Health and Safety Policy

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Program Manual

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Section I

Health and Safety Policy
Health and Safety Policy Program Statement

Hi-Rise Mechanical Contracting Inc. is committed to excellence in safety performance. The Occupational Health and Safety Act and the appropriate Regulations form the basis and minimum safety standards for Hi-Rise Mechanical Contracting Inc. Applicable laws and regulations may change from time to time. With this in mind, please note that all Federal, Provincial and Safety Association safety laws and Regulations must be followed at all times.

The Hi-Rise Mechanical Contracting Inc. Health & Safety Policy and Program Manual has been developed to present a consolidated set of rules, safe work practices and procedures as they relate to the work carried out by Hi-Rise Mechanical Contracting Inc. workers and its sub-contractors. The rules, policies and procedures in this manual were drawn from previous manuals, Government Regulations and industry standard practices. Hi-Rise Mechanical Contracting Inc. will review and revise the manual as required. Any changes or revisions will be communicated through staff meetings, training sessions, specific memos or other channels as appropriate.

Hi-Rise Mechanical Contracting Inc. Health & Safety Policy and Program Manual provides approved practices and procedures and when the words "shall", "will" and "must" are used, the wording indicates the procedures outlined are mandatory. Hi-Rise Mechanical Contracting Inc. Health & Safety Policy and Program Manual is a minimum standard and where exceeded by Government Safety Acts, Regulations, and Codes the more stringent applies. Conversely, where the manual is more stringent than regulatory requirements, this manual will govern.

This manual is available for every employee and sub-contractor of Hi-Rise Mechanical Contracting Inc. with the company’s Guideline for Safety and the Occupational Health and Safety Act and Regulations. You must observe the legal requirements and policies and procedures of these documents. If you have any questions or concerns with regards to any of the content in these documents, ask your Supervisor/Foreman or Employer for clarification.

Hi-Rise Mechanical Contracting Inc. is committed to ensuring that all Management including Supervisors and Foremen are held responsible and accountable in assisting and enforcing the policies and procedures in this manual as well as the Occupational Health & Safety Act and Regulations.

It is the expectation of Hi-Rise Mechanical Contracting Inc. that all of its employees, sub-contractors and their workers have a safe work attitude, use good judgement and common sense and apply appropriate safe work practices in the workplace.

Violations of health and safety laws or the policies and procedures as outlined in this manual may result in disciplinary action, including dismissal.
Health & Safety Policy and Program Manual

A Message From the President

Hi-Rise Mechanical Contracting Inc. is ardently committed to the health and safety of all its employees. Our company has been proactive in accident prevention since its inception. All workers are expected to consider health and safety in every activity and each worker must protect his/her own health and safety by working in compliance with the law and the safe work policies, practices and procedures as established by Federal and Provincial Health & Safety Acts and Regulations and their employer, Hi-Rise Mechanical Contracting Inc.

It is the goal of Hi-Rise Mechanical Contracting Inc. to ensure that its employees and subcontractors are aware of all aspects of Hi-Rise Mechanical Contracting Inc. Health & Safety policies and procedures and that all Managers, Supervisors and Forepersons are responsible and accountable in assisting and enforcing all government and employer Health and Safety related policies, programs and initiatives.

It is a policy of this company to ensure that the health and safety of all employees are safeguarded and Hi-Rise Mechanical Contracting Inc. is committed to excellence in serving and interacting with persons with disabilities (see Appendix A).

Hi-Rise Mechanical Contracting Inc. believes in the prevention of workplace illnesses and injuries through the training, promotion and the enforcement of safe working habits, including encouraging workers to focus on recognizing symptoms and adjusting work practice as applicable to minimize the likelihood of injury (see Appendix B, Musculoskeletal Hazards and Controls - Industrial, Commercial, Institutional: Pipe Trades (Plumbers/Steamfitters)).

Personnel who disregard safe working habits or the necessary measures to become familiar with health and safety policies and practices as required by Hi-Rise Mechanical Contracting Inc., can be subject to disciplinary procedures including immediate dismissal.

Health & Safety is a commitment of top priority for Hi-Rise Mechanical Contracting Inc. As an employee/subcontractor of Hi-Rise Mechanical Contracting Inc. your assistance, input and co-operation are essential to having and maintaining an accident free environment.

As an employee/subcontractor of Hi-Rise Mechanical Contracting Inc. you are required to read the following Hi-Rise Mechanical Contracting Inc. Health & Safety Policy and Program Manual. This manual is the basis of the Hi-Rise Mechanical Contracting Inc. Health & Safety Program.

**Remember always: Safety is everyone’s responsibility!**
Contact Information

Head/Main Office Contact Information
Phone Number: 905-660-3444
Fax Number: 905-660-3448
www.hirisemechanical.ca

Address: 60 Saramia Cres.
        Unit 7
        Vaughan, Ontario
        L4K 4J7

Contact for Safety Issues: Dante Carinci  dcarinci@hirisemechanical.ca
                        Luciano Carinci  lcarinci@hirisemechanical.ca
                        Carm Notarianni cnotarianni@hirisemechanical.ca

Health and Safety Representative:
Joe Morra, 416-791-9245

Ministry of Labour Health & Safety Contact Centre:
1-877-202-0008

Infrastructure Health & Safety Association (IHSA), (Etobicoke Training Site):
905-625-0100 or toll free 1-800-263-5024

WSIB Main Phone Number:
416-344-1000 or toll free 1-800-387-0750
Employer’s Responsibilities

Hi-Rise Mechanical Contracting Inc. must ensure that the health and safety of its employees and subcontractors is protected at all times. The employer has the responsibility to implement and maintain a safe and healthy work environment. In order to accomplish this Hi-Rise Mechanical Contracting Inc. will:

1. Provide equipment, materials and protective devices (e.g., guards on machines, safety harnesses, eye wash stations, gloves, etc.)
2. Provide equipment, materials and protective devices that are maintained in good condition.
3. Ensure equipment, materials and protective devices are used properly and in a safe manner.
4. Provide information, instruction and supervision to employees to protect the health and safety of the employee.
5. Appoint competent supervisors. (Competence is based on supervisor’s knowledge, training and experience to organize the work and its performance; supervisor is familiar with the OHSA and regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace.)
6. Provide (upon request), in a medical emergency, information in the possession of the employer, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
7. Acquaint an employee or a person in authority over an employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
8. Afford assistance and co-operation to the joint health and safety committee (JHSC), and a health and safety representative in the carrying out by the committee and the representative of any of their functions.
9. Only employ a worker over the prescribed age.
10. Not knowingly permit anyone under the prescribed age in or about the workplace.
11. Take every precaution reasonable in the circumstances for the protection of an employee.
12. Provide to the JHSC or to a health and safety representative, the results of a report respecting occupational health and safety that is in the employer’s possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety. The employer must also advise employees of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
13. Respond in writing, within 21 days, to any health and safety recommendations submitted by the JHSC or health and safety representative.
15. Post, review and re-post annually, a copy of the Hi-Rise Mechanical Contracting Inc. health and safety policy in an accessible workplace location.
16. Develop and maintain a health and safety program to implement Hi-Rise Mechanical Contracting Inc. health and safety policies and procedures.
**Supervisor/Forman Responsibilities**

The Occupational Health and Safety Act states that the supervision of work is mandatory when there are five or more workers on a project. Supervision is available at all times. Every worker must make himself/herself aware of his/her immediate supervisor’s name and where he/she can be reached in the event that they are temporarily away from the work area. The Supervisors/Foremen at Hi-Rise Mechanical Contracting Inc. have full authority and responsibility to enforce the policies and guidelines in the Hi-Rise Mechanical Contracting Inc. Manual and the Occupational Health and Safety Act and Regulations and all related Legislation especially as it relates to the workplace. All supervisors/foremen are responsible for being familiar with safety and health hazards to which employees are exposed, the potential effects of these hazards, and the rules and procedures for maintaining a safe workplace.

Under the *Occupational Health and Safety Act (OHSA)*, supervisors/managers must ensure that:

1. Employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (e.g. fall-arrest systems, confining hair, jewelry or loose clothing around moving machine parts, etc.)
2. Employees use or wear the equipment, protective devices or clothing as required by Hi-Rise Mechanical Contracting Inc.
3. Employees are advised of the existence of any potential or actual danger to the health or safety of which the supervisor is aware.
4. Employees are provided with written instructions as to the measures and procedures to be taken for their protection.
5. Every precaution reasonable in the circumstances is taken for the protection of an employee.

**Other responsibilities include:**

- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Be interested in and involved with the organization’s health and safety performance.
- Uphold safety rules and procedures and support enforcement including disciplinary action.
- Develop a working relationship with JHSC members/ health and safety representative and support their role.
- Make every reasonable attempt to resolve the health and safety concern of employees.
- Ensure training of employees in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Report and investigate all incidents and injuries to employees and guests and any property damage or loss of process.
- Ensure that a maintenance program for any equipment and machinery in the workplace is executed.
- Implement emergency plans when necessary and ensure that employees have been trained.
- Inform superiors of any known occupational health and safety concerns.
- Regularly evaluate employee performance and provide feedback with respect to health and safety.
Worker’s Responsibilities

The worker is perhaps the most important part of our health and safety program. Workers must have a zero tolerance for working in unsafe ways or with defective equipment or materials. Under the *Occupational Health and Safety Act (OHSA)*, worker responsibilities include the following:

1. Work in compliance with the provisions of the *OHSA*, regulations, and internal policies and procedures.
2. Use or wear the equipment, protective devices or clothing as required by the employer, Hi-Rise Mechanical Contracting Inc.
3. Report to his/her supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger him/herself or another worker.
4. Report to his/her supervisor any contravention of the *OHSA*, regulations and Hi-Rise Mechanical Contracting Inc. policies and procedures.
5. Report to his/her supervisor the existence of any hazard of which he/she is aware.
6. Do not remove or make ineffective any protective device without providing an adequate temporary protective device. Replace immediately the original protective device when the work is completed.
7. Do not use or operate any equipment, machine, device or item in a manner that may endanger him/herself or another worker.
8. Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other responsibilities include:

- Know, understand and implement safe work practices and procedures.
- Know, understand and employ established rules and procedures for handling materials, equipment and processes (e.g. report unlabeled containers, use proper lifting techniques, etc.)
- Request replacement for worn out or defective equipment.
- Use all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
- Use equipment and materials only in the manner intended.
- Use only equipment which the worker has been trained to operate safely.
- Carry out repairs, alterations and processing changes only when authorized.
- Report all injuries, incidents and unusual conditions immediately to supervisor.
- Inspect work area daily and reporting any hazards immediately to supervisor.
Office Safety

The office environment can present a number of hazards. Below are some items to be aware of.

- Perfumes and other scents (potential allergens).
- Exposure to cleaning products.
- Indoor air quality or exposure to toxic substances.
- Sitting for long periods of time.
- Working in awkward positions, or performing repetitive manual tasks.
- Lifting awkward or heavy objects.
- Eye strain.
- Musculoskeletal disorders (MSDs) from excessive computer use or improper ergonomic situations.
- Improperly adjusted chairs.
- Working in uncomfortable temperatures.
- Annoying or distracting noise and vibration from electronic equipment.
- Slips, trips and falls.
- Injuries from falling files or other objects.
- Cuts from office tools such as scissors, mail openers, etc.
- Risk of violence.
- Working alone.
- Stress.
- Bullying.

Some preventive measures for office workers:

- Learn how to avoid musculoskeletal pain. Take breaks as needed.
- Learn safe lifting techniques.
- Keep all work areas clear of clutter.
- Set-up your workstation ergonomically.

Some good general safe work practices:

- Follow company safety rules.
- Learn fire safety.
- Learn about chemical safety, WHMIS and MSDSs.
- Know how to report a hazard and near misses.
- Practice safe lifting.
- Follow good housekeeping procedures.
- All electrical equipment should be grounded. Worn or frayed electrical cables must be replaced.

- Know how to relax strained body parts by doing correct stretching exercises.
- Know emergency evacuation plan and procedures.
- Know personal or individual risk factors.

- Passageways must be kept clear for safe and/or emergency access.
- Cables stretched across passageways must be covered securely.
- Never stand on swivel chairs.
Hi Rise Mechanical Contracting Inc.

Health & Safety Manual

Rules of Conduct and Behaviour

It is the policy of this company to perform work in the safest manner possible and in accordance with the Occupational Health and Safety Act and the regulations made under the Act and other related legislated requirements. In accepting employment with Hi-Rise Mechanical Contracting Inc. you must work in compliance with health and safety legislation and with the practices and procedures specified by Hi-Rise Mechanical Contracting Inc. Failure to comply and/or violations will be recorded and addressed and could result in disciplinary action or dismissal.

Drug and Alcohol Policy

• Hi-Rise Mechanical Contracting Inc. adheres to a strict ZERO TOLERANCE drug and alcohol policy. Hi-Rise Mechanical Contracting Inc. recognizes that an employee’s on and off-the-job involvement with alcohol or drugs can impair the ability to safely and efficiently perform work duties. Any person suspected, with cause, to be under the influence of any substance that could reasonably be expected to impair that person’s judgment will be sent home immediately. This policy is also extended to subcontractors.

• Hi-Rise Mechanical Contracting Inc. requires that all employees report for work in a condition that will permit them to perform their duties safely. It is each employee’s responsibility to discuss the effects of medications on safe performance of his/her work duties with his/her health care provider.

The rules of conduct listed below must be strictly observed and violations will be recorded and addressed and could result in disciplinary action or dismissal.

• No employee shall engage in theft, vandalism or any other abuse or misuse of company property.
• No employee shall engage in the reckless or negligent use of company equipment or vehicles.
• No employee shall arrive at work or remain at work when his or her ability to perform the job safely is impaired.
• No employee shall be in possession of firearms or other weapons.
• No employee shall damage, disable or interfere with safety, firefighting or first aid equipment.
• No employee shall engage in horseplay, fighting or practical jokes, or otherwise interfere with other workers at any time.

We encourage every employee to always think and behave with care for their own safety, the safety of co-workers, and the safety of the public.
Joint Health and Safety Committee and Health and Safety Representative

A Joint Health and Safety Committee (JHSC) is composed of worker and employer representatives. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. The Ontario Occupational Health and Safety Act (OHSA) prescribes that “where the number of workers at a project regularly exceeds twenty, the “Constructor shall cause the workers to select at least one Health and Safety Committee member from among the workers of the project who does not exercise managerial functions.”

Health and Safety Representative

The selection of the Health and Safety Representative shall be made by those workers who do not exercise managerial functions and who will be represented by the Health and Safety Representative in the workplace.

General Duties

The Health and Safety Representative performs site inspections, with the knowledge of Hi-Rise Mechanical Contracting Inc.; helps to mediate disputes over unsafe conditions, may assist in investigating serious accidents, and confers with supervisors, workers and Ministry of Labour inspectors whenever necessary. A Health and Safety Representative will be effective only where there is full cooperation and respect among the representative, management and the workforce.

Requirements

1. Selection must be made from among workers who do not exercise managerial functions.
2. Selection must be made by workers and they will be selected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members.
3. The employer and workers must provide the Health and Safety Representative with any information and assistance necessary to carry out inspections on the job site.
Powers of Representatives

A health and safety representative has the power:

1. to obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
2. has the authority to identify situations that may be a source of danger or hazard to workers and to make recommendations or report his findings therein to the employer, the worker and the trade union or trade unions representing the workers.
3. to be consulted about, and be present at the beginning of, testing referred to in clause (1), conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
4. to obtain information from the constructor or employer with respect to
   - the identification of potential or existing hazards of materials, processes or equipment,
   - health and safety experience and work practices and standards in similar other industries of which the constructor or employer has knowledge.

General Guidelines

1. The health and safety representative should have current first aid and cardiopulmonary resuscitation (CPR) certificates. This training is available through St. John ambulance, as well as other certified groups.
2. The representative must be familiar with requirements of the current OHSA and Regulations for Construction Sites and Industrial Establishments.
3. The representative should be familiar with the procedures involved in a refusal to work related to health and safety.
Right to Refuse or Stop Work

In addition to responsibilities under the Occupational Health and Safety Act all workers have three basic rights. They are:

1. The right to refuse work which they believe is dangerous to themselves or another worker.
2. The right to know about the hazards that may affect their health and safety.
3. The right to participate in the health and safety of their workplace. This is expressed through your worker Joint Health and Safety committee or representative.

A worker may refuse to work or do a particular work where he or she has reason to believe that:

1. Any equipment, machine, device or thing the worker is to use or operate is likely to be a danger to himself/herself or another worker.
2. The physical condition of the workplace which he/she works or is to work is likely to be dangerous.
3. Either the equipment or the physical condition of the workplace is in contravention of the Act or the regulations and that such contravention is dangerous.

The worker shall promptly report the circumstances of the refusal to the Supervisor. The Supervisor shall address the nature of the refusal and take steps to correct the circumstances. If the matter cannot be resolved to the satisfaction of the Supervisor and the worker, then the matter is taken to the employer, Hi-Rise Mechanical Contracting Inc., who shall investigate the report and seek resolution following the current Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects.
Workplace Harassment Policy

Hi-Rise Mechanical Contracting Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. The scope of this policy applies to employee behaviours in the workplace or at any location or any event related to the work or activity governed by Hi-Rise Mechanical Contracting Inc.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Examples of what constitutes harassment when repeated or one single severe event

- Preventing a person from expressing himself or herself: yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others.
- Unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises.
- Making rude, degrading or offensive remarks.
- Making gestures that seek to intimidate.
- Engaging in reprisals for having made a complaint under this Policy.
- Discrediting the person by spreading malicious gossip or rumours, ridiculing him/her, humiliating him/her, calling into question his/her convictions or his/her private life, shouting abuse at him/her.
- Compelling the person to perform tasks that are inferior to his/her competencies that demean or belittle him/her, setting the person up for failure, name calling in private or in front of others.
- Isolating the person by no longer talking to him or her, denying or ignoring his or her presence, distancing him or her from others.
- Destabilizing the person by making fun of his or her beliefs, values, political and/or religious choices, and mocking his or her weak points.
- Harassing a person based on a prohibited ground of discrimination (as described in Canadian Human Rights Act and contained in the Policy).
Workplace sexual harassment means:

a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Reporting Workplace Harassment

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner. Report a workplace harassment incident or complaint to your supervisor/foreman. If your supervisor/foreman or reporting contact is the person engaging in the workplace harassment, contact the President of Hi-Rise Mechanical Contracting Inc. If the employer is the person engaging in the workplace harassment, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws can be retained to conduct the investigation. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser.)

When submitting a written complaint, please use the Workplace Harassment Complaint Form (Appendix C). When reporting verbally, the reporting contact, along with the worker complaining of harassment will fill out the Workplace Harassment Complaint form.

Investigation

Hi-Rise Mechanical Contracting Inc. will ensure that an investigation appropriate in the circumstances is conducted as soon as the employer becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

Hi-Rise Mechanical Contracting Inc. management will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve senior leadership or the president, the employer will refer the investigation to an external investigator to conduct an impartial investigation.
The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.

ii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.

iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.

iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.

v. The investigator must collect and review any relevant documents.

vi. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.

vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, and the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.
Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

Hi-Rise Mechanical Contracting Inc. will prescribe any interim measures that may be taken after the complaint is received and during the investigation. The employer must also set out how they might deal with the complaint of harassment if harassment is found.

Hi-Rise Mechanical Contracting Inc. will keep records of the investigation including:

a. a copy of the complaint or details about the incident;
b. a record of the investigation including notes;
c. a copy of the investigation report (if any);
d. a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
e. a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report will not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact their union, their health and safety representative or the Human Rights Legal Support Centre.
Workplace Violence Prevention Policy

The Hi-Rise Mechanical Contracting Inc. Workplace Violence Prevention Policy applies to all Hi-Rise Mechanical Contracting Inc. employees, subcontractors, suppliers, vendors, and to any location governed by Hi-Rise Mechanical Contracting Inc. This policy defines behaviour that constitutes workplace violence and establishes procedures for reporting and resolving incidents of workplace violence, ensuring that all workplace parties are familiar with the definitions of workplace violence and their individual responsibilities for prevention and corrective action. To establish this policy, Hi-Rise Mechanical Contracting Inc. has consulted legislation that governs workplace violence in Ontario. Implementation of this policy will be ensured through effective planning, communication, application, and monitoring of procedures. All workers, supervisors, managers and contractors will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with any concerns and issues raised.

For the purpose of this policy, "violence" is any actual, attempted or threatened behaviour of a person that causes or is likely to cause physical and/or psychological harm/injury/illness/injury, including, but not limited to any actual or attempted assault (including sexual and physical attacks); threat; verbal, psychological or sexual abuse, and harassment.

Definitions Associated with Workplace Violence (Ontario Safety Association for Community & Healthcare)

**Assault:** any intent to inflict injury on another, with an apparent ability to do so; any intentional display offered that causes the victim to fear bodily harm.

**Harassment:** engaging in any vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, and causes the person to believe their health or safety is at risk.

**Near miss:** an act of striking out, but missing the target.

**Physical attack:** an act of aggression resulting in a physical assault or abuse with or without the use of a weapon. Examples include hitting, shoving, pushing, punching, biting, spitting, groping, pinching the victim, unwelcome display of affection, or inciting a dog to attack.

**Psychological abuse:** an act that provokes fear or diminishes an individual's dignity or self-worth or that intentionally inflicts psychological trauma on another.

**Sexual abuse:** any unwelcome verbal or physical advance or sexually explicit statement, displays of pornographic material, pinching, brushing against, touching, patting or leering that causes the person to believe their health and safety is at risk.

**Sexual assault:** any unwanted act of a sexual nature imposed by one person upon another.

**Threat:** a communicated intent (verbal or written) to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me". A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to do harm

**Verbal abuse:** the use of vexatious comments that are known, or that ought to be known, to be unwelcome, embarrassing, offensive, threatening or degrading to another person (including swearing, insults or condescending language) which causes the person to believe their health and safety are at risk.
To help distinguish the sources of workplace violence, we use these four categories:

- **Type 1 (Criminal Intent):** Committed by a perpetrator who has no relationship to the workplace.
- **Type 2 (Client or Customer):** The perpetrator is a client at the workplace who becomes violent toward a worker or another client.
- **Type 3 (Worker to Worker):** The perpetrator is an employee or past employee of the workplace.
- **Type 4 (Personal Relationship):** The perpetrator has or has had a relationship with the employee, e.g. domestic violence in the workplace.

**Prohibited Behaviour**

Violence in the Workplace may include, but is not limited to the following list of prohibited behaviours directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking.
4. Possession of weapons of any kind on Hi-Rise Mechanical Contracting Inc. property, including parking lots, other exterior premises or while engaged in activities for Hi-Rise Mechanical Contracting Inc. in other locations, or at Hi-Rise Mechanical Contracting Inc. sponsored events, unless such possession or use is a requirement of the job.
5. Assault of any form.
6. Physical restraint, confinement.
7. Dangerous or threatening horseplay.
8. Loud, disruptive or angry behaviour or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanor on Hi-Rise Mechanical Contracting Inc. property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.
12. Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behaviour, harassment, or stalking or making annoying phone calls to a person who is in any of the following relationships:
   - Spouse or former spouse;
   - Domestic partner or former domestic partner;
   - Cohabitant or former cohabitant and or other household members;
   - A person with whom the victim is having, or has had, a dating or engagement relationship;
   - A person with whom the victim has a child.

