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POLICY AND PROCEDURES MANUAL

BJ HALOW
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POLICY AND PROCEDURE MANUAL

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**B.J. HALOW & SON
CONSTRUCTORS LTD.**

OCCUPATIONAL HEALTH AND SAFETY POLICY

It is the policy of B.J. Halow and Son Constructors to provide all persons within its employ with a safe and healthy work environment. The Company is committed to make every reasonable effort to prevent injuries and maintain a healthy environment.

In recognition of this we will continue to strive to:

1. develop, implement and maintain programs which prevent injury and illness
2. meet or exceed all legislative requirements and standards or good practice within the industry
3. integrate health and safety into every activity of the Company
4. ensure that all employees are knowledgeable of and work in compliance with legislative requirements and safe work practices

The success of the health and safety program requires the dedication and participation of all employees. All employees will be held accountable for implementing the Occupational Health and Safety Program.

Date

Peter Kelos
General Manager

INDIVIDUAL RESPONSIBILITIES

PURPOSE

To provide a procedure which outlines the health and safety responsibilities of various individuals.

RESPONSIBILITY

1. The Company in its capacity as the employer is responsible for carrying out the responsibilities and duties outline through the delegation of these functions to individuals in the company
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General:

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Construction Projects or Mines and Mining Plants.

B. Company President

1. The health and safety responsibilities include the following:
 - Prepare and review at least annually a written corporate occupational health and safety policy.
 - Assign and review the development of an occupational health and safety program to implement the policy
 - Provide the necessary resources to implement, support and enforce the health and safety policy and program within the Company
 - Review accidents reports and communicate with government agencies, unions and other organizations regarding legally required notices respecting critical injuries, accidents, incidents and other events.

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C. Project Manager

1. The Project Manager works with the Superintendent to implement, support and enforce project health and safety procedures.
2. The health and safety responsibilities include the following:
 - Communicate with the President on Ministry of Labour-related items such as notice respecting projects and notices of accidents and injuries
 - Include health and safety issues on the agenda for project meetings
 - Include safety and loss control requirements into subcontracts
 - Review site fire protection and emergency response plans
 - Review and evaluate site health and safety performance and training plans for health and safety and ensure that adequate resources are available
 - Review inspections reports and ensure that corrective action has been taken
 - Confirm accident/incident investigations are conducted and that corrective action has been taken. Review and forward reports to head office
 - Initiate action to correct unsatisfactory safety performance

D. Project Superintendent

1. The health and safety responsibilities include the following:
 - Review site health and safety program with supervisors and subcontractors, identifying responsibilities and emphasizing cooperation among all parties and coordinate health and safety functions
 - Identify special site hazards and outline appropriate safe work procedures and training requirements
 - Prepare and implement fire protection and emergency response plans and conduct inspections of first aid materials and emergency response equipment
 - Establish on-site health and safety documentation system for injury reports, Ministry of Labour orders, WHMIS and training
 - Investigate accidents, determine causes (s), review reports and ensure corrective action has been taken
 - Perform site inspections at least weekly and ensure appropriate corrective action has been taken for hazardous or unsafe working conditions
 - Participate in site inspections with government officials and implement corrective action as required
 - Participate in project health and safety committee meetings
 - Conduct Tailgate Safety Meetings and review health and safety reports with workers

E. Foreman/Supervisor

1. This level of the company includes all those individuals who supervisor the work of other employees
2. The health and safety responsibilities include the following:

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- Implement, support and enforce the Company's Health and Safety Program at the crew level
- Be familiar with the Occupational health and Safety Act, applicable Regulations and ensure compliance
- Know about any actual or potential danger to health and Safety First Consulting ensure new workers receive proper training and instructions prior to beginning work
- Advise each worker of the any actual or potential danger to the health and safety of the worker and review safety aspects of each task
- Ensure that workers are issued and wear personal protective equipment
- Ensure that tools, machinery and equipment are safely and properly maintained
- Maintain good housekeeping standards
- Assist in all accident investigations
- Take action to correct unsatisfactory safety performance

Identify and inform superior of health and safety concerns

F. This level of the Company includes all employees, up to and including the President, as well as those individuals employed on a contract basis. A worker must take responsibility for personal health and safety insofar as he or she is able.

- The health and safety responsibilities include the following:
- Be familiar with and comply the provisions of the Occupational Health and Safety Act and Regulations and the Company Health and Safety Program
- Learn, understand and comply with general construction safety rules and specific safe work procedures
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations
- Use or wear any personal protective equipment, protective devices or clothing where required
- Initiate emergency response plans when necessary
- Report any unsafe acts or conditions to their supervisor or employer
- Report any violations of the Act or Regulations to their supervisor or employer
- Report any accidents, near misses and occupational injury or illness immediately to their supervisor

G. Visitors/General Public

This group is external to the Company's organization. Visitors are responsible for safeguarding their own health and safety and the safety of project workers.

Responsibilities include the following:

Report to the project office before entry to the project site

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Comply with safety legislation and Company safety program requirements
Wear personal protective equipment as required
Report any injury sustained on site

** Visitors will not be permitted on site unless accompanied by a Company person as designated by the project Superintendent

SUBCONTRACTOR SAFETY

PURPOSE

To ensure that Subcontractors/Trade Contractors on Company projects are knowledgeable of and understand of their obligations under all applicable health and safety legislation and that they understand that the Company will insist on strict compliance with such legislations. Subcontractors on Company sites are responsible for their own health and safety and that of their workers.

PROCEDURE

A. Contracts

1. All contracts should contain clauses to ensure that the subcontractor performs the contract work in compliance with all applicable health and safety legislation.
2. All subcontractors will be required to sign an Undertaking to Comply (Attachment A) form that acknowledges their awareness and responsibilities under the Occupational Health and Safety Act and other legislation.
3. Contracts entered into between the Company and a subcontractor shall contain a provision which gives the Company the right to terminate a contract for non-compliance with health and safety legislation on the part of the subcontractor or the workers.
4. Contracts shall include a clause that holds the Company harmless from any and all costs associated with any charges or actions resulting from the subcontractors' work which the Company must defend against

B. Tendering

1. As part of the tendering process, bidders will be advised that compliance with health and safety legislation will be a condition of any contract.
2. The Company will also request the following information to assist in evaluating the tenders:
 - proof of current WSIB coverage
 - proof of current liability insurance coverage
 - Copy of subcontractors' health and safety policy

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- Particulars of any convictions or orders imposed under health and safety legislation

C. Subcontractor Responsibilities

1. Before work can begin, the following must be completed:
 - where the work of the contractor comes into contact with Company employees, the subcontractor will provide the Company with a list of all biological, chemical or physical agents used or produced at the workplace.
 - The subcontractor will establish a Joint Occupational Health and Safety Committee or appoint a Health and Safety Representative as required under the Occupational Health and Safety Act
 - The subcontractor will meet with the Project Superintendent for instruction regarding operating hazards and applicable safe work procedures particular to the site.

2. On the project site, responsibilities will include:
 - complying with health and safety legislation and project health and safety policy and program
 - providing site orientation and training employees in site safety policy and program
 - coordinating all work activities through the Project Superintendent ensuring applicable personal protective equipment is inspected, maintained and used
 - inspecting site daily and immediately correcting any unsafe conditions or acts observed in their jurisdiction
 - immediately reporting to the Project Superintendent any unsafe condition or acts observed outside their jurisdiction
 - reporting and investigating all injuries, accidents or near misses and advising the Project Superintendent of any incidents
 - coordinating emergency response plans with Project Superintendent
 - maintain good housekeeping at all times
 - conducting weekly tailgate safety meetings with their workers

D. Unsafe Conditions or Acts

Where a Company employee observes an unsafe act or condition, the employee will notify the Project Superintendent. Company employees should not attempt to correct the hazard themselves unless there is immediate danger. Company employees should not put themselves at risk under any circumstances.

Company employees, including the Project Superintendent, should exercise caution in ensuring that they do not become involved in the direction of the work taking place at the

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project. Rather, health and safety concerns should be brought to the attention of the contractor who should assume responsibility for taking corrective action.

Subcontractor safety deficiencies will be addressed by the Company in the following progressive steps:

1. The problem will be identified to the Subcontractor (site supervisor).
2. The Subcontractor's head office will be contacted about the problem, orally and later in writing.
3. If the Subcontractor fails to take corrective action, the Company will investigate and take action it deems appropriate for the protection of Company employees, other workers and members of the public.
4. The Company shall document all reports of subcontractor non-compliance as well as actions which were taken to correct all hazards and potential hazards resulting from non-compliance.
5. The Contract may be suspended or terminated and/or payment withheld by the Company.

UNDERTAKING TO COMPLY

Name of Subcontractor _____

Description of Contract: _____

Name of Authorized
Representative of Subcontractor _____

1. I We undertake:

- (a) to comply with all health and safety legislation in the performance of the contract;
- (b) to maintain a safe and health work environment during the performance of this contract.

2. I/We hereby agree:

- (a) that compliance with all health and safety legislation is a condition of the contract and that non-compliance with same may, at the sole discretion of B.J. Halow and Son, lead to termination of the contract and/or withholding of payment.
- (b) To permit the Company to audit health and safety records during the term of the contract and upon its conclusion and to co-operate fully with any such audit.

