CASMAN DEVELOPMENTS LTD.

HEALTH AND SAFETY PROGRAM

RESPONSIBLE SAFETY BEGINS WITH LEADERSHIP

Issued December 2014

CASMAN DEVELOPMENTS LTD.

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Introduction

The CASMAN Developments Ltd. Health and Safety Program has been developed to assist the company in meeting all the required health and safety obligations. All necessary measures will be taken to ensure that all CASMAN Developments Ltd. employees are given the opportunity to work in a safe, healthy environment that is free from injury and occupational disease. A safe and healthy workplace environment is a goal that should be shared between management, supervisory staff, employees and contractors.

This program will be used in conjunction with the *Workers Compensation Act (WCA), Occupational Health and Safety Regulation (OHSR),* and any and all additional rules, procedures and programs developed or required by CASMAN Developments Ltd.

It is the desire of CASMAN Developments Ltd. to utilize this program as a guide for the day to day operations and management of this company and to encourage the use of this program in all work activities by management and employees.

1. Policies and Responsibilities

Health and Safety Policy Statement

CASMAN Developments Ltd. is committed to providing a safe and healthy workplace for all our employees and contractors.

CASMAN Developments Ltd. believes that all injuries are preventable and that excellence in health and safety is the key to our long term success.

Management and supervisors will train all personnel in safe work procedures and hazard identification.

Management and supervisors will lead and demonstrate safety by example, and will ensure that the personnel that they are responsible for have the necessary knowledge to work safely.

CASMAN Developments Ltd. understands that all workers have a right to a safe and healthy work environment and we will hold all levels of management accountable for providing a safe work environment and enforcing safe work procedures and practices. We will also ensure timely follow-up to safety incidents.

CASMAN Developments Ltd. will hold all employees and contractors accountable for following safe work procedures and reporting unsafe acts and safety incidents.

Employees from every area of the company, regardless of position, will be encouraged to contribute to the company health and safety program. CASMAN Developments Ltd. encourages the involvement of all workers in the development of the program. We will provide support and promote the program to ensure that safety has the overriding priority.

Employee cooperation and compliance with the health and safety program at CASMAN Developments Ltd. is a condition of employment.

CASMAN Developments Ltd. is committed to compliance with any and all governmental agencies, regulations, and industry best practices and will use audits to measure and improve our health and safety programs.

We will monitor our health and safety program and share our results on a regular basis.

_____ _____

Andrew Karpiak/ Owner Jason Kennedy/ Owner

Date: _____

Roles & Responsibilities

Summary of Roles and Responsibilities for Health & Safety

Responsibilities of CASMAN	Responsibilities of CASMAN Workers
• Ensure the health and safety of all workers on site by initiating the company Health and Safety Program. • Ensure that all workers are aware of health or safety hazards. • Take corrective action to fix any workplace conditions that are hazardous to the health and safety of all workers. • Establish occupational health and safety policies and programs. • Provide and maintain all Personal Protective Equipment (PPE) as required by WorkSafeBC regulations. • Ensure all workers have the training and qualifications for the tasks to which they are assigned. • Provide all required training to ensure the health and safety of workers. • Support the Joint Health & Safety Committee and any elected health and safety representatives. • Post all relevant health and safety information and policies in places accessible to all workers • Help develop health and safety as required. • Ensure incident investigations are conducted in accordance with the requirements of this Health and Safety Program and the *Workers Compensation Act.*	• Take reasonable care to protect health and safety of themselves and others. • Knowing and complying with all applicable health and safety requirements. • Carry out his/her work consistent with the established safe work procedures of the company, and the regulations of the Workers Compensation Board. • Use, wear and inspect Personal Protection Equipment (PPE) as required by WCB regulations. • Report any PPE not in safe working condition. • Not engage in any on site behaviour/ conduct that may endanger themselves or their co-workers. • Ensure they have the training and qualifications for all tasks they are assigned. • Ensure their ability to work is not impaired by alcohol, drugs or other causes. • Report to their supervisor/employer any hazards or contravention of WCB regulations.

Responsibilities of CASMAN (continued)	Responsibilities of CASMAN Worker's (continued)
• Assign a qualified person responsible for coordinating health and safety as required when fulfilling prime contractor responsibilities. • Assign a qualified person responsible for ensuring health and safety standards are met as required and provide this information to the Prime Contractor or owner prior to the start of a project when CASMAN Developments Ltd. is one of the groups of contractors working in close proximity and is not fulfilling Prime Contractor responsibilities. • Assist workers to understand the right to refuse unsafe work.	• Immediately reporting to a CASMAN supervisor and the first- aid attendant all work related injuries and health problems. • Cooperate with health and safety representatives. • Understand the right to refuse unsafe work.

Responsibilities of CASMAN Supervisors

- Ensure the general health and safety of all workers under their direct supervision.
- Serve as a role model for the health and Safety standards to be implemented and maintained.
- Ensure that the adequate orientation and training has been provided for the workers under their supervision including the safe operating practices and procedures that must be followed.
- Have full understanding of all WorkSafeBC health and safety regulations pertaining to their supervision duties.
- Make all workers under their supervision aware of all known or reasonable foreseeable health and safety hazards.

Responsibilities of CASMAN Supervisors (cont.)

- Take immediate action to correct any unsafe working conditions, procedures or equipment defects.
- Ensure that workers report all injuries and that treatment for injuries is received.
- Cooperate with any joint health and safety representatives.

Sub Trade Responsibility

Subcontractors that wish to conduct work for CASMAN Developments Ltd. will:

- Plan, organize and develop a health and safety program with policies and procedures that meet or exceed the legal requirements as described in the *Occupational Health and Safety Regulation (OHSR)* and *Workers Compensation Act*.
- Provide CASMAN Developments Ltd. with a copy of their Occupational Health & Safety Manual prior to commencing work.
- Comply fully with the rules and regulations set out in CASMAN Developments Ltd. Health and Safety Program.
- When on site provide CASMAN Developments Ltd. with copies of the minutes of their Tool Box meetings on a minimum of a weekly basis.
- Provide copies of certificates of qualifications of all on site workers and maintenance certificates for all equipment.
- Provide copies of MSDS sheets prior to using hazardous products on the work site.
- Assign a qualified person with responsibility for ensuring project health and safety standards are met as required by *OHSR* and provide this information to CASMAN Developments Ltd. prior to the start of the project when CASMAN Developments Ltd. is fulfilling prime contractor responsibilities.
- Coordinate with CASMAN Developments Ltd. maintaining an effective means for ensuring project health and safety prior to commencing the project.

- Inspect their work site on a regular basis to ensure that project health and safety standards are being maintained.

- Inform CASMAN Developments Ltd. project manager, superintendent or supervisor and WCB immediately of any WCA reportable incident.

- Conduct incident/accident investigations as required.

Safety Officer Responsibility **-**Trade Safety Coordinator *(TSC)/*Construction Safety Officer*, (CSO)*

The Safety officer will:

- Serve as a role model for the health and safety standards to be implemented and maintained.

- Perform formal and informal daily and weekly inspections of various active work sites.

- Assist in the development of site safety plans.

- Liaise with applicable regulatory agencies on OH&S issues.

- Provide information and advice to ownership and management on the Health and Safety Program, the *WCA* and Regulations.

- Act as an advisor and resource for the company Joint Health and Safety Committee, but will not sit as an active member.

- Advise and assist in the process of purchasing new equipment with considerations to the health and safety standards prior to purchasing.

- Ensure that all required personal protective equipment (PPE) and clothing needs are considered and purchased.

- Attend incident investigations as requested by ownership and on-site supervisors or managers.

- Fulfill "qualified coordinator" responsibilities as required by OHSR when CASMAN Developments Ltd. is the prime contractor

- Fulfill "qualified person" responsibilities as required by OHSR when CASMAN Developments Ltd. is one of the groups of contractors working in close proximity, and is not fulfilling prime contractor responsibilities.

- Conduct all accident and near miss investigations.

- Conduct meetings as required with workers and staff in order to communicate safety information concerns, healthy work habits, policies, procedures and promote safety consciousness on the job.

Health and Safety Compliance Requirements

All persons employed by CASMAN Developments Ltd. are accountable for their actions in regard to health and safety and conduct in the workplace. It is the desire of the company to employ top quality personnel who are focused on quality workmanship and are cooperative in the process required to achieve a safe and healthy workplace.

Compliance with CASMAN Developments Ltd. and the WCB's health and safety requirements is mandatory. Disregard or negligence in complying with these requirements may result in unnecessary injury and will therefore be cause for disciplinary action.

Discriminatory Actions

No person will be disciplined in any way for acting on his or her health and safety responsibilities. Discriminatory actions (as defined in the *Workers Compensation Act (WCA) sections 150 to 153*) against persons acting on their health and safety responsibilities will not be tolerated. Persons practicing discriminatory actions will be subject to company disciplinary procedures.

Drug and Alcohol Policy

CASMAN Developments Ltd. is committed to the health and safety and productivity of all operations on behalf of its employees, customers and the communities in and through which it operates. The use of illicit drugs and the misuse of alcohol and medications can limit employee's ability to properly do their jobs effectively, and can have a serious negative impact on the health and safety of themselves and others.

The goal is not only to comply with current regulations but to reference the Canadian Model for providing a safe workplace. CASMAN Developments Ltd. provides a program that

emphasizes a strong commitment to the health and safety of its employees and sub-contractors as well as the safety of the public. This policy applies to all staff members and contractors when engaged in business on behalf of CASMAN Developments Ltd.

Bullying & Harassment Policy

Bullying and harassment is an occupational health and safety (OHS) issue that poses a potential risk to the physical and mental health and safety of workers with serious outcomes.

CASMAN DEVELOPEMENTS LTD
Harassment Policy Statement

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3. Workers must:

(a) Not engage in the bullying and harassment of other workers.
(b) Report if bullying and harassment is observed or experienced.
(c) Apply and comply with the employer's policies and procedures on bullying and harassment.

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.

Disciplinary Procedures

If any person engages in hazardous activities that are in contravention of health and safety requirements, they will be subject to disciplinary action. Some examples of hazardous activities include but are not limited to the following:

- Operating equipment without authorization.
- Abuse of equipment or lack of maintenance by the operator.
- Being under the influence of drugs or alcohol.
- Non-compliance with safety rules and/or procedures.
- Endangering the health and safety of others.
- Failure to lockout or use fall protection measures.
- Using improper confined space practices.

Personnel that do not follow the appropriate standards will be subject to the following disciplinary actions:

1. First offence will receive a verbal warning. The supervisor will explain the reason for the warning and the action needed to correct the situation.
2. If the problem is not corrected a written warning will be issued emphasizing the seriousness of the action and the corrective action which needs to be taken.
3. If the situation still continues the employee will receive a temporary suspension without pay.
4. The final step for failure to comply will be termination of employment without further notice.
5. A record of all disciplinary action will be kept in the employee's personnel file and a copy given to the employee.

Some situations will satisfy just cause as per BC Employment Standards Act and will warrant automatic termination of employment. These include:

- Committing or threating acts of violence.
- Working under the influence of illegal drugs or alcohol.
- Engaging in criminal activity (e.g. arson, theft).
- Placing the life of a fellow worker in jeopardy by unsafe actions.

2. Education and Training

CASMAN Developments Ltd. recognizes that training and education of our workers is a vital part of our health and safety program. Employees must have the knowledge and skills to work in a safe manner. Safety instructions will be provide to all employees who in turn must comply with these instructions. It is important that new and young workers are given a thorough orientation and are consistently supervised during their probationary period. The worker education and training program will consist of:

- Conducting worker orientation session for new works and site-specific orientations.
- Conducting safety talks on a weekly basis during construction projects.
- Developing safe job procedures and instructing workers in these procedures.
- Monitoring employee performance in meeting ongoing requirements for health and safety and adherence to the instructions received.
- Delivering specialized training for employees as may be required.
- Documenting the training given to each employee; including follow up supervision documentation. This documentation to be held in the employees personnel file as well as the corporate safety records to support the practice of due diligence.

New Worker Orientation

When training new workers, CASMAN Developments Ltd. follows the industry guidelines diligently adhering to and providing effective orientation as per the requirements of section *3.22 to 3.25 of the Occupational Health & Safety Regulation*. Our key items in the orientation process are to:

- Evaluate
- Train
- Test
- Keep Records

- Ongoing Supervision

See our orientation and training form and checklist in the Forms and Policies section of this manual.

On the Job training

Workers must demonstrate the ability to perform their task safely. Workers that are not familiar with specific job sites, procedures or tools and equipment should be trained on the job prior to commencing any work. The worker should be trained by a supervisor or "qualified person" that has been trained, is experienced and can safely perform the job. A record of all on the job training for each worker will be kept on file.