Hi-Rise Mechanical Contracting Inc. recognizes that domestic violence may occur in relationships regardless of the marital status, age, race or sexual orientation of the parties.
Roles and Responsibilities of Workplace Parties
(From the Ontario Safety Association for Community & Healthcare)

**Employer:**
- Ensure that measures and procedures identified in the Hi-Rise Mechanical Contracting Inc. Workplace Violence Prevention Policy are carried out and that management is held accountable for responding to and resolving complaints of violence.
- Ensure compliance by all persons who have a relationship with the organization, such as contractors, suppliers and visitors.
- In consultation with the JHSC, conduct regular risk assessments.
- In consultation with the JHSC, establish control measures.
- In consultation with the JHSC, establish and deliver training and education or all employees.
- Integrate safe behaviour into day to day operations.
- Review all reports of violence or threats of violence in a prompt, objective and sensitive manner. This includes a review of all investigations associated with violence-related incidents.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for all those either directly or indirectly involved.
- Ensure any deaths or critical injuries have been reported to a Ministry of Labour (MOL) inspector, the police (as required), the JHSC, and trade union (as required) and investigated by the JHSC, and that a report goes to all parties in writing within 48 hours of the occurrence, including such information and particulars as the Occupational Health and Safety Act regulations prescribe.
- Ensure a report goes to WSIB of all accidents where a worker loses time from work, requires health care, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information (where there is no critical injury) must be provided to the JHSC and trade union within four days of the occurrence, as the Occupational Health and Safety Act and regulations.
- The employer has the obligation to ensure that this policy and its processes are applied fairly. It is necessary to provide an environment in which people feel free to bring complaints forward. It is equally important to give those identified by the complainants a full and fair opportunity to meet all allegations.

**Managers/ Supervisors:**
- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police department as required.
- Facilitate medical attention for employees(s) as required.
- Ensure that debriefing is completed for those either directly/indirectly involved in the incident.
- Contact human resources to ensure the employee receives further counseling about the employee's legal rights.
- Track and analyze incidents for trending and prevention initiatives.
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- Immediately report a death or critical injuries to a Ministry of Labour (MOL) inspector, the police (as required), the JHSC, and trade union (as required), and investigate with the JHSC and report to all parties in writing within 48 hours of the occurrence the circumstances of the occurrence, including such information and particulars as the regulations prescribe.
- Issue a report to the health and safety representative or the Joint Health and Safety Committee (and WSIB) on all accidents involving lost time, where a worker requires health care, earns less than regular pay for regular work, required modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information (where there is no critical injury) must be provided to the JHSC and trade union within four days of the occurrence, as the Occupational Health and Safety Act and regulations prescribe.
- Ensure there is a review at least annually of the workplace violence prevention program.

Employees:

- Participate in education and training programs to be able to respond appropriately to any incident of workplace violence.
- Understand and comply with the violence in the workplace prevention policy and all related procedures.
- Report all incidents or injuries of violence or threats of violence to their supervisor immediately, completing the Workplace Violence Incident Report Form (Appendix D).
- Inform the JHSC or worker member of the JHSC about any concerns about the potential for violence in the workplace.
- Contribute to risk assessments.
- Seek support when confronted with violence or threats of violence.
- Seek medical attention.
- Participate in a review at least annually of the workplace violence prevention program.

Joint Health and Safety Committee (JHSC)

- Be consulted about the development, establishment and implementation of violence prevention measures and procedures (the violence prevention program)
- Be consulted and make recommendations to the employer to develop, establish and provide training in violence measures and procedures.
- Take part in a review at least annually of the workplace violence prevention program.
- The worker designate should investigate all critical injuries related to violence.
- Receive and review reports of any critical injury or death immediately and in writing outlining the circumstances and particulars as prescribed within 48 hours of the occurrence.
- Review written notice within four days on lesser injuries where any person is disabled from performing his or her usual work or requires medical attention.
Confidentiality
Hi-Rise Mechanical Contracting Inc. will do its best to preserve and protect the confidentiality in the alleged case. However, where required by law or required in order to investigate and/or resolve the matter it may be necessary for Hi-Rise Mechanical Contracting Inc. to take action.

Training and Education
Hi-Rise Mechanical Contracting Inc.'s commitment to education includes but is not limited to specific employee and supervisory education. Employees and supervisors will receive education regarding general and site specific training including measures and procedures to control the risks of workplace violence, methods of reporting incidents to the employer/supervisor, interventions to minimize risk and the supportive processes available to workers, e.g. EAP. Education will also entail increasing awareness of specific disease process that can affect client understanding of their actions and measures to promote worker safety. Supervisors will also receive training to ensure competency under the OHSA and how to investigate, document and follow-up incidents, including corrective action.
As part of their general orientation to Hi-Rise Mechanical Contracting Inc., all new employees will receive education and training regarding general and site-specific training to Hi-Rise Mechanical Contracting Inc.'s Workplace Violence Prevention Policy. There will be an annual educational reminder to all vested parties.

Workplace Violence Reporting

When to Report?

a) It is the responsibility of an employee who believes that he/she has been subjected to workplace violence to report the incident to their manager or any other manager they feel most comfortable with. The complaint must be reported as soon as possible after the behaviour or action occurs.

b) The manager or employee (if there is no manager available) is required to take immediate action when necessary including, but not limited to; calling 911 and summoning employees trained in first aid if required.

c) If the workplace violence incident results in a critical injury or fatality, managers are to follow the reporting procedures under the Ontario Occupational Health and Safety Act.

Any person who:
1. Is the victim of violence, or
2. Believes they have been threatened with violence, or
3. Witnesses an act or threat of violence towards anyone else shall take the following steps:
   • If an emergency exists and the situation is one if immediate danger, the employee shall contact the local policy officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
   • If the situation is not one of immediate danger, the person shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Hi-Rise Mechanical Contracting Inc. Workplace Violence Incident Report Form (Appendix D).
The manager or supervisor receiving the report investigates the report and ensures that measures are taken to safeguard employees and curtail violence. The employer reports all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

Responsibilities:

Owner/Director

- Ensure all violence in the workplace policies and procedures are reviewed annually and updated as required.
- Ensure all employees are instructed in their rights and are trained in Hi-Rise Mechanical Contracting Inc.'s violence in the workplace policy and procedures.
- Ensure all supervisors/managers/foreman are trained in how to assist, support and respond to violence allegations and control situation.
- Ensure all supervisors/managers/foreman are trained and able to assist and complete reporting forms and reports.

Supervisor/Manager/Foreman

- Assure victim(s) have received appropriate medical/physical/mental support or aid as required.
- Ensure offender(s) are isolated or controlled as necessary to prevent further incidents.
- Ensure all witnesses and person(s) involved complete a witness statement.
- Ensure direct victim(s) complete a Workplace Violence Incident Report Form (Appendix D).
- Ensure workplace environment reduces or minimized risk of violent actions.
- Ensure all workers are trained and informed on recognizing and how to report violent incidents in the workplace.

Employee

- Assure the safety of the person(s) involved has been assured (911, supervisor, etc.).
- Assist with any medical, physical, or mental assistance has been sought or provided as able or needed.
- Assist with isolated or controlling offenders to help prevent further incidents.
- Provide any statements or information as required if a witness or aware of events leading up to incident.
- Complete Workplace Violence Incident Report Form (Appendix D) if a victim, or witnessed and unreported event(s).

Providing Immediate Assistance to Victim(s)

To report an Emergency (24 Hours/Day) dial 911 and,
- State the facility name, and your name,
- State the type of emergency or assistance required (police, medical, fire, etc.),
- State the exact location inside the building where the emergency has occurred.
- Stay on the telephone until the responding agency states that it is okay to hang up
Only those employees who have had first aid/CPR training are authorized to administer first aid/CPR. In a Medical Emergency dial 911 - do not attempt to move the injured person unless the person's life is threatened by remaining in the area. Remain with the person until help arrives.

1. The employee is responsible to put a formal complaint in writing and submit it to the manager using the Workplace Violence Incident Report Form (Appendix D). The complaint should include a description of the occurrence(s) or incident(s), the names of the parties, witnesses if applicable and relevant dates. It must be signed and dated by the complainant.

2. The manager responsible for receiving the complaint(s) is required to complete/ensure the following:
   i) Ascertain the nature of the complaint.
   ii) Ensure worker(s) involved have been assisted/controlled as necessary and environment is safe from further incident(s).
   iii) Conduct a thorough investigation and collect all witness statements with any relevance to the incident.
   iv) Ensure confidentiality is maintained, however the manager must not guarantee absolute confidentiality because Hi-Rise Mechanical Contracting Inc. may have to disclose information for the investigation to proceed, even if the complainant does not want to be identified (because of potential impact on the complainant, great care and sensitivity will be exercised before a decision to disclose is made and even the disclosure will be limited to the greatest extent reasonable possible).

v) Ensure the rights and privacy of employees accused of workplace violence must be similarly protected to the extent possible, particularly until an investigation is complete. Hi-Rise Mechanical Contracting Inc. may also be required to disclose its information the findings of its investigation to the Ministry of Labour, government authorities, at a Board of Inquiry or arbitration hearing, or in the course of civil proceedings pursuant to a summons or as evidence during a trial.

vi) Ensure any outcome of the investigation results in appropriate policy, procedure or disciplinary actions as required to ensure any further incidents do not occur.

vii) Follow up with any items in “vi” to ensure effectiveness and successful implementation.

viii) Ensure any further action required is undertaken if return to work programs must be offered or involved in recovery process.

ix) Inform supervisor of incident and investigation results in a timely manner.

**Relevant Legislation & Applications:**

- The Criminal Code of Canada
- The Ontario Human Rights Code
- The Workplace Safety Insurers Act, 1997
- The Compensation for Victims of Crime Act
Disciplinary Action

Hi-Rise Mechanical Contracting Inc. strives to ensure that all employees work in a manner that promotes health and safety. All employees will be held accountable for their behavior, actions and performance at all times. Hi-Rise Mechanical Contracting Inc. has a fundamental responsibility for developing and maintaining good discipline within the organization.

Disciplinary action is valid when there is a violation of Hi-Rise Mechanical Contracting Inc.’s policies and procedures or government regulations, or when lapses in performance or personal behavior impacts on safe and efficient company operations.

Disciplinary action is also appropriate if company property, funds or sensitive information is stolen or misused; or if good relationships between the company, its workers, the public and appropriate government agencies are not maintained. It is understood that if an employee is found to be in violation of any of Hi-Rise Mechanical Contracting Inc.’s Health and Safety policies and procedures or the Occupational Health and Safety Act and Regulations or are working in a manner which may endanger himself/herself or another worker, that the infraction may be grounds for dismissal with just cause.

As part of the Disciplinary Action process, Hi-Rise Mechanical Contracting Inc. utilizes a disciplinary action form titled, Counselling Statement (Appendix E), to document inappropriate actions or infractions and expected performance or standards to be followed.

The Disciplinary Action process is a three-step progressive discipline procedure.

Step 1: Supervisor gives a verbal warning and provides corrective action to worker.

Step 2: Worker receives a written warning using the disciplinary action form.

Step 3: If the worker does not abide with the corrective action, then further corrective action up to, and including, dismissal may occur.

When a Step 2 or 3 is issued to a worker, the worker will be asked to a performance meeting and may speak in his/her own defense. He/She may bring a member of the Joint Health and Safety Committee if the discipline relates to safety or he/she may bring an agent of the union to the meeting.
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In addition to the standards prescribed above, the following violations will result in disciplinary action.

1. Failure to wear and use the required Personal Protective Equipment (P.P.E.).
2. Failure to comply with Hi-Rise Mechanical Contracting Inc.’s and the Client’s Fall Protection Policy and Program.
3. Failure to use the necessary safety equipment when needed, required or as prescribed.
4. Smoking in an area not designated as a smoking area.

Causes for immediate termination could be:

1. Three different minor infractions within a year (12-month period).
2. Two different second infractions or the equivalent within a year.
3. Behaviour and/or attitude which could cause severe injury or damage.
4. Consumption of alcohol or illegal drugs on site.
5. Theft.
6. Blatant disobedience of any of Hi-Rise Mechanical Contracting Inc. rules, regulations, policies or procedures as outlined in the Hi-Rise Mechanical Contracting Inc. Health and Safety Policy and Program Manual
7. Severe insubordination.
8. Gross negligence.
9. Fighting during work.
10. Fraud.
11. Lack of participation and/or cooperation within any Hi-Rise Mechanical Contracting Inc. program where required and as prescribed.

No person acting on behalf of Hi-Rise Mechanical Contracting Inc. shall:
   a) Dismiss or threaten to dismiss a worker,
   b) Discipline or suspend or threaten to discipline or suspend a worker,
   c) Impose any penalty upon a worker,
   d) Intimidate or coerce a co-worker,

because the worker has acted in compliance with the Acts or the Regulations or an order made thereunder, has sought the enforcement of the Acts or the Regulations or has given evidence in a proceeding in respect of the enforcement of the Acts or the regulations or in an inquest under the Coroners Act.

Training

All workers bring work experience which includes workplace health and safety knowledge. Safety training gives employees the opportunity to improve their work skills as they reinforce their safety awareness and knowledge. Safety training is required for both supervisors and employees.

Every effort will be made to provide adequate training to all employees and sub-contractors employed by Hi-Rise Mechanical Contracting Inc., however, if in doubt about how to do a job or task safely, it is the responsibility and duty of the worker to ask a qualified person for assistance.

As part of the health and safety program all workers should start their safety training by reading this manual and discussing any questions or safety concerns with their direct supervisor. No worker is expected to undertake a job until he/she has received adequate safety instructions and training, and is authorized to perform the task and no worker should undertake a job that appears to be unsafe.

The Occupational Health and Safety Act is the standard that all workers must comply with and the Regulations are the minimum procedural standards. A copy of the Act and its Regulations is available at all work locations and with every Supervisor/Foreman. The Supervisor/Foreman will be trained on the following items but not limited to:

a. The Occupational Health and Safety Act and Regulations
d. Accident/Incident Investigating and Reporting
e. Emergency/Crisis Procedures
c. Enforcement Policies and Procedures
f. Tool Box meetings

Workers will be briefed on the following points but not limited to:

a. The need to be familiar with the content of the Hi-Rise Mechanical Contracting Inc. Health & Safety Policy and Program Manual.
b. Risks and hazards associated with each type of work performed and the related safety measures and precautions to be taken.
c. Emergency procedures in place and the location of the First-Aid Kit and any First-Aid personnel.
d. The need for mandatory WHMIS (Workplace Hazardous Material Information System) and all other government legislated information.
Tool Box Safety Talks

Toolbox safety talks are meetings to help workers recognize and control hazards that may be found on job sites. Safety talks advise workers of existing or potential dangers to their health and safety.

Toolbox Safety Talks will be held weekly on job sites. The Talks will provide specific information on hazards for a particular topic related to that job, while reminding workers of the importance of health and safety on the work site.

The supervisor/foreman will typically provide the toolbox meeting although a safety committee representative or management staff member may present the talk.

A Toolbox Safety Talk Report Form (Appendix F) will be used to record the proceedings of the meetings. The completed form will be submitted to the Hi-Rise Mechanical Contracting Inc. management office and kept on file.
Hazard Reporting

At Hi-Rise Mechanical Contracting Inc. it is the responsibility of all employees to be aware of workplace hazards and to identify, report, correct and eliminate any known hazards and avoid the creation of new ones. Hazard reporting is an integral element for health and safety that involves all workplace parties. Workers must report hazards immediately to their supervisor. Hazards include unsafe acts or unsafe conditions and can include:

- Operating machinery/equipment without authority.
- Failure to warn or secure.
- Making safety devices inoperable.
- Using defective equipment.
- Using equipment improperly.
- Failing to use personal protective equipment.
- Improper loading or lifting.
- Servicing equipment in motion.
- Failing to keep work area clean and floors free from debris.
- Obstructing fire exits or fire extinguishers.
- Failing to report an injury/incident.
- Not complying with hygiene policies.
- Obstructing eyewash stations.
- Not reporting damages done to equipment/property.

The procedure for reporting hazards is as follows:

1. Any employee recognizing a hazard is to immediately inform their supervisor or foreman, describing the hazard and possible outcome.
2. The supervisor/foreman will record the hazard information, completing all portions of the Hazard Recognition Report Form (Appendix G).
3. The supervisor/foreman, if appropriate will notify other employees of the hazard. This can be in person or through warning signs.
4. Where the hazard is in the control of the foreman, the supervisor or foreman will give direction to correct the hazard in a safe manner.
5. Where the correction of the hazard is beyond the span of control of the supervisor /foreman, the Project Manager or Safety Manager or Human Resources must be contacted and provided a copy of the hazard report form.
6. The Project Manager or Safety Manager or Human Resources must take all necessary steps to correct the hazard and file a completed hazard report noting corrective action.
7. General hazard areas are to be identified and noted on the site inspection form.
Emergency Response and Crisis Management

Hi-Rise Mechanical Contracting Inc. is committed to providing a safe and healthy workplace. However, everyone must be prepared to deal with an emergency. For every work site, be familiar with the location of fire extinguishing equipment and Fire Evacuation plans and the locations of First-Aid kits and First-Aid personnel.

In an emergency or crisis situation, the primary concern and first priority is, to attend to the injured worker(s) ensuring he/she receives the needed first aid treatment and a call out for Emergency Services. When necessary in other serious situations or emergencies, ensure the safety of all workers and the public. You must follow the procedures outlined within the section “Critical Injury Reporting” under “Accident Reporting Requirements”.

Emergency Response

An emergency can be reported from different sources, a worker on site or the public. Regardless of the circumstances in a situation, Head Office must be notified as soon as possible of any emergency situation. The following list covers basic actions to take in an emergency. The steps below apply to almost any emergency. Note that circumstances may change during the course of an emergency.

- Stay calm – Your example can influence others and thereby aid the emergency response.
- Assess the situation – Determine what happened. What the emergency is. What is the big picture. What has happened to whom and what will continue to happen if no action is taken? Try to identify the cause that must be controlled to eliminate immediate, ongoing or further danger.
- Take command – The most senior person on the scene should take charge and call, or delegate someone to call 911. Assign tasks for controlling the emergency. This action helps to maintain order and prevent panic.
- Provide protection – Control the source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.
- Aid and manage – Provide first aid or help those already doing so. Manage people at the scene. Organize for both a head count and emergency assignments. Direct all workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties.
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- Maintain contact – Keep emergency services informed of situation. Dispatch personnel to guide emergency services on arrival. Contact utilities such as gas and hydro where required. Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- Guide emergency services – Meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s), if known.

Be aware that in an emergency or crisis situation, various government agencies including the Ministry of Labour, Ministry of Health, Ministry of the Environment, the Police and Fire Departments and other service agencies such as Ambulance Services and other Health and Safety agencies will be involved during the course of the subsequent investigation. In addition the public and the Media, including Radio, Television and social media platforms may be involved after the accident or emergency. We ask that you refrain from making comments to the public or Media and ask that you guide these enquiries to your Supervisor/Foreman or Hi-Rise Mechanical Contracting Inc. Head Office.

You are required to co-operate fully with all Emergency Response Teams and members of the Ministries involved in the investigation. If you require assistance with responses or have any questions, contact your Supervisor/Foreman or Head Office. We encourage you to document (any format) the events as they occur, if it is safe to do so. Record in detail as much information as you can.
Severe or Critical Injuries

Accidents that involve (or could have involved) more severe injuries or critical injuries require investigation and action must be dutifully reported. Critical injuries must be reported to the Hi-Rise Mechanical Contracting Inc. main office immediately. A critical injury as defined in the Occupational Health and Safety Act is “An injury of a serious nature” that:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in a substantial loss of blood.
- Involves the fracture of a leg or arm.
- Involves the amputation of a leg, arm, hand or foot.
- Consists of burns to a major portion of the body.
- Causes the loss of sight in an eye.

Employees are obliged to report any of the following:

- Fatalities
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires hospitalization or medical care especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Hi-Rise Mechanical Contracting Inc. presumes that when a person’s condition is unknown and is transported by outside emergency services to a hospital, the injury is assumed critical until more information to Hi-Rise Mechanical Contracting Inc. shows otherwise. Hi-Rise Mechanical Contracting Inc. will coordinate the calls to the Ministry of Labour and other agencies as required. The sole responsibility of the supervisor is to arrange for emergency assistance and care for the injured worker, to keep the area clear.
Accident Reporting

Hi-Rise Mechanical Contracting Inc. is committed to enforce all health and safety practices to avoid accidents occurring. However, when accidents occur our provision is to ensure all accidents are reported immediately so they can be investigated properly and preventative measures can be reviewed and reinforced. This accident report policy affects all employees and sub-contractors.

Accidents that must be reported include any incidents that cause or may cause minor or severe injuries. The victims may be employees who were injured while performing their job duties on job sites or other people that were on a job site.

Note: The term incident is used in some situations and jurisdictions to cover both an "accident" and "incident". In this manual, the term accident will be used and will include near misses or almost an accident.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause and/or details of the accident are identified; the sooner preventative measures can be established. All accidents involving personal injury, illness or major equipment failures must be reported to your supervisor or Hi-Rise Mechanical Contracting Inc. management immediately and without delay. An Accident/Incident Report Form (Appendix H) may be completed.

Hi-Rise Mechanical Contracting Inc. encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of Hi-Rise Mechanical Contracting Inc. (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them if they want). Hi-Rise Mechanical Contracting Inc. will assume that not reporting indicates that the problem is very minor or non-work related. For minor injuries:

- Provide immediate first aid. Includes any one time treatment (minor scratches, cuts, burns etc.) and follow-up visit for the purpose of observation. These are considered first-aid cases only.
- Arrange for medical aid to the doctor or hospital as required. Medical aid includes any treatment that requires a physician or a medical practitioner’s attention.
- Preserve the accident scene for an investigation.
- Phone Hi-Rise Mechanical Contracting Inc. main office and report to management.
- Investigate the accident and report your findings in writing to the management office.
- Follow up with the injured worker to see if further assistance is required.
Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

When an employee witnesses or is involved in an accident they must report it immediately to their supervisor, personally, in writing or by phone or through an electronic system if applicable. Official forms, may be required to be completed and submitted. The supervisors or managers are responsible in initiating an investigation or requesting an investigation from the appropriate authorities.

The employee who reported the accident must cooperate if called upon for questioning to provide details as needed. As a general rule, the employee must provide information as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident

Disciplinary Consequences

The company places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimize legal repercussions.

