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MULTI-RESIDENTIAL · COMMERCIAL BUILDINGS

# 2025 Health & Safety Program



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#### **ELEMENT 1: HEALTH & SAFETY POLICY**

#### **Policy**

At Empire Masonry, our goal is to provide and maintain a healthy and safe work environment for all employees and trade partners. While this policy aligns with applicable legislation, Empire Masonry will take all necessary steps to comply with and adhere to all relevant regulatory agencies to prevent incidents, injuries, and illnesses in our workplaces.

We acknowledge and support that our employees and trade partners have the right to know, the right to participate, and the right to refuse unsafe work.

The Empire Masonry Management Team is responsible for the health and safety of our employees, trade partners, and visitors. Supervisors are trained and held accountable for ensuring that their teams follow this policy. Supervisors and managers must provide workers with the proper tools, training, and knowledge to perform their tasks safely. They are also responsible for conducting regular inspections, hazard assessments, and ensuring the availability of appropriate equipment, Safe Job Procedures, and other safety systems.

Management is dedicated to fostering a collaborative environment to promote health and safety. Workers must understand their duties and responsibilities, seeking clarification from supervisors as needed. They must work safely and adhere to all regulatory rules and regulations, promptly addressing or reporting any unsafe conditions to their supervisor. All incidents, injuries, or unsafe conditions must be reported immediately to a supervisor.

Empire Masonry is committed to preventing bullying and harassment. Our separate bullying and harassment policy supports a safe and healthy work environment for all employees and trade partners.

This Health and Safety Policy will be reviewed annually in consultation with Empire Masonry employees to ensure it meets legal requirements and incorporates program improvements. Employees are encouraged to participate in the annual review and provide feedback for revisions and modifications to the OHS Program. Our commitment is to ensure that everyone can work safely and return home safely every day.

June 2, 2025	Christina Marwood	
Date	, Owner	



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#### **Roles & Responsibilities**

Our Safety Responsibilities includes, but not limited to:

- Creating, maintaining, and producing the Health, Safety and Environmental Program to meet the applicable Regulatory Agency Regulations and Federal, Provincial and Local Regulation requirements. Most importantly, establish the policy and guidelines for all workers to work in an efficient, cooperative, safe, and healthy manner.
- Providing leadership to Superintendent's personnel in aiding them to implement the OHS Program.
- Providing the tools (signage, equipment, forms, statistics, training, etc.) necessary for fulfilling the OHS Program obligations but also for safety promotion and education.
- Reviewing the OHS Program on a regular basis as required and adjusting maintain the OHS Program's effectiveness.
- Observing and reporting Company and Industry's trend in safety and incident prevention and make findings available to all workers.
- Collecting and maintaining Company Incident Statistics and making findings available to all personnel.
- Reviewing all incident investigation reports to ensure they are serving their intended purpose and initiate change to prevent incidents from reoccurring.
- Managing the Health, Safety and Environmental Program in the same manner as any other of our important business activities.
- Taking disciplinary action when required.
- Ensuring that employees understand that the use of drugs or any kind or consumption of alcohol onsite may be grounds for immediate dismissal.
- Ensuring that all employees understand that Bullying and Harassment in the workplace is a serious offence and will not be tolerated.
- If any work is to be done that may endanger a worker, ensure that the work is performed by a competent worker or by a worker who is working under the direct supervision of a competent worker.
- Ensuring that workers are trained in the safe operation of the equipment they are required to operate.
- Ensuring that all equipment used at a workplace is maintained in a condition that will not compromise the health or safety of workers using or transporting it, will safely perform the function for which it is intended or was designed, is of adequate strength for its purpose, is free from obvious defects.
- Arranging for the use, handling and storage of articles and substance in a manner that protects the safety and health of all workers.
- Providing safe means of entrance and exit to all work areas.

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• Demonstrate an active, visible, and professional safety leadership role always

#### All Employees

All employees - from the President to on-site workers - share responsibility for fostering and promoting a safe and healthy work environment for themselves, their fellow employees, trade partner workers, visitors, and the public. All Employees will:

- Actively promote and comply with the Company's Safety Program
- Demonstrate an active, visible, and professional safety leadership role always.

#### **Management & Supervisory Personnel**

Management and Supervisory Personnel will provide overall leadership and support. Their responsibilities are:

- Implement and promote Empire Masonry Health and Safety Program, Safe Work Practices and Safe Job Procedures to ensure that no personnel are exposed to unsafe conditions or unsafe work activities.
- Participating in periodic meetings for the purpose of reviewing health and safety activities and accident trends and determining necessary actions to achieve health and safety goals.
- Supporting and directing the actions necessary for the effective implementation and compliance with Empire Masonry Health and Safety policies, procedures and with WorkSafeBC requirements.
- Informing Empire Masonry employees and sub-trades of any potential or actual dangers to their health and safety.
- Conduct a First Aid Assessment and Provide First Aid Facilities in accordance with WorkSafeBC Regulations.
- Ensure all employees are provided with specialty PPE and the PPE requirements are enforced
- Providing instruction to all employees in safe work practices, rules and policies.
- Keeping appropriate records and statistics.
- Inspections of new work areas prior to commencement of work.
- Conducting hazard identification, risk assessments and implementing controls to minimize employee risk.
- Conducting on-going daily formal inspections. Inspections will include work areas, equipment, tools, work methods and practices.
- Taking immediate action to correct sub-standard practices and conditions identified through inspection or reported to management/supervisory personnel.
- Investigating or ensuring the investigation of accidents and near misses for the purpose of identifying causes and implementing corrective actions.
- Immediately notify Management of any serious incidents.



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- Any incidents involving members of the public must be reported immediately to management.
- Ensuring a Empire Masonry representative accompanies WorkSafeBC officers when they are
  performing inspections and that WorkSafeBC officers are not obstructed in the performance of
  their duties.
- Providing access to copies at each job site of the WorkSafeBC Occupational Health & Safety (OHS) Regulations and the Empire Masonry Safety Program.
- Posting copies of all WorkSafeBC Inspection Reports at the job site and forwarding copies to head office at the earliest opportunity.
- Authorizing and implementing compliance if any regulatory infractions are noted on a WorkSafeBC inspection report.
- Coordinating job site health and safety activities with any subcontractors, as may be appropriate.
- Ensuring that Empire Masonry has an active Joint Occupational Health & Safety Committee as required by OHS Regulations.
- Ensuring that there is an adequate supply of appropriate personal protective equipment (PPE) and clothing provided and used as required.
- Providing all required first aid and emergency facilities and establishing and communicating emergency procedures to site personnel.
- Ensure employees are trained and all workers are orientated to the project site and safety practices and procedures.
- Report serious incidents to the proper regulatory authorities and Empire Masonry Safety Department.
- Act as required to immediately correct unsafe conditions or actions.
- Discipline any employee willfully disregarding or contravening it.
- Ensure monthly Joint Occupational Health and Safety (JHSC) Committee meetings with Trade Partner's Representatives are conducted
- Review JHSC Meetings minutes to ensure that meaningful direction is being provided.
- Participate and review workplace Inspection Reports and Incident Investigation Reports
- Review all regulatory body documentation received and issued, ensuring that the OHS Manager receives these documents in a timely manner.
- Arrange and participate in all Project Hazard Assessments at the beginning of each project, quarterly, and as required when conditions of the project change
- Ensure all Empire Masonry Employees complete a daily FLHA (Field Level Hazard Assessment) and conduct periodic spot checks for quality assurance
- Conduct regular inspections of the workplace as required within the Empire Masonry OHS Program
- Participate in Empire Masonry Toolbox meetings weekly, or more often, if deemed necessary

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- Ensure that each Trade Partner worker receives a Company Safety orientation at each job site.
- Request the assistance of the Project Manager to enforce the Company OHS Program if Trade Partners are uncooperative.
- Demonstrate an active, visible, and professional safety leadership role always
- Ensuring daily safety meetings and weekly Toolbox Talks are conducted to:
  - a) Discuss hazards and safety controls to minimized injury risk for tasks.
  - b) Provide on-going health and safety education/training.
  - c) Review and implement corrective action to eliminate unsafe practices and conditions.
  - d) Encourage safety suggestions from employees and sub-trades.
  - e) Ensuring WHMIS controlled products are identified and labeled, and that appropriate Safety Data Sheets (SDS) are readily available on site.
  - f) Evaluating health risks and implementing effective occupational hygiene measures to protect the health of employees and sub-trades.
  - g) Practicing good due diligence that includes all necessary documentation.
  - h) Maintaining responsible relations with members of the public and persons from neighboring properties to minimize any inconvenience that may result from construction or demolition activities.
  - i) Protecting the public using barricades, fences and overhead protection as well as qualified traffic control persons for directing traffic on public roads.
  - i) Setting a good example.

#### Foreman

Foremen will ensure that the Company OHS Program is fully complied with by all workers under their supervision. Foremen will:

- Instruct workers in safe work practices to follow and job conditions to maintain.
- Ensure workers have the appropriate training for the tasks assigned.
- Monitor workers to ensure that instructions are being followed and take corrective action where necessary.
- Ensure that all appropriate personal protective equipment (PPE) is available and used.
- Ensure the instruction of all new Company workers on general job site rules, safe work practices and job procedures.
- Ensure that FLHAs are completed and reviewed as per Company Policy.
- Ensure Toolbox Talks and any other appropriate or required safety talks are held, attended and minutes kept.
- Ensure that all injuries are promptly and properly reported to the Superintendent.
- Participate in incident investigations.

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- Assist the Superintendent with safety inspections and JHSC as required.
- Demonstrate an active, visible, and professional safety leadership role always

#### **Company Workers**

Workers must know and comply with Empire Masonry Policy, Safe Work Practices and Procedures. They must cooperate fully with the Superintendent, Site Safety Coordinators and take all precautions to avoid exposing workers to unsafe conditions or actions. The Worker's Responsibilities includes, but not limited to:

- Understand and follow Empire Masonry Policy, Safe Work Practices and Procedures and update as required or as hazards or conditions change.
- Understand and follow Empire Masonry Safety Rules.
- When working on projects complete a Daily Field Level Hazard Assessment.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- Wear all required PPE in accordance with Safe Work Practices and Procedures or as directed by the Site Superintendent or Safety Coordinator.
- Maintain good housekeeping in own area.
- Report incidents, unsafe conditions, and unsafe acts to the Site Superintendent or Site Safety Coordinator.
- Act as required to immediately correct unsafe conditions or actions.
- Attend and participate in employee safety meetings.
- Cooperate and participate in the Empire Masonry return to work / Injury Management Program.
- Understand that the use or influence of drugs or alcohol during working hours may be grounds for immediate dismissal.
- Refuse any stop any work that puts them or others in imminent danger.
- Demonstrate an active, visible, and professional safety leadership role always.

#### Safety Coordinator/First Aider

The first aid attendant shall assist in the ongoing safety efforts in the workplace through efforts in promoting health and safety amongst all employees and Trade Partners. This basic responsibility includes, but is not limited to the following:

- Know and comply with Empire Masonry Policy, Safe Work Practices and Procedures.
- Administer First Aid as required.

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- Ensuring that adequate first aid equipment is available, first aid room in neat, clean, and properly stocked and meets all legislative/regulatory requirements.
- Coordinate the transportation of injured workers to a physician's office or hospital.

The Safety Coordinators will enforce our overall Company OHS Program, Policies, Work Practices and Job Procedures. They must cooperate with the project management employees and complete all necessary investigations and reporting.

The Site Safety Coordinator Responsibilities includes, but not limited to:

- Be a resource to the Superintendent
- Maintain public safety and site cleanliness always.
- Conduct site specific safety orientations to all workers entering the workspace.
- Read/understand and enforce Empire Masonry OHS Program.
- Promote a culture of job site safety, where safety is everyone's responsibility.
- Regularly monitor health, safety and environment orientations for all new site workers and visitors.
- Facilitate and participate in site inspections and implement corrective action, as required.
- Conduct hazard assessments, incident investigations and risk assessments, as required.
- Take steps to eliminate or control the hazard or risk and notify the Site Superintendent immediately.
- Ensure all corrective actions for site inspections and investigations are undertaken and completed.
- Ensure that all incidents, incidents, near-misses and injuries are reported immediately to all appropriate parties
- Discipline any workers willfully disregarding or contravening it while following the Progressive Disciplinary Program
- Conduct regular health, safety meetings and record attendance and minutes for the meeting as required.
- Participate in all site inspections and investigations.
- Act as a Site Injury Management Coordinator in conjunction with the Site Superintendent and Director of OHS
- Prepare and maintain documentation, reports and the Safety Management System (SMS) for your project site.
- Keep management updated on safety issues that arise.
- Assist in the development of site-specific safe work practices and procedures.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- Know and maintain compliance with the Construction Fire and Safety Plan.



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- Act as required to immediately correct unsafe conditions or actions.
- Keep up to date with of changes to the OHS Regulation and industry safety trends and training.
- Complete FLHA's Spot checks and assisting workers in completing them.
- Develop site-specific emergency response plans, maintain all site safety signage, supplies, and equipment.
- Post site safety map identifying the first aid room, muster stations, air horn/radio locations.
- Conduct quarterly tool & equipment inspections.
- Obtain and review fall protections plans, safe work practices, hazard assessments, etc. from trades.
- PPE Distribution to Empire Masonry employees
- Coordinate Empire Masonry employee training for fit tests, fall protection, hearing tests etc. with the Safety Administrator and Director of OHS when required.
- Audit and ensure all First Aid Supplies and keep the First Aid Room clean
- Maintain safety horn boxes. (Emergency Stations) and inspect/tag all fire extinguishers monthly
- Conduct annual emergency evacuation drills
- Keep your own daily log
- Other Site Safety Tasks as assigned by the Superintendent or Designate
- Demonstrate an active, visible, and professional safety leadership role always.

#### **Trade Partners**

Trade Partners will establish a Health, Safety and Environmental Program for all their workers and ensure that they are not exposed to unsafe conditions or actions. All Trade Partner workers must be aware of Empire Masonry OHS Program and cooperate fully with the Site Superintendent and Site Safety Coordinator. Trade Partner Responsibilities includes, but not limited to:

- Establish, implement, and enforce a Health, Safety and Environmental Program in accordance with the Empire Masonry OHS policy and OHS Regulations onsite and be readily available for its own work force:
- A Company Safety Supervisor onsite always.
- Complete Daily Site Inspections of own areas to prevent hazardous conditions.
- Prepare written Safe Work Practices and Job Procedures as required.
- Conduct daily and weekly Toolbox Safety Meetings
- Conduct Incident Investigations as required with reports forwarded to the Site Safety Coordinator.
- Ensure training and orientation of workers on safety and work procedures.
- Provide safety related equipment for own work force.

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- Ensure proper PPE for all workers is made available.
- Develop and implement all required Emergency Response Plans
- Know and comply with Empire Masonry Site Safety Rules, Fire and Safety Plan.
- Know and comply with safety and WHMIS Legislation and Regulation.
- Maintain good housekeeping in own areas.
- Report all incidents, unsafe conditions, and unsafe acts to Empire Masonry Supervisors or Site Safety Coordinator
- Act as required to immediately correct unsafe conditions or actions.
- Appoint a safety representative that is to attend and participate at Safety Committee Meetings as called by the Site Superintendent or the Site Safety Coordinator.
- Inform the Site Superintendent well in advance of work practices or procedures and materials that could create additional or special hazards.

#### **Suppliers**

The Supplier will ensure that workers are not exposed to unsafe conditions or actions. All Suppliers must be aware of Empire Masonry OHS Program and cooperate fully with the Site Superintendent and Site Safety Coordinator. The Supplier's Responsibilities includes, but not limited to:

- Comply with all Site Safety Rules, Fire and Safety Plan.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- All hazardous products delivered to the site are to be properly labeled and be accompanied by an SDS in accordance with WHMIS / GHS Regulations.
- Wear the required PPE always while on the construction site.
- Demonstrate an active, visible, and professional safety leadership role always

#### **Visitors**

All Visitors must understand Empire Masonry OHS Program and cooperate fully with Policies, WorkSafeBC requirements and should ensure the following:

- They report to the Site Office immediately after they arrive onsite for directive from the Site Superintendent.
- No entry into work areas without proper authorization and site-specific safety orientation.
- Compliance with our OHS Program and all applicable Regulatory Body Rules and Regulations.
- Wear the required Personal Protective Equipment.
- Report all incidents to the Site Superintendent, Site Safety Coordinator or First Aid Attendant.



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• Report any unsafe conditions or practices observed as soon as possible to the Site Superintendent.

• Demonstrate an active, visible, and professional safety leadership role always.

## SAFE WORK PRACTICES



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## **ELEMENT 2 Workplace Hazard Assessment & Control**

#### **Policy**

Identifying and controlling hazards is a high priority at Empire Masonry and while this responsibility rests with the Managers and Supervisor, everyone must participate. It must be an on-going process of continual assessments for improvements. Some common construction hazards are well known to the industry, none the less, site specific hazards must be identified. Some hazards may have been previously overlooked or may be created as a result of on-going or new work processes.

Every Empire Masonry employee and all subcontractors' employees, must identify hazards, correct the hazard, if possible, to reduce the risk and report the hazards as they encounter them. Steps can be taken to reduce the risk of injury through hazard control only if hazards are identified. All Empire Masonry employees and subcontractors needs to conscientiously take part in this process. Being alert to the possibility of hazards is a necessary part of the process of eliminating hazards.

All Empire Masonry employees and sub-contractor employees must continuously:

- Identify Hazards
- Control the hazard immediately if possible
- · Report any hazards they encounter to their supervisor

Each project will have a site-specific hazard assessment and for any task that presents a significant risk a written job hazard analysis will be undertaken.

Some tasks may require the involvement of an external consultants. Examples of such tasks are Confined Spaces, Exposure Control Plans, Hazardous Materials surveys, etc.

#### Hazard Identification & Risk Prioritization Process

Hazard assessments will be completed for the following:

- All new sites, sites in which the processes or conditions change
- All new tasks introduced to the work force.
- The shop and Office

Hazard assessments will be completed in conjunction with the Safety Manager, the Project Manager and the Site Supervisor. A site visit may be required to assess all hazards. Hazards will be given a rating and controls developed prior to work commencing in site. All workers will have access to this Hazard Assessment if requested.

#### Step 1 – Task

Identify the tasks to be performed. Questions to consider:

- What tasks are scheduled for today/this shift?
- Are we the only crew working in the area?

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What tasks will other crews be performing around us?

How will our tasks impact our workers and those working around us?

#### Step 2 – Hazards

Identify the hazards associated with the tasks. Questions to consider:

- What equipment and materials will we be working with?
- What equipment and materials will we be exposed to that other crews will be working with?
- What are the weather conditions?
- Has the physical environment of the site changed since yesterday or the last shift?
- Has the appropriate training been provided to workers for the scheduled tasks?

#### Step 3 – Rank

Rank the risk level of the hazards (severity & probability).



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#### ASSESS THE SEVERITY (1 - 4)

- 1. Extreme Danger causing death, permanent impairment
- 2. Serious severe injury or illness, property damage
- 3. Minor non-serious injury, illness, or damage
- 4. N/A not applicable

#### ASSESS THE PROBABILITY (A - D)

- A. Probable likely to occure immediately or soon
- B. Reasonably Probable likely to occure eventually
- C. Remote could occur at some point
- D. Extremely Remote unlikely to occur

#### **ASSIGN THE RANK**

(e.g., 1A, 2C,3B, etc.) (High, Moderate, Low)

#### PRIORITIZE THE HAZARDS



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RISK LEVEL ASSESSMENT MATRIX				
Hazards are assessed for risk by considering the SEVERITY &				
PROBABILITY of the hazard causing injury or damage.		3 - LOW 2 - MODERATE 1 - HIGH CONCERN/STRESS MEDICAL AID FATALITY/CRITICAL ILLNES		
ΙΤΥ	C - UNLIKELY (Unlikely to occur)	LOW	LOW	MODERATE
PROBABILIT	<b>B</b> - <b>LIKELY</b> (Likely to happen)	LOW	MODERATE	HIGH
PRC	A - CERTAIN (Almost certain)	MODERATE	HIGH	HIGH
		>>> RISK RATIN	NG < < <	
LOW - Continue working with controls in place				
MODERATE - Report to Supervisor to discuss controls and develop plan				
HIGH - Stop all work and develop a plan				

### THE FOLLOWING SCALE IS USED TO RANK HAZARDS

**HIGH** – causing death, permanent impairment

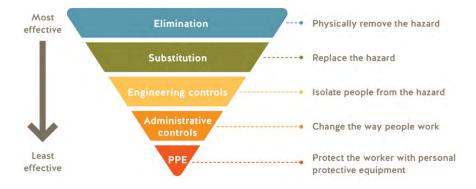
**MODERATE** – severe injury or illness

LOW - non-serious injury, illness, or first aid

#### Step 4 – Controls

Apply the hierarchy of controls & re-rank.

Once Hazards are identified and Risks prioritized, control measures must be implemented to eliminate or reduce the likelihood and/or severity of the hazard/risk. Control measures will be selected based on the following hierarchy.





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#### **Elimination or Substitution**

Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one.

When considering these options, ask yourself:

- Can I find safer ways to perform the task? For example, if falling is a hazard, eliminate the risk by storing stock at lower heights so workers don't have to climb ladders to reach the goods.
- Can I use something less harmful? For example, if chemical-heavy industrial cleaners are a hazard, consider substituting cleaners made with vinegar, salt, borax, or baking soda. Just make sure the substitutions don't create new hazards.

#### **Engineering Controls**

If you can't eliminate the hazards or substitute safer alternatives, engineering controls are the next best options. These involve using work equipment or other means to prevent workers from being exposed to a hazard. Engineering controls are physical changes to the workplace and may include equipment guarding, guardrails, traffic control lanes and barriers between vehicles and pedestrians, and many other options.

For example, while working at heights cannot be avoided in construction, guardrails can be installed to prevent falls from happening. Guardrails are an example of an engineering control.

#### **Administrative Controls**

When engineering and purchasing controls are not adequate to control the hazard or are not practicable to use, the next priority will be to use administrative controls.

Some examples of administrative controls:

- Establishing safe methods or performance through written work procedures
- Posting signs and using other means to communicate hazards and increase awareness.
- Changing work practices so that workers are located away from hazards.
- Using job rotation to reduce exposure.
- Ensuring adequate supervision of hazardous work
- Using correct job placement so workers are not at risk due to physical limitations.
- Training personnel so they can adequately identify and deal with hazards.

Administrative controls involve identifying and implementing safe work procedures so your workers can perform their job duties safely. The findings of your risk assessment will form the basis of these safe work procedures.

Examples of administrative controls include implementing person-check procedures and prohibiting the use of mobile phones while workers are driving.



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#### **Personal Protective Equipment**

Using personal protective equipment (PPE) is another important control to protect workers.

PPE and clothing will reduce the risk of injuries such as:

- Cuts, abrasions, and burns: by using gloves, coveralls, power saw pants or chaps, etc.
- Foot Injuries: by wearing protective footwear, e.g. safety toed boots.
- Falls: by using fall protection devices, e.g. harness & lifeline.
- Hearing loss: by wearing earmuffs and/or plugs.
- Respiratory ailments: by using respirators.
- Skin Irritations & Disease: by using barrier creams, gloves, coveralls, etc.
- Leg/knee contact stress: by using protective knee pads.
- Eye and Face injuries: by using protective eyewear e.g. approved safety glasses, goggles, face shields, etc.

For example, while working with toxic chemicals may be necessary in certain workplaces such as laboratories, the use of PPE such as protective eyewear and gloves will help to reduce the exposure risk.

#### Step 5 - Training

Communicate safe job procedures.

- Review the hazard assessment
- Allow for questions
- Document the communication
- Repeat or update hazard assessments at reasonable intervals or if any conditions change.
- Indicate reassessments with a time stamp or note.

#### Remember to Reassess:

- When any conditions change
- When a new process is introduced
- When a process changes
- Before additions or alterations to a work site
- When work resumes (post break)

#### **Hazard Types**

The types of hazards that may be present on job sites are:

#### **Physical Hazards**

- Crushing forces (e.g., getting caught in machinery or equipment)
- Cuts (e.g., getting cut by saws, grinders etc.)



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• Falls from heights (e.g., falling from ladders, into excavations etc.)

Excessive noise (e.g., working near equipment and machinery)

Impact forces (e.g., falling heavy objects)

Heat stress (e.g., exposure to UV radiation, humid, hot weather)

Cold stress (e.g., working in near zero, wet, cold and/or windy weather)
 Material handling (e.g., excessive bending or unassisted lifting of heavy objects)

Airborne particulate (e.g., dusts, particles etc. that can cause eye injury)
 Pinch Points (e.g., hands or fingers caught in rotating equipment)

#### Chemical Hazards

Corrosives (Acids and bases that can burn skin)

Oxidizers (compressed oxygen that can add oxygen to a fire)
 Skin irritants (solvents, paints etc. that can dry out the skin)
 Lung irritants (Irritant dusts, welding fumes, mists etc.)

• Toxic materials (poisons that cause illness or death, silica)

Reactive materials (chemicals that explode if shaken or dropped or give off

dangerous products when mixed with other materials.

#### **Biological Hazards**

Needles and condoms (found occasionally on site, may carry infectious disease

requires special handling procedures.)

• Body Fluids (when treating injured workers who may have an infectious disease or

handling medical waste - needles, syringes etc.)

#### **Phycological Hazards**

Harassment or Violence (e.g., a worker inappropriately touching, verbal or physical)

• Fatigue (e.g., Extended hours or work days in a row)

• Stress/Mental Stress (illness, financial difficulty, divorce, loss of loved one

#### Hazard Classification

All hazards can be classified as follows:

#### High Risk Hazard

A condition or work practice with the potential to cause permanent disability, loss of life or significant property or equipment damage. A High severity and/or frequency, condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material. These hazards require immediate corrective action!

All hazards that involve the exterior property to the project (e.g. public person or property) are deemed an "H" hazard and must be corrected immediately.



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#### Moderate Risk Hazard

A Moderate severity and/or medium frequency, conditions or practices likely to cause serious injury or illness resulting in temporary disability or property damage (within the project boundaries) that is disruptive but not extensive. These hazards require prompt but not immediate corrective action.

#### Low Risk Hazard

A Low severity and/or frequency, conditions, or practices likely to cause minor (non-disabling) injury or illness or non-disruptive but not extensive. These hazards require corrective action within a maximum of two (2) days but should be resolved earlier if possible.

#### Pre-Jobsite Hazard Assessment

Prior to the start of any new project or job, a Manager, Supervisor, and safety representative for the project, with the support of the Joint Health and Safety Committee, and/or external consultants as needed, will perform a Pre-Job Hazard Assessment to identify hazards in the workplace and assess the associated risks, resulting in an action plan to control these risks.

The Pre-Job Hazard Assessment and Control Plan process will identify, assess, and control critical tasks. This will also help to determine the training, equipment, tools and/or materials needed to complete the job safely. Critical tasks that are identified and form the base of our Safe Job Procedures included in our OHS Program.

Pre-Job Hazard Assessments will be conducted regularly, as the job progresses at the office and yard, and updated as required to prevent the development of unsafe or unhealthy working conditions. This form, once completed, will be reviewed with workers, shall be posted on site, and be readily available through each phase of the project. The frequency between JHA depends on conditions, duration and people. As moderate to high risks tasks and environments change updates will be completed.

#### Field Level Hazard Assessment (Daily)

FLHA's are required to be completed daily prior to work and as tasks change, all personnel, including trade partners, will review and assess the work areas and specific tasks to ensure hazards are identified and proper controls are implemented.

Complete a Field Level Hazard Assessment (FLHA) form, then review it with all workers involved in that task. Supervisors must ensure that workers understand the hazards and risks involved in their scope of work for the shift/day and how to carry out their job safely.

To perform a Field Level Hazard Assessment:

- 1) The workers involved are to proceed to the work area. To be effective, FLHAs must be done at the work front where the work area can be observed
- 2) Fill out the general information on the top of the card (name, date, project, location, job description, etc.)

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- 3) Review the hazard list. Any hazard identified on this side of the card must be dealt with on the flip side of the card
- 4) Break down the task into steps
- 5) Identify the hazards in each step, who is affected, and the type of harm/damage
- 6) Review the Critical Tasks section of the card. Critical Tasks are tasks that require an extra step before the job begins.
- Evaluate the Risks associated with these hazards, by estimating the possibility of occurrence, and severity of outcome
- 8) Develop appropriate control methods for these Risks following the Hierarchy of Controls, prioritizing prevention methods.
- 9) Review applicability and effectiveness by assessing the residual (remaining) risks, and add further controls as necessary
- 10) Communicate to all affected parties, and follow up on closure of any pending action items

#### **Critical Tasks**

Critical tasks have been identified from reviewing hazard assessments, safe job procedures, safe work practices, previous incidents/near misses and as part of the JHSC. Once a year, the committee will review any new tasks/safe job procedures and determine if they belong on this list.

The following tasks have been deemed to be critical:

- 1) Leading Edge Work
- 2) Hydro Mobile
- 3) Scaffolding
- 4) Wet or Dry Masonry Saw
- 5) Traffic Control

#### SAFE WORK PRACTICES



Element 3

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#### **ELEMENT 3 SAFE WORK PRACTICES**

#### **Policy**

Written and practical Safe Work Practices have been developed by Empire Masonry and will be maintained on an ongoing basis to ensure the health and safety of our workers, subcontractors and the general public.

All workers and trade partner's must follow these written Safe Work Practices, and immediately report any concern to their supervisors. Trade Partner's are required to develop Safe Work Practices for their scope of work, and to educate and supervise their workers on the performance of their duties as per the instructions provided in the SWP's. If a Trade Partner's OHS Program or written SWP's are deemed not adequate, Empire Masonry management has the right to enforce the company's own internal written SWP's.

#### Safe Work Practices

Safe work practices are a set of methods or "Do's and Don'ts" on how to conduct a specific task or use equipment. They should inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general methods only and do not define specific procedures. (Example: Use of hand tool, safe lifting).

A safe working practice should be written when:

- Designing a new job or task.
- Changing jobs or task.
- Introducing new equipment or substances.
- Reviewing a practice when hazards have been identified, e.g., from an incident or incident investigation. The safe working practice should identify:
- The supervisor for the task or job and the employees who will undertake the task.
- The tasks that are to be undertaken that pose risks.
- The equipment and substances that are used in these tasks.
- The control measures that have been built into these tasks.
- Any training or qualification needed to undertake the task.
- The personal protective equipment to be worn.
- Action to be undertaken to address safety issues that may arise while undertaking the task.

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#### Developing Safe Work Practices (SWP)

Developing SWP is a straightforward process consisting of several steps:

- Understand the scope of work.
- Conduct a hazard assessment to determine what hazards exist in the work area.
- Understand what rules and practices are applicable and how to perform the work safely.
- Combine the information together into a comprehensive SWP.
- Train all applicable workers on the SWP.
- Monitor the effectiveness of the SWP and make changes as required.
- Managers, Supervisors, and workers are expected to participate in the development of SWP's.
- A list of the general and site specific SWP is listed in the Safe Work Practices and Safe Job Procedures Manual separate to this policy manual.

#### Training Evaluation

Training is a vital aspect of our work, and all training must be documented. A copy of all training documentation (e.g., copy of training cards or certification of workers, etc.) must be kept on site and another copy forwarded to the Head Office for safe keeping.

The effectiveness of an SWP must be evaluated on a regular basis or as the work situation or equipment changes. Any discrepancies noted must be reviewed and addressed immediately. Workers must be retrained and made aware of all new changes of the Safe Work Practice. If a Safe Work Practice is revised, a copy of the revised Safe Work Practice must be reviewed with the workers before work begins and a copy must be kept on site for reference.

#### High Hazard SWP's

- Ladders
- Working Around Floor Openings
- · Leading Edge Working at Heights
- · Working around Mobile Equipment
- Chop Saws
- · Hoisting and rigging
- Grinders

#### SAFE JOB PROCEDURES



Element 4

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#### **ELEMENT 4 SAFE JOB PROCEDURES**

#### **Policy**

Written and practical instructions (Safe Job Procedures) are developed and will be maintained on an ongoing basis to eliminate and control the hazards likely to be encountered by our workers in the performance of their duties.

All employees and trade partners must follow these written and practical instructions, and immediately report any concern to their supervisors. Trade Partner's are required to develop Safe Job Procedures for their scope of work, and to educate and supervise their workers on the performance of their duties as per the instructions provided in the SJPs.

#### Safe Job Procedures

Safe Job Procedures (SJP) are written, specific, step-by-step instructions of how to complete a job safely and efficiently from start to finish. They are a means of controlling the hazards that are identified in Pre-Job Risk Assessments, and of communicating these hazards and required controls to affected workers performing such jobs, with instructions on how to perform their tasks safely.

Copies of the SJPs are kept on site and are readily available to each employee, who should know, understand, and follow all Safe Job Procedures that pertain to his/her specific work tasks. Supervisors on all levels must ensure SJPs are developed for both critical and common tasks performed by workers under their supervision.

#### **Developing Safe Work Practices (SWP)**

#### A SJP is written when:

Designing or changing jobs or task or introducing new equipment or substances.

SJPs must be reviewed when hazards have been identified (e.g., from an incident investigation).

#### The SJP identifies:

- The foreman for the task or job and the workers who will undertake the task.
- The tasks that are to be undertaken that pose risks.
- The equipment and substances that are used in these tasks.
- The control measures that have been built into these tasks.
- Any training or qualification needed to undertake the task.
- The Personal Protective Equipment to be worn.
- Action to be undertaken to address safety issues that may arise while undertaking the task. Developing SJPs is a systematic process consisting of several steps:
- Understand the scope of work and breaking down the job into steps.

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- Conduct a risk assessment to determine what hazards exist for each step.
- Identify the controls that will eliminate or control the risks.
- Understand what rules and procedures are applicable and how to perform the work safely.
- Combine the information together into a comprehensive step-by-step SJP.
- Train all applicable workers on the SJP.
- Monitor the effectiveness of the SJP and make changes as required.

Managers, supervisors & workers are all expected to participate in writing the SJP. Workers performing the task addressed in a Safe Job Procedure must be consulted when developing the procedure to ensure practicality and applicability.

#### **Training Evaluation**

Training is a vital aspect of our work, and all training must be documented. Training should be performed in any area that the supervisor and/or employee deem appropriate to ensure competency. Training should include a theoretical and practical component as outlined in the Training & Communication element of our OHS Program. Such training is typically done in toolbox talks, and records are kept on file. Workers can sign off directly on the SJP, or on a toolbox attendance record clearly showing which SJPs have been discussed in the list of topics, or both. Such training will be refreshed with the workers periodically (quarterly, annually, etc.) based on level of risk and repetition of task.

A copy of all training documentation such as sign-off sheets will be available on-site with a copy sent to the head office.

The effectiveness of SJPs must be evaluated on a regular basis or as the work situation or equipment changes. Any discrepancies noted must be reviewed and addressed immediately.

During the SJP training toolbox meeting above, workers are encouraged to provide feedback on the procedure being discussed. This feedback will be recorded on the toolbox meeting form and communicated to the responsible supervisor to review the feedback and update the procedure accordingly.

