Health and Safety Policy and Plan Statement 2021

STATEMENT OF POLICY

It is the policy of our company to perform work in the safest possible manner consistent with the *Ontario Health & Safety Act and Regulations* for construction 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 that cause accidents and injuries. Any accident in this company will be reviewed as a serious matter and will be thoroughly investigated.

POLICY COMMITMENT

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

PERSONNAL PROTECTIVE EQUIPMENT

Head Protection

Workers shall wear, at all times, a CSA-certified Class B safety hat on the jobsite. 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 with heavy-duty toe and sole protection, at all times on the jobsite. Work boots should be laced to the top and tied. Replace badly worn deteriorated work boots.

Eye Protection

Eye protection shall be worn by any employee who is exposed to the hazards of eye injuries in the performance of their work.

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

Hearing Protection

It is recommended that each worker has access to hearing protection available at the workplace. Continuous exposure to excessive noise from certain construction activities can lead to hearing loss, both temporary and permanent.
Hearing protection is available in three general types: disposable ear plugs, re-usable 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.

Confined Space Protection

Confined spaces constitute the most hazardous work environments in construction. Procedures for work in these areas are an essential part of an effective *Health & Safety Program*.
Definition: A confined space is defined as a place:

- That is partially or fully enclosed.
- That is not both designed and constructed for continuous human occupancy, and
- Where atmospheric hazards may occur because of its construction, location, contents, or because of work that is being performed.

All confined spaces will be treated as hazardous environments until it has been established (through testing, ventilation, personal protective equipment, and/or adequate supervision), that no threat to worker's health exists.
The hazards commonly encountered are:

- Dangerous vapours, mists, dusts, or fumes
- Lack of oxygen (which may cause asphyxiation)
- Ionizing radiation
- Fire and explosion
- Electric shock
- Mechanical hazards e.g., operation of process equipment while a person is in the enclosure.
- Extreme temperature and humidity or contact with hot objects.

ROLES AND RESPONSIBILITIES

Project Supervisor

- Before work begins, identify confined space locations, perform hazard assessment, and identify confined space work procedures required.
- Arrange for training and equipment for work in confined spaces.
- Supervisors who are to certify the confined space, but who do not actually perform the testing of the confined space, rely on another person, such as a trained gas tester must:
    a. Be aware of the correct procedures for the testing of the confined space.
    b. Ensure that the person carrying out the tests follows the correct procedures.
    c. Can interpret the results of the gas test to be able to certify the confined space.
    d. Ensure the following conditions are met:
        i. Means of access and egress are provided for all workers using the space.
        ii. All mechanical equipment in the confined space is disconnected & locked out from its power source.
        iii. All pipes and supply lines, whose contents could create a hazard, are blanked off.
        iv. The confined space atmosphere is tested and certified to be safe.
- When testing of a confined space atmosphere is done, ensure:
    a. It is performed and evaluate by a competent person before a worker enters it, to determine whether it is free from hazards.
    b. The testing equipment is calibrated and suitable for this confined space.
    c. The person performing the tests certifies in writing whether the confined space may endanger a worker, and these test results are to remain on the project.
- Periodic monitoring of a safe confined space is performed to ensure its status does not change and test results are recorded and retained.
- If a hazardous environment exists arrange for purging and ventilation to create and maintain an environment that will not endanger workers.
- If this is not possible, provide a suitable breathing apparatus.
- In all cases of work within a hazardous confined space, ensure all workers wear a harness that is attached to rescue equipment that will remove workers from the confined space in case of an emergency.
- Ensure a competent worker inspects all rescue equipment.
- Ensure a worker (trained in First Aid/CPR) observes any worker in the confined space (known as the **attendant**)
- Discontinue work if any unusual health occurrences present. i.e., headaches, dizziness, irritation, or other ill effect or if unusual operating conditions occur.