3. I/We hereby acknowledge:

- (a) receipt of a copy of the Company's /Subcontractor Safety Policy and that I/we understand and undertake to adhere to the terms of this Policy and to co-operate with the Company in its efforts to ensure compliance hereunder.

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_____ (Date)

_____ Signature
I/We have the authority to bind the Subcontractor

HEALTH AND SAFETY COMMITTEE/REPRESENTATIVE

PURPOSE

To develop terms of reference for Health and Safety Representative/Committees to ensure compliance under the Occupational Health and Safety Act.

PROCEDURE

A. Composition

1. The following lists the minimum legal requirement for determining the health and safety representation at a workplace or project site that will last 3 months or more
- | | |
|---------------------|---|
| 1 Representative | more than 5 employees, but less than 20 |
| 2 Committee Members | 20 or more employees, but less than 50 |
| 4 Committee Members | 50 or more employees |
2. At least 50% of the members must be workers
 3. The worker members must be selected by the workers they represent; in a unionized workplace they may be chosen by the union.
 4. The company shall select the management members.
 5. The members will fill this role for a 12 year term of office or the duration of the project
 6. The name and work location of members must be posted where it is likely to come to the attention of all employees.
 7. One co-chairperson, who represents the worker members, will be selected by the worker committee members and one co-chairperson will be appointed by management

B. Meetings and Minutes

1. On project sites, committee members will meet monthly as a minimum.
2. Members are responsible for making arrangements with their supervisor for attendance at meetings and for preparation time prior to the meeting.
3. An agenda is prepared by the co-chairpersons and distributed one week in advance of the meeting date.

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4. Written minutes of the meeting are to be recorded and distributed as follows:
- posed
 - forwarded to each member
 - kept in the Health and Safety Manual at each workplace
 - forwarded to senior management

C. Functions & Duties

1. Identify sources of hazards and make recommendations for the improvement of the health and safety of the workers
2. Recommend the establishment, maintenance and monitoring of health and safety programs
3. Conduct inspections of the workplace monthly and recommend corrective action for unsafe conditions or acts
4. Recommend and evaluate health and safety training programs
5. Encourage follow employees to work safely and to report hazardous or unsafe conditions to their supervisor
6. Investigate all incidents resulting in critical injury or death
7. Accompany the Ministry of Labour inspectors on inspections
8. Be present for, or assist in, work refusal investigation
9. Be consulted on, and be present at the start of any workplace monitoring or testing
10. Obtain information from the Company respecting:
 - a) inventories of hazardous biological, physical, chemical agents
 - b) workplace monitoring testing results
 - c) medical surveillance results
 - d) accident/incident reports

C. Committee Recommendations

1. Company management will respond to the recommendations, in writing within 21 days, with:
 - (i) timetable for implementation, if the Company agrees with the recommendation;
 - (ii) reasons for disagreement, if the recommendation is not acceptable.

D. Committee Representatives

Worker Representative is Allen Stewart
Management Representative is Rob Durack

DISCIPLINE

PURPOSE

Compliance with Company and legislative health and safety standards is necessary to maintain a safe and healthy work environment. As with any program, non-compliance issues must sometimes be dealt with utilizing corrective disciplinary measures. Health and safety rules must be known and clearly understood by all employees.

PROCEDURE

The following is a guideline of progressive disciplinary action for safety infractions. Discipline must be applied consistently and proper documentation must be maintained.

- First offences, worker will be given a verbal warning
- Second offence, worker will be given a written warning
- Third offence, worker will be sent home for three days without pay
- Fourth offence. Worker will be terminated.

** If safety violation is of a serious nature, individual may be sent home without pay or terminated without prior warning.

WHMIS COMPLIANCE

PURPOSE

In accordance with the Company's policy to provide a safe and healthful workplace, the Company will establish and maintain a WHMIS Compliance Program designed to:

1. identify hazardous materials and obtain material safety data sheets
2. instruct and train workers who may be exposed to hazardous materials
3. control hazardous materials and protect workers
4. ensure compliance with all applicable federal and provincial legislation

PROCEDURE

A. Hazardous Materials Inventory/Material Safety Data Sheets

1. Products will not be used unless a MSDS is available on site or in work areas and workers have been informed of possible hazards, precautions and safe handling procedures.
2. Each workplace and project site will have a WHMIS Binder which will be readily available to all employees, other contractors and sub-contractors and emergency response personnel and will include:
 - WHMIS Legislation and Guides
 - WHMIS Training Package
 - Copy of training documentation
 - Current Inventory
 - MSDS Collection

The WHMIS Binder is to be maintained and kept current by the supervisor/project superintendent.

3. Other contractor, sub-contractors and workers who may be affected by products brought on site will be informed.
4. Supervisors will make every reasonable effort to choose the least hazardous product to accomplish a task when equally effective alternatives exist.

B. Labeling and Storage of Hazardous materials

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1. Products are to be used and stored in their original containers with the prescribed supplier label wherever possible.
2. If the product is to be decanted/transferred into another container, a “workplace label” must be applied to the container.
3. Storage of products will be consistent with the safety information on the label and the MSDS.

C. Training

1. A Training Program will be developed and implemented which will consist of :
General WHMIS awareness training including:
 - Legislative requirement
 - MSDSs and labels – the information required, the purpose and significance of the information
 - Health and safety hazards associated with exposure
 - Hazard control measures and the use, maintenance and limitations of personal protective devices and equipment

Workplace Specific training including:

- what hazardous materials are present
 - all hazard information from the supplier
 - all hazard and health and safety information of which the Company is aware
 - procedures for the safe use, storage, handling and disposal of a controlled product
 - procedures regarding emergencies and fugitive emissions
2. The training will be developed in consultation with the joint occupational health and safety committee or health and safety representative.
 3. Attendance at training sessions and/or completion of WHMIS workbook will be documented.
 4. Training will be updated annually.

SAFETY ORIENTATION AND TRAINING

PURPOSE

To ensure that all employees are knowledgeable of:

- their rights and responsibilities under the OHS Act,
- The company Health and Safety Program and expectations,
- The hazards in the workplace and how to work safely and protect themselves and others from illness and injury

PROCEDURE

The Project Superintendent/Supervisor will be responsible for ensuring that all workers receive orientation and are trained. The Project Superintendent may delegate this duty to Company health and safety personnel or the Construction Safety Association but he/she is still responsible for ensuring that orientation and training is completed.

A. Orientation

1. Orientation shall be conducted for all new hires.
2. Items to be included in orientation:
 - explanation of project and specific job- related activities, duties and responsibilities
 - location and details of specific project and job-related hazards
 - location of any hazardous substances and their MSDSs and a confirmation that workers are trained in WHMIS
 - requirements for and issuance of personal protective equipment
 - review of and location of a copy of Company Health and Safety Policy and Manual
 - name of site health and safety representatives/health and safety committee members
 - location of copies of health and safety legislation and information materials
 - accident reporting procedures
 - hazard reporting procedures
 - location of first aid, fire extinguishers, telephones and emergency numbers

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- emergency response plan
 - location of rest and hygiene facilities
3. Site orientation including most of the above-listed items should be conducted for all employees at the start-up of new projects.

B. Supervisors

The term supervisors, in this case, include the Project Manager, Project Superintendent, Foremen and any other employees acting in a supervisory capacity. In addition to their trade knowledge, supervisors must have a sound understanding of the following:

- Occupational Health and Safety Act and Construction Safety Regulations
- Company Health and Safety Policy and Program
- WHMIS
- Site emergency response plan
- First Aid and CPR
- Accident and injury reporting and investigation procedures
- Hazard assessment in their areas of expertise

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HEALTH AND SAFETY ORIENTAITON CHECKLIST

EMPLOYEE: _____ DATE OF HIRE: _____

JOB TITLE: _____ SUPERVISOR: _____

ITEM	TRAIN DATE	FOLLOW-UP DATE	SUPERVISOR INITIALS	EMPLOYEE INITIALS
Project Operations				
Job activities and duties				
Project and job-specific hazard information				
Hazardous substances <ul style="list-style-type: none"> - location of MSDSs - WHMIS generic - WHMIS specific 				
Personal protective equipment <ul style="list-style-type: none"> - issuances - requirements use, care & maintenance 				
Company Health and Safety Policy and Manual - location and review				
Issue and review Employee Health and Safety Handbook				
Name of Health and Safety Reps				
Location of OHS legislation and postings				
Accident reporting procedures				
Hazard reporting				

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procedures				
Location of first aid equipment and first aiders, fire extinguishers and emergency response numbers				
Emergency response plan				
Location of rest and hygiene facilities				

JOB-SPECIFIC HEALTH AND SAFETY TRAINING CHECKLIST

ITEM	TRAIN DATE	FOLLOW-UP DATE	SUPERVISOR INITIALS	EMPLOYEE INITIALS
Traffic Control				
Manual Lifting				
Electrical Safety Powerline Contact				
Mount/Dismount - 3 point contact				
Excavations				
WHMIS generic				
WHMIS specific				
Welding – Hot Work				
Lock-Out / Tag-Out Procedures				
Equipment Operation				
Ladders				

TAILGATE SAFETY MEETINGS

PURPOSE

To provide timely information on safety items which relate to project activities.