All site supervisors are to be notified with any procedure change to communicate to all workers in their sites. JHSC may also discuss workers' feedback on the procedures for any lessons learnt or further corrective actions. Workers, across all sites, must be re-trained and made aware of all changes within a reasonable time frame. A revised copy of the SJP must be readily available at the workplace, and kept at the head office, with previous versions removed from site and archived to avoid confusion.

#### **COMPANY RULES**



Element 5

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#### **ELEMENT 5 COMPANY RULES**

#### **Policy**

Legislation and rules are a part of every OHS program. They contribute to the success of the program when effectively used.

Senior management, supervisors, foreman and Trade Partners must abide by the same rules as employees, i.e. lead by example as a condition of employment or contract.

Employees and Trade Partner' employees agree to abide by Empire Masonry rules as a basis for employment or contract. If employees or Trade Partners fail to abide by the rules, Empire Masonry Senior Management and Superintendents have grounds to commence termination of employment/contract in accordance with these employment rules and government legislation.

All violations shall be dealt with fairly, promptly, and consistently. The employment rules spell out what actions will be taken to deal with minor, serious or repeat violations of the rules. All Empire Masonry and Trade Partner management and Superintendents must fully understand the guidelines and apply them consistently across the organization.

#### **General Safety Rules**

- 1) CSA approved hard hats, high visibility vests/apparel, hearing protection, safety glasses and safety footwear must always be worn.
- 2) Guardrails are not to be removed unless work in area deems necessary and an alternate method of fall protection has been implemented. If guardrails are removed, they must be reinstalled immediately after work in the area is complete and before moving to another area.
- 3) Keep the site tidy. Waste is not to accumulate. Daily clean-up is required, and all debris is to be put in the provided garbage containers.
- 4) The use of drugs or alcoholic beverages on project sites is prohibited. Prescription and non-prescription drugs <u>may</u> be permitted if they do not interfere with the ability to perform work related duties.
- 5) If you have any questions regarding the safety of a job procedure, talk with the appropriate Supervisory Personnel before proceeding with the task.
- 6) All injuries, no matter how slight, must be reported.
- 7) All hazardous conditions must be immediately corrected and/or reported.
- 8) Only authorized persons may operate company vehicles and powered mobile equipment.
- 9) Seatbelts must be worn while operating moving equipment or vehicles.
- 10) Heed all safety guards, barriers, signs, and tags. Never render safety devices inoperable.
- 11) Always report any unsafe behavior or conditions on a job site, whether it is from a fellow employee, visitor or subcontractor.

## COMPANY RULES



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- 12) Be familiar with the WorkSafeBC regulations and feel free to discuss them with WorkSafeBC officers when they are on site.
- 13) Never work alone in isolated areas unless arrangements have been made for periodic checks with another person.
- 14) Defective or broken equipment must be tagged "Do not use", locked out or otherwise removed from service immediately.
- 15) Use of hazardous materials must conform to manufacturer recommendations. The SDS for our WHMIS controlled substances are available online or with the supervisor.
- 16) WorkSafeBC OHS Regulations set the minimum health and safety standard. A copy of the OHS Regulations with applicable WorkSafeBC excerpts is available for your reference from your supervisor.
- 17) Cooperate with WorkSafeBC Officers when on site. Workers who do not cooperate with WorkSafeBC officers will be subject to disciplinary actions.
- 18) Be safety smart and consult the safety program on site and discuss concerns with your supervisor and/or site safety delegate. Your participation in our program is required, expected and for your benefit. Some methods of getting involved include:
- 19) Obtaining, renewing, or upgrading required certificates (first aid, hearing tests, etc.).
- 20) Participating in safety meetings; don't just attend. Bring a topic to discuss and don't bring problems, bring solutions.
- 21) Making suggestions to your supervisor on how we can improve safety on the job.
- 22) Working safely and encouraging fellow workers to do the same.
- 23) Anyone entering the workplace must receive a Site Specific or Visitor Orientation prior to engaging in work activities.
- 24) Compliance with all Provincial Safety Regulations and the Empire Masonry Health, Safety and Environmental Program is mandatory.
- 25) Incidents, injuries, unsafe conditions and "near misses", regardless of their nature, must be reported immediately to Empire Masonry Supervisors or Site Safety Coordinators
- 26) Conduct including, but not limited to, bullying, harassment, horseplay, fighting, theft, vandalism, or any other criminal activity will not be tolerated and will result in disciplinary action.
- 27) If your ability to work or perform tasks safely is affected by ill health, medications or disabling personal factors, your supervisor must be notified prior to any work activities on site.
- 28) Smoking (including e-cigarettes and vaping) on site is only allowed in designated areas at designated times.
- 29) Possession and/or use of alcohol, marijuana, illegal and/or recreational drugs, firearms, or any other illegal weapons is prohibited and will result in disciplinary action and removal from site.
- 30) The use of unauthorized imagery, video, or written documentation from company property or project for use on any form of social media is prohibited.

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31) All workers must always maintain good housekeeping practices in work areas. Workers are to 'clean as you go' keeping work areas free and clear of garbage, tools, electrical cords, or other potentially hazardous items especially in high traffic areas.

- 32) The use of radios, cellular phones, headphones, or earbuds to listen to music is not permitted on site. Cellular phones can be used if it is work related and you are in a safe location.
- 33) No employee shall work or act in a manner that could cause an incident or a health or safety injury to themselves or another employee.
- 34) Do not enter excavations deeper than 4 feet (1.2 m) unless the excavation is protected in accordance with the OH&S Regulation.

#### **Disciplinary Action**

Workers (both employees and trade workers) who willfully or repeatedly violate Empire Masonry safety rules, regulations or policies will be subject to discipline. Empire Masonry progressive discipline policy is outlined below. At any stage of the disciplinary process, Empire Masonry may require training/education as a corrective measure.

#### Minor Violation

Any infraction of provincial or company requirement that <u>does not</u> have the potential to cause serious, harm, damage or injury.

#### **Major Violation**

Any infraction of provincial or company requirement that <u>has</u> the potential to cause serious, harm, damage or injury.

In most cases, progressive discipline will follow a 3-step process for minor and major violations as outlined below:

#### 1st Offence

Verbal written warning (to be completed by a supervisor and submitted head office to be attached to the workers file) Worker to review applicable policies and procedures prior to going back to work.

#### 2<sup>nd</sup> Offence

Written warning (to be completed by a supervisor and submitted head office to be attached to the workers file) Worker to review applicable policies and procedures prior to going back to work. Work may require retraining prior to being released back to work. If the violation was of the high-risk nature such as fall protection, confined space, electrical/energy isolation or excavation, the supervisor has the authority to suspend the worker for 1 day.

#### 3<sup>rd</sup> Offence

Termination of employment or permanent removal from Empire Masonry sites for trade workers.

#### **Re-instatement Process**

Empire Masonry recognizes that workers may learn from their mistakes and, in certain circumstances the company may be prepared to re-instate them as a company employee or, in the case of trade partner workers, lift their ban from working on company sites.

In these instances, there is a strict reinstatement process that must be followed:

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- After a period of no less than 3 months, the worker must submit a request to management for reinstatement.
- Management will determine if reinstatement is an option on a case-by-case basis.
- The company will decide whether reinstatement review will be granted. If granted, the review will be scheduled, and the worker will be notified accordingly.
- At the review, the onus will be on the worker to make their case for reinstatement, indicating how they have learned from the incident, how their safety behavior on site will be impacted, and their commitment to following the requirements of the company OHS Program.
- Upon conclusion of the review, the worker will be notified of the decision.
- Should the worker be reinstated, management will decide if additional training/retraining is required on a case-by-case basis.
- Any worker re-instated through this process will be subject to a 90-day probationary period.

#### PERSONAL PROTECTIVE EQUIPMENT



Element 6

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#### **ELEMENT 6 PERSONAL PROTECTIVE EQUIPMENT**

#### **Policy**

PPE/clothing shall be used when hazards/risks cannot be feasibly or practically eliminated with higher level controls. The Company shall ensure proper selection, inspection, use, care and maintenance of all selected and required PPE/clothing, as specified for the identified hazards/risks based on work tasks and operations at the specific workplace.

Additional PPE/clothing may be required depending on the specific work circumstances, tasks/operations and identified hazards/risks. Evaluations will be periodically conducted to determine if further PPE/clothing is required. Consultation will occur with Company representatives such as the JOHSC, worker safety representative and/or Safety Professional.

Clothing, jewelry, and hair can also cause serious injury when loose or torn. Clothing made of polyester or synthetic fibers can easily melt and adhere to your skin causing serious burns, therefore should never be worn around molten metal, open flames, or any hot work. The information in this Policy does not take precedence over the applicable legislation, with which all employees shall be familiar

Trade Partners are expected to follow the requirements below and train their workers.

#### **PPE Responsibilities & Rules**

The Company (and Responsible Employers, when applicable) are required to provide, at no cost to their personnel all needed PPE/clothing as required by the specific regulations. Employees are required to provide their own basic PPE:

- General-purpose work gloves
- Appropriate footwear
- A hard hat
- Clothing to protect against the elements

Employers are required to provide to employees at no costs:

- Eye and face protection
- High-visibility clothing
- Respirators
- Hearing protection
- Fall-arrest harnesses when working at heights
- Lifejackets

Where the specific PPE or clothing provided by an Employer may cause allergenic or other adverse health effects, appropriate alternate equipment will be provided.

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No Employer representative shall lend to, or borrow from, any individual or party PPE/clothing and vice versa, unless otherwise arranged in writing between the parties.

Supervisors are directly responsible for ensuring assigned PPE/clothing is:

- Available to all personnel who need to use the equipment;
- Properly worn when required; and
- Properly cleaned, inspected, maintained and stored, per person.

#### Workers are responsible for ensuring they:

- Use assigned equipment according to their training/instruction, and as per respective manufacturer's instructions and specifications;
- Inspect their equipment before use, and remove from service damaged or deteriorated items and replace them with good functioning/safe equipment;
- Report any equipment malfunctions to their direct superior and/or a Safety Professional;
- Do not use PPE/clothing outside of the work area where it is required, if in doing so it would lead to a hazard/risk; and
- Properly clean, care for, maintain and store their PPE/clothing, according to their training and instruction, and as per respective manufacturer's instructions and specifications.

#### Mandatory PPE for our workers and Trade Partners:

- Wear hard hats with the brim forward and work always boots appropriate to the task.
- Always wear the appropriate high visibility vest for the task and hazards. Workers must wear a
  minimum of Class 1 high-visibility apparel if they work around vehicles or mobile equipment
  moving slower than 30 km/h. If workers are around vehicles moving faster than 30 km/h, they
  must wear Class 2 or 3 high-visibility apparel.
- Wear CSA approved eye protection when exposed to eye hazards, such as when drilling, grinding, hammering, etc.
- Wear hearing protection when required as per the Hearing Conservation section of this Program.
- Use Specialized PPE as required.
- Prior to using any type of PPE, ensure it is in good working condition, free of dirt and debris, and fits properly
- Personal Protective Equipment must always be stored, used and maintained as per manufacturer's instructions.
- Workers are to remove or otherwise confine/contain any loose clothing, hair, neck chains and any other loose item that can get caught in any equipment or machinery when such hazard exists.
- Any defective PPE must be taken out of service and replaced immediately
- Follow regulatory requirement and manufacturer's instruction for fit, use, care, maintenance, inspection, and replacement of all PPE.

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## Training

Our employees receive training in the use, care, limitations, and maintenance of PPE prior to commencing any work activities. This training will be completed through toolbox meetings, and as the job requires. Instructions on the proper fitting, care and correct use of specialized PPE will be provided by approved trainers, depending on the equipment, for example:

- Full body harness: Part of Fall Protection training must be considered when selecting training providers.
- Respiratory Protection: Part of annual Fit Testing, when required Refer to Respiratory Protection Program.
- Miscellaneous PPE: Will be provided in one-on-one sessions, toolbox talks, etc.

Individual Subcontractors are responsible for the training and instruction of their own personnel, unless as otherwise arranged with the Company.

#### Selection

All Employers shall ensure PPE/clothing:

- Is selected and used according to Federal/Provincial Act, Regulations, and Codes.
- Is selected and used according to recognized standards (e.g. Canadian Standards Association etc.);
- Provides effective protection against specific, identified hazards/risks;
- Does not in itself create a hazard to the user;
- Is compatible such that one item of equipment does not make another item ineffective; and
- Is maintained in good working order and is in a sanitary condition.
- Has the SDS for hazardous materials been reviewed to ensure proper selection.

Empire Masonryshall also ensure that if the use of PPE/clothing creates hazards equal to or greater than those its use is intended to prevent, then alternate equipment is selected and used, or other appropriate safety measures and controls are undertaken to protect workers from identified hazards/risks.

All involved personnel will be provided with written instructions/safe use procedures for all required/applicable PPE.

#### Inspection, Care, Use & Maintenance

Maintenance should include inspection, care, cleaning, repair, proper fit and storage. The most important part of maintenance is the need for continuing inspection of the PPE. If carefully performed, inspections will identify damaged or malfunctioning PPE before each use as per manufacturer specifications.

All individuals must perform inspections on their safety headgear prior to use and work. Damage may include but is not limited to:

- Cracks, tears, rips, splits, dents, holes;
- Warping, bending;

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- Missing or mismatched parts;
- Modified or altered components;
- Presence of chemicals (e.g. paints, solvents) etc.
- Soiled conditions that may cause potential personal health issues (e.g. ear infections) etc.,

All individuals on site must inspect PPE prior to commencing work and indicate on FLHA that the PPE in question is in good condition and appropriate to the hazards present.

## Safety Headgear/Head Protection

All employees on Empire Masonryprojects must wear CSA approved safety headgear at all times. Safety headgear is not only used for workplace hazards overhead. Consideration must be given to hazards from other workers horizontally in the areas also.

- An evaluation of the workplace will be conducted to identify safety headgear free locations where practicable however,
- Safety headgear must be worn in all access areas (hallways, stairs, scaffolds, etc.) at all times and while working around workers carrying materials if a provision is made for a designated nosafety headgear area.
- Safety headgear must fit properly for effectiveness. Baseball type hats or toques must not be worn under any safety headgear.
- Hard hats are to be worn with brim facing forward, no reversing hard hats.
- Hard hats are to display the Empire Masonry name with no over lay from authorized stickers.
- Only orientation stickers, or company approved stickers can be applied to Empire Masonry Hard Hats. If you have questions, ask your supervisor.
- When applying the stickers, apply to the sides or back of your hard hat, never the front or top. Neat and straight.
- Empire Masonry hard hats are to display the person's full name and title. Name first, title under name. this is to be applied just under the Empire Masonry name on the hard hat.
- The shell and suspension of safety headgear must be inspected regularly for cracks, deep scratches or other defects.
- Hard hats have a recommended serviceable life span. Refer to the manufacturer's specifications for the inspection and replacement frequency on all the heard hat components.
- Replace a defective hardhat immediately.

## **Eye/Face Protection**

At the minimum, all workers must wear approved safety glasses. Safety eyewear must be appropriate to workplace conditions, and especially where personnel may handle, use or are exposed to materials that can injure or irritate the eyes.

Safety eyewear will also be provided to individuals when they are working on or testing electrical equipment energized at a potential greater than 30 volts.

Safety eyewear may not be required in the following areas or circumstances:

- Designated office areas
- Fully enclosed mobile equipment cabs

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- In vehicles while driving on site
- Lunch/break rooms or areas

Where an individual may be exposed to splashes from chemicals or flying debris, safety glasses with side and brow shields must be assigned and worn. Alternatively, chemical safety goggles (that fits snugly to the face), or goggles that can fit over regular prescription eyewear can be used for this type of protection.

Where there may be an exposure to chemical substances or other materials that may cause skin irritation, burns, skin absorption exposure effects, or other potential facial injuries, individuals must also wear, in addition to safety glasses or goggles, an approve face shield.

Where select hot work (welding, torching/cutting etc.) is performed, the Company shall first implement required use of screens or barriers to protect adjacent individuals from being inadvertently exposed to ultraviolet and infrared light (arc flash). If screens are impractical, all workers who could be exposed to these types of light must wear UV protective safety eyewear, rated for arc flash protection; this eyewear must be worn within 50 feet or less from the operation and source of arc flash.

When safety eyewear is used in conjunction with other protective equipment such as respirators, the arms or straps of the eyewear must be placed over top of the respirator head straps to prevent improper seals between the respirator and the user's face.

Individuals with prescription safety eyewear:

- Must meet, at the minimum, CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors.
- Bifocal and trifocal glass lenses must not be used if there is danger of impact unless they are worn behind impact rated goggles or other acceptable eye protection.
- Prescription lenses made of treated safety glass (meeting the requirements of ANSI Standard Z87.1-1989, Practice for Occupational and Educational Eye and Face Protection), if the use of polycarbonate or plastic prescription lenses is impracticable due to workplace conditions and there is no danger of impact.

## **Body/Limb Protection**

Limb and body protection equipment or clothing shall be worn when personnel are or may be exposed to a substance or condition that could puncture, abrade, or otherwise adversely affect the skin, or be absorbed through it.

If there is a danger of injury, contamination or infection to an individual's hands, arms, legs or torso, then the Company must outfit them with properly fitting protective equipment appropriate to the identified hazards/risks and work performed.

All personnel are required to properly/correctly wear their assigned protective equipment or clothing such that there are no exposed parts of the skin to the specific hazard/risk.

All personnel, regardless of who they are employed by, must be properly and professionally attired during their work. Minimum standards include:

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- Pants where the leg extends fully to the top of the safety footwear;
- Not wearing pants that have significant or obvious holes or tears;
- Shirts that fully cover the shoulders with minimum 100 mm (4 inch) sleeves;
- Not wearing any cut-off T-shirts, short pants or shorts, running shoes or flip flops or sandals; and
- Not wearing any clothing that contains offensive messages, pictures, diagrams or icons, per the Company's discrimination, bullying, harassment and workplace violence policies.

Should any individual wear any clothing that is or could be deemed "offensive," the Company reserves all rights to request that person to:

- Remove or replace that clothing; or
- Leave the workplace, when it cannot be removed/replaced.

Clothing types and conditions must be such that it will not expose the individual to any unnecessary or avoidable hazards.

## High Visibility & Distinguishing Apparel

At the minimum, all individuals must wear high visibility apparel while performing tasks or operations at all worksites.

High visibility/distinguishing apparel must have appropriate fluorescent and reflective components to enhance visibility within the workplace, and may include but is not limited to:

- Safety vests;
- Safety jackets or pants;
- Coveralls;
- Flame resistant coveralls etc.

At minimum, the following types of high visibility apparel must be worn under the following circumstances:

- Type 1 or Type 2 criteria of WCB Standard Personal Protective Equipment Standard, High Visibility Garment, where workers are exposed to hazards of vehicles travelling at speeds in excess of 30 km/h (20 mph).
- Type 3 criteria of WCB Standard Personal Protective Equipment Standard, High Visibility Garment, where workers whose tasks at the site result in exposure to mobile equipment hazards.

If distinguishing apparel is required in another Part or Section of the specific regulations, for the purpose of identifying a worker's location or well-being (e.g. working alone or in isolation, work at night or darker time periods, etc.), then the Subcontractor must provide their personnel with apparel that has the following characteristics:

- So colored as to contrast with the specific work environment;
- At least 775 square cm (120 square inches) of fluorescent trim for daytime use; and
- Retroreflective trim for night time use on both the front and back.



Individuals may not have to wear high visibility and/or distinguishing apparel in the following areas or circumstances:

- Designated office areas
- Fully enclosed mobile equipment cabs
- In vehicles while driving on site
- Lunch/break rooms or areas

#### **Footwear**

At the minimum, all individuals must wear appropriate safety footwear while performing tasks or operations at the workplace, per Company workplace policy. The following factors shall be considered in determining what footwear is appropriate for identified workplace hazards:

- Slipping, tripping
- Extreme temperatures
- Uneven, non-level terrain or ground
- Electrical shock
- Crushing, puncture or abrasion potentials
- Wet, slippery surface

Regarding of what specific footwear is selected or required, all footwear must have, at the minimum:

- Toe protection;
- Puncture-resistant soles (shank);
- Dielectric protection; and
- 6-inch height (ankle protection).

## Other requirements include:

- 1. Using all lace eyelets to provide maximum support and protection.
- 2. Not using running shoes or dress shoe style safety footwear.
- 3. Footwear with metatarsal/dorsal protection where select tasks are performed such as manipulating or lifting heavy tools, equipment, materials and/or machinery.
- 4. Use of rubber safety boots when a work task, operation or process involves use of water or other inert, non-volatile liquids or materials.
- 5. Use of chemical-resistant footwear of suitable material type where hazardous substances that have corrosive or burning properties are used, handled, transported, or disposed.

Individuals may not have to wear safety footwear in the following areas or circumstances:

- Designated office areas;
- Lunch/break rooms or areas; and/or

First aid rooms.

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## Fall Protection

We recognize that our employees are very important to us. Fall Protection is an important aspect of our OHS Program to ensure that our workers will come home safe to their families.

Empire Masonry requires all employees who work at heights of 3 metres (10 feet) and over, where a fall from a lesser height involves an unusual risk of injury, where the potential fall is into or onto hazardous substance or object, or where the potential fall in through a work surface opening, to be protected from falling using fall protection.

Empire Masonry (or Prime Contractor) is responsible for installing and maintaining personal fall protection systems such as:

- Travel restraint; and/or
- Fall arrest.

Fall protection equipment/systems are also required when work may not be at height but hazards are present below the work area that may cause unusual risks of injury, for example:

- Protrusions;
- Sharp objects;
- Equipment;
- Machinery etc.

Prior to allowing work to commence at heights, the Company representatives (e.g. Safety Professional) must perform risk assessments to identify and evaluate potential fall hazards in those work locations.

Systems and equipment shall be selected based on the Hierarchy of Fall Protection Controls. The following requirements apply:

Where personal systems are installed and used, design and installation must be such that the free fall distance is limited to no less than 2 feet ("safety margin") from the bottom-most level (e.g. ground, floor).

- Systems and equipment must be arranged and installed to eliminate or limit "swing fall hazards."
- Wherever possible, the installed anchor point must be located above the worker's head, and as high as possible.
- Anchors used in personal systems must meet, at the minimum, the following:

## Temporary travel restraint:

- Ultimate load capacity, in any direction, of at least 3.5 kilonewtons (kN) or 800 pounds force (lbf), or
- 4 times the individual's weight that is connected to the system.
- All anchors are installed, used and removed according to the manufacturer's specifications or specifications certified by a professional engineer,
- Permanently marked as being for travel restraint only, and
- Removed from use of earliest of:
  - i. The date on which the work project for which it is intended is completed, or
  - ii. The time specified by the manufacturer or professional engineer.

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Temporary fall arrest (British Columbia):

- Ultimate load capacity, in any direction required to resist a fall, of at least 22 kN or 5,000 lbf, or
- 2 times the maximum arresting force.

Permanent fall arrest (British Columbia):

- Ultimate load capacity, in any direction required to resist a fall, of at least 22 kN or 5,000 lbf.
- All anchors are designed, specified, certified, and inspected (at least annually) by a qualified Professional Engineer.

Where a temporary or permanent horizontal lifeline (HLL) system is installed or used in a specific work area, the Company will ensure the system and its components are:

- Manufactured for commercial distribution, and installed and used according to written instructions provided by the respective manufacturer (or its authorized agent), and instructions are readily available in the workplace;
- Installed and used according to written instructions certified by a Professional Engineer and instructions are readily available in the workplace; or
- Designed, installed and used in a manner acceptable to the specific regulatory agency.

Example fall protection equipment and associated components may include, but is not limited to, the following:

- Full body harness
- Lifelines
- Anchor straps, devices
- Lanyards, including energy-absorbing
- Anchor points
- Rope grabs

Empire Masonry will not allow any use of safety belts for any type of personal fall protection system, including travel restraint systems.

Refer to the Empire Masonry Fall Protection Program for further requirements.

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## **Respiratory Protection**

Prior to assigning respirators to individuals the company shall ensure walkthrough surveys are performed – to identify potential respiratory hazards/risks.

Where an individual can be exposed to harmful levels of hazardous chemical substances they must be assigned and wear proper respiratory protection. Respirator use is also required when an individual may be exposed to designated substances due to the ALARA principle, even when higher level controls have been implemented.

The Company shall ensure proper selection of appropriate, NIOSH-approved respirators to protect involved personnel from specific chemical agents, according to the requirements of CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators and other critical factors (as specified in the Respiratory Protection Program). Non-approved respirators are not permitted for use in the workplace.

Empire Masonry will ensure respirators:

- Are carefully selected to protect against the specific physical state of the chemical agent (e.g. dust, mist, oil, fume, gas/vapour).
- Of an air-purifying type are never used to protect against oxygen deficient or immediately dangerous to life or health (IDLH) atmospheres.
- Of a single use, disposable, filtering facepiece type (dust masks) and respirators with only particulate filters are never used to protect against gases/vapours.
- Of a single use, disposable, filtering facepiece type are also not used to protect against select chemical agents such as asbestos, lead, silica etc.

Filters or cartridges will be carefully selected by the Company (with assistance from a Qualified Person (i.e. Industrial Hygienist), as required) to ensure filtering or adsorbing materials are specific and appropriate to the chemical agents to which individuals may be exposed.

Where there may be exposure to both particulates/dusts (or fumes, mists) and gases/vapors, dual-cartridge (combination) systems that contain both a particulate filter and adsorbent materials must be used.

The Company shall ensure no one assumes that a particular filter or cartridge system protects against some or all types of chemical agents. Where required, a Qualified Person must be engaged to assist with filter or cartridge selection.

Prior to use of the assigned respirator, Empire Masonry will ensure the individual is:

- Properly trained in the selection, inspection, use, care and maintenance of the respirator; and
- Fit tested in the specific brand, model/type, and size of the respirator, to verify effective seal with the user's face.

Qualified and competent "Fit Testers" (whether internal or external) shall only perform fit testing. Fit testing does not constitute or replace proper training and instruction in respirator use.

Refer to the Empire Masonry Respiratory Protection Program for further requirements.

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## **Hand Protection**

Where individuals may be exposed to a hand injury as a result of punctures, cuts, pokes, chemical exposure etc. they will be outfitted with gloves of a suitable type and material to protect the hands from the specific hazard. Gloves must be selected and fitted such that they do not become a hazard unto themselves.

Regarding hand protection against chemical substances, no one glove or material type can protect against all hazardous substances. The company shall not let anyone assume that certain gloves (latex, nitrile, rubber) can protect against all types of chemical agents.

Each type of chemical requires a specific glove material type that has been tested to confirm its protective properties against that specific substance. Gloves are generally rated as having poor, fair, good or excellent protection against specific chemical splashes or immersions.

In order to select the appropriate glove type to protect against the specific hazardous chemical substance, a supervisor will properly research and select gloves that are suitable for the specific work tasks, processes or operations, and/or chemical hazards/risks. When conducting tasks such as using a soil tamper/vibrator workers may be required to wear anti-vibration gloves or when working with sharp objects, workers should wear a cut level glove appropriate for the type of work.

Where the hand (or other limb/body) protection is used to protect the skin against contact with a hazardous chemical substance and it becomes or is rendered ineffective due the contamination, the equipment must be promptly taken out of service, properly discarded, and new, effective protection must be obtained and used.

## **Hearing Protection**

When "loud or noisy" tasks or activities are conducted, or where there are operations or processes that emit elevated levels of noise, the company shall ensure all affected personnel properly use hearing protection such as ear plugs or muffs.

Noise is considered elevated when levels meet or exceed 85 dBA. This can be subjectively determined by using the "shout" principle: if a person needs to raise their voice, yell or shout to be heard during conversation, then the noise levels are at approximately 85 dBA, and hearing protection are more than likely required.

Depending on anticipated measured levels of noise, in select noisy circumstances (greater than 100 dBA), individuals may need to utilize "dual hearing protection:" combination of plugs and muffs over top.

The specific type of hearing protection required will depend on several factors, which shall be evaluated by qualified person such as a supervisor or safety professional (as required), prior to selection:

- Results from noise measurement studies;
- Known or estimated daily occupational noise exposure;

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- Hearing ability of the individual; (annual test review)
- Communication requirements during work performance;
- Use of other PPE in conjunction with hearing protection;
- Temperature and/or climate conditions; and/or
- Physical constraints of the individual or work task.

Packaged ear plugs do not normally need inspections as they are meant to be used for a single or, at most, a few times, and disposed thereafter. If the ear plug becomes damaged or defective, then another fresh, new set must be obtained and used.

Refer to the Company's Hearing Conservation Program for further requirements.

#### PREVENTATIVE MAINTENANCE



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## **ELEMENT 7 PREVENTATIVE MAINTENANCE**

## **Policy**

It is company policy that everyone uses and maintain all equipment and materials and to record any equipment found unsafe at the workplace.

All tools, equipment and vehicles must be properly maintained so that workers are not endangered. Regulations require inspections of vehicles, tools, machines, and equipment before use.

Preventive maintenance is the systematic care and protection of tools, equipment, machines, and vehicles to keep them in a safe, usable condition limit downtime and extend productivity.

We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

Empire Masonry has created a preventative maintenance program to maintain good working practices. Allowing a piece on equipment to fall into disrepair or perform in a faulty manner is just as dangerous as using equipment in a careless or thoughtless manner and will not be tolerated.

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of an OHS Program. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair.

Our maintenance program will reduce the risk of injury, damage, and lost production.

It is our policy to ensure that all tools, equipment, and vehicles are well maintained in order to reduce the risk of incidents or injuries.

- Only properly trained workers are to use tools, equipment, and vehicles.
- Inspect all tools, equipment, and vehicles before using.
- For vehicles, inspection will consist of doing a circle check.
- If applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
- Projects are required to have a competent person conduct quarterly tool and equipment inspections, Prior to tool or equipment usage, workers must complete pre-use inspections.
- If at any time a worker identifies that a tool, equipment, or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
- Tools, equipment, or vehicles that are tagged unsafe shall be either repaired or replaced. Head
  office shall be informed.

**REMINDER**: Always use Hand and Power Tools Safely

- 1) Select the right tool for the job
- 2) Keep tools in good condition
- 3) Use tools as per manufacturers specifications

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4) Keep tools in a safe place

## **Equipment Maintenance & Repair Schedule**

All Empire Masonry equipment used at the workplace must be documented. A scheduled preventative maintenance must be performed by a competent person as per manufacturer's specification, regulatory requirements and/or industry standards.

General requirements for equipment maintenance include:

- Obtaining a copy of the maintenance schedule recommended by the manufacturer.
- Ensuring that maintenance is performed as required.
- Ensuring that the person(s) performing the maintenance are competent (e.g. licensed mechanic).
- Retaining records of maintenance/service conducted.
- Specifying who is responsible for overseeing equipment maintenance and where the records are kept.
- Set up a system for removal and tagging of damaged or defective tools and equipment.

Note that this schedule does not take the place of pre-use inspections and that all equipment must be continuously monitored for damages or other potential hazards.

Equipment Type	Frequency

## **Equipment Manuals & Instructions**

All equipment manuals, instructions and other relevant materials provided by the manufacturer must be readily available at the workplace.

The operator's manual must be available to any worker operating the equipment when requested.

Note that access to an operator's manual does not replace the need for worker training or the creation of a Safe Work Practices / Safe Job Procedures.

## Damaged Tools or Equipment Lock-out or Tag-out

Any equipment that becomes damaged or otherwise poses a risk to workers must be removed from service and marked in such a way that workers will not use the equipment. Large pieces of machinery that cannot be removed must be "locked out" in such a way that they are not operable.

Equipment may not be returned to service until it has been repaired and deemed safe and operable by a qualified person.

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See Lockout / Tagout Program" for more information

## Qualifications & Training

The qualifications of operators are key to the success of the maintenance program. All individuals who operate our mobile equipment, vehicles, etc., will have the appropriate skills, accreditation and/or certification. This applies both to company employees and contracted equipment services.

The approval processes include the following:

- Employees must possess a valid driver's license or possession of a permit from Highway Traffic Board to operate powered mobile.
- Successful completion of a practical operating examination administered by competent and authorized prior to use.
- Vision to meet the job requirements corrective eyeglasses and/or contact lenses must be always worn during working hours.
- No history of a health condition or any other physical disability or impairment which would pose a safety risk to themselves, fellow workers, or the public.
- Training operators will receive a company orientation in the following areas:
- Responsibilities Job duties, equipment operation and care
- Familiarity and comprehension of safety requirements for the piece of mobile equipment which they are to operate
- Manufacturers' operating and maintenance manuals
- How to communicate to the maintenance personnel when there is a problem with that specific piece of equipment

#### **Pre-Operational Inspections**

All mobile equipment must be inspected by the operator prior to each shift. Inspections must be recorded and conducted in accordance with the safe work practices/procedures, OHS legislations and the manufacturers specifications for the specific piece of mobile equipment.

#### Records

The maintenance program contains a recording system. Part of this system is made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, by whom and be filed.

#### **TRAINING & COMMUNICATION**



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## **ELEMENT 8 TRAINING & COMMUNICATION**

## **Policy**

Education and Training are key components of Empire Masonry Health, Safety and Environmental Program. Education will be instruction of a general nature (for example, learning the requirements of the WHMIS/GHS Program). Training will be job specific (for example, learning the correct way to set up and use personal protective equipment or personal fall protection). Both education and training will be provided for all employees according to their needs.

Our objective is to have zero harm at the workplace. Our Training Program will provide the skills and equipment necessary to perform the task safely. All workers must receive a Safety Orientation regarding our OHS Program to familiarize themselves with our safety expectations. Additional mentoring and close attention will be given to new and young workers.

All Supervisors are encouraged to recognize that their active and effective participation in Health and Safety onsite is required to reduce injuries and incidents.

Empire Masonry also gives special attention to new employees and new and young worker by providing an orientation program that will make certain they are familiar with emergency procedures and that they can perform their duties in a safe and efficient manner. Safety awareness, productivity and quality workmanship will be stressed.

#### Orientations

All Empire Masonry and trade partners prior to beginning work they must first complete a site safety orientation. Each supervisor and trade partner are expected to ensure their employees attend the orientation. Written documentation is to be kept confirming the worker received the orientation.

Empire Masonry will make periodic checks to ensure workers are adhering to the Occupational Health and Safety Program.

Orientation of workers should include but not be limited to:

- Familiarization with our OHS program and site regulations.
- The location of first aid facilities.
- Emergency procedures.
- Incident and injury reporting procedures.
- Review of hazards and controls.
- Reporting hazards and near misses.
- The right and responsibility of workers to refuse to perform unsafe work.
- The importance of teamwork and cooperation on site.

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Applicable company policies and programs.

It is the responsibility of everyone to ensure that safe working conditions are maintained at the workplaces.

All new workers will be given an orientation prior commencing any work activities onsite. Safe work practices and procedures, site emergency procedures, site safety rules and direction with respect to safety responsibilities on the workplace will be discussed.

It shall be the responsibility of the Supervisor and Site Safety Coordinator to ensure that each subcontracting worker receives an adequate orientation to the project. These orientations must be formal, not abbreviated and documented on the appropriate form provided in this manual.

Documents used for orientation purposes must be filled out completely as required with all areas visibly recognized as reviewed with the worker. Documents not completed adequately will be recognized as inadequate orientations conducted and the individual will be required to complete the orientation meeting again.

## **New & Young Worker Orientations**

A "new worker" is defined, under the WSBC OHSR (Section 3.22), as any worker who is:

- 1. New to the workplace;
- 2. Returning to a workplace where the hazards in that workplace have changed during the worker's absence;
- 3. Affected by a change in the hazards of a workplace; or
- 4. Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.