Attendant

- Ensures adequate training in the hazards of confined spaces.
- Monitors and assists the workers in the confined space including:
    a. Maintaining communication with the workers via an adequate communication system
    b. Calling for emergency rescue using an audible alarm system.
    c. Providing confined space workers with fresh air packs and other personal protective equipment.
- Do not enter the confined space for any reason.

Worker

- Do not enter or re-enter a confined space unless testing has been performed.
- Be informed of all hazards and potential hazards in the confined space, including the route of entry, signs/symptoms, and long-term effects.
- Know how to use or wear the equipment properly (including PPE)

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 arrest. Where it is not possible to install guardrails, other methods may be used (i.e. travel restraints, fall arrest or safety nets).
Guardrails consisting of a top rail, mid-rail, and toe board must be provided around work platforms on scaffolds, floor openings, ramps, and other 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 arrest 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 harness 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 meters or 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 restrains to prevent access in a fall hazard.
A permanent anchor that meets the building code should be the primary consideration when selecting a fixed support to tie off the 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 workers fall or be manufactured or designed for that purpose and be used as per that design.

(**Note.** Effective June 12th, 2002 employees 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, worker's names, and signatures. The employer must keep a copy available for review by an inspector.)

LANYARDS AND LIFELINES

All lanyards and lifelines must:

a. Be free of any danger of chafing, cutting or abrasion.
b. Not be subjected to any hazards that may damage it, like flames, corrosives, extreme temperature.
c. Be used by one person at a time.
d. Be kept clear of equipment and machinery.
e. Have manufactured connecting ends, like protective thimble, swaged fitting, or eye splice.
f. Horizontal and vertical lifelines must be free of knots other than those used to connect it to a fixed support.
g. 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.
h. Where it is a horizontal lifeline, equipment must 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 meters or 10 feet above the next level or above open machinery, hazard 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:

i. An independent lifeline; if the swing stage has only two independent suspension lines.

OR

ii. 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 an excavation, it shall be properly sloped or shored, and trench boxes must be used where required.

LIGHTING

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

PROPER USE OF LADDERS

- Ladder should be set up on a firm level surface. If the base is to rest on soft, uncompacted, or rough soil, a mud should be used. Portable ladders should be equipped with non-slip bases.
- Ladders should be tied off or otherwise secured to prevent movement.
- When a task must be performed with the worker standing on an extension ladder; the length of the ladder should be such that the worker stands on a rung no higher than the second from the top.
- When climbing up or down, workers should always face the ladder.
- Ladders should not be erected on boxes, carts, tables, scaffold platforms, elevated platforms or on vehicles.
- Ladders shall be set up one foot out for every three to four feet high.
- Metal ladders or ladders with wire reinforcement shall not be used near energized electrical conductors.
- All ladders erected between levels must be securely fastened, extend 90 centimeters or three feet above the top landing and must be clear access at top and bottom.

- 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 site.
- Ladders should **NOT** be used horizontally as substitutes for scaffold planks, runways, or any other service for which they have not be designed.
- Workers on a ladder should **NOT** straddle the space between the ladder and another object.
- Three points of contact should always be maintained when climbing up or down a ladder. *I.e., 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 lanyards tied off to either a fixed support or a lifeline whenever the work is:

a. Three meters or 10 feet or more above the floor; or
b. Above operating machinery; or
c. Above hazardous substances or object.

