

HEALTH

AND

SAFETY

POLICY AND PROCEDURES

Amended: June 2007

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STATEMENT OF POLICY

It is the policy of _____ to perform work in the safest possible manner consistent with the Occupational Health & Safety Act and Regulations for Construct on Projects.

It is our belief that every employee in the construction industry is entitled to work in a safe and healthy construction environment. Every reasonable precaution shall be taken to provide such an environment.

Our goal is to eliminate or minimize the hazards which cause accidents and injuries.

Any accident in this company will be viewed as a serious matter and will be thoroughly investigated.

POLICY COMMITMENT

Copies of this policy will be posted, distributed and explained to all workers. Compliance with this policy will be regularly reviewed at all employee levels and violations will be recorded. Repeated disregard or wilful violations of this policy by any subcontractors or employee at any level may be considered cause for discipline in accordance with the Occupational Health and Safety Act and existing laws.

President

Date

RESPONSIBILITIES

Management's Responsibilities

1. Consider safety as well as production in all planning.
2. Take every reasonable precaution to prevent personal injury.
3. Provide and maintain a safe, healthy work environment.
4. Ensure any accident or incident occurring in the workplace is thoroughly investigated and that remedial steps are taken to prevent a recurrence.
5. Ensure compliance with W.H.M.I.S. regulations.
6. Provide competent supervision.
7. Assist and co-operate with Health & Safety Representatives as well as members of Joint Health & Safety Committees.

Supervisors' Responsibilities

1. Be responsible for the safety of the entire project under their charge including accident investigation and reporting.
2. Actively enforce all aspects of the Occupational Health & Safety Act as well as those of the company Safety Policy.
3. Train and explain safety procedures and policies to the workers, particularly to new workers.
4. Advise the workers of potential or actual dangers including hazardous materials specific to the workplace.
5. Ensure personal protective equipment is used by workers as needed to perform their work in a safe manner.
6. Ensure that all equipment including safety and protective equipment is in good operating condition and that any defective equipment is immediately tagged and removed for repair.
7. Co-operate fully with the Safety Co-ordinator, employees' Health & Safety Representative and project Joint Health & Safety Committee members, where applicable.
8. Report **all** accidents and incidents **immediately** to management.
9. Investigate thoroughly any accident or incident occurring in the workplace and implement the remedial steps necessary to

prevent a recurrence.

10. Promptly submit to management an Accident/Injury Report for every medical aid and/or lost time injury.

Employees' Responsibilities

1. Perform their work with a safety first attitude.
2. Comply with the Occupational Health & Safety Act as well as this company's Safety Policy.
3. **Immediately** report any injury or accident, no matter how minor, to their supervisor.
4. **Immediately** report to their supervisor any condition, practice or hazard which may cause injury to a worker or damage to equipment.
5. Wear, use and properly maintain personal protective equipment wherever required by their supervisor.
6. Be accountable for their own safety and work in a manner so as not to endanger fellow workers.

EMPLOYEES' HEALTH & SAFETY REPRESENTATIVE

On projects where the number of employees regularly exceeds five but is not more than 20, the constructor shall cause a Health & Safety Representative to be selected by the workers or appointed by the trade union. The employees' Health & Safety Representative shall not hold managerial functions.

The Health & Safety Representative:

1. Should have a current first aid certificate.
2. Shall be familiar with the requirements of the Occupational Health & Safety Act and Regulations for Construction Projects as well as this company's Health & Safety Policy.
3. Should follow the published guidelines for Health & Safety Representatives.
4. Shall perform site inspections at least once a month or as required by the Occupational Health & Safety Act.
5. May assist in investigating serious accidents and confer with supervisors, employees and Ministry of Labour inspectors whenever necessary.

6. Will receive the full co-operation and respect of both management and the workers.

JOINT HEALTH & SAFETY COMMITTEES AND WORKERS TRADES COMMITTEES

Where a project lasts three months or more and where twenty or more people are regularly employed, the general constructor or employer shall cause a Joint Health & Safety Committee to be established and maintained.

For Construction projects that are expected to last three months or longer and employ fifty or more workers the Joint Health and Safety Committee must establish a Worker Trades Committee.

To further assist in promoting job safety, the management of this company and the employees will provide their full co-operation to any members of Joint Health & Safety Committees or Worker Trades Committees on projects where they may be established.