A "young worker" is defined as any worker who is under 25 years of age.

All new hires (new and/or young) shall be appropriately, specifically and properly safety oriented and trained, before the individual commences work in the workplace. As before, production or scheduling shall never be used as a reason for leaving a new/young worker un-oriented or untrained.

Empire Masonry is responsible for providing this training to their new/young workers, related to both their tasks and the specific worksite hazards/risks.

A new/young worker must only be sent to a site with a competent Supervisor. These Supervisors must be specifically assigned to monitor and oversee safe work performance. Where a Supervisor cannot be promptly sent to the worksite, the Company shall request the new or young worker to leave the workplace.

All Employers must assign a qualified, competent and experienced Supervisor to each new or young worker. Supervisors are required to:

- 1. Carefully and regularly monitor and oversee their assignee's:
  - a) Work and progress; and
  - b) Work safety performance;

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- 2. Determine potential gaps in health and safety knowledge, skills; and
- 3. Identify any need for further education, training, and instruction.

The following topics must be included in any new or young worker's orientation and training under WSBC OHSR 3.23 New/Young Worker Orientation and Training:

- Name/contact information of assigned Supervisor.
- Rights and responsibilities under the Act and regulations of the Employer and new/young worker, including:
- Reporting unsafe conditions; and
- Right to refuse unsafe work.
- Workplace health and safety rules and policies.
- Hazards to which they may be exposed, including risks from robbery, assault or confrontation.
- Working alone or in isolation.
- Discrimination, bullying, harassment and workplace violence.
- PPE:
- Location of first aid facilities, means of summoning aid and reporting illnesses and injuries.
- Emergency procedures and protocols.
- Instruction and demonstration of their required work task or work process.
- Details and requirements of this Program.
- WHMIS information requirements, as applicable.
- JHSC and/or worker safety representative (as applicable) contact information.

If any new or young worker cannot sufficiently or safely perform their assigned tasks, then Empire Masonry is required to provide additional safety training; this shall also occur upon the individual's request.

#### **Visitor Orientations**

All visitors (consultants, inspectors, etc.) entering the project and not partaking in any hands-on duties must be provided with the "Visitor Orientation". The information provided shall be the basic emergency and specific hazards encountered while on their visit.

Orientations of visitors must be documented and kept on file at the project for further reference when visiting. No visitor shall enter the construction portion of the project for any length of time without this orientation process completed.

## **Supervisory Training**

Empire Masonry will provide adequate training to the superintendents and foremen on the projects through formal classroom instruction. The training of our supervisors is a logical first step since supervisors will help train the other employees. Supervisors are key figures in the implementation and overall success of the OHS program and loss prevention system. As a minimum, supervisors will be trained in the following areas:

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- The need to establish and maintain safe and healthy working conditions.
- Legal requirements for Supervisors directing workers.
- The hazards associated with a job, the potential effect on employees, and the rules, procedures and work practices for controlling of these hazards.
- How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.
- How to investigate incidents, and to take corrective and preventive action to prevent recurrence.
- Inspection techniques.
- What to do in case of an emergency involving fire or personal injury.
- Conducting effective crew talks.
- Disciplinary procedures and how to address them.

## **Employee Education & Training**

Employees may create dangers through their own actions if they have not been properly trained. Hazardous situations can be avoided or made less dangerous if employees receive appropriate training instruction. Training of workers is essential to the success of our safety and management commitment, danger assessments and control, and safety planning rules and work procedures.

Supervisor and/or foreman are responsible and accountable for observing the activities of the employees they direct. The superiors will correct incorrect or unsafe behavior and the employee will be shown the correct way of doing the task.

We will ensure that all their immediate workers are trained in their duties and if not, the company will provide the means for the specific training.

## Job Specific & Refresher Training

Job specific safe work training will be provided to the workers by the Supervisor which may include work activities, use of tools, safe job procedures and safe work practices. One of the options that are available would be to provide these training sessions during regular Toolbox Meeting.

On a Toolbox Meeting, workers are encouraged to raise their questions or safety concerns. All of the safety concerns will be discussed during the Meeting and workers are also encouraged to participate in developing a corrective action plan.

Management will also attend a Regular Toolbox Meeting and ensure that all safety concerns that have been discussed will be addressed immediately. Furthermore, Management will ensure that the Corrective Action Plan developed will be implemented accordingly. Management participation is a good practice as it set as an example to our workers to show our commitment and support to our workers. It is also our way of promoting our policy and expectation.

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Training sessions and Toolbox Meetings are to be documented, noting the training given with names and signatures of all participants.

Many tasks and/or activities require workers on the project to be trained prior to commencing the actual task. Supervisors shall ensure workers are always trained on site as part of our prevention loss system.

Trade partners shall ensure that their crews have specific training according to their tasks prior to arriving on site. Trained individuals may not necessarily be required to possess an actual card of certification provided the trade partner can prove through documentation that the worker partook in a training program through the company or other outside resource.

Training shall be provided for employees as required by their activities. Training shall consist of, but not be limited to the following:

- PPE requirements.
- Fall Protection.
- Safe Work Practices (applicable to the employee).
- Safe Job Procedures (applicable to the employee).
- First Aid (applicable to the employee).

## **Toolbox Meetings**

The purpose of the tailgate safety meeting is to provide timely information on safety items and concerns relating to the projects activities and working environment.

Weekly toolbox meetings by Empire Masonry and Trade Partners to be led by a Supervisor/Foreman. Toolbox Meetings to provide an important communication link to the crew. Minutes of these meetings shall be recorded with a copy forwarded to the Site Superintendent or Site Safety Coordinator upon completion. Minutes must be placed and filed in the appropriate binder for future reference and/or review.

## **Supervisor & Management Meetings**

Safety will always be on the agenda of any management or supervisory meeting. Meetings involving key personnel shall be held annually, at the minimum (or sooner as required). Topics may include, but are not limited to:

- OHS policies, programs, plans, procedures
- Safety/risk trends, statistics
- Incidents/accident statistics, reports
- Government inspection reports, orders
- Corrective action reports
- Workplace hazard inspection results

- Annual safety goals/objectives progress
- Safety infractions, disciplinary actions
- Corporate/departmental safety items
- Workplace safety performance

Safety action items, including corrective actions and remedies, shall be detailed on all meeting minutes, and shall be tracked and recorded accordingly. Assigned Managers shall be responsible for leading, managing, coordinating and assisting with implementing required actions, with support from the Safety Division (or other assigned personnel) as required.

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## **ELEMENT 9 INSPECTIONS**

## **Policy**

Workplace health and safety inspections are key in the prevention of incidents. The purpose is to:

- Identify existing and potential hazards & risks
- Identify existing and developing unsafe behaviors
- Prevent hazardous situations from developing
- Correct hazardous situations before they cause incident or injury
- Ensure compliance with standards and regulations.

It is management's responsibility to ensure that the hazards identified through these inspections are corrected and eliminated or, where elimination is not practical, controlled, and that workers are protected from them.

Inspections shall occur at intervals that prevent the development of unsafe working conditions, as detailed below

Regular inspections shall be conducted for all:

- Excavations
- Worksites and surrounding areas
- Buildings, facilities, structures
- Tools, equipment, machinery
- PPE

## **Inspection Types**

The inspection process at the worksite is not to be limited to formalized inspections conducted by the supervisors and workers. The expectation is that there will be other active inspection processes in place. The required inspections, who will conduct them, and the frequency of the inspection is summarized as follows:

Inspection	Inspected by	Frequency	Reporting Requirements
Operator's Daily Inspections (formal)	Equipment operators	Daily prior to starting work	Daily logbook – report defects & repairs required
Daily Informal			Informal – ensure hazard identified and controlled
			Daily inspection recorded on the daily FLHA or log

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Work-site general	Safety Coordinator, Supervisor and	Monthly or as needed	Inspection report reviewed by management and
	Workers on site.		Corporate Safety

### **Operator Inspections**

Pre-use inspections will be conducted by all personnel prior to operating machinery, equipment, or power tools. Hand tools will also be inspected prior to use. Any defective equipment, tools, etc. will be 'tagged out' and removed from service until such time as they can be repaired. The person using the tools or equipment is responsible for its safe operating condition, and to ensure any defects are reported to his/her immediate supervisor.

All inspections of power tools, equipment and machinery contribute to the on-going maintenance program. Pre-use inspections will help to ensure tools and equipment are maintained in accordance with applicable standards. These standards include the manufacturer's specifications, standards organizations (CSA, ANSI, etc.) and WorkSafeBC Requirements.

Mobile equipment operators (crane, backhoe, excavator, etc.) are also required to maintain an equipment logbook in accordance with OHS Requirements (ref. OHS 4.9). It is important that logbook entries detail what was inspected, and the conditions found, e.g. details of the pre-use check – fluid levels, operating controls, etc.) Logbooks must be kept with the equipment and be readily available should an inspector ask to look at the logbook.

All tools are to be inspected prior to use by the worker. Tools that are damaged are to be tagged and removed from service until repaired. Tools that cannot be repaired are to be removed from service and inventory updated.

#### PPE:

Basic and Specialized PPE must be inspected prior to use by the worker. Damaged equipment should be tagged and removed from service immediately. Some PPE inspections will be recorded. Refer to Element 6 of this OHS Program for more information about PPE Inspection.

Workers are not to attempt repairing vehicles, tools, equipment or PPE unless authorized to do so by management, regulation and/or equipment supplier/manufacturer, as applicable. Inspections to be performed after repairs are completed to ensure safe operating condition prior to return to service.

All vehicles, tools, machinery, equipment and must be inspected as per their manufacturer's instructions.

## Daily Inspections (Informal)

All Empire Masonry personnel will operate in such a way as to be constantly aware of the need to correct hazards that may be present. The Supervisor will conduct informal inspections as part of this regular activity. All workers will help in the on-going process of hazard identification and control.

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## Formal Inspections of the Workplace

In addition to daily informal inspections, Empire MasonryManagers shall ensure more formal inspections are to be conducted for more frequently for high-risk environments.

These inspections must be performed by the following personnel:

Managers/Supervisors

Workers

Prime Contractor or Trade Partner

Safety Representatives

Formal inspections are more thorough, detailed and comprehensive than informal ones. They will include inspection of all workplace areas, processes or operations, regardless of active work in those locations, as well as related safety documents and items as follows:

 Safe Work Practices & Safe Job Procedures

Safety Plans

Hazard Controls

Policies and Protocols

Inspection areas must encompass all potential, associated hazards that may be encountered at the specific workplace, and take into consideration the risk rating for these hazards. Example inspection areas include, but are not limited to:

- High traffic locations
- Lifting equipment, cranes, hoists, rigging
- Chemical storage areas
- Restricted work areas
- Demolition areas
- Noisy locations
- Hazardous material locations

- Storage areas
- Wildlife/animal interaction areas
- Pinch points/moving part locations
- Work Platforms/Scaffolding
- Confined spaces
- Water Bodies
- Lockout/tagout locations

### **Special Inspections**

Special inspections may be required either by legal requirements or due to circumstances. Special inspections are required if there is a report of a failure, malfunction or accident/incident.

These may quickly turn into an investigation if it involved a near miss or injury. This requirement comes from the WorkSafeBC OHS Regulation Section 3.7. Special inspections in response to incidents, accidents or mechanical breakdowns will be done by the most qualified person(s) available.

When a member from WorkSafeBC is attending the workplace, a Empire Masonry Supervisor must be present during the inspection and closeout.

## Performing Inspections

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All levels of the organization are encouraged to participate in performing inspections. Inspections must, where feasible, include the participation of members of the JHSC or Worker Health and Safety representatives, as applicable. When conducting inspections, follow these basic guidelines:

- Use provided checklists. Checklists ensure consistency and thoroughness.
- Take notes, but do not unnecessarily disrupt work activities.
- Observe the task and compare to procedures.
- Stay away from any hazardous task, observe from a distance.
- Draw attention to the presence of any immediate danger other items can await the final report.
- Shut-down and lock out if needed- any hazardous item that cannot be brought to a safe condition until repaired.
- Do not operate any power tool or equipment yourself, ask the operator for a demonstration if needed. If the operator of any power tool or piece of equipment does not demonstrate competency nor knows what dangers may be present, this is cause for concern.
- Never ignore any item if you do not possess enough OH&S knowledge to make an accurate judgement.
- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
- Consider tasks that the workers may also perform that you did not observe.
- Consider situations you did not witness but know happened or will happen. Such as moving
  material to the work area, taking a heavy tool up a ladder, cleanup of dust/debris after chipping,
  etc.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, or biological agents.
- Take a photograph if you are unable to clearly describe or sketch a particular situation. Avoid showing a person's face or anything that identifies them, the purpose is to correct and improve, not to find blame.

## Completion of Inspections

Unsafe conditions and behaviors are to be corrected as identified during inspections. Supervisors must ensure that high- risk situations are remedied immediately, with other risks addressed in a timely manner. Recurring problems and non- resolved issues are to be brought to the attention of the

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superintendent, safety coordinators and Management for review and action when necessary. Reporting issues to management may also be necessary if matters are not resolved on a timely basis.

#### **INVESTIGATIONS & REPORTING**



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## **ELEMENT 10 INVESTIGATIONS AND REPORTING**

## Policy

Investigation of incidents and near-misses must be performed to determine the root causes and prevent reoccurrence after an incident investigation is conducted, and a report completed and reviewed by Management. Lessons learned from an incident will be communicated to all employees through Toolbox Meetings and posted in the workplace. Corrective Action Plan will be discussed to ensure that all personnel are aware of the incident and will abide by the corrective action plan implemented to prevent reoccurrence.

The information in this section does not take precedence over the applicable requirements in the Workers Compensation Act and any applicable regulations, with which all employees shall be familiar.

## **Regulatory Reporting Requirements**

In accordance with the Workers Compensation Act, the below incidents must be reported and investigated immediately:

- Resulted in a serious injury or death.
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- Involved a major release of a hazardous substance.
- Involved a fire or explosion that had a potential for causing serious injury to workers.
- Any incident required by the regulation to be reported.

The above situations require that the Workers Compensation Board is contacted immediately by telephone without delay to the 24-hour emergency reporting number **604-273-7711** The incident scene must not be disturbed unless directed by an officer of the board or a peace officer, except to:

- Attend to persons injured or killed
- Prevent further injuries; and
- Protect property that is endangered because of the incident.

In accordance with the Workers Compensation Act, additional incidents below must be investigated immediately:

- Incidents that resulted in an injury requiring medical treatment by a physician
- Incidents that did not involve injury but had a potential for causing serious injury.
- Any incident required by the regulation to be investigated.

Investigations will be conducted by persons knowledgeable of the work involved. Managers, supervisors, Safety Coordinators, JHSC members and a worker representative, if reasonably available, will participate in the investigation. The services of an external OHS Advisor/consultant may be procured if deemed

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necessary by management. Information shall be recorded on the form provided in the forms section of this OHS Program, and management shall review the reports with the employees.

Reports shall be sent to Empire Masonry Office and will be forwarded to the appropriate parties by management. Under no circumstances are any reports to be submitted to WorkSafeBC on behalf of the company until management has reviewed them and signed off.

## Objectives

Incident investigation is an important part of an effective OHS Program. All significant incidents, as well as near misses, must be investigated as soon as possible. The goal of an investigation is to prevent future reoccurrence, not to find blame or place fault. All incident investigations will be initiated as soon as possible after the occurrence, to:

- Prevent reoccurrence.
- Identify the root cause or causes and where the safety management system failed to prevent the incident
- Create the action plan needed to correct the root causes and safety management system failure and follow up to ensure corrections are made on a timely manner.
- Investigation Requirements

Preliminary Investigation must be performed within **48 hours** to the types of incidents indicated above, to:

- Identify any unsafe conditions, acts or procedures that significantly contributed to the incident
- Determine the corrective action necessary to prevent, the re-occurrence of similar incidents while the full investigation is being performed

A preliminary investigation is an opportunity for employers to identify any unsafe conditions, acts, or procedures that must be addressed so work can resume safely until a full investigation has been completed. The investigation may be requested by WSBC and must be provided upon request within **48 hours**.

Any corrective actions identified during the preliminary investigation must be completed as soon as possible. Both the investigation report and corrective actions report are to be submitted to the site Joint Health and Safety Committee as soon as practicable.

The preliminary investigation report must contain as a minimum:

- Employer's identification and contact information.
- The place, date, and time of the incident.
- Type of occurrence, injury, and a brief description of the incident.
- The names and jobs of the injured person(s), witnesses, and any other persons whose presence might be necessary for a proper investigation of the incident.
- The sequence of events preceding the incident.

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- Identification of unsafe acts, conditions or procedures that significantly contribute to the incident.
- The names and job titles of the person(s) conducting the Preliminary Investigation.
- Action items taken or to be taken to prevent reoccurrence between the incident and the final investigations.

A Full Investigation must be performed directly after the preliminary investigation is completed, and within **30 days** of the incident occurrence, the full investigation is to:

- Determine the root causes (underlying factors) of the incident.
- Identify any unsafe conditions, acts or procedures that significantly contributed to the incident.
- Determine corrective actions necessary to prevent reoccurrence of similar incidents.

A full investigation involves carefully analyzing the facts and circumstances to identify the underlying factors that led to the incident. The investigation must be submitted to both WSBC and the Joint Health and Safety Committee within **30 days** of the incident occurrence. Any corrective actions identified during the full investigation must be completed as soon as possible. And a report of these corrective actions is to be submitted to management and site Joint Health and Safety Committee as soon as practicable. The incident report form in the Forms section of this program shows the information required by the regulations.

In addition to the information required in the Preliminary Investigation Report, the Full Investigation Report must provide:

- 1. Empire Masonry legal name, address, contact number, email address, and WorkSafeBC account number.
- 2. The identification and contact information of other relevant workplace parties such as an owner, prime contractor, any persons involved, or persons implementing the corrective action following the full investigation.
- 3. The root causes (also known as underlying factors) of the incident.
- 4. Full and detailed description of the incident.
- 5. The names of the person(s) conducting the Full Investigation.
- 6. Additional corrective actions necessary to prevent reoccurrence, with the estimated and actual completion dates.

Management must ensure that all incident investigations have been followed up to ensure that corrective actions are completed in due time. Follow-up will be based on estimated completion time.

## Near Miss, Environmental and Property Damage Investigations

All employees are required to report Near Misses, environmental and property damages to their direct supervisor. Near Misses with a high potential to cause a severe injury or property damage will be fully investigated and communicated to all sites

#### **INVESTIGATIONS & REPORTING**



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## Conducting an Investigation

Three stages of an incident should be investigated:

- 1. Pre-incident stage the factors that permitted the sequence of events leading to the incident. These may include:
  - o Employer characteristics (trade, size, safety program, supervision, equipment maintenance, etc.).
  - Employee characteristics (age, sex, occupation, health, experience, training, etc.).
  - What wasn't "normal" before the incident compared to other days where the same job/task is done; what new conditions were introduced this time.
- 2. Incident stage the immediate factors in the incident. These may include:
  - o What was the victim doing (task, specific activity, posture, location, etc.)?
  - What's the usual way of doing this task, activity, etc.
  - What SWP, SJP, PJRA, etc. were in place, how applicable, instructed to workers, and followed.
  - o Working conditions; was worker supervised, working alone, etc.
  - o Materials and equipment directly involved (type, brand, size, guarding, condition, etc.).
  - o Immediate causes and actions that led to the incident (fall, trip, slip, horseplay, etc.).
  - Environmental characteristics (weather, lighting, noise, temperature, vapours, ventilation, etc.).
- 3. Post-incident stage the factors occurring after the actual incident that minimized or increased the seriousness of the incident. These may include:
  - o Emergency response plans / Evacuation plans.
  - The response time of emergency personnel.
  - o First aid available on site.
  - Location and condition of emergency equipment.
  - o Personal protective equipment worn or unused.

## During the Investigation

Information collection during an investigation will include the below means:

Observation: Visit the incident location. Make yourself thoroughly familiar with the area, and the machinery/ equipment involved. The workplace will give valuable clues as to the reasons of the incident if it is examined before anything is moved. Consider observing a similar job for comparison.

Documentation: Supporting documents must be collected during the investigation process and may include, but is not limited to the items listed below:

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- Field Level Hazard Assessment
- Sign in sheets
- Maintenance logs
- Training records
- Tool/equipment inspection report
- Permits

- Job procedures
- Worker orientation
- WSBC Report
- Other documents as required
- Diagrams/sketches/blueprint
- Photos

Interview: Witnesses and other persons who have details about the incident. Interviewer must be objective; look for facts, not opinions or speculations. The interviews with employees and eyewitnesses should take place as soon as possible and should be kept confidential.

## Investigation Review & Communication

The Health and Safety Committee will review incident Investigations and if the Committee makes further recommendations, they will be reviewed. Management, along with the Occupational Health & Safety Committee will assess the corrective actions when they are completed and determine if they have been successful.

Reports will be reviewed with applicable trade partners and prime contractors where required

Lessons learned from investigations will be communicated to all workers on all our sites. This will be done in the weekly Toolbox Talks with all workers. Management will be responsible for the implementation of company-wide action items that result from incident investigations.



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## **ELEMENT 11 EMERGENCY PREPAREDNESS**

## **Policy**

Empire Masonry will develop emergency response plans for various, anticipated and identified emergency situations. Planned and efficient response measures shall be selected and/or developed and implemented as required and as prescribed below. The Prime Contractor will be responsible for this process, related to their work, but in collaboration with the Company and specific workplace conditions as required.

A risk assessment will be performed by key representatives to identify all hazards/risks that could adversely affect the health, safety and well-being of personnel during an emergency situation.

Formalized site-specific emergency procedures will be prepared by the Company for each worksite where the Company is the prime contractor or sole contractor working on site. These procedures will include emergency response, care of injured workers, reporting requirements, and corrective follow-up for all injuries and serious accidents.

The procedures will be made available through the supervisory personnel and the qualified coordinator when this position is required to be filled by the Company. The procedures will be developed bearing in mind that no job is immune to the possibility of a catastrophe at any time. The procedures will be thoroughly outlined, made known to all workers and enforced.

Although it is not possible to predict if an emergency may occur onsite, we have a very good understanding of what those emergencies could entail. Incidents involving workers, such as a fall, or equipment, such as a forklift tipping over, or those which involve both workers and equipment are all potential candidates for emergency situations.

The purpose of the emergency response team is twofold:

- 1) First and foremost, the team works in a coordinated manner to ensure that the site remains free from recognized hazards and that areas which could become potentially hazardous are identified and plans are developed for controlling any hazard that may become real over time.
- 2) Second, they respond to emergency situations on site under the direction of Site Safety Coordinators or First Aid Attendant as the case may be.
- 3) Some sites, due to their size, may not require a dedicated emergency response team. This does not preclude the requirement for the site to have an emergency plan in place and for the plan to be reviewed and practiced from time to time.

#### Responsibilities

#### Supervisor Responsibilities

Supervisor responsibilities include:

- Conduct a head count of all workers at the muster station using the daily toolbox meeting sheet
- Contact Senior Management immediately to inform them of the emergency



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- Report any missing workers
- Help secure the scene of the accident if required
- Assist the first aid attendant if you are able

#### First Aid Attendant and Safety Coordinator Responsibilities

First Aid Attendant & Safety Coordinator responsibilities include:

- Attend to the emergencies without delay
- Be clearly visible to workers, so they know who to ask for help from. First aiders should not
  engage in work activities that will impact response time
- Respond to emergencies with a first aid kit for minor injury treatment if necessary
- Conduct emergency response drills regularly

## **Emergency Response Communications & Protocols**

Upon notification of an emergency the Site Safety Coordinator (site superintendent) will notify the emergency response team. The team's primary purpose is to assist the Site Safety Coordinator in managing the emergency.

Members of the team should be selected based on their ability to respond. It is not required that each trade on site be represented on the team, but the numbers should reflect the size and complexity of the site.

Routine training should take place to ensure that the team members understand their role and know where specific pieces of equipment are located which may be required by the Site Safety Coordinator.

- 1) The team should be familiar with the following:
- 2) The location of the Designated Emergency Platform (DEP) box or packaging system and how it is used.
- 3) The location of first aid equipment which may be required.
- 4) The location of specialize equipment used for rescue.
- 5) The various alarms used onsite.
- 6) The location of the marshalling area.
- 7) The location of all access/egress points on site.
- 8) The location of fire hydrants and on-site standpipes.
- 9) Any hazardous areas on site which are not available for emergency evacuation.
- 10) How to contact the Site Safety Coordinator/first aid attendant.
- 11) Where the meeting point is for emergency services.

Drills should be held at times when the possibility for injury to workers is minimized. For example, an emergency evacuation drill should not be held on a day when concrete is being poured.

First Aid/Medical Assistance:

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- 3 short air horn blasts.
- Summoning via first aid designated radio.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.

#### Fire/Evacuation:

- 1 long air horn blast.
- Use of closest fire pull station.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.

#### Rescue:

- Per established, written rescue procedures and designated communication devices/ systems.
- Hazardous Substance Spills:
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Personal notification report to superior or Company representatives.

#### **Natural Disasters:**

- 1 long air horn blast.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.
- Personal notification report to superior or Company representatives.

#### Threat:

- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling or personally notify a supervisor

Emergency evacuation routes must be identified and reviewed frequently to ensure access remains clear. All routes must be identified on site plans and signage should be posted if the route is through an area which is not accessed regularly by workers.

Workers must only use designated emergency routes when evacuating work areas. No other egress routes are authorized due to the possibility of injury. If a worker uses a route which is not authorized, and they become injured we may not find them in a timely manner which could complicate their injury.

#### Fire Department Communication

The local fire department must be immediately notified of any emergency situation that involves the following substances in quantities that may endanger professional firefighters:

- WHMIS designated (hazardous) products
- Explosives

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- Pesticides
- Radioactive materials
- Consumer products
- Hazardous wastes

The person making the call to the fire department must notify that department of the nature and location of the hazardous materials or substances, and methods that must be used in their safe handling. This may include referencing and providing the specific SDS of those substances, as available and applicable.

## **Utility Service Owner Communication**

Utility providers (electric power, gas etc.) must be immediately notified, per their specific requirements, if work tasks or operations have caused a "strike" and/or subsequent damage to that provider's utility service.

## Fire Emergency Response Protocols

When a fire is discovered, all personnel must follow the R.E.A.C.T. principle:

R = REMOVE those in immediate danger.

E = ENSURE room doors/windows are closed.

A = ACTIVATE the emergency communication devices.

C = CALL 9-1-1 and inform operator of emergency situation, including site address.

T = TRY to extinguish or control the fire (if trained and comfortable).

Small/minor fires shall only be extinguished by personnel if:

- They are trained and equipped to do so.
- They will not place themselves or others in danger.
- The correct type of fire extinguisher is available in the immediate vicinity.
- An escape route is available.
- If the person is untrained or unequipped, they shall not put the fire out and must escape from the area via the closest exit point/route.
- Where personnel may be required to use fire extinguishers at the specific workplace, and for select tasks such as hot work, those individuals shall be trained in the proper use of available fire extinguishers, including the "P.A.S.S." principle:
- P = PULL There is a small pin that prevents the fire extinguisher from accidentally being discharged, all you have to do is pull it out and continue on to the next step.
- A = AIM Aim the nozzle of the fire extinguisher low at the base of the fire.
- S = SQUEEZE Squeeze the trigger you just pulled the pin out of. Remember to squeeze it slowly and evenly, so the extinguisher is as effective as possible.
- S = SWEEP Sweep the extinguisher from side to side to cover all areas the fire may have spread

When a fire alarm is heard, or upon being notified of a fire, all personnel must:



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- Promptly/safely stop their work tasks.
- Safely switch off/shut down all their tools, equipment and/or machinery.
- Ensure any potentially flammable, combustible or explosive liquids, materials or substances, are removed from the work area if possible (without putting themselves in danger).
- Close all doors and windows when they exit an area, where applicable.
   Assist with, if safe to do so, evacuating fellow workers or persons from the work area and/or premises.
- Proceed along the safest and closest escape route, closing doors behind them (if present)
- Proceed, in a timely manner, to the closest designated muster (assembly) point for head counting and verifications.
- Follow all directions from designated personnel or emergency response forces.
- Not re-enter the area or move from or leave the muster point until instructed to do so.

#### Personnel are not permitted to do the following:

- Move anywhere other than to the closest escape route (e.g. "upstairs", to other rooms/areas, etc.);
- Enter a building or area where the alarm is sounding or where the fire is located;
- Carry bags or other bulky articles with them;
- Use elevators (if present);
- Loiter near building/facility entrances/exits;
- Move vehicles, equipment or machinery;
- Leave tools, equipment or materials in locations that obstruct pathways or exit points; or
- Block any access roads.

#### **Natural Disasters**

While no one expects a natural disaster to occur, depending on the geographical location of the specific workplace uncontrollable natural events such as earthquakes or floods may occur. As required, a risk assessment will be performed to determine the likelihood of these natural emergencies; proper planning, equipment and trained personnel has been established by the Company to assist with mitigating potential consequences of these events.

#### **Earthquakes**

Earthquakes occur frequently, but fortunately are usually too small to be felt. The possibility does exist for a major earthquake to happen at any time. When it happens, you may feel the ground shake and see trees, structures and equipment sway.

If you are inside the building:

Stay calm, drop, cover and hold on.

Do not attempt to exit the building while the shaking is still occurring.

1) Get to a position of safety (i.e. away from objects that can fall on you and away from edges of slabs or floor openings). Sit in an inside corner or other structurally sound point and keep out from under any temporary forms or structures. Do not hesitate, move at once.



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- 2) Do not leave your position of safety until the shaking stops. If you have no position of safety, do what you can to protect yourself. Get down in a forward position and hold your hands over your head clasped together to protect your neck. Keep your hard hat on.
- 3) After the shaking has stopped, move to the emergency assembly area shown on the site plan and report your name and any injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help. Rescue teams will be organized to search for the injured. If on the way to the assembly area you find an injured worker, report the location ASAP. Do not move the injured worker as you can complicate injuries. Move only in life threatening situations. Minimize back and neck movement.

Be aware of aftershocks as you may have to repeat the above.

During an earthquake to following events pose the biggest hazard to workers on site:

- 1) Falling objects.
- 2) Swinging doors and broken windows.
- 3) Fires.
- 4) Electrical hazards.

#### If you are outdoors

- 1) If possible, move to an open area.
- 2) Assume a position of safety and keep low.
- 3) Keep out of harm's way, i.e.: away from stored materials, trees, mobile equipment, gas or chemical storage, motor vehicles, crew and office trailers or any other objects than can fall and crush you.
- 4) After the shaking has stopped, move to the emergency assembly area and report in with your name and injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help. As mentioned before, do not move an injured worker, get help.

Be prepared for aftershocks.

#### After The Earthquake Has Ended

- 1) The site superintendent or his designate will ensure:
- 2) Triage and first aid of injured workers has started.
- 3) A head count will be conducted listing the last known location of missing workers
- 4) Rescue teams will be formed to assist the injured and to search for any missing workers.
- 5) If necessary, hazardous utilities gas/electricity will be located and shut off.
- 6) No worker is to leave the site without authorization by the Site Superintendent.

#### Additional Information

- 1) Do not leave for home. Power will be out, and traffic lights will be also.
- 2) Traffic congestion will occur, people will panic, and emergency vehicles will be unable to respond to the injured.
- 3) Have a home plan in advance to give your family its best chance.
- 4) Stay where you are needed until advised by emergency services. If you are not part of the solution, you are part of the problem.
- 5) In case of a major disaster, emergency shelter locations will be broadcast by Emergency Services Radio. At this time the local authorities will be advised on how to contact family members.



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## Lightning

Lightning is a powerful burst of electricity that happens very quickly during a thunderstorm. Lighting is caused by an electrical charge in the atmosphere that is unbalanced, it is a common occurrence in Canada during the summer months.

When there is lightning you need to determine the distance: Count the seconds between the flash of the lightning strike and the next boom of thunder. If it's under 30 seconds, the storm is less than 10 km away.

When a strike occurs within 30km the supervisor must warn all employees on site and all cranes must shut down.

If a strike gets as close as 10km away you must have a full lightning stand down, all equipment must shut down and all employees must seek shelter. Work will not resume for 30 consecutive minutes without a strike within 10 km.

The supervisor will use their discretion based on the duration of shut down whether work will commence or not.

#### Wildfire

Wildfires are unplanned and dynamic. They change over time based on the weather, available fuel and the landscape. Fire is a chemical reaction to the combination of three elements: oxygen, heat and fuel. Preventing or putting out a wildfire requires managing at least one of these elements.

#### The Fire Triangle

- Oxygen (from the surrounding air)
- Heat (ignition caused by lightning or human activity)
- **Fuel** (trees, vegetation or other organic matter)



- All employees, subcontractors and visitors must know the designated muster station on site in case of an emergency.
- All employees, subcontractors and visitors should be signing onto the daily JHA or a sign in/out sheet. In the case of an emergency the supervisors will have access to names to everyone on site so they can conduct a head count.
- Before work starts for the day you must know the danger class rating for your geographic area and follow restrictions as per the wildfire regulation if you're considered "high risk activities" as per the wildfire act.



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- Before starting a task, it should be determined if there are fire potential hazards and what controls must be in place before proceeding.
- Dispose of combustibles. Check daily to ensure that debris/trash has been picked up and disposed of properly.
- If there is any hot work on site, the hot work program must be followed, and fire prevention methods must be in place. Hot Work is any temporary operation involving open flames, or production of heat or sparks including, but not limited to, welding (gas or electrical), cutting, grinding, brazing, soldering and hot tar operations. All precautions regarding the hot work permit must be met prior to the start of any work. Hot works must be 12m from combustibles.
- Have a designated smoking area that is away from dry vegetations and buildings. Smoke butts
  are to be disposed of in water, sand or a special container. A fire extinguisher must be readily
  available.
- Handle flammables correctly. Store flammables as per SDS, and preferably in a flammable
  cabinet if possible. If not, keep it out of direct sunlight. (Gas cans, spray paint etc.) Make sure a
  fire extinguisher is readily available.
- Report and clean up all spills.
- Check for dry vegetation. Avoid starting or parking your vehicle or equipment on top of dry vegetation.
- If working in grass lands area, fire watch for 30 minutes after parking equipment.
- Chain saws and tree cutting should only be done under fire watch.
- Fire extinguishers and portable water back packs should be available in forested areas.
- Maintain the landscape if possible. Trim grass and pick up limbs and sticks.
- Ensure all fire extinguishers are in good working order.
- Have water and a shovel available if you're involved in a task that has a fire risk.

# In the event of a fire:

- If it is a small fire and you have been trained to use a fire extinguisher, use appropriate fire extinguisher and the P-A-S-S method.
- If trained to do so use shovels, axes and hand tank pumps to stop the spread of a small fire.
- If you are unable to control the fire, the site should be evacuated with the air horn and workers should muster at the muster station. Supervisors should complete a head count, contact emergency personnel and follow their direction.
- The site should be secured from the public if possible.

To report a wildfire, contact 1-800-663-5555 or \*5555 on a cellphone.

# **Utility Contact**

The goal is to ensure that powerlines in the work area are either re-routed or de-energized prior to commencement of work. Maintaining a safe distance from all electrical conductors is the best way to prevent powerline accidents.