SCAFFOLD

- The erection and dismantling of scaffold must be carried out by personnel knowledgeable and experienced in such operations.
- Scaffold must be erected with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer.
- Scaffold must be equipped with guardrails consisting of a top rail, mid-rail, and toe board.
- Scaffold platforms must be at least 46 centimeters or 18 inches wide. If they are over 2.5 meters or 8 feet high, they must be planked across their full width.
- Scaffold must be tied into a building's vertical intervals, not exceeding three times at least lateral dimensions, including the dimensions of any outrigger stabilizing devices.
- Where scaffold cannot be tied into a building; guidelines adequately secured should be used to provide stability.
- Scaffold planks must be installed in a manner that prevents them from sliding.
- Wooden scaffold must be of good quality and free of defects such as loose knots, slits, or rot, rough sawn, they must measure 51mm X 24.5cm or 2in X 10in in cross section and be made aware No. 1 grade spruce or better, when new.
- Scaffold must be erected, used, and maintained in a reasonably plumb condition.
- Scaffold must be equipped with a proper ladder for access. Vertical ladders must be equipped with 1.5 centimetres or a 6-inch standoff brackets and a ladder climbing fall protection device or safety cage when they are more than 5 meters or 16 feet high.
- Scaffold over 15 meters or 50 feet in height must be designed by a professional engineer and constructed in accordance with design. These design documents must remain on site for the duration of the scaffold work.
- Remove, ice, snow, oil, grease, and other slippery materials from scaffold.
- Wheels or casters on rolling scaffold must be equipped with breaking devices and they must be securely pinned to the scaffold frame.

(**Note:** Effective January 1st, 2001. Workers who erect and dismantle scaffolding will be required to use fall protection system while doing so.)

POWER ELEVATING WORK PLATFORMS

In addition to the specific manufacturer's requirement 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:

a. An operator's manual must be kept with the elevating work platform while it is on a project.
b. Be thoroughly familiar with all operating instructions and safe load limitations.
c. Use three-point contact in mounting and dismounting the equipment.
d. Keep equipment free of slippery substances at all times.
e. Ensure no obstructions or workers are in the direct path of the equipment's operation.
f. Keep all guardrails and gates secured during operation.
g. Maintain proper distance from live electrical conductors or equipment at all times.
h. Ensure safety belts or body harnesses are worn as required.
i. Ensure the equipment rests on a firm level surface.
j. The owners must keep a log of all inspections, tests, repairs, modifications, and maintenance.

ACCESS TO WORK AREAS

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erect 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 areas 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 excavation, temporarily removed manhole covers and electrical hazards.

HOUSEKEEPNG, STORAGE AND TOOL MAINTENANCE

- Materials and equipment should be stored, moved, piled, and transported in a manner that will **NOT** endanger workers.
- All compressed gas cylinders (oxygen and acetylene) must be store in organized 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.
- Concrete pipes shall be stored end to end whenever possible, and each pipe shall be adequately wedged to prevent movement. Where this method of storage is not possible and pipes have to be placed side by side, each batch shall be securely wedged. In no casa, shall pipes be stacked on top of one another.
- Waste materials and debris shall **NOT** be stored in areas if access and egress. Waste materials and debris should **NOT** be thrown from one level to another, but be carried down, lowered in containers, or deposited in a disposal chute.
- Materials to be lifted by a crane or other hoisting devices shall **NOT** be stored under overhead power lines.
- 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

- Where practical, heavy lifts should be done with mechanical lifting devices.
- When manual handling is required; dollies, trucks, and similar devices should be used where necessary.
- Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers are encouraged to get help when lifting tasks may be more than they can safely handle.
- The proper and safest approach to lift is take firm grip, secure a stable footing, place your feet at a comfortable distance apart, bend the knees, keep the back straight, and lift with the leg muscles.
- Use gloves or hand patches as required when handling sharp, rough, heavy, or hot materials.
- Never carry a load so large that it obstructs vision or too heavy that it cannot be safely lifted without assistance.

CHAINSAWS

Chainsaws can be extremely dangerous and must only be used by a worker who has received safety training with such equipment. Workers using chainsaws must wear appropriate personal protective equipment including gloves, eye and face protection and hearing protection. Always follow the manufacturer's recommendations when operating a chainsaw. (Ballistic pants are usually recommended)
Chainsaws must be held firmly at all times and held firmly with both hands while in use. Chainsaws must be equipped with safety chains and be provided with a device that stops the saw in the event of kickback. The chain must be stopped when cutting.

