUAL LIFTING

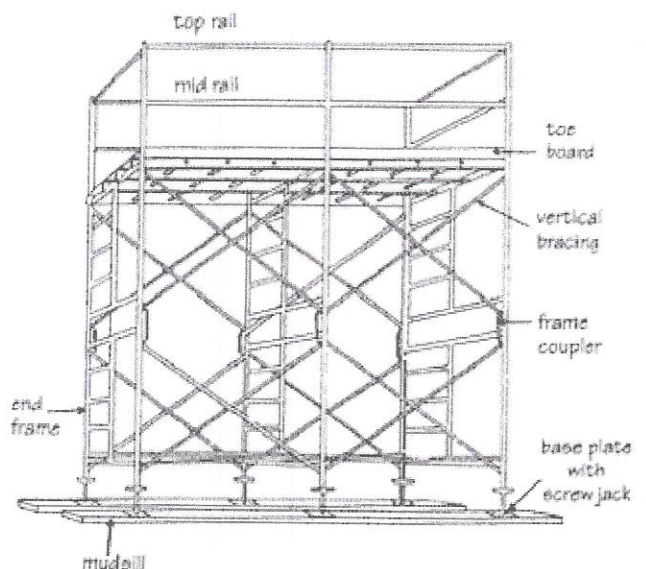
- ▶ Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep back straight and avoid twisting.
- ▶ Plan before you lift. Consider weight, size, shape, path of travel, and set down location. Get help if required.
- ▶ Protect your hands and fingers from rough edges, sharp corners, and metal straps. Keep hands and fingers out of pinch points between the load and other objects.

SCAFFOLDS

You shall verify that the scaffold is safe and meets all regulatory requirements.

Prior to using a scaffold, check that:

- ▶ The base of the scaffold is sound, level and in adjustment - sills, screw jacks, bases.
- ▶ The legs are plumb and that all braces are installed
- ▶ All locking devices are secured
- ▶ All cross members are level
- ▶ All ties are in place, secured, properly installed



and in good condition, and,

- ▶ The working platform meets regulatory requirements

You should immediately report any visible defects in the scaffolding to your supervisor.

When working from scaffolding, you shall;

- ▶ Climb the scaffolding using the proper means and never climb on the braces
- ▶ Maintain good housekeeping practices in all work areas
- ▶ Check that suitable means of raising and lowering equipment and materials are used
- ▶ Immediately replace any guardrails temporarily removed for the purpose of hoisting equipment or materials

In addition to the foregoing, you shall never;

- ▶ Remove any structural part of the scaffold without first checking with your supervisor
- ▶ Place a load on the scaffold greater than its design capacity
- ▶ Rest on or place equipment or material on the guardrails, and
- ▶ Undermine the base of the scaffold

When working with rolling scaffolds, you shall;

- ▶ Secure or remove all materials and equipment from the platform before moving the scaffold
- ▶ Apply the caster brakes at all times when the scaffold is stationary
- ▶ Have sufficient help available when moving a rolling scaffold, and
- ▶ Be alert for hazards such as holes or openings in the floor, overhead obstructions, slopes and debris

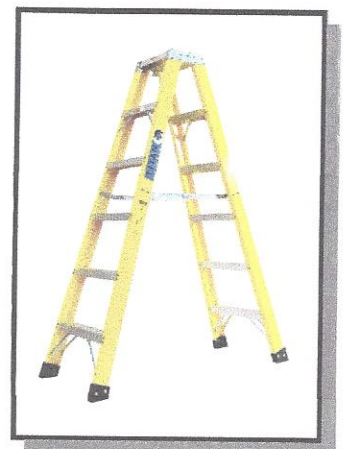
Riding on a rolling scaffold is not recommended.

See section 129 of the Regulations for Construction Projects.

ALL SCAFFOLDS WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURERS SPECIFICATIONS.

LADDERS

- ▶ Inspect all ladders for defects prior to use. If unsafe, do not use and report defects to your supervisor
- ▶ Do not climb or descend a ladder without free use of both hands
- ▶ Verify that ladders maintain a 4:1 or 3:1 safe working angle



- ▶ Check that all ladders are secured and extend 1 meter (3 feet) above the point of access
- ▶ Step ladders must be fully opened with spreader arms locked
- ▶ Do not work off the top two rungs of the ladder
- ▶ Do not use a painted or wooden ladder

GUARDRAILS/HANDRAILS

Whenever a danger of falling exists, a guardrail may be required, (e.g. floor openings, platforms and excavations).