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#### Overhead Electrical

If for some unseen circumstance, contact with an energized electrical equipment occurs:

- 1) If you are in mobile equipment, remain inside the cab and don't panic, you are safer where you are.
- 2) Alert other personnel to what has happened and instruct them to keep their distance from any machine, load, lines or ground affected by the powerlines. The machine, load, lines and the ground will carry electrical current.
- 3) Try to remove the contact move the equipment away from the line in the reverse direction to that which caused the contact (for example, if you swung left into the wire, swing right to break the contact).
- 4) Once an arc has been struck, it can draw out a considerable distance before it breaks. Keep moving away from the line until the arc breaks and then continue moving until you are at least 3 to 4.5 m (10 to 15 ft) away from the line.
- 5) If a crane's ropes appear to be welded to the powerline do not move away from the line as it may snap and whip. Stay where you are until help arrives.
- 6) If mobile equipment cannot be moved away or disengaged from the contact, remain inside the mobile equipment until the electrical authorities de-energize the circuit and confirm that conditions are safe.
- 7) Report every incident involving contact with a live line to your supervisor who will in turn notify the electrical utility so that inspections and repairs can be made to prevent damaged powerlines from failing at a later date. (WorkSafeBC must also be notified by the supervisor.)
- 8) If it is necessary for the operator to leave mobile equipment while it is still in contact with the electrical conductor, they must jump clear and land with both feet together. They must never step-down allowing part of their body to be in contact with the ground while any other part is touching the machine.
- 9) Because of the hazardous voltage differential in the ground the operator should jump with his feet together, maintain balance and shuffle slowly across the affected area. Keep feet evenly together. Take very small steps without moving feet apart at all. Do not take large steps because it is possible for one foot to be in a high voltage area and the other to be in a lower voltage area. The difference between the two can kill.
- 10) Completely inspect equipment that has contacted a power line for possible damage caused by the electrical contact. Affected sections of wire rope should be replaced if it touched a line since the arc is usually of sufficient power to weld, melt or badly pit the rope.

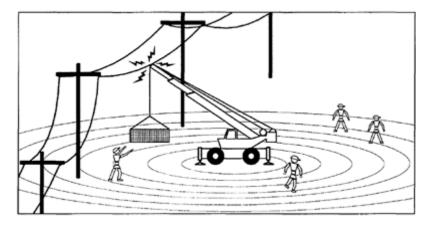


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A high voltage contact can result in electrical current transferring down the boom through the equipment and into the ground. The ground will then be energized with high voltage near the equipment surrounding area lessening further away.

#### **Stay Put**

If your equipment contacts a power line, stay inside the cab. DO NOT EXIT. Call 911 and your electric cooperative for help and warn anyone nearby not to approach your equipment. Only exit the machinery after you are told by the authorities that it is safe to do so.

Exiting equipment that has contacted energized power lines can cause electrocution. The downed power lines could be charging the equipment with electricity and, if you step out, you will become the electricity's path to the ground and could be killed by electric shock.

#### **Jump Clear**

If you must get out of your equipment because of a fire, tuck your arms across your body and jump with your feet together as far as possible from the equipment so no part of your body touches the equipment and the ground at the same time.

Move away from the equipment with your feet together, either by hopping or shuffling, until you are at least 40 feet away. Electricity spreads through the ground in ripples. Keeping your feet together prevents one foot from stepping into a higher voltage zone than the other foot, which could cause electrocution.

#### **Stay Away**

When you are clear of the area, call for help and keep others away. DO NOT approach your vehicle again until utility crews and emergency responders tell you it is safe.

#### **Underground Electrical**

Contact with underground electrical utilities should be treated very seriously and similar to overhead power lines. If contact or damage to an electrical utility occurs:

- Have someone who is not within the affect area notify your supervisor immediately.
- If possible and safe, back the equipment away and off of the power line.
- Secure the area and ensure no one enters the area at minimum 30 feet away from the damaged utility.



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- If workers are required to evacuate, they should use the hop or shuffle method.
- Do not attempt to rescue someone within a live electrical area until the power has been shut off
  by the utility owner and deemed safe. If a worker has been injured call Emergency Services
  immediately.
- Contact the owner of the utility and continue to secure the area until power can be safely shut
  off.
- Do not re-enter the area until directed by the power utility owner.

#### Water Main

In the event of a water utility strike the following procedures should be used:

- Evacuate the excavation and surrounding area immediately.
- Notify your supervisor.
- Continue to maintain a safety perimeter.
- If already pre discussed with the owner of the utility, locate the closest water valve and shut off.
- If you have not been given permission to shut off the water valve, call the owner of the water utility immediately. Maintain the scene as best as possible until the owner arrives to shut off the water.
- If the supervisor determines it is a major release of water Emergency Services will be contacted.

#### Gas

If there is an incident where gas is accidentally released either through a bottle source or gas utility line the following should be followed:

If an operator notices they have struck a gas line or a worker notices the gas odor, or suspects a gas leak:

- Warn all others in the immediate area.
- Prevent any source of ignition- cigarettes, naked flames, grinding, welding or other hot works. Shut down all equipment immediately.
- Notify your supervisor immediately. They will contact the owner of the utility if applicable.
- Evacuate the area and prevent others from entering. Muster area should be up wind.

# Sanitary/Storm Line

If contact with a live storm or sanitary sewer has been contacted the following procedures should be followed:

- Evacuate the excavation.
- Notify your supervisor and owner of the utility.
- If you are able to control the flow of the sewer with pumps, use to them control until further instructions have been given by the owner of the utility.



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# **Chemical Spills**

Response to a spill is dependent on several factors: nature and type of substance, amount spilled, and area in which it occurred, etc.

General response in all instances should be:

- Notify your supervisor immediately and provide details of the incident, persons involved, likelihood of chemical/ substances entering the drainage systems, identity of the chemical/ substance.
- Attain a copy of the SDS sheet for reference of any safety precautions.
- Control any further substance from spilling and spreading if safe to do so.
- Assist affected persons where it is possible without endangering yourself.
- Check immediate area are for any possible incompatible substances
- Check to see if there is a possibility of spilled chemicals/substances in the drainage system and protect where possible.

Spills should be cleaned up as per SDS sheet and disposed of accordingly.

Refer to the Environmental Management Act: Spill Reporting Regulations for the requirement to report spills.

# **Excavation or Trench Collapse**

In the event of a trench or excavation collapse the following procedures should be followed:

- The immediate area should be evacuated.
- If a worker is required to be rescued from the trench, emergency personnel should be called. The scene should be assessed by the Supervisor and First Aid attendant before entering to assist the worker. Do not enter an unstable or un-shored excavation wait for emergency personnel.
- Try to locate the victim. Look for evidence of tools or materials.
- If it is safe to enter the excavation, use small shovels to gently dig and remove material from around the victim. Use extreme caution to avoid further injury to the victim. Do not stand on top of material that may be on top of the victim.
- When near the victim use hands to clear away the material. If the victim if conscious, first aid
  will continue to stabilize until emergency personnel arrive. If victim is unconscious check for
  breathing, CPR may be required.
- Do not remove the victim from the trench unless there is imminent danger (flooding, dangerous gases, water or further trench collapse, etc.). Where possible leave the victim until ambulance or emergency personnel arrive.
- An incident investigation should be performed immediately after by the Safety Coordinator and Site Supervisor.



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# **Bulk Excavation**

In the event a worker needs to be rescued from a bulk excavation the following procedures should be followed:

- If possible, for minor injuries or emergency evacuation, a worker should be able to self-rescue by walking up the material ramp or scaffolding stairs provided. Evacuation procedures will be followed on site using 1 long air horn blast, or 3 short blasts for first aid.
- For a medical emergency where a worker is not able to self-rescue the follow steps will be used:

**Stage 1:** Beginning of bulk excavation and shotcrete shoring. A stable material ramp will be maintained for emergency access/egress. A ladder system can be installed for general worker access/egress as long as emergency access is maintained.

**Stage 2:** In the event a stable material ramp cannot be maintained and before scaffolding stairs are installed, an evacuation plan must be coordinated by the Prime Contractor with the High Angle Rescue Emergency Responders. Temporary general access/egress of the site will be maintained through a ladder system. The notification reference number must be available on the site safety board.

**Stage 3**: Engineered scaffolding stairs will be installed by Qualified Persons and Prime Contractor. The scaffolding stairs will be set up as per site requirements (built in full, or suspended scaffolding). If it is installed top-down during the excavation process, and adequate access/egress cannot be maintained without a ladder, the High Angle Rescue Emergency Responders will be notified by the Prime Contractor for emergency medical procedures that a worker is unable to self-rescue via the ladder/scaffolding set up.

**Stage 4:** Crane or DEP box rescue. When the excavation is at final grade, the Prime Contractor will install a tower crane (if applicable) and a complete set of scaffolding stairs. Emergency medical rescue can be completed through the DEP box on the crane. Self-rescue and evacuation can be completed through the scaffolding stair system.

#### Confined Space

Confined spaces pose a significant risk to workers required to enter them. In the event that a worker is injured inside a confined space rescue will be done by qualified personal only. As much as is reasonable we will call on the applicable emergencies services to assist us with this type of rescue.

Under no circumstances will any worker enter a confined space to rescue a worker. If the atmosphere is dangerous (e.g. oxygen level below 20.9%) no work will enter the space unless equipped with and trained on air supplying equipment.

More details on confined space rescue can be found in the confined space section of our program.



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# Structure Collapse

Although unlikely, the collapse of a structure is possible. A more likely scenario would be the collapse of form or false work. In either case the scene of the collapse must be controlled to prevent any worker from entering. In the event of a structural failure the general evacuation alarm will be sounded, and all workers will leave the site and report to the marshalling area.

Supervisors will do a head count and report to the site superintendent the status of their workers. If a worker is missing the supervisor will notify the site superintendent who will coordinate a rescue effort on site.

The rescue party will assess the area of the collapse and determine if it is safe to attempt a rescue. If the area is deemed safe, then a survey will be conducted to locate any trapped worker(s). Any shoring required to secure the area will be added as the rescue part progresses. Red danger tape will be placed on either side of the access/egress route to mark the limits where rescue workers can go safely.

The goal of this procedure is to clear a path to the collapsed area so that specialized rescue crews and equipment can access the area safely.

# Crane Collapse

Should a crane tip over or a crane boom collapse, immediately turn off electrical generators/power supply and water supply. When approaching the crane ensure there is no danger from further collapse of the equipment or the load or any other hazards that may be present (e.g. power line contact).

Personnel safety is most important and takes precedence over any property damage concerns. If there are any injuries, immediately summon first aid and, if necessary, an ambulance. If the operator can be safely removed from the machine without further injury, do so. If the operator has injured their back or neck do not attempt to remove him/her from the machine - wait for the ambulance.

Do not change anything at the incident location except to prevent further injury. Immediately call the office and inform the supervisor of the occurrence. The supervisor will contact the appropriate Regulatory Agency to report the collapse.

#### Equipment Roll or Tip-over

Equipment tip over is generally not life threatening. For example, if a mobile forklift is being used on site to move wall forms it is possible that it could tip over if the boom is extended out too far and the out riggers are not deployed.

Another example is a boom lift driving into an opening in the ground which causes the boom lift to flip over.

In both these scenarios the risk of injury will differ. In the tip over of the forklift the risk of injury is minimal. In the flipped over boom lift the risk of injury will be high.



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# **Disgruntled People**

The potential for disgruntled employees, however slight, exists. The associated risks of this situation occurring are important to acknowledge and consider. We do not expect that an employee, or former employee, will react in an unpredictable manner but we must ensure we react effectively in the event that it happens.

If a disgruntled employee comes to one of our projects sites, we must ensure that the situation is controlled so as to prevent the possibility of violence. Under no circumstances is any employee (or former employee) of us or a trade partner on site permitted to enter the site if it is obvious, they are under stress.

The Site Safety Coordinators or Site Superintendent must intervene in any situation which appears to have the potential for violence.

All efforts must be made to control the situation and calm all personal involved. Under no circumstances are other workers not directly involved in the situation permitted to become involved. The Site Superintendent and supervisors must clear away all personal and ensure they do not interfere.

If a disgruntled worker comes to our corporate office for any reason they are not permitted to enter. They must be directed to wait outside our offices until the office manager and another worker go to talk with the worker.

Under no circumstance is any employee at our corporate office permitted to place themselves in a position where they may face physical violence. If there appears to be any possibility of this type of action the police will be called immediately.

# **Emergency Transportation**

If an Ambulance is not required as the injured worker is conscious and can walk or bring themself to a Healthcare Facility, another means of transportation is required. Employer is to have a transportation arrangement available in accordance to the Regulations:

- 1) It must suit the distance to be travelled and the types of injuries or illnesses that may occur. The means of transportation must make transport of the ill or injured worker safe and comfortable. It should be clean and if serious injuries are likely to occur, as in high hazard work, then the means of transportation needs to accommodate a seriously injured worker in a manner that prevents additional injuries and provides timely transport.
- 2) The available transportation must protect the injured worker and an accompanying person from the weather. If workers are at an isolated work site and work is done during cold, wet or inclement weather, then the means of transportation should be enclosed or covered and provide sufficient heat to keep both individuals warm.
- 3) The means of transportation must be equipped with a means of communication that allows occupants to communicate with the health care facility to which the injured or ill worker is being taken. This could be a cellular telephone, vehicle- based two-way radio or whatever is most practicable as long as it permits communication with the health care facility.
- 4) The means of transportation must be large enough to accommodate a stretcher and accompanying person. Many stretchers are 200 or more centimetres long so the available space

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must accommodate this. Stretchers must be secured during transport to protect the safety of the injured worker and the accompanying person.

5) When developing the transportation arrangements, employers must keep in mind the need to get injured workers to medical care as quickly as possible keeping in mind the "golden hour."

# **Emergency Procedure Drills**

Although not always practical, practice drills for the above listed procedures should be practiced at least annually. This is particularly important for such things as bomb threats or disgruntled employees.

Any type of emergency procedure drill must be coordinated with the applicable authorities and agencies to ensure we do not cause a panic. This is particularly with regards to our corporate offices which we share with several other businesses.

A review of all emergency drills will be conducted after each drill to ensure we review and document any aspects of the protocols that may require modification.

The following chart will assist site personnel to handle emergencies in an efficient manner to help minimize injury to workers and damage to property or equipment as much as is possible

EVENT	IMMEDIATE ACTION	WHO IS RESPONSIBLE	AFTER ACTION	FOLLOW UP/NOTES
SMALL FIRE ON SITE: site evacuation not required	Sound emergency evacuation alarm Assess fire – attempt to fight if safe	Person discovering fire  Person discovering fire/Site Safety Coordinator	The cause of all fires must be investigated by the site superintendent & Site Safety Coordinator	Submit report to Head Office
LARGE FIRE ON SITE: site evacuation is required	Sound emergency evacuation alarm Contact 9-1-1	Site Safety Coordinator/Site Superintendent Site Safety Coordinator/Site Superintendent	The cause of all fires must be investigated by the site superintendent & Site Safety Coordinator  All site evacuations must be investigated by the site superintendent and Site Safety Coordinator  Complete First	Submit report to Head Office
INCIDENT:	first aid station	Safety	Aid Report	

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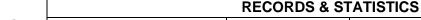
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Minor (no time	First aid is	Coordinator/First Aid	Complete First	
lost)	administered	Attendant	Aid Treatment	
			record	
			Update monthly	
			injury report	
				Update First Aid
				Treatment
				record with
				information
			Complete First	received from
			Aid Report	injured party
	Injured party goes to			after their visit
FIRST ALD	first aid station	Injured party & other	Complete	to MA
FIRST AID	First Aid attendant	worker(s) as	Employer's	Cinat Aid nament
INCIDENT:	assesses injury,	required Site Safety	report of injury or Occupational	First Aid report is required only
Major (time	administers first aid,	Coordinator/First Aid	Disease	if the injured
lost), injured	refers injured part to	Attendant	Disease	party is an
party can walk	MA	Accordance	Complete First	employee of
party can want	Injured party reports	Injured Party	Aid Treatment	ours.
	to MA as required	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Record	
			Update Monthly	Superintendent
			Injury Report	to ensure that
				site is safe for all
				workers after a
				serious incident
				has occurred.
		Worker discovering		Only Level 3
	Notify Site Safety	injured party(ies)	Complete First	First Aid
	Coordinator/First Aid	Site Safety	Aid Report	attendants are
EIDST AID	Attendant	Coordinator/First Aid		able to package
FIRST AID INCIDENT:	Site Safety	Coordinator/First Aid	Complete First	patients.
INCIDENT.	Coordinator/First Aid	Site Safety	Aid Treatment	
Major (time	attends scene	Coordinator/First	record	Only one
lost), injured		Aid, supervisor,		patient is
party cannot	Ensure that scene is	superintendent	Update monthly	permitted in
walk,	secure and safe	Site Safety	injury report	DEP at a time.
Designated		Coordinator/First Aid	Conduct	Encure Fall
Emergency	Determine how many	Site Safety	Conduct investigation(s),	Ensure Fall Protection is
Platform (DEP)	injured & location	Coordinator/First Aid	produce	used Designated
use required		Emergency response	report(s), submit	Emergency
	Dispatch DEP	team	to WorkSafeBC as	Platform @ all
	Hook-up & Fly DEP	Site Safety	required.	the time as per
		Coordinators /OFA	- 4	SWP.
		will direct the		

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	OFA Assess injuries, notify authorities (911)  Stabilize injured party(ies)  Package injured & fly  Turn over scene to emergency services, assist as required	Superintendent to call 911 Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid		
VIOLENCE ON SITE:	Control the situation by separating the workers/personnel involved Notify site superintendent/Site Safety Coordinator Notify supervisor/Employer Remove workers from site (cool off period)	Workers in immediate vicinity Worker/Supervisor in vicinity Superintendent Worker Supervisor(s)	This type of event on site requires the site superintendent, Site Safety Coordinator and supervisors to take control to prevent an escalation of violence. Only the site superintendent is permitted to contact the police.	Involved workers are not permitted on site until written assurance is received from them that this action will not be repeated by them and we have seen proof of discipline by the employer of the workers involved.





Element 12

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# **ELEMENT 12 RECORDS & STATISTICS**

# **Policy**

As a policy, Empire Masonry will record and gather information about how Empire Masonry operates at the workplace. It will also be used to track trends and compare with the standard of the industry.

Through this information recording and gathering, we will try to eliminate hazards before they become an issue to the well- being of the workers.

Supervisors and workers must work towards the same goals of awareness of the work surroundings and accountability of everyone's actions in the workplace. We will review records and statistics to determine the trends of Empire Masonry in comparison to the industry standards.

Records and statistics pertinent to safety shall be compiled and retained onsite by us for the duration of the project. These records and statistics shall be used to identify and monitor problem areas, review the effectiveness of the OHS program and provide important information for Supervisors and safety personnel to assist them in their endeavors of providing a safe workplace.

Whenever Company records and statistics show the way for improving the OHS program, we will plan the improvements, assign responsibilities and due dates. Those assigned these responsibilities will be provided with the time and resources to accomplish them. Any corrective action plans noted on any documentation will be reviewed to ensure effective implementation. It will also be reviewed that any corrective action plan has been communicated to all workers.

Documentation and records shall be kept in an orderly fashion, which will provide quick and easy access to workers and a Regulatory Officer upon request.

#### Documentation

The documents that will be kept on file, but not limited to, are as follows (Confidential records to be kept in a locked cabinet):

- First Aid Treatment Records.
- OHS program review records.
- Health and Safety meeting records and attendance sheets (Toolbox talks records, orientation records, health, and safety committee meeting minutes, as applicable).
- Records of management meetings (health and safety component).
- Incident and Investigation Reports.
- Inspection Reports.
- Right to refuse unsafe work occurrence records.



# **RECORDS & STATISTICS**

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• Worker and trade partner safety commitments.

Element 12

- Disciplinary action records.
- Regulatory Agency Inspection Reports.
- Audit Review/Reports, Form 7s and/or Form 6A and WorkSafeBC monthly Claims Cost Statements.
- Statistical reports.

#### **LEGISLATION**



Element 13

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# **ELEMENT 13 LEGISLATION**

# **Policy**

It is mandatory on all our sites, including the Head Office, that a copy of the Workers' Compensation Act, OH&S Regulations and applicable standards be always made available to all workers.

#### Information on Legislation

As part of orientation and training of all workers, the following information on Legislation will be disseminated:

- A copy of the British Columbia's OH&S Regulation" will be readily available on all project sites or the Supervisor's Office.
- An app of WorkSafeBC's Regulation will be on all Supervisor's cell phone.
- A link to WorkSafeBC's Website with the Regulations will be embedded and downloaded into the computer at the project site office.
- A "Notice to Workers" regarding the Regulation will be posted at the Site Office.
- Applicable or relevant Regulations will be discussed with the workers during Toolbox meetings and other training and orientation sessions.

Company compliance to the Legislation and Regulation include but not limited to:

- A pre-construction checklist will be established.
- A Site Safety and Emergency Safety Plan will be created and posted at the site as per the
  Regulations. Site safety plans must be posted at locations where other information of general
  importance is posted such as inspection reports or emergency protocols for the site. Site safety
  plans must be kept up to date at all times, reflecting the current stage of the project.
  Information which is not required on the plan must be removed to minimize confusion. The site
  safety plan should be used as part of the site safety orientation.
- An incident notification protocol and procedure will be established and reported to the proper authorities.

# Company Responsibility

Every employer must make a copy of the Workers' Compensation Act and the OH&S Regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review.

Worker Rights Responsibilities WCA 22

# LEGISLATION

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On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

# Your Rights

- The right to know about hazards in the workplace.
- The right to participate in health and safety activities in the workplace.
- The right to refuse unsafe work.

# Your Responsibilities

- As a worker, you play an important role in making sure you and your fellow workers stay healthy and safe on the job. As a worker, you must:
- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

#### General Duties of Supervisors WCA 23

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

# Your Responsibilities

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate <u>personal protective equipment</u>, which is being used properly, regularly inspected, and maintained.

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Element 14

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# **ELEMENT 14 JOINTH HEALTH & SAFETY COMMITTEE**

#### Policy

Empire Masonry will ensure that a joint health and safety committee is established in any workplace when we regularly employ 20 or more workers (full and part time). Any Empire Masonry workplace that regularly employs more than 9 but fewer than 20 workers require a worker health and safety representative. Where practicable, worker and safety representatives have the same duties and functions as a joint committee.

- The policy and purpose of the Joint Health and Safety Committee is to:
- To identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- To consider and expeditiously deal with complaints relating to the health and safety of workers.
- To consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers.
- To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness.
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness.
- To advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- To ensure that incident investigations and regular inspections are carried out as required by provincial regulations.
- To participate in inspections, investigations and inquiries as provided in the WCA, Section 125 and the regulations.
- To carry out any other duties and functions prescribed by regulation.

# **JHSC Requirements**

The JHSC shall meet monthly when required to review health and safety trends, incidents, corrective actions, inspections, and toolbox meeting minutes. Committee members are also required to:

- Participate in regular safety inspections.
- Participate in incident investigation reviews.
- Review injuries and their causes. Discuss the corrective actions to prevent reoccurrence.
- Make recommendations to correct hazardous conditions.



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- Make recommendations to improve health and safety of all employees.
- Participate in Toolbox Talks for review and make recommendations for action as required.
- Set a good example and assist in the development of safe production procedures.

A copy shall of the meeting minutes are also be posted on the health and safety board on the project and be available to employees.

# JHSC Operation

- 1) The Joint Health and Safety Committee's responsibility is to recommend safe work organization and practices to the employer, and to provide workers with guidance in protecting their health and safety.
- 2) The Joint Health and Safety Committee must hold regular meetings at least once each month.
- 3) Even though the Committee consists of employer and worker representatives who may be directly involved in project operations, it is only advisory and cannot direct management carrying out its recommendations.
- 4) The committee is the principal medium for employees and employer to communicate and exchange information on health and safety matters.
- 5) The committee shall decide how many members must be present to constitute a valid committee quorum. A quorum must consist of a minimum of four members. Management representatives must not out-number worker representatives.
- 6) The committee must elect a chairperson and an administrator from its members. Where the chairperson is an employer representative, the administrator must be a worker representative and vice versa. The committee would decide on the term length for the positions prior to election.
- 7) The chairperson of the committee is responsible for planning meeting topics and giving the plan to the administrator for preparation of an agenda.
- 8) The chairperson should control the direction of the meeting but not the discussion.
- 9) The chairperson should ensure that every item on the agenda receives attention, and a conclusion is reached on every item. This may involve referring a matter for further study.
- 10) The chairperson may cut off a discussion and move on to the next item, deferring the discussion to the next meeting.
- 11) The chairperson is responsible for achieving a diplomatic style within the committee. If two parties are in complete disagreement, the chairperson may call a break and try to mediate.
- 12) The administrator will retain the final say in the minutes and if the committee administrator is unfamiliar with secretarial duties, the committee may approve the use of a non-committee member with secretarial skills.
- 13) Special meetings will be held at the chairperson's request.
- 14) Committee members should be involved in, either on an active or an observer basis, the following activities outside the regular meeting:
  - o Inspections.
  - Incident investigations.
  - Complaint investigations.
  - o Corrective-action and follow-up.



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# Agenda

The Joint Health and Safety Committee meeting should be standardized in an order such as the following:

- 1) Roll call.
- 2) Revision (if necessary) and adoption of previous meeting minutes.
- 3) Discussion of old business.
- 4) Discussion of worker complaints and suggestions.
- 5) Review of recent incidents, investigations, and corrective actions.
- 6) Reports on special assignments.
- 7) Reports on inspections, with recommendations.
- 8) Training and education of committee members.
- 9) Inform management of committee goals and have management report to the Committee on its trends and suggestions for safety.
- 10) Discussion of new business.
- 11) Adjournment.
- 12) Under the direction of the chairperson, the administrator will prepare the agenda. The agenda will be distributed to member's one week prior to the meeting.

#### **Minutes**

Minutes will be prepared immediately after the meeting and will be distributed to all members and substitutes. Any additions or corrections to the report must be received in writing within 5 working days after the date of issue or they shall stand as written. Adopted minutes from previous meetings will be posted where workers may read them.

Copies of minutes and reports will be kept on file for a period not less than two years and will be made available to WorkSafeBC upon request.

#### **Conducting Meetings**

At the first meeting, members should elect a chairperson and an administrator and develop the Committee's Terms of Reference. Members may choose to adopt the terms of reference provided.

Members should prepare for a meeting by being aware of, and prepared for, what is on the agenda.

Committee meetings should work by consensus to develop solutions rather than deciding matters by majority vote.

Committee meetings are not required to follow the more formal Rules with motions, amendments, and votes on each motion.



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# **Training**

Section 3.27 of the WorkSafeBC Regulation requires an employer to ensure new joint committee members and new worker health and safety representatives receive instruction and training and sets out the minimum requirements for that instruction and training.

Since this training is the employer's obligation and will be a regular part of employment, the time to do the training is "work" and the employer must pay for the training under BC's Employment Standards Act.

It is important to note the minimum training required by section 3.27 does not form part of the annual educational leave granted by section 41 of the Act – new joint committee members and worker health and safety representatives must receive the instruction and training required under section 3.27 of the OHSR, additionally, all joint committee members and worker health and safety representatives are entitled to 8 hours of educational leave each year under section 41 of the Act.

Section 3.27(2) requires new Joint Committee Members – those selected or after the effective date of the amendments, April 3, 2017 – receive At Least 8 Hours of instruction and training ss soon as practicable but no more than 6 months after being selected. Section 3.27(4) specifies the six topics the training must include.

# **Committee Membership**

A Joint Occupational Health and Safety (JHSC) Committee will be established when required to enhance the development and maintenance of our OHS Program. The committee has been structured and will function in compliance with all regulatory requirements. Due diligence shall be exercised while performing your duties as a Committee Member as a safe and healthy workplace is of paramount importance to Empire Masonry.

To that end, we require all members on the committee to read, understand and comply with the responsibilities of being a member of the Joint Health and Safety Committee. (Please see "Committee Membership Agreement Policy" below).

A Joint Health and Safety (JHSC) Committee will be established at Empire Masonry to enhance the development and maintenance of our OHS Program. The committee will be structured and function in compliance with all regulatory requirements. Due diligence shall be exercised while performing the duties of a Committee Member as a safe and healthy workplace is of paramount importance to Empire Masonry.

As a member of the Joint Health and Safety Committee, I understand that in addition to heeding the general rules of the Empire Masonry Health & Safety Policy, I must also abide to the following rights and responsibilities:

 I shall make recommendation, report and assist in the resolution of workplace health and safety concerns. These concerns would include tools and equipment, working conditions and environmental problems. Concerns would also encompass production procedures and breaches of procedures that would endanger the health and safety of any worker, visitor, or trade partner.



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- 2) It is my responsibility to promote acceptance and compliance to all applicable Empire Masonry Health and Safety Policies and as well as the OHS Regulations.
- 3) I will, on a rotating basis, conduct a monthly Workplace Inspection using the Empire Masonry Safety Audit form and note any deficiencies and infractions. This inspection will be reported in the next committee meeting. Any emergent risk to health and safety will be reported immediately to the site supervisor.
- 4) I will assist in the investigation of any occupational incidents and near misses in the workplace.
- 5) I am able to recommend changes in the OHS programs, as well as procedural and environmental changes that benefit the overall health and safety of the workplace. I am aware that the employer has 21 days to respond to the recommendation(s) made by the Committee.
- 6) I have the right to obtain and retain information from the employer regarding any Health and Safety concerns and this information will be kept confidential and cannot be used outside of committee functions.
- 7) I must participate in the yearly fire drills as a test to the effectiveness of the Emergency Preparedness Plan of our division area.

I understand that failure on my part to follow the Empire Masonry Safety Policy may result in my removal from the Committee. However, no disciplinary action will be taken against me by reason of performing or not performing the duties appointed to me as a committee member.

Name of JHSC Member (Print) Date: (mm/dd/yyyy)

Signature of JHSC Member

#### **INJURY MANAGEMENT**



Element 15

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# **ELEMENT 15 INJURY MANAGEMENT**

# **Policy**

Empire Masonry Injury Management and Return-to-Work (RTW) program is designed to encourage and allow employees to stay at work or return to work as soon as possible after a job-related injury or illness. Injury Management programs are based on the philosophy that many injured workers can safely perform productive work during their recovery.

This program provides specific procedures that will assist in maintaining the Injury Management Program. The success of the program depends on actively managing incidents, maintaining open communication between all parties, and providing temporary modified work duties, when necessary, to fit the injured worker's capabilities. The injured worker should be an active participant in all steps of the program.

It is the policy of Empire Masonry to provide a Return-to-Work program with the goal of keeping employees gainfully employed or returning employees to meaningful, productive employment following an on-the-job injury or illness.

The Return-to-Work program provides opportunities for any employee of Empire Masonry, who were injured in the course of their employment, to return to work at full duty. If the employee is not capable of returning to a full duty position, the Return-to-Work program provides opportunities, where possible, for the employee to perform a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical abilities, or to perform alternative duties.

The Company will assign a Return-to-Work Coordinator to manage the Return-to-Work Program in line with WorksafeBC guidelines and in collaboration with WorksafeBC case managers and medical professionals as required.

All Empire Masonry employees across all levels of the organizations are expected to support and fully comply with this policy and the associated procedures, as outlined in the Injury Management and Return to Work Program document. The program document shall be provided to all employees across all sites and will form part of new worker orientation training.

#### Goals of the Program

The primary goal of the Injury Management Program is to assist employees who sustain an on-the-job injury or illness to remain at work or return to work at the earliest possible time, in either a light, modified or full duty capacity. In addition, Empire Masonry secondary goals for this program, that support the primary goal are:

- To establish a clear process for all employees following injury or illness
- To minimize impact of workplace injury or illness on productivity
- To ensure fair and consistent treatment of all injured/ill workers
- To reduce costs associated with work-related injuries/illnesses.

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• Reduce number of days lost to injury/illnesses.

# Benefits to Workers & Employers

#### **Benefits for Workers**

- Helps injured workers recover faster.
- Reduces financial uncertainty for the worker and their family. Reduces the concerns of employment security.
- Maintains necessary job skills.
- Maintains a sense of attachment with co-workers. Reduces the risk of negative long-term health effects.

### **Benefits for Employers**

- Demonstrates to all workers they are valued employees. Returns injured workers to work in a safe and timely manner. Maintains worker/employer relationships.
- Reduces the cost of claims, which can help employers be more competitive. Helps retain healthy and qualified workers.
- Reduces the cost of training replacement workers.
- Includes the employer in the recovery process for their injured worker.

#### **Return to Work Assignments**

Return-to-work duty assignments are separated into three distinct categories: Modified Duty, Graduated RTW and Full Duty.

#### **Modified Duties**

Modified duties are the performance of all essential functions of the pre-injury position with modifications to either the schedule or the method of performance. The employee may perform only a portion of the assigned duties that are within their current capabilities as outlined by the treating physician. Modified duties may include varying the hours of work, using mechanical means to assist performance, or using other employees to assist with job performance.

#### Graduated Return to Work Plan

This program allows the employee to return safely to work through a steady progression of hours and/or duties tailored to their needs. The employee's physical capabilities and psychological readiness to return to work are gradually improved. The program is also valuable in restoring the employee's job skills, and for ensuring that an employee can perform tasks without endangering their own safety or that of others. WorkSafeBC and the company shall share the cost of a graduated return-to-work program, either equally throughout the duration of the program, or on a descending/ascending scale.

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#### **Full Duties**

Full duty is the performance of all duties and requirements for which the employee is employed. The release to full duty indicates the employee is ready and capable of performing all essential and non-essential functions of the employee's hired position.

# **Company Wide Responsibilities**

- Management supports and advocates for the success of the Return-to-Work Program.
- All company managers, supervisors, and employees across all levels of the organization must participate in and support this program. In 2024 Bill 41 now requires that all employees must participate in the program.
- Early intervention and implementation of the Injury Management Program is vital to the program's success. Immediately after sustaining an injury the RTW Coordinator, or HR shall contact the injured employee to:
  - o Check-in with regards to overall employee well-being
  - Work with employees, medical practitioners and all others necessary in helping the inured or ill person back to work.
- Some employees may experience both physical and emotional trauma: physical from the
  incurred injury and emotional from the unknowns of not working. Empire Masonry aims to
  communicate with injured employees with sincere compassion and sensitivity for the sole
  purpose of supporting them back to work either in a modified or full duty capacity.

# Supervisor Responsibilities

- Maintain a positive working relationship with all employees fairly and consistently.
- Identify and deal with interpersonal or job-related issues (seek assistance from Human Resources if needed)
- Inform and educate employees on the IM program.
- Set a good example and promote the success of the program.
- Allow the First Aid Attendant enough time to treat, record and follow up with injured workers.
- Initiate contact with the worker as soon as possible.
- For less serious injuries when the worker can stay at work, together plan modified or alternate duties
- Work with the RTW Coordinator and be involved with the Job Demands Analyses (JDAs)
- Complete Functional Abilities Form with the injured worker, RTW Coordinator and submit to medical with injured worker where possible.