EXPLOSIVE ACTUATED FASTENING TOOLS

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

TRAFFIC CONTROL

Traffic controllers and all employees working in traffic shall wear a reflective fluorescent and coloured blaze orange or red vest. Use regulation approved signage and be protected by warning signs: flashing lights or flares, as required.
(**Note:** Effective January 1st, 2001, traffic controls signs must be high intensity retro reflective grade. Traffic vests must have a side and front tear away feature and have stripes that are retro reflective and fluorescent)

FUELLING PROCEDURES

Caution must be exercised when re-fueling equipment. In some cases, regulations insist that internal combustion engines be shut off during re-fueling. No smoking signs must be prominently displayed.

EXPLOSIVES

At the end of shift on any project, the unused portion of both caps and powder must be returned to the magazine for overnight storage. It is the responsibility of the licensed blaster to ensure this is done. Empty cartons must be disposed of correctly. Government regulations governing the use of explosives must be followed. No blasting operations will be carried out during the period of an electrical storm or the periods before and after. All blasting will be done by an employee who holds the proper certificate.

PROPANE/WINTER HEATING

Workers using propane equipment must be trained in the safe procedures. This includes proper use and the correct storage handling of propane cylinders and equipment.

WORK ON LIVE APPARATUS

When it is necessary to work on a live electrical circuit with a potential of more than 300 volts, two or more journeymen must work together. This does not apply to testing, service or troubleshooting.
Metal ladders or ladders with wire reinforcing must never be used by electrical workers on live apparatus.
All apparatus capable of being electrically energized or dynamically activated must be de-energized or deactivated by locking off, physically disconnecting, or otherwise rendering the apparatus inoperable.
Switches, power sources, interlocks and other such devise must be appropriately tagged and personally locked off by each worker involved in the operation.

ASBESTOS

Asbestos fireproofing and insulation can be found in many buildings. Disturbing this material during renovation, maintenance or retrofitting can release hazardous dust.
Precautions: (for small scale jobs)

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

For further information refer to *Regulation Respecting Asbestos on Construction Projects*… from the *Ontario Ministry of Labour and Asbestos in Construction. Volumes 1 and 2* from the construction safety *Association of Ontario.*

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.Workers who may be required to use fire protection equipment must be trained. In addition to being familiar with the operation and location of all firefighting equipment, all employees should be aware of the various categories of fire extinguishing equipment according to their capacity for handling specific types of fires.

The following are the three main classes of fire extinguishers, with their applications and symbols.