PROCEDURE

1. Tailgate Meetings are conducted by the Project Superintendent and are an important communication link with project workers.
2. General safety topics and specific project hazards will be reviewed.
3. Meetings will be conducted weekly or more frequently if required.
4. Minutes of these meetings are recorded including topics covered, attendance and duration
5. All project workers shall attend. Each member must sign an attendance form
6. Meeting should be limited to 15 minutes.
7. Discussion should be limited to safety items; not job progress or discipline
8. Tailgate Safety Meeting should include:
 - a review of any issues from Project Meetings or Joint Occupational Health and Safety Committee Meetings
 - a discussion of unsafe acts, practices and conditions observed, corrective action to be taken and follow up.
 - A review of recent accidents, causes and preventing recurrence employee suggestions and discussion
 - A briefing on any new types of equipment and hazards, with specific reference to safeguards.
 - A review of personal protective equipment required.
 - A review of first aid and emergency response procedures including any updates and use of emergency equipment.

INSPECTION AND HAZARD ASSESSMENT

PURPOSE

To identify hazards, such as equipment, production processes and working conditions that may endanger the health and safety of workers.

PROCEDURE

A. Site Management

1. The Project Superintendent shall tour the site at least daily, noting any hazard or unsafe practices. Immediately take action on deficiencies and keep records for follow-up.
2. Supervisors shall check daily that work areas and equipment are kept free of hazards.
3. The Project Superintendent shall complete the "Safety Audit Sheet" and the "Job Operations and Conditions Sheet and Checklist" at job start-up and at least monthly. Deficiencies shall be addressed immediately.

For inspections by government agencies, the Project Superintendent shall ensure that a management representative accompanies the official, cooperates and provides request information.

C. Joint Occupational Health and Safety Committee/Health and Safety Representatives

1. A worker health and safety representative shall conduct an inspection of the project site at least monthly, or more frequently depending on operations and size of project.
2. Findings and written recommendations shall be brought to the Project Superintendent
3. The "Job Operations and Conditions Sheet and Checklist" may also be used for this purpose.

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4. Informal inspections shall be conducted during normal duties and hazards shall be reported to the supervisor or to the Project Superintendent.

PROJECT SUPERINTENDENT'S SAFETY AUDIT

A completed audit is to be submitted to Head Office at job start-up and at the end of each month of the duration of the project.

Project Name _____

Person Conducting Audit _____

Date _____

Basic Safety Activity	Yes	No	Date for Action
Ensure "Notice" filed with Ministry of Labour and posted (general contractor or Company)			
OH&S Act and Regulations available			
"In Case of Illness/Injury" poster posted			
Company Health and Safety Manual available Safety Program communication – Reviewed Handed out			
Safety orientation for all employees			
Safety orientation for new hires			
Tailgate Safety Meetings (weekly)			
Health and Safety Committee <ul style="list-style-type: none"> - worker and management members - regular meetings - names and locations posted - minutes posted 			
Accident/Incident reporting forms			
Emergency Response Plan			
First Aid Equipment First Aiders			
Personal Protective Equipment available and worn where required			

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Hard hats			
Safety footwear			
Hearing protection			
Safety glasses/goggles			
Respiratory protection			
Reflective safety vest			
All equipment services and safety-checked before use			
Hygiene and rest facilities			

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JOB OPERATIONS AND CONDITIONS

INSPECTOR: _____ DATE: _____

Item/Location of Item	Hazard Observed			Recommended Action	Action Take (Date)
	Yes	No	Repeat Item		
Housekeeping					
Storage of <ul style="list-style-type: none"> - flammable/combustible liquids - chemicals 					
Storage of Compressed Gases					
Electrical Power Systems <ul style="list-style-type: none"> - power tools - power lines 					
Personal Protective Equipment					
Hand Tools					
Machine Tools and Guarding					
Heavy Equipment <ul style="list-style-type: none"> - operation and control 					
Company Vehicles <ul style="list-style-type: none"> - operation 					
Cranes/Hoists <ul style="list-style-type: none"> - inspection - maintenance 					

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JOB OPERATIONS AND CONDITIONS

INSPECTOR: _____ DATE: _____

Item/Location of Item	Hazard Observed			Recommended Action	Action Take (Date)
	Yes	No	Repeat Item		
Excavations, shoring, sloping					
Barricades/handrails					
Ladders, walkways and ramps					
Scaffolds, work platforms					
Traffic control and signage					
Welding/welding equipment					
Fire prevention and control					
Emergency response - plan - instruction					
First Aid -kits, equipment -first aiders					

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Machine Tools and Guarding

- general condition; damage, cleaning and lubrication
- mechanical power transmission guarded
- pinch pints and points of operation guarded
- fixed guards secured in place
- interlock guards operative
- operating controls guarded against inadvertent startup
- operating controls locked and key removed when not in use
- emergency stop buttons operational and identified lock-out procedures used for servicing, stepup, lubrication etc.
- operator and service manuals available

Heavy Equipment (Construction Equipment)

- overhead guards where required
- designated areas for recharging
- fire extinguishers
- operating controls function properly
- blade condition
- suitable steps and handholds
- proper air pressure in tires
- proper fuel storage
- general condition of equipment and operation

Cranes/Hoists

- general condition, damage, cleanliness, lubrication, servicing
- legibly labeled as to capacity and load testing fitted with overhead
- guards
- controls operational
- limit stops operational
- hoist motor brakes operational
- cable/rope in good repair
- hoist chain/rope free of kinks and twists
- hooks not deformed or damaged and safety latches intact
- pinch points properly guarded

Excavations, shoring, sloping

- sloping or shoring has been used and inspected to prevent cave-in in accordance with the legislation
- excavated soil, equipment and vehicles are stored a least one metre from the edge of the trench
- the stability of the trench is assessed for conditions such as weather previous excavations and vibration from heavy equipment
- ladders are installed for safe entry and exit

Barricades/ handrails

- guardrails are provided around open pits, ditches, temporary floor Openings, scaffold and work platforms, runways and ramps

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All Company Vehicles

- Check condition of:

Steering	Emergency brake
Brakes	Tires
Wipers	Lights
Mufflers	Mirrors
Shock Absorbers	Safety belts
Radiator	fluid levels
Hoses (for hydraulic leaks)	
First Aid kits	fire extinguishers
Roll bars	grab handles
Drive belts	back up alarms
Other	

Housekeeping

- aisleways, accesses and exits are clear and unobstructed
- work areas are clean and orderly
- adequate number of appropriate waste disposal containers
- materials, tools and equipment are properly stored

Chemicals and Fuels

- tanks/drums adequately vented
- pressure relief valves available on tanks/drums
- tanks/drums grounded when dispensing
- adequate spill containment
- temperature controlled storage
- adequate spill containment

Ladders, walkways and ramps

- ladders are in good condition and used properly
- walkways and ramps are kept clear and in good repair
- railing are provided where required

Scaffolds and work platforms

- scaffolds are properly constructed, stabilized and used
- scaffolds are not loaded with excessive loads
- ladders are used for accessing the scaffold

Equipment Worn

- Head Protection (hard hats)
- Fall Protection
- Foot Protection (Safety boots)
- Hand Protection (gloves)
- Hearing Protection (ear plugs or muffs)
- Eye Protection (safety glasses, goggles)
- Respiratory Protection (dust masks, respirators)

Electrical Power Systems

- signalers used where required
- general condition of wiring, insulation and fixtures
- explosion proof fixtures in dust or vapour areas
- equipment maintains greater than minimum distance from overhead powerlines

Chemicals and Fuels (Continued)

- adequate storage cabinets provided; fire resistant and vented
- temperature controlled storage
- approved portable safety containers used as required
- No Smoking signs posted where required
- materials separated to avoid incompatibility reactions
- WHMIS labels on all containers (legible and visible)
- MSDSs available

Compressed Gases

- properly installed and connected
- inspected for dents, corrosion
- stored away from heat sources
- stored upright and secured from falling over
- segregated by contents and legible marked
- caps in place and hand tight
- protection against rust/corrosion

Welding/Welding Equipment

- compressed gases stored upright, capped and chained
- personal protective equipment provided and worn
- proper ventilation provided
- properly grounded
- dry area
- properly insulated terminals

Hand Tools

- proper general conditions of tools and air hoses
- proper storage when not in use
- proper storage when in use
- tool retainers installed on pneumatic tools
- adjustments correct
- guards and safety devices serviceable
- water in pneumatic tools
- air lines identified
- load rating sufficient for work performed

Personal Protective Equipment

- instructions on use of equipment is available
- equipment is readily available and appropriate for the application
- equipment is inspected regularly and repaired or replaced as needed

Traffic Control and Signage

- Traffic control devices are installed in accordance with MTO Traffic Control Manual
- signage, signals and traffic control devices are clean and in good condition
- flaggers are given written instructions and are trained in proper procedures for performing traffic control

Fire Prevention and Control

- fire extinguishers are of the right type, properly mounted and easily accessible
- fire extinguishers fully charged and regularly checked
- fire equipment visibly marked

First Aid

- adequate materials and equipment available and properly located
- names of qualified attendants posted
- instructions for accident reporting posted

Emergency Response

- adequate equipment available and properly located
- emergency instructions available at phone
- other communication systems are available
- contact numbers of emergency response agencies is posted
- eye baths and showers are available and accessible in areas where chemicals are being used

HAZARD REPORTING

PURPOSE

To provide a procedure which outlines a formal means of communication to address employee health and safety concerns.