Refer to Accident Reporting Requirements (follows below) for Supervisor/Forman and Employer duties related to accident reporting.
# Accident Reporting Requirements

<table>
<thead>
<tr>
<th>Description - Type of Accident</th>
<th>Supervisor/Forman Duties - On site immediate activities</th>
<th>Employer's Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incident:</strong> (A near miss, property damage or chemical spill not resulting in personal injury or loss of material, property, process or environmental damage.)</td>
<td>• Train all workers to report all incidents. &lt;br&gt; • Investigate and report all incidents to prevent recurrence. Document all actions taken. &lt;br&gt; • When an incident reported is NOT the result of our materials, tools, employees or actions, the Site Safety Officer must be notified immediately. &lt;br&gt; • In case of incidents, which are reportable to MOL or to MOE, the Site Safety Officer will be required to provide a copy of the Accident/Incident Report Form (Appendix H) and the Accident Investigation Report Form to the appropriate Ministry via the Head Office of the Company.</td>
<td>• Train all Supervisors, etc., to report and investigate all incidents. &lt;br&gt; • Site Safety Officer is to investigate all serious or reportable incidents. &lt;br&gt; • Review notice to the MOL, Worker, Health and Safety Rep and the Trade Union, if any, within two days.</td>
</tr>
<tr>
<td><strong>First-Aid Injuries:</strong> (Refer to WSIB Regulation 1101.)</td>
<td>• Provide prompt and immediate first-aid treatment by a nurse or a certified first-aid person. &lt;br&gt; • Document any treatment given and complete the required log book (and/or appropriate forms) noting the particulars surrounding the injury.</td>
<td>• Review all documentation received at each meeting of the JH&amp;S Committee, analyze and review any trends for corrective measures and complete the statistics.</td>
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</table>
## Accident Reporting Requirements

<table>
<thead>
<tr>
<th>Description - Type of Accident</th>
<th>Supervisor/Forman Duties - On site immediate activities</th>
<th>Employer's Duties</th>
</tr>
</thead>
</table>
| **Medical Aid:** (Where professional medical attention is required.) | • Provide immediate first-aid treatment and arrange for transportation to and from the nearest medical facility.  
• Preserve and isolate the accident area for investigation.  
• Phone Head Office and report the details of the accident, - further directions could be available.  
• Investigate the accident and report your findings on the accident forms provided and take any necessary steps required to prevent a recurrent. The report must be completed in ink and filed with Head Office (and Site Safety Officer) within 24 hours.  
• Follow-up with the injured worker and medical facility to ensure that adequate care has been rendered. Indicate that the Company does have a Modified Work Program with possible duties to suit the Worker's restrictions caused by the injury.  
• Follow-up with Head Office to provide any further information that you may have about the Worker's status.  
• Follow-up with the Worker on an ongoing basis as to his/her status and supply Head Office with such information unless otherwise directed. | • Site Safety Officer must investigate serious or reportable accidents/ incidents.  
• Review all investigation reports and logs as a Medical Aid Accident/Injury.  
• Ensure that the appropriate measures have been taken to prevent a recurrence.  
• Follow-up by reviewing the corrective measures with the site Supervisor/Foreman as to their effectiveness. |
## Accident Reporting Requirements

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<tbody>
<tr>
<td><strong>Critical Injury:</strong> (Involves definite loss-time as well as other possible major losses; i.e., material product, production, environmental, etc.)</td>
<td>• Assess the situation; provide immediate first-aid, keep the person still and warm, call Emergency Services/ Ambulance, etc.</td>
<td>• The Site Safety Officer will notify the Head Office immediately.</td>
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<td>• Contact the Head Office and local union office (if applicable).</td>
<td>• Head Office will notify the Ministry of Labour (MOL) immediately.</td>
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<td>• Inform the Site Safety Officer and secure the scene of the accident and restrict all access to the scene.</td>
<td>• Conduct an Accident Investigation.</td>
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<td>• Do not disturb the accident scene unless necessary to eliminate danger to other persons.</td>
<td>• Determine if the measures to prevent a recurrence are adequate.</td>
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<td>• Co-operate with all emergency response crews and officials from the MOL.</td>
<td>• Request the Health &amp; Safety Representative to conduct an investigation and provide a copy to the Site Safety Officer.</td>
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<tr>
<td></td>
<td>• Only after the person has been removed from the workplace shall you begin the investigation. A thorough written report of all findings is required including the Accident/Incident Report Form (Appendix H) and the Accident Investigation Report Form.</td>
<td>• Within 48 hours must provide a written report of the accident to the MOL including the information as specified with “Collection of Evidence” as stated below.</td>
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<td>• Follow-up with Head Office as details become available.</td>
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Accident Investigations

It is the policy of Hi-Rise Mechanical Contracting Inc. to immediately and thoroughly investigate all injuries/incidents. Investigators must always keep in mind that effective accident investigation means fact-finding, not fault-finding. When accidents are investigated, the emphasis should be concentrated on finding the root cause of the accident, not to find fault. More than just recording the steps of the event, the investigation should look for deeper causes.

Once the causes are established, precautions are identified and implemented to prevent a recurrence. Work environment, job constraints, and supervisory or worker experience can all play a part and must be examined to determine what role each had in the accident.

Accident investigations are the responsibility of management and the Joint Health and Safety Committee. Reasons to investigate a workplace accident include:

- most importantly, to find out the cause of accidents and to prevent similar accidents in the future.
- to fulfill any legal requirements.
- to determine the cost of an accident.
- to determine compliance with applicable safety regulations.
- to process workers’ compensation claims.

An accident investigation will be conducted for all accidents requiring Medical Aid. The level of detail for each investigation will depend on the severity of the accident and who will perform the investigation is contingent on the type of injury. In most cases, the supervisor will help in the investigation. Other members involved can include employees with knowledge of the work, safety officer, health and safety committee member, union representative if applicable, employees with experience in investigations, experts in the field, and/or a representative from the local government. In a critical injury or fatality, the supervisor will notify head office who will contact the Ministry of Labour to conduct an investigation. All employees will cooperate with the Ministry of Labour inspector.

Investigations will begin immediately after the injured person has been cared for. All investigations must be recorded in ink and submitted to Head Office within 24 hours.
Accident Investigation Forms are to be used for all investigations as follows:

1. Appendix H – Accident/Incident Report Form
2. Appendix I – First-Aid Treatment Record Book
   These First Aid forms are used to log first aid injuries where no medical treatment is needed and where there is no lost time from work. Logs must be regularly reviewed by the Health and Safety Committee/Representative to identify and remedy any possible trends.
3. Appendix J – Medical Treatment Memorandum
   This form must go with the injured Worker to the Emergency Medical Facilities where the initial medical treatment is done.
4. Appendix K – Accident Investigation Report Form
   This report form must be completed and forwarded to the appropriate persons within 24 hours.
5. Appendix L – Statement of Witness Form
   This form must be completed and forwarded to the appropriate persons with the Accident Investigation Report within 24 hours.

Accident Investigations will consist of five stages:

1. Collection of evidence and information: The Supervisor or Investigator must collect:
   a. As much information as is practicable and that is relevant to determining the cause of the event under investigation.
   b. Name and address of the Constructor and Employer.
   c. Name and condition of the victim including the nature and type of bodily injury sustained.
   d. Time and place of the occurrence
   e. Name/Address of Medical Facility as well as the attending Physician/Surgeon.
   f. Names of the Worker Representative, the immediate Supervisor and any witnesses (a witness is anyone who may have any information leading up to and/or about the situation).
   g. A detailed inspection of the accident scene and the surrounding area.
   h. Obtain a brief overview of the accident sequence.
   i. Obtain detailed information on the process, task or equipment which the injured Worker was working with when the accident occurred.
   j. Provide photographs and/or sketches for a visual description of the scene.
   k. Interview and take signed statements from witnesses, and others involved and if possible, the injured worker.
   l. Interview the Management representative for anything they may have to add to the investigation.
m. Interview the Worker representative for anything they may have to add to the investigation.

n. Review copies of relevant records, instruction and training, experience equipment specification, maintenance/repair records and other relevant information.

o. Identify any short-term and any necessary long-term steps taken to prevent a recurrence.

p. The report will be signed by a member of Senior Management.

2. Analysis of the information Collected
The investigator will review all information collected and then determine how and why the accident occurred while considering all possible causes. Accidents are usually the result of multiple reasons. The investigator must not assume anything and his/her findings will be based on facts. Experts should be used when necessary. The Accident Investigation is not a fault finding exercise but a method to determine the various causes of the incident.

3. Recommendations
The Investigator uses the Accident Investigation analyses to determine what steps must be taken to prevent a recurrence of the accident. Both short-term and any necessary long-term steps and planning recommendations must be communicated to Management at Hi-Rise Mechanical Contracting Inc. and the Health and Safety Committee and Trade Union. The Investigator completes the Accident Investigation Report Form (Appendix K) upon completion of the three (3) investigation stages herein.

4. Implementation
Reports will be filed in Head Office and will be available to workers on request. Working together Management, the Health and Safety Committee, the Supervisor/Foreman and worker representatives will use the information from the Accident Investigation to develop corrective measures to eliminate the risk of reoccurrence. Hi-Rise Mechanical Contracting Inc. will communicate corrective measures by:

- Providing verbal and written instructions and information immediately to all employees regarding changes required to prevent the hazards and other findings that contributed to the accident.
- Stating any changes in procedures at safety talks.
- Making appropriate amendments and additions to the Hi-Rise Mechanical Contracting Inc. Health and Safety Program and booklets.

5. Follow-up
All resulting changes from the Accident Investigation Report and recommendations will be monitored by the Hi-Rise Mechanical Contracting Inc. to ensure that they are effective in adequately controlling or eliminating identified hazards while ensuring that new hazards are not created.
WSIB and Hi-Rise Mechanical Contracting Inc. Return-to-Work Program

Workplace Safety Insurance Board (WSIB) premiums are paid by employers in the province of Ontario to ensure that when a worker has a work-related injury or illness, he or she will be compensated until they can return to work.

The Workplace Safety Insurance Board (WSIB) has long supported the belief of early rehabilitation through a Return-to-Work Program. Such a program could involve graduated work and/or modified work duties, which are minor modifications to one’s normal job. This allows employees to remain at work while recuperating from an injury. Normal wages are maintained while a claim is registered with the WSIB in the event of complications arising. Modified duties are a means of accommodating an employee's temporary restrictions and do not negate a right to Compensation Benefits or future benefits.

The Hi-Rise Mechanical Contracting Inc. Return-to-Work Program is a company-wide initiative that combines a responsible approach towards returning injured workers to work, while maintaining a commitment of protecting the health and welfare of all employees. A Return to Work Program is designed to assist with an early and safe return to regular duties for injured or ill employees. It is a temporary measure that is intended to bridge the gap between injury and the return to full duties. Hi-Rise Mechanical Contracting Inc. will assess any practitioner's report available to them, and with the worker and other health and safety professionals, will design a suitable return-to-work program for the injured worker. Hi-Rise Mechanical Contracting Inc. reserves the right to ask that the injured party submit to an examination by a Company physician.

Modified duties can include (without limiting):

a) Work in the office, shop, site office,
b) Housekeeping activities,
c) Inventory control,
d) Supervisory assistance or work as a helper,
e) Work at normal job duties with a helper,
f) Records control or shipping and receiving,
g) Assisting the supervisor in administrative functions.

Failure to fully participate in a Return-to-Work Program can effectively cancel a WSIB claim.
Section II

Health and Safety
Program Procedures and Guidelines for Construction Projects
Health and Safety Program Procedures and Guidelines for Construction Projects

Construction projects should be safe workplaces. Construction site safety is everyone’s responsibility; workers, supervisors and employers are all responsible for safety. Hi-Rise Mechanical Contracting Inc. expects employees to apply all their Health and Safety knowledge along with common sense as a best defense for a safe work environment.

The Occupational Health and Safety Act and the appropriate Regulations form the basis and minimum safety standards for Hi-Rise Mechanical Contracting Inc. A copy of this legislation is available on all job sites. You are encouraged to make yourself familiar with the provisions of the Act and Regulations. If you are unsure of a policy or procedure, ask your Supervisor/Foreman for assistance. Do not guess or assume.

General Rules

The following is a list of Rules which apply to all Hi-Rise Mechanical Contracting Inc. employees and sub-contractors.

- Enforcement of the applicable rules and regulations as specified herein and within any related legislation will be the responsibility of the immediate Supervisor/Foreman.
- Every person will be held accountable for his or her own actions.
- All workers must have a recognized certificate indicating that they are trained in WHMIS.
- Working under the influence of drugs, alcohol or other intoxicants is strictly forbidden and is grounds for immediate discipline up to and including discharge.
- Misuse of Hi-Rise Mechanical Contracting Inc. property or equipment will not be tolerated.
- Any unsafe machine, equipment or tools shall not be used.
- Use of Hi-Rise Mechanical Contracting Inc. vehicles or equipment for personal purposes will not be tolerated.
- All employees must be familiar with the contents of the Hi-Rise Mechanical Contracting Inc. Policy/Program Health and Safety Manual and acknowledge receipt of this Manual prior to starting employment.
- Workers must report any hazard or unsafe condition immediately to their Supervisor/Foreman.
- All incidents (near misses), accidents, injuries and illnesses must be reported immediately to the Supervisor/Foreman.
- Unsafe work practices by any person, including any third-party company or trade or member of the public, on the work site will not be tolerated.
Construction Access and Parking

All construction site personnel must use “designated” construction access routes and parking areas as outlined on the site layout.

Driveways, lane-ways, walkways or emergency vehicle routes must not be blocked or restricted at any time by any vehicle including construction vehicles, machinery, equipment or materials.

Overnight parking of equipment or vehicles must be done with the permission of the Project Manager or Job Supervisor. No vehicle is to be left without appropriate brakes/blocking or unlocked or with keys in place.

Construction equipment such as “zoom booms”, scissors lifts, bulldozers, forklifts, etc., must have all moveable parts kept in their lowered positions when left unattended.
Company Vehicles

Employees assigned to drive company vehicles must maintain a valid Driver’s License and must have their driver’s license with them at all times while driving a company vehicle. Any loss or change of driving privileges must be immediately reported to Hi-Rise Mechanical Contracting Inc. The driver must not operate an issued vehicle if their driver’s license is suspended, lost or invalidated.

Passengers are not allowed to ride in the vehicle unless authorized by Hi-Rise Mechanical Contracting Inc. The driver must never operate a Hi-Rise Mechanical Contracting Inc. issued vehicle after consuming alcohol, is under the influence of any drugs, or any medication likely or known to impair vision or judgement, or when physical impairment or physicians’ orders restricts driving. The vehicle is considered a work place and smoking in the vehicle is a chargeable offense.

Personal Use

Hi-Rise Mechanical Contracting Inc. issued vehicle is not to be used for personal reasons unless authorized in writing by Hi-Rise Mechanical Contracting Inc. designated authority.

Vehicle Fuel

Hi-Rise Mechanical Contracting Inc. will provide a means for which the driver will pay for fuel, oil and repairs for the issued vehicle. The driver must comply with the method for payment.

Maintenance

The driver is responsible for keeping the issued vehicle clean and organized. The driver is required to check all fluid levels including oil, washer fluid, transmission oil and steering fluid at least once a week or sooner if required. The driver will be issued a maintenance schedule and maintenance procedure to follow. The driver will comply with the procedure for making the vehicle available for maintenance. The driver will report any repairs or safety concerns immediately to Hi-Rise Mechanical Contracting Inc. designated authority.

Emergency Procedure

The driver will notify Hi-Rise Mechanical Contracting Inc. immediately of any emergency breakdown or traffic accident. The driver will attend to the issued vehicle, if possible, until the vehicle has been safely removed from the roadway and relocated to a location designated by Hi-Rise Mechanical Contracting Inc.
The driver will cooperate with all regulatory authorities attending the traffic accident and obtain/forward required documentation to Hi-Rise Mechanical Contracting Inc. designated authority. The driver will not make any disclosures or statements to non-regulatory authorities (i.e., police, MOL, ambulance, fire fighters).

Personal Property

The driver will submit to Hi-Rise Mechanical Contracting Inc. designated authority, a listing of personal property including tools regularly carried in the issued vehicle at least annually.

Transportation of Dangerous Goods

The driver will be trained and carry a certificate of training for Transportation of Dangerous Goods Act (TDG). The driver will comply with the regulations as set out by the TDG and keep the vehicle log current. The driver will inform Hi-Rise Mechanical Contracting Inc. in writing with any reasons the regulations could not or were not followed.

Highway 407 Charges and Parking Costs

The driver will comply with Hi-Rise Mechanical Contracting Inc. rules regarding the use of Highway 407. Hi-Rise Mechanical Contracting Inc. will reimburse the driver for all legitimate, validated parking costs related to work purposes.

Parking and Traffic Violations

Traffic Tickets and parking violations are considered a “personal matter” and must be settled immediately. These expenses are not reimbursed by Hi-Rise Mechanical Contracting Inc. The driver is also responsible for any late charges and administrative fees for any summons or citations that have been forwarded to Hi-Rise Mechanical Contracting Inc. by the lessor or local officials.

All fines/fees related to an impounded vehicle due to negligence, DWI or DUI or under suspension are the responsibility of the employee. If a violation must be paid by the lessor or Hi-Rise Mechanical Contracting Inc., the driver is then responsible to repay the lessor or Hi-Rise Mechanical Contracting Inc. for the violation, late fees or processing fees. Senior Management will be notified of any violations. Failure to pay a violation may not only affect your record for registration renewal, but may also affect other drivers within the fleet at Hi-Rise Mechanical Contracting Inc.

The practices mentioned in parts under this section are necessary to uphold the titling and/or registration privileges of leased/owned vehicles.
Personal Protective Equipment (PPE)

PPE is equipment worn by a worker to minimize exposure to specific occupational hazards. Examples of PPE include respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection. Using PPE is only one element in a complete safety program that would use a variety of strategies to maintain a safe and healthy occupational environment. PPE is used to reduce or minimize the exposure or contact to injurious physical, chemical, ergonomic, or biological agents. A hazard is not eliminated by PPE, but the risk of injury can be reduced. For example, wearing hearing protection reduces the likelihood of hearing damage when the ear plugs or muffs are appropriate for the kind of noise exposure and when they are used properly. Hearing protection does not eliminate the noise.

Each piece of PPE has a specific use and may be made of specialized materials appropriate for one use, but not appropriate for another. For example, thick natural rubber gloves will protect the wearer from strong solutions of sodium hypochlorite (bleach) for an 8 hour working day, but it will not protect them from ammonia hydroxide as effectively.

Wearing the right PPE is important. In order to ensure the required level of protection:

- PPE should be selected considering the type of hazard and the degree of protection required.
- PPE should be useable in the presence of other workplace hazards.
- Users should be trained in proper use and fit of the PPE.
- PPE should be properly stored and maintained.
- If PPE is found to be defective, it should be discarded and replaced.

Workers are expected to wear and use all required PPE in accordance with the manufacturers’ specifications. The equipment must not be altered or damaged in any way. The work at Hi-Rise Mechanical Contracting Inc. will require any or all of the following PPE and must be CSA approved to meet the most stringent requirements.

1. Safety headwear
2. Safety footwear
3. Eye protection and/or face protection
4. Respiratory protection
5. Fall arrest systems
6. Protective Clothing
Personal Protective Equipment (PPE) shall be used as required to protect the worker from hazards. Below are examples of types of PPE used in the Hi-Rise Mechanical Contracting Inc. work place.

- Workers shall wear the appropriate clothing suitable for their job function and the working environment.
- When operating any production equipment, machinery or tools, workers must not wear loose clothing or cuffs, torn or broken clothing, finger rings or jewellery, etc.
- All workers must wear CSA approved safety glasses with side and brow shields.
- Workers must wear a face shield when there is a potential to injury to eyes and face, such as working with disc grinders or corrosive chemicals.
- All workers must wear CSA approved footwear with a green patch mark and meeting the construction Grade 1 standards.
- Workers must wear Type B or E hard hats. Do not paint or drill holes in your hard hat.
- Hearing protection must be worn when the noise level is greater than 90 dBA.
- NIOSH approved respirators must be worn if there is a potential exposure to dust, fumes, chemical vapours. See your Supervisor/Foreman for the type of respirator required.
- Full body harness must be worn if there is a potential injury due to a fall or when working 10 feet (3 metres) above ground, above operating machines, above water or above chemical substances, etc.
- A vest with florescent illumination must be worn by all signal persons and as required by clients.

In keeping with the prescribed standards, workers will be instructed on how to fit, wear and maintain Personal Protective Equipment (PPE) in good working condition. In addition, workers will be shown how to identify potential problems or defects with their PPE during the pre-use inspection or while wearing/using and how to perform regular maintenance and inspection of their PPE.
Workplace Inspections

One of the most important ways to ensure health and safety in the workplace is to regularly inspect the work site to identify hazards. These inspections cover the physical and performance aspects of all functions. A well-managed inspection program can help to identify problems and assess risks before accidents or injuries occur. A proper inspection program can:

- Highlight what is working in terms of accident prevention and recognize those responsible for their efforts.
- Provide a forum to listen to the concerns of workers and supervisors.
- Gain further understanding of jobs and tasks.
- Identify existing and potential hazards.
- Determine underlying causes of hazards.
- Monitor hazard controls (personal protective equipment, engineering controls, policies, procedures).
- Recommend corrective action.
- Identify deficiencies in equipment and/or machinery.
- Assess and determine the degree of compliance.
- Demonstrate management support for the health and safety program.

Informal inspections should be done by all supervisors whenever they are out on site.

Formal documented inspections, Weekly Inspection Report Form, (Appendix M) can be done weekly by supervisors and monthly by health and safety representatives or Joint Health and Safety Committee members. Any health and safety deficiencies identified during the inspection will be noted and corrective action will be taken. The results of the inspections will be communicated to all workers and supervisor(s)/foremen as required and a copy will be kept on file on site and also forwarded to Hi-Rise Mechanical Contracting Inc. head office for review and retention.

As stated, workplace inspections are required on a monthly basis as prescribed by the Occupational Health and Safety Act. From time to time, as a matter of rule, Hi-Rise Mechanical Contracting Inc. will inspect the job sites using internal staff or safety consultants. Inspections are an ongoing task as the worksite is constantly changing.

Inspections conducted by Hi-Rise Mechanical Contracting Inc. will be noted and considered a matter of record. All inspection reports will be posted or made available to all employees upon request.
Housekeeping Rules

Good housekeeping practice must be maintained at all times. A neat, orderly job is essential to efficient, accident-free spaces and every effort must be made to keep work areas clean at all times. A cleanup limited to time permitting or periodic cleanups is not sufficient. Good housekeeping should be practiced as a continual process. The following is a list of various housekeeping rules and precautions for the work site that will help you in ensuring that the work place is a safe place for everyone.

• Scraps must be removed to the disposal bin or designated disposal area.
• Nails or sharp objects protruding from lumber or boards must be removed and disposed in the proper receptacle.
• All floor openings must be covered or surrounded by the appropriate railing as prescribed.
• Daily work site cleanup is required as per the legislation or more often as necessary to control the hazards.
• All materials are to be stored in an organized manner in the designated storage/lay down areas.
• Materials must be properly stored, stacked or piled away from power lines.
• Materials must be unloaded, uncrated and stored in such a manner that they will not tip, collapse, fall or present a trip hazard.
• Heavy loads are to be placed in areas which are capable of supporting the load.
• Stack cartons and drums on a firm foundation and cross tie them, where necessary, reducing the chance of movement.
• Stored materials should not obstruct any pathways, aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations.
• All storage areas or stored materials should be clearly marked.
• Barrels may be stacked upright with platforms/planks between layers and should not be stacked higher than the mechanical equipment can safely reach.
• Skids of brick, blocks or other like material must be stock piled in a way to prevent tipping or collapsing.
• Stock piles should be blocked and interlocked, ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment, i.e., fire doors.
• Do not climb up, on or about any such stacked equipment, machinery supplies, parts, products, etc.
• Ensure proper tools such as cutters or snips are used to break metal bands.
• Ensure signs are posted to warn workers of hazardous areas.
• For lifting and carrying of materials, employees must be aware of their personal limitations and adjust work practice as applicable, i.e., use equipment or two-person lift.
• Proper lifting procedures must be adhered to by all workers, i.e., check load, bend at knees, keep back straight, arms and elbows close to the body and a firm grip on the object to be moved.
• Loads that cannot be handled safely (awkward shape, or too heavy) are to be adapted to minimize manual handling.
Equipment, Tools and Machine Operation

Hi-Rise Mechanical Contracting Inc. provides equipment, which includes machinery and tools, to complete the work required. Only competent, trained and authorized persons are to use vehicles, hoists, cranes, man-lifts, lift-trucks, elevated work platforms or other motor powered equipment or machinery and all vehicles, machines, tools and equipment shall be used in accordance with operating manuals issued by the manufacturers.

Manuals must be maintained for all incoming mechanical/electrical machinery or equipment to be used on a work project. The logbook will identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). Operator manuals must be supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operator or the Constructor. An inspection sticker must be supplied on all equipment new to site.

Below is a list of ways to help stay safe when using equipment in the workplace.

Note: The term equipment in this section is used to signify tools, equipment and/or machinery.