Job Site Specific Required Training

Not all jobsites are the same or have the same potential hazards and often require specialized tools and equipment. Regardless of how experienced the worker is, ALL employees must participate in a new site specific orientation for each jobsite in order to recognize potential hazards.

Continuing Education

Employees appreciate the chance to develop knowledge and skills. Whether it is safety, first-aid, specialty tools or skills required for unique projects, we are committed to our employee development and to providing the continuing education for our employee's needs.

3. Joint Health & Safety Committee

Benefits of a JHSC

CASMAN Developments Ltd. recognizes the importance of having an effective Joint Health & Safety Committee (JHSC). All employees are expected to participate in the site JHSC when given the opportunity, and to provide input to the JHSC and/or site Health & Safety Representative as part of the on-going process of worksite health and safety improvement.

JHSC Requirements

At worksites where a JHSC is not required, the Prime Contractor will hold monthly safety meetings (or more frequently if desired) with all personnel at the worksite in attendance. These meetings will be less formal than JHSC meetings; however minutes must be maintained and kept for all such meetings. The meeting will be used to discuss and resolve any health and safety concerns.

Prime Contractor

CASMAN Developments Ltd. will establish a Joint Health and Safety Committee (JHSC) when they are the Prime Contractor on larger construction sites where:

- Two or more contractors have or are expected to have, a continuous on-site presence for 60-days or more.
- The total number of workers (all trades) exceeds 20.
- CASMAN Developments Ltd. is the sole contractor on site and has a workforce of 20 or more, and will have a continuous presence on site for 60 days or more.

When CASMAN Developments Ltd. is the prime and there are two or more contractors who are expected to have a continuous presence for 60 days or more:

- Any one contractor with 20 or more workers employed on the site for 60 or more days would be required to maintain a JHSC for their workers only.
- All contractors that have, or are expected to have between 9 and 19 workers for 30 days or more will be required to have a Health and Safety Representative.
- CASMAN Developments Ltd. will institute a system to address concerns brought forward by:
    - *An individual of the JHSC*
    - *A worker that is a health and safety representative.*
    - *The representative of any contractor on site with less than 9 workers.*

When CASMAN Developments Ltd. is the prime contractor on smaller or shorter duration sites where no contractor has 20 or more workers on site for 90 days or more:

- All contractors that have, or are expected to have between 9 and 19 workers for 30 days or more will be required to have a worker Health and Safety Representative

- CASMAN Developments Ltd. will institute a system to address concerns brought forward by:
  - *An individual JHSC.*
  - *A worker health and safety representative.*
  - *The representative of any contractor on site with less than 9 workers.*

Non-Prime Contractor

CASMAN Developments Ltd. will participate in the prime contractors JHSC on projects where Casman Developments Ltd. is not the prime contractor. CASMAN Developments Ltd. will send, as a minimum, a worker representative to attend site JHSC meetings, and whenever possible a worker and management representative.

JHSC Duties and Responsibilities

(a) Identify situations that may be unhealthy or unsafe and recommend appropriate corrective action.
(b) Respond to complaints relating to health and safety.
(c) Consult workers & employer on health & safety.
(d) Make recommendations for improving health & safety.
(e) Make recommendations on educational programs.
(f) Make recommendations on compliance with the *WCA* and *OHSR* and to monitor their effectiveness.
(g) Advise the employer on WCA & OHSR requirements and to monitor their effectiveness.
(h) Advise the employer on proposed changes to work procedures or conditions that may affect the health and/ or safety of workers.
(i) Ensure that incident investigations and regular inspections are carried out as required by regulation.
(j) Participate in inspections and investigations.
(k) Hold monthly (or more frequent)meetings to review:
  - Reports of current incidents or occupational diseases, their root causes and means of prevention.
  - Action taken/required by these reports.
  - Any other health and safety matters.
(l) Record proceedings of meetings and forward minutes to:
  - CASMAN Developments Ltd. site office and Head Office.

- The nearest WCBC office, if required to do so by the Worker's Compensation Board.
- Sub-contractors.
- Committee members.
- Unions.

4. Safety Inspection & Supervision

CASMAN Developments Ltd. is committed to taking all reasonable steps to ensure the health & Safety of their workers- which is due diligence. Achieving *due diligence* depends upon management commitment and the quality of our supervisors. CASMAN Developments Ltd. will take the following steps to ensure quality supervision of our projects:

Due Diligence

Supervisory personnel will receive instruction and have verified abilities in:

- *Health and Safety responsibilities.*
- *Worker orientations, tool box talks and training.*
- *Supervising and monitoring safety performance.*
- *Correcting unsafe actions or conditions & enforcing Health and Safety.*
- *Recognizing and controlling hazards.*
- *Performing Safety Inspections.*
- *Performing incident/accident investigations.*
- *Effective communication.*
- *Leadership and safe organization of work.*
- *Problem solving and thorough understanding of the WCA and Regulations*
- *Compatibility with company philosophy in regard to workmanship and safety.*

Monitoring

CASMAN Developments Ltd. will provide supervisors with record keeping formats for health and safety matters to efficiently and accurately record and monitor safety performance. All materials to assist supervisors in maintaining and monitoring worker interest in health and safety will be provided.

Supervisory personnel will have achievable performance safety objectives and will be given regular feedback on their safety performance by their direct supervisor. CASMAN Developments Ltd.

will employ and promote supervisors who demonstrate consistent practices which support workplace health and Safety.

Inspecting the Worksite

Inspecting the worksite is an integral component of the *due diligence* process and our health and safety program. CASMAN Developments Ltd. utilizes various forms of worksite inspections from planned formal and informal inspections to special, pre-use and ongoing inspections. For a detailed description of our inspection program view: *Section 7. Hazard Identification and Control.*

5. Company Rules and Instructions

CASMAN Developments Ltd. has adopted these rules as a minimum requirement for employment for our personnel. Failure to comply with these rules is grounds for disciplinary actions that may result in dismissal.

Rules & Standard Operating Instructions

- Employees must become familiar with the workplace, to ensure their own safety and that of their fellow employees. If in doubt ask your supervisor.
- Horseplay, roughhousing, possession of firearms or fighting is strictly forbidden.
- The use or possession of any substance, which will impair the performance of an individual, is strictly forbidden. Personnel using prescribed medication must notify their supervisor prior to work.
- Report all unsafe conditions, including work environment, tools, equipment and methods to your supervisor.
- Report for work rested and physically fit, outfitted with clothing, including footwear suitable for the job. Jewelry (rings, bracelets, neck chains etc.) should not be worn.
- Personal Protective Equipment *(PPE)* is provided for your protection. Use this equipment when required. Keep it in good condition and report the loss or damage to your supervisor. Hard hats, safety glasses and CSA approved safety boots are mandatory on all CASMAN Developments Ltd. projects.
- **ALL** accidents, injuries and near misses are to be promptly reported to your supervisor.

- Do not remove or alter anything at the scene of an accident, except to prevent further injury or property damage.

- Be sure that you know the safe way to do your job before you begin. If in doubt ask your supervisor.

- Vandalism, theft and misuse of tools, equipment, safety apparatus and other property will not be tolerated.

- Operate all motor vehicles and mobile equipment in accordance with site rules and the *Motor Vehicle Act*.

- Do not operate any equipment unless you are qualified to do so.

6. Safe Work Practices

Underground Utilities

CASMAN Developments Ltd. shall ensure, as per section 20.79 of the Work safe OHS Regulations, that before excavating or drilling with powered tools and equipment, the location of all underground utility services in the area must be accurately determined, and any danger to workers from those utility services must be controlled.

Excavation or drilling work in proximity to an underground utility service must be undertaken in conformity with the requirements of the owner of that utility service.

Pointed tools must not be used to probe for underground petroleum and electrical utility services.

Powered equipment used for excavating must be operated so as to avoid damage to underground utility services, or danger to workers.

Electrical Power Lines & High Voltage

Power Lines, Transformers and Flagged Warning Lines
Under no circumstances shall any person work or instruct workers to erect scaffolds, operate cranes, tools and equipment or come in proximity to the allowable distances of power lines or transformers.

Voltage	Minimum Distance
751 V to 75 KV	10' (3 meters)
75 KV to 250 KV	15' (4.5 meters)
250 KV to 550 KV	20' (6.1 meters)

When the minimum distance cannot be maintained safely due to the circumstances of the work, the type of tools to be used or due to unplanned movement of worker then you must stop all associated work and Call BC Hydro. Arrange for a meeting at the jobsite to decide whether the energized conductors can be:

a) De-energized
b) Effectively guarded & flagged
c) Displaced or re-routed

Get assurance in writing which of the above actions will be taken and when then they will be taken. This assurance must be signed by the person controlling the electrical system (*WCB Form 30M33*).

Ensure the written assurance is communicated to all persons in the area where people, tools or equipment when moved or stored, can come within the minimum allowable distance.

Fire Protection & Prevention

The best way to fight fires is to PREVENT them. The best practices for fire prevention are to ensure the workers are responsible for doing everything they can to prevent a fire.

- Smoking is only permitted in designated smoking areas.
- All sub-contractors are to have their own firefighting equipment on site.
- All lunchroom and equipment trailers are to be equipped with a fire extinguisher.
- There must be one fire extinguisher beside each piece of portable equipment, including welders, oxy acetylene torches and open flame heaters.
- Workers must now the locations and types of fire extinguishers in their work area. There are 4 general classes of fires and each requires a certain type of extinguishing agent. Portable fire extinguishers are labelled to include the class of fire they should be used on. Be sure to ensure you have the right extinguisher before starting work.

- If a fire cannot be put out with hand held extinguishers, then sound the alarm and evacuation procedures must be implemented.
- The worker who first reported the fire must inform the immediate supervisor of the circumstances of the fire.
- Fire equipment must always be kept accessible and in working condition. Do not tamper with fire protection equipment, as it is a serious offence.
- Isles, passageways, doorways and stairways must never be obstructed.
- Ensure all fire extinguishers are clearly marked as to current inspection dates and most recent pressure tests.

House Keeping

General housekeeping on the job site is one of the most efficient preventative measures for a safe workplace. Construction workers should have a place for everything and keep most everything in place.

- At the end of the day when the major clean up takes place, be extra conscientious not to throw tools or relax your thoughts about injury prevention.
- Work areas must be kept clean and free from obstructions at all times. Tools, loose objects, oil, grease, cords and other materials left lying around are hazards.
- Work areas must be cleaned immediately after finishing a job or at the end of the shift.
- Using appropriate MSDS instruction, spill toxic, flammable or corrosive materials must be cleaned up immediately.
- Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead.
- To prevent sliding, falling or collapse, all materials should be properly stacked and secured.
- All material must be properly stacked and secured and stored in a manner that permits safe access to and prevent movement.
- Supervisors have the authority to determine when and where housekeeping is needed in order to improve safety conditions and prevent injury to workers.
- Chemical agents or substances, which might react to create a hazardous condition, shall be stored and disposed of separately.

- All electrical cords must be kept in good condition and shall not be used in any way, which could create a tripping hazard.