LABELS

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

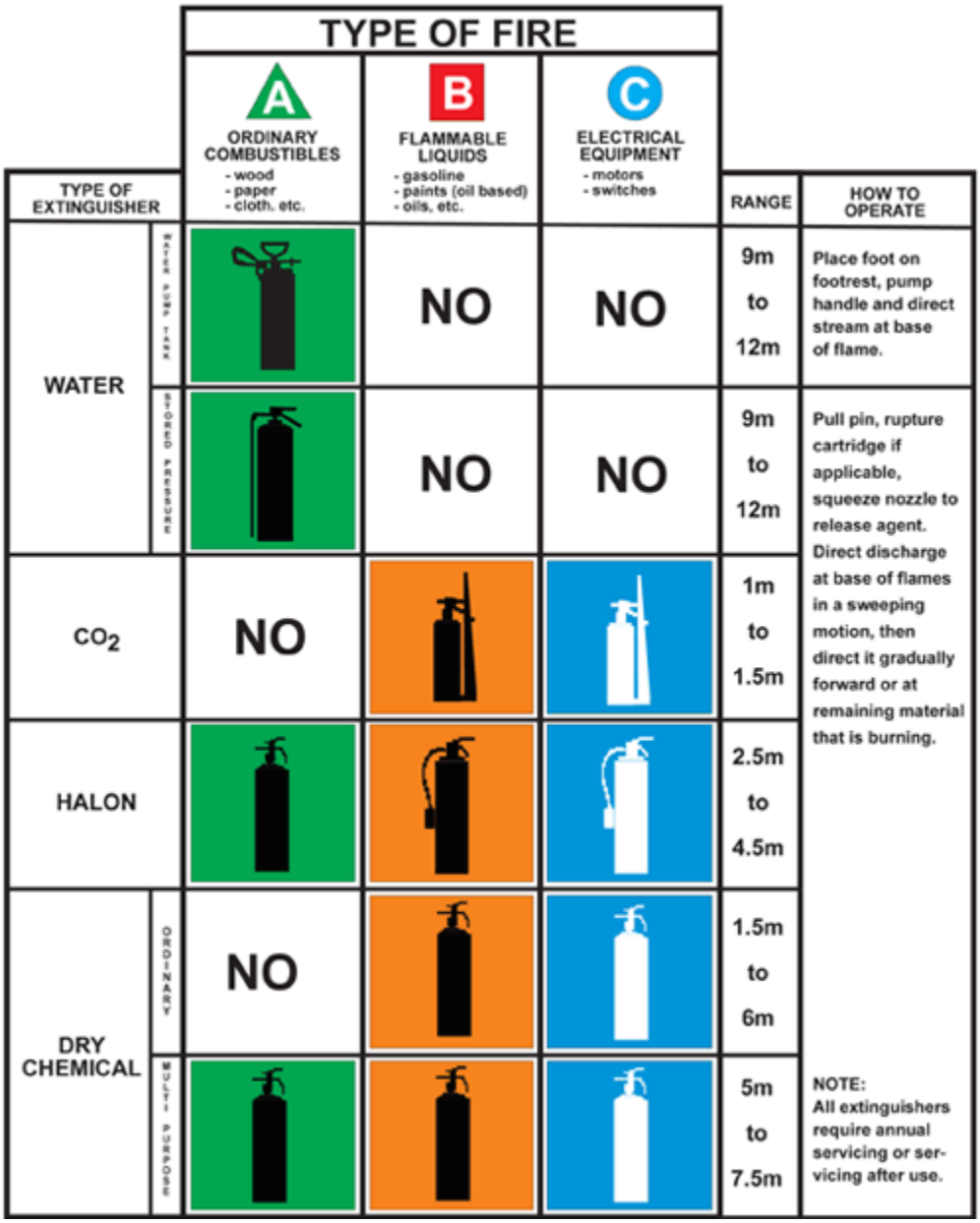
MATERIALS SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) provides more in-depth information than is given on supplier labels. MSDS's are available for you, the foreman, and the project superintendent.

EMPLOYEE TRAINING

All employees must be trained in, and know how to, recognize hazardous materials; read and understand labels and MSDS's, and know how to work with hazardous materials in a safe manner. Workplace specific training will be provided to new employees by their foreman.
*Employers to conduct annual update and review of program.

WORKPLACE HAZAROUD MATERIALS
INFORMATION SYSTEMS



WHMIS CLASSES AND HAZARD SYMBOLS.

CLASS A

Compressed Gas

CLASS B

Flammable and Combustible Material

CLASS C

Oxidizing Material

CLASS D

1. Materials Causing Immediate and Serious Toxic Effects

2. Materials Causing Other Toxic Effects

3. Biohazardous Infectious Materials

CLASS E

Corrosive Material

CLASS F

Dangerously Reactive Material

COVID – 19 SAFE PRACTICES AND PRECAUTIONS

- STAY HOME IF YOU ARE SICK.
- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Physical distancing of 2 metres or 6 feet apart.
- Proper PPE including N-95 or surgical mask, disposable gloves, face shields wherever physical distancing cannot be maintained.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose, or mouth.
- Avoid contact with people who are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do **NOT** touch your face with gloved hands.
    - Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.