All employees have a responsibility to themselves and to others to recognize and report hazards and health and safety concerns. Every reasonable effort should be made to correct the problem or resolve the issue promptly and internally.

PROCEDURE

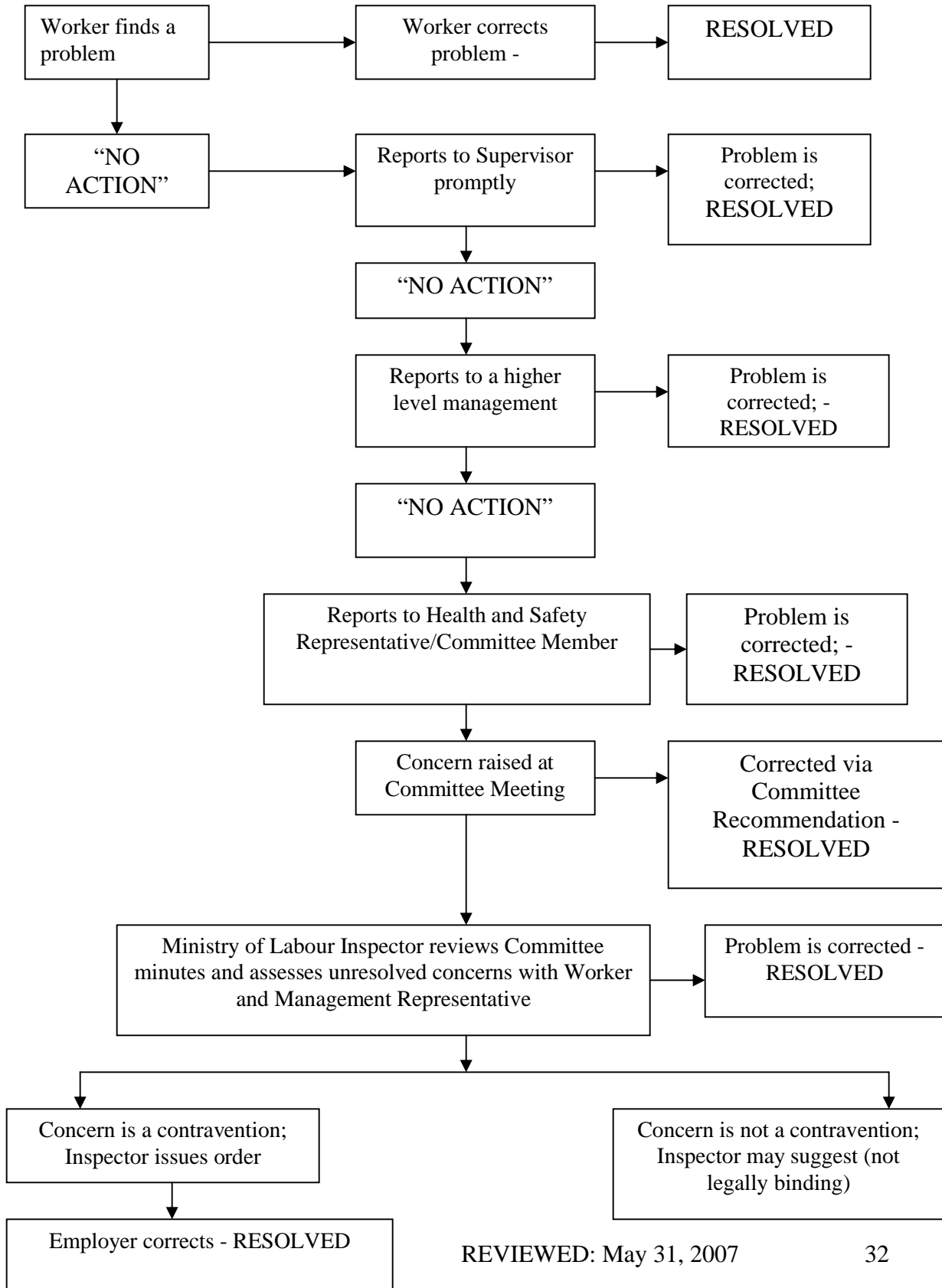
The procedure to be followed for addressing a health and safety concern is also outlined in Figure.

1. Reporting Hazardous Conditions

1. When an employee becomes aware of a hazard or unsafe condition, he or she would correct the problem promptly, if possible. If this is not possible, report this situation to their immediate supervisor.
2. The supervisor who receives the report has a responsibility to investigate the situation. If the supervisor agrees that a hazard exists, the supervisor will take corrective action
3. If the employee does not believe that the remedial actions taken have eliminated or controlled the hazard properly, or if the supervisor is unwilling to recognize the employee's concerns, the employee should report the situation to a higher level or project management.
4. Should the employee wish to remain anonymous or believe that the concern has not been addressed adequately at any level of project management, he/she may report the situation to a member of the Joint Occupational Health and Safety Committee or the Health and Safety Representative.
5. The Joint Occupational Health and Safety Committee will assess the concern and, if in agreement, make a written recommendation for corrective action to Company Management. If the concern is not satisfactorily resolved at this point a Ministry of Labour Inspector may be contacted.
6. The Ministry of Labour Inspector will assess the concern/hazard and either;
 - i) find that the concern is not a contravention of the Act or Regulations and may suggest a course of action, which is not legally binding, to resolve the situation; or,
 - ii) find that the concern is a contravention and corrective action as ordered will be taken.

POLICY AND PROCEDURE MANUAL

PROCEDURE TO FOLLOW WHEN REPORTING A HEALTH AND SAFETY CONCERN/HAZARD



WORK REFUSAL

PURPOSE

The Occupational Health and Safety Act gives a worker the right to refuse work that he/she believes is unsafe. The OHS Act sets out a specific procedure that must be followed in a work refusal. It is important that workers, supervisors and health and safety representatives understand and follow this procedure.

A worker may refuse to work or do particular work if she/she has reason to believe that:

- any machine, equipment or tool that the worker is to use is likely to endanger himself or herself or another worker;
- the physical condition of the workplace or work site is likely to endanger the worker;
- or
- any machine, equipment or tool that the worker is using, or the physical condition of the workplace, is in violation of the Act or regulations and is likely to endanger the worker or another worker.

PROCEDURE

The procedure to be followed for a work refusal is also outlined in the following Figure.

Stage 1

1. Upon refusing to work or do particular work, the worker must immediately report the circumstances of the refusal to the supervisor. The supervisor must investigate the situation immediately, in the presence of the worker and one of the following:
 - a health and safety committee member who represents workers, if any; or
 - a health and safety representative, if any; or
 - a worker, who because of knowledge, experience and training, has been chosen by the workers to represent them.

Who shall be made available and who shall attend without delay.

2. The worker shall remain in a safe place near the work site until the investigation is completed.
3. If the situation is resolved at this point, the worker will return to work
4. If the refusing worker is not satisfied with the result of the investigation, the worker can continue to refuse the work.

The employee and the supervisor/Company representative should make every reasonable effort to resolve the problem internally.

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POLICY AND PROCEDURE MANUAL

Stage 2

1. At this point the Ministry of Labour is to be notified to investigate the refusal.
2. While waiting, the worker may be assigned some other reasonable work.