7. Safe Work Procedures

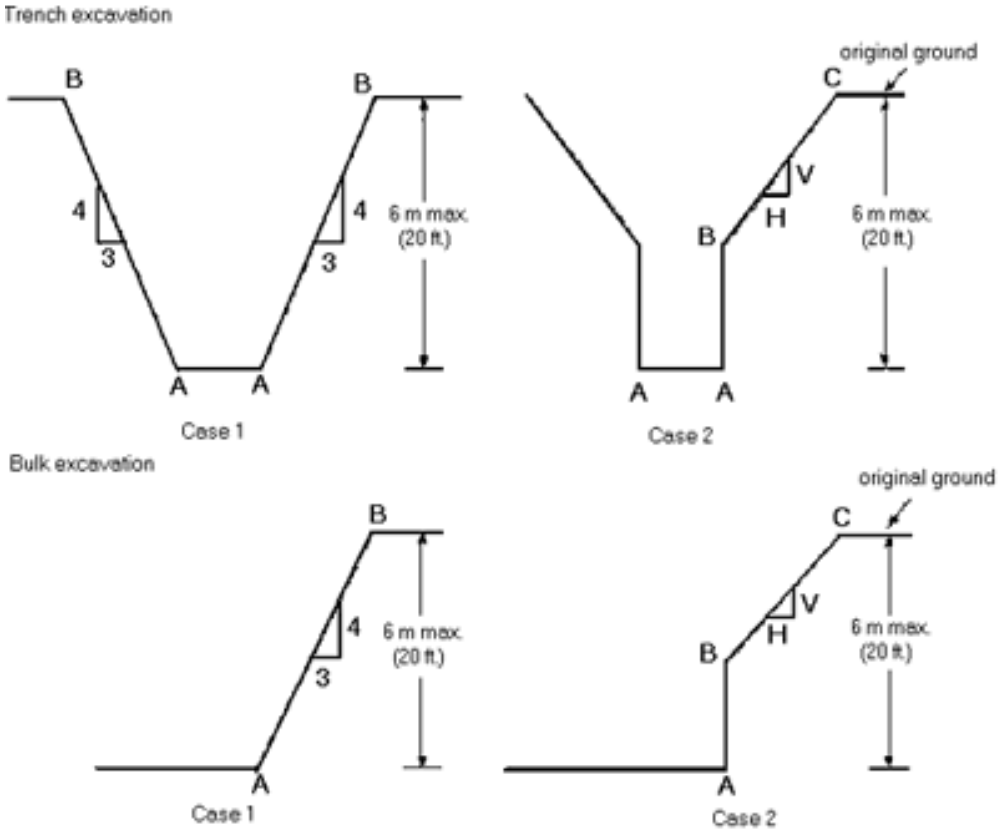
7.1 Excavations

Subject to section 20.78 of the WorkSafe OHS Regulations, before a worker enters any excavation over 1.2 m (4 ft.) in depth or, while in the excavation, approaches closer to the side or bank than a distance equal to the depth of the excavation, the employer must ensure that the sides of the excavation are:

(a) sloped as specified in writing by a qualified registered professional,

(b) sloped at angles, dependent on soil conditions, which will ensure stable faces, but in no case may the slope or combination of vertical cut and slope exceed that shown below

Figure 20-1 Sloping in lieu of shoring



(c) benched as per OHS Regulations,

(d) supported as specified in writing by a professional engineer,

(e) supported in accordance with the minimum requirements of section 20.85 of OHS Regulations, or
(f) supported by manufactured or prefabricated trench boxes or shoring cages, or other effective means.

7.2 Confined Spaces

Definition:
"confined space", except as otherwise determined by the WCB, means an area, other than an underground working, that:

(a) is enclosed or partially enclosed,
(b) is not designed or intended for continuous human occupancy,
(c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and
(d) is large enough and so configured that a worker could enter to perform assigned work;

Safe Work Procedure:
The CASMAN Developments Ltd. Supervisor must:

(a) Ensure that each confined space in the workplace is identified, and
(b) Determine whether any such space will require entry by a worker, either in scheduled work activities or as a result of foreseeable system failures or other emergencies.
(c) If a confined space exists at a workplace but no worker entry is required, the employer must ensure that each point of access to the confined space is secured against entry or identified by a sign or other effective means which indicates the nature of the hazard and the prohibition of entry, and that workers are instructed not to enter.
(d) CASMAN Developments Ltd. will ensure that all confined space hazards are eliminated or minimized and that work is performed in a safe manner.

Confined Space Entry:
Before a CASMAN worker is required or permitted to enter a confined space, they must have and implement a written confined space entry program which includes:

(a) an assignment of responsibilities,
(b) a list of each confined space or group of similar spaces and a hazard assessment of those spaces, and
(c) written safe work procedures for entry into and work in the confined space, that address, where applicable
(i) identification and entry permits,
(ii) lockout and isolation,
(iii) verification and testing,
(iv) cleaning, purging and venting
(v) ventilation,
(vi) standby persons,
(vii) rescue,
(viii) lifelines, harnesses and lifting equipment,
(ix) personal protective equipment and other precautions, and
(x) coordination of work activities.

CASMAN Developments Ltd. will assign responsibility for supervision to a person who is adequately trained to supervise the job before any worker enters a confined space.
The responsible supervisor must ensure that:

(a) Pre-entry testing and inspection is conducted based on the written procedures,
(b) the precautions identified in the written procedures and the precautions required by this Regulation or which are otherwise necessary for the health and safety of workers are followed, and
(c) only authorized workers enter a confined space.

Each person who is assigned duties or responsibilities related to entry into a confined space must be adequately instructed and trained in:

(a) the hazards of the space, and
(b) the precautions identified in written procedures to properly perform their duties.

Hazard Assessment

A hazard assessment must be conducted for each:

(a) confined space, or each group of confined spaces which share similar characteristics, and
(b) work activity, or group of work activities which present similar hazards, to be performed inside a confined space.

The hazard assessment required by subsection (1) must consider:

(a) the conditions which may exist prior to entry due to the confined space's design, location or use, or which may develop during work activity inside the space, and
(b) the potential for oxygen enrichment and deficiency, flammable gas, vapour or mist, combustible dust, other hazardous atmospheres, harmful substances requiring lockout and isolation, engulfment and entrapment, and other hazardous conditions.

The hazard assessment and written confined space entry procedures must be prepared:

(a) by a qualified person who has adequate training and experience in the recognition, evaluation and control of confined space hazards, and
(b) When a confined space requires entry by a worker, each point of access which is not secured against entry must be identified by a sign or other effective means which indicates the hazard and prohibits entry by unauthorized workers.

Permits required

An entry permit must be completed and signed by the responsible supervisor before a worker enters a confined space:

(a) with a high hazard atmosphere,
(b) that requires lockout or isolation procedures to be followed, or
(c) in which there is a hazard of entrapment or engulfment.

An entry permit must be posted at each designated point of entry to a confined space.

Control of harmful substance in adjacent piping

Before a worker enters a confined space where adjacent piping contains a harmful substance, that substance in the adjacent piping must be controlled by either disconnecting the adjacent piping or isolating it using blanks or blinds.

A worker may enter the confined space only if the atmosphere of the confined space has been tested immediately before entry and the test results confirm that the confined space contains clean respirable air.

Testing

Before a worker enters a confined space, pre-entry testing and inspection must be conducted to verify that the required precautions have been effective at controlling the identified hazards and that it is safe for a worker to enter.
The pre-entry testing must be:

(a) conducted as specified in the written work procedures, and
(b) completed not more than 20 minutes before a worker enters a confined space.

When all workers have vacated the confined space for more than 20 minutes, pre-entry testing, as required by subsection (1), must be repeated.

While a worker is inside a confined space with a moderate or high hazard atmosphere, additional testing must be conducted as necessary to ensure the worker's continuing safety.

Whenever practicable, continuous monitoring of the atmosphere must be done.

If a worker enters a confined space with a moderate or high hazard atmosphere, the employer must continuously monitor the atmosphere if a flammable or explosive atmosphere in excess of 20% of the lower explosive limit could develop.

Pre-entry atmospheric testing is not required in a confined space with a low hazard atmosphere if

(a) the location and control of the space ensures that a more hazardous atmosphere could not inadvertently develop,

(b) such testing is not required to verify the effectiveness of an isolation or other pre-entry control,
(c) prior representative sampling has demonstrated that the atmosphere within the space or group of similar spaces meets the low hazard atmosphere definition, and
(d) the written entry procedures do not require such testing.

Cleaning, purging and venting

When practicable, the employer must ensure that a confined space to be entered contains clean respirable air.

If a confined space is known, or shown by pre-entry testing to contain other than clean respirable air, the hazard must be controlled by cleaning, purging or venting the space and the atmosphere must be retested before a worker enters the space.

The dead-end of a line that has been isolated must be cleaned, purged or vented to remove any harmful substance which could present a hazard to a worker entering the confined space.

Risk control

If clean respirable air cannot be assured in a confined space before worker entry, the employer must ensure that:
(a) all workers entering the space wear appropriate personal protective equipment including respirators when necessary
(b) the concentrations of flammable gases and vapours are maintained below 20% of the lower explosive limit, and
(c) if flammable or explosive gases, vapours or liquids are present, all sources of ignition are eliminated or adequately controlled.

Ventilation

Every confined space must be ventilated continuously while a worker is inside the space.

Low hazard atmospheres

The employer must ensure that a minimum of 85 m^3/hr (50 cfm) of clean respirable air is supplied for each worker inside a confined space with a low hazard atmosphere.

Standby Persons

If a worker enters a confined space which contains a low hazard atmosphere
(a) another worker must be assigned as a standby person,
(b) there must be a continuous means of summoning the standby person,
(c) the standby person must check on the well-being of workers inside the space at least every 20 minutes, and
(d) the standby person must have a means to immediately summon rescue personnel.

If a worker enters a confined space which contains a moderate hazard atmosphere
(a) another worker or workers must be assigned as the standby person(s),
(b) a standby person must be stationed at or near the entrance to the space,
(c) the standby person must visually observe or otherwise check the well-being of the worker(s) inside the space, as often as may be required by the nature of the work to be performed, but at least every 20 minutes,
(d) there must be a continuous means of summoning the standby person from inside the space, and
(e) the standby person must have a means to immediately summon rescue personnel.

If a worker enters a confined space which contains a high hazard atmosphere, a risk of engulfment or entrapment or with any other recognized serious health or safety hazard
(a) another worker or workers must be assigned as the standby person(s),
(b) the standby person(s) must be stationed at the entrance to the space and must continuously attend to the standby duties,
(c) the standby person(s) must visually observe or otherwise continuously monitor the well-being of the worker(s) inside the space,
(d) there must be a continuous means of summoning the standby person(s) from inside the space,

(e) the standby person(s) must be equipped and capable of immediately effecting rescue using lifting equipment if required, or otherwise performing the duties of rescue persons, and
(f) the standby person(s) must prevent the entanglement of lifelines and other equipment.

Rescue

Services of rescue persons will be provided when a worker enters a confined space.

If the rescue persons are employees of another firm, or an agency such as a fire department, there must be a written agreement detailing the services that are to be provided.

Equipment and training

Every person assigned rescue duties must be properly equipped and adequately trained to carry out such duties.

A practice drill must be conducted at least annually.

Records of training and practice drills must be maintained by the employer of the rescue persons.

Notification

Before a worker enters a confined space, the responsible supervisor or the standby person must notify rescue personnel of work in the space.

The responsible supervisor or the standby person must notify rescue personnel when all workers have completed their work and exited from the space.

If more than one confined space is to be entered at the same time, notification of rescue personnel to be on alert status at the commencement of work is adequate.

Notification requirements in this section do not apply if the written agreement indicates that rescue personnel are available 24 hours each day.

Rescue procedures

Rescue or evacuation from a confined space must be directed by a supervisor who is adequately trained in such procedures or a qualified rescue person.

**For a complete and detailed description of the "Confined Space" Safe Work Procedures see *Section 9 of the Worksafe BC OH&S Regulations.*

7.3 Noise & Vibration

Any worker must not be exposed to noise levels above either of the following exposure limits:
(a) 85 dBA Lex daily noise exposure level;
(b) 140 dBC peak sound level.

If noise in the workplace exceeds either of the noise exposure limits, the following will be required:
- Education and training;
- hearing protection;
- posting of noise hazard areas;
- hearing tests;

If it is not practicable to reduce noise levels to or below noise exposure limits, the employer must
(a) reduce noise exposure to the lowest level practicable,
(b) post warning signs in the noise hazard areas,
(c) give to affected workers hearing protection that meets the requirements of CSA standards
(d) ensure that hearing protection is worn effectively in noise hazard areas.

Workers in a posted noise hazard area must wear hearing protection.

Hearing tests

Workers who are exposed to noise that exceeds noise exposure limits will be given an initial hearing test as soon as practicable after employment

starts, but not later than 6 months after the start of employment, and a test at least once every 12 months after the initial test.

Hearing tests must be administered by a hearing tester authorized by WCB.

CASMAN Developments Ltd. will ensure that the authorized hearing tester sends the test results to the Board.

CASMAN Developments Ltd. will keep records of annual hearing test results for each worker.

Vibration:
CASMAN Developments Ltd. will ensure, to the extent practicable, that workers are not exposed to vibration in excess of the limits specified in the *WCB OH&S Regulations*.

7.4 Caution Tape

1. Caution or Danger Tape must be used when required in any hazardous area where the goal is to keep out unauthorized persons or from entering a work or hazardous area.
2. No one is to enter into any area cordoned off with Caution Tape.
3. Caution tape is to be removed when scope of work is completed and it is safe to do so.

7.5 Electrical Cords, Plugs, GFI & Temporary Power

1. Temporary distribution panels must be installed by qualified electricians and in compliance with the "Electrical Energy Inspections Act" of BC and Electrical Code
2. Doors and cover of electrical equipment shall be kept closed while the equipment is energized
3. Electrical cords and appliances shall be CSA approved and shall be maintained in good order.
4. When used outdoors or in a wet or damp location, portable electrical equipment, including temporary lighting, must be protected by an approved ground fault circuit interrupter (GFI) of the class A type installed at the receptacle or on the circuit at the panel, unless another acceptable means of protection is provided.