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- Where possible accompany the injured worker to medical care after the injury
- Remind injured worker of the required paperwork and communicate expectations.
- Make initial contact with the Injury Management Coordinator
- Assists in the Stay at Work or RTW plans by identifying modified or alternate work at the site level.
- Collaborate with the worker and their health care provider.
- Meet with the injured worker at regular intervals, ensuring that the worker connects regularly to the workplace and remains part of the team.

# First Aid Attendant or Safety Coordinator

All Empire Masonry sites will have a qualified First Aider as per regulatory requirements. To these responsibilities, the First Aid Attendant will

- Provide first aid treatment.
- Immediately inform the supervisor of any injury or illness.
- Decides if the worker is capable of returning to work or is to medical.
- Reminds worker of the IM process.
- Completes all necessary paperwork; records details including subsequent first aid.
- Communicates with the Injury Management Coordinator
- Notifies the supervisor of any change in condition of the injured worker.
- Ensures a thorough investigation is complete, is reported to WorkSafeBC and preventative measures are implemented in a timely manner.

# Injured or III worker

- Reports all injuries immediately and obtains first aid as required and follow the RTW process flow outlined within the Injury Management Program.
- Works within Stay at Work guidelines including modified or alternate duties, or if requires medical aid, takes the Information Package for the Physician for completion
- Employees must return to work with the completed physician report at their earliest convenience (unless injury or illness is serious, and the Physician recommends against it, this will often be straight after the physician appointment on the same day as the injury).
- Informs treating physician of modified and alternate work opportunities at the workplace.
- Participates in creating and following through with their RTW plan.
- Demonstrate a willingness to return to work in a modified capacity if required, within the limitations set out by their medical physician.

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• Employees shall conduct themselves in accordance with medical limitations while receiving benefits from an injury claim. At no time shall an employee partake in any activities that could be considered beyond their limitations, as outlined by their medical physician.

- If the employee is unable to return to work straight away, they must remain in contact with the RTW Coordinator and communicate the status of the injury on a weekly basis at minimum, or when medical conditions change.
- The employee agrees to share injury details, medical information, and updates with the RTW Coordinator (or their designate if required), as provided by their medical physician, to assist in their successful transition back to full capacity employment.

# All Employees

- All Employees must read and acknowledge the Empire Masonry Return to Work Policy. A copy of the policy will be given to the employee during orientation.
- Employees must participate in the Return-to-Work Program and support the program goals.
- Employees must attend Return to Work training and refresher educational sessions reminding them about the reporting injury process as rolled out by the Company.

# **Return to Work Coordinator Responsibilities**

- Initiate and maintain regular contact with the injured employee following the report of injury/illness.
- Ensure the injured employee follows the processes outlined in this program.
- Develop a Return-to-Work Plan in coordination with all appropriate parties following lost time or restricted work.
- Complete training on Injury/Illness Case Management and attend annual refresher training as applicable.
- Each job position will have an associated job description, inclusive of specific job functions and physical requirements. This job description will assist in RTW planning.
- Identify positions within the company that are suitable for light duty assignments.
- The RTW Coordinator will maintain thorough documentation of all actions during the RTW process. Some Information may be confidential and protected under privacy legislation. The RTW Coordinator and any other supervisors that are exposed to confidential documentation will ensure that it be handled accordingly.
- Ensure the Injury Management Program is reflected in the employee orientation program. Additionally, the program will be reviewed with all employees annually.
- Contact shall be made with the nurse at WorkSafeBC for assisting in coordination of modified duty possibilities when necessary.

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• Ensure information provided to the employee is accurate, supports physician guidance and follows WorkSafeBC requirements.

# Injury Management & Return to Work Documents

Standardized forms shall be used to initiate the "Return-to-Work" Program. The outlined forms are considered the minimum necessary to initiate this "Return-to-Work" Program. All program forms will be kept confidential and secured.

# **Privacy & Confidentiality**

Empire Masonry is legally obligated to protect any personal information that it collects from its employees. Personal information means information about an identifiable individual. Some examples include:

- Name, sex, age, weight, height
- Home address and phone number
- Race, ethnic origin, sexual orientation
- Medical information
- Income, purchases, and spending habits
- Blood type, DNA code, fingerprints
- Marital or family status
- Religion
- Education
- Employment information

Personal information does not include the contact information of an individual at a place of business. Empire Masonry commits to following the Personal Information Protection Act.

Specifically, with Return-to-Work Procedures, the following measures are in place: Completed RTW Paperwork is sent to and filed securely with the RTW Coordinator.

Paper files are locked securely in a filing cabinet and held within a locked office. Information flow is reduced to 'need to know' for medical updates.

A consent form is required for any communication between the RTW Coordinator and the medical providers that support the worker.

# Notification of Injury or Illness Process

- An employee who sustains an injury or illness off the job must notify their supervisor as soon as possible prior to the start of the next shift of work.
- On the job injuries must be reported immediately or prior to the end of the employee's shift and prior to departing the workplace.

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- The immediate Supervisor or the Site Safety Coordinator will notify the RTW Coordinator and the Company OHS Director of the injury and perform an accident investigation to determine how and why the accident occurred. The results of the investigation will be documented in writing and uploaded securely into the electronic safety system. It will be maintained in the workers folder and used for claim purposes when required.
- All employees that sustain an injury or illness that require further medical assistance other than
  site first aid shall report their claim of injury to WorkSafeBC immediately 1 888 WORKERS (1 888
  967· 5377), or #5377 for TELUS, Rogers, and Bell mobility customers. The reporting hours for
  WorkSafeBC are from 8:00am 4:00pm.

#### Authorization for Lost-time

Healthcare providers must authorize an employee's off-work status for all covered injuries. It is the employee's responsibility to obtain written documentation for off work status from the Healthcare Provider and to deliver the documentation back to the work site.

The Site Safety Coordinator shall ensure that the employee takes a copy of the "stay-at-work/return-to-work" planning form (Physicians Section) to the healthcare provider for completion during their first appointment if possible. The employee shall, where possible, return to site the same day or day after the injury with the completed physician form. This form will form the basis of the return-to-work plan.

# **Medical Reports**

If an employee is authorized by a Health Care Provider to be away from work, the employee is required to submit regular updates to the RTW Coordinator. Updates will include status of injury, medical appointments, and updates from the physician, with a view to plan a return to work in either a modified, gradual, or full capacity. Such reports are required at the time of each scheduled visit with the treating Health Care Provider and are due immediately following the visit. The report shall be provided to the company within 24 hours of the scheduled visit, or if a weekend or holiday is involved, before the close of business on the next scheduled workday.

If an employee has returned to work in a modified assignment, and follow-up Health Care Provider appointments are necessary, the employee shall make all efforts to schedule the appointments to minimize time away from the job.

# Communication During an Injury

At the time of first communication with the employee after an injury, the RTW Coordinator shall provide information to the employee that contains the following, as appropriate:

- The company's Return-to-Work Policy and procedures, and appropriate forms.
- The date and time for a claim plan/coordination meeting.
- The RTW Coordinator contact details and expectations with respect to maintaining regular (weekly) communications with the injured employee.

The purpose of these communications is to:

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- Support the employee during recuperation from the injury.
- Understand the injury and the limitations of it, to support the employee's timely return to work.
- Aid and encourage the employee during the process of medical visits and associated treatment plans.
- Begin discussions around return-to-work options.

Communications with the injured worker will be consistent and regular throughout the worker's recovery, dependent on the nature/severity of the worker's injury. If the worker is away from the worksite, the company will, at minimum, communicate with the worker on a weekly basis. When the worker is at the worksite, the company will communicate with the worker daily. A communication log will be completed to record the worker's progress on a daily and/or weekly basis. All communications with respect to the worker's progress will be logged and will be maintained in a confidential file.

#### Modified Work Job Tasks

If the Health Care Provider authorizes an employee to return to work with modified duty, the Company will make every effort to provide a temporary modified position for the employee at the initial workplace of injury.

Where work processes may not allow for a light duty at the initial project site, management will coordinate with other possible projects for the modified program. The temporary position will be for a specified time and with a specified scope of work as agreed.

The temporary assignment shall be coordinated with the workplace Supervisor, management, and the RTW Coordinator. Modified duty assignments shall be identified, assigned, and managed on a case-by-case basis based upon operational requirements and the employee's restricted abilities. The written offer of modified employment letter shall be provided to the employee.

The following modified duties are available to project workers. This list shall not be entirely inclusive of all available light duty jobs available to injured employees:

- Review company policies and procedures
- Complete applicable training
- Sweeping, light cleanup
- Gate person / security
- Check cords for assured grounding program.
- Counting trucks during excavation stage
- Traffic Control (only if qualified)
- Safety Inspections
- Maintenance cleaning
- Organize storage rooms.

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# Offer of Temporary Modified Employment Requirements

The modified work offer shall include the following information:

- The type of position offered (clerical, administrative, safety monitor, maintenance, etc.) and the specific duties.
- An outline of the temporary limitations.
- Specific duties.
- The location of the temporary employment.
- The person to contact if the employee has questions regarding the temporary assignment or job modifications.

If the employee accepts the temporary modified assignment, then the employee shall perform the duties of the position for the term of the assignment or until released to full duty. If the employee refuses the temporary modified assignment, the Company has a duty to report the refusal to WorkSafeBC.

# Return to Work Program Package

Form	Action
Injury Management & RTW Program	Give to employee and review in detail.
Consent to Release Medical Information	Review with injured employee, have them sign and file.
	Give letter to injured worker and explain the letter
Letter to Worker	Insert date and name at top of form
	Sign the letter
	Enter date and injured worker name
Letter to Physician	<ul> <li>Explain to injured worker that they must give this letter their doctor to review.</li> </ul>
	Explain that the doctor must complete this form and return it to the worker.
Functional Abilities Form	<ul> <li>Site Superintendent to complete the top section of page one and list all available modified duties on the second page prior to the injured/ill worker going to medical aid. The injured worker must return to the workplace on the same day if possible or the following workday.</li> </ul>
Modified Work Offer	<ul> <li>Modified work offer is presented to the employee for sign-off and review by employee supervisor.</li> </ul>



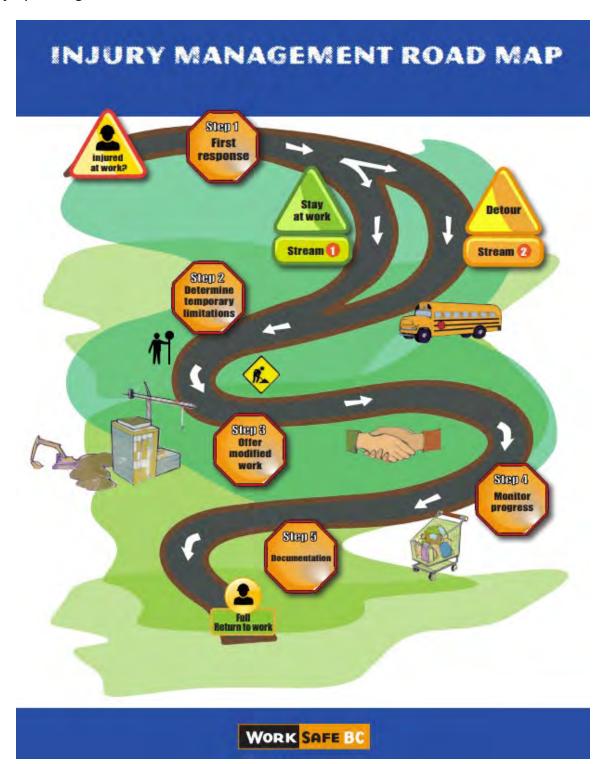
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# Injury Management Flow Chart





Element 16

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# **ELEMENT 16 BULLYING & HARASSMENT**

# Policy

Empire Masonry is committed to the establishment of preventing bullying and harassment for our workers and everyone at the workplace. Our bullying and harassment policy is put in place and implemented with the management's objective that it will provide, maintain, and assist all our workers to work in a safe and healthy environment. We expect everyone in our company to cooperate and abide by this policy. We cannot meet this goal without full co-operation from all our personnel. Bullying and Harassment will not be tolerated.

Our company management is responsible to provide a safe workplace for all our workers and for the implementation of our bullying and harassment policy. Management shall adhere to, promote, and support our company's OHS Program, inclusive of each element contained therein, and ensure all employees are informed of the company's expectations regarding health and safety.

Management will ensure that procedures for bullying and harassing behavior is minimized and appropriately addressed if such behavior should occur. They must also ensure that everyone at the workplace complies with our OHS Program, our company policies and all the rules and regulations of WorkSafeBC and other regulatory bodies. All Management shall set a good example by following all safety regulations and by promoting all safety activities addressed in our OHS Program.

All Workers must take all reasonable steps to prevent and eliminate bullying and harassment. All current and new hires will be orientated with our OHS Program, our company policies and statement of commitment to safety in our workplace. If Bullying and Harassment occurs, it must be reported to a supervisor.

If the supervisor or Employer is the alleged bully and harasser, the inappropriate behavior must be reported to the designated management representative assigned by the company.

We believe accident prevention and efficient production can go hand in hand. We expect everyone to report and correct unsafe working conditions and/or activities and work in a positive and cooperative manner towards the prevention and elimination of accidents.

We are committed to providing a work environment that is supportive of the dignity and self-esteem of all employees. Bullying and Harassment in the workplace violates this commitment, is oppressive and will not be condoned or permitted.

Any inappropriate conduct or comment, based on prohibited grounds, by a person towards a worker that the person knew or reasonably out to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers at the place of employment."

Prohibited grounds of discrimination identified by the Human Rights Act / Code are race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

# BULLYING & HARASSMENT



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Any instance of bullying or harassment must be reported to senior management as soon as possible, whether directly or through a supervisor. The Safety manager is also another person who can be informed. Once reported, the incident will be investigated, and the matter resolved.

All forms of harassment in our Company will not be tolerated and may be cause for dismissal. Refer to the Safe Job Procedures section of this OHS Program for specific procedures to follow in cases of Bullying and Harassment.

# Responsibilities

#### **Employer's Responsibilities**

- Develop a Policy Statement with respect to Workplace Bullying and Harassment, that it will not be tolerated.
- Take reasonable steps where possible or minimize Workplace Bullying and Harassment.
- Develop and implement procedures for workers to report incidents or complaints of Workplace Bullying and Harassment.
- Develop and implement procedures for how we as the Employer will handle incidents and complaints.
- Train and inform workers and Supervisors of Policy Statement, Procedures, how to recognize and respond to potential bullying and harassment.
- Annual review of steps 1 to 4.
- Apply and comply with Company's Policy and Procedures.

#### Supervisor's Responsibilities

- Not engage in bullying and harassment of workers, other Supervisors, the Employer or person acting on behalf of the employer.
- Apply and comply with the Company's Policies and Procedures.
- Conduct or participate in an investigation when an incident or complaint is brought forth.

#### Worker's Responsibilities

- Not engage in bullying and harassment of workers, Supervisors, the Employer or person acting on behalf of the employer.
- Report if bullying and harassment is observed or experienced in the workplace.
- Apply and comply with the Company's Policies and Procedures.

# Definition of Bullying & Harassment

Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably out to have known would cause that worker to be humiliated or intimidated, but excludes

# BULLYING & HARASSMENT Element 16 Created: May 2024 Last review: June 2025 Rev. 1.0

any reasonable action taken by an employer or supervisor relating to the management and direction of workers at the place of employment."

# **Examples of Bullying & Harassment**

Examples of conduct or comment that might constitute bullying and harassment include, but are not limited to, the following:

- · Verbal aggression or insults; calling someone derogatory names
- · Vandalizing a worker's belongings or work equipment
- Sabotaging a person's work
- Spreading malicious gossip or rumors about a person
- Engaging in harmful or offensive initiation practices
- Physical assault or threats (this would also constitute "violence" or "improper activity or behavior")
- Making personal attacks based on someone's private life and/or personal traits
- Making aggressive or threatening gestures
- Engaging in targeted social isolation

# What Bullying & Harassment is Not

The definition of "bullying and harassment" specifically excludes reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Management and direction of workers or the place of employment include, for example, decisions relating to the following:

- Job duties or the work to be performed
- Workloads and deadlines
- Layoffs, transfers, and reorganizations
- Work instruction, supervision, or feedback
- Work evaluation
- Performance management
- Discipline, suspension, or termination

# **Reporting Procedures for Workers & Supervisors**

1) Remove yourself immediately from the incident.

# BULLYING & HARASSMENT



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- 2) Reporting incident or complaint to Supervisor immediately. If the Supervisor is the alleged bully and harasser, report directly to the OHS Director, Human Resources Manager or VP of Construction. Employees will not be fired, reprimanded, suspended, or have their job affected in any way because of their complaints.
- 3) Adhere to the instructions from your supervisor of the following steps:
  - a. Where to wait when the investigation is underway
  - b. Complete a statement of occurrence, including occurrences leading to the act of bullying and harassment, and any witnesses.

### **Investigation Procedure**

- 1) Remove the worker away from the incident. If there are multiple workers involved, separate them, and ask them to wait in separate areas. When necessary, ask for assistance from other Supervisors to assist when dealing with multiple workers.
- 2) At times, depending on the severity of the incident, human resources or an independent investigator may be required to carry out the investigation. Call the HR in an early stage for clarification on how to proceed if needed.
- 3) Direct the worker to wait in a safe area.
- 4) Ensure the worker is calm before commencing further.
- 5) Ask the worker to complete a statement of incident or complaint.
- 6) Review the statement provided and interview the worker to ensure all information is correct and included, such as:
  - a) Name, address, and contact information of worker.
  - b) Events, task worker was doing before the incident or complaint occurred.
  - c) What leads to the incident or complaint?
  - d) Any witnesses, if so, name and contact information is required.
  - e) Anyone else involved, if so, name and contact information is required.
- 7) Interview all witnesses and others involved, if applicable. Follow steps 2 to 5.
- 8) Depending on the incident and complaint, make recommendation, and corrective action(s), as required. If the investigation has not been concluded, temporary suspension may be required until the investigation is concluded.
- 9) Complete investigation report and submit to:
  - a) Employer for review
  - b) JHSC Committee
  - c) Human Resource Personnel

	BULLYING & HARASSMENT			
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10) Review incident with other employees in Toolbox Meeting. DO NOT disclose any relevant information regarding the complaint to anyone outside of those involved or any confidential information.

# Violence in the Workplace

We are committed to providing a safe work environment for their workers. Violence in the workplace is not only defined as physical violence but it also extends to imply threats of violence by one worker to another causing the worker to suffer an acute reaction (i.e. mental stress). Improper conduct such as intimidation and bullying and harassment in the workplace by any worker is considered linked to the potential for violence. All acts of violence or harassment are to be reported immediately and investigated.





Element 17

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### **ELEMENT 17 POLICY FORMS**

- 02.A Job Hazard Analysis
- 02.B Field Level Risk Assessment
- 04.A Safe Job Procedure Template
- 05.A Non-compliance
- 07.A Equipment & Tool Inspection
- 07.B Monthly Vehicle Inspection
- 08.A Orientation
- 08.B Orientation Quiz
- 08.C New & Young Worker Orientation
- 08.D Toolbox Meeting
- 08.E Record of Training
- 09.A Jobsite Inspection
- 09.B Office & Yard Inspection
- 10.A Incident Investigation Report
- 11.A First Aid Assessment
- 11.B Emergency Contact Information
- 11.C Emergency Drill
- 11.D Emergency Response Plan
- 11.E After Hours Transfer of First Aid Coverage
- 11.F Working Alone Permit
- 12.A Annual Incident & Injury Record
- 12.B Monthly Incident & Injury Record
- 12.C Safety Documentation Frequency & Retention Chart
- 12.D BCCSA COR Audit Documentation Requirements
- 14.A JHSC Meeting Agenda
- 14.B JHSC Meeting Minutes
- 15.A First Aid Record
- 15.B WorkSafeBC Patient Assessment
- 15.C RTW Communication Log
- 15.D Modified Work Offer
- 15.E Worker Letter
- 15.F Doctor Letter
- 15.H Functional Abilities Assessment
- 16.A Bullying & Harassment Complaint
- 16.B Bullying & Harassment Investigation



# **Empire Masonry Ltd.**

Project:

# **02.A JOB HAZARD ANALYSIS**

# **Job Hazard Analysis**

Revision	Date	Written By	Approved By



OHS Program – Element 2 – Workplace Hazard Assessment & Control

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		ASSESS THE SEVERITY (1 - 4)			
Hazards are assessed for risk by considering the SEVERITY & PROBABILITY of the hazard causing injury or damage.			SEVERITY		Extreme Danger - causing death, permanent impairment
		3 - LOW 2 - MODERATE CONCERN/STRESS MEDICAL AID		1 - HIGH FATALITY/CRITICAL ILLNESS	Serious – severe injury or illness, property damage     Minor – non-serious injury, illness, or damage
ΤŢ	C - UNLIKELY (Unlikely to occur)	LOW	LOW	MODERATE	4. N/A – not applicable  ASSESS THE PROBABILITY (A - D)
PROBABILIT	<b>B - LIKELY</b> (Likely to happen)	LOW	MODERATE	HIGH	A. Probable – likely to occure (immediately or soon     B. Reasonably Probable – likely to occure eventually
PRC	A - CERTAIN (Almost certain)	MODERATE	HIGH	HIGH	C. Remote – could occur at some point  D. Extremely Remote – unlikely to occur
		>>> RISK RATI	NG < < <		
	<b>LOW</b> - Conti	nue working with controls i	n place		ASSIGN THE RANK (e.g., 1A, 2C,3B, etc.) (High, Moderate, Low)
	MODERATE - Repo				
	HIGH - Stop	all work and develop a plan			PRIORITIZE THE HAZARDS



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Item #	Activity / Task	Potential Hazards	Hazard Controls Measures / Procedures
Item#	Activity / Task  Site Orientation	<ul> <li>Unknown ground conditions, soil types.</li> <li>Overhead/below ground hazards.</li> <li>Public or other trades</li> <li>Traffic</li> <li>Mobile Equipment</li> </ul>	Hazard Controls Measures / Procedures  Moderate Risk Hazard  Project Start up meeting conducted, and orientations completed H&S Plan, mobile equipment SWP's, Silica ECP and JHA(s) reviewed with all workers involved with task Initial Site Inspection Conducted by Site Supervisor/Safety Ensure Adequate Access/Egress and Emergency Procedures are in place Pre – task meetings must be done between all work parties, to ensure everyone understands their role and responsibilities. All workers to attend site orientation (General Contractors responsibility) Ensure all workers have required training qualifications and competency evaluations All known utilities to be visually verified Ensure all required safety equipment is available on site (Air Horns, Fire Extinguishers, Spill Kits, First Aid Kit and Eye wash) Always ensure adequate First Aid coverage Site Supervisor to review safety procedures with all new workers prior to commencing work Site Supervisor to ensure all workers are fit for duty Ensure nearest utility shut offs are identified. Assess general public locations and ensure controls (barriers are in place)



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Item#	Activity / Task	Potential Hazards	Hazard Controls Measures / Procedures
2	Delivery of Materials and Equipment	<ul> <li>Working Near Mobile Equipment</li> <li>Dropped Objects</li> <li>Uneven Ground</li> <li>Vehicles/Pedestrian</li> <li>Manual Handling of materials</li> <li>Body in Line of Fire</li> <li>Overhead powerlines</li> <li>Rigging/cranes</li> <li>Traffic Control</li> <li>Hydro Mobile Lift</li> </ul>	<ul> <li>Review all load requirements to be transported, including trucking routes and schedule deliveries with project management team</li> <li>Approved Traffic Management Plan by city to be in place to mitigate the hazards to protect pedestrians and passing traffic</li> <li>All relevant personnel to review TMP and review worker qualifications</li> <li>Dedicated route for transport vehicles. No obstructions/obstacles within the route. Route shall be well maintained and adequate for transport vehicles.</li> <li>Designated competent spotter to be used to ensure proper routes and safety precautions are followed.</li> <li>Spotter will discuss with driver the planned route, signals, and safety precautions.</li> <li>Spotter will ensure the area designated for delivery is clear of all personnel, equipment, and machinery.</li> <li>Have visual eye contact with operator before any vehicles or workers are directed into work area</li> <li>Utilize proper communication methods on site, i.e., radios or hand signals.</li> <li>Use appropriate signage and barriers to notify the public of what the directions of the work area will be.</li> <li>Maintain required clearances from overhead power lines.</li> <li>Ensure driver(s) are wearing appropriate PPE if exiting vehicle on site.</li> <li>Riggers to be trained and competent</li> <li>Materials and equipment loaded on pallets must be offloaded by forks.</li> <li>Use mechanical equipment to move materials if possible.</li> <li>Ensure products, materials and equipment are stored safely and can withstand loads.</li> <li>Backup alarms on equipment and spotters used when in tight spaces.</li> <li>Equipment insured for road usage</li> </ul>



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Item #	Activity / Task	Potential Hazards	Hazard Controls Measures / Procedures
3	Mixing Station	<ul> <li>Working Near Mobile         Equipment</li> <li>Uneven/slippery ground</li> <li>Manual Handling</li> <li>Body in Line of Fire</li> <li>Silica Hazards</li> <li>Falling materials</li> <li>Rotating mixer</li> </ul>	Moderate Risk Hazard  Review and follow Silica Exposure Control Plan and ensure wetting or LEV is in place Inspect work area, tools and equipment Ensure guards are on mixing equipment Storm drains are protected Safe storage of materials Clean work area (housekeeping) Traffic control, spotters Barriers with signage to restrict access Review SDS for products Wear required CSA PPE (high vis, hard hat, boots, proper clothing for the task, eye, hearing and hand protection when required by task or the employer) Mixer secured from moving Adequate Lighting Fresh air fans for indoor mobile equipment Electrical equipment inspected
4	Respectful Workplace (Robbery, assault, violence, harassment, bullying, theft etc)	<ul> <li>Mental health</li> <li>Injuries from verbal interactions, fighting or physical altercation</li> </ul>	<ul> <li>Section 16 (Respectful Workplace Policy) of the Safety Manual will be adhered to at all times. Training provided to all workers.</li> <li>Marcon will provide a harassment-free environment - Professional conduct is expected from all workers on this site</li> <li>Mutual respect, cooperation and understanding, must be the basis of interaction between all employees, students and staff - Behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment is not tolerated - Workers guilty of professional misconduct will be immediately removed from this project.</li> </ul>



OHS Program – Element 2 – Workplace Hazard Assessment & Control

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Item#	Activity / Task	Hazards	Hazard Controls Measures / Procedures
5	Masonry Saws & Cut Off Saws	<ul> <li>Slips, trips, falls</li> <li>Noise</li> <li>Flying Debris</li> <li>Sharp objects</li> <li>Airborne hazards</li> <li>Lacerations</li> <li>Electrical</li> <li>Kickback hazard</li> <li>Fire Hazards</li> <li>Repetitive Strain</li> </ul>	<ul> <li>Moderate Risk Hazard</li> <li>Pre-use inspection of tools and equipment</li> <li>Use wet saw techniques or LEV system to catch dust at the source</li> <li>Cut outdoors when operating gas powered equipment</li> <li>Guards on tools</li> <li>Wear required CSA PPE (high vis, hard hat, boots, proper clothing for the task, eye (face shield), hearing and hand protection when required by task or the employer)</li> <li>Workers trained on safe usage on tools and equipment</li> <li>When using wet saw ensure drains are protected from contaminants</li> <li>Hot works permits when cutting metal or other materials that can create fire ignition.</li> </ul>
6	Concrete Drilling	<ul><li>Repetitive Strain</li><li>Silica</li><li>Caught in/line of fire</li></ul>	<ul> <li>Low Risk Hazard</li> <li>Pre-use inspections to be conducted on all mobile equipment.</li> <li>Wear required CSA PPE (high vis, hard hat, boots, proper clothing for the task, eye (face shield), hearing and hand protection when required by task or the employer)</li> <li>Review and follow Silica Exposure Control Plan and ensure wetting or LEV is in place</li> <li>Inspect work area, tools and equipment</li> <li>Ensure good hand placement and body positioning.</li> <li>Ensure drill is rated for the type of drill bit and work being performed.</li> </ul>
7	Traffic Control	<ul> <li>Striking workers or pedestrians with vehicles</li> <li>Damage to structures or equipment.</li> <li>Violence (angry motorists or pedestrians)</li> <li>Poor visibility</li> </ul>	<ul> <li>Moderate Risk Hazard</li> <li>Traffic Management Plan and separate Risk assessment completed and to be reviewed with all Marcon staff.</li> <li>Qualified TCP's, signage posted in required locations.</li> <li>Class 2 or better TCP Personal Protective Equipment.</li> <li>Use extreme caution while entering and exiting the job site.</li> <li>Be aware of busy vehicle traffic.</li> <li>Ensure spotters are always in place while moving equipment around and when deliveries arrive to the site.</li> </ul>



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Item#	Activity / Task	Hazards	Hazard Controls Measures / Procedures		
8	Hoisting and	<ul> <li>Dropped objects</li> <li>Crushing</li> <li>Pinch Points</li> <li>Lacerations</li> </ul>	<ul> <li>Moderate Risk Hazard</li> <li>Follow manufactures instructions and weight restrictions on the load. Slings should all be clearly marked with an identification number and their maximum capacity with certification externally validated within one year.</li> <li>Perform an inspection on any rigging prior to commencing work tasks. Any chain rigging and wire rope must be certified within one year. Any rigging which fails the pre-use inspection must be visually tagged and taken out of service.</li> <li>Follow the weather report and work within the limits of the equipment. High winds and rain can create addition hazards to the lift.</li> </ul>		
	Rigging	<ul> <li>Line of fire</li> <li>MSI's</li> <li>Equipment Damage</li> </ul>	<ul> <li>Never allow wire rope slings or any rope slings to lie on the ground for long periods of time, on damp / wet surfaces or be repeatedly pulled across abrasive surfaces. Use softeners to protect rope if it must be pulled across a surface.</li> <li>Any overhead wires should be flagged, use the appropriate caution for the approach to the powerlines based on OHS Legislation. Maintain a 10 ft. distance or greater depending on 30M33</li> <li>Communication must be always maintained between rigger and operator.</li> <li>Workers conducting hoisting / rigging operations must ensure they are taking regular stretch breaks to limit chances of strains / sprains</li> </ul>		
			Moderate Risk Hazard		
9	Electrical (panels, power cords and lighting)	<ul> <li>Cuts from sharp material or tools</li> <li>Electrocution or arc flash</li> <li>Improper wiring methods</li> <li>Improper or lack of LOTO</li> <li>Falling from heights</li> <li>Overhead High Voltage lines</li> <li>Building exterior and interior electrical rooms and suites</li> </ul>	<ul> <li>Only qualified electricians are approved to work on electrical systems and must follow Lock out SWP's</li> <li>All tools and equipment must be inspected and in good working order. Fall protection must be used as required when working over guardrails. Live ends of electrical wires must be within approved boxes.</li> <li>Temporary power panels to be identified and have breakers labelled. Storage of materials is prohibited in electrical rooms.</li> <li>Temporary heaters must be used in accordance with manufacturers instructions, not be left on for long durations or overload outlets/breakers.</li> <li>Contact BC Hydro for 30M33 power line assessment. Follow LOA</li> <li>Overhead power lines pose a risk to employees during an earthquake. When lines are down do not move if possible, when moving shuffle feet and always contact 911</li> </ul>		



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Item#	Activity / Task	Hazards	Hazard Controls Measures / Procedures
10	Working at Height / Fall Protection	• Fall from elevation, Dropped objects	<ul> <li>High Risk Hazard</li> <li>Fall protection in the form of 100% tie-off or properly guarded platforms must always be used when more than 3 meters above work surface (fall protection plan).</li> <li>Conduct pre-use inspection on aerial lift</li> <li>Work area to be delineated</li> <li>Refer to SWP Handrails – Guardrails for further information.</li> <li>Guardrails to be regularly inspected by a qualified person.</li> <li>No access under aerial lift or scaffolding</li> <li>Loose tooling to be tethered where possible</li> <li>Workers to have valid Fall Protection training</li> <li>Fall Protection equipment to be inspected prior to use</li> <li>Workers to be always tied off while in aerial lift basket</li> <li>Adequate catch platforms or nets must be provided to stop materials from falling into areas accessible to workers (if required).</li> <li>Access below restricted</li> <li>Follow manufacturers instruction and engineering requirements.</li> <li>Anchor points must have engineering or meet WorkSafeBC requirements.</li> </ul>
11	Ladders	<ul> <li>Falling from heights</li> <li>Latter failing under load.</li> <li>Ladder moving while in use.</li> <li>Improper usage</li> <li>Floor openings/uneven surfaces</li> <li>Pinch points</li> </ul>	<ul> <li>Ladders shall be construction grade 1 or 1A, be non-conductive when working around electricity, in good shape with no missing parts and used within manufacturers guidelines.</li> <li>Access ladders are to be tied off and project 1 meter above the safe landing surface.</li> <li>Extension ladder section is not to be separated.</li> <li>Step Ladders are not to be leaned again the wall or equipment they are to be used only when in the open position.</li> <li>Inspections prior to use. If work being conducted from a ladder is unsafe to a worker than a work platform must be used.</li> <li>Use construction grade 1 ladders only and do not overreach.</li> </ul>



OHS Program – Element 2 – Workplace Hazard Assessment & Control

Created: May 2024 Last

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Item#	Activity / Task	Hazards	Hazard Controls Measures / Procedures
12	Outdoor Work	<ul> <li>Possibility of heat stress in summer months.</li> <li>Possibility of hyperthermia or frostbite during the winter months.</li> <li>Stings and bites from wildlife.</li> <li>Air Quality during forest fire season</li> <li>Poor visibility</li> </ul>	<ul> <li>Low Risk Hazard</li> <li>Workers to be trained in Heat/Cold Stress requirements (SWP), dress in layers and always stay hydrated.</li> <li>Check prior to each shift the weather forecast update workers during FLHA's. Frequent inspections for insects and wildlife.</li> <li>Have insect/Bee repellent available on site.</li> <li>Wear appropriate clothing and PPE</li> </ul>
13	Scaffolding	<ul> <li>Scaffolding failing under load</li> <li>Falling from heights</li> <li>Headroom</li> <li>Improper or inadequate access and egress</li> <li>Electrical systems</li> <li>Pinch points</li> </ul>	<ul> <li>Moderate Risk Hazard</li> <li>All scaffolding is to be erected, maintained and dismantled in accordance with the manufacturers' specifications and CSA standards.</li> <li>If the scaffold is erected over a means of access egress the erector will ensure a means of overhead protection is in place.</li> <li>No worker shall work from a scaffold until such time that it is completely set up according to the local OHS Act &amp; Regulations.</li> <li>Scaffolding needs to be erected and inspected daily by a competent person.</li> <li>Rolling metal frame scaffolding and or Baker type scaffolding may be used and will be equipped with guardrail systems.</li> </ul>
14	Masonry	<ul> <li>Strains or sprains from heavy or awkward lifts</li> <li>Falls or dropped objects from heights.</li> <li>Crush and pinch points.</li> <li>Exposure to dust and chemicals (respiratory)</li> <li>Saws</li> <li>Mobile equipment</li> </ul>	<ul> <li>Moderate Risk Hazard</li> <li>Workers must wear all required PPE including respiratory protection for airborne hazards and chemical resistant PPE when working with chemicals.</li> <li>Use proper work platforms rated for the work being performed.</li> <li>Inspections of ladders, scaffolding, tools and equipment.</li> <li>Follow manufacturers requirements.</li> <li>Follow Silica ECP</li> <li>Ensure block walls are secured and braced and dowel protection is capped</li> </ul>



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Created: May 2024

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Date:	Project	Name:	Project Address:	
Supervise	or Name:		Supervisor Phone Number:	
Item#	Activity / Task	Potential Hazards	Hazard Control Measures / Procedures	Risk Rating (L,M,H)
1.				
2.				
3.				
4.				
5.				
6.				
7.				



