



SAFETY LOSS PREVENTIION & ENVIRONMENTAL HANDBOOK

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1. INTRODUCTION

This Skyline 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.

2. RESPONSIBILITIES

You are responsible for taking reasonable care to protect the health and safety of yourself, coworkers, building staff, and the public. You are responsible for reporting all unsafe acts and conditions to your supervisor immediately. Each worker engaged in window cleaning or other building maintenance must keep with them this Manual. All workers are required to be at the work location between the hours of 7:00 am and 3:30 pm, Monday to Friday unless otherwise specified by your supervisor.

3. ENFORCEMENT OF HEALTH & SAFETY RULES AND REGULATIONS

Compliance with company and legislated environmental and safety standards is necessary to maintain a safe and healthy workplace. 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 - workers will be given written warning/notification
- On Second Offense - workers will be suspended and given an opportunity to submit an appeal
- On Third Offense - workers' 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 FOR IN THIS SECTION.

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

- Failure to rectify or notify the supervisor of hazardous situation(s).
- Failure to provide protective devices including safety signage, barriers, caution/danger tape, and/or pedestrian warning signs.
- Failure to comply with recognized industry practices.
- Failure to comply with government legislation and/or Regulations.
- Engaging in dangerous horseplay.
- Possession of or being under the influence of an illegal substance, intoxicated or any other substance or condition which would impair a worker on a job site.
- Possessing firearms and/or weapons.
- Failure to properly use Personal Protective Equipment, (PPE's).
- Fighting
- Threatening
- Theft or damage to property.
- Vandalism
- Illegal or dangerous modification or tampering with equipment, tools, vehicles or supplies.

4. SAFETY ORIENTATION TRAINING PROGRAM

The objective of the safety orientation training program is to provide the worker with consistent safety information, education and training sufficient for the development and acquisition of knowledge and awareness to protect against injury or disease.

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

Skyline's safety orientation training program consists of 10 parts:

1. Skyline Safety Orientation Video
2. Safety & Loss Prevention Handbook Study
3. General Safety Orientation
4. WHMIS Update Video
5. Fall Arrest
6. Completion or Orientation Questionnaire

7. Formal Understanding of Skyline's Policies and Statement
8. Emergency Response & Rescue Training
9. Skyline Equipment Training Video
10. Final Exam

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

5. ACCIDENT/INCIDENT/NEAR MISS REPORTING

All accidents, incidents, and near misses must be reported immediately to the supervisor. Each accident, incident or 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 Reporting Form
- Medical Treatment Memorandum
- Medical Clearance Form
- Worker's and Employers Report of Occupational Injury and Disease
- Environmental Incident Reports
- Work Refusal Form
- Hazard Identification
- Daily Hydraulic Access Lift Inspection Form
- Daily Boatswains Chair Inspection Form
- Daily Swing Stage Inspection Form
- Daily Ladder Inspection Form
- Sign In Sheet
- Automobile Accident Reporting Form

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

6. 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 be included but is not limited to the following:

- **HARD HATS** - CAS/ANSI approved hard hats will be always worn on all construction projects.
- **FOOTWEAR** - CAS/ANSI approved footwear will be always worn on all construction projects.
- **FALL ARREST EQUIPMENT** - When there is not another form of protection from falling workers should wear approved fall arrest equipment.
- **RESPIRATORY PROTECTIVE EQUIPMENT** - The proper type must be worn when performing any operations 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 PROTECTON** - CSA/ANSI approved safety glasses with side shields or goggles must be always worn 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 always worn. 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.

7. 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.

8. SCAFFOLDS

You should 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, and bases.
- The legs are plumb and 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.
- 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 practice 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.
- Always apply the caster brakes 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 permitted.

See Section 129 of the Regulations for Construction Projects.

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

9. 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 one (1) meter or three (3) feet above the point of access.
- Step ladders must be fully opened with spreader arms locked.
- Do not work off the top two (2) rungs of the ladder.
- Do not use a painted or wooden ladder.

10. GUARDRAILS/HANDRAILS

Whenever 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 toe board
- Never lean against guardrails or handrails.

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

11. WHMIS

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

12. 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 on 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.

13. 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 will be always worn.
- Do not ride on running boards or stand up in moving vehicles.
- Vehicles and equipment shall be always operated lawfully and safely.
- 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.

14. HOUSEKEEPING

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

You are responsible for seeing 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's), 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

15. 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 onsite safety orientation. (See Skyline's Emergency Response Plan).

16. SUB-CONTRACTOR/EMPLOYEE

Sub-Contractors and employees are expected to comply with our corporation's project safety plan; the guidelines provided in this handbook and applicable legislation.

17. LEGISLATION

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

18. 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 responsibility.

19. 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.

20. 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 corporation's 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.

21. SAFE OPERATING PROCEDURES

The Corporation frequently requires hazardous work to be performed 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.

ACKNOWLEDGEMENT FORM

I have received a copy of Skyline Canada Inc Employee Safety Manual, including Work Plan and company Policies along with all other accompanying health and safety material. I understand that in receiving and accepting employment with Skyline Canada Inc and their Sub-Contractors, I am expected to obey the Occupational Health and Safety Act including but not limited to Regulation 859 and Regulation 213 and Skyline Canada Inc policies and procedures. I further understand and agree that violations of these Regulations, rules, policies and procedures or failure to perform my work in a safe manner may cause the termination of my employment.

Skyline Canada Building Services.

DATE: _____

NAME (Print): _____

SIGNATURE: _____