5. Only qualified electricians shall repair temporary panels or install any hard wired electrical circuit.
6. Do not overload a circuit by plugging several power cords in one outlet.
7. Do not use light duty cords for any heavy load applications.
8. Inspect power cords and electrical fittings for damage and repair prior to each use.
9. Damaged power cords shall be removed from service and repaired or replaced.
10. Always ensure that 3-prongs on a grounded power cord are in place. Do not use a power cord where the ground prong has been removed.
11. Suspend power cords over walkways or working areas to eliminate tripping hazards.
12. Do not tie knots in power cords. Knots can cause short circuits and electrical shocks. Always loop the cords or use a twist lock plug.
13. Always ensure that the electrical panel covers are in place and not damaged.
14. Always store electrical cords in a clean dry area off the ground.
15. Electrical cords shall be clean and inspected for damage before being placed in storage.

7.6 Electrical High Voltage

1. Ensure that local power authority has been contacted and that WCB Form 30M33 has been completed outlining the procedures to be used in the specific case.

2. Ensure that all workers involved in the vicinity of high voltage electricity are aware of the 30M33 and the specific work process to be used.
3. As a general rule, look up when approaching any area on the site to ensure that the work area is clear of power lines as well as any other overhead obstructions.
4. When overhead lines are encountered in proximity to the work area, the Superintendent shall contact the local power authority to ascertain the voltage of the power lines and shall make arrangements to meet with the power authority to discuss safety procedures for the specific job.
5. Ensure that no work activity takes place, nor any material is stored within the minimum safe distances from energized overhead power lines. The following minimum distances apply:

Voltage	**Minimum Distance**
751 V to 75 KV	10' (3 meters)
75 KV to 250 KV	15' (4.5 meters)
250 KV to 550 KV	20' (6.1 meters)

6. When the minimum distance cannot be maintained, an assurance in writing, signed by the person controlling the electrical system, shall be obtained prior to the commencement of any work. The WCB Form 30M33 must be completed for this purpose. This assurance must state that during the time the work is carried on, the electrical conductors shall be:
    a) De-Energized, or
    b) Effectively guarded against contact, or
    c) Displaced or re-routed from the work area.
7. Whenever guarding is used to allow approach to high voltage power lines, a qualified safety watcher must be posted to control the approach of equipment and load and to stop immediately the movement when in contact with the guards appears possible.
8. Workers who are required to work in close proximity to overhead power lines shall be familiar with the "Working near Power Lines" publications of the *WCB* as well as the *Limits of Approach*.
9. When high voltage conductors cannot be de-energized, re-routed or effectively guarded, no work shall commence until approval is obtained from WCB and the following precautions are taken:
    a) The area in which equipment or materials are to be moved shall be barricaded and supervised to restrict entry to those necessary to complete the work;
    b) A qualified person shall be designated as a watcher whose sole responsibility during the movement of any material or equipment shall be:
        i) Observe the position of the material or equipment relative to the conductors, and;
        ii) Order the movement stopped at any time that contact appears probable.
10. The watcher shall be provided with a positive means to give a clear signal to stop movement and shall use that means to stop movement.
11. While equipment and materials are in motion in proximity to conductors, no other person other than the operator shall be in contact with any part of the equipment.

7.7 Electrical Lock-Out

1. This procedure is generic in nature and is designed to give basic direction regarding electrical lockout. Specific lockout procedures shall be developed for specific application, prior to undertaking a project.

2. Identify all sources of power, which might allow for the operation of the equipment to be locked out.
3. Stop all drives and motors on the machine, by means of the STOP button.
4. Lock-out the main power to the equipment, as well as any other power source which may operate the equipment by placing a personal lock and ID tag on each power or disconnect switch while it is in the off position.
5. Test the equipment; by pressing the START button, to ensure that it will not start.
6. Press the STOP button again before commencing work.
7. Employees working on locked out equipment shall each place their lock on the power source.
8. On completion of work, each worker must remove his or her own personal lock
9. The last person to remove their personal lock from the power source is responsible for the safe start-up of the equipment.
10. The person who placed the lock shall only remove personal locks.
11. Under no circumstances shall any worker remove another workers personal lock.
12. If a lock is left on a power source, and the work is complete, every reasonable effort to locate the owner of the lock must be made so that the lock owner may remove it.
13. Should the owner of the lock not be located, the supervisor shall undertake a thorough search of the work area in order to ensure that the lock owner is not in the area and that the area is safe.
14. The supervisor shall ensure that the equipment is safe and that the work is complete, all guards are in place and that the equipment could not accidentally start when the power is turned on.
15. The supervisor, once assured of the above, shall, along with a worker representative, remove the lock and ensure the safe start-up of the equipment.
16. If the safety of the lock owner or the safe start-up of the equipment cannot be assured, the lock shall remain in place until such assurances can be made.

7.8 Fall Protection

1. Unless elsewhere provided for in this manual a fall protection system is used when work is being done at a place:

(a) From which a fall of 3 m (10 ft.) or more may occur, or

(b) Where a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface.

2. Guardrails meeting requirements or other similar means of fall restraint are used when practicable.
3. If a guardrail is not practicable, another fall restraint system must be used.
4. If the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system was not used, work procedures are followed that minimize the risk of injury to a worker from a fall.
5. Before a worker is allowed into an area where a risk of falling exists, the worker must be instructed in the fall protection system provided for the area and the procedures to be followed.
6. A written fall protection plan for a workplace must be in place if:
   (a) work is being done at a location where workers are not protected by permanent guardrails, and from which a fall of 7.5 m (25 ft.) or more may occur, or
   (b) The fall protection plan must be available at the workplace before work with a risk of falling begins.
7. A worker must wear a full body harness or other harness acceptable to the WCB when using a personal fall protection system for fall arrest.
8. A worker must wear a safety belt, a full body harness or other harness acceptable to the WCB when using a personal fall protection system for fall restraint.
9. Equipment used for a fall protection system must
   (a) Consist of compatible and suitable components,
   (b) Be sufficient to support the fall restraint or arrest forces, and
   (c) Meet, and be used in accordance with, an applicable CSA or ANSI standard in effect when the equipment was manufactured
10. In a temporary fall restraint system, an anchor for a personal fall protection system must have an ultimate load capacity in any direction in which a load may be applied of at least:
    (a) 3.5 kN (800 lbs), or
    (b) Four times the weight of the worker to be connected to the system.
11. Each personal fall protection system that is connected to an anchor must be secured to an independent attachment point.
12. In a temporary fall arrest system, an anchor for a personal fall protection system must have an ultimate load capacity in any direction required to resist a fall of at least:
    (a) 22 kN (5 000 lbs), or

(b) two times the maximum arrest force.

13. A permanent anchor for a personal fall protection system must have an ultimate load capacity in any direction required to resist a fall of at least 22 kN (5 000 lbs).
14. A temporary horizontal lifeline system may be used if the system is:
    (a) manufactured for commercial distribution and installed and used in accordance with the written instructions from the manufacturer or authorized agent, and the instructions are readily available in the workplace,
    (b) installed and used in accordance with written instructions certified by a professional engineer, and the instructions are readily available in the workplace, or
    (c) designed, installed and used in a manner acceptable to the Board.
15. The following types of equipment and systems, and their installation, must be certified by a professional engineer:
    (a) Permanent anchors,
    (b) anchors with multiple attachment points,
    (c) Permanent horizontal lifeline systems, and
    (d) Support structures for safety nets.
16. Equipment used in a fall protection system must be:
    (a) Inspected by a qualified person before use on each work shift,
    (b) kept free from substances and conditions that could contribute to its deterioration, and
    (c) Maintained in good working order.
17. After a fall protection system has arrested the fall of a worker, it must:
    (a) be removed from service, and
    (b) not be returned to service until it has been inspected and recertified as safe for use by the manufacturer or its authorized agent, or by a professional engineer

7.9 Flammable Liquids

1. All flammable liquids will be properly identified, monitored and stored.
2. All sources of ignition must be eliminated or adequately controlled.
3. Metallic or conductive containers used to transfer flammable liquids must be electrically bonded to each other or electrical grounded while their contents are being transferred from one container to the other.

4. If glass, plastic or other non-conductive containers with a capacity of 23 litres or more is used to transfer a flammable liquid; the accumulation of electrostatic charge near the surface of the liquid must be eliminated or controlled (see WCB Regulation).

7.10 Grinding

1. A proper full face shield and eye protection, PPE, including proper gloves must be used.
2. Evaluate the area for hazards and the impact on other workers in the grinding area. Where a worker other than the grinder, is exposed to concrete dust or sparks, the area should be restricted by the use of caution tape.
3. Grinding machine must be used for what the manufacturers intended it for.
4. Proper work rests and protective equipment must be used.

5. Maintenance and good working order of all components in the grinding process must be maintained.
6. Use appropriate signage and barricades.
7. Check that all guards are in place and properly adjusted.
8. Check that the grinding wheel is securely in place.
9. Inspect grinding wheel before turning on power. Do not use wheels that are chipped or cracked.
10. Test equipment for proper operation.
11. Work area to be clean and unobstructed.
12. Provide adequate lighting.
13. Do not operate grinder in one hand.
14. Stand to one side of the wheel before turning on the power.
15. When grinding use only the operating face of the wheel.
16. Do not over reach when operating grinder.
17. Do not use a wheel that vibrates.
18. Before putting down a grinder the wheel must be stopped.
19. A grinder is to be put down with the wheel facing up.
20. Disconnect the grinder from the power source when making equipment adjustments or wheel changes.

7.11 Hand Tools (Non-Powered)

1. Always ensure you are using the right tool for the job. Do not substitute or use makeshift tools.

2. Always check tools for damage or wear prior to each use. Watch for loose or broken handles and mushroomed heads.
3. Replace cracked or broken handles on files, hammers, screwdrivers or sledgehammers.
4. Replace worn jaws on wrenches, pipe tools and pliers.
5. Avoid using hand tools with your writs bent. Always use tools which allow the wrist to remain straight.
6. Always pull on wrenches and pliers. Never push unless you hold the tool with your palm open.
7. Re-dress burred or mushroomed heads on striking tools.
8. Carry tools using a heavy belt and hang tools at your side. Never carry tools in your pockets.
9. When using cutting tools, always cut away from yourself.
10. Do not wear bulky gloves when operating hand tools.
11. When using a bar for prying, be sure to stand so that you will maintain your balance should it slip or break.
12. Keep close track of tools when working at heights. A falling tool can kill a co-worker.
13. Always keep your tools in good condition.
14. Be on the lookout for signs of repetitive stress. Early detection may prevent a serious injury.
15. Maintain tools carefully. Keep them clean and dry and store them properly after each use.
16. Never leave tools on ladder, scaffolds or overhead work areas when they are not in use. Always keep tools being used in overhead work areas in containers, which will prevent them from falling.

7.12 Disposal of Harmful Substances

1. Harmful substances must be disposed of using the method described in the Material Safety Data Sheet (MSDS) for substance.
2. All workers shall have knowledge of the location of the MSDS for any products, which they may use or may come in contact with on the jobsite.
3. All workers shall have a demonstrated knowledge of the Workplace Hazardous Materials Information System (WHMIS) program and regulations.
4. All products shall be handled in accordance with the manufacturer's instructions and the requirements of the WHMIS program.

7.13 Hazardous Spills

1. All workers shall have knowledge of the location of Material Data Safety Sheets (MSDS) for any products, which they may use or come into contact with on the jobsite.
2. All products shall be handled in accordance with the manufacturer's instructions and the requirements of the WHMIS program.
3. Supervisor is to be notified immediately of the occurrence of a hazardous spill.
4. All workers in the immediate area shall be evacuated from the spill area in an upwind direction and to a safe distance.
5. If safe to do so, and if appropriately trained personnel are on site, the spill shall be contained and cleaned up according to the recommendations of the MSDS.
6. Appropriate authorities and emergency organizations (i.e. Fire, EHS, Police), as required shall be notified of the spill.
7. Materials cleaned up from the spill shall be disposed of in a manner described on the MSDS. Materials shall only be disposed of in the approved manner and at the approved disposal sites for the specific material.

7.14 Ladders

Manufactured ladders

A manufactured portable ladder must be marked for the grade of material used to construct the ladder and the use for which the ladder is constructed.

Position and stability

A ladder must:

(a) be placed on a firm and level base,

(b) be positioned so that the horizontal distance from the base to vertical plane of support is approximately ¼ of the ladder length,

(c) have sufficient length to project approximately 1 m (3 ft.) above the upper landing to which it provides access, and

(d) if necessary, be secured to ensure stability during use.

