



Introduction

With regard to workplace safety, the construction industry is unique. Besides involving tasks that are potentially hazardous by themselves, construction requires everyone involved to cope with the dangers of a constantly shifting work environment. Subcontractor crews, project materials, processes, equipment and the workplace itself change from day to day. As a result, both employees and employers must take special precautions to prevent costly accidents and injuries.

As construction itself, safety requires planning, organization, leadership, control and evaluation. In practice, it also requires the familiar activities of inspecting, investigating, recording, analyzing, and reporting. All of these have a place in Health and Safety Program, which is designed to make the most of available time and resources in preventing accidents and occupational disorders.



Management Responsibilities

- To enforce our Company's Health & Safety Policy and The Occupational Health and Safety Act and Regulations for Construction Projects
- To provide all necessary protective devices e.g. gloves, goggles, and full-face masks
- To provide all jobsites with proper and safe equipment
- To inspect and upgrade equipment as to ensure maximum safety
- Supply construction, Ontario Health and Safety Act & Regulations and Health and Safety manual issued by CSA of Ontario for all employees
- To provide employees with insurance coverage as required by the laws of Ontario i.e. WSIB
- To provide continuous safety education
- Have meeting with Supervisors regularly and review/discuss issues regarding safety on their jobsites
- To explain the Company's Health & Safety Policy to new Employees
- To appoint a competent person when appointing a Supervisor
- To provide First Aid training to all company Supervisors and offer this training to all our Employees
- To develop project specific written procedures for rescuing the Employee after his fall has been arrested



- To promptly investigate and act on Employees' complaints and suggestions pertaining to job site safety
- To inform Ministry of Labour about all critical injuries
- Pay full wages and benefits for the day or shift on which the injury occurred when compensation is payable for loss of earnings
- To stay informed on current safety related issues and pass them on to all Employees
- To indicate to the Supervisor of any violations by him and his workmen and suggest steps to correct any dangerous situations
- To apply progressive discipline to Employees who disregard requirements of the Health & Safety Policy
- To enforce WHMIS regulations
- To ensure proper labelling and MSDS sheets are available on site
- To promote selection of Health and Safety Representatives on jobsites with more than five (5) Employees
- To keep records of Health and Safety Representatives' recommendations and all safety related correspondence
- To ensure recommendations are acted upon
- To ensure that all sub-contractors are familiar with this Health & Safety Policy, receive a copy of it and follow its requirements, prior to starting on a project
- To document and act upon all safety infractions on the jobsite



- To provide and keep records of training in Basics of Fall Protection
- To ensure that every Employee on the project has ready access to a telephone or two-way radio in the event of an emergency

Supervisors' Responsibilities

- To comply with the Company's Health & Safety Policy and The Occupational Health and Safety Act and Regulations for Construction Projects
- To ensure that the Employees work in the manner and with the protective devices, measures and procedures required by the Act and the Regulations presently in force
- To familiarize all new Employees with the Company's Health & Safety Policy and give job site orientation
- To take every precaution reasonable for protection of Employees
- To enforce the Company's Health & Safety Policy
- To ensure that Employees use or wear the equipment, protective devices, and clothing required
- To ensure proper and safe use of material and equipment
- To familiarize all new Employees with jobsite hazards and safety precautions
- To perform jobsite inspections, fill out site inspection report and send copy to the office to keep management informed of any potential hazards



- To conduct short, five (5) to ten (10) minute, safety meetings every Monday morning, thereby creating awareness of safety related issues pertaining to the particular jobsite
- To immediately investigate and report any work refusal
- To report all accidents immediately regardless of how minor in nature
- To be certified and follow Emergency and First Aid procedures in case of an accident
- To co-operate with Health and Safety Representative
- To comply with WHMIS regulations
- To comply with Fall Protection Training
- To ensure sub-contractor compliance with this policy
- To actively participate in monthly safety meetings with Management
- Keep jobsite diary documenting all safety related items discussed (i.e. safety reminders filed in first aid kit and all first aid kit usage recorded)
- To be familiar with the Construction Health and Safety Manual issued by CSA of Ontario
- To be trained in propane handling



Employees' Responsibilities

- To follow the Company's Health & Safety Policy and The Occupational Health and Safety Act and Regulations for Construction Projects
- To wear the safety equipment and personal protective devices and clothing required for his personal safety (see personal protective equipment section for details)
- To notify his Supervisor, Safety Representative and fellow Employees of any unsafe conditions on the jobsite
- To report all accidents and injuries to his Supervisor as soon as possible. But in no case later than at the end of the workday
- To take every reasonable precaution to ensure the safety of other Employees, as well as his own
- To help in the selection of a Safety Representative and to actively participate in the weekly safety meetings
- To follow Company Safety and Emergency Procedures
- To comply with WHMIS regulations
- To comply with Fall Protection Training
- To review and become familiar with the Construction Health and Safety Manual in particular, but not limited to the equipment section