Where a project regularly employs 50 or more workers, the health and safety committee on the project must have at least one member representing workers and one member representing the constructor who are certified by the Workplace Health and Safety Agency.

ACCIDENT PREVENTION

1. **Safety Policy** - All employees must be familiar with and understand, to the best of their ability, the contents of this Safety Policy and Reference Manual.
2. **New Employee** - A workplace safety orientation must be conducted with all new employees to ensure compliance and understanding of this Safety Policy and Reference Manual.
3. **Hazards** - All unsafe conditions or practices must be reported immediately. All reported hazards must be investigated and corrective action taken to avoid injury, damage or recurrence.
4. **Personal Protective Equipment** - Approved hard hats and safety boots must be worn on all construction projects. Personal protective equipment provided by this company must be worn wherever and as directed by the supervisor.
5. **Materials Handling** - workers should know their own physical limitations and the approximate weight of materials they are trying to lift. Use correct lifting techniques and get help to lift or move objects not safely handled alone.
6. **Housekeeping** - No object shall be placed or left where it is likely to endanger a worker. Waste material and debris must be disposed of as necessary.

7. **Conduct and Behaviour** - Horseplay or dangerous behaviour will not be permitted. No person under the influence of intoxicating alcoholic beverages or drugs will be permitted to work.
8. **Tools and Equipment** - Unsafe tools or equipment are not to be used and must be reported immediately to a supervisor.
9. **Maintenance of Equipment** - Supervisors are each personally responsible for ensuring that all equipment is in top working order. Any defective equipment is to be immediately tagged and removed for repair.

GENERAL PERSONAL PROTECTION

For personal protection on the jobsite, workers should avoid wearing loose, greasy or oily clothing, gloves or boots; torn or ragged clothing; rings, neck chains and other jewellery that may become entangled with equipment. Shirts and long pants shall be worn at all times. Gloves, respirators and specially designed protective clothing shall also be worn under certain hazardous conditions. Butane lighters should not be carried on the jobsite.

Head Protection

Workers shall wear, at all times on the jobsite, a CSA certified Class B safety hat. Workers shall not paint or drill holes in the safety hat and shall replace damaged or cracked hats immediately.

Foot Protection

Workers shall wear CSA-certified Grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection at all times on the jobsite. Work boots should be laced to the top, tied and replaced when badly worn or deteriorated.

Eye Protection

Eye protection shall be worn by any employee who is exposed to the hazard of eye injury in the performance of his work.

For basic eye protection, wear properly fitted industrial quality glasses with side shields.

Hearing Protection

It is recommended that each worker have hearing protection available at the workplace since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.

Hearing protection is available in three general types:

- Disposable Ear Plugs
- Reusable Ear Plugs
- Earmuffs

Respiratory Protection

Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.

Where Ventilation is not practical, workers must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly.

FALL PROTECTION SYSTEMS AND DEVICES

Guardrails

The provision of guardrails must be the first method of protection considered where workers may be exposed to fall hazards. Where it is not possible to install guardrails, other methods may be used.

(i.e. travel restraint, fall arrest or safety nets).

Guardrails, consisting of a top rail, mid-rail and toeboard, must be provided around work platforms on all scaffolds, floor openings ramps and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, signs must be posted warning of the hazard and workers in the area must be protected by a fall protection system. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is completed. All barricades, guardrails and covers must be of adequate strength and be properly secured to withstand all potential loads likely to be applied to them. (Refer to the Regulation for Construction projects section 26.3(5) or the CSAO publication on Guardrails for information concerning load design).

Safety Belts, Harnesses and Lanyards

All safety belts and lanyards, full body harnesses, fall arresting devices and vertical lifelines, self retracting devices, descent control devices and shock absorbers must be CSA-certified. All should carry a CSA label. Safety harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened. The lanyard of the safety harness should be

positioned, preferably higher than waist level, and be kept as short as possible (no more than 1.5 metres 5 feet) to reduce fall distance. All lanyards must have a shock absorber and be attached to a fixed support or to a lifeline attached to a fixed support. The system must be arranged so that the worker cannot bottom out in the event of a fall. Fall arrest systems must be inspected by a competent worker before each use and be removed from service if found to be defective. All components of a system must be removed from service if used to arrest a fall until certified for re use by the manufacturer. For fall arrest systems, a full body harness is required. Safety belts are only to be used for travel restraint to prevent access to a fall hazard. A permanent anchor that meets the Building Code should be the primary consideration when selecting a fixed support to tie off fall protection systems. Temporary fixed supports can be used providing they have been subjected to a dynamic test conducted in accordance with good engineering practice to ensure it has the capacity to arrest a workers fall or be manufactured or designed for that purpose and be used according to that design.