Use restrictions

1. If work cannot be done from a ladder without hazard to a worker, a work platform must be provided.

2. A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe.

7.15 Mobile Equipment Operation

1. All operators of mobile equipment shall possess the necessary licences and/or certificates to operate the specific piece of equipment.
2. Operators of mobile equipment must always ensure that they have a clear, unobstructed work area.
3. Operators must examine their equipment each day prior to use and thereafter, as required. Any deficiencies, defects or unsafe conditions shall be reported to the Supervisor or other authorized person.
4. Workers shall not operate mobile equipment unless they:
   a) Have received adequate instruction and have demonstrated to a supervisor that they are competent to operate the equipment, and;
   b) Are familiar with operating instructions pertaining to the equipment, and;
   c) Have been authorized to operate the equipment.
5. Operators of mobile equipment are directly responsible for the safe operation of the equipment. They shall maintain full control of the equipment at all times and comply with all the laws and regulations regarding the equipment.
6. Operators must comply with recommended gross vehicle weight and ensure the equipment is not overloaded.
7. Operators of mobile equipment must be familiar with the WCB regulations regarding “Working in Proximity to Overhead Power Lines”.
8. Where vision is obstructed, operators of mobile equipment must not move the equipment until a watcher is in place to guide the equipment and warn other workers on site of any danger.
9. Operators shall not remain in the cab of any vehicle while loads are elevated over the cab, unless adequate overhead guards are installed to prevent injury to the operator.
10. When materials and equipment are being transported, they must be loaded and secured to prevent movement of the load, which could create a hazard to workers.
11. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load, which might otherwise shift.
12. Workers shall not stand or sit on the side of the tailgate of any moving equipment.
13. The wearing of seatbelts in all vehicles and equipment where they are provided is mandatory whenever the vehicle or equipment is in motion.

14. When mobile equipment is parked or stored, parking brakes shall be set, wheels shall be blocked and all elevated devices (i.e. buckets, forks etc.) shall be lowered to the ground or in their lock position.
15. When any work is to be performed under the elevated parts of mobile equipment, the parts shall be blocked, or otherwise secured to prevent injury to the worker.
16. Mobile equipment must not be refuelled with gasoline, propane, natural gas or other vaporizing fuels while:
    a) The engine is running, or;
    b) Anyone is smoking in or about the vehicle; or
    c) There is a known source of ignition present in the immediate area.
17. Operators are responsible for keeping the equipment clean inside and out including windows, rear view mirrors etc.

7.16 Powder Actuated Tools

1. Only authorized personnel possessing a qualified operations certificate for the specific tool to be used may do so.
2. Inspect the tool prior to use.
3. Ensure that all parts of the tool operate positively.
4. Ensure that the manufacturers name and trademark as well as the model and serial numbers are legible on the tool.
5. Check the chamber prior to each use to ensure that the barrel is clean and free from obstruction.
6. Do not allow bystanders in the immediate vicinity of your work.
7. It may be necessary to shield a work area to protect against a possible ricochet.
8. Always be sure you are on firm footing when operating tools.
9. Brace yourself at all times when working on ladders and scaffolds to maintain balance.
10. Always keep tools pointed in a safe direction.
11. Never carry a loaded tool from area to area.
12. Never place your hand over the front (muzzle) end of a loaded tool.
13. Always use the tool at right angles to the work surface.
14. Never use the tool where flammable or explosive vapours are present.
15. Do not load the tool until immediately before use.
16. Never leave a loaded tool unattended.

17. Always ensure that the base material is of sufficient consistency that the projectiles will not pass directly through it.
18. Always ensure that no one is standing in the area immediately behind the work area.
19. Hold the tool in the fixing position for no less than 15 seconds if it should misfire.
20. Keep the tool pointed in a direction, which will not cause injury.
21. Always keep the tool and cartridges in a locked container when not in use.
22. Clean and maintain tool in accordance with the manufacturers' instructions.
23. Do not discard unfired cartridges carelessly.
24. Never carry loose cartridges in your pocket.

7.17 Pneumatic Nails and Staplers

1. No worker shall operate any pneumatic tool or similar type of equipment unless they are familiar with the use and operation of the equipment and has received specific instruction or training on its use and operations.
2. The Supervisor responsible for the job will give instruction in the use, handling and maintenance of pneumatic tools to the workers.
3. Proper PPE must always be used when operating a pneumatic tool.
4. Inspect the airline prior to use.
5. A hand held pneumatic nailing or stapling tool capable of driving fasteners larger than 1.2 mm (0.05 in or 18 gauge ASWG) must not activate unless the operator performs 2 actions, one of which is to place the tool against a work surface.
6. The trigger of a pneumatic nailing or stapling tool must not be taped or otherwise secured in the "on" position.
7. The trigger of a pneumatic nailing or stapling tool must never be held in the "on" position while moving between operations.
8. Ensure that all parts of the tool operate positively.
9. Check the tool prior to each use to ensure that the tool is clean and free from obstruction, undamaged and all parts are in place.
10. Do not allow bystanders in the immediate vicinity of your work or in the line of fire.
11. It may be necessary to shield a work area to protect against a possible ricochet.
12. Always be sure you are on firm footing when operating tools.

13. Brace yourself at all times when working on ladders and scaffolds to maintain balance.
14. Always keep tools pointed in a safe direction.
15. Never carry a loaded tool from area to area.
16. Never place your hand over the front end of a loaded tool.
17. Always use the tool at right angles to the work surface.
18. Never use the tool where flammable or explosive vapours are present.
19. Do not load the tool until immediately before use.
20. Disconnect the air supply prior to loading the tool.
21. If the tool jams, always disconnect the air supply prior to inspecting the tool.
22. Never leave a loaded tool unattended.
23. Always ensure that the base material is of sufficient consistency that the projectiles will not pass directly through it.
24. Always ensure that no one is standing in the area immediately behind the work area.
25. Keep the tool pointed in a direction, which will not cause injury.
26. Report damaged worn or malfunctioning pneumatic tools to your supervisor immediately.

7.18 Power Tools-(Circular Saw, Table Saw, Mitre Saws)

1. No worker shall operate any power tool or similar type of equipment unless they are familiar with the use and operation of the equipment and has received specific instruction or training on its use and operations.
2. The Supervisor responsible for the job will give instruction in the use, handling and maintenance of power tools or similar tools to the workers.
3. Only qualified or specially trained workers may alter, repair or otherwise be granted access to electrical equipment or electric tools.
4. Proper PPE must be worn prior to use of any power tool.
5. Inspect power cords on ALL power tools prior to use for damage or wear.
6. Inspect blades for tightness, cracks, wear or damage prior to use.
7. Ensure all guards are in place prior to use.
8. Use power tools only for the purpose in which they were designed.
9. No worker shall commence work on any power equipment until the equipment has been shut off and locked out as per the lockout procedure.
10. Ground Fault Circuit Interrupters must be installed at the power source for tools which are not equipped with a ground plug, including double insulated tools especially when work is being done in a wet environment.

11. A template, jig, or push-stick must be used if there is a risk of injury to a worker's hands when feeding woodworking machinery.
12. A hand-held circular saw must have a guard which automatically adjusts to the thickness of the material being cut, and which, when the saw is withdrawn from the material, completely covers the cutting area of the blade.
13. Report all malfunctioning, damaged or worn power tools to your supervisor for immediate removal from service.

7.19 Drills – Air & Electric

1. Use of eye protection is mandatory for all workers using or assisting in the use of drill motors of any type.
2. Small parts must be clamped in a vice or to a large piece of material before attempting to drill them.
3. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation.
4. Defective drills must be returned to the supervisor for repair.
5. Plug ends of electric drills must be capped and have the grounding prong intact.
6. Check keys must not be taped to a drill electric cord, as electrocution might occur when insulation has worn through.

7.20 Scaffolding and Work Platforms

Scaffolds used by workers are in a safe condition and are able to withstand the load, regardless of who erected the scaffold.

Scaffold platforms

1. The platform of each scaffold must:
   a) be a minimum nominal width of 50 cm (20 in), except that a nominal 30 cm (12 in) wide work platform may be used with ladder jacks, pump jack or similar systems,
   b) not leave more than one opening in the work platform, which must be no greater than 25 cm (10 in) in width, and
   c) if not level, be designed to ensure adequate footing for workers using the platform.

2. Guardrails may be omitted from the edge of a work platform if:
   a) the platform is adjacent to a structure that provides protection equivalent to guardrails, and
   b) the open space between the platform and the structure is equal to or less than 30 cm (12 in).
3. Major components of scaffolds must be used in accordance with technical data provided by the manufacturer, or in writing by a professional engineer, that shows the rated load, erection procedures and compliance with an applicable standard and is available at the workplace for reference.
4. All lumber used to construct a scaffold must be graded and marked to the National Lumber Grades Authority Standard Grading Rules for Canadian Lumber.
5. A scaffold must be erected with the vertical members plumb, and with the ledgers and bearers level.
6. The base of a scaffold must have bearing plates or sills that rest on a solid surface and are sufficient to support the weight of the scaffold.
7. The poles, legs and uprights of a scaffold must be securely and rigidly braced to prevent movement.
8. A scaffold must be effectively guyed or secured to a building or structure:
   a) if the height of the scaffold exceeds 3 times its minimum base dimension, or
   b) in any other circumstances if required for stability.
9. Unless otherwise specified by the manufacturer, height adjustment devices must not extend more than 2/3 of their total length or 60 cm (24 in), whichever is less.
10. All connections between the parts of a scaffold must be secure.
11. A scaffold must be effectively grounded if:
    a) it is a metal scaffold and is located close to a high voltage energized electrical conductor or equipment, and
    b) a hazardous level of electrical charge is likely to be induced in the scaffold.

7.21 Air Hoses & Compressed Air

Compressed air hoses present a serious hazard when used incorrectly or when fittings become worn or damaged. Compressed air must never be used to clean, hair, face, arms, hands or clothing. Blowing dust from clothing on the body can cause skin damage, rupture ear drums, injure eyes and if used on skin where a small cut is present, air may enter the bloodstream and cause irreversible damage to your health and even death.

HORESPLAY WITH AIR HOSES IS EXTREMELY DANGEROUS AND WILL NOT BE TOLERATED!

7.22 Rigging & Slinging

1. Rigging and slinging work may be done only by or under the supervision of qualified and authorized workers.
2. The weight of the load must be determined to select the proper ropes, chains, slings, and fittings.
3. The load imposed on lifting materials must not exceed the manufacturer's recommended safe working load.
4. Cable slips, shackle pins, heel pins, wedge sockets, anchors, shears and slings must be visibly inspected prior to use and installed and used in accordance with the WCB Regulations and manufacturer's recommendations.
5. Safe working load will be determined by a professional engineer if a manufacturer's recommendations are not available, or there are signs of stress or damage and an officer of the Board determines it necessary.
6. Open hooks are not to be used in any situations where accidental dislodgement of the load from the hook could cause injury to workers.
7. Sharp edges and corners of the material being rigged must be protected to prevent damage to the choker.
8. Softeners must be used to prevent slippage and material damage.
9. Material or equipment rigging must not be rigged from unsound structural points. When required, tag lines must be used when hoisting and rigging loads.

7.23 Utility Knives

1. Always wear safety glasses to protect your eyes in case a blade breaks.
2. Always use a sharp blade. They are safer than a dull blade.
3. Wear cut resistant Kevlar gloves when using the knife or changing a blade.
4. Always cut or use the knife in a motion away from your body.
5. Always cut material on a firm surface and away from your arms and legs to avoid injury.
6. Hand a utility knife to a co-worker with the handle first.
7. Utility knife models with a self-retracting blade must be used.
8. Ensure the blades are properly positioned in the handle before use.
9. Keep extremities out of the cutting path.
10. Don't apply too much pressure on the blade.

11. Follow manufacturer’s instructions when changing blades.
12. Don’t use utility knives to pry loose objects.
13. Dispose of dull or broken blades in a puncture-resistant container.
14. The use of a disposable knife with breakaway blades is not meant for industrial use.

7.24 Work Alone Policy

Working alone means “to work alone or in insolation” where assistance would not be readily available to a worker. Before a worker is assigned to work alone or in isolation, the Supervisor must identify any hazards to that worker.

1. Before a worker starts a work assignment with a hazard identified, the supervisor must take measures to eliminate the hazard, and
   if it is not practicable to eliminate the hazard, to minimize the risk from the hazard.
2. The CASMAN Developments Ltd. supervisor must minimize the risk from the hazard to the lowest level practicable using whatever means or controls available.
3. A written procedure for checking the well-being of a worker assigned to work alone or in isolation must be used.
4. The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
5. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
6. In addition to checks at regular intervals, a check at the end of the work shift must be done.
7. The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
8. Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.
9. High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

10. The worker in isolation and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.

Activity Specific Requirements

There are specific work processes and hazards that will occur on a relatively regular basis. These may include activities with elevated risks and corresponding safety concerns. These concerns will need to be addressed and be site specific if they are part of the project and can include but are not limited to the following:

- Confined space entry
- Evacuations of injured workers
- Excessive noise and vibration exposures
- Fall protection (working at heights)
- Hot work permits
- Lockout
- Manual materials handling
- Respiratory protection
- Working near power lines
- Working on or over water

These situations will require special attention due to their higher level of risk. In some situations a risk assessment may be required, and or written procedures developed. CASMAN Developments Ltd. will ensure that the work is assessed to determine if further actions such as risk assessments, written safe procedures, further training etc. are required. The work performed may also require specialized personal protective equipment or clothing.