Supervisor Name: \_\_\_\_\_

### 02.A PRE-JOB HAZARD ANALYSIS FORM

OHS Program – Element 2 – Workplace Hazard Assessment & Control

Created: May 2024

Supervisor Signature:

Last review: June 2025

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# All workers involved in the tasks listed JHA are to sign below to acknowledge their understanding of the proper hazard control measures. In addition, workers must be trained in all relevant SWP's

Worker Name (print)	Worker Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

11



### 02.B FIELD LEVEL RISK ASSESSMENT FORM

OHS Program – Element 2 – Workplace Hazard Assessment & Control

Created: May 2024

Last review: June 2025

Dat	Date:			Project Name:			W	Weather:			
				<b>CONSIDER TH</b>	HE FOLLOWING POINTS	S BELOW BEFORE COMPLETING THE FLRA					
	What hazards will be pre-	_				Are safe work practices or procedures available for tasks?					
	Does the worker area ne					Are workers properly trained to complete the tasks?					
	<ul><li>Have there been any inci</li><li>What do you need to do</li></ul>		_		sident free?	<ul> <li>Is the work area well maintained and clean before/after the task?</li> <li>Is a Safety Coordinator or Supervisor required prior to completing tasks?</li> </ul>					
Dhys	What do you need to do  sical Hazards - Noise, heat/colo			•				•			
	<b>ngical Hazards –</b> Body fluids, n					Chemical Hazards - Corrosives, oxidizers, skin irritants, lung irritants, reactive products  Ergonomic Hazards - Repetitive, Vibration, Awkward Position, Overexertion, weight					
			,				Hazard	,,		Controls	
#	Task			Prese	ent & Potential Hazar	ds	Rating: L,M,H	(to reduce or eliminate risks			
1.											
2.	2.										
3.											
4.	4.										
5.											
6.											
PP	E Required & Inspected		SA Approv	oved Footwear   CSA Approve		d Headgear	ear		ient 🗆	Seatbelt	
	High Vis Vest		ust Mask (	(N95) 🗆 Safety Eyewe		ar	☐			Face Shield	
	Arc Flash Protection		espiratory	Protection	☐ Hearing Prote	ection					
				All wor	kers involved in the tas	sk must prin	t name and sign b	pelow			
Print Name				Signa	ture		Print Name			Signature	
Sup	ervisor Name:					Supervisor	Signature:				

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### **02.B FIELD LEVEL RISK ASSESSMENT FORM**

OHS Program – Element 2 – Workplace Hazard Assessment & Control Created: May 2024 Last review: June 2025 Rev. 1.0

Date:					Site:				
Project:					Foreman:				
Task:				Task Location:					
Weather:					Wind Speed:				
Break tasks into st	eps, Identify and Analyze the related	d hazards, the associated	risk level fro	m the mat	trix below, the	n identify how to elir	ninate or contro	the risk	
	Tasks/Steps	Hazards & w	vho's affected	ł	Initial Risk	Con	trol methods		Remaining Risk
Site	e-wide hazards?			(	Controls Meth	ods			Remaining Risk
	Pre-use Inspection don	e for:				After job done /	End of shift		
PPE (basic & specia	lized)	☐ YES	□NO	Area clear	ned-up / Housel	keeping done		☐ YES	□ NO
Γools & Equipment	for the job at hand	☐ YES	□ NO	Any new l	nazards introdu	ced as a result		☐ YES	□ NO
Fall Pro. Equipment	İ	☐ YES	□ NO		L→ Suc	ch Hazards controlled	/communicated	☐ YES	□ NO
Equipment		☐ YES	□ NO	Any need	to update/revie	ew related SJPs		YES	□ NO
Applicable SWP/SJ	P Reviewed for the job?	☐ YES	□no	If yes, SJP	name:				
	Work at height?		□ N/A			Risk Ma	itrix		
Workers trained		☐ YES	□ NO		Use the matrix	below to determine	the risk level for	each task s	step
Equipment availabl	e and suitable	☐ YES	□ NO			RISK LEVEL ASSESSI	MENT MATRIX		
Fall Pro Plan prepai	red if above 25 ft	☐ YES	□ NO		s are assessed for risk by lering the SEVERITY &		SEVERITY	_	
Pr	otecting surrounding trades / pub	olic	□ N/A	PROBABI	<b>LITY</b> of the hazard causin injury or damage.	3 - LOW CONCERN/STRESS	2 - MODERATE MEDICAL AID		- HIGH CRITICAL ILLNESS
Surrounding trades	notified of work	☐ YES	□ NO		C - UNLIKELY Unlikely to occur)	LOW	LOW	МО	DERATE
Public protected? (	if affected by work)	☐ YES	□ NO		3 - LIKELY	LOW	MODERATE		ucu.
Risk of dropped ob	jects controlled?	☐ YES	□ NO	ROBA	Likely to happen)	LOW	MODERATE		HIGH
	Work involving Silica Dust		□ N/A		A - CERTAIN Almost certain)	MODERATE	HIGH	1	HIGH
Exposure Control P	lan applicable/followed	YES	□NO			>>> RISK RAT	A Charles I a se		
Workers Fit tested		YES	□NO	-		Continue working with controls Report to Supervisor to discuss			
Workers clean shav		YES	□NO		AND DESCRIPTION OF	top all work and develop a plar			
Use of Vacuum/We	etting prioritized	YES	□ NO						
	of this page, I acknowledge that I ha	ave reviewed this hazard	assessment,	and the pro	ocedures to con	trol the hazards with	my supervisor a	าd understa	and my
responsibilities									
		All workers involved in	the task m	ust print i					
F	Print Name	Signature			Print Na	me	S	ignature	
S 5				Ci a l					
Crew Foreman Name:				Signature					



### OHS Program – 04.A - Safe Job Procedure

Rev. 1.0 Created: May 2024 Last review: June 2025 SJP - 01

PART 1 – PROJECT INFORMATION									
Project Name:					Project Address:				
Supervisor Name:					Phone #:				
Project Superint					Phone #:				
PART 2 – HAZARD IDENIFICATION									
POTENTIAL HAZARDS									
☐ Other Trades/Contractors ☐ Excavation or Trenche						☐ Limited Communication			
☐ Limits of Appro	ach (Power Li	nes)	☐ Heat or Cold Stress			☐ Violence			
☐ Electrical Shocl	<		☐ Noise - Above 85 Decil	oels		☐ Crane Misadventure			
☐ Public Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water			
☐ Poor Driving Co	onditions		☐ Compressed Gases or	Liquids		☐ Ergonomics			
☐ Terrain Conditi	ons		☐ Poor Soil Conditions			☐ Tools or Equipment			
☐ Fall From Eleva	tions		☐ Weather Conditions i.e	e., water	, wind, sun	☐ Pedestrians			
☐ Falling Objects			☐ Working Alone or Rem	ote Loca	ation	☐ Hot Surfaces			
☐ Climbing Obstr	uctions		☐ Mobile Equipment			☐ Slippery Ground Conditions			
☐ Arc Flash Poter	ntial		☐ Entanglement			☐ Spills			
☐ Flying Debris			☐ Sharp Objects						
☐ Unsafe or Inad	equate Access		☐ Crush/ Pinch Point Haz	ards					
CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)									
<b>Elimination</b> is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the									
hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.									
<b>Substitution</b> is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.									
ENGINEERING  ☐ Isolation Separating workers from the hazard by distance or the use of barriers									
☐ Isolation									
					closed system (e.g., enclosed machines, booths, etc.)				
☐ Guarding & Shielding Using guards around moving part									
☐ Ventilation Using local exhaust or general di									
☐ Mechanical Lift	ing Devices		g mechanical methods to lif		e objects ins	ead of manual lifting			
☐ Guardrails		Using	g guardrails to prevent a fall		_				
			ADMINI	-					
Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.									
			equipment in proper worki						
			sposure operations for time	s wnen	rew workers a	are present (such as evenings, weekends)			
☐ Restricting acc				6 1	l .				
	•		ompetent or qualified to pe	ertorm ti	ne work				
☐ Using signs to warn workers of a hazard.  PERSONAL PROTECTIVE EQUIPMENT									
	CCA Amor	d . C			-	Hand & Finger Ductocking			
	CSA Appr	CSA Approved Footwear			0	Hand & Finger Protection			
	CSA Appr	CSA Approved Headgear				Safety Eyewear			
	Fall Prote	Fall Protection Equipment				Hearing Protection			
	Dust Mas	sk (N95	)		8	Respiratory Protection			
	High Visil	oility Ve	est (clothing)			Face Shield			
	Arc flash	Protec	tion			Seatbelt			
□ Other					Other				



### OHS Program - 04.A - Safe Job Procedure

Rev. 1.0 Created: May 2024

Last review: June 2025

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### **RISK RATING AFTER CONTROLS -**

### **PART 3 - RESPONSIBILITIES**

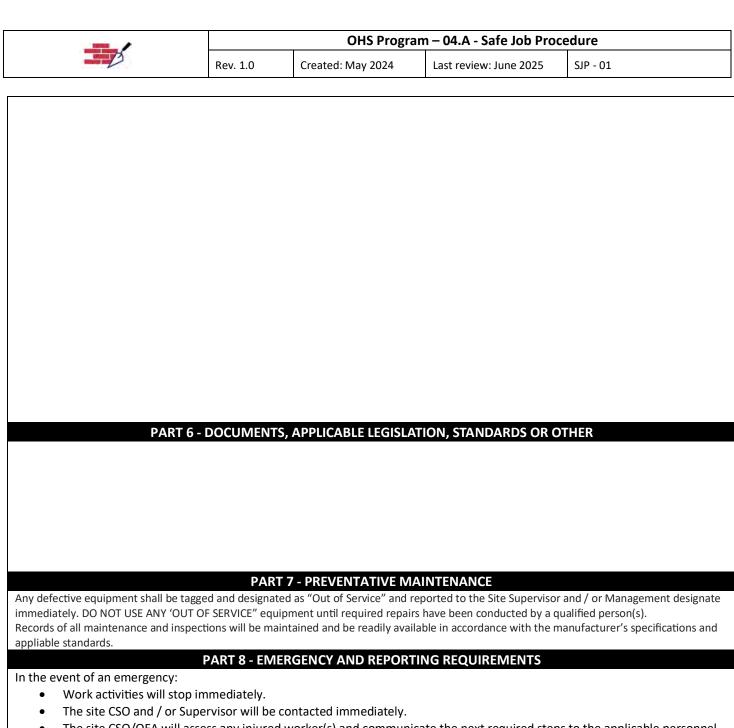
### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

Perform the task safely.

# If unable or unsure how to perform the task safely, contact the site supervisor immediately. Do not use tools or equipment that they do not know how to use, or that may be malfunctioning. Report all accidents, incidents, near misses and unsafe acts / conditions immediately. **PART 4 - PRE-JOB PROCEDURE PART 5 - SAFE JOB STEPS**



• The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 9 - OTHER	



### OHS Program – 04.A - Safe Job Procedure

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SIGNATURE SIGNATURE	DATE
SIGNATURE	DAIL
SUPERVISORS REVIEW	
SIGNATURE	DATE



### 05.A NON-COMPLIANCE FORM

OHS Program – Element 5 – Company Rules

Created: May 2024 Last review: June 2025

INFORMATION									
Date:	Non-Compliance Date: Time:								
Worker Name:	<u> </u>	Orientation	Date:						
Company Name:		Supervisor I	Name:						
NON-COMPLIANCE DETAILS									
Violation: Is this a repeat	Non-Compliance of a previ	ous warning?   Yes	□ No						
Minor Violation:   1st	Offence – Verbal Warning	☐ 2 <sup>nd</sup> Offence – Written	Warning 🔲 3 <sup>rd</sup> Offence Su	spension or Termination					
Major Violation: ☐ 1st									
Verbal Warning	Written Warning	Suspension	Return to Site	Termination					
Date	Date	Date	Date	Date					
Description of Non-com	pliance (indicate policy an	id/or regulation reference)							
Worker Corrective Actio	n/Prevention								
Worker Corrective Action/Prevention  ☐ Company Policy Reviewed ☐ Safe Work Practice/Safe Job Procedure Reviewed ☐ Job Training									
Worker Corrective Actio			riocedule Neviewed 🗆	1 JOD Halling					
Worker Corrective Actio	in Frevention Description	)ii							
Coming Cont/Circus T-									
Copies Sent/Given To									
⊔ Sup	ervisor ⊔ Worker ⊔ F	Human Resources   Otl	ner						
Issuer Name:		Issuer Sign	ature						
Cupanica Cianatura		Monto: Ci-							
Supervisor Signature		Worker Sig	gnature						



### 07.A - TOOL & EQUIPMENT INSPECTION FORM

OHS Program – Element 7 – Preventative Maintenance

Created: April 2024

Last review: June 2025

INFORMATION						
Date:	Location:		Inspector Name:			
Equipment Type (drill, skidsteer)	Make	Model	Serial Number	Safe Operating Condition	Tag out of service maintenance required	
Description of what was	taken out of service and main	tenance performed.	•	•	,	



### 07.B - MONTHLY VEHICLE INSPECTION FORM

OHS Program – Element 7 – Preventative Maintenance

Created: April 2024

Last review: June 2025

MONTHLY VEHICLE INSPECTION CHECKLIST					
Date:		Driver/Ope	rator Name:		
Vehicle Make:			Vehicle Model:		
Vehicle Year:			Vehicle #:		
Licence Plate #:			Mileage: k	m's	
Inspection Item	ОК	Service Required	Inspection Item	ОК	Service Required
Insurance/Vehicle Registration			Headlights		
Accident Form in Vehicle			Turn Signals		
Oil Level			Hazard Lights		
Antifreeze Level			Brake & Backup Lights		
Windshield Wipers & Fluid Level			Mirrors		
Transmission Fluid Level			Horn		
Heater/Aid Conditioning			Parking Brake		
Windshield			Spare Tire & Jack & Tools		
Interior Condition/Cleanliness			Exterior Condition/Cleanliness		
Emergency Equipment					
Arrangements for Maintenance if any (	describ	pe):	Notes:		
Driver/Operator Signature:					



### **08.A ORIENTATION FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

Last review: June 2025

INFORMATION									
Company/Employer Name:			Orientation Date:						
Worker Name:			Project Address:						
Worker Contact/Cell Phone #:			Occupation/Position:						
Emergency Contact Name:			Emergency Contact #:						
Are you under the age of 25 and/or new to construction?  ☐ Yes ☐ No *if yes, complete N&Y worker orientation in addition									
TOPICS REVIEWED									
SAFETY PROGRAM	Υ	N	SAFE WORK PRACTICES & PROCEDURES	Υ	N				
Health & Safety Policies			Project/ Work Area Access						
Rights & Responsibilities			Loading/Unloading & Traffic Control						
Workplace Hazard Assessment & Control			Hazard Controls/ Control Zones						
Company Rules & Disciplinary Policy			Electrical (Limits of approach, cords, panels etc)						
Personal Protective Equipment (specialized/basic)			Fall Protection						
Preventative Maintenance			Hot Works / Fire Watch / Fire Protection						
Training & Safety Meetings			Working Alone						
Inspections			Silica Exposure Control						
Incident Reporting Requirements			Ladders						
Emergency Preparedness			Scaffolding & Work Platforms						
JHSC/ Health Safety Representatives			Mobile Equipment						
Workplace Violence/Bullying & Harassment			Confined Space						
Provincial Regulations & Legislation			Overhead Hazards/Leading Edge Work						
Respiratory Protection Program			Public Safety						
Hearing Conservation Program			Tools & Equipment						
Ergonomics									
Allergies/Illnesses/Medical Conditions:									
Please list all valid training certificates and attach co	pies:								
Worker Signature:									
Instructor/Orientator Name:			Instructor/Orientator Signature:						



### **08.B ORIENTATION QUIZ FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

Last review: June 2025

QUIZ QUESTIONS	YES	NO			
1. Is Management committed to providing a safe and healthy work environment?					
2. Can you be fired or laid off if you refuse unsafe work?					
3. Can an employee be terminated for intentional misuse of/or tampering with company property?					
4. Could failure to don necessary PPE while at work result in disciplinary action?					
5. Can you wait until the next day to report an incident or injury to your supervisor?					
6. Are copies of the company H&S Manual and WorkSafeBC legislation available for your review?					
7. List one company safety rule.					
8. Are you required to attend and participate in Health & Safety Meetings (toolbox talks)?					
9. Are you allowed to walk under a suspended load?					
10. What WHMIS symbol does the following pictogram represent?					
11. If an area is barricaded by danger tape from another trade, are you allowed in the area?					
12. Do you understand emergency procedures and where to obtain first aid support?					
I have received a full company orientation with instruction regarding acceptable work standards that I am required to follow while in the workplace. I fully understand my responsibilities and agree to follow all policies and procedures of the company and all pertinent requirements of WorkSafeBC that pertain to the performance of my work activities.					
I have been given proper instruction with regards to the safety performance of my duties while in the workplace failure to follow safety procedures, disciplinary action up to and including dismissal from this worksite in accordance safety policies may be exercised.					
I have received instruction on the Injury Management and Return to Work Program. I will report and injury and/or incident immediately to my supervisor. If I'm injured at work and am required to seek medical aid, I will stay in constant communication as required under Bill 41. All information pertaining to my illness or injury with the company will be communicated to the Injury Management Coordinator or designate. All injury and claim information will be kept confidential with full respect to workers privacy.					
I understand that if, at any time, I am unable to understand a certain activity or requirements to perform that activity in a safe manner I can request further instruction from my immediate supervisor and or other company representative.  I will ensure that I come to work fit for duty which includes not being under the influence of illegal drugs, alcohol, cannabis medications that will impact my ability to perform work safely.					
I agree to not take photos or videos or post information on social media that could impact the reputation of the managements approval.	company wi	thout			
Worker Signature:					



### **08.C NEW & YOUNG WORKER ORIENTATION FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

Last review: June 2025

INFORMATION								
Company/Employer Name:			Orientation Date:					
Worker Name:			Pr	oject Address:				
Worker Contact/Cell Phone #:			00	ccupation/Position	n:			
Emergency contact Name:				nergency Contact	:#:			
		COMPANY C	RIE	NTATION				
General – this section to be confirmed was completed during company orientation session								
☐ Safety Program	☐ Hea	Ith and Safety Policy		☐ Worker Rights	5	☐ Drug & Alcohol Policy		
☐ Hazard Awareness/Controls	□ Rep	orting Procedures		☐ Ask for Instru	ctions	□ PPE		
☐ Hearing Conservation	☐ Res	ponsibilities		☐ General Safet	y Rules	☐ Disciplinary Process		
☐ Violence in the Workplace	☐ Prev	ventative Maintenand	ce	☐ Training		☐ Equipment Operation		
☐ Ergonomics	☐ Safe	e Driving		☐ WHMIS		☐ Workplace Inspections		
☐ Accident Investigations	☐ First	t Aid		☐ Emergency Pr	ocedures	☐ Safety Committee		
☐ WorkSafeBC Claim Process ☐ Bullying & Harassment		ying & Harassment						
demonstration when necessary) on all topics that are applicable for your project. Project orientation items are listed below in the checklist. Blank spaces have been provided so that you may include additional items that are appropriate to your site and your employees' responsibilities.								
		PROJECT O	KIE	NTATION				
☐ Workplace Walkthrough	☐ Smokin	g		□ PPE		☐ Supervisor Contact Info		
· ·		Vehicle Inspections		☐ Incident Reporting		☐ Emergency Procedures		
_	☐ WorkSa	afeBC Regulations		☐ Emergency Exits		☐ Safety Board		
☐ Muster Station	☐ First Ai	d		☐ Fire Extinguishers		☐ Tool Area		
☐ (M)SDS Location	☐ Attend	ance		☐ Housekeeping				
SAFE JOB PROCEDURES & SAFE WORK PRACTICES								
☐ Excavations & Trenching		☐ Confined Spaces			☐ Fall Pro	otection		
☐ Lock-out/Energy Isolation ☐ Hoisting & Riggin		ng (C	Cranes)	☐ Workii	ng Alone			
☐ Silica ☐ Hand & Power To		ools		☐ Safe D	riving			
☐ Scaffolding & Ladders ☐ Mobile Equipmen		nt		☐ Hot W	orks			
☐ Fueling Operations ☐ Flammable Liquid		ds 8	& Storage	☐ Delive	ries, Unloading/Offloading			
☐ Compressed Air & Gas		☐ Heat Stress			☐ Acid W	/ash		
☐ Traffic Control		☐ Spills			☐ Masor	nry/Block Cutting & Install		
☐ PPE								



### **08.C NEW & YOUNG WORKER ORIENTATION FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

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Rev. 1.0

The following section is to assist Supervisors in identifying the required authorization and training prior to a new employee using any equipment. All equipment orientation and training performed must be recorded and maintained as documentation. Identify all required training. SITE EQUIPMENT AUTHORIZATION AND TRAINING IDENTIFICATION ☐ Confined Space ☐ Ladders ☐ Storage of Material ☐ Rought Terrain Forklift ☐ Fall Protection ☐ Scaffolding ☐ Mobile Elevated Work Platform ☐ Pressure Washer ☐ Trailer Towing ☐ Traffic Control ☐ First Aid ☐ Light Vehicles ☐ Skidsteer ☐ Cranes ☐ Hand Tools ☐ Electrical ☐ Fire Extinguisher ☐ Power Tools П ☐ TDG & WHMIS ☐ Hydro Mobile Lift **EQUIPMENT AUTHORIZATION AND TRAINING IS THE RESPONSIBILITY OF THE SUPERVISOR** Supervisor Comments/Notes:

The identified field mentor is used to ensure an employee is oriented during their exposure to fieldwork. Field mentors must ensure a new employee does not attempt to perform tasks they have not been authorized or trained to do so If this is not necessary, check N/A.

I have been instructed and understand the foregoing information.

Employee Signature:

Identified Field Mentor/Supervisor Name:

Date:

□ N/A

I have instructed the foregoing information with the above employee and believe that they have an acceptable understanding of the information and have demonstrated competency.

υ	d	ιe	:

Supervisor Name:

Supervisor Signature:

Orientator/Trainer Name:

Orientator/Trainer Signature:



### **08.D TOOLBOX MEETING FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

Last review: June 2025

INFORI	MATION
Project Name:	Project Address:
Supervisor Name:	Date:
SAFETY TOPI	CS DISCUSSED
SAFE WORK PRACTICES OR SAI	FE JOB PROCEDURES REVIEWED
RECOMMENDATIONS OR A	ACTIONS TO BE COMPLETED
INCIDENTS	REVIEWED
SUPERVISOR AND WORKER CO	MMENTS - RECOMMENDATIONS
DECORD OF ATTEN	DANCE (CICALATURE)
RECORD OF ALTENI	DANCE (SIGNATURE)



### **08.E RECORD OF TRAINING FORM**

OHS Program – Element 8 – Training & Communication

Created: May 2024

Last review: June 2025

	INFORMATION				
Pro	ject/Location:	Date:		Instructor:	
Trai	ning Topic(s):				
#	Name (Print)	Signature	#	Name (Print)	Signature
1.			17.		
2.			18.		
3.			19.		
4.			20.		
5.			21.		
6.			22.		
7.			23.		
8.			24.		
9.			25.		
10.			26.		
11.			27.		
12.			28.		
13.			29.		
14.			30.		
15.			31.		
16.			32.		



### **09.A JOBSITE INSPECTION FORM**

OHS Program – Element 9 – Inspections

Created: May 2024

Last review: June 2025

		INFORM	<b>MATION</b>			
Project I	Name:		<b>Project Address:</b>		_	
Site Sup	ervisor Name:		Date:		Time:	am □ pm □
General	work activities taking place:					
Hazard (		<mark>\ - HIGH</mark> (Immediate acti				
		B - MODERATE (Action w	• •			
	Items Inspected	C – LOW (Action as indicated litems Institute			Items In	cnoctod
□ 1 Acc	ess/Egress	☐ 15. Hand Tools	specieu	□ 20 Pa	spiratory Prot	•
☐ 1. Acce	=	☐ 16. Hazards Barrica	dad	□ 30. Re		ection
	quate Supervision	☐ 17. Housekeeping	ueu	☐ 31. Kg		
	Diligence	☐ 18. Ladders		□ 32. Sc	_	
☐ 5. Dust	•	☐ 19. Lighting			arning Signs 8	Labels
	trical wiring, cords, GFCI, etc.	☐ 20. Lockout/Energy	Isolation	□ 35. W		
	ergency Procedures	☐ 21. Material Storag			ork Platforms	
	osed/Confined Spaces	☐ 22. Mobile Equipme		□ 37. W	ork Surfaces	
☐ 9. Envi	ronmental	☐ 23. Noise		☐ 38. Sa	fe Work Pract	ices/Procedures
☐ 10. Exc	cavations	☐ 24. Overhead Work		☐ 39. Su	pervision Wo	rker Conduct
☐ 11. Fal	l Protection	☐ 25. PPE		☐ 40. To	olbox Meeting	gs
☐ 12. Fire	e Protection/Equipment	☐ 26. Personal Clothir	☐ 26. Personal Clothing ☐ 41. Other Safety Do		her Safety Do	cumentation
☐ 13. First Aid Attendant/Supplies ☐ 27.		☐ 27. Power Tools		□ 42.		
☐ 14. Flammable Liquids/Storage ☐ 2		☐ 28. Proper Lifting	$\square$ 28. Proper Lifting $\square$ 43.			
☐ 15. Floors and Stairs ☐ 29. Public Safety			□ 44.			
No#	Insp	pection Observations		H	azard Class	Action
					(A,B,C)	(Controlled/Unsafe)
_						
Supervis	sor/Inspector Name:		Supervisor/Inspec	tor Signat	ture:	1
Worker	Rep Name:		Worker Rep Signat	ture:		



### 09.B OFFICE & YARD INSPECTION FORM

OHS Program – Element 9 Inspections

Created: May 2024

Last review: June 2025

Location/Address: D			Date:	Time:			
HAZARD IDENTIFICATION							
Instructions: Use a √ for s	sufficient/sa	fe items. Mark an X for and deficient or		us	items. Mark N/A	if not inspected/	applicable
Area / Topic	, , , , ,	Description				Description	
-	1.	Do all appliances have 3-pronged plugs for	)	<u>.</u> .	No exposed wiring	•	s
Electrical	-	grounding?		•	THO EXPOSED WITTING	, ciccincai nazara	,
	3.	Emergency access/egress free of	4	١.	Are emergency co		
		obstructions			procedures, map 8		
Emergency Preparedness	5.	Every office desk has space underneath for earthquake shelter	Ε Ε	ò.	Earthquake/Emerg	ency kits are stoc	ked/available
riepaieuliess	7.	Are emergency exit signs functional i.e.	8	3.	Are personnel fam	iliar with the eme	rgency
		not burnt out?			evacuation plan, ir		
				_	stations, extinguish		
Fire Safety	9.	Correct size / type of fire extinguisher available in each area of the office	1	.0.	Fire extinguishers	inspected monthly	1
	11.	Are pull stations clearly visible?	1	.2.	Is the fire extinguis	sher accessible an	d seal intact?
First Aid	13.	First Aid Attendants designated	1	4.	First Aid supplies s	tocked & available	!
Office ladder / Dolly	15.	In good working condition	1	.6.	Setup / stored pro	perly	
Material Storage	17.	Stored in a secure manner	1	.8.	Overhead materia	l hazards (i.e., box	es) secured
Office Equipment	19.	Free from damage and modifications	2	20.	Used safely		
Workplace Conditions	21.	Housekeeping	2	22.	Lunchroom clean,	tidy, no spills	
Workplace Colluitions	23.	Lighting			Floors Walkways &		nt
WHMIS	25.	SDS readily available in office			Controlled product	ts labelled	
PPE	27.	Accessible when needed	2	28.	Good condition		
	29.	JHSC/Safety Meetings posted	3	30. Previous inspection reports posted (3 months)			
Postings	31. Near Miss/Incident investigation reports posted						
1 03611163	32. BC OHS Regulations readily available in office						
		Office Safe Work Practices & Safe Job Proced	dures rea	dily	available in office		
Corrective Action Plan (log a	all deficiencie	es here					
Duionitu					LIKELIHOOD OF OCCURRENCE	SEVERITY OF LOS  LOW MEDIUM	HIGH
Priority  High - Potential loss of life	nody nart or	extensive loss of structure, equipment or ma	iterial		UNLIKELY	LOW LOW	MEDIUM
Medium – Potential serious		· · ·	icci iaii		LIKELY	LOW MEDIUM	HIGH
		on-disruptive property damage					
					CERTAIN	MEDIUM HIGH	HIGH
# Deficiency		Corrective Action	Priority		By Whom	Target Date	Corrected
	Communca	tion (was this posted on the safety boar	d or dis	cus	sed in a safety ta	lk?	
How was this inspection	report com	municated to affected workers?			•		
Performed By Name / Position Signature							
Worker Rep							
Worker Rep							
Reviewed By							
·							
Management Rep							



### 09.B OFFICE & YARD INSPECTION FORM

OHS Program – Element 9 Inspections

Created: May 2024

Last review: June 2025

	Area/Topic	Questions
<b>Ele</b> 1. 2.	Positive Processing Pr	Are electrical cords in good condition? Is there clear access to electrical panels? Are electrical cords secured to prevent tripping hazards? Are plugs, sockets, and switches in good condition?
5. 6. 7.	Emergency Response Emergency access/egress free of trip hazards Emergency contacts, fire procedure, map & directions to hospital posted on board. Every office desk has space underneath for earthquake shelter. Earthquake/emergency kits are stocked & available. Are emergency exits signs functional i.e., not burnt out. Are personnel familiar with the emergency evacuation plan, including egress routes, pull stations, extinguisher location and assembly areas?	Is there safe access/egress for employees and visitors? Are emergency exits clear of materials/equipment/debris? Are emergency exit signs working? Does emergency lighting work? Are emergency contact phone numbers located close to phones? Are smoke and fire alarms in place and working? Does the panic button at the front desk work?
9. 10. 11.	e Extinguisher  Correct size/ type available in each area of the office  Fire extinguishers inspected monthly.  Are pull stations clearly visible.  Is the fire extinguisher accessible and the seal intact	Are fire extinguisher locations clearly marked? Are fire extinguishers properly installed and secured on walls? Are fire extinguishers maintained, inspected, and tagged as required?
<b>Firs</b> 13.	st Aid . First Aid Attendants designated. . First aid supplies stocked & available	Is the first aid kit accessible and clearly labelled? Is the first aid kit stocked according to WorkSafeBC Regulations Section 3 (i.e., Basic OFA kit) Is the required number of qualified first aid attendants available? Is the AED charged and ready (green light) with no expired items? Are emergency numbers posted? Are first aid and incident forms readily available?
15.	fice Ladder / Dolly  In good working condition  Setup / stored properly	Are ladders safe, secured, and in good condition? Has building management made aware of any materials or equipment obstructing stairs or access points? Are ladders and stairs provided equipped with anti-slip treads?
17.	aterial Storage  Stored in a stable and secure manner.  Overhead material hazards, (i.e., boxes) secured	Are supplies and materials properly stored on shelves to prevent injury?  Does storage layout minimize injuries from manual lifting?  Are trolleys or dollies available to move heavy items?  Are floors and shelves clear of materials/clutter?  Are racks and shelves in good condition and secure?
19.	fice Equipment  Free from damage and modifications  Used safely	Are surfaces of office equipment clean and dust free? Is maintenance for all owned or leased office equipment scheduled regularly? Do space heaters shut of automatically when tipped over? Are space heaters unplugged when not in use? Are display screens free of dust?



### 09.B OFFICE & YARD INSPECTION FORM

OHS Program – Element 9 Inspections

Created: May 2024

Last review: June 2025

Workplace Conditions 21. Housekeeping 22. Lunchroom clean, tidy, no spills 23. Lighting 24. Floors and Walkways 25. Work environment	Are lighting levels in work areas adequate? Are windows covered with blinds, drapes, or other means of controlling light in high glare/contrast areas? Are lunchroom areas clean, disinfected regularly and garbage removed regularly? Are aisles clear of materials or equipment? Are doorways clear of materials or equipment? Are flooring in good condition, free of loose or lifting carpeting? Are floors clean and free of water, slipping/tripping hazards? If supplies or materials are stored on the floor, are they clear of doors and aisles and stacked not more than 4' or boxes high? Does indoor air quality appear to be adequate? Are workers protected from cool drafts or excessive or irritating
WHMIS  26. SDS readily available in lunchroom  27. Controlled Products Labelled  PPE (Personal Protective Equipment)	noise?  Are SDS provided for all hazardous products or other products? (Cartridge toners, cleaning supplies, disinfectants) Are products correctly and clearly labelled? Are hazardous/other products used, handled, stored, and disposed of properly?
28. Accessible when needed	Is PPE accessible and in good condition?
Postings 29. JHSC/Safety Meeting Minutes 30. Previous inspection reports posted (3months) 31. Near Miss/Incident investigation reports posted 32. WorkSafeBC Regulations readily available 33. Office Safe Work Practices & Safe Job Procedures readily available	Are all required documents posted? *See below list Are posted documents current? (List of JHSC members, list of first aiders, OHS Regulations)
Required Documents for Hea	alth & Safety Board - Example
<ul> <li>WorkSafeBC Handi Guide or Notice Informing Workers</li> <li>(M)SDS (most current versions)</li> <li>Safe Work Practices/Safe Job Procedures Reference to location</li> <li>Health &amp; Safety Policy Statement</li> <li>H&amp;S Program Binder</li> <li>JHSC Member List</li> <li>Company Office Rules</li> <li>Notice to Workers</li> <li>Communicable Disease Prevention Plan</li> </ul>	<ul> <li>First Aid Assessment</li> <li>First Aid Certificates</li> <li>Emergency Response Plan</li> <li>Map to Hospital/Clinics</li> <li>Office Emergency Contact List</li> <li>Safety Meeting Minutes</li> <li>Safety Plan/Map of property</li> </ul>



OHS Program – Element 10 – Investigations & Reporting

Created: May 2024

Last review: June 2025

PROJECT AND INCIDENT INFORMATION			
Project Name:	Project Address:		
Incident Date:	Incident Time:		
Report Date:	Report Time: □ AM □ PM		
Company Involved:	Project Superintendent Name:		
Weather:	Employee Supervisor Name:		
Witness #1 Name:	Witness #1 Phone:		
Witness #2 Name:	Witness #2 Phone:		
Witness #3 Name:	Witness #3 Phone:		
INCIDENT C	LASSIFICATION		
☐ Environmental ☐ Property Dam	nage   Near Miss  Report Only  Lost Time  First Aid		
☐ 48hr Pre-liminary Investigation Report ☐ 30-Day Final Investigation Report			
Reportable to WorkSafeBC: ☐ Yes ☐ No WorkSafeBC Contact Name:			
INCIDENT DESCRIPTION			
Describe the Incident Location:			
What were the conditions at the time of the incident? (i.e., weather, temperature, poor housekeeping, maintenance, etc)			
Sequence of events that preceded the Incident (required in pre-li	minary report):		



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Describe and unsafe conditions, acts or procedures that significan	itly contributed to the incident:	
, I	•	
Was the worker(s) involved carrying out their regular duties: $\Box$ Y	es □ No	
What instructions were given to the worker(s) prior to commencing		
Description of the Incident, summarize the sequence of events, u	nsafe factors, and the result:	
	,	
Were written work procedures available? ☐ Yes ☐ No	Were work procedures being followed?	☐ Yes ☐ No
If no, why?	1	



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	INCIDENT CAUSES	(check all that apply)			
☐ Combative Person(s)	☐ Improper Guarding	☐ Inadequate Lighting	☐ Unsafe Storage		
☐ Defective Equipment	☐ Inadequate Ventilation	☐ Contact w/ Irritants	☐ Hazardous Weather		
☐ Distractions by Others	☐ Inadequate Warning	☐ Unsafe Surface	☐ Faulty Safety Equipment		
☐ Faulty / Poor Design	☐ PPE Not Used	☐ Contact w/ Toxin	☐ Unsecured Equipment		
☐ Hazardous Procedures	☐ Insect / Animal Attack	☐ Poor Housekeeping	☐ Unsafe Procedures		
☐ Unauthorized Use	☐ Incorrect Tool Used	☐ Inhaled Toxin	☐ Unsafe Rate of Work		
☐ Insufficient Training	☐ Improper Apparel	☐ Unsafe Position	☐ Unsafe Positioning		
☐ Worker Error	☐ Failure to Follow/observe F	Policy, Rules, or Regulations	☐ Lack of Supervision		
Other Causes:					
	CONTRIBUT	ING FACTORS			
What were the contributing factor	ors to this incident?				
CORRECTIVE MEASURES					
		Exp	ected		
Action Item	Assigno (Name & J	Comple	tion Date (YYYY-MM-DD)		
	(Ivaille & J	1-YYYY)	MM-DD) (TTTT-WIWI-DD)		
1.					
2.					
3.					
4.					
5.					