(Note: Effective June 12, 2002, employers must ensure that workers required to use fall protection systems are adequately trained by a competent person. The training must include both oral and written instruction. A record must be kept that includes dates of training, workers names and signatures. The employer must keep a copy available for review by an inspector).

Lanyards and Lifelines

All lanyards and lifelines must:

1. Be free from any danger of chafing, cutting or abrasion.
2. Not be subjected to any hazards that may damage it i.e.; (flame, corrosives, extreme temperature)
3. Be only used by one person at a time.
4. Be kept clear of equipment and machinery.
5. Have manufactured connecting ends (protective thimble, swaged fitting or eye splice).
6. Horizontal and vertical lifelines must be free of knots other than those used to connect it to a fixed support.
7. Be long enough to reach the ground and knotted at the end, cable-clipped or otherwise provided with a positive stop to prevent the lanyard from running off the vertical lifeline.
8. Where it is a horizontal lifeline, be a design approved by a Professional Engineer.

If safety nets are used, they must be designed, tested and installed under the direction of a Professional Engineer and in accordance with ANSI standard 10.11.1989.

Working Beside Unprotected Openings and Edges

A worker must wear a safety belt or harness with the lanyard tied

off to a fixed support whenever the worker is more than 3 metres (10 feet) above the next level or above operating machinery, hazardous substances or objects, regardless of the possible fall height.

Working from Swing Stages

A worker shall wear a safety harness with the lanyard tied off to:

- an independent lifeline, if the swing stage has only two independent suspension lines,

or

- the swing stage, if it has more than two means of support or suspension lines.

TRENCHES AND EXCAVATIONS

Where personnel are required to enter a trench or excavation, it shall be properly sloped or shored and trench boxes must be used where required.

LIGHTING

Stairs and work areas will be adequately lit at all times. Dark areas should not be entered without the assistance of portable lighting or flashlights.

PROPER USE OF LADDERS

1. Ladders shall be set up on firm level surface. If the base is to rest on soft, uncompacted or rough soil, a mud sill should be used. Portable ladders shall be equipped with non-slip bases.
2. Ladders shall be tied off or otherwise secured to prevent movement.
3. When a task must be performed with the worker standing on a step ladder, the length of the ladder shall be such that the worker stands on a rung no higher than the second from the top.
4. When climbing up or down, workers should always face the ladder.

5. Ladders shall not be erected on boxes, carts, tables, scaffold platforms, elevated platforms or on vehicles.
6. Ladders shall be set up on one foot out for every three or four feet up.
7. Ladders capable of conducting electricity shall not be stored or used so close to an energized electrical installation that they can make electrical contact with an energized conductor.
8. All ladders erected between levels must be securely fastened, extend 90 centimetres (3 feet) above the top landing and afford clear access at top and bottom.
9. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and should be tagged and removed from the site.
10. Ladders shall not be used horizontally as substitutes for scaffold planks, runways or any other device for which they have not been designed.
11. Workers on a ladder shall not straddle the space between the ladder and another object.
12. Three points of contact shall always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands.)

Working from Ladders

A worker must wear a safety belt or safety harness with the lanyard tied off to either a fixed support or a life line whenever the work is:

- 3 meters (10 feet) or more above the floor, or
- above operating machinery, or
- above hazardous substances or objects.

SCAFFOLDS

1. The erection and dismantling of scaffolds must be carried out by personnel knowledgeable and experienced in such operations.
2. Scaffolds must be erected with all braces, pins, screw jacks, baseplates, and other fittings installed as required by the manufacturer.

3. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toeboard.
4. Scaffold platforms must be at least 46 centimetres (18") wide and if they are over 2.5 meters (8') high they must be planked across their full width.
5. Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
6. Where scaffolds cannot be tied in to a building, guy lines adequately secured shall be used to provide stability.
7. Scaffold planks must be installed in a manner that prevents them from sliding.
8. Wooden scaffold planks must be of good quality, free of defects such as loose knots, splits or rot, rough sawn, measuring 51 mm x 25.4 cm (2" x 10") in cross section and No. 1 grade spruce or better, and shall have a legible grade identification stamp.
9. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
10. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimetre (6") standoff brackets and a ladder-climbing fall protection device or safety cage when they are more than 5 meters (16') high.
11. Scaffolds over 15 meters (50') in height must be designed by a professional engineer and constructed in accordance with the design. These design documents must remain on site for the duration of the scaffold work.
12. Remove ice, snow, oil, grease and other slippery material from the platform.
13. Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.
14. Workers who erect and dismantle scaffolding are required to use a fall protection system while doing so.

POWER ELEVATING WORK PLATFORMS

In addition to the specific manufacturer's requirements for

operating power elevating work platforms such as scissor lifts and boom-supported platforms and buckets, all operators must inspect such equipment each day and:

1. An operators' manual must be kept with the elevating work platform while it is on a project.
2. Be thoroughly familiar with all operating instructions and safe load limitations.
3. Use three point contact in mounting and dismounting the equipment.
4. Keep the equipment free of slippery substances at all times.
5. Ensure no obstructions or workers are in the direct path of the equipment's operation.
6. Keep all guardrails and gates secured during operation.
7. Maintain proper distance from live electrical conductors or equipment at all times.
8. Ensure safety belts or body harnesses are worn as required.
9. Ensure the equipment rests on a firm level surface.
10. Ensure that the operator's manual and maintenance record are kept with it while on a project.

CONFINED SPACE

1. Before work begins in any manhole, vault or other confined space, the air must be tested by a person properly trained to use the appropriate gas detection equipment.
2. Where proper tests competently performed indicate a safe atmosphere, workers may be allowed to enter.
3. Where proper tests competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.
4. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.

5. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harnesses attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.

ACCESS TO WORK AREAS

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the Regulations under the Act. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition. Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards.

HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE

1. Materials and equipment shall be stored, moved, piled and transported in a manner that will not endanger workers.
2. All compressed gas cylinders (oxygen and acetylene) must be stored in neat rows. Empty cylinders must be marked M.T. and stored away from full ones. Cylinders must always be used from a cart or from an upright lashed position.
3. Waste material and debris shall not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute.
4. Material to be lifted by a crane or other hoisting device shall not be stored under overhead power lines.
5. It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out.

MATERIALS HANDLING, LIFTING

1. Where practical, heavy lifts shall be done with mechanical lifting devices.

2. When manual handling is required, dollies, trucks and similar devices shall be used where practical.
3. workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when lifting task may be more than they can safely handle.
4. The right way to lift is the easiest and safest. Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles.
5. Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.
6. Never carry a load so large that it obstructs vision or too heavy to be safely lifted without assistance.

POWER ACTUATED TOOLS

1. Power actuated tools must be used only by workers who have been instructed to operate the tools properly and safely.
2. Workers using power actuated tools must wear impact-resistance eye-protection.
3. Hearing protection should be worn by workers using power actuated tools.

TAG AND LOCK-OUT

Tag and lock-out procedure is a method of keeping equipment from being energized or set in motion which will endanger the worker or others. The following procedures should be followed:

1. Review drawings of the system to be de-energized and de-activated to determine the switches, power sources, controls, interlock or other such devices necessary to isolate the system.
2. De-energize or de-activate all apparatus capable of being electrically energized or dynamically activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable.

Switches, power sources, controls, interlocks and other such devices must be appropriately tagged and personally locked out by each worker involved in the operation.

3. Using a CSA-certified potential test indicator, ensure that all components are de-energized and de-activated.
4. Where tagging and locking out is required follow these safeguards:
 - After the circuit has been de-energized, workers must be protected by personally placing their own safety lock on the disconnected switch and retaining the key.
 - Each worker must attach to their lock a durable tag filled out with the following information:
 - i) reason the switch is open
 - ii) name of person responsible for opening the switch
 - iii) date on which the switch was opened
5. Workers testing electrical equipment must:
 - i) remove all watches, rings, neck chains or other current-conducting jewellery
 - ii) wear electronic shock resistant footwear
 - iii) wear safety glasses with side shields

WORK ON LIVE APPARATUS

The Occupational Health and Safety Act and Regulations for Construction for Ontario, Section 188 states "The power supply to electrical installations, equipment or conductors should be disconnected, locked out of service and tagged before any work is done, on or near live exposed parts of the installations, equipment or conductors".