ON-SITE SANITATION

Coronaviruses are spread person to person through close contact, including at work. While employers always have an obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

- Access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer
- Washroom facilities
- Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units)
- Avoiding the sharing of hand and power tools. If sharing is necessary, enable sanitization of shared equipment.
- Posting signage on hygiene in English and the majority workplace language so everyone can understand how to do their part

ADJUST ON-SITE AND PRODUCTION SCHEDULES

Physical distancing will result in lower staffing on job sites. In order to keep sites open, employers will need to adjust production schedules as the impacts of physical distancing become clear. Owners and trades will need to collaborate to ensure there is a clear understanding of how production will be impacted.

SCHEDULES SHOULD CONSIDER:

Limiting number of workers to critical number by staggering work schedules. Sanitation of sites and workspaces. Site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift. Work-site mobility and transportation, including hoist operations.

Due to the latency period of COVID-19, it is important to track where employees have worked. If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Employers will track information and Public Health Units will respond.

REPORTING ILLNESS

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home. In addition, employers should advise these workers to complete the ***online self-assessment*** **or** call either**:**

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

PROCEDURES IN CASE OF INJURY

Management 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 report to *Ministry of Labor* in case of serious injury.
- Submit *Employer's Report of Accident (Form 7)* to the *Workers Compensation Board* within three days (with a copy to the union office, where applicable)

Modified Work:

- Often an injured worker will be capable of performing duties that 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.

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, and 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 the First Aid treatment, the nature of the treatment and the name of the person rendering treatment.
5. This record is legally required, and compliance will be strictly enforced.

INJURY TREATMENT RECORD (RF1)

INJURY TREATMENT RECORD (RF1)

ANYONE USING THESE FIRST AID SUPPLIES MUST FILL OUT THIS RECORD TO COMPLY WITH W.C.B. REGULATION 950

INJURED PERSON	INJURY DETAILS	TIME & DATE RECEIVED	TREATMENT	TIME & DATE GIVEN	BY WHOM	WITNESS

Construction Safety Association of Ontario
74 Victoria Street, Toronto, Ontario M5C 2A5 (416) 366-1501 1-800-387-0847 Fax: (416) 366-0232

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.

Supervisor: _____

WORKPLACE SAFETY ORIENTATION CHECKLIST:

1. I have issued and reviewed the contents of this *Safety Policy and Reference Manual* with the new employee.	
2. The employee's *Confirmation of Receipt and Understanding* has been submitted to head office.	
3. The name of the *Safety Representative* have been given to the new employee.	
The employee is aware of and will comply with the following:	
Personal Protective Equipment	
Safety boots	
Hard hat	
Eye protection	
Hearing protection	
Respiratory masks	
Safety belts, harnesses, and lanyards lifelines	
Other	
Accident Prevention	
Proper lifting/material handling	
Workplace Specific Hazardous Materials	
Housekeeping	
Conduct and Behaviour	
Tools and Equipment	
Equipment Maintenance	
Fire Protection	
Use, and Emergency Procedures	
First Aid Procedures and Location	
Accident Reporting Procedures	
Including Modified Work Policy	

BRIEFING NEW EMPLOYEES

All new employees will be assigned to a supervisor or foreman for their initial job orientation.
Prior to beginning work, a new employee will be briefed on the following:

1. The contents of, and the need to be familiar with, the contents of this manual.
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 WHMIS).
5. The name of the health and safety representative on the project.
6. Special emphasis on accident prevention, procedures in case of accident and this company's modified work policy.

The *Workplace Safety Orientation Checklist* must be completed by the supervisor after each new employee orientation. This checklist must be signed and returned to head office.

EMPLOYEE'S CONFIRMATION OF RECEIPT AND UNDERSTANDING

I, _____ understand and agree to work in compliance with this company's *Health & Safety Policy and Reference Manual* 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 and Reference Manual* of this company with

_____ and in my opinion this employee has an understanding thereof.

Supervisor's Signature

Date: _____