- Operators must be properly trained on the operation of the respective equipment.
- Equipment is to be operated and maintained only by competently trained and authorized personnel.
- All equipment must be at a minimum visually inspected prior to use to ensure that the equipment is in good working order.
- All equipment that does not require documented pre-use inspections must be visually inspected prior to each use.
- All equipment must be effectively guarded and used in a safe manner in accordance with the manufacturer’s specifications. Copies of manufacturers operating manuals must be readily available for the review at the equipment location of use.
- Use only CSA approved electrical equipment and tools.
- Where any equipment has an exposed moving part that may endanger the safety of any worker (pinch points, in-running nip hazard, shear point, cut point, entanglement etc.), the equipment shall be equipped with, and guarded by a guard or other device that prevents access to the hazard.
- Never remove or tamper with safety devices.
- Wear hearing protection when operating for prolonged periods or in confined spaces.
- Always wear eye protection when operating electric tools.
- Workers must ensure that they remain out of the ‘line of fire’ when using any equipment. Ensure that the body is positioned to prevent injury in the event that the tool, equipment or machinery is inadvertently dropped, moved, swung, rotated etc.
- Never use damaged equipment. Report damaged equipment to Project Manager or Job Supervisor immediately.
• Any equipment found to be damaged or defective must be immediately reported to the supervisor. The tools/equipment must be tagged and removed from service.
• In addition to guarding equipment, workers shall guard themselves through such practices as: not wearing jewelry, confining long hair, not wearing baggy clothing etc.
• Do not leave power equipment on when unattended.
• All electrical equipment and tools must be approved and used for their intended purpose. All electrical equipment and tools must be suitable for the type of usage, especially in an electrically classified area.
• All electrical cords must be grounded.
• Safety devices must not be disconnected or overridden and must be fully used at all times.
• Control switches of machines must be locked-out to prevent accidental starting when under repair or maintenance. Use the Hi-Rise Mechanical Contracting Inc. tagging and lock out procedures.
• Any and all start-up, shut-down procedures must be strictly followed.
• Stop the machine’s motion prior to repairs, adjusting or oiling.
• Do not operate machines which have exposed moving parts or exposed pinch points.
• All equipment must be stored so they do not create a hazard for other workers on the project.
• All trucks, equipment and tools that are defective should be immediately taken out of service and tagged “Out of Service” with a brief description of the defect.
• An operator must never leave any running equipment unattended. Hydraulic equipment shall never be left unattended while any part is in a raised position.
• An operator must ensure there are adequate clearncnces for underground utilities prior to excavation.
• In the event that the view of an operator is obstructed, he/she shall request the assistance of a competent signal person.
• Excavating equipment shall be equipped with rollover protection.
• Prior to use on site, equipment must be inspected and a competent maintenance person must attach a certificate of maintenance to the equipment.

Tools

General

• All equipment/tools must be effectively guarded and used in a safe manner.
• Ensure electrical tools are effectively grounded. Do not use any cord that is cut/frayed, and if the motor casing is defective, do not use.
• Do not operate electrical power tools or run electrical cords in very damp or wet areas.
• Ground fault circuit interrupters (GFCI) must be used on all electrical tools used outdoors.
• Do not leave power tools/equipment “ON” when unattended.
• All tools and equipment must be stored so they do not create a hazard for other workers.
• All tools and equipment must be returned to a tool box or to the designated storage area at the end of each working day.
• Do not operate any tool without proper instructions.
• Tools and equipment must be in good condition and maintained in such condition.
• Only qualified persons are to use tools and equipment.
• Tools and guards are not to be altered and are to be used only for their designated purpose.
• Personal tools are subject to inspection at any time.
• Ensure that all cutting tools and blades are clean and sharp; they should be able to cut freely without being forced.
• Ensure that all stationary equipment is anchored securely to the floor.

Hand Tools

• Every tool was designed to do a certain job, and must only be used for its intended purpose.
• Clean all tools after use.
• Do not use cutting fluids to clean hands.
• Don’t use tools for pry bars.

Portable Power Tools (Major Hazards)

• Torque is the circular or rotating motion in tools such as drills, impact wrenches and saws that results in a strong twisting force. Be prepared in case of jamming.
• Have good footing and use two hands.
• Contact with moving parts can be hazardous. Keep moving parts directed away from your body.
• Never touch a power part (e.g., drills, chuck, blades and bits) unless the power source is disconnected. Beware of others near you. Beware of moving power tools around you as others may be operating power equipment near you.
• Tool condition should be inspected on a regular basis. Examine each power tool before using it.
• Tag and return defective tools for repair.
• Proper guards or shields must be installed don all power tools before being used. No “homemade” handles or extensions are permitted.
Forklifts, Cranes and Hoisting Equipment and Rigging

All lifting devices – cranes, chains, slings, hoists and forklifts must be maintained in accordance with the Regulations for Construction Projects as defined under the Occupational Health and Safety Act. Propane or diesel powered mobile cranes of various capacities as well as various types of cables, slings, sling-chokers and chain falls can be used on the work site. Forklifts, Cranes and Hoisting Equipment must be operated by certified personnel only.

The Project Manager or the Supervisor must ensure that the items following are carried out prior to using the crane on the project:

1. That the operator who will operate a crane with related load capacity of more than 7260 kg (16000 lbs.) must be licensed under the Trades Qualification and Apprenticeship Act.
2. That the operator who will operate a crane with related load capacity less than 7260 kg (16000 lbs.) must be trained and must have proof of training.
3. The crane was inspected at least once within the last 12 months and is in good maintenance condition.
4. The crane has a maintenance log book which is kept on the crane.
5. Emission Control Test was carried out recently.
6. The Supervisor and the crane operator must ensure the following items are carried out during the unloading and hoisting:
   a. Restrict entry by unauthorized personnel by surrounding the lift area with yellow or red caution tapes and post signs warning of “Danger Work Over Head”.
   b. Do not allow any person to be under the hoisted material.
   c. Do not use the crane to lift or lower materials which weigh more than the crane’s maximum rated load capacity.
   d. Use ropes to guide the load, which is bulky or large.
   e. Signaller must be used if the operator’s view is obstructed.
   f. The signaller must be in full view of the crane operator.

Lifting devices must legibly show the following:

• Manufacturer’s rated load capacity.
• Manufacturer’s name.
• Model.
• Serial Number.
• Year of manufacture or shipment date.
Forklifts, Cranes and Hoisting Equipment must be operated by certified personnel only and operators must receive directions/signals from only one competent signal person. Note also:

- All cranes and hoists and the operation of such must conform to all the related legislation as specified within the Occupational health and Safety Act and its Regulations.
- Loads being hoisted are not to pass over Workers, or be handled in such a manner that might endanger a worker.
- The operator of the hoisting equipment must obtain full visibility. If view is obstructed, he/she must request the assistance of a competent signal person.
- An operator must be aware and make allowances for overhead utilities.
- At no time shall the operator of the hoisting equipment attempt to lift an object or load that is in excess of the maximum load rated capacity of the hoisting equipment.
- The operator must always ensure that he/she maintains full control of the load being carried.
- Loads are not to be left suspended.
- Cranes, hoists and lifting devices must have a log book. The log books may be paper or electronic, however, each entry in a paper log book must be signed by the person doing the work.
- All cranes hoists and lifting devices must be certified as being in a safe operating condition by a competent certified inspector prior to using the crane on the site.
- Before operating a lifting device, the operator must be familiar with all recent entries in its log book.

Precautions when operating any Lifting Devices

- Never move a load until you are assured that the working conditions are safe.
- Never permit anyone to ride the lifting hook or the load.
- Never work under a suspended load, unless the load is properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Ensure that safety latches on hooks are in place and in good working condition.
- Ensure that the signaler and the hoist operator discuss the signals prior to performing the lift.
- Make sure a tagline is used to control the load.
- Every effort is to be made to ensure that loads are not passed over workers.
- A worker must not stand or pass under a suspended load unless the worker has been effectively warned of the danger and the operator of the lifting device knows the worker is under the suspended load.
- Loads must be positioned as close to the ground or grade as possible before unloading.
- Inspect equipment, cables, hooks, and document the inspection before moving the load.
• Ensure all loose materials, parts, and packaging have been removed from the load before lifting.
• Determine the weight of the load prior to making a test lift to ensure that the hoisting equipment can operate within its capabilities.
• Make sure everyone is away from the load before hoisting; to do so - sound a bell, siren or other warning device and slowly begin hoisting the load.
• Follow signals only from one signaler in charge of the lift.
• Move crane controls smoothly. Avoid abrupt, jerky movements of the load.
• Ensure nothing links or catches on the load while raising it or traveling.
• Ensure that nothing obstructs the movement of a load.

Rigging
• Although rigging appears to be an easy operation that requires no particular skill or experience, it should only be performed by competent workers. Suspended loads have the capacity if improperly rigged to cause substantial damage or serious injury.
• Rigging will not be subjected to loads more than outlined in the legislative requirements.
• Rigging equipment shall be inspected by a designated, competent employee prior to initial use on the project and regularly thereafter to ensure that it is safe. Records of each inspection shall be kept on site and shall be made available upon request. Damaged rigging equipment shall be removed from service immediately.
• The Project Manager shall ensure a rigging study is prepared prior to all heavy and critical rigging or hoisting operations.
• Heavy and critical rigging studies are defined as all those lifting operations where the weight of the lift is over 25 tons, or where the material or equipment is large enough to require the use of more than one lifting device (crane). In these situations, the operation will be designed by a professional engineer, and will be conducted according to the procedures set out by him/her.
Equipment Maintenance

Hi-Rise Mechanical Contracting Inc. provides equipment, which includes machinery and tools, to complete the work required. If you encounter any situation where these items are found to be in poor condition or are not working properly, notify your Supervisor immediately. We do not condone the use of damaged equipment that does not meet acceptable industry standards. Damaged equipment will be tagged/locked out (if applicable) and returned to the appropriate area for repair or replacement. Supervisors must ensure that all repairs for equipment are completed as efficiently and quickly as possible. Hi-Rise Mechanical Contracting Inc. expects workers to use the equipment in a safe manner at all times. Any operating instructions and safety manuals and guidelines for the equipment, must be adhered to.

Responsibilities of:

1. Management
   - Ensure that equipment and tools are inspected, maintained and repaired in accordance with industry practice, legislated requirements and manufacturer’s specifications.
   - Remove from service any piece of equipment or tools that have been tagged “OUT OF SERVICE” or are otherwise defective.
   - Any piece of equipment or tools that have been removed from service shall not be used until adequately repaired.

2. Supervisors/Foremen
   - Ensure that all defects reported are repaired or corrected in a timely manner by a competent individual.
   - Remove from service any pieces of equipment or tools that have been tagged “OUT OF SERVICE” or are otherwise defective.
   - Periodically inspect equipment and tools for defects.

3. Employees
   - Inspect all equipment and tools before using and maintain in good working order.
   - Perform a daily inspection of a vehicle or piece of equipment and tools the employee operates.
   - Remove from service any piece of equipment or tools tagged “OUT OF SERVICE” or are otherwise defective.
   - Report any defects, necessary repairs or alterations on the equipment and tools he or she operates.
   - Leave all safety devices operative on equipment and tools.
   - Ensure maintenance and/or inspection logs remain with the vehicle or equipment when releasing to another site.
Lock Out and Tagging Out Procedures

When most people think of uncontrolled hazardous energy, they think of electricity. But construction crews doing work in industrial or office settings often have to lock out and tag a variety of energy sources. Here are the main types:

- Electrical – electrical panels, generators, lighting systems, etc.
- Mechanical (the energy of moving parts) – flywheels, blades, fans, conveyor belts, etc.
- Hydraulic – presses, rams, cylinders, cranes, forklifts, etc.
- Pneumatic – lines, compression tanks, tools, etc.
- Thermal – steam hot water, fire, etc.
- Chemical – flammable materials, corrosive substances, vapours, etc.
- Potential (stored energy that can be released during work) – suspended loads, compressed air, electrical capacitors, accumulated bulk goods coiled springs, chemical reactions, changing states (solid—liquid—gas), etc.

Some equipment may involve more than one type of energy, and pose unexpected hazards. For example, a machine may have an electrically operated component with a hydraulic or pneumatic primary power source, or it may become activated on a timed schedule. With some equipment, gravity and momentum can present unexpected hazards. You must recognize and control conditions such as these. Switches, power sources, controls, interlocks, pneumatics, hydraulics, computer-controlled sources, gravity-operated sources—all of these must be locked out and appropriately tagged by each worker involved.

In practice, lock out is the isolation of energy from the system (a machine, equipment, or process) which physically locks the system in a safe mode. The energy-isolating device can be a manually operated disconnect switch, a circuit breaker, a line valve, or a block (Note: push buttons, selection switches and other circuit control switches are not considered energy-isolating devices). In most cases, these devices will have loops or tabs which can be locked to a stationary item in a safe position (de-energized position). The locking device (or lock out device) can be any device that has the ability to secure the energy-isolating device in a safe position.

Tagging out is a labelling process that is always used when lock out is required. The process of tagging out a system involves attaching or using an indicator (usually a standardized label).

Note: ONLY the authorized individual who placed the lock and tag onto the system is the one who is permitted to remove them. This procedure ensures that the system cannot be started up without the authorized individual’s knowledge.
Many industrial establishments have procedures for lock out and tagging out which may take precedence over those outlined below, providing there is no contravention of Health and Safety Legislation. Verify that all energy sources have been isolated; construction work may differ from routine plant maintenance. Plant personnel may shut down machines, equipment or processes. In other cases, plant representatives may issue permits: 1) a work permit to allow work on their equipment and 2) lock out permit to ensure that all lock out procedures are followed before work begins. In all cases, records of lock outs must be recorded and retained.

A good procedure helps to ensure that lock out and tagging out have been thoroughly and effectively carried out before work begins. Procedures should include:

- Training requirements for workers and supervisors
- Quality, type and colour of locks, scissors, chains
- Colour, shape, size and material for tags
- Method of securing tags and information to be included
- Blanks, blinds, and other lock out devices
- Method of identifying lock owners
- Control of keys for locks
- Communication and authorization procedure for shutting down and starting up machinery and equipment
- Itemized steps to meet lock out objectives

Specific tagging and lock out procedures will vary depending on the work and the processes which must be shut down. The following planning steps and explanations of steps can be a guide when creating specific procedures.

**Planning Steps**

1. Locate area. Identify equipment, machinery, etc.
2. Identify all energy sources.
3. Determine parts to be locked out.
4. Determine proper lock out methods.
5. Notify affected personnel.
6. Shut down equipment.
7. Lock out equipment.
8. Tag locked out equipment.
9. Verify: zero-energy state
Test the system for zero energy prior to starting work!
If yes, proceed to Step 10, if No go back to Step 2.

10. Perform the work
11. Communicate that work is complete and all personnel are clear
12. Restore power - if work is still required go back to step 5, if work is completed proceed to step 13.
13. Return control to operating personnel.
14. Record date/time lock out removed and system restored.

Explanation of Steps

Step 1
Locate work area and identify equipment, machinery, or other system components to be worked on.
Identify the area with references such as floor, room name, elevation, or column number. Identify the equipment that is the subject of the work.

Step 2
Identify all energy sources.
Identify all energy sources affecting the equipment or machinery. Identify the various energy forms to be locked out such as electrical, momentum, pneumatic, hydraulic, steam and gravity.

Step 3
Identify the parts to be locked out or isolated.
Identify systems that affect, or are affected by the work being performed. These may include primary, secondary, backup, or emergency systems and interlocked remote equipment. Review the current systems drawings for remote energy sources and where required identify and confirm with the client or owner the existence and location of any switches, power sources, controls, interlocks or other devices necessary to isolate the system. Remember that equipment may also be affected by time restrictions for completing the work and time-activated devices.
Step 4

**Determine lock out methods.**

Confirm that the lock out of all energy sources is possible. Some equipment may have to be kept operational to maintain service to other equipment that cannot be shut down. Take appropriate steps to provide protection for workers while working near operating equipment. Equipment that can be locked should be locked out by the methods most appropriate to the hazards.

Step 5

**Notify all personnel affected.**

Shutting down equipment may affect operations in other locations, incoming shifts, or other trades who may be planning to operate the locked out system. Before proceeding with the lock out, inform all personnel who will be affected. At construction sites with a large workforce or at relatively large factories, you may need to have special communication methods and permits or approvals.

**SIGNAGE** - “DANGER--DO NOT ENTER” or “DANGER—DUE TO TESTING” caution tape can be installed around the perimeter of the equipment. And specific signage such as “DANGER – Pipe Pressure Test – DO NOT ENTER” can also be used.

Step 6

**Shut down equipment and machinery.**

Qualified personnel must shut down the equipment, machinery, or other system components, placing them in a zero-energy state. Trace all systems to locate and lock out energy sources. The main source may be electrical, for instance, but pneumatic and other forms of energy may also be present. Always look for other possible energy sources. All equipment capable of being energized or activated electrically, pneumatically, or hydraulically must be de-energized or de-activated by physically disconnecting or otherwise making the apparatus inoperable.

Always ensure that the client and operators are aware of the plan to shut down and lock out equipment, machinery, or other system components. In some cases, operations personnel or equipment operators may be required to shut down components because of their special qualifications or knowledge of the system. In determining what needs to be shut down and locked out, consider the different energy sources that may be found in the system.

Step 7:  **Install lock out devices.**

After the circuit has been de-energized and lock out by the person in charge, each worker involved in the lock out must be protected by placing his or her personal lock on the isolating device. Remember—even though the disconnect is already locked out, you are not protected until you attach your own personal safety lock. Each worker must retain his or her key while the lock is in place. Only the worker in charge of the lock should have a key.
Remember...

- Merely removing a fuse doesn’t constitute lock out. The fuse could be easily replaced. The fuse should be removed and the box locked out.
- The lock out devices attached to one system should not prevent access to the controls and energy-isolating devices of another system.

**Locks**

Locks should be high-quality pin-type, key-operated, and numbered to identify users.

**Multiple Locks and Lock Out Bars**

When several workers or trades are working on a machine, you can add additional locks by using a lockout bar. You can add any number of locks by inserting another lock out bar into the last hole of the previous bar.

**Other Lock Out Devices:**

- Scissors—have holes for locks and should be made of hardened steel.
- Chains—should be high quality and snug fitting.
- Pins and clamps—should be of high-quality materials and designed to fit the system.
- Blocks or cribbing—prevent or restrict movement of parts.
- Blanks or blinds—are solid metal plates inserted at flanged connections to prevent the flow of liquids or gases.

**Step 8**

**Tagging Out.**

Section 188 of the construction Regulation (O.Reg.213/91) requires each worker involved in a lock out operation to attach a durable tag to his or her personal lock. The tag must identify the worker’s name, the worker’s employer, the date and time of lock out, the work area involved, and the reason for the lock out. A tag in itself offers no guarantee that a machine or system is locked out. It simply provides information. Signs must be placed on the system indicating that,

- it must not be energized or operated,
- guards, lock, temporary ground cables, chains, tags and other safeguards must not be tampered with or removed until,
  a) the work is complete, and
  b) each worker has removed his or her personal lock.

A record must be kept of all equipment locked out or otherwise rendered inoperable so that all of these devices can be reactivated once the work is complete.
Step 9

**Verify Zero-energy State.**

After any power or product remaining in the equipment has been discharged or disconnected by qualified personnel, verify that all personnel are clear of the equipment. Then try, with extreme caution, to start the equipment manually. Look for any movement or functions. If none are observed, confirm that all energy sources are at a zero-energy state. Test the system to ensure that all electrical components are de-energized and de-activated, including interlocking and dependent systems that could feed into the system, either mechanically or electrically.

Step 10

**Perform the Task.**

Carry out and complete the work assignment. Only authorized personnel should be in the work assignment area.

Step 11

**Communicate That Work is Complete and that All Personnel are Clear.**

Ensure that personnel are clear of the lockout equipment, machine, or system. If the line or equipment is long or the view is obstructed, spotters must be stationed and equipped with adequate communication systems in appropriate areas to ensure safe start-up.

Remove only your tags and locks. ONLY the authorized individuals who placed the lock and tag onto the system are the permitted to remove them. This helps to ensure that the system does not start up without the authorized individual’s knowledge.

Tell personnel that were originally informed of the lock out that the equipment, machinery or system is no longer locked out.

Step 12

**Restore Power.**

Return systems to operational status and the switches to power ON. Have qualified personnel restart machinery or equipment.

Step 13

**Return Control to Operating Personnel.**

When all work is completed, the person in charge of the lock out operation should formally return control of the equipment or system to plant personnel.
Step 14
Record Date/time Lock Out Removed and System Restored.
This last step is important. It saves valuable information that may be lost if not recorded. Staff involved in the shutdown may not remain at the same jobsite. Owners or operators may require this information to help plan future shutdowns.

Summary
A procedure for safe lock out and tagging out must be followed step by step. Lock out and tagging out procedures help to ensure that,
- all energy sources are identified and locked out.
- energy is not inadvertently restored while work is proceeding.
- maintenance, repair, installation and other jobs can be carried out safely.
- records are kept.
Fall Protection and Working at Heights

Many accidents are falls from heights, even though the height may be no more than two or three metres. Hi-Rise Mechanical Contracting Inc. workers will work with the client to ensure that all fall hazards are identified and a subsequent fall protection plan established. The plan will include:

1. Written fall protection procedures.
2. Worker training.
3. Written training and instruction record.
4. Record accessibility.
5. Written fall protection emergency rescue plan and procedures.

Fall Protection

When you think about staying safe while working at heights, you probably think of wearing your harness and tying off. In other words, you probably think of a fall arrest system.

There are two aspects to Fall Protection: fall prevention and fall arrest. Fall prevention prevents an employee from falling in the first place and fall arrest addresses the need to ‘arrest’ or stop the fall before the person hits the ground. Fall Protection shall be applied where a worker is exposed to any of the following hazards:

1. Falling more than 3 meters (10’)
2. Falling more than 1.2 meters (4’), if the work area is used as or contains:
   a. A path for a wheelbarrow or similar equipment.
   b. Operating machinery.
   c. Water or another liquid.
   d. Hazardous substance or object.
   e. Opening in a work surface.

Working at Heights

Working at Heights training applies to workers who are required according to legislation to use any of the following methods of fall protection:

- a travel restraint system.
- a fall restricting system.
- a fall arrest system.
- a safety net.
- a work belt.
- a safety belt.
You must receive Working at Heights training if you are using the restraint systems listed above. Speak to your supervisor/foreman if you are using or are required to use these restraints to complete your work and have not received Working at Heights training.

A guardrail system must be used if a worker is exposed to a fall of 2.4 metres or more and has access to the open side of a:

- Floor, including a mezzanine or balcony floor.
- Bridge surface.
- Roof while formwork is in place.
- Scaffold platform or other work platform, runway or ramp.

**Guardrails**

Guardrails should be the first choice for preventing falls. When erected properly, guardrails actually eliminate the fall hazard. With guardrails properly in place, workers and others do not fall because there is no open edge. A Guardrail System must conform to the appropriate Occupational Health and Safety Regulations for Construction Projects and must be installed by a competent person.

A Guardrail consisting of a top rail, mid-rail and toe board must be used if a worker has access to the perimeter of an open side of any of the following work surfaces and is exposed to a fall of 2.4 meters (8’) or more:

1. A floor, including the floor of a mezzanine or balcony.
2. The surface of a bridge.
3. A roof while framework is in place.
4. A scaffold platform or other work platform, runway, or ramp.
5. At all edges or openings where workers may fall into operating machinery, toxic substances, liquid tanks or other hazardous materials.

You must obtain permission from the supervisor/foreman before removing any barricade, guardrails or covers over floor openings. Workers must protect themselves by another form of fall protection before removing the guardrails (e.g., a fall-arrest system). As soon as it is possible, the guardrails must be reinstalled.
Fall Arrest and Travel Restraint

Where guardrails cannot be installed or are impractical, the two basic types of fall protection are fall arrest and travel restraint. Both involve a CSA-approved full-body harness with adequate attachment points with shock absorbers, a lifeline or lanyard attached to an independent fixed support or temporary support and both types of systems require you to tie off to an anchor point.

Fall Arrest System

If no other fall protection is in place, you must use a fall arrest system if you are in danger of falling:

- more than 3 metres.
- into operating machinery.
- into water or another liquid.
- into or onto a hazardous substance or object.

A fall arrest system consists of a full-body harness, a lanyard, and a shock absorber. You can connect the lanyard directly to adequate support OR to a rope grab mounted on an adequately anchored lifeline. A full-body harness must also be worn and tied off when you are:

- on a rolling scaffold that is being moved.
- getting on, working from, or getting off a suspended platform, suspended scaffold, or bosun’s chair.

Lifelines must be adequately anchored. For fall arrest, that means able to support the weight of a small car (about 3,600 pounds).

Travel Restraint System

A travel restraint system keeps you from getting too close to an unprotected edge. The lifeline and lanyard are adjusted to let you travel only so far. When you get to the open edge of a floor or roof, the system holds you back and prevents you from falling. A full-body harness should be used with travel restraint systems. You can attach the harness with a lanyard that attaches to a rope grab on the lifeline. The lifeline must be securely anchored.
Lifelines

**Horizontal lifelines**
- Professional Engineer shall design all Horizontal Lifelines.
- Professional Engineer or a competent worker designated by the supervisor shall inspect the lifeline before each use.
- Drawings for lifeline shall be kept on site as long as system is in use.