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	REPORT ACKNOWLEDGEMENTS	
Investigator Name	Signature	Date Signed
Investigator Name	Signature	Date Signed
Manager/Supervisor Name	Signature	Date Signed
Safety Coordinator	Signature	Date Signed
Other	Signature	Date Signed
Other	Signature	Date Signed
	DISTRIBUTION	
☐ Site Supervisor/Prime Contractor	☐ WorkSafeBC (if applicable)	☐ WorkSafeBC
☐ Worker H&S Representative	☐ Worker's Employer (trade)	□ Other
☐ Manager/Supervisor	☐ Joint Health & Safety Committee	□ Other



### 11.A FIRST AID ASSESSMENT FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

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	INFORMATION
Company Name:	Date:
Project Name:	Project Address:
	ASSESSMENT
Assigned Hazard Rating: (according to WorkSafeBC assessment letter)	□ Low □ Moderate □ High
Job Functions, Work Processes and Tools:	
Typical of Industry?	☐ Yes ☐ No
Potential Types of Injuries:	
Typical of Industry?	☐ Yes ☐ No
Rating Adjustment: (If hazard rating is adjusted provide, provide supporting documentation)	□ Low □ Moderate □ High
Surface Travel Time to Hospital:	☐ Greater than 20 minutes ☐ 20 minutes or less
Total Number of Workers per Shift: (including dispatched workers)	
Barriers to Reach Medical Aid or Hospital:	
ASSESSME	NT RESULTS (WorkSafeBC schedule 3a)
Supplies, Equipment & Facilities Required:	
Level of First Aid Attendants:	☐ OFA 1 Total: ☐ OFA 2 Total: ☐ OFA 3 Total: ☐
Transportation Required:	☐ Yes ☐ No (if yes, describe)
	ASSESSMENT VALIDATION
Assessment Date:	
Members Consulted in this Assessment: (names and positions)	
Assessor(s) Names:	
Assessor(s) Signature(s):	



# 11.B EMERGENCY CONTACT INFORMATION FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

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PROJECT IN	FORMATION
Project Name:	Project Address:
Company Name:	Date:
EMERGENCY	INFORMATION
Emergency Response Team Names:	
Nearest Hospital:	
Hospital Address:	Hospital Phone #:
Nearest Medical Centre / Clinic:	
Medical Centre / Clinic Address:	Medical Centre / Clinic Phone #:
<b>Gas Company:</b> Fortis BC 1-800-663-9911 (24hrs)	Electrical Utility Provider: BC Hydro 1-888-769-3766
Call Before you Dig: BC OneCall 604-257-1940	
City Water Dept Phone #:	Environmental Agency Phone #:
WorkSafeBC Emergency Reporting Phone #: 604-276-3100	
Supervisor Name:	Supervisor Phone #:
Assistant Supervisor/Foreman Name:	Assistant Supervisor/Foreman Phone #:
CSO/OFA Name:	CSO/OFA Phone #:
,	
Head Office Address:	Head Office Phone #:
Name of Person Completing this Document:	Signature of Person Completing this Document:
Traine of the completing this bottoment.	S.g. state of the completing this bounder.
IN CASE OF EMERGENCY CALL	911 (POLICE, FIRE, AMBULANCE)



# 11.C EMERGENCY DRILL FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

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EMERGENCY DRILL INFORMATION						
Project Name:		Project Address:				
Date of Practice Drill	:	Emergency	Drill Coordinator	r Name:		
Select Type of Emergency Drill Tested	☐ Fire ☐ First Aid (specify type): ————————————————————————————————————			nergency mergency Platform (DEP) Worker (fall protection)		
Start Time:	□ AM □ PM	Complete	ed Time:	□ AM □ PM		
	EMERGENCY D	RILL EVALU	ATION			
	ities for improvements:					
Next Emergency Dr						
	DRILL REVIEW &	SIGN-OFF	RECORD			
Supervisor Name:		Supervis	or Signature:			
CSO/OFA Name:		CSO/OFA	A Signature:			
Name of Person Co	mpleting this Form:	Signature	e of Person Com	npleting this Form:		



# 11.D EMERGENCY RESPONSE PLAN FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

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		EMERGEN	ICY RESPONS	E PLAN IN	FORMATION			
Project Name:				Project Address:				
Date:				Superviso	or Name:			
Potential Emergencies	☐ Jobsite☐ Confine	l Aid (serious Evacuation	incident)		☐ Gas Leak ☐ Water Main Leak ☐ Electrical Emergency ☐ Dedicated Emergency Platform (DEP) ☐ Suspended Worker (fall protection) ☐ Chemical Spill ☐ Other			
		EMERGENC	Y RESPONSE	EQUIPME	NT & SUPPLIES			
Equipment	or Supplie	es .		Locati	ion of Equipment	or Supplies		
☐ Air horn								
☐ Fire Extinguisher								
☐ First Aid Kit, AED and	d Oxygen							
☐ Eye Wash Station								
☐ Spill Kits								
☐ Blankets								
☐ Burn Kit								
☐ Spine Board & Baske	et Carrier							
☐ Designated Emerger	ncy Platform	n (DEP)						
		EN	/IERGENCY RI	SPONSE T	ГЕАМ			
First & Last Na	me		F	Role Phone #				
Emergency			Emergency Co	ordinator (P	rimary)			
Emergency Operation			ency Operation	ation Coordinator (Secondary)				
		Fire Sat						
			Deputy Fire	Safety Dire	ctor			
		First Aid Att			nary)			
			First Aid Atten	dant (Secor	ndary)			
			Ambulan	ce Escort#	1			

#### 11.D EMERGENCY RESPONSE PLAN FORM

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## **EMERGENCY PROTOCOLS**

These protocols will be communicated to all workers during their site safety orientation.

As the project progresses it may be necessary to revise the emergency procedures to reflect new hazards or account for changes to the protocols on site. In these situations, it is imperative that all affected personnel be made aware of these changes before they take effect.

Workers must only use designated emergency routes when evacuating work areas. No other egress routes are authorized due to the possibility of injury. If a worker uses a route which is not authorized, and they become injured we may not find them in a timely manner which could complicate their injury.

#### Person who discovers the incident:

- Ensure there is no danger to yourself or anyone else within the immediate area.
- Control the scene by assessing the area, stop work, shut down equipment as necessary.
- Provide First Aid as needed if trained and as needed, caution worker(s) not to move. (Do not move injured unless necessary, the emergency response team will perform rescue)
- Report the incident to a supervisor and/or emergency response coordinator immediately.
- Commence rescue efforts to level of training.

## **For All Emergencies**

- Obtain basic facts and determine what type of emergency occurred.
- Contact Site Safety Coordinator/ OFA and Site Supervisor immediately.
- Call for additional assistance if the incident is of higher severity by phone or radio.
- Clearly state your name and give them a call back number.
- Provide details as to the number of injuries and nature of injuries.
- Provide details of serious hazards or special help/needs required.
- Provide Emergency Meeting Point information.
- When sending someone to retrieve supplies/equipment be sure to give clear instructions
- If possible, do not disturb the scene unless for emergency response.
- Keep workers and pedestrians away from the scene who are not part of the emergency response.

## **EMERGENCY EVACUATION ROUTE**

Emergency evacuation routes will be identified and assessed frequently to ensure access remains clear of any obstructions or hazards. All routes are identified on the site plans and signage will be posted if the route is through an area which is not regularly accessed by workers. Access routes are inspected during Pre-Shift Inspection to confirm all workers in the starting shift have unobstructed access and evacuation routes. Workers are instructed not to work in any area with limited or restricted access without proper emergency and evacuation procedures.

Evacuation routes during the excavation phase will be primarily
In the event an injured worker cannot be transported up the stairs a secondary means of extracting a worker would b
by use of the Designated Emergency Platform in conjunction with the tower crane or by davit arm located on the stair
tower.

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## **COMMUNICATIONS**

## First Aid/Medical Assistance:

- 3 short air horn blasts.
- Summoning via first aid designated radio.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.

#### Fire/Evacuation:

- 1 long air horn blast for uncontrollable fire and 2 short blasts for small/manageable fires
- Use of closest fire pull station.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.

#### Rescue:

• Per established, written rescue procedures and designated communication devices/ systems.

## **Hazardous Substance Spills:**

- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Personal notification report to superior or company representatives.

#### **Natural Disasters:**

- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.
- Personal notification report to superior or company representatives.

#### Threat:

- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.
- Personal notification report to superior or company representatives.

#### In addition, all personnel are required to follow the below response protocols:

- 1) Observing person(s) immediately, without delay, contact the closest Company's representatives in the area.
- 2) If a Company representative is not close by or otherwise unavailable, observing person(s) contact, if required, external emergency services (using Emergency Contact List).
- 3) Company representatives determine the most appropriate and prompt response to the specific emergency.
- 4) When 9-1-1 (where applicable) is contacted, observing person(s) inform operator of the following:
  - a) Location of premises (e.g. address, GPS coordinates etc.).
  - b) Nature and type of emergency.
  - c) Possible or known type(s) of injury.
  - d) Location and number of injured Patient(s).

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- e) Location of emergency vehicle entrances (referring to available site maps or plot plans); and
- f) If known, location of designated rescue or evacuation staging areas.
- 5) Company representatives designate appropriate number of individuals to:
  - a) Promptly mobilize to designated emergency vehicle entrance.
  - b) Flag down emergency services upon their arrival.
  - c) Direct and or lead service provider(s) to location of emergency scene.
- 6) If not yet performed, Company representatives notify executive leadership/management and apprise them of the emergency.
- 7) Executive leadership/management (or other Company representative) promptly initiate, if required, Incident Command or Crisis Management protocols, and ensure coordination and cooperation with emergency response personnel or teams.

#### **Radio Communications**

**Voice Clarity** – Your voice should be clear and understandable. Speaking too fast or too slow can create confusion.

**Simplicity** – Keep your communication simple enough for intended listeners to understand.

**Brevity** – Use a few words when speaking, be precise and to the point.

**Security** – Do not transmit confidential information on the radio.

Once an incident has been reported over the radio, only those who are involved in the incident and/or part of the Emergency Response Team are allowed to communicate. Those with radios who are not part of the ERT are to ensure there is no radio activity as this will have a negative impact on communication and emergency response.

The state of the s	1		r				•
The designated	radio	cnannei	tor	emergency	' res	ponse	IS

## **EMERGENCY TRANSPORTATION**

Transportation must be either by provincially licensed ambulance or other means of transportation in accordance with regulations. Injured persons or those experiencing trauma must be accompanied and not driving themselves to initial first aid. Transportation via company vehicle accompanied by a qualified OFA 2 with transport or OFA 3 certificate would be required.

### FIRE

When a fire is discovered, all personnel must follow the R.E.A.C.T. principle:

R = REMOVE those in immediate danger.

E = ENSURE room doors/windows are closed.

A = ACTIVATE the emergency communication devices.

C = CALL 9-1-1 and inform operator of emergency situation, including site address.

T = TRY to extinguish or control the fire (if trained and comfortable).

#### Small/minor fires shall only be extinguished by personnel if:

- They are trained and equipped to do so.
- They will not place themselves or others in danger.
- The correct type of fire extinguisher is available in the immediate vicinity.
- An escape route is available.
- If the person is untrained or unequipped, they shall not put the fire out and must escape from the area via the closest exit point/route.

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- Where personnel may be required to use fire extinguishers at the specific workplace, and for select tasks such as hot work, those individuals shall be trained in the proper use of available fire extinguishers, including the "P.A.S.S." principle:
- P = PULL There is a small pin that prevents the fire extinguisher from accidentally being discharged, all you have to do is pull it out and continue on to the next step.
- A = AIM Aim the nozzle of the fire extinguisher low at the base of the fire.
- S = SQUEEZE Squeeze the trigger you just pulled the pin out of. Remember to squeeze it slowly and evenly, so the extinguisher is as effective as possible.
- S = SWEEP Sweep the extinguisher from side to side to cover all areas the fire may have spread

### When a fire alarm is heard, or upon being notified of a fire, all personnel must:

- Promptly/safely stop their work tasks.
- Safely switch off/shut down all their tools, equipment and/or machinery.
- Ensure any potentially flammable, combustible, or explosive liquids, materials, or substances, are removed from the work area if possible (without putting themselves in danger).
- Close all doors and windows when they exit an area, where applicable.
   Assist with, if safe to do so, evacuating fellow workers or persons from the work area and/or premises.
- Proceed along the safest and closest escape route, closing doors behind them (if present)
- Proceed, in a timely manner, to the closest designated muster (assembly) point for head counting and verifications.
- Follow all directions from designated personnel or emergency response forces.
- Not re-enter the area or move from or leave the muster point until instructed to do so.

## Personnel are not permitted to do the following:

- Move anywhere other than to the closest escape route (e.g. "upstairs", to other rooms/areas, etc.).
- Enter a building or area where the alarm is sounding or where the fire is located.
- Carry bags or other bulky articles with them.
- Use elevators (if present).
- Loiter near building/facility entrances/exits.
- Move vehicles, equipment, or machinery.
- Leave tools, equipment or materials in locations that obstruct pathways or exit points; or
- Block any access roads.

#### When a Person is on Fire

- Stop, drop, cover your face and roll.
- Do not run, Running will only fuel the fire.
- Smother the fire by covering the person in heavy fabric.
- Do not try and suppress the fire on a person with nearby liquid.

## **EARTHQUAKE**

Earthquakes are shelter-in-place emergencies, but in your immediate vicinity. Staying inside and sheltering in place is safer than going outdoors.

## Whenever an earthquake starts, stop what you are doing. If indoors:

• Drop, Cover and Hold on.

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- Drop on the ground.
- Cover your body under a table or similar.
- Hold on to the table to make sure you shake together.
- Do not go outside until it is safe to do so.
- Avoid any doors, windows or any heavy fragile objects.
- If you are in an elevator during the earthquake, hit all the floor buttons, and get out as soon as you can.

#### After the earthquake:

- Stay calm.
- Help others if needed.
- Listen to the news over radio or TV for more info from authorities.
- Use caution with windows, doors, or other heavy fragile objects till you confirm their stability.
- Disconnect any lights or electrical appliances that got damaged during the earthquake, from the electrical panel, light switch, or unplugging.

#### If outdoors:

- If possible, move to an open area.
- Do not stand under formwork, freshly poured concrete or any scaffold under construction.
- Assume a safe position and keep low.
- Stay away from stored materials, trees, mobile equipment, gas or chemical storage, motor vehicles, crew and office trailers or any other objects than can fall and crush you.
- After the shaking has stopped, move to the emergency muster area and report in with your name and injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help.
- Be prepared for aftershocks.

## After the earthquake has ended, the superintendent or his designate will ensure:

- Triage and first aid of injured workers has started.
- A head count will be conducted listing the last known location of missing workers.
- Rescue teams will be formed to assist the injured and to search for any missing workers.
- If necessary, hazardous utilities gas/electricity will be located and shut off.
- No worker is to leave the site without authorization.

#### **Additional Considerations:**

- Do not leave for home. Power can be out, leaving traffic lights out also.
- Traffic congestion can occur, people will panic, and emergency vehicles may not be unable to respond to the injured-on time.
- Have a home plan to give your family its best chance of safely surviving the earthquake.
- Stay where you are needed until advised by emergency services. If you are not part of the solution, you are part of the problem.

In case of a major disaster, emergency shelter locations will be broadcast by Emergency Services Radio. At this time the local authorities will be advised on how to contact family members.

#### TRENCH AND EXCAVATION COLLAPSE

In the event of an excavation collapse do not react by impulse and jump into the excavation to the aid of an injured or buried worker. There is a 50% potential reoccurrence in all failed excavations, and you could become a victim too.

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### Instead, do the following:

- Phone 911 for assistance if there is an injured person.
- Size up the situation, consider a safe approach if one is possible. If it is possible to safely assist the injured or trapped person do so.
- Secure the following areas:
- Upper edge turn off all equipment Equipment on the edge of excavations are at an extreme risk of falling in should the slope fail.
- Remove debris and if safe to do so remove equipment from around excavation.
- Stop or reroute traffic that might create vibrations and cause secondary cave-in.
- Keep everyone who is not directly involved in the rescue/recovery a safe distance away from the excavation.
- Fire/rescue arrives, and rescue/recovery begins. Be sure to stay away from the area during the rescue/recovery and keep your fellow workers back to allow plenty of working room for the rescuers.
- Do not attempt to dig the victim out with a backhoe or excavator unless authorized by emergency first responders.
- Secure the area to your best ability. Do NOT allow access for media, public, and other.
- Assist the appropriate people in the investigation process by relating what you saw or details you remember

## **UTILITY DAMAGE**

### **Emergencies Involving Powerlines**

We will take necessary action to ensure power lines in the immediate work area guarded, rerouted or de-energized prior to commencement of work as required in OHSR Part 19. Our superintendent will contact the owner of the power system, typically BC Hydro, to arrange a pre-planning meeting to analyze any potential risks.

Maintaining a safe distance from all electrical conductors is the best way to prevent power line accidents. For safe limits of approach refer to OHSR 19.24.1. If for some unforeseen circumstance, contact with an energized conductor occurs, the following must be taken into consideration:

#### Overhead Electrical

If for some unseen circumstance, contact with an energized electrical equipment occurs:

- 1) If you are in mobile equipment, remain inside the cab and don't panic, you are safer where you are.
- 2) Alert other personnel to what has happened and instruct them to keep their distance from any machine, load, lines or ground affected by the power lines. The machine, load, lines and the ground will carry electrical current.
- 3) Try to remove the contact move the equipment away from the line in the reverse direction to that which caused the contact (for example, if you swung left into the wire, swing right to break the contact).
- 4) Once an arc has been struck, it can draw out a considerable distance before it breaks. Keep moving away from the line until the arc breaks and then continue moving until you are at least 3 to 4.5 m (10 to 15 ft) away from the line.
- 5) If a crane's ropes appear to be welded to the powerline do not move away from the line as it may snap and whip. Stay where you are until help arrives.

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- 6) If mobile equipment cannot be moved away or disengaged from the contact, remain inside the mobile equipment until the electrical authorities de-energize the circuit and confirm that conditions are safe.
- 7) Report every incident involving contact with a live line to your supervisor who will in turn notify the electrical utility so that inspections and repairs can be made to prevent damaged powerlines from failing at a later date. (WorkSafeBC must also be notified by the supervisor.)
- 8) If it is necessary for the operator to leave mobile equipment while it is still in contact with the electrical conductor, they must jump clear and land with both feet together. They must never step-down allowing part of their body to be in contact with the ground while any other part is touching the machine.
- 9) Because of the hazardous voltage differential in the ground the operator should jump with his feet together, maintain balance and shuffle slowly across the affected area. Keep your feet evenly together. Take very small steps without moving feet apart at all. Do not take large steps because it is possible for one foot to be in a high voltage area and the other to be in a lower voltage area. The difference between the two can kill.
- 10) Completely inspect equipment that has contacted a power line for possible damage caused by the electrical contact. Affected sections of wire rope should be replaced if it touched a line since the arc is usually of sufficient power to weld, melt or badly pit the rope.

A high voltage contact can result in electrical current transferring down the boom through the equipment and into the ground. The ground will then be energized with high voltage near the equipment surrounding area lessening further away.

### **Stay Put**

If your equipment contacts a power line, stay inside the cab. DO NOT EXIT. Call 911 and your electric cooperative for help and warn anyone nearby not to approach your equipment. Only exit the machinery after you are told by the authorities that it is safe to do so.

Exiting equipment that has contacted energized power lines can cause electrocution. The downed power lines could be charging the equipment with electricity and, if you step out, you will become the electricity's path to the ground and could be killed by electric shock.

#### Jump Clear

If you must get out of your equipment because of a fire, tuck your arms across your body and jump with your feet together as far as possible from the equipment so no part of your body touches the equipment and the ground at the same time.

Move away from the equipment with your feet together, either by hopping or shuffling, until you are at least 40 feet away. Electricity spreads through the ground in ripples. Keeping your feet together prevents one foot from stepping into a higher voltage zone than the other foot, which could cause electrocution.

#### Stay Away

When you are clear of the area, call for help and keep others away. DO NOT approach your vehicle again until utility crews and emergency responders tell you it is safe.

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## **Underground Electrical**

Contact with underground electrical utilities should be treated very seriously and similar to overhead power lines. If contact or damage to an electrical utility occurs:

- Have someone who is not within the affect area notify your supervisor immediately.
- If possible and safe, back the equipment away and off the power line.
- Secure the area and ensure no one enters the area at minimum 30 feet away from the damaged utility.
- If workers are required to evacuate, they should use the hop or shuffle method.
- Do not attempt to rescue someone within a live electrical area until the power has been shut off by the utility owner and deemed safe. If a worker has been injured call Emergency Services immediately.
- Contact the owner of the utility and continue to secure the area until power can be safely shut off.
- Do not re-enter the area until directed by the power utility owner.

#### **Water Main**

In the event of a water utility strike the following procedures should be used:

- Evacuate the excavation and surrounding area immediately.
- Notify your supervisor.
- Continue to maintain a safety perimeter.
- If already pre discussed with the owner of the utility, locate the closest water valve and shut it off.
- If you have not been given permission to shut off the water valve, call the owner of the water utility immediately. Maintain the scene as best as possible until the owner arrives to shut off the water.
- If the supervisor determines it is a major release of water Emergency Services will be contacted.

#### Gas

If there is an incident where gas is accidentally released either through a bottle source or gas utility line, the following should be followed:

If an operator notices they have struck a gas line or a worker notices the gas odor, or suspects a gas leak:

- Warn all others in the immediate area.
- Prevent any source of ignition- cigarettes, naked flames, grinding, welding or other hot works. Shut down all
  equipment immediately.
- Notify your supervisor immediately. They will contact the owner of the utility if applicable.
- Evacuate the area and prevent others from entering. Muster area should be up wind.

#### Sanitary/Storm Line

If contact with a live storm or sanitary sewer has been contacted the following procedures should be followed:

- Evacuate the excavation.
- Notify your supervisor and owner of the utility.
- If you are able to control the flow of the sewer with pumps, use to them control until further instructions have been given by the owner of the utility.

#### 11.D EMERGENCY RESPONSE PLAN FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

Last review: June 2025

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## **CHEMICAL SPILLS**

Response to a spill is dependent on several factors: nature and type of substance, amount spilled, and area in which it occurred, etc.

General response in all instances should be:

- Notify your supervisor immediately and provide details of the incident, persons involved, likelihood of chemical/ substances entering the drainage systems, identity of the chemical/ substance.
- Attain a copy of the SDS sheet for reference of any safety precautions.
- Control any further substance from spilling and spreading if safe to do so.
- Assist affected persons where it is possible without endangering yourself.
- Check immediate area are for any possible incompatible substances.
- Check to see if there is a possibility of spilled chemicals/substances in the drainage system and protect where possible.

Spills should be cleaned up as per SDS sheet and disposed of accordingly.

Refer to the Environmental Management Act: Spill Reporting Regulations for the requirement to report spills.

#### **EXCAVATION OR TRENCH COLLAPSE**

In the event of a trench or excavation collapse the following procedures should be followed:

- The immediate area should be evacuated.
- If a worker is required to be rescued from the trench, emergency personnel should be called. The scene should be assessed by the Supervisor and First Aid attendant before entering to assist the worker. Do not enter an unstable or un-shored excavation wait for emergency personnel.
- Try to locate the victim. Look for evidence of tools or materials.
- If it is safe to enter the excavation, use small shovels to gently dig and remove material from around the victim. Use extreme caution to avoid further injury to the victim. Do not stand on top of material that may be on top of the victim.
- When near the victim use hands to clear away the material. If the victim is conscious, first aid will continue to stabilize until emergency personnel arrive. If victim is unconscious check for breathing, CPR may be required.
- Do not remove the victim from the trench unless there is imminent danger (flooding, dangerous gases, water or further trench collapse, etc.). Where possible leave the victim until ambulance or emergency personnel arrive.
- An incident investigation should be performed immediately after by the Safety Coordinator and Site Supervisor.

### **Bulk Excavation**

In the event a worker needs to be rescued from a bulk excavation the following procedures should be followed:

- If possible, for minor injuries or emergency evacuation, a worker should be able to self-rescue by walking up the material ramp or scaffolding stairs provided. Evacuation procedures will be followed on site using 1 long air horn blast, or 3 short blasts for first aid.
- For a medical emergency where a worker is not able to self-rescue the follow steps will be used:



#### 11.D EMERGENCY RESPONSE PLAN FORM

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## Stage 1:

Beginning of bulk excavation and shotcrete shoring. A stable material ramp will be maintained for emergency access/egress. A ladder system can be installed for general worker access/egress as long as emergency access is maintained.

### Stage 2:

In the event a stable material ramp cannot be maintained and before scaffolding stairs are installed, an evacuation plan must be coordinated by the Prime Contractor with the High Angle Rescue Emergency Responders. Temporary general access/egress of the site will be maintained through a ladder system. The notification reference number must be available on the site safety board.

## Stage 3:

Engineered scaffolding stairs will be installed by Qualified Persons and Prime Contractor. The scaffolding stairs will be set up as per site requirements (built in full, or suspended scaffolding). If it is installed top-down during the excavation process, and adequate access/egress cannot be maintained without a ladder, the High Angle Rescue Emergency Responders will be notified by the Prime Contractor for emergency medical procedures that a worker is unable to self-rescue via the ladder/scaffolding set up.

## Stage 4:

Crane or DEP box rescue. When the excavation is at final grade, the Prime Contractor will install a tower crane (if applicable) and a complete set of scaffolding stairs. Emergency medical rescue can be completed through the DEP box on the crane. Self-rescue and evacuation can be completed through the scaffolding stair system.

## **CONFINED SPACE**

Confined spaces pose a significant risk to workers required to enter them. If a worker is injured inside a confined space rescue will be done by qualified personnel only. As much as is reasonable we will call on the applicable emergencies services to assist us with this type of rescue.

Under no circumstances will any worker enter a confined space to rescue a worker. If the atmosphere is dangerous (e.g. oxygen level below 20.9%) no work will enter space unless equipped with and trained in air supply equipment. More details on confined space rescue can be found in the confined space section of our program.

#### STRUCTURE COLLAPSE

Although unlikely, the collapse of a structure is possible. A more likely scenario would be the collapse of form or false work. In either case the scene of the collapse must be controlled to prevent any worker from entering. In the event of a structural failure the general evacuation alarm will be sounded, and all workers will leave the site and report to the marshalling area.

Supervisors will do a head count and report to the site superintendent the status of their workers. If a worker is missing the supervisor will notify the site superintendent who will coordinate a rescue effort on site.

The rescue party will assess the area of the collapse and determine if it is safe to attempt a rescue. If the area is

#### 11.D EMERGENCY RESPONSE PLAN FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

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deemed safe, then a survey will be conducted to locate any trapped worker(s). Any shoring required to secure the area will be added as the rescue part progresses. Red danger tape will be placed on either side of the access/egress route to mark the limits where rescue workers can go safely.

The goal of this procedure is to clear a path to the collapsed area so that specialized rescue crews and equipment can access the area safely.

### **Crane Collapse**

Should a crane tip over or a crane boom collapse, immediately turn off electrical generators/power supply and water supply. When approaching the crane ensure there is no danger from further collapse of the equipment or the load or any other hazards that may be present (e.g. power line contact).

Personnel safety is most important and takes precedence over any property damage concerns. If there are any injuries, immediately summon first aid and, if necessary, an ambulance. If the operator can be safely removed from the machine without further injury, do so. If the operator has injured their back or neck do not attempt to remove him/her from the machine - wait for the ambulance.

Do not change anything at the incident location except to prevent further injury. Immediately call the office and inform the supervisor of the occurrence. The supervisor will contact the appropriate Regulatory Agency to report the collapse.

#### LIGHTNING

Lightning is a powerful burst of electricity that happens very quickly during a thunderstorm. Lighting is caused by an electrical charge in the atmosphere that is unbalanced, it is a common occurrence in Canada during the summer months.

When there is lightning you need to determine the distance: Count the seconds between the flash of the lightning strike and the next boom of thunder. If it's under 30 seconds, the storm is less than 10 km away.

When a strike occurs within 30km the supervisor must warn all employees on site and all cranes must shut down. If a strike gets as close as 10km away you must have a full lightning stand down, all equipment must shut down and all employees must seek shelter. Work will not resume for 30 consecutive minutes without a strike within 10 km. The supervisor will use their discretion based on the duration of shut down whether work will commence or not.