Additional Risk Assessments

Additional Risk Assessments will be done where any activity constitutes a hazard to workers on the job-site or is indicated by a regulatory requirement. The risk will result in the implementation of hazard controls. CASMAN Developments Ltd. will do risk assessments for any of the following if they affect the work on site:

- Abrasive blasting and high pressure washing
- Air Quality

- Asbestos containing materials
- Cold stress
- Confined space entry
- Hazardous material emergencies or spills
- Hot work permits required
- Exposure to chemical or biological substances
- Heat stress
- Rescue & EVAC requirements
- Toxic process gases

8. Personal Protective Equipment

At CASMAN Developments Ltd. all employees are required to use Personal Protective Equipment that meets the CSA standards and must maintain this equipment in a clean and serviceable condition.

1. Wear clothing suitable to the weather conditions encountered and the work to be performed. Torn or loose fitting clothing may be hazardous. Loose cuffs, neck chains, or other jewelry may be hazardous and should not be worn on the worksite.
2. Shirts must be worn at all times.
3. Wear suitable CSA approved footwear. Unless otherwise informed by your supervisor, you must wear safety footwear at all times.
4. Use gloves, aprons or other suitable skin protection when handling rough materials, hot or cold objects or corrosive chemicals; replace if worn.
5. Short pants are prohibited unless specifically authorized by your supervisor.
6. Hard hats must be worn in all construction areas unless specifically exempted. This applies to all persons on site, including visitors. Suitable means or restrain shall be worn on hardhats when employed at elevations where the hardhat may become dislodged.
7. Use proper eye protection when exposed to the hazard of flying objects, dust, splashing materials, harmful rays (e.g. welding flash), or chemical splash.
8. When operating chainsaws, ensure that leg protective devices are worn.
9. When working in high noise areas, ensure that hearing protection is worn. When operating noisy equipment, ensure that workers around you are aware of the need to use hearing protection.

10. When spray painting or using toxic chemicals, wear appropriate respiratory protection. If you are not sure what respirator is required, ask your supervisor.
11. Do not wear clothing that is oily or soaked with gasoline.
12. Wearing contact lenses while around welding operations and welding flashes can damage your eyes and cause blindness to occur. We request that you not wear contact lenses. If you do wear contact lenses, please indicate so on the acknowledgement form.

9. Preventative Maintenance

Preventative maintenance is in integral part of any safety program. CASMAN Developments Ltd. ensures that the safe and correct use and care of tools and equipment is carried out and implemented. Management, supervisors and workers are all responsible to ensure that tools and equipment are maintained.

- All workers are required to immediately report damaged or worn tools to their supervisors.
- Supervisors are to remove the tool from service and advise the main office with the model, s/n and date of removal information.
- The Tool and Equipment Inventory list will be updated to reflect the removal from service, the date removed, the maintenance required and the date returned into service.
- Supervisors are responsible to ensure preventative maintenance is performed as per manufacturer's recommendations and that only qualified personal perform repairs and maintenance.

10. Safety Meetings & Communication

Safety is everyone's responsibility and the best method to ensuring a safe work environment is through prevention. Communication between supervisors and workers prior to the start of a new project, regardless of the size or scope of work, through pre-project meetings, daily Job Hazard Analysis (JHA), Tool box meetings and ongoing monthly safety meetings is an integral part of Casman Homes' Health and Safety Program.

Pre-Project Safety meeting

Prior to the start of any project, CASMAN Developments Ltd. supervisors and the selected workers involved in the day to day worksite operations will meet on site to inspect and discuss any and all potential hazards and issues which could affect the safety of the workers and the public. These meetings will include a check list of items such as:

- Hazard and Risk assessment's
- Company HSE Manual on site
- Notices and Signage
- Permit to Work
- Emergency Response
- First-aid
- PPE
- Sub-Contractor Responsibilities
- Vehicles, pedestrians, traffic control

Prior to commencement of work, CASMAN employees are required to conduct and complete a Job Hazard Analysis, or JHA, to discuss the activities and potential hazards. A JHA form will be recorded and signed by the supervisor and all workers at the site.

Tool Box Meetings

Tool Box meetings are additional safety meetings used by individual site crews to identify specific hazards and safety procedures that may or may not be specific to that job site. Tool Box safety meetings are designed to encourage workers to participate, ask questions, provide feedback and offer corrective actions and solutions to potential problems. Tool Box meetings can be conducted daily, weekly or as necessary, depending on the scope of the work on the job site, and recorded and signed by all workers attending the meeting.

Monthly Safety Meetings

CASMAN Developments Ltd. conducts monthly safety meetings to discuss and address general safety concerns for all ongoing projects, upcoming projects, incidents, accidents, required training and any corrective action required. CASMAN Developments Ltd. will also update all employees of any changes or additions to the company's Health and Safety

Program or by *Work Safe BC* or *WCB*. Meetings and itinerary will be scheduled in advance to provide enough time for any CASMAN Employee to attend. Minutes from the meetings will be recorded and posted or provided to all Casman employees.

11. Hazard Identification & Control

Assessment & Identification

Identifying and controlling hazards is a high priority and everyone's responsibility. It must be an ongoing process of continual improvement. Workplace inspections provide the opportunity to identify hazards. Only after hazards are successfully identified can they be controlled and monitored.

Hazard Inspections

- *Informal On-Going Inspections*:
  All employees should do informal inspection of their work areas on a continual basis. Employees must be aware of their surroundings as they go about their regular activities. Personnel need to report hazards to their supervisor, especially when they cannot be corrected immediately. Supervisors must then decide what corrective action is needed. The supervisor must document hazards and corrective actions in their daily safety log.

- *Planned Inspections:*
  These are formalized inspections and are done on a weekly or monthly basis by at least two qualified persons. These may be a supervisor, a JHSC member, manager, a worker and/or person designated by management. Planned inspections are good for discovering hazards that informal ongoing inspections might not have revealed. The inspection must be recorded in an inspection report. The report contains a list of the hazards found, how they will be corrected and who is responsible for correcting them and a specified date by which they will be corrected. Hazards ratings can used to show which hazards need immediate attention and which ones can be dealt with later.

- *Pre-Use/Equipment Inspections:*
  Personnel must do these inspections before they operate machinery, equipment or power tools, or use hand tools. A pre-use inspection must also been done prior to using rented or leased equipment. Any defects must be corrected before the equipment,

tools etc. are used. The person using the tools or equipment is responsible for its safe operating condition. Defects of tools or equipment found by personnel must be reported to the supervisor immediately and taken out of use until properly repaired. Tagging of defective equipment needing to be repaired will be used at all times.

- *Special Inspections:*
  Special inspections also occur if there is a report of a failure or malfunction. These may turn into an investigation if it involved a near miss or loss.

Hazard Types & Ratings

During the course of inspections, hazards may be identified. Hazards are rated or Ranked on a "worst first" basis. The first ranking estimates the severity of the problem if the potential accident were to occur:
1. Imminent Danger (i.e., causing deaths, widespread occupational illness, loss of facilities).

2. Serious (i.e., severe injury, serious illness, property and equipment damage).

3. Minor (i.e., non-serious injury, illness, or damage).

4. O.K. (i.e., minor injury, requiring first aid or less).

5. Not Applicable (N/A).

The second ranking estimates the probability of the accident occurring:
A. Probable - likely to occur immediately or soon.

B. Reasonably probable - likely to occur eventually.

C. Remote - could occur at some point.

D. Extremely remote - unlikely to occur. Hazards that may be present on Casman Homes Projects include:

Physical Hazards:

- Crushing Forces; (getting caught in machinery)
- Cuts; (cuts by saws)

- Falls from heights; (falling from structures, ladders, scaffolds)
- Excessive noise; (working near equipment)
- Impact forces; (falling heavy objects)
- Heat stress; (working in hot, humid weather)
- Cold Stress; (hypothermia or wet weather)
- Materials Handling; (unassisted lifting)
- Vibration exposure; (jackhammer use)

Chemical Hazards:

- Corrosives; (acids and caustics)
- Oxidisers; (adding oxygen to a fire)
- Skin Irritants; (solvents that dry out the skin)
- Lung Irritants; (welding fumes, mists etc.)
- Toxic Materials; (silica, asbestos, lead paint)
- Reactive Materials; (give off dangerous products when mixed with other materials)

Biological Hazards:

- Needles & Condoms; (found at times on site, infectious disease, requires special handling procedures)
- Body Fluids; (when treating injured workers, use "Universal Precautions")

Hazard Controls

Personal Protective Equipment (PPE) and clothing is too often used as the main method of protecting workers from hazards. PPE does an excellent job in protecting workers and reducing injuries, but reducing and controlling hazards is the best way to protect workers. CASMAN Developments Ltd. will try to control and eliminate hazards whenever possible. The approach that will be used for hazards control is:

1. *Engineering and purchasing Controls:*
    - Eliminating the hazard by design or re-design of the equipment.
    - Putting barriers around the hazard (guarding).
    - Purchasing equipment or materials that are safe.
    - Replacing materials with ones that have fewer hazards.
    - Adding safety features to existing equipment.
    - Installing general and local ventilation controls.

- Implementing maintenance programs for equipment.
- Substituting with less hazardous materials
- Isolating workers from the hazard.

2. *Administrative Controls:*
   - Establishing safe written work procedures.
   - Posting signs to communicate hazards awareness.
   - Using safe work practices.
   - Establishing rules to prevent hazards.
   - Using correct job placement; (not asking untrained workers to do the job).
   - Ensuring adequate supervision of work.
   - Using job rotation to reduce exposure.
   - Determining required skills to deal with hazards.
   - Training personnel.

3. *Personal Protective Equipment (to prevent):*
   - Cuts, abrasions and burns by using gloves, coveralls, power saw pants etc.
   - Foot injuries by wearing protective footwear.
   - Falls by using fall protection devices.
   - Hearing loss by wearing ear protection; (ear muffs or ear plugs).
   - Respiratory ailments by using respirators.
   - Skin irritations and disease by using barrier creams, gloves, coveralls etc.
   - Eye and face injuries by using protective eyewear and face shields.
   - Leg/knee contact stress by using protective knee pads.

Hazard Reporting

All employees and Workers that discover any hazards on site, regardless of type or risk rating, shall notify their supervisor immediately. The supervisor will record the notification in writing and if applicable assist the worker with the corrective action for that

hazard. A follow up to the corrective action, with a date and procedure shall be completed and recorded.

Corrective Action Plan

A corrective action plan shall be put into place once a hazard has been identified and controlled. A Corrective Action Plan/Log shall be completed with:

- the date of the hazard identification;
- the required corrective action;
- the person responsible for that corrective action;
- the date when the corrective action must be completed; and
- a follow up date after the corrective action has been completed.

12. Hazardous Materials

Hazardous materials must be used, inventoried and stored, transported and disposed of in a safe manner that protects both employees and the environment. The requirements that apply are:

Workplace Hazardous Materials Information System *(WHMIS)*: Use and storage of hazardous materials on site.
Transportation of Dangerous Goods *(TDG)*: Transportation and handling of hazardous materials.
Waste management Act *(WMA)*: handling, storage and disposal of hazardous wastes.

CASMAN Developments Ltd. and its employees will take the necessary steps to ensure that all hazardous materials requirements are met and personnel protected. All health and safety
information related to the storage, transportation, handling and use will be made available to affected employees.

Supervisory staff shall be responsible for ensuring that workers involved in storage, handling and transportation or use of WHMIS, TDG & WMA controlled products are adequately trained to recognize standard hazard symbols, understand risk control and first aid measures and implement protective measures. Supervisory staff is also

responsible for ensuring that sufficient documentation, labelling, placarding, MSDS and protective equipment are provided at the worksite.

Employees that are involved in the storage, handling and transportation or use of WHMIS, TDG & HPA controlled products, are responsible for ensuring they know, understand and comply with the legislation applicable to the product before handling, transporting or using it. They are responsible for following the procedures for safe use provided with a product and/ or instructed by the supervisor. Employees are also

responsible for reporting containers that are unlabelled, illegibly labelled or inadequately labelled. Employees must follow instructions and directions regarding the use of personal protective equipment, and adhere to instructions regarding the maintenance of protective equipment.