**Vertical lifelines**
- Made of synthetic rope type.
- Have a diameter of at least 16mm (5/8”).
- CSA approved.
- Inspected by a competent worker for cuts, loose fibers, water damage or damage at the thimbles before each use.
- Defective lifelines shall be removed and tagged as “out of service”.
- A knot shall NOT be used to secure lifeline to an anchor.
- Knot may be used to ensure rope grab does not slide off vertical lifeline only.

**Rope Grabbing Devices**
To attach the lanyard of a safety harness to a lifeline, use a Mechanical rope grab that are CSA Standards certified. Look for the CSA certification stamp.

**Full Body Harness**

Both fall arrest and travel restraint are forms of personal fall protection—they protect only one person from the fall hazard. A guardrail, as mentioned above, protects everyone who is working in the area from the hazard.
Fall Arrest Rescue Procedure

A Fall Protection emergency rescue plan will provide order during an emergency situation. The supervisor will have communicated the rescue plan, which includes fall arrest rescue procedures, to all workers, subcontractors and/or visitors.

If a Fall Arrest System arrests a worker and you are first on the scene, the following steps must be followed:

For a conscious worker:
- Send someone to notify the supervisor immediately.
- Communicate to the worker; calm the person.
- If accessible and safe to do so, place a ladder or use an Elevating Work Platform under the person to allow him/her to climb down safely.
- If qualified to do so, render first aid until help arrives.
- If it is unsafe for you to easily rescue an arrested worker call 911.
- Never risk your safety to rescue a worker, wait for the Fire Department.
- Send someone to guide the Emergency Services to the scene.
- Send someone to call Hi-Rise Mechanical Contracting Inc.’s main office to activate our emergency response plan.
- Stay with the injured person until the supervisor arrives.
- Restrict access to the accident scene, (other than Emergency personnel/MOL).
- Secure the accident area for investigation.
- Notify the Safety Representative of Joint Health and Safety Committee.

For an unconscious worker:
- Call 911 immediately.
- Send someone to notify the Supervisor immediately.
- Try to communicate with the worker, if they become conscious, keep the worker calm and follow the procedures for a conscious worker.
- If accessible and safe to do so, place an Elevated Work Platform under the person to allow support and assist to remove them from their arrest system.
- If qualified to do so, render first aid until help arrives.
- If it is unsafe for you to easily rescue an arrested worker, wait for the Emergency Services to arrive.
- Never risk your own safety to rescue a worker, wait for the Fire Department.
- Send someone to guide the Emergency Services to the scene.
- Send someone to call Hi-Rise Mechanical Contracting Inc. main office to activate our emergency response plan.
- Stay with the injured person until a supervisor arrives or EMS arrives.
- Turn the scene over to the supervisor once they have arrived.
- Restrict access to the accident scene, (other than EMS/MOL).
- Secure the accident area for investigation.
- Notify the Safety Representative or Joint Health and Safety Committee.
Platforms and Scaffolds

- A scaffold platform or other work platform shall be designed, constructed and maintained to support or resist, without exceeding the allowable unit stresses for the materials of which it is constructed:
  - All loads and forces to which it is likely to be subjected; and,
  - At least 2.4 kilonewtons (540 lbs-force) per square metre.
- No scaffold platform or other work platform shall be loaded in excess of the load that it is designed and constructed to bear.
- Scaffold and work platforms shall be visually inspected prior to use to ensure sound and stable construction. Do not use scaffold or work platforms if defects are found.
- A scaffold or other work platform:
  - Shall be at least 460 millimetres wide;
  - If it is 2.4 metres or more above a floor, roof or other surface, consist of planks laid tightly side by side for the full width of the scaffold;
  - Shall be provided with a means of access;
  - Shall have each component secured against slipping from its supports;
  - Shall have planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring two inches x ten inches (51mm x 25.4mm) in cross section; No.1 spruce;
  - Shall have planks that are arranged so that their span does not exceed 2.1 metres;
  - Shall have planks that overhang their supports by not less than 150 millimetres and not more than 300 millimetres;
  - Shall have planks that are cleated or otherwise secured against slipping.
- Open sides of fixed platforms located at least 4 feet (1.25 metres) above ground or floor must have guardrails and an access ladder or stairs.
- The open edges of stairs require guardrail protection.
- An approved full body harness (including lanyard, rope grabbing device, lifeline and lifeline anchor) connected to an appropriate lifeline and/or a solid fixed structure must be worn when working at a height of 10 feet (3 metres) above a floor, water, above operating machinery and/or above hazardous substances – as previously prescribed herein.
- Workers must be properly tied-off when moving to, from or between work locations where safe access is not provided.
- A full CSA certified body harness and fall arrest system (including lanyard, rope grabbing device, lifeline and lifeline anchor) must be worn by workers when working on elevated mobile platforms such as a man lift, scissor life and others.
- Scaffolds are to be erected and dismantled as per manufacturing specifications or engineering design, always using base plates. No damaged or defective parts are to be used.
- Design drawings for a scaffold shall set out erection instructions and the rated loads for the scaffold.
• The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.
• Always tie in the scaffold as erection proceeds.
• The working platform must have guardrails, intermediate ails, toe boards and safe access.
• Locking pins must be in place and each joint and castor on rolling scaffolds.
• All wheels must be locked on any movable scaffold.
• All hooks must have safety catches.
• An erect scaffold must be level and plum on a firm base, which can support all loads to be applied.
• Install braces at each end and if not equipped with ladder rungs, install ladders as each tier goes up. You must not move a scaffold while workers are on it unless they are using fall arrest systems.
• A scaffold mounted on castors or wheels,
  o Shall be equipped with a suitable braking device on each castor or wheel and shall have the brakes applied when a worker is on the scaffold.
  o Shall be equipped with guy wires or outriggers to prevent its overturning if the height of the scaffold platform exceeds three times the least lateral dimension of the scaffold.
• No scaffold mounted on castors or wheels that have a scaffold platform more than 2.4 metres above the base shall be moved when a worker is on it unless the worker is wearing a full body harness as part of a fall arrest system attached to a fixed support and the scaffold is being moved on a firm level surface.
Elevated Work/Aerial Platforms

The Occupational Health and Safety Act and Regulations for Construction Projects specify minimum requirements for elevated work platforms. The Ontario Health and Safety Act and Regulations states “An elevating work platform must be designed by a professional engineer in accordance with good engineering practices and must be manufactured and tested in accordance with established design standards.” In addition, the Project Manager or their designee must ensure that the following is carried out prior to using the equipment on a project. A professional engineer must certify that the platform complies with the National Standards of Canada and:

- That it has been recently inspected and maintained in good condition.
- That the emission control Testing was carried out recently.
- That the operator be trained to operate the type of elevated platform intended for use.
- That the Project manager or their designee has ensured that the operator inspects the equipment daily in accordance with the manufacturer’s instructions.

There are several types of elevated work platforms. It is important to use the right piece of equipment for the task. For example, do not:

- Use an “on slab” vehicle where an “off slab” designed unit is required.
- Use an underrated unit for lifting people and materials.
- Use a scissor type lift where a boom unit would be more appropriate.
- Use a platform which will not reach the desired location (ladders are not permitted on platforms).

The most common Elevated/Aerial platforms are Scissor Lifts and Boom-type elevating work platforms. The following Safety Rules have been prepared to ensure the health and safety of workers on projects using elevated/aerial platforms such as Scissor Lifts or Boom-type elevating work platform machines.

**For Safe Operation**

- Check the entire work area for hazards that might cause tip over.
- Maintain specified distances from electric power lines and apparatus.
- Keep everyone clear of a working platform. Never allow ground personnel near the machine and NEVER permit anyone to stand under or pass under a raised platform.
- If the machine is to be unattended, lower the platform, shut off the engine, engage the parking brake and take all the necessary steps to prevent unauthorized use in accordance with the manufacturer’s instruction manual.
- An elevating work platform shall not be loaded in excess of its rated working load.

**Protect Yourself**

- Wear all the protective clothing and personal safety devices issued to you or called for by the job conditions.
- Use hard hats, safety shoes, safety glasses, goggles or face shields and work gloves.
- **WARNING:** DO NOT wear loose clothing or any accessory-flopping cuffs, dangling neckties/scarves or rings and wrist watches that can catch in moving parts.
- All workers must use a full body harness equipped with a double or “Y” lanyard at all times while working on an elevated work platform. The manufacturer’s anchor point should be used where so equipped or an alternative connection point identified by the manufacturer, supplier or a professional engineer.

**Know Your Equipment**
- Read, understand and follow the DANGER, WARNING, CAUTION and other signs on your machine.
- A worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevating work platform. The instruction and training shall include:
  i. The manufacturer’s instruction.
  ii. Instruction in the load limitations.
  iii. Instruction in and a hands-on demonstration of the proper use of all controls.
  iv. Instruction in the limitations on the kinds of surfaces on which it is designed to be used.
- Read and understand the manufacturers’ operator’s manual before using the machine. If there is no manual with the machine, ask your supervisor/foreman to provide one for you.
- If there is something in the manual that you do not understand ask your supervisor/foreman to clarify.

**Check the Equipment**
- Before beginning the workday, you MUST inspect the machine and report ALL deficiencies.
  o Check for missing, damaged or unreadable safety sings.
  o Check for broken, missing, damaged or loose parts.
  o Check pivot pins for damaged or missing retaining devices.
  o Use the Elevated Work Platform form (Appendix M) for checklist.
  o Check the tires for cuts, bulges and pressure as specified by the manufacturer.
  o Check hydraulic system for leaks and damage.
• **Clean Up**
  - Keep work surfaces and elevating mechanisms clean and clear of debris. Before attempting to clean a machine, be sure to wear the Personal Protection Equipment (P.P.E.) as required, lower the platform to the stowed position and turn off the engine.
  - Clean steps, railings, ladders and platform floor. Remove grease and/oil, dust and/or mud or snow and scrape away ice. **REMEMBER -- SLIPPERY SURFACES CAN BE HAZARDOUS!**
  - Remove or put away tools, ropes and hooks. Remember, loose items on the floor can cause an accident.
  - Check the work area.
  - Check at ground or floor level and inspect the surface over which you will travel and work. Watch for anything that might make you lose control or cause the aerial platform to tip over.
    - Look for holes, debris, obstacles, drop-offs or rough spots.
    - Look for weak spots or covers on ramps or floors.
    - Look for oil spills, wet spots, slippery surfaces, soft soil and standing water.

• **Raise and Lower Safely**
  - Ensure the machine is on firm level ground before raising the platform. If so equipped, make sure extendible axles, outriggers or stabilizers are fully deployed.
  - Outriggers or stabilizers may require blocking to provide a stable load bearing surface.
  - Always check clearance on both sides of the machine before extending outriggers stabilizers or axles.

• **Work Safely**
  - When the platform has been raised into the working position, be extremely cautious to prevent any object from striking or interfering with the operating controls.
  - Secure all tools, equipment or other materials placed on the platform to keep them from shifting or falling.
  - Keep ropes, electric cords and hoses coiled and stowed away when not in use.

See Appendix N – Elevated Work Platform checklist.
Ladders

Special care and procedures must be followed when using ladders to prevent personal injury. Ladders are used to get to areas that cannot be reached by any other means and are only in place temporarily until task is completed and then they are put away. In some cases, ladders must be made a permanent fixture and in this case they must be constructed, installed and secured to engineered specifications and inspected on a regular basis. Conduct a hazard assessment to determine if a ladder is the safest means to complete the work task. If other options, such as a scaffold, would provide a greater level of protection and are feasible to install then this should be completed.

- Use a ladder designed for your task and thoroughly inspect the ladder before its use.
- Check rungs, legs, cross braces, and feet for damage. If a ladder is broken or missing steps, rungs, or cleats, have broken side rails or other faulty parts, employees are prohibited from using it.
- Get help when handling a heavy or long ladder.
- A worker must not perform work from either of the top two rungs, steps or cleats of a portable ladder unless the manufacturer’s specifications allow the worker to do so.
- A ladder used during the servicing of energized or potentially energized electrical equipment must be made of non-conductive material.
- The ladder must be secured or held in place. Tie off extension ladders. Use a spotter when securing ladder.
- Do not place a ladder on top of another object such as a box to gain additional height.
- Only one person shall be on a ladder at one time.
- Do not use a ladder to support a platform.
- Do not place a ladder against movable objects.
- Before use, stepladders must be fully opened and set level on all four feet with the spreader locked in place.
- Protect ladder with a barricade where it could be struck by pedestrians or a vehicle.
- All ladders must be placed on a firm level footing when in use.
- The maximum length of a step ladder measured along its side rail shall not be more than six (6) metres. For heights over six (6) metres or as otherwise stipulated by Provincial Ministries of Labour, use scaffolding instead of a step ladder.
- Step, trestle, and platform ladders must have spreader arms that lock securely in the open position, not as straight ladders propped or leaning against the structure.
- Workers must maintain three-point contact when climbing up or down a ladder. This means two hands and one foot or two feet and one hand.
- Ladders should be used for short-term work only.
- Never lean out while on a ladder – move the ladder.
• Where short duration work must be performed from a ladder (because there is no suitable alternative), always keep two feet on the rungs and hold onto the ladder with at least one hand. If this is not possible because of the task to be done, workers must be protected against falling when working above six feet (1.8m).
• Whenever possible, avoid climbing up or down a ladder while carrying anything in your hands. Tools, equipment and materials should be placed in a container and raised or lowered by rope, if necessary.
• No worker shall stand on the top of, or the pail shelf of a step ladder.
• Workers should keep their boots free of mud, snow, grease or other slippery materials if they are using ladders.
• Never straddle the space between a ladder and another object.
• Ladder access parts must be kept clear and unobstructed.
• Any ladders in use must be inspected frequently and in good condition and have no broken or missing parts.
• Metal ladders must not be used near any electrically energized systems or power lines.
• Wooden ladders must not be painted.
• A ladder must be tied off or secured by another worker.
• The ladder must be placed and extended in a way that the horizontal distance from the top support to the foot of the ladder is not less than ¼ and more than 1/3 of the length of the ladder.
• No ladder shall be placed in front of a door or in a traffic area unless secured by another worker.
• Ladders may be used on a fixed scaffold only if they are secured and a fall arrest system is used.
• The top of the ladder must be 90 cm beyond the top platform when used as access to an elevated work area.
• **You must not climb higher than the third rung from the top of the ladder, when being used as a temporary work platform.**
• You must not climb higher than second step from the top of a stepladder.
• Safety belts with lifelines and/or channel lock devices must be used by workers ascending, descending or working from ladders permanently fixed to structures. Recommended even where safety cages are installed.
Roof Access Procedures

Fixed access ladders or stairs attached to the exterior walls of the building must be used to climb up to the roof.

A barrier must be placed in the intermediate work area on the roof at least two (2) metres from the perimeter of the roof. The barrier must consist of portable weighted posts supporting a taut chain, cable or rope that is located 1.1 metres above the roof level capable of supporting a person’s weight.

Hoists used on the roof will be equipped with a guardrail on both sides of the frame at the edge of the roof. It will be positioned in such a way that the hoist cable is vertical at all times while the load is being hoisted. Only adequately trained workers are permitted to operate the hoist. The hoist will be equipped with suitable counterweights securely attached to the hoist and will not consist of roofing or other construction materials. The hoist will be provided with a safety factor against overturning of not less than three.
Mechanical Floor Sleeves and Floor Openings Safety Awareness

To prevent personal injury and/or debris from falling through floor/roof sleeves, openings:

- Must be covered and securely fastened.
- Must be adequately identified as an opening - make the label stand out. Use brightly coloured paint and make the wording clear. It should say

  “DANGER! FLOOR OPENING—DO NOT REMOVE! DO NOT LOAD!”

- Must be covered with a cover capable of supporting a load of 300 lbs.

Skylights

Be careful around skylights! Before installation, treat the skylight opening the same as all other roof or floor openings (i.e., use guardrails or an opening cover). Once installed, workers must not walk on skylights. Skylights are weak and a worker could easily break them and fall through. After installation, continue to treat skylights as roof opening by using guardrails installed around them.

All hazardous areas, i.e. floor openings, skylights, etc., must be cordoned off by the contractor performing work, with barricades and proper warning signs and danger tape, according to the Occupational Health and Safety Act and Regulations.
Fencing, Hoarding Signs and other Precautions

Appropriate fencing, hoarding, covered ways and other precautions (i.e., fire routes/escapes) will be provided, as required, to ensure the appropriate restriction of areas and safe access to existing buildings or through the project (if necessary), for the general public or occupants.

Fencing, hoarding, covered ways and other precautions may only be altered or removed with the express authorization of the Project Manager or Job Supervisor and/or governing authorities (i.e., Ministry of Labour, Fire Marshall, etc.).

Additional precautions must be taken to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factors provided by existing precautions (i.e., removal of windows, work performed outside project boundaries, etc.)

Signage

Appropriate signage shall be provided, as required, to ensure the appropriate identification of construction areas, access routes, parking areas, overhead dangers, electrical conductors and the boundaries of the project. In the absence of signage the “yellow” or “orange” snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.

Signage must also be provided to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.
Cutting or Coring Safety Awareness

1. All penetrations in any floor structure shall be kept to a minimum and shall be planned in accordance with this document and other associated building-specific guidelines regarding core drilling or concrete cutting. At no time shall core drilling or concrete cutting be performed without constructors’ approval.

2. The contractor is responsible to ensure that their employees or sub-contractors are competent (fully trained and knowledgeable) in coring or cutting of concrete.

3. Barricading and signage identifying the hazards, shall be erected around all work areas, including the area below where coring or cutting is being performed to ensure only those involved with the work have access.

4. Additionally, in any location where workers are present, a spotter must be positioned to direct persons away from the area during the coring or cutting.

5. Communication must be maintained between spotter and core driller by means of 2 way radio and/or cell phone.

6. Ensure necessary precautions to prevent and capture any water or debris that may fall through the opening, during or at completion of the coring or cutting.

7. When coring or cutting is completed, all openings are to be covered and made safe.
Underground Utility Locates

Prior to any excavation of any material, the utility company shall be requested to locate and physically identify in the field all services. Where underground utilities have been identified, any excavation within one meter of the service shall be undertaken by hand.

Site supervisor/foreman will have a current locate sheet on site prior to starting work.

All operators will be shown and have a current locate sheet of all overhead and underground service locations.

The supervisor/foreman will ensure that all service locates are kept current if the job lasts longer than 30 days by requesting new locates.
Trenches and Excavations

“Trench” means an excavation where the excavation depth exceeds the excavation width. “Excavation” means the hole that is left in the ground, as a result of removing material. The Regulations for Construction Projects spell out the requirements for trench support systems that must be designed by a professional engineer.

Soil Type
Type of soil determines the strength and stability of trench walls. Identifying soil types requires knowledge, skill, and experience. Even hard soil may contain faults in seams or layers that make it unstable when excavated. Supervisor must be aware of the soil types to be encountered during a job and plan protection accordingly. The “Excavations” part of the Construction Regulation sets out four soil types. If you are unsure about the soil type, have the soil tested to confirm the type.

<table>
<thead>
<tr>
<th>Type 1</th>
<th>Type 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• hard to drive a pick into</td>
<td>• a pick can be driven into soil relatively easily</td>
</tr>
<tr>
<td>• material is close to rock.</td>
<td>• easily be excavated by a backhoe or hand-excavated with some difficulty</td>
</tr>
<tr>
<td>• sides appear smooth and shiny</td>
<td>• sides of a trench will remain vertical for a short period of time (perhaps several hours) with no apparent tension cracks However, if the walls are left exposed to air and sunlight, tension cracks will appear as the soil starts to dry - soil will begin cracking and splaying into the trench</td>
</tr>
<tr>
<td>• sides remain vertical with no water released from the trench wall</td>
<td>• soils are silty clay and less dense tills</td>
</tr>
<tr>
<td>• if exposed to sunlight for several days, soil will lose their shiny appearance but remain intact without cracking and crumbling</td>
<td></td>
</tr>
<tr>
<td>• if exposed to rain or wet weather, soil may break down along the edges of the excavation.</td>
<td></td>
</tr>
<tr>
<td>• typical Type 1 soils include “hardpan,” consolidated clay, and some glacial tills</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type 3</th>
<th>Type 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• much of soil previously excavated material</td>
<td>• soil can be excavated with no difficulty using a hydraulic backhoe</td>
</tr>
<tr>
<td>• soil can be excavated without difficulty using hydraulic backhoe w</td>
<td>• material will flow very easily and must be supported and contained to be excavated to any significant depth</td>
</tr>
<tr>
<td>• when dry, soil will flow through fingers and form a conical pile on the ground</td>
<td>• with its high moisture content, soil is very sensitive to vibration and other disturbances which cause the material to flow</td>
</tr>
<tr>
<td>• dry soil will not stand vertically sides of the excavation will cave in to a natural slope of about 1 to 1 depending on moisture</td>
<td>• typically soil muskeg or other organic deposits with high moisture content, quicksand, silty clays with high moisture content, and leta clays</td>
</tr>
<tr>
<td>• wet soil will yield water when vibrated by hand</td>
<td>• leta clays are very sensitive to disturbance of any kind.</td>
</tr>
<tr>
<td>• wet soil will stand vertically for a short period</td>
<td></td>
</tr>
<tr>
<td>• dries quickly, however, with the vibration during excavation causing chunks or solid slabs to slide into the trench</td>
<td></td>
</tr>
<tr>
<td>• all backfilled or previously disturbed material should be treated as Type 3.</td>
<td></td>
</tr>
<tr>
<td>• typically this soil includes sand, granular materials, and silty or wet clays</td>
<td></td>
</tr>
</tbody>
</table>
Vibration
Vibration from various sources can affect trench stability.
Often trench walls are subject to vibration from vehicular traffic or from construction operations such as earth moving, compaction, pile driving, and blasting. These can all contribute to the collapse of trench walls.

Surcharge
A Surcharge is an excessive load or weight than can affect trench stability.
For instance, excavated soil piled next to the trench can exert pressure on the walls. Placement of spoil piles is therefore important. Soil should be kept as far as practical from the edge of the trench.
Mobile equipment and other material stored close to the trench also add a surcharge that will affect trench stability. One meter from the edge to the toe of the soil pile is the minimum requirement. The distance should be greater for deeper trenches.

Existing Foundations
Around most trenches and excavations there is a failure zone where surcharges, changes in soil condition or other disruptions can cause collapse.
When the foundation of a building adjacent to the trench or excavation extends into this failure zone, the result can be a cave-in. Soil in this type of situation is usually considered Type 3.

Weather
Rain, melting snow, thawing earth, and overflow from adjacent streams, storm drains, and sewers all produce changes in soil conditions. Water from any source can increase the rate of seepage and reduce soil cohesion.

Protection Against Cave-ins
There are three basic methods of protecting workers against cave-ins, sloping, trench boxes and shoring. Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 12 meters (4 feet) unless it is properly sloped, shored, or protected by a trench box. Sloping, trench boxes, and shoring are meant to protect workers from the hazards of cave-ins. The method chosen must meet the specific requirements of the job at hand. Depending on application, one method may be better suited to certain conditions than another. Whatever the system, inspect it regularly to make sure that it remains sound and reliable.
1. Sloping
One way to ensure that a trench will not collapse is to slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions. For type 3 soil, cut walls back at a gradient of 1 to 1 from the trench bottom. For type 4 soil, slope the walls at 1 to 3 – 3 meters back for every 1 meter up from the trench bottom. Although sloping can reduce the risk of cave-ins, the angle must be sufficient to prevent soil not only from sliding back but also from exerting too much pressure on the trench wall. Sloping is commonly used with shoring or trench boxes to cut back any soil above the protected zone. It is also good practice to cut a bench at the top of the shoring or trench.

2. Trench Boxes
Trench Boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in, they are capable of supporting trench walls if the space between the box and the trench wall is backfilled.