- ▶ Handrails are required on stairways
- ▶ Guardrails must consist of top rail, mid rail, and a toe board
- ▶ Never lean against guardrails or handrails

NEVER LEAVE AN OPENING UNATTENDED AND REPORT UNSAFE CONDITIONS TO YOUR SUPERVISOR

WHMIS

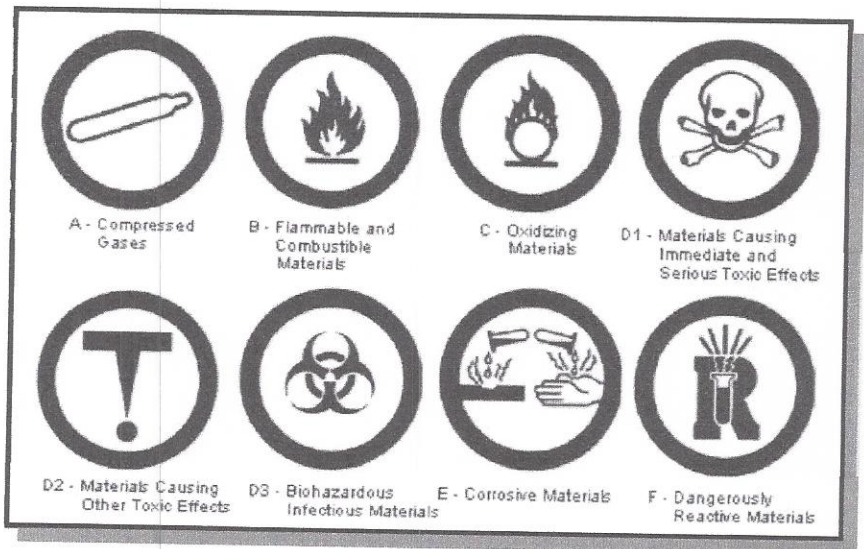
Workplace Hazardous Materials Information System, (WHMIS) provides the worker with vital information about hazardous materials or substances.

The key elements are:

- ▶ Labels
- ▶ Material Safety Data Sheets, (MSDS)
- ▶ Worker education

Always take the time to read the WHMIS instruction labels. The label tells you:

- ▶ Material and supplier identification
- ▶ Hazard symbols
- ▶ Risks
- ▶ Precautionary measures
- ▶ First Aid measures



The following are eight WHMIS hazard symbols:

TOOLS

The following rules apply while working with tools and equipment on Skyline projects;

- ▶ Unsafe tools, frayed and defective electrical cords and extensions and unguarded machinery must not be used. Report unsafe conditions to your supervisor
- ▶ When using electrically powered equipment or portable hand tools, ensure that they are properly grounded.
- ▶ The use of double insulated tools is recommended
- ▶ Only an approved low combustion cleaning solvent shall be used to clean tools
- ▶ When safety guards are removed from tools for repairs or adjustments, the tool must be made inoperative

VEHICLES AND EQUIPMENT

The following rules apply while working with and around vehicles and equipment:

- ▶ Operation of equipment and/or vehicles without authority will result in employment termination
- ▶ Seat belts shall be worn at all times
- ▶ Do not ride on running boards or stand up in moving vehicles
- ▶ Vehicles and equipment shall be operated lawfully and safely at all times
- ▶ All vehicles and equipment must be shut down for refueling or cleaning
- ▶ When vehicles or equipment are stuck or broken down, their removal or repair will be performed under the direction of a supervisor
- ▶ Safety and repair requirements of your equipment or vehicles are to be reported to your immediate supervisor
- ▶ Removal of LOCK OUTS, SAFETY DEVICES, or DO NOT OPERATE tags without the proper authority is prohibited and may result in employment termination

HOUSEKEEPING

You are required to share the responsibility of good housekeeping by your personal work habits.

You are responsible to see that your work area is kept clean and free from slipping and tripping hazards.

Waste, loose material and debris, capable of causing damage or injury, otherwise referred to as "Foreign Object Debris" (FOD), must be removed immediately.

The use of building/property amenities offered to tenants/residents is strictly prohibited to Skyline employees, representatives and staff except washroom facilities which are provided to the contractor. The use of washroom facilities must be kept clean and free of debris. No other area or place shall be used in place of selected washroom facilities.

CLEAN UP AFTER YOURSELF AT ALL TIMES.

EMERGENCY RESPONSE PLAN

You are expected to participate and follow the emergency procedures for all projects and job sites. These procedures will be explained to you during your on site safety orientation.