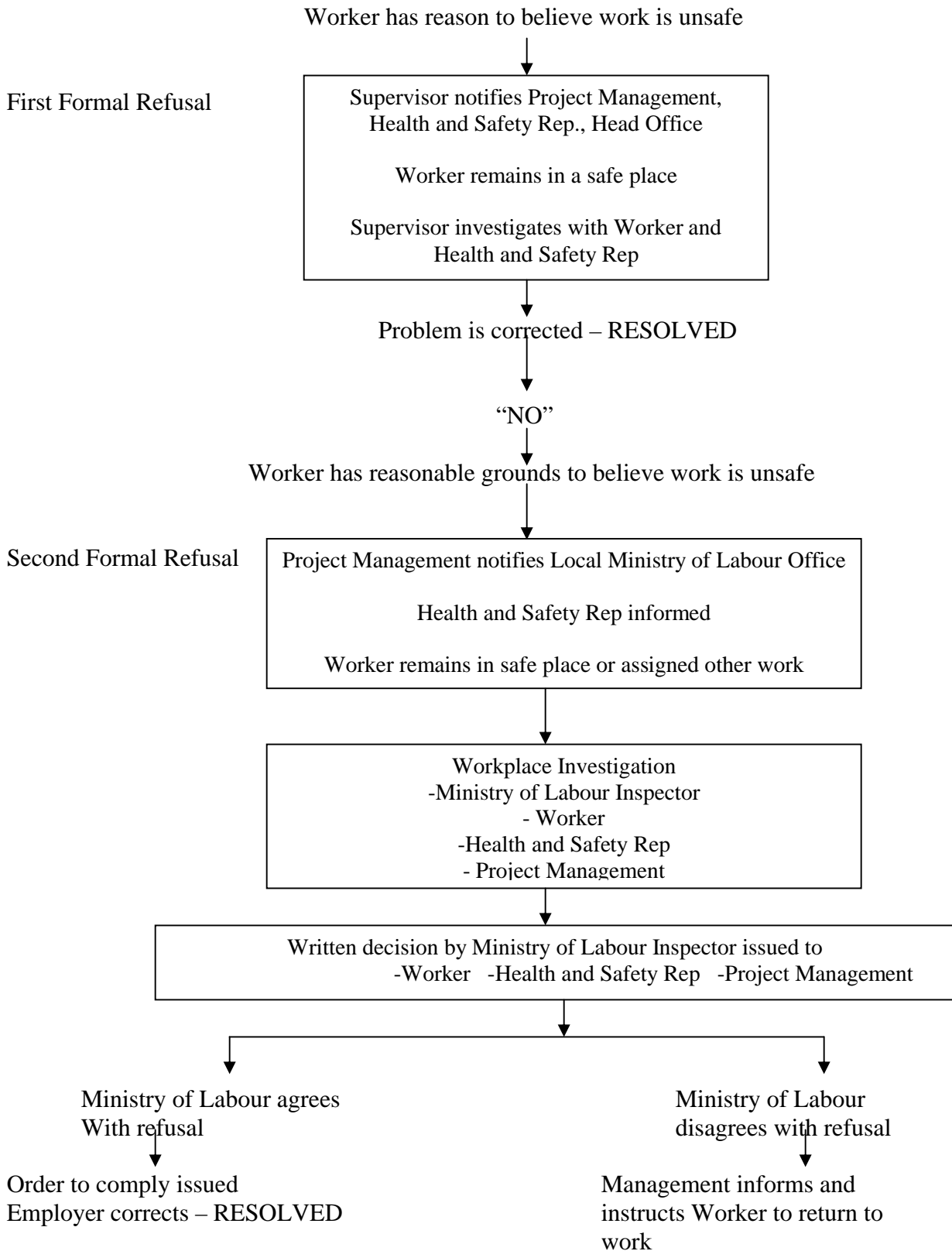
The Company or Supervisor may ask another worker to do the work that was refused. The second worker must be informed that the work was refused and why. This must be done in the presence of a worker representative. The second worker has the same right to refuse as the first worker.

4. The inspector will investigate and provide a decision in writing to the worker, the Company and the worker representative. If the inspector finds that the work is not likely to endanger anyone, the refusing worker is expected to return to work. Corrective action, if ordered, will be taken.

The Company or supervisors will not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has acted in accordance with the Act and has acted in good faith. Employees subject to reprisal may seek remedy under applicable collective agreements or through the Ontario Labour Relations Board.

POLICY AND PROCEDURE MANUAL

PROCEDURE TO FOLLOW FOR WORK REFUSALS



INCIDENTS

PREAMBLE

The objective of incident reporting and investigation is to determine all contributing causal factors and the reason for their existence and take appropriate corrective action. Incidents are occurrences causing or with potential to cause:

- injury or death to employees or the public
- loss or damage to equipment or property of the Company, Company employees or the public

PURPOSE

To ensure that all incidents are reported, responded to appropriately and investigated, and that incident report forms are completed including corrective action taken and submitted to Head Office.

PROCEDURE

A. Employee Injury

The Project superintendent/Foreman shall:

1. Ensure first aid or medical services are provided as required
2. Provide transportation of injured worker to medical services if emergency vehicle transportation is not available
3. Dependent of the type of accident/injury
 - i. Secure the accident scene preventing the movement of materials and equipment from their precise location at the time of the accident except for the purpose of:
 - a) Saving life or relieving human suffering;
 - b) Maintaining an essential public utility service or a public transportation system; or
 - c) Preventing unnecessary damage to equipment or other property
 - ii. Ensure that all required notifications are provided
4. Conduct an accident/incident investigation
5. Complete the accident/injury/incident report form and WSIB Form 7 and submit to the Project Manager /Head Office as soon as possible. Preliminary reports are to be submitted within 48 hours. Detailed reports are to be submitted within seven days.
6. Implement corrective action

POLICY AND PROCEDURE MANUAL

The employee shall:

1. Notify his/her supervisor immediately
2. Obtain necessary first aid or medical treatment

Other employees shall:

1. Provide whatever aid is necessary dependent upon the situation
2. Notify the supervisor if the injured worker is unable

Head Office shall:

1. Review report and ensure appropriate corrective action has been taken.
2. Keep a permanent record of the accident/incident

B. Critical Injury

Occupational Health and Safety Act – Critical Injury Definition

1. For the purpose of the Act and the Regulations, “critically injured: means an injury of a serious nature that,
 - a) place life in jeopardy;
 - b) produces unconsciousness;
 - c) results in substantial loss of blood;
 - d) involves the fracture of a leg or arm but not a finger or toe;
 - e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) consists of burns to a major portion of the body; or
 - g) causes the loss of sight in an eye

Action Steps

1. Notify an ambulance and/or seek medical attention
2. Notify the foreman/supervisor
3. Notify the Health and Safety Officer and Head Office
4. Contact the Ministry of Labour
5. Contact the Health and Safety representative or Committee members

C. Notices Required

1. In addition to notices required for critical injuries, notices to the Ministry of Labour and the Health and Safety Committee are required for the following prescribed incidents:
 - any workers fall-arrested by a harness or safety belt
 - major close calls including crane failures and falsework failures
 - contacts with live electrical conductors or energized power lines

POLICY AND PROCEDURE MANUAL

Reference Section 11 of the Construction Safety Regulations for specific incidents.

- an uncontrolled fall of ground at a surface mine causing equipment damage or displacement of more the 50 tones of material

Reference Section 21 of the Regulations for Mines and Mining Plants for specific incidents.

2. Head Office shall be notified immediately.

D. Motor Vehicle Accidents

1. Any motor vehicle accident within the project site involving Company property or personnel must report the incident immediately to the Project Superintendent.
2. Ensure emergency response and law enforcement personnel are called as may be required.
3. Obtain names, addresses of all injured persons and all those who witnessed the accident.
4. Records of all incidents will be kept at Head Office

ACCIDENT – INVESTIGATION REPORT

Date:

EMPLOYER

Contractor Name:

Address:

EMPLOYEE

Name:

Address:

Telephone:

Occupation:

DESCRIPTION OF VEHICLES INVOLVED

Year:

Make:

Model:

Plate#:

Insurance Company:

Year:

Make:

Model:

Plate#:

Insurance Company:

DETAILS OF ACCIDENT

Time of Incident:

Time Reported:

Location of Accident:

Description of Machinery or Equipment Involved:

Road Conditions:

Speed:

Potential:

Severity:

Investigated By:

INJURY/DAMAGE

Details of Injury:

Has the employee had a similar disability previously?

Hospital/Clinic:

Doctor:

Date Seen:

Next Appointment:

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POLICY AND PROCEDURE MANUAL

EMPLOYEE'S DESCRIPTION OF ACCIDENT

WITNESSES DESCRIPTION OF ACCIDENT

Witnesses Name:

CONTRIBUTING FACTORS

RECOMMENDATIONS

POLICY AND PROCEDURE MANUAL

FIRST AID REQUIREMENTS

PURPOSE

To provide adequate first aid facilities and resources to effectively respond to accidents and to comply with the Worker's Compensation Act and first aid regulations.

PROCEDURE

A. Project Sites

1. A first aid kit will be located in all Company vehicles and construction equipment
2. A first aid station will be set up in the site office, if warranted by the size of the project.
3. The project Superintendent will identify all employees that have first aid training and ensure that their names and position are posted by the first aid kits and/or station and at the site office.
4. The Project Superintendent will monitor the first aid kits and/or station.
5. When an accident occurs, the first trained person on location will administer first aid and the Project Superintendent will be notified.
6. A person trained in first aid will stay with the injured person until help arrives, and will inform medical personnel of first aid treatment given.
7. First aid treatment or advice given to the injured person will be recorded.
8. Immediate transportation to medical services will be provided, if emergency vehicle transportation is not available. The employee shall be accompanied by a company representative and a Functional Abilities Form shall be completed by the attending physician. The FAF shall be returned to the main office.

FIRE PREVENTION AND CONTROL

PURPOSE

To ensure compliance with local fire protection and prevention regulations and that employees know how to respond to emergency situations in the workplace/project site.

PROCEDURE

A. Prevention

1. The Company or its employees shall not perform open, uncontrolled burning in the project work areas.
2. The Company shall protect the project work area from wildfires resulting from its activities
3. All flammable and combustible material and compressed gases shall be safely stored.
4. Fire extinguishers shall be present in all Company vehicles and workplaces and will be checked monthly.