Boxes are normally placed in an excavated but unshored trench and used to protect personnel. A properly designed trench box is capable of withstanding the maximum lateral load expected at a given depth in a particular soil condition. Trench boxes are commonly used in open areas. Trenches near utilities, streets, and buildings may require a shoring system. As long as workers are in the trench they should remain inside the box and leave only when the box is being moved. A ladder must be set up in the trench box at all times.

Excavation should be done so that the space between the trench box and the excavation is minimized. The two reasons for this are:
   a) allowing closer access to the top of the box
   b) limiting soil movement in case of a cave-in

Check the drawings and specifications for the trench box to see if the space between the box and the trench wall needs to be backfilled and the soil compacted.

Shoring
Shoring is a system that “shores” up or supports trench walls to prevent movement of soil, underground utilities, roadways and foundations. Shoring should not be confused with trench boxes. A trench box provides worker safety but gives little or no support to trench walls or existing structures such as foundations and manholes. The two types of shoring most commonly used are timer and hydraulic. Both consist of posts, wales, struts, and sheathing.

“Hydraulic shoring” means prefabricated strut and/or wale systems in aluminum or steel. Strictly speaking, these may not operate hydraulically. Some are air-operated or manually jacked.
One major advantage of hydraulic shoring over some applications of timber shoring is safety during installation. Workers do not enter the trench to install the system. Installation can be done from the top of the trench. Most hydraulic systems are:

- Light enough to be installed by one worker.
- Gauge-regulated to ensure even distribution of pressure along the trench line.
- Able to “pre-load” trench wall, thereby using the soil’s natural cohesion to prevent movement.
- Easily adapted to suit various trench depths and widths.

Where possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, on one must be allowed to enter the unprotected trench.

All shoring should be installed from the top down and removed from the bottom up.

**Access/Egress**

Whether protected by sloping boxes or shoring, trenches must be provided with ladders so that workers can enter and exit safely. Ladder must:

- Be placed within the area protected by the shoring or trench box.
- Be securely tied off at the top.
- Extend above the shoring or box by at least 1 meter (3 feet)
- Be inspected regularly for damage.

Ladders should be placed as close as possible to the area where personnel are working and never more than 7.5 meters (25 feet) away.

Anyone climbing up or down must always face the ladder and maintain 3-point contact. This means that two hands and one foot or two feet and one hand must be on the ladder at all times.

Maintaining 3-point contact means hands must be free for climbing. Tools and materials should not be carried up or down ladders.

Pumps, small compactors, and other equipment should be lifted and lowered by methods that prevent injury from overexertion and falling objects.
Confined Space

Definition: A confined space means a fully or partially enclosed space;

a) That is not both designed and constructed for continuous human occupancy, and
b) In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

If you have a space that is fully or partially enclosed, the two conditions – (a) and (b) above – must both apply before the space can be considered a ‘confined space’.

Working in Confined Spaces

1. Before work begins in any confined space where there may be hazardous fumes or oxygen deficiency, the air quality must be tested by a person trained to use the appropriate air-quality test equipment.
2. Where proper tests competently performed indicate safe air quality, workers may be allowed to enter the work area.
3. Where tests indicate a hazardous level of fumes, gases or oxygen deficiency, entry must not be allowed until space has been adequately ventilated and subsequent tests indicate safe air quality.
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 space must wear rescue harness attached to individual lifelines. A worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency. In some situations, workers entering the confined space should also wear supplied-all respirators.
WHMIS

Workplace Hazardous Material Information System (WHMIS) legislation came into effect in October 1988. WHMIS is designed to protect the health and safety of workers by ensuring that workers know the hazards associated with the use, handling and storage of controlled products. Controlled products under WHMIS include six (6) classes, identified by appropriate symbols.

Colour Restrictions for WHMIS Hazard Symbols

<table>
<thead>
<tr>
<th>WHMIS Class</th>
<th>Hazard Symbol</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Cylinder</td>
<td>Green and white cannot be used if gas is flammable, poisonous (toxic) or corrosive. A solid black cylinder on white background may only be used, if the gas is corrosive.</td>
</tr>
<tr>
<td>B</td>
<td>Flame</td>
<td>Yellow cannot be used. Blue may only be used for a product that emits flammable gases on contact with water.</td>
</tr>
<tr>
<td>C</td>
<td>Flame with an “O”</td>
<td>Red and blue cannot be used.</td>
</tr>
<tr>
<td>D</td>
<td>1. Skull and Crossbones 2. Stylized &quot;F&quot; 3. Biohazard</td>
<td>No restrictions except as noted below. [1]</td>
</tr>
<tr>
<td>E</td>
<td>Corrosive</td>
<td>No restriction except as noted below. [1]</td>
</tr>
<tr>
<td>F</td>
<td>Stylized &quot;R&quot; (Dangerously Reactive)</td>
<td>No restriction except as noted below. [1]</td>
</tr>
</tbody>
</table>

[1] The colour orange must not be used for any WHMIS Class because it is reserved for TDG Class 1, Explosives.
WHMIS gives everyone the right to know about the hazards of workplace materials and provides information in three ways:

1. **Labels**
2. **Material Safety Data Sheets (MSDS)**
3. **Worker Training**

1. **Labels**
   Supplier labels are required to be affixed to containers of controlled products with a volume of more than 100ml, and must include:
   1. Product identification
   2. Appropriate hazard symbol(s)
   3. Risk phrases (such as “Dangerous if inhaled”)
   4. Precautions (such as “Wear a Face Shield”)
   5. First-Aid measures
   6. Supplier identifier
   7. Reference to the MSDS
   8. All the above must be inside a WHMIS frame and must be in French and English

Workplace labels are required when controlled products are produced and used in a workplace or have been decanted or transferred from the original supplier-labelled container to another container.

Workplace labels must include the following items:
   A. Product Identifier
   B. Safe handling instructions
   C. Reference to MSDS

2. **Material Safety Data Sheets (MSDS)**
   An MSDS must provide the following:
   1. Product identifier
   2. Hazardous ingredients
   3. Physical data
   4. Fire and explosive data
   5. Reactivity data
   6. Health hazards
   7. Preventative measures
   8. First-aid measures
   9. Name and phone number of person who prepared the MSDS and the date of preparation

The MSDS must be re-evaluated and re-written when altering, changing or modifying the formula of a controlled product or at least once every three years.
3. **Worker’s Training**

All workers who work with controlled products or in proximity to controlled products must be trained on:

A. WHMIS legislation and the purpose of labels and MSDS
B. Procedure for safe handling, storage and disposal
C. Emergency procedures

**NOTE:** Material Safety Data Sheets will be accessible to all workers
Flammable Liquid, Gas and Gas Cylinders

Note that all fuelling of equipment must be done after the equipment has cooled and proper conditions are met, i.e., fire extinguishers readily available, no sources of ignition of any type present. All site contractors shall ensure that their fire extinguishers are kept in the immediate work area and readily available in case of accidental ignition. Reference: See current Occupational Health and Safety Act and Regulations.

1. A flammable liquid or gas shall be stored in a building or storage tank that is suitable for the purpose and in a locked designated area.
2. Flammable materials must not be used or kept in an area which has potential sources of ignition, i.e., welding sparks, open flames, electrical sparks, etc.
3. Gas cylinders are to be stored in an upright position, valve capped and secured in position.
4. A gas cylinder must be adequately secured when taken to a work area.
5. Gas cylinders, when not in use, must be stored outdoors and in locked designated areas.
6. A crane or hoist must not be used to transport gas cylinders.
7. Always use proper fitting wrenches when making vice grips or pip wrenches.
8. Different gases should be stored separately and isolated from other flammables such as gasoline, solvents, oil and lumber.
10. Check valves for leaks using a soapy liquid around the valve connection.
11. No one shall use compressed air or gas to blow dust from their clothes and no one shall blow compressed air or gas at any other worker.
12. Hot work permits must be obtained every day for each shift before any welding or burning is permitted – where applicable.
13. No more than one work day’s normal supply of a flammable liquid shall be stored in a building or structure on a project unless it is stored in a container that is suitable for the particular hazards of the liquid and in a controlled access area or a room,
   - that has sufficient window area to provide explosion relief to the outside and,
   - that is remote from the means of egress from the building or structure.
14. A portable container used to store or transport flammable liquids,
   a. Shall be approved for use for that liquid by a recognized testing laboratory and
   b. Shall have a label stating the use for which the container is approved and the name of the testing laboratory which gave the approval required by clause (a).
15. Gasoline engines must be outside of any structure, shut off and allowed to cool before refuelling.
16. If exhaust fumes become a problem the use of catalytic converters may become mandatory.
17. Storage areas should be at least 6 feet (1.8 metres) from roof or floor openings, excavations or any open edges (where material may fall off) and secured.
Chemical Handling

All workers must be WHMIS trained and only trained personnel shall work with designated substances. Make sure proper equipment is used when working with designated substances. If in doubt, ask your supervisor. Some examples of designated substances are:

- Acrylonitrile
- Asbestos
- Coke Oven Emissions
- Isocyanates
- Mercury
- Vinyl Chloride
- Arsenic
- Benzene
- Ethylene Oxide
- Lead
- Silica
- Oxygen
- Acetylene

If any designated substances are present, all parties involved must be notified and informed accordingly.

Chemicals must be stored in the appropriate and designated storage area.

All containers must have a SHMIS label and must not be defaced.

All appropriate MSDSs must be available on the work site.

Report any chemical spills immediately to your supervisor.
Health & Safety Manual

Spill Response

When a chemical spill occurs, action must be taken as quickly as possible to protect individuals in the area and to contain the spill. Small spills shall be dealt with immediately by the supervisor in charge according to the Material Safety Data Sheet (MSDS) for the product. The Ministry of the Environment should be contacted.

A spill is defined as any specific maximum or minimum quantity of designated material which, if discharged, causes or is likely to cause an adverse effect on public health, safety or the environment and the Ontario’s Environmental Act defines a spill as a discharge of contaminant/hazardous material into:

1. Natural Environment
2. From or out of a structure, vehicle or other container
3. Which is abnormal in quality or quantity in light of the circumstances of the discharge

A person, who discovers the hazardous chemical spill, must take the responsibility to seek help and must follow these steps:

1. Clear the area
2. Identify the situation and what occurred
3. Get help – send for professionals if required
4. Seal off the area and alert others
5. Look for injuries
6. Identify the possible hazards
7. Prepare a plan of action
8. Report the spill accordingly
9. Get the proper equipment and materials
10. Contain the spill according to the related MSDS
11. Clean up the spill accordingly

After the spill –

The absorbents you used to control the spill must be properly packaged according to the Provincial, Federal and Local Laws. Remember that the absorbent materials have the same properties and hazards as the originally spilled materials they may be dangerous to treat them with care.

Safely dispose of all disposable coveralls, gloves and respirators and decontaminate all non-disposable items, such as shovels, scrapers and other items.
Fire Extinguishers

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

Extinguishers must be readily available at all times where an open flame is present or other sources of ignition are present, such as grinders, torches, chop saws, etc.

Portable extinguishers must be secured to all moving vehicles and machines (i.e., backhoes, crane cabins, etc.).

Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC ratings are the only acceptable type on construction projects.

Class “A” Extinguishers

For fires of ordinary combustible materials such as wood and wood products where a quenching cooling effect is required

Class “B” Extinguishers

For flammable liquids/gases, such as oil, gasoline, paint, grease, and other petroleum-based products where oxygen exclusion or flame-interruption is essential

Class “C” Extinguishers

For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial
Fire and Explosion Hazards

**Compliance with the Ontario Fire Code is a MUST!**

Elements to be considered when preparing a Fire Safety Program:

2. Inspection.
3. Training of people who are responsible for inspecting the Fire Safety System.
4. Enforcement.

Safety measures to be taken:

1. All employees must be familiar with the location and use of fire extinguishing equipment on site and on vehicles.
2. A regular Fire Watch must be posted when Hot Work Permits are issued.
3. All means of egress and fire access must be properly designated and signed and kept free of any obstructions at all times.
4. All fire equipment must be kept free from obstruction and be clearly visible at all times. Fire safety equipment must be conspicuously located where it will be readily accessible and immediately available in the event of fire. It must be located along paths of travel including exits. From the area.
5. Exit doors must not be blocked or wedged open.
6. Minimum clearance of 18 inches (45 cm) must be maintained for all overhead fire detectors and suppression system sprinkler heads.
7. All flammable liquids, oxidizers and gas cylinders are to be stored outdoors and at least 50 feet (50 metres) away from the building.
8. Propane gas cylinders must be stored separately from flammable gas cylinders such as acetylene and from oxidizers such as hydrogen peroxide.
9. Flammable liquids must be dispensed outdoors. Containers and dispensing equipment must be bonded and grounded.
10. Adhere to Client Fire Evacuation and Emergency Procedures.
Welding, Cutting and Brazing Safety (Hot Work)

Employees performing welding and cutting operations (Hot Work), as well as their supervisors, are required to be trained in the safe operation of the equipment used, and must follow the procedures set below. The purpose of these procedures is to prevent any potential health, safety, and property hazards resulting from the fumes, gases, sparks, hot metal and radiant energy that may result from Hot Work processes.

1. Designate an individual, or individuals, responsible for authorizing welding and cutting operations.

2. Obtain Hot Work permit.

3. Check the work area to ensure that no fire hazards including oily or greasy materials are present. Remove all combustible materials not necessary for the operation. Any combustible material that cannot be removed, such as wood platforms, should be covered with a flame-resistant material.

4. Check that all equipment is in good working condition. Inform workers in the immediate area and display warning signs at the worksite to alert others of the potential hazards.

5. Install welding shields/curtains to protect other workers from the sparks and intense light associated with welding/cutting operations.

6. Welding or cutting operations must be performed in areas with adequate ventilation to keep fumes and gases within safe limits.

7. Proper personal protective equipment (PPE) must be in use while performing Hot Work. This includes welding helmets, protective eyewear, gloves, jackets, fire extinguishers.

8. Suitable fire protection equipment must be maintained ready for use at all times when welding or cutting operations are being performed. Use fire extinguishing equipment to extinguish fires, and maintain a fire watch for at least 30 minutes after completion of welding or cutting.
Electric Arc Welding

All personnel involved in the use of electric arc equipment must be familiar with its characteristics and necessary safety precautions.

Safety Precautions and Restrictions

1. All equipment used in the process must be CSA approved.
2. For safety and convenience, electrical supply lines to welding machines should be controlled from individual cut-off switches.
3. Keep equipment and accessories safe from damage and in perfect running order.
4. Set up welding operations in a dry location, free from puddles of water or wet ground.
5. Cables should not have repairs made closer than 10 feet (3 metres) from the electrode holder.
6. Cables should be placed so that tripping hazards are not created.
7. Fire extinguisher must be close at hand in case of fire.
8. Loose connections at the machine, in the electrode holder or at the ground clamp will cause loss of power, make for poor welds, and might even cause loss of power, make for poor welds, and might even cause arcing sufficient to set off a fire.
9. Electrodes must be removed from the holder when the equipment is left unattended.
10. The power supply to welding machines must be shut off when equipment is being moved.
11. Overloading welding machine or forcing cables to carry currents beyond the rated capacity causes overheating and reduces service life.
12. The welder must conduct daily checks of equipment for loose or corroded connections, cable damage, dirty or defective jaws of electrode holders and ground clamps.
13. The total radiant energy (rays) produced by MIG welding can be as much as twice that from coated electrodes at equivalent welding parameters.
14. Ultra violet rays can cause skin burning, tanning and “arc eyes”. Skin exposed for only 10 seconds will develop a “burn”. Dermatitis is not unusual when skin is repeatedly exposed to ultra violet rays.
15. Welders and welder helpers must wear sleeved shirts and pants while welding, no short or T-shirts.
16. Wear cuff less trousers to eliminate the danger of spatter and sparks being trapped.
17. Welders and welder helpers must wear welding shields or glasses, capable of absorbing the UV radiation. Simple sunglasses are not adequate to protect the eyes. Flash goggles are recommended to be worn even under helmets and face shields.
18. Keep work areas uncluttered and organized.
19. When working on equipment, make sure all batteries are disconnected.
20. The supervisor must (in order of preference):
   • Eliminate the accumulation of fumes
   • Provide adequate ventilation
   • Provide adequate respirators

21. Other than routine adjustment, do not attempt to repair electrical equipment. Repairs should be done by experienced electricians.

22. Gasoline driven equipment must be operated only where the engine fumes can be vented outdoors. Carbon monoxide is potentially fatal.

23. Never switch the polarity with an electric welding in operation. Idle the machine or switch it off for the change.

24. Make sure electrical equipment is grounded.

25. Be sure the branch circuit, main disconnect switch or primary input circuit fuses are removed before attempting any inspection or work on the inside of a welding machine.

**Note:** Placing the ON-OFF power switch on the welding machine in the OFF position does not remove voltage from the power terminals inside the machine.

**Electric Arc Welding - Restrictions**

1. No welding should be done in any areas where there may be flammable materials, explosive gasses or vapours, without authorization from supervisor.

2. No welding is to be done in any tank, pipeline, compartment or container, which has contained flammable material until it has been purged, cleaned and proved to be free of explosive vapours.

3. Do not allow welding current to pass through the following:
   i. Crane cables or slings
   ii. Oxygen, acetylene or other compressed gas cylinders
   iii. Tanks or storage containers used for flammable liquids
   iv. Pipes carrying compressed air, steam gases or flammable liquids
   v. Conduits, chains, metal handrails or ladders.

4. Only qualified welders shall operate weld scaffold bracket clips, ear plates and lifting lugs.

**Electric Arc Welding Process – Operation**

Welders must be aware of and observe the following safety precautions:

1. Have a solid footing and remember that welding shield diminishes.

2. Store electrode holders where they cannot come into contact with any person, fuels or compressed gas cylinders.

3. Remove all electrodes from holders and turn the machine off when welding is stopped for any period of time, i.e. for breaks, etc.
4. Burn electrodes to with 1 ½” – 2” (38-50mm) in length. Burning them shorter damages the electrode holder.
5. Keep electrodes and holder dry. If exposed to water or steam dry thoroughly prior to use.
6. Place electrode stubs in a container to prevent slips and falls.

Welding Fumes and Fumes Generated from Powered Equipment

- Welding must be carried out in an area adequately ventilated either by local or general ventilation. The ventilation system used must be adequate to ensure that worker’s exposure to welding fumes is maintained below 5mg/in.
- NIOSH approved respirators appropriate for welding fumes protection are to be worn if required.
- Air sampling can be carried out regularly during welding for welding fumes and ingredients such as Oxygen, Nitrogen and Oxides of Nitrogen.
- The work area must be adequately ventilated to keep workers’ exposure of carbon monoxide to below 35 ppm.
- Gasoline powered equipment should be maintained and the level of carbon monoxide in the exhaust stream must be below 2%CO.
- Propane powered equipment must be maintained and the level of carbon monoxide in the exhaust system must be kept below 1%CO.
- Diesel powered equipment must be equipped with a scrubber and the level of carbon monoxide in the exhaust must be kept at 0.5-1%CO.
- Air sampling for CO is to be carried out regularly.
Electrical Hazards and Work in Proximity to Live Electrical Equipment

Electrical shock can cause serious injuries. This isn’t always due to high voltage shock; a shock from even a small amount of electricity can kill you. So if you receive a minor electric shock, report it immediately. If the circumstances had been just slightly different – if your gloves or boots had been wet, for example – you could have been killed.

Electrical shocks can also be caused by defective electrical equipment. If insulation is damaged, it won’t protect you from contact with the electricity. Incorrectly repaired electrical equipment can cause the electricity to take unexpected routes. Report any defective or damaged electrical equipment immediately to your Supervisor.

Only competent, qualified electrical workers are permitted to construct, install, alter, repair, or maintain electrical equipment on behalf of Hi-Rise Mechanical Contracting Inc. Note all of the safety precautions below:

• Only qualified electrical workers may enter electrical rooms and enclosures containing live parts.

• Ladders, scaffolding and all other equipment or materials capable of conducting electricity shall not be stored or used so close to energized electrical equipment, installations or conductors that they can make electrical contact.

• Access into electrical rooms, panels and fuse boxes is restricted to trained, certified and authorized personnel. Danger signs appropriate for the Hazard/Voltage must be posted.

• Prior to performing any maintenance or repairs on equipment, all energy sources must be locked/block out and tested (See Lock Out and Tagging Out Procedures).

• Electrical panels and fuse boxes are not to be covered or hidden by articles of clothing, materials or machinery.

• Safeguards must be in place to prevent an incident resulting from storage of flammable material in proximity to electrical equipment.

• All electrical equipment must be effectively grounded and have a Ground Fault Circuit Interrupter where used outdoors or in wet locations.

• Electrical power tools and extension cords must be maintained in a safe condition; do not operate electrical power tools or run electrical cords in damp or wet areas.
• If (pending inspection) an electrical tool/cord is cut/frayed, or the motor casing is defective, the tool must be tagged and removed from service.

• Electrical hazards are associated with low and high voltage. Exposure to less than 750 volts is classified as a low voltage and greater than 750 volts is classified as a high voltage. Hi-Rise Mechanical Contracting Inc. workers work mainly with low voltage electrical systems.

• Project Managers and Supervisors must ensure that the worker while working in proximity to electrical transmission or outdoor distribution lines, maintains the minimum distances. Where the voltage is unknown, contact the Provincial Hydro or the local power utility.

• No person or object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out in Column 1 of Table 1 than the distance specified opposite to it in Column 2.

• Table 1:

<table>
<thead>
<tr>
<th>Column 1 Nominal Phase-to-Phase Voltage Rating</th>
<th>Column 2 Minimum Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 to 150,000 volts</td>
<td>3 metres</td>
</tr>
<tr>
<td>150,000 to 250,000 volts</td>
<td>4.5 metres</td>
</tr>
<tr>
<td>More than 250,000 volts</td>
<td>6 metres</td>
</tr>
</tbody>
</table>

• If any equipment such as a crane, similar hoisting device, backhoe, or other vehicle is operated near an energized overhead electrical conductor and it is possible for a part of the vehicle or equipment or its load to encroach on the minimum distance permitted, establish and implement written procedures including signage to ensure that no part of a vehicle or equipment encroaches on the minimum distance permitted by Table 1.
Section III
Appendices
Appendix A

Accessible Customer Service Policy and Plan for Providing Assistance & Services to People with Disabilities

Hi-Rise Mechanical Contracting Inc. is committed to excellence in serving and interacting with customers, suppliers and the public, including people with disabilities. Hi-Rise Mechanical Contracting Inc. has developed this policy and plan for providing assistance and services to people with disabilities, for the public and contractors using the principles of independence, dignity, integration and equality of opportunity. Included in this plan is information about the Accessibility for Ontarians with Disabilities Act and the Customer Service Standard.

Communication

Hi-Rise Mechanical Contracting Inc. will communicate with people with disabilities in ways that best take into account their individual needs. When an employee of Hi-Rise Mechanical Contracting Inc. is unsure of the best approach he/she is encouraged to ask the person politely and not assume, as to the best way to communicate with that person. Hi-Rise Mechanical Contracting Inc. will provide accessible telephone service to customers, training staff to communicate with customers in clear and plain language and speak clearly and slowly. Hi-Rise Mechanical Contracting Inc. will communicate with customers by email, fax or mail if telephone communication is not suitable or available to them. Hi-Rise Mechanical Contracting Inc. is committed to providing accessible invoices to customers. Invoices/correspondence can be provided in the following different formats on request and will answer any questions customers may have about the content of the invoice/correspondence, in person, by telephone, or email.

Assistive Devices

Hi-Rise Mechanical will ensure that employees are trained and familiar with various assistive devices that include tools, technology or other mechanisms that enable a person with a disability to access our premises.

Service Animals and Support Persons

We are committed to welcoming people with disabilities who are accompanied by a support person or service animal. We will also ensure that staff is properly trained in how to interact with people with disabilities who are accompanied by a service animal and at no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.
Notice of Temporary Disruption

Hi-Rise Mechanical Contracting Inc. will provide customers with notice in the event of a planned or unexpected disruption in the facilities usually used by people with disabilities. This notice will include information about the reason for the disruption and its anticipated duration and will assist those with disabilities in negotiating the detours that our job sites create.