When work must be done live there must be specific safety precautions and a documented procedure in place.

EXPLOSIVE ACTUATED FASTENING TOOLS

1. Explosive actuated tools must be used only by workers who have been instructed to operate the tools properly and safely.
2. Workers must carry proof of training with them when using explosive actuated tools.
3. Workers using explosive actuated tools must wear impact-resistant eye-protection.
4. Hearing protection should be worn by workers using explosive actuated tools to fire into steel or in a confined space.

ASBESTOS

Asbestos fireproofing and insulation can be found in many buildings. Disturbing this material during renovation, maintenance or retrofitting can release hazardous dust.

For small scale jobs take the following precautions:

1. Wear disposable coveralls and NIOSH-approved half-face mask respirator with high efficiency dust filters.
2. Use 4 or 6 mil. polyethylene as a drop sheet under, or as a tent around, the work area.
3. Wet asbestos before disturbing it. Do not remove more material than necessary.
4. Put removed asbestos in plastic bags for disposal.
5. Clean up any fallen material by wet sweeping, damp wiping or using a High Efficiency Particulate Aerosol (HEPA) filtered vacuum.
6. Wipe off the coveralls with a damp cloth before removing and disposing of them.

FIRE PROTECTION

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace.

Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

In addition to being familiar with the operation and location of all fire fighting equipment, all employees should be aware of various categories of fire extinguishing equipment according to their capacity for handling specific types of fires.

Following are the three main classes of fire extinguishers, with their applications and symbols:

A

Class "A" Extinguishers -
are for fires in ordinary

combustion material such as wood, paper and textiles where a quenching, cool effect is required.

B

Class "B" Extinguishers -

are for flammable liquid and gas fires such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

C

Class "C" Extinguishers -

are for fires involving electrical wiring and equipment where non-conductivity of the extinguishing agent is crucial.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.)

LABELS

All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (W.H.M.I.S.) requirements of the Occupational Health & Safety Act.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (M.S.D.S.'s) provide more in depth information than is given on supplier labels. M.S.D.S.'s are available from your foreman or project superintendent.

EMPLOYEE TRAINING

All employees shall be trained in and know how to recognize hazardous materials; read & understand labels and M.S.D.S.'s; know how to work with hazardous materials in a safe manner.

Workplace specific training will be provided to new employees by their foreman.

W.H.M.I.S. HAZARD SYMBOLS

CLASS A - COMPRESSED GAS

**CLASS B - FLAMMABLE AND
COMBUSTIBLE MATERIAL**

CLASS C - OXIDIZING MATERIAL

**CLASS D - POISONOUS AND
INFECTIOUS MATERIAL
1. MATERIALS CAUSING
IMMEDIATE AND SERIOUS TOXIC
EFFECTS**

W.H.M.I.S. HAZARD SYMBOLS

CLASS D -
2. MATERIALS CAUSING OTHER
TOXIC EFFECTS

CLASS D -
3. BIOHAZARDOUS INFECTIOUS
MATERIAL

CLASS E - CORROSIVE MATERIAL

CLASS F - DANGEROUSLY REACTIVE
MATERIAL
MATERIALS CAUSING IMMEDIATE
AND SERIOUS TOXIC EFFECTS

PROCEDURES IN CASE OF INJURY

MANAGEMENT'S RESPONSIBILITIES

First aid only;

- Ensure first aid will be administered immediately by a certified person.
- The first aid treatment will be recorded on the Injury Treatment Record, form RF1.

Medical Attention Required;

- Provide treatment memorandum and transportation to medical attention.
- Submit Employer's Report of Accident (form 7) to the Workplace Safety Insurance Board within 3 days (with a copy to the union office where applicable).

Modified Work;

- Often an injured worker will be capable of performing duties which will not aggravate the injury. Wherever possible, this company will endeavour to provide immediate, suitable modified work in order to avoid a possible loss in wages for injured employees.

Lost Time From Work Required;

- Pay wages for the day of injury.
- Monitor the employee's recovery.

EMPLOYEE'S RESPONSIBILITIES

- Obtain first aid promptly.
- Report injury **immediately** to your supervisor.
- Ensure you are accompanied **by management** to a hospital or medical clinic.
- Obtain a Treatment Memorandum form from the supervisor when medical attention is required. Ensure this form is completed by the first doctor to treat you and return it to your supervisor without delay.