B. In the event of fire

1. Employees are only to approach fire that is in its initial stage and can be extinguished by the use of portable fire extinguishers.
2. Fire involvement beyond the initial stage activates an employee evacuation to a safe area and the emergency response communication plan. The Fire Department/Services will be contacted.

EMERGENCY RESPONSE AND COMMUNICATIONS

PURPOSE

To ensure effective, immediate response to emergency situations.

PROCEDURE

A. The Project Superintendent will

1. Develop an emergency response plan including:

- location of first aid supplies or station, if applicable
- identify of all first aid personnel
- location of emergency phone numbers and fire extinguishers
- means of communication with project employees and external emergency response services

2. Ensure that first aid supplies and equipment, fire extinguishers and necessary reporting forms are on site

3. Identify access and evacuation routes, emergency assembly areas and reporting stations

4. Ensure that all employees are aware of the emergency plan and any assigned duties

5. Ensure Head Office and appropriate government agencies have been contacted.
Investigate incident and report findings.

B. Communication

1. Workers are to immediately notify a supervisor. If the supervisor is not in the immediate vicinity, a company vehicle with radio contact should be flagged to contact the Project Superintendent or directly contact Emergency Services.

2. During an emergency all radio traffic will be dedicated to the emergency.

3. Emergency Services will be contacted and provided with the following information:

- construction project location and area
- nature of the emergency (i.e. fire, injury)
- emergency meeting point

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EMERGENCY RESPONSE PHONE NUMBERS

Ambulance	1-877-351-2345
Police	1-888-310-1122 (OPP)
Spill Reporting	1-800-268-6060 (MOE-SAC)
Fire Reporting	1-888-284-3473 (MNR-NWR) 1-888-863-3473 (MNR-NER)
BJ Halow Office	1-807-939-2533
Bruce Halow Jr.	1-807-628-4792 (cellular)
Ministry of Labour	1-800-465-5016 (Thunder Bay) 1-800-461-7268 (Sault Ste. Marie)

SAFE WORK PRACTICES

PURPOSE

To provide some general guidelines for creating and maintaining a safe work environment and which complement the Occupational Health and Safety Act and applicable regulations. It is not the intent of this section to be all inclusive and go over every conceivable situation. A common-sense approach based upon the elementary principles of safety may be applied. Employees are also referred to the Occupational Health and Safety Act and relevant legislation.

SAFE WORK PRACTICES

Fitness for Duty

- Employees shall not attempt work for which they are mentally or physically unfit.
- Any employee having reason to believe that another employee is unfit for the work assigned shall notify their supervisor immediately.
- Employees shall not use or be under the influence of alcohol or illegal drugs during working hours.

General Rules

- Follow carefully the prescribed job procedures and supervisory instructions. Ask for clarification on anything you do not understand.

Use reasonable care in the performance of duties and;

- do not work at unsafe speeds
- do not take short cuts
- do not remove or make ineffective safety devices
- do not engage in horseplay; or;
- do not urge others to take unnecessary risk

Personal protective equipment shall meet appropriate CSA standards and be worn/used in the manner intended.

- hard hats and safety boots at all times on project sites
- eye protection, hearing protection, respiratory protection and other protective devices where required.
- Reflective vests on all road work operations.
- Shirts and long pants must be worn at all times on projects. "Muscle shirts" and shorts are not acceptable. Do not wear rings, loose clothing and jewelry. Long hair must be secured.
- Report any unsafe conditions, including faulty equipment and tools, to your supervisor immediately.
- Report any unsafe practices to your supervisor immediately.

POLICY AND PROCEDURE MANUAL

- Report all injuries, no matter how minor, immediately to your supervisor and obtain first aid or medical treatment as required.
- Report any property damage, regardless of how minor.

Housekeeping

- Workstations, equipment buildings and job sites are to be kept clean and orderly.
- Stairways, aisles, exits, permanent roadways and material storage areas are to be kept clear and free of obstructions, depressions and debris.
- Spills are to be cleaned up immediately.
- All materials, tools, products and equipment are to be kept in their designated areas and in an orderly manner.
- Combustible materials, such as oil soaked and paint covered rags, shall be stored in approved containers.
- Waste shall not be allowed to accumulate on benches, floors and job sites, except in specially provided containers.
- Keep walking surfaces free of dangerous projections or obstructions.

Fire Prevention

- Employees shall be familiar with the instructions covering fire prevention and suppression and with the location, care and use of fire extinguishers and fire alarms.
- Employees shall be familiar with fire evacuation procedures, including the location of exits and egresses.
- Fire extinguishers shall be checked monthly
- Anytime a fire extinguisher is used, report it immediately to the supervisor so it may be recharged.
- Flammable liquids, solvents and fuels shall be kept in approved safety containers, never exposed to naked flame, hot elements or smoking activity, and never be used to fill fuel tanks while the engine is operating.

Material Handling

Manual Lifting

- Know the safe way to lift, your physical limitations and when you need help
- Avoid lifting a weight that is too heavy or large, lifting in an awkward position, or twisting your body while lifting.
- Follow proper lifting procedure
 1. Size up the load BEFORE you lift and make sure your path is clear
 2. Stand as close as possible to the load, get a secure footing and use a wide balanced stance.
 3. Squat down by bending your knees and keep your back straight
 4. Get a firm grip with palms of hand, not just fingers
 5. Lift gradually by using powerful leg muscles; don't jerk the load

POLICY AND PROCEDURE MANUAL

6. Keep weight close to the body

7. Lower the load slowly, reversing the procedure

- Ask for help for heavy loads. Coordinate lift signal for 2 – person lifts.
- Use gloves or grips when handling rough materials or materials with sharp edges
- Avoid lifting above shoulder height
- Do not catch loads or falling objects
- Do not carry loads that obstruct vision

- Keep hands away from pinch-points such as doorjambs, walls etc.
- Wherever possible, use material handling equipment such as dollies, carts and forklifts.

Back Care

- Be aware of standing posture and make sure workstation is at the right height.
- Be aware of sitting posture when operating heavy equipment. Perform stretches and change position when sitting for extended periods.
- Warm up before performing a lift.

Mechanical Lifting Devices – Hoists, Cranes and Lifts

Cables used by cranes and other hoisting devices shall meet the specifications and be inspected as set out in the legislation.

Slings, hoisting hooks and chains shall meet the requirements of and be used in accordance with the legislation.

Keep hands away from pinch pints when slack is being taken up.

Workers shall stand clear while leads are being lifted or lowered. Tag lines shall be used to control swinging, swaying or other unwanted movement of the load.

Tools

Use only tools suitable fore the job in progress and in good repair. Inspect tools regularly.

Defective tools shall be removed from service and tagged.

Where required, tools such as files shall be fitted with proper handles.

Cutting tolls shall be properly sharpened and, if necessary, guarded or sheathed when not in use.

Tools not in use shall be safely stored and transported.

Electrical Safety

(including electric power tools and external power supply)

Electrical power tools shall be double-insulated or effectively grounded or protected by a ground fault circuit interrupter.

Only CSA-approved electrical tools and equipment shall be used.

The use of extension cords should be avoided. Any extension cords used must be of the proper size and type for the voltage and amperage specified.

Power cords must be in good condition and should not create a tripping hazard.

Employees shall work in a manner to prevent electrical contact by body, tools or equipment with electrical apparatus operating at any voltage.

Employees working or operating equipment near electrical power lines or equipment of more than 750 volts shall maintain a minimum clearance of 3 metres.

Where an excavator or backhoe is operating closer than 1 boom length to an overhead powerline, the following must be in place:

- a legible sign warning of the potential electrical hazard must be placed at the operator's station
- A signaler, shall be stationed with a clear view of operations and to warn the operator when any part of the machine, boom or load approaches the minimum distance.

Where it is necessary to operate closer than the minimum distance permitted, protective measures (i.e. insulate or de-energize circuit) shall be arranged with Ontario Hydro and /or the local hydro authorities.

Hot Work – Welding, Cutting and Brazing

Welding helmets with the appropriate lens shall be worn. Screens shall be used around the welding area whenever practical. Welding arc should never be observed at close quarters with unprotected eyes.

Welders must wear clothing which is suitable to protect skin from burns.

Welders must assess and minimize the fire hazard. Keep combustibles away from work area. Adequate fire protection must be immediately adjacent to work area.

Adequate ventilation (natural or mechanical equipment) must be provided during welds.

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Cylinders shall be secured in an upright position and protected from damage. The valve of a cylinder shall be closed when the cylinder is spent or is not being used.

Ladders

Only ladders that meet legislative requirements shall be used.

When working from a portable ladder, the ladder shall be securely placed, held, tied or otherwise made secure to prevent slipping or falling.

Ladders shall be placed so that the distance between the bottom of the ladder is approximately one-fourth of the working length of the ladder.

A three-point contact must be maintained while climbing a ladder.

LOCKOUT AND TAG-OUT PROCEDURE

MISSION STATEMENT:

The “Lock-Out Procedure” is required to protect all personnel where any energy source may endanger the safety of a worker. This procedure is mandatory for all employees and contractors throughout the operations.