TDG regulated materials that are being transported are **not regulated by WHMIS** while they are being transported and WHMIS materials are **not regulated by TDG** when they are being used in the workplace. Materials that are:

- Used in the workplace and are marked with TDG labels need to be checked for compliance with WHMIS requirements.
- Shipped by road, rail, air or ship, and are classified & labelled under WHMIS, need to be checked for TDG compliance.

WHMIS - Workplace Hazardous Material Information System

Labelling:

	**Class A: Compressed gas** This class includes compressed gases, dissolved gases, and gases liquefied compression or refrigeration.
	**Class B: Flammable and combustible material** This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.

	**Class C: Oxidizing material** These materials increase the risk of fire if they come in contact with flammable or combustible materials.
	**Class D: Poisonous and infectious material** Division 1: Materials Causing Immediate and Serious Toxic Effects These materials can cause death or immediate injury when a person is exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide
	**Class D: Poisonous and infectious material** Division 2: Materials Causing Other Toxic EFFECTS These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.
	**Class D: Poisonous and infectious material** Division 3: Bio hazardous Infectious MATERIAL These materials contain an organism that has been shown to cause disease or to be a probable cause of disease in persons or animals.
	**Class E: Corrosive material** This class includes caustic and acid materials that can destroy the skin or eat through metals. Examples: sodium hydroxide, hydrochloric acid, nitric acid

	**Class F: Dangerously reactive material** These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.

TGD- Transportation of Dangerous Goods

Labelling:

 ** Place for Division * Compatibility Group	**CLASS 1: Explosives** 1.1 - A substance or article with a mass explosion hazard. 1.2 - A substance or article with a fragment projection hazard, but not a mass explosion hazard. 1.3 - A substance or article which has a fire hazard along with either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard.
	**CLASS 1.4:** A substance or article which presents no significant hazard; explosion effects are largely confined to the package and no projection or fragments of appreciable size or range are to be expected.
	**CLASS 1.5:** A very insensitive substance which nevertheless has a mass explosion hazard like those substances in 1.1.

	**CLASS 1.6:** An extremely insensitive substance which does not have a mass explosion hazard. Commonly used in mining and construction operations (example: blasting agents).
	**CLASS 2.1: Flammable Gas** Commonly used as fuel (example: propane).
	**CLASS 2.2: Non-flammable, non-toxic gas.** Commonly used in food refrigeration (example: nitrogen).
	**CLASS 2.2 (5.1): Oxygen and oxidizing gases.**

 Toxic gas  Anhydrous ammonia	**CLASS 2.3: Toxic Gas** Commonly used in pulp bleaching (example: sulphur dioxide).
	**CLASS 3: Flammable Liquids** A liquid which has a closed-cup flash point not greater than 60.5oC. Commonly used as fuel (example: gasoline, ethanol, fuel oil (diesel).
	**CLASS 4.1: Flammable Solid** A solid that under normal conditions of transport is readily combustible, or would cause or contribute to fire through friction or from heat retained from manufacturing or processing, or is a self-reactive substance that is liable to undergo a strongly exothermic reaction, or is a desensitized explosive that is liable to explode if they are not diluted sufficiently to suppress their explosive properties. Commonly used in lacquers (example: napthalene).
	**CLASS 4.2: Spontaneously Combustible** A substance liable to spontaneous combustion, under normal conditions of transport, or when in contact with air, liable to spontaneous heating to the point where it ignites. Commonly used in rocket fuel (example: sodium hydrosulphite).

	**CLASS 4.3: Dangerous When Wet** A substance that, on contact with water, emits dangerous quantities of flammable gases or becomes spontaneously combustible on contact with water or water vapour. Commonly used in heat exchangers (valves) (example: sodium).
	**CLASS 5.1: Oxidizer** A substance which causes or contributes to the combustion of other material by yielding oxygen or other oxidizing substances whether or not the substance itself is combustible. Commonly used in fertilizers (example: ammonium nitrate).
	**CLASS 5.2: Organic Peroxide** An organic compound that contains the bivalent "-O-O-" structure which is a strong oxidizing agent and may be liable to explosive decomposition, be sensitive to heat, shock or friction or react dangerously with other dangerous goods Commonly used in automobile body shops as body filler (example: dibenzoyl peroxide).
	**CLASS 6: Toxic Substances and Infectious Substances** 6.1 - A solid or liquid that is toxic through inhalation, by skin contact or by ingestion. Commonly used as a germicide or general disinfectant (example: phenol).
	6.2 - Micro-organisms that are infectious or that are reasonably believed to be infectious to humans or animals. Commonly used in disease research (example: rabies virus).

	**CLASS 7: Radioactive Materials** Substances defined as Class 7, Radioactive Materials in the Packaging and Transport of Nuclear Substances Regulations. Commonly used in nuclear fuel rods (example: radioactive material - LSA (yellow cake)). There are three categories which indicate the surface radiation level for a package with Category I being the lowest level and Category III the highest.
	**CLASS 7: Radioactive Materials Category I**
	**CLASS 7: Radioactive Materials Category II**
	**CLASS 7: Radioactive Materials Category III**
	**CLASS 8: Corrosives** A substance that causes destruction of skin or corrodes steel or non-clad aluminum. Commonly used in batteries and industrial cleaners (example: sulphuric acid and sodium hydroxide).

CLASS 9: Miscellaneous Products, Substances or Organisms
A substance that does not meet the criteria for inclusion in Classes 1 to 8. This includes genetically modified micro-organisms, marine pollutants, elevated temperature materials and environmentally hazardous substances. Used in dry cell batteries (example: ammonium chloride).

13. Occupational Hygiene

Steps must be taken to protect employees from exposure to health hazards and to ensure that they are not exposed beyond allowable limits. Employees need to work with their supervisor and CASMAN Developments Ltd. Management to help implement and maintain a viable occupational hygiene program as part of the overall health and safety program. This includes controlling exposures common to construction sites such as:

- noise
- Welding fumes
- Chemical exposures
  - acids and caustics
  - Adhesives and bonding agents
  - paints & solvents
  - silica dust*
  - asbestos*
  - lead*
  - wood dust
  - fuels
  - cleaning agents
- Whole body and segmental vibration
- High heat environments
- Low temperatures
- Ionizing and non-ionizing radiation
- Entry into hazardous atmospheres (e.g. confined spaces)
- WHMIS, TDG and Hazardous waste materials.

* These materials must receive special attention as they are **ALARA** substances, which means exposers must be **A**s **L**ow **A**s **R**easonably **A**chievable.

At project start-up and as may be needed, an occupational hygiene "walk through survey" will be conducted by a qualified person if there is a potential for over exposure to harmful materials. The purpose is to identify the nature of exposure, determine further testing requirements and develop potential control measures. If the walk-through survey reveals that there is a potential for over-exposure, CASMAN Developments Ltd. will:

- Conduct sampling/ testing to determine exposure levels.
- Implement acceptable methods for monitoring of worker exposures if the sampling reveals that exposure levels may approach 50% of permissible limits.
- Develop an exposure control plan if exposers will exceed 50% permissible exposure.

A qualified person such as a certified occupational hygienist must create exposure control plans. If the identified hygiene issues are significant a certified occupational hygienist will be retained by CASMAN Developments Ltd. to ensure correct methods are developed to minimize workers exposure.

Exposure control plans will also be required if personnel are exposed to excessive hot or cold environments.

Some of the common approaches to be used to control hygiene hazards on CASMAN Developments Ltd. project sites may include but are not limited to:

- Hearing conservation program.
- Personal protection equipment.
- Controlling Hazardous products and reviewing all MSDS sheets with workers.
- Training personnel in safe use procedures of all equipment and hazardous products.
- Exposure control plans and writing and implementing safe work procedures.

14. Incidents & Accidents

CASMAN Developments Ltd. strongly believes that a properly investigated incident or accident will provide key information for prevention of a similar situation in the future.

Reporting an Incident

Employees must report all incidents to their immediate supervisor including incidents that result in injury, illness or property damage, and incidents that have a potential for serious injury or property damage (*Near Misses*).

Serious incidents must also be reported to the WCB immediately where the incident:

- resulted in the death of a worker or serious injury.
- was the result of a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- involved a collapse of concrete formwork.
- was a major release of a hazardous or toxic substance.
- was a blasting or diving incident required to be reported by Regulation.

The accident scene must be left undisturbed (after rescue and treatment of the injured) until the WCB releases the site. <u>These incidents must be reported to the WCB by telephone immediately.</u>

CASMAN Developments Ltd. will investigate the following:

1. Incidents that result in death or serious injury.
2. Incidents that involve a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
3. Incidents that involve a major release of a hazardous or toxic substance.
4. Blasting incidents.
5. Incidents that had the potential to cause a serious injury.
6. Injuries requiring medical treatment by a physician.
7. Causes of occupational illness.
8. Trends indicated by incident/accident and incident/accident statistics.

Investigation Process

The following guidelines have been prepared to assist personnel assigned the responsibilities associated with conducting incident/ accident investigations:

1. **Prepare:** Before an incident occurs, investigation materials must be ready. This should include as a minimum:

- writing pad, pencil, eraser and ruler
- Clipboard
- measuring tape
- warning tape
- Incident/ accident report forms
- Camera
- Flashlight

2. **Ensure No Further Damage:** Ensure that there is no further danger to yourself or to others at the scene.
3. **Ensure Injured Are Cared For:** Ensure that the injured workers are cared for before proceeding with the investigation. Assist if directed to do so, otherwise observe and note appropriate information about the scene.
4. **Preserve the Scene**: Investigators will want as close a picture as possible of what happened. For serious incidents, the scene will also need to be preserved for investigation by the WCB. Nothing must be moved unless it is necessary for treating or rescuing injured personnel, or ensuring no further danger.
5. **Get Information at the Scene**: The information required includes:
   - Date, time, location, conditions at time of incident.
   - Name of persons involved, injured, witnesses, persons rendering aid.
   - Measurements, drawings, photos or video of the scene.
   - Descriptions and conditions of equipment, machinery, tools etc. involved.
   - Other information that the investigator feels is relevant.
6. **Interview the observers and the Injured**: Perform interviews as soon after the incident/accident as possible. Interview persons individually who observed the incident. Gather all the facts before making conclusions.
7. **Review Pertinent Documentation**: Documents are another form of information that may be useful as part of an investigation. For example, written work procedures, equipment maintenance records and worker training records.
8. **Determine the Root Cause(s):** Review all of the facts. Avoid any assumptions about unsafe acts or "stupid mistakes". Invariably there are reasons why people do what they do. A review of physical data, observer's accounts and documentation should enable investigators to answer the following questions:

   - What were the root causes?
   - Did equipment fail?
   - Were safe work procedures followed?
   - Were environmental conditions a problem?

- Were safety rules developed and known?
- Were personnel trained?
- Was equipment used properly?

If applicable questions cannot be answered, or other questions arise, it may be necessary to interview more observers, re-interview previous observers, and/or consult professionals for specialized expertise.

Once the information is analyzed, investigators may begin to piece together what happened. Do this by recording the step-by-step sequence of what happened, giving every piece of information full consideration. This process and documentation will act as a draft for part of the final report.

9. Note the Contributing Factors: Contributing factors are events, conditions, equipment, practices, etc. that increased the likelihood of the incident occurring. Other factors might be what increased (or could have decreased) the severity of injuries.

10. Write the Report and Make Recommendations: Be complete and include as much information as possible. Make recommendations that will prevent this accident from occurring again.

11. Forward Copies of Incident Investigation Reports: In general, the distribution list will include the following at a minimum:

- Main Office. Copies will be made and placed in the injured employee's personnel file and in the main office safety file.
- Joint Health and Safety Committee.
- Employee Safety Notice boards.

If required, a copy of the incident/ accident investigation may be forwarded to the WCB.

12. Follow Up: Be sure that the investigation report recommendations are acted upon. This is a management responsibility and that of the Joint Health & Safety Committee.

Recommendations

Developing Recommendations

The next step must be to develop recommendations to prevent reoccurrence. Recommendations must have two important properties. They must be:

- **Measurable, and**
- **Achievable**

Effective recommendations must be measurable in that there must be a way of determining if a recommendation makes any difference. The resulting action must fix the problem and not add to it. The critical element of follow-up must either confirm or refute the effectiveness of actions taken as a result of the investigation.

Effective recommendations must also be achievable, in that if the recommendations are too general or vague, they will not be implemented. Recommendations must also be reasonable. If recommendations are unduly expensive or not feasible they will not be implemented.

If the recommendations do not fix the problem then a different solution must be found. What caused the incident cannot be left unresolved because the first recommendation solution did not work.

Recommendations should not be aimed at disciplining a person or assigning blame. This will detract from the reason for doing an investigation. It would also jeopardize the reporting of future incidents.