New Employee's Responsibilities

- To read and understand this policy
- To ask questions if any doubts remain about the application of this policy to the job at hand
- To receive an Orientation Program and Hazard Recognition Session
- To receive all required training

Health and Safety Representative's Responsibilities

- To work with a Supervisor to create a safe working environment
- To work with a Supervisor to organize and carry out jobsite safety meetings
- Inspect the workplace at least once a month, with the full cooperation of Supervisor and workers
- Ask for and obtain information regarding existing or potential hazard on the jobsite
- Where a person has been critically injured or killed in the workplace, investigate the circumstances of the accident and report findings to Ministry of Labour



Health and Safety Infractions

Enforcement Procedures

Any person whose actions or behaviours are not in compliance with Ontario Health and Safety Act and Regulations for construction projects and/or Ivic Construction Limited Health & Safety Policy is subject to the following procedures:

- Failure to follow above required responsibilities will result in disciplinary action as follows:

1st Incident – verbal explanation of improper action and possible consequences

2nd Incident – report to management. Management to give written explanation of consequences resulting from failure to follow safety procedures

3rd Incident – report to management. Management to give written explanation of consequences resulting from failure to follow safety procedures

4th Incident – Temporary suspension or dismissal of Employee

Note: For severe safety infractions, such as failing to wear a safety harness, dismissal may result with the second occurrence

Alcohol and Drugs:

Employees reporting to work under the influence of alcohol or drugs will be sent home. No alcohol or illegal drugs shall be brought by any person onto this company's jobsites. Anyone found using these during working hours including all coffee and lunch breaks might be subject to immediate dismissal



Personal Protective Equipment

Every employee must have the following:

- CSA approved hard hats
- CSA approved safety boots
- CSA approved full-body harness
- CSA approved lanyard with shock absorber
- Lanyard and fail-safe rope grabs
- Full face shield c/w dust mask and eye protection
- Ear muffs and/or ear plugs
- Rain gear

The above items are the Employees responsibility to acquire and maintain. At the discretion of management some of the above items may be supplied

Management will provide free of charge all specialty safety equipment (i.e. gloves, fume or dust filters, wet suits, face shield protectors related to a specific job, etc.)



Clothing:

Long pants and full shirts must be worn at all times on the jobsite. Avoid loose, floppy clothing, especially when working with power tools

Head Protection:

At all times on the job each Employee must wear a hard hat for protection against injury to the head

Foot Protection:

At all times on the job each Employee must wear footwear bearing a green triangular patch (CSA Approved) and non-skid soles

Eye Protection:

In all chipping, grinding, welding, and dust producing operations each Employee must wear appropriate eye protection. Employees not actually involved in these operations, but working in the vicinity, must also wear appropriate eye protection

Hearing Protection:

In noisy areas each Employee must wear appropriate hearing protection, disposable earplugs or earmuffs (i.e. jack-hammering)



Respiratory Protection:

In areas where there is danger of breathing toxic fumes, gases, vapours, mist or dust each Employee must wear proper respiratory equipment appropriate to the particular operation (i.e. disposable dust and mist masks, reusable filter masks, and air fed hoods in confined areas)

Hand Protection:

Each Employee shall wear appropriate work gloves to protect his hands against various hazards (i.e. exposure to chemicals, vibration, physical injury and cold weather)

Fall Protection:

Each Employee must wear a safety harness complete with appropriate lanyard and rope grab while working on a suspended scaffold or where there is a danger of an Employee falling more than eight (8) feet or into a hazardous area. The lanyard or lifeline must be tied off to a fixed support. The tie-off point must be able to support ten times your weight. Tie off before getting onto stage.

When working within six (6) feet of the roof edge, you must wear a restraining device to prevent you from falling off the roof edge



Accident and Incident Reports

All accidents, incidents, and injuries, no matter how minor must be reported immediately to the Supervisor and to the office

Follow The Occupational Health & Safety Act reporting procedures required for critical injuries.