TREATMENT MEMORANDUM FORM

Practitioner/Hospital: This worker claims to have been injured in our employ and requests treatment. We, the employer, are sending a report to the Workers' Compensation Board.

Employee

Last Name: _____

First Name: _____

Address: _____

S.I.N.: _____

Employer

Firm Name: _____

Address: _____

Date of Injury: _____ Hour of Injury _____
D/M/Y

Date Reported: _____ Hour Reported _____

Name of Company Officer: _____

Date: _____

Description of normal job actions & requirements:

Dear Doctor:

Our employee appears to have been injured. We do not wish to see him/her lose any income. If he/she is able to return to lighter duties which would not aggravate the injury, please indicate all physical restrictions below. We assure that all restrictions will be accommodated and we will continue his/her employment without any reduction in wages.

Diagnosis: _____

Mechanism of injury: _____

Specific restrictions: _____

Treatment: _____

Doctor's advice to company supervisor.

- 1. Yes ___ No _____, employee may return at once to normal work

with no restrictions.

2. Yes____ No____, employee may return to modified work with the following restrictions:
3. Lifting____ Climbing____ Sitting____ Walking____
Driving____ Other _____
4. Duration of restrictions: _____ days _____ weeks

or

Employee will probably be absent: _____ days _____ weeks

Doctor's signature _____ Date _____

Employee's Authorization _____ Date _____

FIRST AID

SHOULD AN ACCIDENT OCCUR, IT IS ESSENTIAL THAT FIRST AID BE ADMINISTERED IMMEDIATELY, FOLLOWED BY PROPER MEDICAL TREATMENT IF NECESSARY

Basic First Aid

1. A first aid kit with required contents will be available at each workplace.
2. There will be a certified first aider on each shift.
3. All new employees will be advised of the location of the first aid kit, the person holding a first aid certificate.
4. Each first aid kit will contain an Injury Treatment Record, form RF1. Any use of the first aid kit will be recorded, including details of the injury, the injured person's name, the date and time of first aid treatment, the nature of the treatment and the name of the person rendering treatment.
5. This record is required legally and compliance will be strictly enforced.

BRIEFING NEW EMPLOYEES

All new employees shall be assigned to a supervisor or foreman for their initial job orientation.

Prior to beginning work, a new employee shall be briefed on the following:

1. The contents of and the need to be familiar with the contents of this safety policy.
2. This company's commitment to safety and emphasis on working with a safety first attitude.
3. Location of workplace facilities such as the first aid station, fire extinguishers, emergency exits and toilets.
4. Workplace specific hazardous materials or substances and proper handling procedures. (see W.H.M.I.S.)
5. The name of the health & safety representative on the project.
6. Special emphasis on accident prevention, procedures in case of accident and this company's modified work policy.

EMERGENCY PROCEDURES

1. TAKE COMMAND

Assign the following duties
To specific personnel.

2. PROVIDE PROTECTION

Protect the accident scene from
continuing or further hazards,
For instance, traffic, operating
Machinery, fire or live wires.

3. GIVE FIRST AID

Give first aid to the injured as
soon as possible.

4. CALL AN AMBULANCE

Call an ambulance and any other
Emergency services required. In
Some locales, dialling **911** puts
You in touch with all emergency
services.

5. GUIDE THE AMBULANCE

Meet and direct the ambulance to the accident scene.

6. GET NAME OF HOSPITAL

For follow-up, find out where the Injured person is being taken.

7. ADVISE MANAGEMENT

Inform senior management. They can then contact relatives, notify authorities and start procedures for reporting and investigating the accident.

8. ISOLATE THE ACCIDENT

SCENE

Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

EMPLOYEE'S CONFIRMATION OF RECEIPT AND UNDERSTANDING

I, _____ understand and agree to work in compliance with _____ Health & Safety Policy as well as the requirements of the Occupational Health & Safety Act.

Date: _____

Employee's Signature

Date: _____

Supervisor's Signature

SUPERVISOR'S ACKNOWLEDGEMENT

I acknowledge that I have reviewed the Safety Policy of _____ with _____ and in my opinion this employee has an understanding thereof.

Supervisor's Signature

Date: _____