Prioritizing Recommendations

Recommendations must be prioritized for action/ implementation.
1. Provide recommendations that will prevent a similar incident from occurring by removing or changing the sequence of events so that the root cause(s) of the incident cannot occur again.
2. Provide recommendations that will prevent injuries if a similar incident does occur.
3. Provide recommendations that address how the injury severity can be reduced or minimized.

CASMAN Developments Ltd. has developed a standard form to assist in the completion of incident investigations.

Follow Up

After a recommendation has been made by the incident investigators, the recommendations must be reviewed with the Senior Supervisor of the area involved. That supervisor will then be responsible for accepting or rejecting the recommendations. If they are accepted, the supervisor must assign responsibility for implementation along with an expected completion date. If it is rejected or cannot be acted on immediately, the Supervisor will post the reasons at the employee bulletin board and inform the JHSC.

Once responsibility has been assigned and implemented, the supervisor will personally verify the effectiveness of all recommendations.

15. Injuries

CASMAN Developments Ltd. is committed to ensuring that appropriate first aid is provided as quickly as possible for anyone injured on our sites. A first aid program will be maintained to minimize the suffering of job-related injuries and illness, reduce absenteeism, maintain productivity and meet regulatory requirements.

First Aid

CASMAN Developments Ltd. will provide and maintain first aid services, supplies and equipment as identified and required by the *Worker's Compensation Act* and *Occupational Health & Safety Regulation.* First aid services will be available to all persons on site during working hours. In situations where the provisions of first aid are not the responsibility of CASMAN Developments Ltd., every effort will be made to ensure that the responsible party makes first aid services available.

Reporting Injuries

Employees who have a work related injury or illness, regardless of how serious, must immediately report it to the worksite first aid attendant, and the immediate supervisor. This includes the following, which may also be reportable to the *WCB.*

- Loss of consciousness following the injury.
- Being transported to or directed to go for medical treatment.
- An injury that obviously requires medical attention.
- The employee states that they intend to seek medical attention.
- The employee received medical treatment for an injury.
- The employee is unable to return to their usual job, as a result of job-induced injury, on any workday subsequent to the day of injury.
- Accident or incident resulting in breakage of eye glasses, dentures, hearing aids or prosthetic devises.

Treatment & Transportation

First aid attendants are in complete charge of all first aid treatment of injured personnel until medical professionals take charge. CASMAN Developments Ltd. will provide, or otherwise arrange for, appropriate transportation to the nearest medical treatment facility.

Recording Treatment

All first aid treatments are recorded by the first aid attendant in the *First Aid Treatment Record Book*.

Injury Claims Management

When an employee is injured on the job and it becomes necessary to report to the WCB (see injury reporting above), the following must occur:

1. The first aid attendant will complete a *Form 7* and forward it to the CASMAN Developments Ltd. Head office on the same day as the injury is reported.
2. The employee will complete a *Form 6 (Worker's report of Injury)*, at the time of treatment, if possible. The Form 6 will be sent to CASMAN Developments Ltd. head office on the same day as the injury is reported.
3. CASMAN Developments Ltd. office Staff will complete a Form 7 and Form 6 and send to the *WCB* on the same day they are received and no more than three days after the incident/ accident has occurred.
4. Any additional information that is important for processing the injury compensation claim must be sent to CASMAN Developments Ltd. head office and/ or the *WCB* without delay.

Return to Work

After a workplace injury, the employee has an obligation to actively take part in a process of recovery and return to work. Employees are required to remain in contact with CASMAN Developments Ltd. by calling and speaking with their supervisor on a weekly basis until they return to work. Employees must also provide all contact information where they can be contacted by their supervisor to check on the recovery process.

CASMAN Developments Ltd. will endeavour to accommodate the injured employee's return to work at the earliest possible opportunity. Injured workers that return to work as soon as they can safely do so tend to have a quicker recovery from their injury. Long delays in return to work can create complications in a safe return such as reduced levels of work conditioning and proneness towards re-injury.

When an employee returns to work, their physical abilities must be matched with job demands. The employee must have a physical limitations assignment completed by a personal physician. This must be submitted to CASMAN Developments Ltd. in advance of returning to work. This is required to ensure a good return to work program is developed so that the employee can return to their normal duties as quickly as possible with little possibility of re-injury. Some of the features in a return to work program are:

- Modified duties: The employee will be assigned suitable and productive work that is less physically demanding, and will not aggravate the existing injury, or impede the recovery process, or

- Graduated return to work: The employee will gradually return to pre-injury status through shortened workdays that are progressively lengthened, or

- On the job training: The employee will attend training opportunities that enhance their skills and facilitate a full recovery, and

- A written return to work policy: This program describes the start and ending date of the program and includes a description of duties to be performed through each segment of the program, progress review dates and signed acceptance of the program by the supervisor and employee.

CASMAN Developments Ltd. may employ the services of an outside Disability Management firm to assist in the development of a written return to work program for an injured worker.

16. Environmental Protection

Plans and Procedures

CASMAN Developments Ltd. is dedicated to the protection of the environment. All workers, and subcontractors have a duty and responsibility to ensure their work does not have a negative impact on the environment. Any incidents or issues that have a detrimental effect on the environment shall be brought to the supervisor's attention immediately. CASMAN Developments Ltd. shall strictly follow the guidelines, rules and regulations set forth in the *Environmental Management Act.*

Spills

Spills can be anything from a small oil leak to a larger scale hazardous material spill and can be categorized as follows:

- Minor spills requiring an on-site worker to respond and take necessary collective actions.
- Intermediate level spills requiring response by on-site or off-site trained staff but posing no danger to the public.
- A major incident beyond the resources of a single facility, where there are subsidiary problems to complicate the situation such as fire, explosion, toxic compounds, and threat to life, property and the environment. Assistance will be required from local, regional, and/or provincial organizations. The media will be present and politicians at all levels will be requesting action.

  For each type of emergency the action items shall include the following:

  - identify the nature of the spill and ascertain the size
  - locate the source, the area of immediate risk and the potential for escalation
  - using appropriate resources, isolate the hazard as far as possible and implement remedial actions

- Immediately advise your supervisor, senior personnel and neighbors
- Consider the need to evacuate non-essential personnel and the need for an emergency shut-down of operations.
- arrange to account for all personnel
- call for further emergency assistance as may be necessary;

Reporting

CASMAN employees shall report a work site spill immediately to their supervisor. The supervisor will then contact the BC Environmental Emergency office providing them with:

- location and time of the spill
- type and quantity of the substance spilled
- cause and effect of the spill
- details of action taken or proposed
- a description of the spill location and the surrounding area

Waste Management

Effective waste management procedures and solutions contribute a great deal to preserving our environment. CASMAN Developments Ltd. will ensure all waste from job sites is disposed of correctly and will endeavour to reduce the amount of waste created and utilize a responsible recycling program on all projects.

All hazardous waste will be removed stored and transported as per the regulations set forth in the hazardous materials section of this manual and the legislated regulations set forth in the *Environmental Management Act.*

17. Emergency Response Plan

The purpose of the Emergency Response Plan is to ensure that procedures are in place to ensure that responses to emergencies are prompt, organized and effective.

CASMAN Developments Ltd. Emergency Response Plan covers off these five key elements:

1. Emergency responsibilities
2. Emergency procedures

3. Communications
4. Investigation
5. Plan verification

Emergency Responsibilities

During emergencies, emotions can run high – it is critical that emergency procedures are reviewed frequently, so that everyone knows what their role is.

Requirements of the persons responsible include:

- Regular site inspections, including identifying potential hazards and corrective action.
- First-Aid, including making sure trained personnel are on site and First-Aid Kits and equipment are properly maintained.
- Emergency and evacuation training of all personnel.
- Developing, reviewing and updating emergency and evacuation procedures.
- Creating and updating the Emergency Contact List (see Communications below).
- Emergency Response Team Leader.
- Contacting external emergency responders.
- Initiating the emergency response process (stop-work order, site containment, search-and-rescue and First-Aid procedures)
- External communications (communities, families, head office, media, etc.)
- Internal investigation team leader.

Emergency Procedures

The Occupational Health and Safety Regulation requires written rescue and evacuation procedures for a number of different emergency situations, including working in confined/remote spaces, at high angles, near or over water, etc.

Based on the work site conditions identified at the job site inspection, the appropriate procedures should include, but not be limited to:

- Listing all potential hazards and their possible consequences.
- Preparing an inventory of resources needed for emergency response (medical supplies, rescue equipment, etc.)
- Identifying evacuation routes for the work site and surrounding area.

- Contacting on-site First-Aid providers and the Emergency Response Team Leader.
- Contacting external emergency responders, government and company representatives.
- On-site fire-fighting, rescue and medical evacuation.
- Containment of the hazard and/or location to protect people and the environment.
- Briefing and training workers on emergency response, and conducting periodic drills.
- Shut down and start up.
- Protection of vital records.
- Clean-up, investigation and return to work.

Communications

Clear procedures and lines of communication must be put in place to enable emergency personnel to notify others on the work site, company management and outside emergency responders. They're also essential in helping the company provide information to families, communities and the media in a timely manner. Communications requirements include:

- Defining your internal, on-site emergency communications process.
- Ensuring all personnel is trained in that process.
- Identifying who is responsible for contacting external emergency responders.
- Identifying who is responsible for external communications with the community, company, government, media, etc.
- Identifying who is responsible for developing and maintaining the emergency contact list.
  This list should include at least:
  - Fire services, including Forest Fire services
  - Police & Ambulance Services
  - Medivac and hospital services
  - Municipal and company representatives
  - Utility providers
  - Government ministries (Forests, Environment, Solicitor General)
  - BC Forest Safety Council and WorkSafeBC
  - Coroner's Office

Investigation

An internal investigation team leader must be appointed. Their job is to act as liaison with police, the BC Forest Safety Council, WorkSafeBC and other government agencies to assist in the full investigation of any incident.

This individual is also responsible for the following:

- Overall control of the investigation team activities, from inception to completion.
- Reviewing the final report and making a presentation to senior management personnel on the investigators findings and recommendations.
- As applicable, meet with the family of any seriously injured worker(s) to discuss the incident and convey the company's sympathy regarding the incident.

Plan Verification

All work sites must be visited by the site supervisor and at least one member of the safety team. Their job is to make sure the Emergency Response Plan will work on each site – that means adjusting the plan to the site's logistics as required. Included in the items to be examined are:

- Communications – where in the site is there a danger of communication blackout? How far do workers have to go to get back into communications range?
- Emergency access – what is the fastest, safest route in for outside emergency responders?
- Evacuation procedures – identify the safest routes out of the work site in the event of an environmental emergency?

An Emergency Response Plan Form is available in the Forms & Policies section

18. Records & Statistics

CASMAN Developments Ltd. maintains records and statistics for health and safety as required by good practice and regulation. Casman Homes uses health and safety records to:

- Monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers.
- Identify common factors or trends in accidents or incidents.
- Monitor and evaluate the effectiveness of corrective action.

An overview of the records and statistics kept by CASMAN Developments Ltd. include:

- Accident/ Incident Reports
- Inspection Records (Company and *WCB*)
- Disciplinary action
- First aid treatment record books
- Copies of WCB Forms 6 & 7
- WCB Claims Cost Statements
- Worker and Subcontractor Safety Commitments
- Orientation and training records
- H&S Management meetings
- Health and Safety program review records
- JHSC meeting minutes

19. Legislation & Program Review

Legislation

CASMAN Developments Ltd Health and Safety Policy ensures the safety of our workers and complies and adheres to all sections of the Work Safe BC OHS Regulation and the Worker's Compensation Act. A copy of the current Work Safe OHS regulations is made available to all staff in the main office and also available to employees on line at: http://www2.worksafebc.com/publications/OHSRegulation/Home.asp?
Compliance with CASMAN Developments Ltd. and the WCB's health and safety requirements is mandatory. Disregard or negligence in complying with these requirements may result in unnecessary injury and will therefore be cause for disciplinary action.

Program Review

CASMAN Developments Ltd. will review this Health and Safety Program on an annual ongoing basis. The program review will be completed using accepted standards and will included ownership, management and selected employees. The results of the review will

be shared with the Joint Health and Safety Committee and employees as necessary. **This program was reviewed and revised by management Dec. 1/2014 and will be reviewed prior to Dec. 1/2015.**

Employee Acknowledgement

I acknowledge that I have received the company Health & Safety Program book. I understand it is my obligation to carefully read the policies, procedures and other information contained in the program, become familiar and observe and follow them to the best of my abilities; and will ask a company representative for an explanation if I have any questions.

Name (PRINT):_____

Occupation: _____

Company: _____

Signature: _____

Date: _____