Employee Training

Hi-Rise Mechanical Contracting Inc. will provide training to all employees that will include the following:

• An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standard.
• Hi-Rise Mechanical Contracting Inc. Accessible Customer Service Policy and Plan.
• How to interact and communicate with people with various disabilities.
• How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or support person.
• How to use any devices supplied by Hi-Rise Mechanical Contracting Inc. to assist people with disabilities.
• Procedures to assist a person with a disability when they are having difficulty in accessing head office.

Modifications to the Plan

Any modification to this plan will be immediately communicated to all Hi-Rise Mechanical employees, and if deemed necessary a training session will be organized.

Policy and Plan Review

Hi-Rise Mechanical Contracting Inc. management shall review the Accessible Customer Service Policy on an annual basis to ensure that the plan is in compliance with current regulations and best practices.

Feedback Process

Anyone wishing to provide feedback (including complaints) regarding the Hi-Rise Mechanical Contracting Inc. Accessible Customer Service Policy and Plan or the way Hi-Rise Mechanical Contracting Inc. provides goods and services to people with disabilities can visit the head office and speak to the President (owner), or send an email directly to dcarinci@hirisemenchanical.ca, Dante Carinci, President (owner). Every effort will be made to address complaints promptly, and we endeavor to reply to all messages within 3 days.
What is the Accessibility for Ontarians with Disabilities Act?

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is a law in Ontario that allows the government to develop specific standards of accessibility and to enforce them. Recognizing the history of discrimination against persons with disabilities in Ontario, the purpose of this Act is to benefit all Ontarians by:

- Developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures, and premises on or before January 1, 2025; and
- Providing the involvement of persons with disabilities, the Government of Ontario and representatives of industries and various sectors of the economy in the development of accessibility standards.

The standards require the people or organizations identified in the standard to identify remove and prevent barriers for people with disabilities in key areas of daily living. Barriers keep people with disabilities from fully participating in activities that most of us take for granted. The customer services standard is the first standard to come into effect under the AODA. The Government of Ontario is working with different standards development committees to develop other standards in the areas of transportation, information and communications, the built environment and employment. These committees include people with disabilities or their representatives, business owners, government representatives and members of the public. The standards development committees propose standards for government consideration and the government may adopt them by regulation. Once adopted by regulation, the standards will impose requirements to make these areas more accessible to people with disabilities. They may apply to private and public sector organizations across Ontario.

Who are people with disabilities?

When we think of disabilities, we tend to think of people who use wheelchairs and who have physical characteristics that are visible and obvious. However many disabilities are invisible and we cannot always tell who has a disability. The AODA uses the same definition of "disability" as the Ontario Human Rights Code.

In this Act, "disability" means,

a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

b) A condition of mental impairment or developmental disability,
c) A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
d) A mental disorder, or
e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

What are barriers?

When you think about accessibility, it is important to be aware of both visible and invisible barriers. A barrier is anything that keeps someone with a disability from fully participating in all aspects of society because of their disability.

Attitude is perhaps the most difficult barrier to overcome because it's hard to change the way people think or behave. Some people don't know how to communicate with those who have disabilities - for example, assuming someone with a speech problem has intellectual limitations and speaking to them in a simplistic manner, or forming ideas about that person because of stereotypes or a lack of understanding. Some people may feel that they could offend the individual with a disability by offering help, or they ignore or avoid people with disabilities altogether. Remember, attitude is a major barrier that's with our power to change.

Architectural or structural barriers may result from design elements of a building, such as stairs, doorways, the width of hallways, and even room layout. Information and communication barriers can make it difficult for people to receive or convey information. For example, a person who is deaf cannot communicate via standard telephone. Small print, low colour contrast between text and background, confusing design of printed materials, and the use of language that isn't clear or easy to understand are all examples of barriers to communication.

Technology, or lack thereof, can prevent people from accessing information. Everyday tools like computers, telephones and other aids can present barriers if they are not set up or designed with accessibility in mind. Systemic barriers can result from an organizations policies, practices, and procedures if they restrict people with disabilities, often unintentionally - for example, a clothing store with a "no refund" policy and no way for someone in a scooter to enter the change room.
Customer Service Standard

Ontario's Accessible Customer Service Standard is now the law. It came under enforcement on January 1, 2008. People, businesses and other organizations that provide goods or services to the public or to other businesses or organizations in Ontario ("providers") have legal obligations under the standard. The standard is aimed at making their customer service operations accessible to people with disabilities. The customer service standard is the first of five standards that will help lead the way to an accessible Ontario by 2025.

General tips on providing service to customers with disabilities

• If you're not sure what to do, ask your customer, "May I help you?" Your customers with disabilities know if they need help and how you can provide it
• Speak directly to the person with a disability, not to his or her support person or companion.
• Avoid stereotypes and make no assumptions about what type of disability or disabilities the person has. Some disabilities are not visible and customers are not required to give you information about any disabilities they may have
• Take the time to get to know your customers' needs and focus on meeting those needs just as you would with any other customer
• Be patient. People with some kinds of disabilities may take a little longer to understand and respond. A good start is to listen carefully
• If you cannot understand what your customer is saying, politely ask them to repeat themselves
• Don't touch or speak to services animals - they are working and have to pay attention at all times
• Don't touch assistive devices, including wheelchairs, without permission

Service Animals

Remember that a service animal is not a pet. It is a working animal. Avoid making assumptions about the animal. Not all service animals wear special collars or harnesses. If you’re not sure if the animal is a pet or service animal, ask the customer. Remember your customer is responsible for the care and supervision of their service animal. You are not expected to provide care or food for the animal. However, you could provide water for the animal if your customer requests it.

Support Persons

A customer with a disability might not introduce their support person. If you are not sure which person is the customer, take your lead from the person using or requesting your goods or services or simply ask. Once you have determined who your customer is, speak directly to them, not to their support person.
How to interact and communicate with customers who have vision loss

Few people with vision loss are totally blind. Many have limited vision such as tunnel vision, where a person has a loss of peripheral or side vision, or a lack of central vision, which means they cannot see straight ahead. Some people can see the outline of objects while others can see the direction of light.

Vision loss can restrict your customers' abilities to read signs, locate landmarks or see hazards. Some of these customers may use a guide dog or white cane, but others may not. Sometimes it may be difficult to tell if a person has vision loss.

Types of assistance our customer might use:

• Large print
• Magnification devices
• White cane
• Guide dog
• Support person such as a sighted

General Tips

• Don't assume the individual can't see you
• Don't touch your customer without asking permission
• Offer your elbow to guide the person, wait for permission before doing so. Lead - don't pull
• Identify landmarks or other details to orient your customer to the environment around him or her
• Don't touch or speak to service animals. They are working and have to pay attention at all times
• Don't leave your customer in the middle of a room. Show him or her to a chair, or guide them to a comfortable location
• If you need to leave your customer, let him or her know you are leaving and will be back. Identify yourself when you approach your customer and speak directly to him or her, even if they are accompanied by a companion
• There is generally no need to raise your voice, as the person does not necessarily have a hearing loss
• Be clear and precise when giving directions, e.g. two steps behind you, a meter to your left, etc. Don't use "over there" or point
• If you're uncertain about how to provide directions, ask the person how to do so
• Do not be afraid or embarrassed to use words such as "see", "read" and "look". People with vision loss also use these words
• When providing printed information, offer to read or summarize it
• Offer to describe information. For example, verbally itemize the bill or explain what the specials are on the menu
How to interact and communicate with customers who are deaf, oral deaf, or hard of hearing

Types of assistance your customer might use:

• Hearing aid
• Paper and pen
• Personal amplification device (e.g. Pocket Talker)
• Phone amplifier
• Relay Service
• Teletypewriter (TTY)
• Hearing ear dog
• Support person such as a sign language interpreter

General Tips

• Attract the customers' attention before speaking. Generally, the best way is by a gentle touch on the shoulder or with a wave of your hand
• Ask how you can help. Don't shout
• Move to a well-lit area if possible, where your customer can see your face
• Don't put your hands in front of your face when speaking. Some people read lips
• If necessary, ask if another method of communicating would be easier
• Be patient if you are using pen and paper to communicate. American Sign Language may be your customer's first language. It has its own grammatical rules and sentence structure
• Look at and speak directly to your customer. Address your customer, not the interpreter or support person
• Be clear and precise when giving directions, and repeat or rephrase if necessary. Confirm that your client understands you
• If the person uses a hearing aid, reduce background noise or move to a quieter area, if possible, so the person can hear or concentrate better.
• Don't assume that the customer knows sign language or reads lips
How to interact and communicate with customers who have physical disabilities

There are many types and degrees of physical disabilities, and not all require a wheelchair. People who have arthritis, heart or lung conditions or amputations may also have difficulty with moving, standing or sitting. It may be difficult to identify a person with a physical disability.

Types of assistance your customer might use:

- Mobility device (i.e. wheelchair, scooter, walker, cane, crutches)
- Support person

General Tips

- Speak naturally and directly to your customer, not to his or her companion or support person
- If you need to have a lengthy conversation with someone in a wheelchair or scooter, consider sitting so that you can make eye contact
- Ask before you help. People with physical disabilities often have their own ways of doing things
- Respect your customer's personal space. Do not lean over them or on their assistive device
- Don't move items or equipment, such as canes and walkers, out of the person's reach
- Don't touch assistive devices without permission. If you have permission to move a person in a wheelchair remember to:
  - Wait for and follow the person's instructions
  - Confirm that your customer is ready to move
  - Describe what you're going to do before you do it
  - Avoid uneven ground and objects
  - Don't leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors
  - Let your customer know about accessible features in the immediate area (i.e. automatic doors, accessible washrooms, elevators, ramps, etc.)
- Don't leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors
- Let your customer know about accessible features in the immediate area (i.e. automatic doors, accessible washrooms, elevators, ramps, etc.)
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**Tips on talking to customers with disabilities over the phone**

- Speak naturally, clearly and directly
- Don't worry about how the person's voice sounds. Concentrate on what they are saying
- Don’t interrupt or finish your customer’s sentences. Give your customer time to explain or respond
- If you don't understand, simply ask again, or repeat or rephrase what you heard and ask if you have understood correctly
- If a telephone customer is using an interpreter or a Relay Service, speak naturally to the customer, not to the interpreter
- If you encounter a situation where, after numerous attempts, you and your customer cannot communicate with each other due to the customer’s disability, consider making alternate arrangements

**Assistive devices**

An assistive device is a tool, technology or other mechanism that enables a person with a disability to do everyday tasks and activities, such as moving, communicating, or lifting. It helps the person to maintain their independence at home, at work and in the community.

There are a variety of assistive devices that some of your customers may use, depending on their disability. Many will be personal assistive devices, meaning they are owned and brought along by the individual, while others may be provided by your organization. The following are examples of some devices you may have come across when serving your customers with disabilities:

**People who have vision loss**
- Digital audio player - enables people to listen to books, directions, art shows, etc.
- Magnifier - makes print and images larger and easier to read
- Portable global position system (GPS) Helps to orient people to get to specific destinations
- White cane - helps people find their way around obstacles

**People who are deaf, deafened, oral deaf, hard of hearing**
- FM transmitter system or other amplification devices - boosts sound closest to the listener while reducing background noise
- Hearing aid - makes sound louder and clearer
- Teletypewriter (TTY) - helps people who are unable to speak or hear to communicate by phone. The person types their messages on the TTY keyboard and messages are sent using telephone lines to someone who has a TTY, or to an operator (Bell Relay Service) who passes the message to someone who doesn't have a TTY
People who have physical disabilities

- Mobility device (e.g. a wheelchair, scooter, walker, cane, crutches) - helps people who have difficulty walking
- Personal oxygen tank - helps people breathe

People who have learning disabilities

- Electronic notebook or laptop computer - used to take notes and to communicate
- Personal data managers - stores, organizes and retrieves personal information
- Mini pocket recorders - records information for future playback

How do I interact with a customer who uses an assistive device?

- Many customers with disabilities will have their own personal assistive device, such as wheelchairs, scooters, or walkers. Don't touch or handle an assistive device without permission
- If you have permission to move a person in a wheelchair remember to:
  - Wait for and follow the person's instructions
  - Confirm that your customer is ready to move
  - Describe what you are going to do before you do it Try to avoid uneven ground and objects
  - Don't leave the person in an awkward, dangerous, or undignified position, such as facing a wall or in the path of opening doors
- Don't move items or equipment, such as canes and walkers, out of your customer's reach
- Respect your customer's personal space. Don't lean over him or her on his or her assistive device
- Let your customer know about accessible features in the immediate environment (e.g. automatic doors, accessible washrooms, etc.)
Musculoskeletal Hazards and Controls - Industrial, Commercial, Institutional: Pipe Trades (Plumbers/Steamfitters)

Musculoskeletal disorders (MSDs), such as chronic back pain or shoulder problems, often take time to develop. Forceful exertion, awkward positions, hand-arm and whole-body vibration, contact stress, and repetitive tasks can add up over time to produce an MSD. This profile can help you identify and control MSD hazards in your job. The hazards in a particular job, however, may be different than the ones on this profile, so evaluate the risks of your specific work activities.

**When implementing MSD controls, consider the following ergonomic principles:**

1. Use handling equipment and proper lifting and handling techniques. Use material-handling equipment such as carts, dollies, pallet jacks, or lift trucks. For proper lifting techniques, refer to the “Back Care” chapter in IHSA’s Construction Health and Safety Manual (M029).

2. Lifting from the floor or from below standing knuckle height can put severe stress on your back and reduce your lifting ability. To avoid this, store objects above standing knuckle level and below standing shoulder level.

3. Avoid working on the floor. Constantly working on the floor can result in injuries to your back, hips, and knees because you usually have to kneel and bend forward. When possible, raise the work height by using a workbench.

4. Avoid working above shoulder level. High lifting or constantly reaching above your shoulders can be harmful. Most of the work is being done by the smaller muscles in your shoulders and arms instead of by the larger muscles in your back and legs. When your arms are raised, the muscles fatigue more quickly because there is less blood flow and there is a greater chance you could drop the object.

5. Get help with large loads or split them into smaller loads. Get help if a load is too heavy to handle alone. Divide the load into smaller loads. Small loads put less stress on your back than fewer trips with larger loads.

6. Reduce vibration exposure. Vibration from hand-held power tools (hammer drills, angle grinders, chipping guns, jackhammers, etc.) can move to workers’ hands and arms. Repeated exposure to moderate- and high-intensity hand-arm vibration can cause permanent health problems.

7. Perform stretching and warm-up exercises before starting work. This not only helps prevent MSDs but also promotes general good health. See IHSA’s Before You Start Work Exercises Card (V012).
Scope of Work for ICI Plumbers

- Plumbers install, repair, and maintain pipes, fixtures, and other plumbing equipment. They work on systems such as water, hydronic, low-pressure steam, residential fire, chemical, irrigation, and drain-waste-vent (DWV). They also install or service specialized systems such as medical gas, process piping, fuel piping, compressed air, water conditioning, storage and flow, and sewage and water treatment.

- Plumbers interpret drawings, refer to layouts of existing services, and review applicable codes and specifications to establish work details and procedures. They locate and mark positions for fixtures, pipe connections, and sleeves. They cut openings to accommodate pipe and fittings.

- Plumbers may be employed by plumbing/mechanical contractors, service companies, and maintenance departments of manufacturing, commercial, health care, and educational facilities. They may also be self-employed. They may work in residential, commercial, institutional, and industrial buildings and worksites.

- Plumbers use a variety of tools and equipment to perform the tasks in their trade (power and hand tools, welding and soldering/brazing equipment, hoisting and lifting equipment, etc.). Specific certification may be required to perform some of those tasks or use some of the equipment.

- Plumbers work with a variety of piping materials such as copper, steel, plastic, glass, cast iron, cement, fibreglass, and other specialty materials. Before assembling and fitting pipe sections, tubing, and fittings, the pipes must be measured, cut, and bent as required. Joining pipe may be done by various means, such as threading, using mechanical joints, welding, soldering/brazing, and using fastening materials and compounds.

- Plumbers test and commission systems to ensure they are operating properly. They perform scheduled, unscheduled, and emergency maintenance and repair operations.

- The work of plumbers can be physically demanding. Plumbers often need to lift and carry heavy materials and equipment. While performing their duties, plumbers are required to stand, climb, and kneel. They may work at heights and in confined spaces.

- Health and safety awareness is essential for plumbers. Special precautions may have to be taken when working with fluids, gases, steam, and other hazardous elements. Plumbers need to assess the systems they’re working with and their work environment to identify possible health and safety hazards. They may work indoors or outdoors and their working conditions may vary from one job to another.
<table>
<thead>
<tr>
<th>Tasks</th>
<th>What can happen (Hazards/Risks)</th>
<th>Potential Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing pipe</td>
<td>▪ Overexertion injuries from lifting and carrying heavy equipment or work materials - lifting and carrying pipes - pushing/pulling carts or skids with heavy pipes - transporting heavy equipment - handling ladders ▪ Back and knee injuries from awkward body positions such as squatting, kneeling, and stooping during installation ▪ Arm, hand, and finger injuries (e.g., hand-arm vibration syndrome, carpal tunnel syndrome) from vibrations and repetitive forceful exertion from using hand tools (e.g., hammers, power tools) ▪ Stress on the knees from prolonged kneeling ▪ Stress on the shoulders from carrying objects on shoulders and working above shoulder level for long periods.</td>
<td>▪ Assess the MSD hazards of the job tasks and implement controls before starting work to avoid overexertion and awkward positions. ▪ Plan ahead to minimize material handling tasks. ▪ Get help from a co-worker if a load is too much for you to handle on your own. Consider not only the weight of the item but also the lifting location, your body position, and ergonomic principles. ▪ Use mechanical lifting equipment whenever you can, especially when loading or unloading heavy materials. Handling equipment is available in many shapes and sizes and can be customized. Talk to your purchasing department or supervisor about getting the correct one for your needs. ▪ When using carts or hand trucks: - Select a model that has the type of wheels that are right for the ground conditions. - Select a model with swivel wheels on the rear and fixed wheels on the front so it will be easier to push over long distances. - Maintain the wheels on handling equipment to reduce the force needed for pushing or pulling. - Make sure handles are located at the rear of the cart and at waist level. - Make sure the height of the load on the cart does not block your view. - Keep loads balanced and under the manufacturers’ recommended weight limits. - Push a cart instead of pulling it. Pulling causes more bone-on-bone compression in lower back. ▪ Use motorized pallet jacks when moving material often or over long distances. ▪ Store materials in large containers to make them easier to move. Use a lift truck or crane to transport large quantities of materials such as steel pipes, mechanical items, welding units, hoses, and rigging equipment. ▪ Use a shelving system that can store materials, tools, or equipment within easy reach and without having to bend or twist. If using a rack system, store items between knee and shoulder height whenever possible.</td>
</tr>
<tr>
<td>Tasks</td>
<td>What can happen (Hazards/Risks)</td>
<td>Potential Controls</td>
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</table>
| Preparing pipe (continued) | • Awkward positions from squatting, kneeling, or stooping in tight or confined locations  
  • Overexertion injuries from lifting heavy equipment or materials  
  • Stress on the neck and shoulders from holding a bent-neck position or keeping shoulders raised for long periods of time  
  • Stress on the neck from supporting the weight of a hard hat and welding mask | • Remove clutter around the work area to make it easier to move materials.  
  • Store heavy materials closer to the work location to reduce the distance you have to carry them.  
  • Work in a comfortable position. Use existing equipment to create a stable workbench that allows you to work while standing upright with your arms close to your sides. Make sure you have easy access to work materials. This will lessen the time spent untangling parts and reduce the forceful exertions required to pull tangled materials apart.  
  • Coordinate with other trades in the work area when carrying and placing plumbing materials.  
  • When drilling overhead, consider attaching the drill gun to a telescopic arm extension. The arm will help support the weight of the heavy tool and reduce stress on the arms and shoulders.  
  • Wear anti-vibration gloves to reduce the amount of vibration from powered hand tools going to your hands and arms. |
| Assembling pipe | • Change work positions often. Working overhead or in cramped spaces forces the body into awkward positions. To relieve muscle tension and improve circulation, change your body position, alternate tasks, and stretch throughout the day.  
  • Whenever possible, use a scissor lift or other power elevated work platform to install pipes. An elevated platform allows you to work at optimal height, reducing stress on the neck and upper arms from awkward positions. Only use a ladder if it’s not possible or practical to use a work platform.  
  • Use a height-adjustable mobile lift table to transport materials to the work area. This can reduce injuries from heavy lifting and carrying. These tables can also support metal material while loading machines.  
  • Position work between knee level and shoulder level whenever possible.  
  • Use a motorized pallet jack whenever possible, especially when moving material often or over long distances. |
<table>
<thead>
<tr>
<th>Tasks</th>
<th>What can happen (Hazards/Risks)</th>
<th>Potential Controls</th>
</tr>
</thead>
</table>
| Assembling Pipe (continued) | | - Use a lifting and turning welding table with wheels when welding or transporting material. Plan ahead to minimize material handling tasks.  
- Work in a comfortable position. Use existing equipment to create a stable workbench that allows you to work while standing upright with your arms close to your sides.  
- Keep cutting tools sharp to reduce the amount of force needed to operate them.  
- If you do a lot of cutting, use a power saw.  
- Move as close as possible to the work area and centre yourself to reduce overreaching and bending at the waist.  
- When drilling overhead, consider attaching the drill to a telescopic arm extension. The arm will help extend your reach and support the weight of the heavy tool, reducing stress on the arms and shoulders.  
- Use lightweight tools whenever possible.  
- Select the right tool for the job. Choose tools that fit your hand comfortably. Whenever possible, use power tools that require less force. For example, use a power copper and steel pipe cutting machine instead of cutting pipe manually.  
- Let your supervisor know if you need training on a new tool or process.  
- Practice good housekeeping. Discard or pick up debris and scrap material to prevent repetitive bending and slips, trips, and falls. Keep pathways clear for carts, wheelbarrows, and dollies.  
- Wear anti-vibration gloves to reduce the amount of vibration from tools such as grinders, needle guns, and sanders going to your hands and arms.  
- Use elbow pads to protect elbows from contact stress. They are very useful when working in cramped spaces or having to lean on elbows. Elbow pads should fit snugly but should not affect the circulation in your arm.  
- Use a shoulder pad when carrying heavy objects on your shoulder. This will reduce the strain on your shoulder by spreading the weight over a larger area. |
<table>
<thead>
<tr>
<th>Tasks</th>
<th>What can happen (Hazards/Risks)</th>
<th>Potential Controls</th>
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</thead>
</table>
| Assembling pipe (continued) | ▪ Awkward positions from squatting, kneeling, or stooping in tight or confined locations  
▪ Stress on the neck and shoulders from holding a bent-neck position or keeping shoulders raised for long periods  
▪ Stress on the neck from supporting the weight of a hard hat and welding mask | ▪ Use a three-point lift method when handling heavy objects or long material by yourself:  
1. Squat and lift one end of the object.  
2. Walk up the load.  
3. Lift the object from the ground.  
▪ Always use proper lifting techniques (i.e., lift materials with your legs, do not bend over or lift with your back, and keep the load close to your body). |
| Welding steel pipe | ▪ Awkward positions from squatting, kneeling, or stooping in tight or confined locations  
▪ Stress on the neck and shoulders from holding a bent-neck position or keeping shoulders raised for long periods  
▪ Stress on the neck from supporting the weight of a hard hat and welding mask | ▪ Use auto-darkening lenses on your welding helmet. They darken as soon as the arc is struck, eliminating the need for opening and closing your helmet repeatedly. This reduces strain on your neck.  
▪ Choose a welding set that you can push or pull comfortably over uneven surfaces.  
▪ Choose a welding set that has comfortable, well positioned handles. Protruding controls or vents can make it more difficult to carry.  
▪ Put your welding leads on pulleys.  
▪ Use welding cables that are lightweight and flexible.  
▪ Use a work table or bench to avoid working in an awkward position (on the floor and on your knees with your back bent).  
▪ Use a work stool or knee creeper when welding material that is low to the ground. A knee creeper can support your upper body, reduce contact stress on your knees, and make it easier to move around.  
▪ Use overhead hoists whenever possible.  
▪ Use welding guns that have swivels and can be used in either hand.  
▪ Pre-assemble material and use material handling equipment to reduce unnecessary lifting.  
▪ Use a wheeled device when moving a pipe-threading machine.  
▪ Use a rotational clamp or a sawhorse with a clamp to help reduce awkward positions of the neck, shoulders, and arms when welding pipes. |
### Health & Safety Manual