All Employees to follow procedure when performing, cleaning, inspection, maintenance and service activities on all equipment.

Prior to operating / maintaining any equipment, the operator must familiarize themselves with the general and operational safety rules for their particular unit found in the operators manual.

LOCK-OUT BOX FOR MACHINE IGNITION KEY / SCISSOR LOCK

Isolate all sources of stored energy by blocking, bleeding and rendering harmless, counter weights, springs and flywheel, Master / key switch is shut off and secured.

1. Place hydraulic components at rest and ensure electrical switches are turned off.
2. Disengage clutch(es) for engine and ensure hydraulic limit switch is disengaged.
3. Turn off master switch(es), remove key from ignition / master switch and place in lockout box.
4. Lockout ignition key / master key with personal padlock in lockout key box.
5. Personal / Named pad lock can only be removed from lock-box / scissor lock when:
 - Replaced by another (mechanic, cross-shift, supervisor) before leaving area
 - When activity is completed and all personnel are clear of danger zone and machine is safe to operate
 - Machine has been properly tagged with the Blue “ Do Not Operate Unit #” before leaving area

NOTE: If more than one person is working on the machine, each person must place their own personal / named pad lock on key lock box / scissor lock.

6. Block any part that you will be working on, which may move or endanger any person after the machine has been stopped – chock wheels if hazard from rolling machine.
7. Ensure all components have come to rest “ZERO ENERGY STATE”

POLICY AND PROCEDURE MANUAL

A supervisor or other competent person may remove someone's personal lock that has been left behind after checking and confirming that the person is not there by filling out a "Personal Warning Tag and Personal Lock Removal" form.

PROCEDURE FOR RUNNING A LOCKED-OUT MACHINE (TESTING MAINTENANCE, ADJUSTING, ETC.) WHITE "ENDANGER LOCK-OUT TAGS" MUST BE USED FOR TESTING PROCEDURES AND REMOVED BY YOU WHEN YOU COMPLETE YOUR WORK OR LEAVE THE EQUIPMENT.

- Only those persons required and qualified to perform tasks will be working on machine when running
- Designate the person who will be in charge when the equipment has to be running
- Ensure that the white "Danger Lock-out Tag" has been put in place on or near ignition switch or designated by each person that will be performing these activities on the equipment / vehicle.
- Before starting or entering the machine while it is running or before moving any components to perform these activities, clear communications with all persons involved (make sure that everyone knows what must be done, by whom, when and where each person will be in order to recognize and avoid any potential hazards of personnel being struck or caught in moving equipment / materials).
- Perform lockout procedure immediately when running of machine is completed, unless machine is again safe to operate and all work is completed.

BLUE "DO NOT OPERATE" TAG

1. Blue equipment "Do Not Operate Tags" are to be used by machine operator when they leave machine unattended to indicate equipment problems that could cause further damage or injury.
2. Place tags on door(s).
3. Report reasons for tag-out to mechanic or supervisor
4. Next person(s) attending machine follows lockout procedure.
5. "Do Not Operate Unit #" tags are removed only after equipment is safe to operate.

When operators are fueling up mobile equipment, they will shut the machine off and place Blue "DO NOT OPERATE UNIT #" tag on the door. This allows the fueling of the equipment with the master switch and permits the machine lights to be used in the dark.

LOCKOUT/TAGOUT PROCEDURE

I have read and understood the Lockout and Tagout Procedures.

EMPLOYEE SIGNATURE _____

DATE: _____

LOCKOUT AND TAG-OUT PROCEDURE FOR TRUCK DRIVERS

MISSION STATEMENT:

The “Lock-Out Procedure” is required to protect all personnel where any energy source may endanger the safety of a worker. This procedure is mandatory for all employees and contractors throughout the woodlands operation.

All Employees to follow procedure when performing, cleaning, inspection, maintenance and service activities on all equipment.

Prior to operating / maintaining any equipment, the operator must familiarize themselves with the general and operational safety rules for their particular unit found in the operator’s manual.

LOCK-OUT FOR TRUCK

Isolate all sources of stored energy by blocking, bleeding and rendering harmless, counter weights, springs and flywheel, Master / key switch is shut off and secured.

- | | Initial |
|---|---|
| 1. Place hydraulic components at rest and ensure electrical switches are turned off. | <input style="width: 50px; height: 30px;" type="text"/> |
| 2. Disengage clutch (es) for engine and ensure hydraulic limit switch is disengaged. | <input style="width: 50px; height: 30px;" type="text"/> |
| 3. Turn off master switch (es), remove key from ignition | <input style="width: 50px; height: 30px;" type="text"/> |
| 4. Personal / Named Do Not Operate Tag can only be removed when:
Replaced by another (mechanic, cross-shift, supervisor) before leaving area
When activity is completed and all personnel are clear of danger zone and the truck is safe to operate
The Truck has been properly tagged with the Blue “Do Not Operate Unit #” before leaving area
NOTE: If more than one person is working on the truck, each person must place their own personal / named do not operate tag on the truck. | <input style="width: 50px; height: 30px;" type="text"/> |
| 5. Block any part that you will be working on, which may move or endanger any person after the truck has been stopped – chock wheels if hazard from rolling truck. | <input style="width: 50px; height: 30px;" type="text"/> |

POLICY AND PROCEDURE MANUAL

6. Ensure all components have come to rest “ZERO ENERGY STATE”

A supervisor or other competent person may remove someone’s tag that has been left behind after checking and confirming that the person is not there by filling out a “Personal Warning Tag and Personal Lock Removal” form.

PROCEDURE FOR RUNNING A LOCKED-OUT TRUCK (TESTING MAINTENANCE, ADJUSTING, ETC.) WHITE “ENDANGER LOCK-OUT TAGS” MUST BE USED FOR TESTING PROCEDURES AND REMOVED BY YOU WHEN YOU COMPLETE YOUR WORK OR LEAVE THE EQUIPMENT.

- Only those persons required and qualified to perform tasks will be working on the truck when running
- Designate the person who will be in charge when the equipment has to be running
- Ensure that the blue “Danger Lock-out Tag” has been put in place on or near ignition switch or designated by each person that will be performing these activities on the equipment / vehicle.
- Before starting or entering the truck while it is running or before moving any components to perform these activities, clear communications with all persons involved (make sure that everyone knows what must be done, by whom, when and where each person will be in order to recognize and avoid any potential hazards of personnel being struck or caught in moving equipment / materials).
- Perform lockout procedure immediately when running of truck is completed, unless truck is again safe to operate and all work is completed.

BLUE “DO NOT OPERATE” TAG

1. Blue equipment “Do Not Operate Tags” are to be used by the truck driver when they leave truck unattended to indicate equipment problems that could cause further damage or injury.
2. Place tags on door(s).
3. Report reasons for tag-out to mechanic or supervisor
4. Next person(s) attending truck follows lockout procedure.
5. “Do Not Operate Unit #” tags are removed only after equipment is safe to operate.

Initial

When operators are fueling up mobile equipment, they will shut the machine off and place Blue “DO NOT OPERATE UNIT # “ tag on the door. This allows the fueling of the equipment with the master switch and permits the machine lights to be used in the dark.

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LOCKOUT/TAGOUT PROCEDURE FOR TRUCK DRIVERS

I have read and understood the Lockout and Tagout Procedures.

EMPLOYEE SIGNATURE _____

DATE: _____

LOCKOUT LOCK REMOVAL FORM

REASON FOR REMOVING LOCK _____

DATE: _____

EMPLOYEE NAME: _____

SUPERVISOR CONTACTED: _____

TIME: _____ DATE: _____

POLICY AND PROCEDURE MANUAL

Excavations

Trenches shall be shored or sloped and have access or egress, in accordance with existing legislation.

Prior to excavating, gas, electrical and other services shall be located by the various utilities. Where a known gas or electrical hazard exists, the proper authority shall be requested to provide assistance before work begins.

Equipment not in use, supplies and excavated soil or rock shall be stored or placed a minimum of 1 metre from the edge of the excavation.

Heavy equipment or vehicles shall not be operated or located so as to affect the stability of the walls of the excavation.

Other factors to consider for the prevention of cave-ins include soil type and moisture content, weather conditions, and previous excavations.

No worker shall be in a trench or excavation alone unless there is another worker immediately adjacent at the surface.

Trenches and excavations left open overnight must be fully barricaded, posted with traffic warning signs and adequately lighted with warning lights. Trenches must be closed up as quickly as operations will permit.

Vehicles and Heavy Equipment

Operators

Only authorized, trained employees shall be permitted to drive or operate company vehicles or equipment

Operators shall possess a valid driver's license of the proper classification.

Operators must know and understand instructions in the operator's manual and other safety instructions provided. The operator's manual shall be kept either in the vehicle or on site.

Treat equipment with respect and know the capacity or limitations of the equipment.

When on the project site, Operators shall wear hard hats and safety boots and other personal protective equipment as may be required.

Avoid wearing loose clothing, ties and jewelry and secure long hair while operating equipment

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Cabs shall be kept clean and loose objects secured.