SUBCONTRACTOR/EMPLOYEE

Subcontractors and employees are expected to comply with our Corporations project safety plan, the guidelines provided in this handbook and applicable legislation

LEGISLATION

A copy of local regulations for Occupational Health and Safety is available for your reference at all project locations.



SECURITY

The project security plan is developed to prevent theft, arson, vandalism and to protect workers and the public. Like safety, security is everyone's responsibilities.

OCCUPATIONAL HYGIENE/ENVIRONMENTAL

Hygiene

Hygiene hazards, occupational factors or illnesses arising in and from the workplace, which may

cause impaired health and well being, sickness or significant discomfort and inefficiency, will be identified and controlled.

Environmental

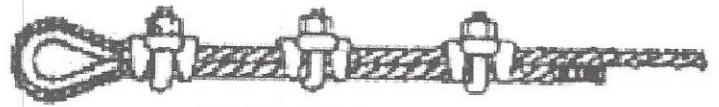
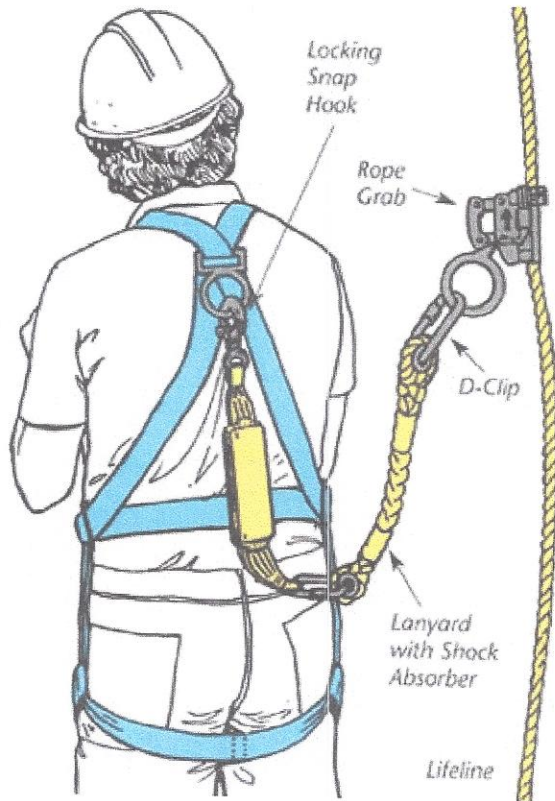
You should make every reasonable and practicable effort to protect the environment from the negative effects of contaminants which are used as part of our Corporations construction and operation activities.

ALL INCIDENTS THAT COULD NEGATIVELY IMPACT THE HEALTH OF ANY WORKER, OR PEDESTRIAN, OR THE ENVIRONMENT MUST BE REPORTED TO YOUR SUPERVISOR.

SAFE OPERATING PROCEDURES

The Corporation frequently requires hazardous work to be carried out which utilizes specialized procedures. The Corporation develops "Safe Operating Procedures" that clearly describe the steps to be followed when this kind of work is involved. You may be asked to participate in the development of these procedures.

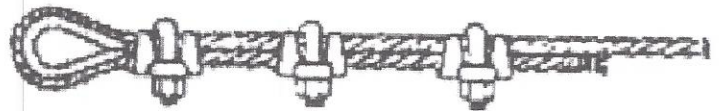
NOTES



CORRECT METHOD



INCORRECT (clips staggered)



INCORRECT (clips reversed)

Main Hoist	Auxiliary Hoist	Hoist Load	Hoist Load Slowly	Stop
Raise Boom	Raise Boom & Lower Load	Lower Load	Lower Load Slowly	Emergency Stop
Lower Boom	Lower Boom & Raise Load	Swing Boom	Swing Boom Slowly	Travel (mobile eqpt)
Retract Boom 2 hands	Retract Boom 1 hand	Extend Boom 2 hands	Extend Boom 1 hand	Dog Everything

ACKNOWLEDGMENT FORM

I have received a copy of Skyline Canada Inc. Safety Loss Prevention and Environmental Handbook, along with all other accompanying material. I understand that in accepting employment with Skyline Canada Inc. and their subcontractors, I am expected to abide by the *Occupational Health and Safety Act Regulation 859 and Regulation 213* and Skyline Canada Inc. policies and procedures. I further understand that a violation of these rules or failure to perform my work in a safe manner will be cause for my termination.

COMPANY NAME: _____

DATE: _____

NAME (PRINT): _____

SIGNATURE: _____