The Supervisor must:

- Ensure that first aid is given immediately in accordance with regulations
- Provide immediate transportation to a hospital, doctor's office or the Employee's home
- Ensure that management is informed of the accident or incident as soon as possible
- Involve the Health and Safety Representative in accident investigations
- Record any first aid treatment given to the Employee
- Investigate all accidents involving personal injury and/or damage to equipment and material and make recommendations to prevent re-occurrence



The Supervisor must:

- Complete and give to the Employee a Treatment Memorandum (WCB Form 156), if health care is needed
- Submit to the Employee's Compensation Board within three (3) days upon learning of an accident, an Employer's Report of Accident, Injury/Industrial Disease/Form 7 and any other information that may be requested
- Help prevent re-occurrence of the accident/incident by making findings about an accident known to all Employees

The Employee must:

- Promptly obtain first aid
- Notify the employer, Supervisor and Health and Safety Representative of any injury requiring health care immediately after having obtained the first aid
- Inform his Supervisor how the accident/incident happened and give names of witnesses
- Complete and promptly return all WCB report forms



General Policies for All Jobsites

Housing:

- All materials and equipment must be stored neatly, unconstructively, and in a safe manner
- Debris and rubbish must be removed from work areas, as often as required, to keep the workplace clean and safe
- Not even temporarily, may any material and/or equipment be laid or stored within access of transportation routes
- Flammable and volatile materials must be handled with care, labelled and stored in cool, well-ventilated areas

First-Aid:

- Supervisor must ensure that the jobsite is equipped with a fully stocked first aid kit and eye wash station
- Supervisor shall keep records of First Aid kit usage
- Every jobsite must have at least (1) certified First Aid person



Fire Extinguishers:

- Supervisor must ensure that the jobsite is equipped with appropriate fire extinguishers
- Management will inspect and test extinguishers
- Fire extinguishers must be present on stage or work platform at all welding operations or work involving open flame
- When a fire extinguisher has been discharged, even for a brief moment, notify Management immediately to get a replacement



Swing Stage Rigging Procedures

1. All employees working on a swing stage and/or carrying out any aspect of the rigging process must have the CSAO Rigging Certificate and Basics of Fall Protection Training
2. A minimum of two (2) Employees must work together at all times when rigging a swing stage
3. Each rigger is responsible for his own as well as his Employees' safety and actions. Each rigger must confirm that the other rigger's work is complete and in accordance with all requirements
4. Once started, the rigging process must be totally completed before leaving for coffee break, lunch or quitting time
5. The riggers starting the rigging process must see it through to completion. If for unavoidable reasons new riggers have to complete the task, the new riggers must review all aspects of the work already completed to assure they have complete knowledge and control of the entire process, as if they had done the entire process themselves
6. Regardless of seniority or rank, clear communication and full agreement between the riggers is essential. Under no circumstances must the other rigger ignore one rigger's concerns or questions. Both or all riggers must be in full agreement with the entire process before the equipment is allowed to be used by anyone. Failing agreement, an Engineer's review must establish the full compliance of the rigging



7. In the case where the riggers are not the ones actually using the swing stage, at least one of the riggers must be physically present when the Employees using the stage actually access the stage
8. Under no circumstances will any stage be moved by the power of the hoist motor before the complete suspension and tie back system is fully installed and at least one of the installers is physically present to give the “all clear” to move the equipment
9. Each Employee has the “absolute right” to refuse to carry out any work or work on any equipment, which he considers unsafe. Under no circumstances will such refusal be held against the Employee nor will senior employees and/or management discriminate against the Employee, in any way
10. A competent Employee shall inspect swing stage components and rigging before each day’s use



Procedures to Follow IMMEDIATELY After Accident/Incident Occurrence

1. Always look after the needs of injured employee/work FIRST
2. For small incidents, give FIRST AID at job site
3. If employee/worker requires more than job site First Aid:
 - Accompany employee/worker to hospital or clinic
 - Take envelope containing forms for doctor to complete
4. If critical injury or death – Immediately contact Ministry of Labour Inspector
5. Preserve and record the scene – do not move equipment or material before the Ministry of Labour arrives – FENCE off accident site or area
6. Have employee/worker sign the form stating that he has received forms (if applicable under circumstances)
7. Call the office to briefly inform of the situation, once the employee is under care from medical personnel
8. If possible, ask that the employee call the office after receiving medical attention and speak to the person responsible for the project or available managerial staff
9. Again call the office to give more detail of accident or incident
10. Promptly send the signed form back to the office
11. If worker agreed to, but does not report to work the following morning, call the office immediately



Acceptance of Health & Safety Policy

Date: _____

I, (print name) _____ have read

Ivic Construction Ltd's. Health & Safety Policy.

I understand the contents of the Policy and agree to follow all the requirements in the policy.

_____ (signature)

(Employee's Copy)