Operators shall be satisfied that the equipment is in safe working condition at all times. Daily inspections of the equipment shall be performed and recorded in the Log Book. Report deficiencies promptly to the supervisor.

All safety devices must be checked by the operator before operating the equipment. Never remove any safety guards or use equipment from which they have been removed.

Operators shall follow safe reversing/backing up procedures. Signalers shall be used and obeyed, where appropriated.

Any time the operator's view of the intended path of travel of any part of it or its load is obstructed, the operator shall be assisted by a signaler.

Equipment shall not be left unattended

- while running or without removing key from ignition;
- with bucket, blade or forks raised; and,
- without having brakes applied or securing against movement.

Operate at safe speeds and in accordance with the Ontario Highway Traffic Act.

Seat belts shall be provided and worn in accordance with the Ontario Highway Traffic Act.

Employees shall ride upon adequate seating securely attached within the vehicle. Operators shall not permit more employees to ride than for which there is seating or equipment is designed. No Riders.

The 3 point contact method (one hand and two feet or two hands and one foot) shall be used for mounting and dismounting vehicles. All steps and handholds shall be kept in good condition, clean and free from debris, snow and ice. Employees shall not jump from their vehicle. Employees shall not board or alight from vehicles/equipment while in motion.

Traffic Control Persons shall be obeyed.

Refueling

Gasoline or diesel engines shall not be refueled indoors or while running or while hot, unless refueling is conducted in an indoor area specifically designed to permit this type of operation and proper authorization is provided.

Fuel must be handled and stored in approved safety containers only.

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Smoking is prohibited while handling fuel and in fuel storage areas.

Maintenance and Maintenance Shops

Every vehicle or equipment shall be inspected at least annually.

Vehicles/equipment not ready for release to operations must be appropriately signed, warning against operation.

When working under raised vehicles/equipment, approved stands must be used to support the weight of the vehicle. Do not rely on jacks, hoists or hydraulic cylinders.

When working under the body of a dump truck, secure safety blocks must be used to support the weight of the dump body.

When working under a scraper bowl or apron or under a dozer blade or loader bucket, substantial wooden blocking must be used as support for the raised member.

Engine hoods, doors or covers must be secured open.

Prior to repairs, cleaning, adjustments, lubrication or cleaning jammed objects from within equipment, LOCK-OUT/TAG OUT procedures must be followed.

Precautions must be taken when working around hot equipment such as exhaust pipes or manifolds. Allow parts to cool or cover with a wet tarp.

Internal combustion engines must not be operated unnecessarily indoors, and ventilation systems must be kept in complete operational condition.

Wear personal protective equipments such as goggles, aprons, safety shoes, welders masks and gloves, where required.

Gasoline and solvents shall not be used for cleaning hands or as a general cleaning solution.

1. Special precautions are to be taken around storage batteries including:
2. No smoking or open flame near lead acid batteries, as released oxygen and hydrogen in the air form an explosive mixture. Caution should be exercised to prevent electric spark while working with this type of battery.
3. When handling acids, caustics or other corrosive or toxic chemicals wear proper protective clothing, gloves, goggles and face protection.
4. Eye wash equipment shall be readily available for use in the vent of accidental splash to the eye
5. A solution of water and baking soda for work on lead acid batteries shall be maintained and readily available for neutralizing spills.

6. Ensure adequate ventilation is provided.

Traffic Control

When required, traffic shall be directed in accordance with the guidelines in the Ministry of Transportation Traffic Control Manual for Roadway Work Operations.

All traffic control persons (flaggers) will be instructed in traffic control using the “guideline for Training Traffic Control Persons”. A Copy of the “Handbook for Traffic Control Persons” will be reviewed with and provided to the traffic control person.

All traffic control signs, materials, devices and equipment (including personal protective equipment) shall meet legislative requirements and be maintained in clean condition.

Traffic control practices and equipment shall be reviewed and inspected frequently.

Offices

Desk and file cabinet drawers must be closed when not in use.

Never overload top file drawer or open more than one file drawer at a time. File cabinet may tip.

Floors shall be free of tripping hazards such as extension cords, loose floor coverings or boxes.

Do not tilt chairs off support feet while sitting in them.

Electrical office equipment must be properly grounded, maintained and not used in overloaded circuits.

Defective or faulty furniture or equipment must not be used until repaired.

Photocopiers are high voltage equipment and must be serviced by a qualified person. Internal surfaces may be very hot. Follow manufacturer’s instructions carefully for removal of jammed paper.

POLICY AND PROCEDURE MANUAL

**WRITTEN MEASURES & PROCEDURES FOR WORKING NEAR OVERHEAD
 WIRES**

COLUMN 1	COLUMN 2
<i>Nominal phase-to-phase voltage rating</i>	<i>Minimum Distance</i>
750 or more volts, but no more than 150, 000 volts	3 metres
More than 150,000 volts but no more than 250,000 volts	4.5 metres
More than 250,000 volts	6 metres

If a crane, similar hoisting device, backhoe, power shovel other vehicle or equipment is operated near an energized overhead electrical conductor and it is possible for a part of the vehicle or equipment or its load to encroach on the minimum distance listed in the above chart then the constructor must create a method of written measures and procedures for the workers to follow:

THESE MEASURES INCLUDE TAKING THE FOLLOWING PRECAUTIONS TO PROTECT WORKERS:

Adequate warning devices, visible to the operator and warning of the electrical hazard, shall be positioned in the vicinity of the hazard.

The operator shall be provided with written notification of the electrical hazard before beginning the work.

A legible sign, visible to the operator and warning of the potential electrical hazard, shall be posted at the operator's station. (Backhoe operators & Truck drivers)

A competent worker, designated as a signaler, shall be stationed so that he or she is in full view of the operator and has a clear view of the electrical conductor and of the vehicle or equipment, and shall warn the operator each time any part of the vehicle or equipment or its load may approach the minimum distance.

If contact is made with an overhead wire then the operator must remain in the machine & the signaler must stay clear of the machine and get help. Only when a competent electrician or hydro worker gives the "all clear", can the operator then safely dismount the machine or vehicle.

These written measures & procedures will be made available to every employer on the project, and the employer shall provide a copy of the written measures & procedures to the worker, & explain them to him/her. The worker shall follow the written measures & procedures.

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NO SMOKING POLICY

This policy applies to all employees including all Contractors. Contractors must comply with All Regulations/Legislation as outlined in the Contractor's Compliance Agreement.

Policy Statement

The Employer will provide a smoke free environment for all workers by eliminating smoking in the workplace.

By definition of the Act, "enclosed workplace" means the inside of any place, building or structure or vehicle or conveyance or a part of any of them,

- (a) that is covered by a roof, and
- (b) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, but does not include a place that is primarily a private dwelling.

Therefore, effective May 31, 2006, the Employer will become a smoke free workplace. Smoking will not be allowed in any of the following:

- Buildings
- Shops
- All Company Vehicles/Trucks
- All Equipment

Smoking will only be permitted in conjunction with the Forest Fire Prevention Act R.S.O. 1990.

All Employees, including Contractors are expected to comply with this policy.

General

Smoking in the workplace will not be tolerated and infractions will be dealt with immediately through the Disciplinary Policy.

REFERENCE DOCUMENTATION:

- Smoke-Free Ontario Act
- Forest Fire Prevention Act R.S.O. 1990
- Company Policy and Procedures

WORKPLACE VIOLENCE AND HARASSMENT POLICY

The management of B.J. Halow & Son Constructors Ltd is committed to the prevention of workplace violence and harassment and to providing a work environment in which all individuals are treated with respect and dignity. The management is ultimately responsible for worker health and safety.

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence and harassment, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Application

Violent behaviour or harassment in the workplace is unacceptable from anyone. Managers, supervisors and workers are expected to adhere to this policy and the supporting program, and will be held accountable by the employer.

Definitions

Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is know or ought reasonably to be known to be unwelcome.

Roles and Responsibilities

B.J. Halow & Son Constructors Ltd. Will:

- ensure this policy and the supporting program are implemented and maintained
- provide the appropriate information and instruction to all workers and supervisors to protect them from violence or harassment in the workplace.

Management and supervisors will:

- take reasonable steps to protect workers from all sources of workplace violence or harassment

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- investigate and deal with all concerns, complaints, or incidents or workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.
- Ensure that measures and procedures are followed by workers

Workers will:

- work in compliance with this policy and the supporting programs
- be encouraged to raise any concerns about workplace violence or harassment and to report any incidents.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed _____
President / CEO

Date: _____

Revised by: _____

Signature: _____

Date: _____

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JOB SAFETY ANALYSIS

Job Safety Analysis Evaluation Form

Company/Operation: _____ Date: _____ By: _____

Task	Personal Performing Task	Hazards	PPE Required	How to prevent injury/incident	Employee/Supervisor Initials

Job Safety Analysis

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Workplace Inspection Report

Inspection Location:

Inspectors:

Copies to:

Worker Rep:

Date:

Hazard Classes : A- May cause **major** injury

B – May cause **Moderate** injury

C – May cause **Minor** injury

Item & Location	Hazard Class	Repeat	Recommended Action	Person Responsible	Date
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