<table>
<thead>
<tr>
<th>Tasks</th>
<th>What can happen (Hazards/Risks)</th>
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<tbody>
<tr>
<td><strong>Welding steel pipe</strong> (continued)</td>
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<td>- When possible, use equipment such as lift trucks, power buggies, or power carts to transport pipes.</td>
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<tr>
<td></td>
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<td>- Use lightweight hand tools with low vibration. Look for tools with low kickback and torque reduction.</td>
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<tr>
<td></td>
<td></td>
<td>- Use a lifting and turning welding table with wheels when welding or transporting material.</td>
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<td>- Select hand tools that do not require a lot of force to operate.</td>
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<td>- Hand tools should have the following features: -</td>
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<td>- A comfortable handle that provides a good grip (e.g., a rubber or spongy-type grip)</td>
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<td>- A grip that is the correct size and is designed to be used by either hand</td>
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<td>- A handle that lets you keep your wrist straight or in a neutral position when operating it.</td>
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<td>- Look out for pinch points near your feet.</td>
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<td>- Rotate to other tasks when possible to give your muscles a break from repetitive movements.</td>
</tr>
<tr>
<td><strong>Working on ladders</strong></td>
<td>- Overexertion injuries of the lower back and shoulders from lifting and carrying heavy ladders</td>
<td>- A ladder is neither designed nor intended to be used as work platform. Before working from a ladder, make sure you have performed a risk</td>
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<tr>
<td></td>
<td>- Injuries of the feet and lower legs from standing for a long time on narrow ladder rungs</td>
<td>assessment, and put controls in place to address the hazards. Follow the procedures outlined in IHSAs “Ladder Use in Construction Guideline”</td>
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<td>(ihsa.ca/pdfs/topics/ladders.pdf).</td>
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<td>- Whenever possible, work from a scaffold or powered elevated work platform instead of a ladder.</td>
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<td>- When using a stepladder, follow these safe work practices:</td>
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<td>- When climbing up or down, face the ladder and maintain three-point contact (have two hands and one foot OR two feet and one hand</td>
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<tr>
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<td>on the ladder at all times).</td>
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<tr>
<td></td>
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<td>- Keep both feet on the ladder at all times when receiving, placing, or removing objects.</td>
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<td>- Keep your centre of gravity at belt buckle (i.e., navel) level and between the side rails.</td>
</tr>
<tr>
<td>Tasks</td>
<td>What can happen (Hazards/Risks)</td>
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</table>
| **Working on ladders**<br>(continued) | | - Store tools or work materials above hip level so you don’t have to reach down below knee level to get them.  
- Avoid reaching backwards when moving or reaching for objects.  
- Avoid rising up on your toes when reaching above your shoulders.  
- Avoid forceful or jerky pushing or pulling movements. They can throw you off balance.  
- Do not stand on the top cap of a stepladder or the step underneath it (i.e., no higher than the top step indicated by the manufacturer).  
- Use one hand to lift objects. Keep the other hand on the ladder to maintain three-point contact. Make sure the object is not too heavy (maximum 9 kg for males and 6 kg for females)  
- Use a cart or attach wheels to the ladder to help move it. (See example below.) |
| **Installing fixtures, appliances, and water systems** | - Awkward positions from kneeling, squatting, and static bending at the waist while installing and cutting materials  
- Stress on the knees from kneeling | - Assess the MSD hazards of the job tasks and implement controls before starting work to avoid overexertion and awkward positions.  
- Use mechanical lifting equipment whenever you can, especially when loading or unloading heavy materials (e.g., Genie lift, light mobile overhead crane, or powered buggy). |

![Image of a ladder with wheels attached]
<table>
<thead>
<tr>
<th>Tasks</th>
<th>What can happen (Hazards/Risks)</th>
<th>Potential Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing fixtures, appliances, and water systems (continued)</td>
<td>Overexertion injuries from lifting and carrying heavy equipment or work materials - lifting and carrying pipes - pushing/pulling carts or skids with heavy pipes - transporting heavy equipment - handling ladders Stress on the knees from prolonged kneeling Stress on the shoulders from carrying objects Stress on the arms and hands from working with hand tools</td>
<td>Plan ahead to minimize material handling tasks. Familiarize yourself with the many types of hoists, balancers, and attachments that are available to help lift objects. Always ensure that the equipment is capable of handling the weight of your load. Most material handling equipment (e.g., hand trucks and carts) are available in many shapes and sizes and can be customized. Talk to your supervisor or purchasing department about getting the correct one for your needs. Work in a comfortable position. Use existing equipment to create a stable workbench that allows you to work while standing upright with your arms close to your sides. Make sure you have easy access to work materials. Store equipment and materials above ground level. The optimal lifting height is between chest level and knee level. Use a ramp made of either aluminum or wood when moving materials upstairs or over uneven walkways. Get help from a co-worker if a load is too heavy for you to handle on your own and you do not have access to mechanical handling equipment. When working at or near floor level, use a knee creeper to support your upper body, reduce contact stress on your knees, and make it easier to move around. Use high-quality kneepads. (Note: kneepads distribute force over a larger area of the knee's surface, but don't reduce the force on the knee joint itself.) Kneepads with rollers allow you to move around easily by reducing the amount of friction between the kneepads and the floor. Use a large, thick, soft mat to reduce contact stress when lying on the ground. Rotate to other tasks when possible to give your muscles a break from repetitive movements. Always use proper lifting techniques (i.e., lift materials with your legs, do not bend over or lift with your back, and keep the load close to your body).</td>
</tr>
<tr>
<td>Tasks</td>
<td>What can happen (Hazards/Risks)</td>
<td>Potential Controls</td>
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</table>
| Installing fixtures, appliances, and water systems (continued) | ▪ Awkward positions from kneeling, squatting, and static bending at the waist while performing maintenance work  
▪ Overexertion injuries of the shoulder and back from lifting ladders on and off the roof of vehicles | ▪ Take stretch breaks throughout the day to relieve discomfort and get the muscles moving.  
▪ When moving objects that are long or heavy, try using a walk-up/tilt-up technique or try sliding material. |
| Performing maintenance and repairs         | ▪ Maintain systems and components  
▪ Troubleshooting systems and components | ▪ Install a hydraulic ladder rack to help with loading and unloading ladders from vehicles.  
▪ Use a large, thick, soft mat to reduce contact stress when kneeling or lying on the ground.  
▪ Reduce the weight of a toolbox by removing any tools not needed for the job.  
▪ Sit on a work stool when the work is low to the ground.  
▪ When working at or near floor level, use a knee creeper to support your upper body and make it easier to move around.  
▪ Use high-quality kneepads. (Note: kneepads distribute force over a larger area of the knee’s surface, but don’t reduce the force on the knee joint itself.)  
▪ Kneepads with rollers allow you to move around easily by reducing the amount of friction between the kneepads and the floor.  
▪ Take stretch breaks throughout the day to relieve discomfort and get the muscles moving.  
▪ Install a grasp bar on top of service vans to make it easier to enter the back of the van.  
▪ Install an extra step at the back of service vans to reduce the step distance between the ground and the bumper of the van.  
▪ Work in a comfortable position. Use existing equipment to create a stable workbench that allows you to work while standing upright with your arms close to your sides. Make sure you have easy access to work materials. This will lessen the time spent untangling parts and reduce the forceful exertions required to pull tangled materials apart. |
## Workplace Harassment Complaint Form

<table>
<thead>
<tr>
<th>Name of employee (Complainant):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Contact Info:</td>
</tr>
<tr>
<td>Name of employee subject to investigation (Assailant):</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Contact Info:</td>
</tr>
<tr>
<td>Assailant Relationship to Complainant:</td>
<td></td>
</tr>
<tr>
<td>☐ Co-worker ☐ Supervisor ☐ Former employee ☐ Customer/client ☐ Other __________________________</td>
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<tr>
<td>Witness:</td>
<td>Contact Info:</td>
</tr>
<tr>
<td>Witness:</td>
<td>Contact Info:</td>
</tr>
<tr>
<td>Allegation/Issue – include frequency, dates and location of incident: (use additional sheets if necessary)</td>
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<tr>
<td>Titles of Supporting Documents: (submit with this form if possible).</td>
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<tr>
<td>Physical evidence: (submit with this form if possible).</td>
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<tr>
<td>Name, title and contact information of person completing this form:</td>
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<tr>
<td>Relationship to Complainant:</td>
<td>Relationship to Assailant:</td>
</tr>
<tr>
<td>Signature of Person completing form:</td>
<td>Date:</td>
</tr>
<tr>
<td>Signature of Complainant:</td>
<td>Date:</td>
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</tbody>
</table>
## Appendix D

### Workplace Violence Incident Report Form (page 1 of 2 pages)

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Address/Location of Incident:</th>
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</table>

<table>
<thead>
<tr>
<th>Individuals involved in the incident (use additional sheet(s) if necessary):</th>
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<table>
<thead>
<tr>
<th>Victim Name:</th>
<th>Assailant Name:</th>
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<tr>
<th>Job Title:</th>
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<tr>
<th>Office Location:</th>
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<th>Phone:</th>
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<tr>
<th>Immediate Supervisor:</th>
<th>Immediate Supervisor (if applicable):</th>
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### Assailant Relationship to Employee

<table>
<thead>
<tr>
<th>Co Worker</th>
<th>Customer/Client</th>
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<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Service Provider</th>
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<table>
<thead>
<tr>
<th>Former Employee</th>
<th>Stranger</th>
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<table>
<thead>
<tr>
<th>Spouse/Family Member</th>
<th>Other</th>
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</table>

What events occurred immediately prior to the incident (if known):

What happened after the incident:

Manager’s comment:
### Workplace Violence Incident Report Form (page 2 of 2 pages)

**Reporting the incident to the WSIB must occur within 3 days if the worker:**
- Loses time from work or
- Earns less than a regular day’s pay or
- Gets health care treatment.

If required, date submitted to WSIB:

Police Officer(s) present, if any including name(s):

<table>
<thead>
<tr>
<th>Badge Number(s)</th>
<th>Incident/Crime Report #</th>
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</tbody>
</table>

Police Action (if any)

List of witnesses (attach witness reports)

What remedy, if any does the victim request?

Measures taken to prevent recurrence:

What happened to assailant? (Final disposition of incident) Describe specifically, (arrested, discipline, transferred, etc.)

Was victim referred to counseling?  ☐ Yes  ☐ No

Work Location

Date: __________________________

Name of person completing this form: _____________________________________________

Contact Info: ________________________________________________________________

Relationship to victim: _________________________________________________________

Relationship to assailant: ________________________________________________________
## Counselling Statement

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>From (Supervisor):</th>
<th>Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>To (Employee):</th>
<th>Position I.D #</th>
</tr>
</thead>
</table>

| □ Verbal Warning | □ Written Warning | □ Final Warning |

| □ Suspension | Working Days – From: | To: |

**Behaviour/Performance/Conduct Observed (include when and where observed):**

<table>
<thead>
<tr>
<th>Expected standards to be followed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Importance of these standards and impact on the work environment:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Consequences of failure to adhere to such standards:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>This situation will be reviewed within days.</th>
</tr>
</thead>
</table>

| Manager’s Signature: ___________________________ Date: ____________ |
| --- | --- |

<table>
<thead>
<tr>
<th>□ I have read, received a copy and understand the above.</th>
</tr>
</thead>
</table>

| Employee’s Signature: ___________________________ Date: ____________ |
| --- | --- |
# Toolbox Safety Talk Report Form

**TOPIC:**

<table>
<thead>
<tr>
<th>Company</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talk given by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Crew attending**

<table>
<thead>
<tr>
<th>Crew attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**List other topics discussed during the talk**

<table>
<thead>
<tr>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Concerns**

<table>
<thead>
<tr>
<th>Concerns</th>
<th>Response/follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Hazard Recognition Report Form

<table>
<thead>
<tr>
<th>Date of Hazard/Report:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>From:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Hazard:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Hazard:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abatement Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of person who corrected Hazard:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Accident/Incident Report Form (page 1 of 2 pages)

<table>
<thead>
<tr>
<th>The Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported by:</td>
</tr>
<tr>
<td>Workplace location:</td>
</tr>
<tr>
<td>☐ Accident ☐ Incident ☐ Near miss ☐ Violence ☐ Ill health</td>
</tr>
</tbody>
</table>

**What happened?** Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.

**Describe the outcome:** harm/health effects/damage. Use additional paper as necessary and attach to form.

**Describe corrective measures taken to address immediate hazards related to incident.** Use additional paper as necessary and attach to form.
# Accident/Incident Report Form (page 2 of 2 pages)

## The Affected Person

<table>
<thead>
<tr>
<th>Name:</th>
<th>☐ Worker ☐ Other (i.e., visitor, contractor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Date of birth:</td>
</tr>
<tr>
<td>Cell phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Employer’s name and contact information if other than worker.

## Witness Details

| Name and contact information: | Name and contact information |

## First Aid

<table>
<thead>
<tr>
<th>First aid provided:</th>
<th>☐ Yes ☐ No ☐ N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of attendance:</td>
<td>___________________________</td>
</tr>
<tr>
<td>By whom:</td>
<td>Contact information: ___________________________</td>
</tr>
<tr>
<td>Details of provision:</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

## Post Incident

<table>
<thead>
<tr>
<th>Where did the person involved in the incident go next?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Hospital ☐ Home ☐ Returned to work ☐ Other ___________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was a member of the joint health and safety committee notified of the incident?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and contact information:</td>
<td></td>
</tr>
<tr>
<td>Name and title of person completing form:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>
# First-Aid Treatment Record Book

**Worker’s Name:**

<table>
<thead>
<tr>
<th>Date: (dd/mm/yy)</th>
<th>Time</th>
<th>Brief Description of Accident</th>
<th>Nature of Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Medical Treatment Memorandum

<table>
<thead>
<tr>
<th>Mr. Ms. Mrs.</th>
<th>First Name:</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The above claims to have been in our employ on, 20____, and requires medical aid. We are sending a report to the Workplace Safety Insurance Board (WSIB).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The injured employee has the initial choice of doctor (other than the initial emergency treating physician) and may only change with the permission of the workplace Safety Insurance Board’s approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If it appears that the injured employee will be disabled from earning full wages on any day beyond the day of the accident, please submit a Doctor’s First Report, Form 8, to the Workplace Safety Insurance Board. Delay in completion of this form may delay payment of benefits to the worker.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dear Doctor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please be advised that this Company actively participates in a Modified/Graduated Return-to-Work Program. Providing information on this form and returning to the above address (or our representative) will assist us in planning for this employee’s rehabilitation and maintaining his/her income. Modified duties may be available within the worker's restrictions and limitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician’s Advice to the Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please complete one of the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. □ Employee may return to normal work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. □ Employee may return at once to Modified/Graduated Work with the following restrictions and limitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifting</td>
<td>Climbing</td>
<td></td>
</tr>
<tr>
<td>Exertion</td>
<td>Walking</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approx. Duration:</td>
<td>days/weeks</td>
<td></td>
</tr>
<tr>
<td>3. ___ □ Employee will probably be absent until</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctor’s Signature:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When submitting your account to the WSIB, please indicate that you have received this form. Thank you</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Accident Investigation Report Form (page 1 of 4 pages)

<table>
<thead>
<tr>
<th>Incident</th>
<th>Accident</th>
<th>Critical: □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Life threatening, unconsciousness, substantial loss of blood fracture, amputation, major bum, loss of sight, ambulance (EMS) response situation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loss Potential</th>
<th>First-Aid</th>
<th>Medical Aid</th>
<th>Lost Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major &gt;14 days/$25K [ ]</td>
<td>□</td>
<td>□</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Serious &lt;14 days/$25K [ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor &lt;2 days/$500 [ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probable Recurrence Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent,&gt;1/month [ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occasional,&lt;1/month [ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rare, little chance \ 1500 [ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aggravation</th>
<th>Is It work related: □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or reoccurrence of a previous' injury or illness.</td>
<td>Details:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was the situation caused by a third party? □ Yes □ No Which One:</th>
</tr>
</thead>
</table>

**Injured Worker's Name:**

<table>
<thead>
<tr>
<th>Title/Occ'n: ________________________</th>
<th>Yrs.Exp: ________________________</th>
</tr>
</thead>
</table>

**Address:**

**Telephone Numbers:**

**Employer:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Supervisor:</th>
<th>Office Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Constructor:**

<table>
<thead>
<tr>
<th>Project:</th>
</tr>
</thead>
</table>

**Location:**

---

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### Appendix K

**Accident Investigation Report Form (page 2 of 4 pages)**

| Witness: __________________________ |
| Employer: __________________________ |
| E.I.: __________________________ |

| Witness: __________________________ |
| Employer: __________________________ |
| E.I.: __________________________ |

| Attending Physician: __________________________ |
| Address: __________________________ |

| Telephone: __________________________ |

| Time/Date Reported: __________________________ |
| Reported To: __________________________ |
| Reported by: __________________________ |

| Time/Date of Occurrence: __________________________ |

| Location of Occurrence: __________________________ |

| Nature of Injury: __________________________ |

| ☐ Unconsciousness | ☐ Amputation | ☐ Bum or Scald (Heat) |
| ☐ Cut, Laceration, Puncture (Open Wound) | ☐ Contusion, Crushing, Bruising (Intact Skin Surface) | ☐ Bum (Chemical) |
| ☐ Sprains, Strains | ☐ Inflammation/Irritation of Joints, Tendons, Muscles | ☐ Occupational Illness |
| ☐ Part of Body | ☐ Left Side | ☐ Right Side |
| ☐ Head (not including eyes) | ☐ Ear(s) | ☐ Eye(s) |
| ☐ Arm(s) (above wrist, not elbows) | ☐ Elbows | ☐ Wrist |
| ☐ Hand (not wrist or fingers) | ☐ Fingers | ☐ Trunk |
| ☐ Back (includes muscles & spine) | ☐ Leg(s) | ☐ Ankle |
| ☐ Toes | ☐ Multiple Parts | ☐ Occupational Illness (system) |
### Accident Investigation Report Form (page 3 of 4 pages)

**Type:**
- ☐ Struck Against
- ☐ Struck By
- ☐ Fall from Elevation
- ☐ Fall from Same Elevation
- ☐ Caught in, under or between
- ☐ Overexertion (Lifting, Pulling)
- ☐ Contact with Hazardous Substances
- ☐ Other
- ☐ Other

**Source:**
- ☐ Bodily Motion
- ☐ Boxes, Containers, etc. (empty/full)
- ☐ Chemicals
- ☐ Hand Tools (Not Powered)
- ☐ Hand Tools Powered
- ☐ Machines (Mills, mixers, etc.)
- ☐ Powered Vehicles (Forklifts, etc.)
- ☐ Material(s)
- ☐ Working Surfaces - (Roof, ramps, stairs, platforms, etc.)

**Description/Explanation of the Occurrence:**

**Basic Causes of the Occurrence:**
Remember there are always multiple causes and we are not looking to lay blame!

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were Safe Work Procedures adequate and employed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were Safety Devices adequate and employed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was Personal Protective Equipment adequate and employed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were Unsafe Conditions or Hazardous Environment involved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were Poor or Damaged Equipment or Material involved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was there adequate Job Instruction, Training and Review?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was there ineffective or improper Use of equipment, machines or tools?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was there Regular Maintenance and Safety Inspections performed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were Personal Factors or Work Habits involved?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other? Explain further below.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please explain further; i.e., why, how and reasons for these acts and/or conditions.
## Accident Investigation Report Form (page 4 of 4 pages)

### Prevention:

<table>
<thead>
<tr>
<th>☐ Review Procedures</th>
<th>☐ Protective Equipment Review – Required</th>
<th>☐ Repair Equipment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>☐ Develop Procedures</th>
<th>☐ Re-instruction of Employees</th>
<th>☐ Other (explain)</th>
</tr>
</thead>
</table>

Explain in detail remedial action to prevent recurrence. Place “X” by items completed. State what should be done, who is responsible/accountable to ensure that the appropriate corrective steps are taken and by when. Also, supply estimated and actual costs if available as well as any specific work orders, requests, etc.

### Follow-up Actions By:

<table>
<thead>
<tr>
<th>List Actions:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Copies To:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company:</th>
</tr>
</thead>
</table>

### Investigated By:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

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## Statement of Witness Form

**Witness Name and Contact Information:**

<table>
<thead>
<tr>
<th>Date: (dd/mm/yy)</th>
<th>Hour of Injury: A.M. / P.M.</th>
</tr>
</thead>
</table>

**Location of Accident/Incident (unit/site/address)**

**Individuals Involved in the Accident/Incident (include names & company).**

**Details of Accident/Incident:**

`Where were you when the accident/incident occurred and what were you doing?`

**Explain, in detail, what you know of regarding the accident/incident-facts only.**

The above statement was interpreted by ________________________________

for ______________________________ (witness) in (language) ________________________________.

☐ I (witness) have read the above statement and agree with it.

**Witness's Signature and date: ________________________________**

**Interpreter's Signature and date: ________________________________**

**Intervener’s Signature and date: ________________________________**
Appendix M

Weekly Inspection Report Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by:</td>
<td>Last Inspection:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Comment</th>
<th>Area</th>
<th>Contractor</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Housekeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Storage</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. PPE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Ladders</td>
<td></td>
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</tr>
<tr>
<td>5. Guardrails</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6. Scaffolds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other work platforms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Fire Protection</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9. Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Gas Cylinders</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11. Stairs</td>
<td></td>
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<tr>
<td>13. Lighting</td>
<td></td>
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<tr>
<td>14. Machine guards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Material handling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Ventilation</td>
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<td>18. Elevators</td>
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<td>19. Floor/roof openings</td>
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Copies to:
Appendix N

Elevated Work Platform

Model: _______________________________________________

Unit Number: _______________________________________

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<tr>
<th>Items to be Inspected: V = Good X = Bad</th>
<th>Mon</th>
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<th>Wed</th>
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<th>Sat</th>
<th>Sun</th>
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<td>Cracks is scissors/boom</td>
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<td>Cracks in scissor/boom</td>
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OPERATOR’S INITIALS

Comments:

Deficiencies – Notify Supervisor!
Hi-Rise Mechanical Contracting Inc. Health and Safety Policy and Program Manual

Compliance Agreement

Hi-Rise Mechanical Contracting Inc. is providing you with a print copy of this manual. It is also available online on the Hi-Rise Mechanical Contracting Inc. website at http://www.hirisemechanical.ca/. This manual represents the health and safety rules that must be observed by all Hi-Rise Mechanical Contracting Inc. employees and sub-contractors to ensure a safe and healthy environment in the workplace.

Safety awareness must be part of each worker’s thinking at Hi-Rise Mechanical Contracting Inc. Every worker must be in compliance with the policies, procedures and guidelines as set out in the Hi-Rise Mechanical Contracting Inc. Health and Safety Policy and Program Manual and as prescribed within the Occupational Health and Safety Act and Regulations and Safety Codes. Each worker must take every precaution to prevent unsafe acts and anticipate potential hazards. Any precarious action, reckless attitude or unsafe approach by a worker can jeopardize one’s safety and the safety of others.

I, ___________________________ agree to abide by and comply with the guidelines as set out in the Hi-Rise Mechanical Contracting Inc. Health and Safety Policy and Program Manual within, and as prescribed within the Occupational Health & Safety Act and Regulations and Safety Codes.

The undersigned has received and read the information in this Manual and is in full understanding of such. Violations of health and safety laws or policies and procedures as outlined in this manual may result in disciplinary action, including dismissal.

Date Received: ___________________________

Signature: ________________________________

Supervisor/Foreman: ___________________________  

(Please return this page to Management Office.)