# 11.D EMERGENCY RESPONSE PLAN FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

Last review: June 2025

	EMERGENCY RESPONSE PLAN	N RECORD OF TRAINING	
First & Last Name	Position	Signature	Date



# 11.E AFTER HOURS TRANSFER OF FIRST AID COVERAGE FORM

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

Lastreview: June 2025

PROJECT IN	FORMATION								
Project Name:	Project Address:								
Company Name:	Date:								
Date of Coverage: (DD/MM/YY)	Time of Coverage: to	□ AM □ PM							
Superintendent Name:	Superintendent Phone #:								
FIRST AID IN	FORMATION								
First Aid Assessment completed: ☐ Yes ☐ No	Total workers during shift:								
I am a Certified Occupational First Aid Attendant Level: 1	□ <b>2</b> □ <b>3</b> □ (check one)								
OFA Certificate Expiry Date: (DD/	MM/YY) *Photocopy of certificate must be or	n file/attached							
First Aider Name:									
First Aiders Supervisor Name:									
AFTER HOURS WORK CHECKLIST									
Item		Yes							
1. All workers including myself have been orientated to	site.								
2. Workers and I have reviewed and understand the pro	oject emergency response plan protocols.								
3. Designated supervisors are competent and understa	nd procedures in the event of emergency.								
4. Supervisors and I understand incident reporting requ	iirements.								
5. I have been provided access to first aid equipment no	ecessary to render first aid.								
6. A minimum of 2 workers will remain at the project u	ntil completion of work.								
7. I agree to provide first aid services for the workers to	the best of my abilities.								
8. If I am unable, for any reason, to provide first aid on inform my supervisor, site safety coordinator, or sit that other first aid arrangements can me made.	· · · · · · · · · · · · · · · · · · ·								
AUTHORIZATION									
Superintendent Signature:	After Hours First Aider Signature:								
Site Safety Coordinator Name:	Site Safety Coordinator Signature:								



# 11.F WORKING ALONE PERMIT

OHS Program – Element 11 – Emergency Preparedness

Created: May 2024

Last review: June 2025

		PROJECT IN	FORMATION						
Project Name:			Project Address:						
Company Name:			Date:						
Supervisor Name:			Supervisor Phone #:						
	EMPLO	OYEE WORKI	NG ALONE DETAILS						
Alone Worker Nar	ne:		Alone Worker Phone #	:					
Company Name:		Time In:	□ AM □ PM	Time Out: □ AM □ PM					
Project/work area	location description:								
Expected duties/t	asks:								
Risk/hazard level:	□ Low		☐ Moderate	☐ High					
	COL	MMUNICATIO	ON PROCEDURES						
Site Contact:	661	VIIVIOTATE	SN T NOCE DONES						
Site contact.	☐ 15 minutes		☐ One (1) Hour	☐ One (1) Hour ☐ Three (3) Hours					
Check-in Period	☐ 30 minutes		☐ Two (2) Hour	☐ Four (4) Hours					
	☐ Radio		☐ Cellular Phone	Number:					
Method of Contact		No. Tosts							
	Tested/Working ☐ Yes ☐  1. Location of Worker		Tested/Working ☐ Yes ☐ No						
Check-in Questions		•							
Questions	2. Status of Worker:	DECDONICE D	NR OCEDIURES						
		KESPONSE P	PROCEDURES						
Response	☐ Immediate		☐ 10 Minutes	☐ 20 Minutes					
period	☐ 5 Minutes	-h - d h tah	☐ 15 Minutes	25 Minutes					
NOTE		-		es not respond within the specified face-to-face contact to be made					
	with the employee by the f	<del>-</del>	T						
Contact Method	☐ Foot/Walking		☐ Security	☐ Other					
	☐ Vehicle		☐ Field Individual						
Unsafe Situation	If an unsafe situation is enc								
J. G. G. G. G. G.	immediately contact the designated project contact, and where necessary 9-1-1								



# 12.A ANNUAL INCIDENT & INJURY RECORD FORM

OHS Program – Element 12 – Records & Statistics Created: May 2024 Last review: June 2025 Rev. 1.0

e: January 20 to Decem	nber 20_			Person completing form:									
Injury Location	Jan	Feb	Mar	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total
Head													
Eye													
Neck													
Shoulder													
Back													
Chest													
Abdomen													
Pelvic													
Arm													
Hand & Wrist		·											
Leg													
Knee		·											
Ankle													
Foot													
Totals													
Incident Classification													
Report Only													
First Aid													
Medical Aid													
Lost Time		·											
Near Miss													
Property Damage													
Environmental													
Totals													
ewed by Manager/Owner	Name:				Ma	nager	Owne	r Signa	ature:				



# 12.B MONTHLY INCIDENT & INJURY RECORD FORM

OHS Program – Element 12 – Records & Statistics

Created: May 2024

Last review: June 2025

Month:			Pe	rson completi	ng form:					
INCIDENT & INJURY TOTALS										
# Employees Injured	RO	FA	MA	LTI	NM		PD	ENV	Total	
Date (mm/dd/yyyy)		Workers Na	me	Incident/ Type		Inju	ry Location	Injury/In	cident Cause	

	INCIDENT & INJURY CODES									
C/#	Injury Location	C/Letter	Injury Type	C/abbr	Incident Type					
1.	Head	A.	Abrasion/Laceration	CC	Chemical Contact					
2.	Eye	B.	Bite (Insect, animal etc)	CR	Crush					
3.	Neck	C.	Bruise	DFG	Dust, Fumes, Gas					
4.	Shoulder	D.	Burn/Chemical Reaction	ES	Electrical Shock					
5.	Back	E.	Fracture/Dislocation	FFE	Fall from Elevation					
6.	Chest	F.	Infection/Illness	FFG	Falls from Grade					
7.	Abdomen	G.	Irritation	FO	Falling Objects					
8.	Pelvic	H.	Puncture	FLO	Flying Objects					
9.	Arm	I.	Sprain/Strain	НО	Heat Exposure					
10.	Hand & Wrist	J.	Recurring Injury	OE	Overexertion					
11.	Leg	K.	Fatal	PI	Pinch					
12.	Knee	L.	Other	RM	Repetitive Motion					
13.	Ankle	M.		S00	Step on Object					
14.	Foot	N.		SA	Struck Against					
				SB	Struck By					



# 12.D - BCCSA COR Audit Documentation Requirements

OHS Program – Element 12 Records & Statistics

Created: May 2024

Last review: June 2025

Document/Form	Frequency	Retain for how Long?
02.A - Job Hazard Analysis	Prior to job start	1 Year
02.B - Field Level Risk Assessment	Daily	1 Year
05.A – Non-Compliance	As required	7 Years
07.A – Tool & Equipment Inspection	Annually	1 Year
07.B – Monthly Vehicle Inspection	Monthly	1 Year
08.A – Orientation	Prior to job start	7 Years
08.B – Orientation Quiz	Prior to job start	7 Years
08.C – New & Young Worker Orientation	Prior to job start	7 Years
08.D – Toolbox Meeting	Weekly	2 Years
08.A – Jobsite Inspection	Monthly or as required	1 Year
10.A – Incident Investigation Report	As required	3 Years
11.A – First Aid Assessment	As required	1 Year
11.B – Emergency Contact Information	Prior to job start	1 Year
11.C – Emergency Drill	Annually	2 Years
11.D – Emergency Response Plan	Prior to job start	2 Years
11.E – After Hours Transfer of First Aid	As required	1 Year
11.F – Working Alone	As required	1 Year
12.A – Annual Incident & Injury Record	Annually	5 Years
12.B – Monthly Incident & Injury Record	Monthly	5 Years
14.A – JHSC Meeting Agenda	As required	2 Years
14.B – JHSC Meeting Minutes	As required	2 Years
15.A – First Aid Record	As required	3 Years
15.B – WorkSafeBC Patient Assessment	As required	3 Years
15.C – RTW Communication	As required	3 Years
15.D – Modified Work Offer	As required	3 Years
15.E – Worker Letter	As required	3 Years
15.F – Doctor Letter	As required	3 Years
15.G – Functional Abilities Assessment	As required	3 Years
16.A – Bullying & Harassment Complaint	As required	3 Years
16.B – Bullying & Harassment Investigation	As required	3 Years
Worker Training Records (equipment, SWP's, hearing)	As required	3 Years



# 12.D - BCCSA COR Audit Documentation Requirements

OHS Program – Element 12 Records & Statistics

Created: May 2024

Last review: June 2025

COR Audit Document Sampling Plan				
Element	Quantity			
1. Safety Policy	•			
☐ Meeting minutes or some other method to show an annual review of the Safety Policy has taken place. Previous signed policies do not count.	3 Years			
2. Workplace Hazard Assessment & Control				
☐ Hazard assessments  Examples: Job Hazard Analysis, Task Hazard Analysis, Pre-Job Hazard Assessment, Field  Level Hazard Assessment	3 Months			
3. Safe Work Practices				
☐ Field generated Safe Work Practices	3 Months			
4. Safe Job Procedures				
☐ Field generated Safe Job Procedures	3 Months			
5. Company Rules				
☐ Disciplinary records	12 Months			
6. Personal Protective Equipment				
☐ PPE Inspection Records:  Examples: Fall Protection Equipment, Respiratory Protection	6 Months			
7. Preventative Maintenance				
☐ Inventory list of tools, equipment, and vehicles	All			
☐ Repair / maintenance records	25% of Vehicles			
8. Training & Communication	2070 01 101110100			
☐ List of employees	All			
☐ Employee training records	25% of employees or new hires from the past 12 months, whichever is smaller			
☐ Supervisory training in Inspections & Health & Safety Responsibilities  Training must include course information, reference materials, quiz/test	All Supervisors			
9. Inspections				
☐ Inspections  Examples Site, Office, Shop, Other	Site: 3 Months Office: 12 Months Shop: 6 Months			
10. Investigations & Reporting				
☐ Completed Accident and Near Miss Investigations	12 Months			
11. Emergency Preparedness				
☐ Office / Shop Emergency Response Plans	25% of locations in BC			
☐ Site / Project Emergency Response Plans	23/0 Of Totalions in DC			
12. Records & Statistics				
☐ Report of all incidents broken down by: First Aid, Medical Aid, Time Loss				
☐ Records to show review of safety performance  Example: Management meeting showing discussion of incident types and loss time duration, or email records to show communication of incident trends	12 Months			



# 12.D - BCCSA COR Audit Documentation Requirements

OHS Program – Element 12 Records & Statistics Created: May 2024 Last review: June 2025 Rev. 1.0

☐ First aid records	12 Months or 25 records,
	whichever is less
☐ Previous COR Audit Action Plan.	Previous Year
Ensure completed items are noted.	Previous rear
14. Joint OHS Committee / Worker Representative	
☐ Joint OHS Committee Terms of Reference	Most recent version
☐ List of current Joint OHS Committee Members	Current reps
☐ Joint OHS Committee Training Records	All
☐ Joint OHS Committee Meeting Agendas & Minutes	12 Months

Important: Daily diaries, journals, and logbooks can provide acceptable proof that certain activities are being completed. Records must be presented in a reasonable time.



# 14.A JOINT HEALTH & SAFETY COMMITTEE MEETING AGENDA FORM

OHS Program – Element 14 – Joint Health & Safety Committee

Created: May 2024

Last review: June 2025

JOINT HEALTH & SAFETY CO	MMITTEE MEETING	G AGENDA
Date:	Time:	am □ pm □
Location	1	
Roll call:		
Adoption of minutes of last meeting:		
REPO	ORTS	
First aid statistics / summary:		
In cidentes		
Incidents:		
Inspections:		
Education & Training:		
Old Business:		
New Business:		
Adjourn		



# 14.B JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES FORM

OHS Program – Element 14 – Joint Health & Safety Committee

Created: May 2024

Last review: June 2025

JHSC MEETING INFORMATION						
Meeting Date:			Call to order:	<b>a</b> m □ pm	Adjourned:	am □ pm □
Previous meeting	date:			Next meeting date	e:	
Minutes approved	l: yes □ no □					
Last committee ev	aluation:			Next committee e	valuation:	
			COMMITTEE M	EMBERS PRESENT		
			Yes □ No □			Yes □ No □
			Yes □ No □			Yes □ No □
			Yes □ No □			Yes □ No □
			Yes □ No □			Yes □ No □
			REPOR	T TOTALS		
Date	Risk assessmer conducte		Site inspections conducted	OHS program reviews	Training courses	Recommendations made to the employer
This period						
This period last year						
Year-to-date						
REPORTS						
First aid summary	reports	,	•			
Incidents			•			
Inspections		,	•			
Other OHS reports			•			
Training and educa	ation		•			



# 14.B JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES FORM

OHS Program – Element 14 – Joint Health & Safety Committee

Created: May 2024

Last review: June 2025

	OLD BUSINESS		
Item #	Details	Who	Action due date
	NEW BUSINESS		
Item#		Who	Action due date
Item #	Details	Who	Action due date
Item#		Who	Action due date
Item#		Who	Action due date
Item#		Who	Action due date
Item#		Who	Action due date
Item#		Who	Action due date
Item#		Who	Action due date
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Item#		Who	Action due date
Item#		Who	Action due date



# 15.A FIRST AID RECORD FORM

OHS Program – Element 15 – Injury Management

Created: May 2024

Last review: June 2025

FIRST AID REPORT				
Name (first & last):		Phone number:		
Project Name/address:		Occupation:		
Reporting date/time:	am □ pm □	Date/time of Injury/Illness: am □ pm □		
Report sequence #:		Follow-up report date/time: am □ pm □		
DETAIL	ED DESCRIPTION (	OF INCIDENT (what happened?)		
DETAILED DESCRIPTION OF THE NATU	RE OF THE INJURY,	EXPOSURE OR ILLNESS (what did you see - signs & symptoms)  TREATMENT GIVEN (what did you do?)		
NAME OF WITNES	S & PHONE NUME	BER (must provide & attach all statements)		
1.		2.		
ARRANGEMENTS MADE RELA	TING TO THE WOR	RKER (return to work/ medical aid/ ambulance/ follow-up)		
Provided worker handout:	yes □ no □	A form to assist in return to work and follow-up was with the		
Alternate duties discussed:	yes □ no □	worker to medical aid? yes □ no □		
Provided report to worker:	yes □ no □	Rejected first aid: yes □ no □ (if yes, why?)		
Supervisor notified:	yes □ no □	Supervisor's name (first/last):		
Patients signature:				



# 15.C RETURN TO WORK COMMUNICATION LOG FORM

OHS Program – Element 15 – Injury Management Created: May 2024 Last review: June 2025 Rev. 1.0

WORKER INFORMATION					
Worker last name:	First name:			Middle initial:	
Occupation:					
Usual work schedule:					
Phone number: (include area code)	Cell: (include area code)		Work number	: (include area code)	
Supervisor name:					
WorkSafeBC contact name and number: (include area code)  Nurse advisor name and number: (include area code)				lude area code)	
Date of injury: (yyyy-mm-dd)  Area of injury:					
Date received physician's functional assessment:  Date worker will return to regular job:			):		
Type of accommodation:					
$\square$ Modified duties $\square$ Alternate duties $\square$ Modified hours					
Start date of return-to-work plan:		Plan prepared by:			

COMMUNICATION LOG				
Date	Discussion	Follow-up date		



# 15.C RETURN TO WORK COMMUNICATION LOG FORM

OHS Program – Element 15 – Injury Management

Created: May 2024 Last review: June 2025 Rev. 1.0

	COMMUNICATION LOG	
Date	Discussion	Follow-up date



# 15.D – MODIFIED WORK OFFER

OHS Program – Element 15 – Injury Management Created: May 2024 Last review: June 2025 Rev. 1.0

First Name:	Last Name:	Date (yyyy-mm-dd)

In keeping with our commitment to provide accommodation opportunities that are individualized, and employee focused, we are offering the following duties to promote recovery and rehabilitation:

Job Position:	
Temporary Limitations:	
Specific Duties:	
Specific Duties.	
Hours of Work per Day:	Number of Days per Week:
Chart Data (many many dal).	Finish Data (many many dal).
Start Date (yyyy-mm-dd):	Finish Date (yyyy-mm-dd):
Manager/Supervisor Name:	

Please remember that you are only to do the duties that are allowed and are within your current limitations. If you have any questions or concerns with the work, you have been assigned, please discuss it with your manager immediately.

We will meet with you daily to review your progress. The first meeting is scheduled for:	Start Date (yyyy-mm-dd)
Employee Signature:	Date (yyyy-mm-dd)
Manager/Supervisor Signature:	Date (yyyy-mm-dd)



# **15.E – WORKER LETTER**

OHS Program – Element 15 – Injury Management

Created: May 2024

Last review: June 2025

Employee Name:	Date:
We are committed to supporting your recovery and rehabilit to accommodate your needs.	ation by providing a modified and flexible work environment
If you've been injured at work, please follow these steps:  ☐ Go to first aid for treatment.	
☐ Notify your manager/supervisor.	
☐ Obtain a Recovery at Work package from your supervisor.	
☐ Take the Recovery at Work package to your health care pro Assessment Form	vider to complete the Functional Abilities
☐ Contact WorkSafeBC at 1-888-967-5377 or www.worksafel	oc.com to report your injury and to establish a claim.
☐ Following your appointment, return the completed Function and discussion.	onal Abilities Assessment form to our supervisor for review
	R NEXT SHIFT
Meet with your supervisor:  ☐ Review the completed Functional Abilities Assessment For	n
$\square$ Discuss modified duties and work together to develop a Re	covery at Work Plan.
ONG	OING
☐ Participate in treatment recommended by your healthcare	provider
☐ Participate in your Recovery at Work Plan	
☐ Meet with your supervisor daily to discuss your progress, or your recovery.	hanges in your condition, or any other concerns related to
your recovery.	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	
your recovery.  ☐ Follow-up with WorkSafeBC to discuss your recovery progr	



Date:

## **15.F – DOCTOR LETTER**

OHS Program – Element 15 – Injury Management

Created: May 2024

Last review: June 2025

Rev. 1.0

Dear Healthcare Provider,

We are committed to supporting our ill/injured employees by providing modified or alternate duties tailored to meet their unique needs. With appropriate support in the workplace, employees' recover faster and are less likely to have long term health effects or other common health conditions.

Please complete the Functional Abilities Assessment form on the reverse side. Y

our recommendations regarding any temporary limitations or restrictions will help us work collaboratively with you and your patient to develop a safe and sustainable recover at work plan. Please consider if your patient could do work of some kind before advising they are unfit for work.

if you have any questions and/or concerns, please contact me at (	)
We are willing to pay a fee of up to \$for the completion of the Functional Abil Assessment form. Please mail or fax the invoice to	
Sincerely,	



# 15.H – FUNCTIONAL ABILITIES ASSESSMENT FORM

OHS Program – Element 15 – Injury Management

Created: May 2024

Last review: June 2025

EMPLOYEE INFORMATION								
First Name:	Last Name:		Middle II		nitial:			
Dominant Hand (if applicable	ominant Hand (if applicable) ☐ Left ☐ Right ☐		Date Of Assessment (yyyy-mm-dd)					
Occupation:								
Nature of Injury (please indicate	ate left	of right)						
		LIMITA	ATIONS					
These typical physical limitation a	guideline	es are based on the officia	l disability guidelines	(ODG) publis	hed by the Work Loss Data			
Institute.								
☐ Neck		☐ Shoulder	☐ Elbow/For	earm	☐ Wrist/Hand			
Limit	Limit		Limit		Limit			
☐ Activities with arms above		ibing ladders	☐ Repetitive or sust		☐ Repetitive gripping,			
shoulder level, including		vities using arm above	gripping, especial	-	especially where high or			
reaching down.		ulder level, including	high forces are re	=	sustained forces are needed.			
☐ Activities with lifting and carrying to light or medium l		ching down. vities which require	☐ Repetitive elbow☐ The total time spe	_	☐ Lifting and carrying to light or medium loads.			
loads.		ng and carrying light or	keyboarding or d		☐ The total time keyboarding			
☐ Hanging Weights		liums loads.	☐ The use of impact	_	or driving.			
☐ Ladder Climbing			(including power		Avoid			
Avoid	Avoid		hammers)		☐ Extreme postures of the			
☐ Lifting and carrying with	□ Hold	ding the arm	Avoid		wrist, especially with force.			
arms above shoulder level		stretched for periods	☐ Hanging weights		☐ Long durations of time			
☐ Extremes of looking up,		ecially while holding	☐ Forearm rotations, pressure					
down, or over the shoulder		ghts and applying force.	on the elbow					
especially if sustained for more than a few seconds		ng and carrying with arm ve shoulder level						
					☐ Ankle			
Limit Low Back		Limit	ee	Limit Limit				
☐ Walking on uneven ground		☐ Walking on uneven gr			of stairs			
☐ Lifting and carrying to light or		Avoid	Avoid					
medium loads, depending on		☐ Long periods of standi	ing or walking $\Box$ Long peri		iods of standing or walking			
frequency and postures		☐ Deep squatting, kneel			on uneven ground			
Avoid		$\square$ Pivoting the knee	☐ Climbing		ladders			
☐ Jarring	☐ Participating in activiti		ies requiring $\qed$ Deep squ		uatting and crouching			
☐ Repetitive bending		bracing, balancing, or			s requiring balancing, bracing, or			
		☐ Stair use or ladder climbing		running				
☐ Extreme bending of the back								
☐ Twisting of the back	samma	ntc						
Additional recommendations or comments								
Healthcare Providers Name (please print)		Healthcare Providers Signature						
Clinic Name			Clinic Phone Number					



# **16.A BULLYING & HARASSMENT COMPLAINT FORM**

OHS Program – Element 16 - Bullying & Harassment Created: May 2024 Last review:June 2025

REPORTING INFORMATION								
Project Name: Date Incident Od			lent Occu	urred: Approx Time:				
Name of person reporting complaint:				Employer/Company name:				
Occupation:				Contact/cel	ll phone #:			
Types of Bullying/Harassm					nt (check all	that apply)		
Verbal □   Physical □   Psychological □			Other (specify)					
Person(s) In	volved First/Last	Name:		Compar	ny Name:		Job Title/Position:	
1)								
2)								
3)								
Witnesses to th	ne Incident First/L	ast Name:		Compa	ny Name:		Job Title/Position:	
1)								
2)								
Personal stat	ement instruction	ns:				l		
Please describe	e in as much detail a	as possible th	ne bullying a	nd harassn	nent incident(s	s), including:		
• the na	ames of the parties	involved						
• any w	itnesses to the incid	dent(s)						
• the lo	cation, date, and tir	me of the inc	cident(s)					
<ul><li>detail</li></ul>	s about the incident	t(s) (behavio	r and/or woi	rds used)				
• any ad	dditional details tha	t would help	with an inve	estigation				
Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.								
Signature:						Date:		



# 16.B BULLYING & HARASSMENT COMPLAINT INVESTIGATION FORM

OHS Program – Element 16 - Bullying & Harassment

Created: May 2024

Last review: June 2025

REPORTING INFO	ORMATION						
Project Name:		Date Inciden	Date Incident Occurred: Approx Tin				
Supervisor Name:			Employer/	loyer/Company name:			
Occupation:			Contact/Co	ell Phone #:			
	Тур	es of Bullying/Haras	sment (che	ck all that apply)			
Verbal □	Physical	Psychological	Oth	Other (specify)			
First & Last Name 1) 2)	of Investigator(s):		ı				
Full description	of the situation (da	tes, words, actions,	etc) and imp	act (e.g., humiliated	l, intimidated)		
Did workplace bu	llving or harassment	occur? Yes 🗆 No	П	Reported to Work	SafeBC? Yes □ No □		
Did workplace bullying or harassment occur? Yes \( \sqrt{No} \sqrt{No} \sqrt{\sqrt{No}} \sqrt{Reported to WorkSafeBC? Yes \( \sqrt{No} \sqrt{\sqrt{No}} \							
Corrective actions	s/measures ( <i>training</i>	, disciplinary etc):					





Rev. 1.0

Created: May 2024

Last review: June 2025

# **Safe Work Procedure Forms Table of Contents**

- 1. Rough Terrain Forklift Inspection Form
- 2. Skidsteer Inspection Form
- 3. Concrete Cutting and Coring Permit
- 4. Fall Protection Plan
- 5. Forklift Inspection Form
- 6. MEWP Inspection Form
- 7. Hydro Mobile Inspection Form
- 8. Scaffolding Inspection Form



# **Rough Terrain Forklift Inspection**

	OHS Program	Create	ed: May 2024	Last review:	June 2025	Rev. 1.0		
Rough Terrain Forklift Inspection								
Operator Name: Project:								
Make:			Model:					
Hour Meter Reading: Week of:								
Inspect items and initial if in good working order and ready for safe usage								
Inspection Items	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1. Annual Inspection/NDT Valid								
2. Manufacturer's Data Placard								
3. Load Chart Available								
4. Cab (ROPS/FOPS)								
5. Windows and Mirrors								
6. Horn, Backup Alarm, Fire Extingu	isher							
7. Boom Arm Angle Indicator								
8. Frame Level Indicators								
9. Lifting Attachments								
10. Engine Compartment (Fluids)								
11. Battery Condition/Level								
12. Hydraulics, Hoses, Leaks								
13. Seatbelt, Strobe Light								
14. Runs/Operators Well								
15. Gauges and Indicators								
16. Forward/Reverse Controls								
17. Lights, Tilt, up/down, boom leve	I							
18. Steering								
19. Braking/Parking Break								
20. Outriggers/Stabilizers								
21. Tire/Wheel Condition								
22. Fuel Level								
23. Spill Kit On-Site								
24. Ground Conditions								
Notes/ List Item #'s Requiring Attent	ion: (maintenance req	uired or con	npleted)					



# SKIDSTEER (BOBCAT) INSPECTION PRE-USE FORM

OHS Program Created: May 2024 Last review: June 2025 Rev. 1.0

THIS INSPECTION FORM MUST BE COMPLET	ED DAILY PRIOR TO OPE	RATING	
Project Name:		Date/Time:	
Operator Name:		Make/Model:	
Machine Hours:		Unit #:	
What To Inspect	What To	o Look For	Maintenance Required/Comments
From The Ground  TIRES OR TRACKS, WHEELS, LUG NUTS  BUCKET, BUCKET CUTTING EDGE  BUCKET LIFT/TILT CYLINDERS, LINES, HOSES  LOADER FRAME, ARMS  UNDERNEATH MACHINE  TRANSMISSION, TRANSFER CASE  STEPS AND HANDHOLDS  FUEL TANK  AXLES, DRIVE ASSEMBLY  HYDRAULICS	<ul><li>WEAR</li><li>EXCESSIVE WEAR</li></ul>	R, DAMAGE, LEAKS R, DAMAGE E, DEBRIS EANLINESS MAGE, LEAKS	
☐ LIGHTS, FRONT & REAR ☐ BATTERY COMPARTMENT	FUNCTION, DAM		
Engine Compartment  ENGINE OIL  ENGINE COOLANT  RADIATOR  ALL HOSES  FUEL FILTERS  ALL BELTS  AIR FILTER  OVERALL ENGINE COMPARTMENT	FLUID LEVEL FLUID LEVEL FIN BLOCKAGE, CRACKS, WEARS LEAKS, CONDITION TENSION, WEAR WEAR, DAMAGE TRASH OR DIRT	SPOTS,LEAKS ON R, CRACKS E	
Inside The Cab  FOOT OR HAND LEAVERS  SEAT  SEAT BELT & MOUNTING  BACKUP ALARM, LIGHTS  GAUGES, SWITCHES, CONTROLS  OVERALL CAB INTERIOR  Other Notes:	FUNCTIONABILI  DAMAGE, WEAF  DAMAGE, WEAF  PROPER FUNCTI  DAMAGE, FUNC  CLEANLINESS	R, ADJUSTMENT	
Next Service Date: Operator Signature:			

	CUTTING AND CORING PERMIT										
	OHS Program Created: April 2024 Last review:						2025	Re	ev. 1.0		
	Section 1 - Project Info										
Cor	npany Name:		Date:		Time:						
Du	Duration of works   Department										
Dui	Duration of work: Project: Location:										
Des	scription of Work	Activities:									
		Section	2 - Pre-Work Che	cklist			Yes	No	N/A		
1.	Verification tha	at no uncontrolled hazard					res	INO	N/A		
2.		d to verify hazards aren't									
		energized & Locked Out		Services Not	Present in S	Slab					
	X-Ray/Groun	nd Penetrating Radar		Pre-pour Ph	otos Review	ed					
3.	Electrical/Gas c	contractor consulted to v	erify hazards aren	't present?							
4.	Verified coring	will not damage surface	mounted services	on the other sid	de of the wa	ll or slab?					
5.	Area below flag	gged off with danger tape	e, signage and a sp	otter in place to	o prevent inc	cident?					
6.	6. Surface below protected from damage due to slurry and falling core?										
7.	Method to cont	trol dust established with	h Trade Partner(s)	?							
8.	Method to clea	n up slurry established w	vith contractor?								
9.	FLHA complete	d by worker(s) conducting	ng task?								
10.	Proof of powde	er actuated tool training p	provided?								
11.	Correct coring of	drill and bit size/length									
12.	Worker(s) train	ed in safe coring/cutting	machine usage ar	nd SWP's?							
13.	Fall Hazard Con	itrols:				<u> </u>					
	Guardrails			Control zone		e					
		rk plate form		Fall Protection	on (explain)						
Cor	mments										
		ou understand the hazar Juring any slab & wall co			ire being mit	igated and your	respo	nsibil	ity		
	<u></u>	Name:		Signa	ture:						
Cor	ring Operator										
Spc	otter	Name:		Signa	ture:						

Signature:

Name:

Site Superintendent



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	PROJECT INI	FORMATION				
Project Name:		Date:	Date:			
Prime Contractor:		Address:				
Supervisor Name:		Supervisor #:				
Description of the Work Location (Fl	oor level, what building fa	ice etc.)				
Description of that Work to be Comp	oleted (List all tasks being	performed a heights)				
	WORK AREA F	FALL HAZARDS				
Check all that apply	☐ Floor or Ground O	penings?	☐ Swing Fall Hazard?			
☐ < 10 feet – with hazards below	☐ 25' and over		Total Height: ft.			
☐ Slab or Deck	□ Roof		☐ Balcony			
☐ Less than 4/12 (no slope)	□ 4/12-8/12 (low slo	ope)	☐ 8/12 or greater (steep slope)			
☐ Fall Clearance under 17-1/2'	☐ Fall Clearance ove	r 17-1/2'	□ Scaffolding			
☐ Extension Ladder	☐ Step Ladder		☐ Permanent Ladder			
☐ Mobile Elevated Work Platform	☐ Bosun's Chair		☐ Swing Stage			
☐ Public or Workers Below	☐ High Traffic Below	,	☐ High Voltage within 6 Meters			
	FALL PROTECTION S	YSTEMS TO BE USED				
Follow the Hierarchy of Contro	ols by Selecting the Sy	stems to be used				
☐ Guardrail System ☐ Fall I	Restraint System	☐ Fall Arrest System	☐ Other Procedures			
			Pan mad			
	1		$\times$			



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		FALL PROT	ECTION COM	1PO	NENTS TO BE US	SED				
	<ul> <li>Anchorage Type</li> <li>Fall Restraint System min load capacity in any direction is 800 lbs or 4 times the weight of the worker</li> <li>Fall Arrest System min load capacity in any direction is 5000 lbs or 2 times the max arrest force</li> </ul>									
☐ Structural Wood Mei	mbers (desc	ribe)								
☐ Concrete Wall or Ceil	ling (describ	e)								
☐ Concrete Column (de	escribe)									
☐ Steel Beam (describe	☐ Steel Beam (describe)									
☐ Other (describe)										
Anchors to be used		☐ Concrete	Anchor Strap			☐ Conc	rete Reusable Insert			
☐ Nail Down Metal And	chor	☐ Beam Sli	der			☐ Cable	e Choker/Sling			
☐ Horizontal Lifeline (engineered)		☐ Web slin	g			□ Othe	r			
Fall Protection Harness	Type Requ	ired (circle)								
□ Class A (Fall Arrest)	Class P	(Positioning)	□ Class L (Ladd	lers)	□ Class E (Limit	ed Access)	☐ Class D (Suspension/Descent)			
Connecting Devices										
☐ Life Line with locking	g snap-hook	s (describe le	ength)	ft.						
☐ Self Retracting Lifelin	e (describe	length)								
☐ Work Positioning Lan	ıyard (descr	ibe length)		ft.						
☐ Carabiner	☐ Rope Gr	rab			□ Temp Horizontal Lifeline		☐ Perm Horizontal Lifeline			
☐ Tool or Equipment Te	ethers				☐ Hard Hat Chin St	rap				
☐ Other (describe)					☐ Other (describe)					
			ОТН	IER						
☐ Additional Safe Job P	rocedures F	Required (atta	ach)		Engineering Require	d (review	ved)			
☐ Manufacturers Instru	ıctions Avail	lable		□ <b>\</b>	Workers Training Re	cords up	to Date			
Control Zone Details (de	Control Zone Details (describe)									



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FALL PROTECTION SETUP INSTRUCTIONS
List the process for installation and setup of equipment specified by the manufacturer. Provide specifics on the anchor
system on how to setup and take down.
FALL PROTECTION PLAN DIAGRAM



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EMPLOYEE ACKNOWLEDGEMENT								
Plan Prepared By:	Plan Prepared By: Date:							
Plan Approved By:		Date:						
All employees instructed in the contents of this SJP	must print their full na	ne clearly and sign, ac	knowledging they understand the instructions.					
PRINT NAME	SIGNAT	URE	DATE					
	SUPERVISO	RS REVIEW						
PRINT NAME	SIGNA		DATE					
This document has been provided for the safety of	all applicable workers	n site during the serve	so of our construction. Enforcement of					
the contents of this document WILL be provided th								



	Forklift Inspection		
OHS Program	Created: May 2024	Last review: June 2025	Rev. 1.0

OH	S Program	Create	ed: May 2024	Last review:	June 2025	Rev. 1.0			
Forklift Inspection									
Operator Name:		Project:	Project:						
Make:		Model:							
Hour Meter Reading:		Week of	<u> </u>						
Inspect items and	initial if in go	od working	order and ready	for safe usag	ge				
Inspection Items	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
1. Operator Qualifications									
2. Manufacturer's Data Placard									
3. Load Chart Available									
4. Cab (ROPS/FOPS)									
5. Windows and Mirrors									
6. Horn, Backup Alarm, Fire Extinguisher									
7. Boom Arm Angle Indicator									
8. Frame Level Indicators									
9. Lifting Attachments									
10. Engine Compartment (Fluids)									
11. Battery Condition/Level									
12. Hydraulics, Hoses, Leaks									
13. Seatbelt, Strobe Light									
14. Runs/Operators Well									
15. Gauges and Indicators									
16. Forward/Reverse Controls									
17. Lights, Tilt, up/down, boom level									
18. Steering									
19. Braking/Parking Brake									
20. Lift/Tilt mechanism/cylinders and hose	s								
21. Tire/Wheel Condition									
22. Fuel Level/ Propane									
23. Spill Kit On-Site									
24. Ground Conditions									
Notes/ List Item #'s Requiring Attention: (	naintenance re	quired or com	pleted)						



# **MEWP Inspection**

OHS Program Created: May 2024

Last review: June 2025

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PROJEC	T INFO	RMATION								
Project:	Date/Week of:									
Make/Model:	odel: Hours Reading:									
Inspection item		Initial for good working order. X for deficient. N/A for not applicable								
•			M	T	W	Т	F	S		
1. Manufacturers manual, load charts available and reviewed	d by ope	rator								
2. Ground conditions, slab ratings safe for use, drop offs, wir	nd, overh	nead hazards								
3. Safe access provided, and area below restricted by fencing	g or cont	rol zone								
4. Annual NDT Completed for Aerial Lifts										
5. Personal Protection Devices (incl. Fall Pro)										
6. Safety Devices working (dead man pedal/switch)										
7. Air, Hydraulic & Fuel System Leaks										
8. Cables & Wiring Harness										
9. Tires & Wheels										
10. Placards, Warnings & Control Markings										
11. Operating & Emergency Controls										
12. Guardrail System										
13. Door and Chain										
14. Platform condition (incl. extension)										
15. Materials and equipment on the lift are evenly distribute	ed									
16. Warning devices (horns, lights, etc.)										
17. Power Functions from basket and unit base working										
18. Batteries										
19. Stabilizers, outriggers and other stability devices (where a	applicabl	le)								
20.										
21.										
Deficient Items/Action Items										
Inspector(s) Name:		Inspector(s) Na	me:							



# Hydro Mobile Inspection

OHS Program Created: May 2024

Last review: June 2025

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PROJECT INFO	DRMATION									
Project: Date	/Week of:									
		Initial for good working order. X for deficient. N/A for not applicable								
Inspection item		M	T	W	T	F	S			
Manufacturers manual available and reviewed by operator										
2. Ground conditions, slab load ratings safe for use, cribbing secure										
3. Safe access provided, and area below restricted by fencing or col	ntrol zone									
4. Mast condition, bolts secure, tie configuration is as per manufac	turers specifications									
5. Guardrails with toe boards in place										
6. Fluid levels (oil, gas, hydraulic fluid) inspected. Any Leaks?										
7. Motor(s) inspected for safe operation and guards in place.										
8. Power cables in good condition and protected										
9. Fire Extinguisher available on the unit										
10. Power functions (controls) tested and operating safely. Safety s	top functioning									
11. Bridge connections and bolts in good condition										
12. Outriggers and planking set up as per manufacturer's and WSB	Crequirements									
13. Tower and base level										
14. Deck and other components clean/free of mortar and debris										
15. Materials and equipment on the lift are evenly distributed										
16. Safety hook springs in good condition										
17. Fall Protection requirements adhered to										
18. Load Capacity charts available and legible										
19. Balcony access or emergency rescue when at elevations accept	able									
20.										
21.										
Deficient Items/Action Items										
Inspector(s) Name:	Inspector(s) Nar	ne:								



Inspector(s) Name:

# **Scaffolding Inspection**

OHS Program Created: May 2024

Last review: June 2025

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PROJECT INFORMATION									
Project: Date/Week of:									
Inspection item	Initial for good working order. X deficient. N/A for not applicable								
•	М	Т	W	Т	F	S			
1. A competent/qualified person has erected this scaffold system									
2. Mud sills have been properly placed and are of adequate size									
3. Screw jacks have been used to level/plumb the scaffold									
<b>4.</b> Base plates and/or screw jacks are in firm contact with the sills and scaffold frame									
5. Scaffold components and planking are in safe/good condition									
<b>6.</b> Scaffold planks are graded for scaffold use? (min. 2" nominal thick or doubled or manufactured, etc)									
7. Diagonal bracing installed as per manufacturers requirements									
8. Guardrails installed as per WSBC requirements									
9. Scaffold leg connections have been secured on all 4 corners									
10. Is the platform fully planked/decked with no gaps greater than 10"									
11. Scaffold engineered if screening/tarping attached									
12. Scaffold securely connected to structure if height is over 3 times the base size									
13. Safe access onto the scaffolding.									
14. Adequate guardrails have been installed.									
<b>15.</b> Toe boards used where workers working below, or risk of tools/material being pushed off									
16. Manufactured planks are securely fitted									
17. Planks have a minimum of 12" overlap and extend at least 6" beyond supports with end cleats									
18. Scaffold is erected as per electrical limits of approach									
19. Are scaffold end terminations gates or guardrails in place to prevent falls.									
20. Green Scaffolding Tag for safe use posted									
21. Other									
Deficient Items/Action Items		1	1	1					

Inspector(s) Name:



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- 2. SWP 02 Batteries and Charging
- 3. SWP 03 Circular Saws
- 4. SWP 04 Ladders (High Hazard)
- 5. SWP 05 Power Tools (General)
- 6. SWP 06 Mobile Devices
- 7. SWP 07 Manual Lifting and Handling of Materials and Equipment
- 8. SWP 08 Working Around Floor Openings (High Hazard)
- 9. SWP 09 Lighting
- 10. SWP 10 Working with WHMIS Controlled Products
- 11. SWP 11 Heat Stress Prevention
- 12. SWP 12 Driving
- 13. SWP 13 Leading Edge and Working at Heights (High Hazard)
- 14. SWP 14 Hot Works
- 15. SWP 15 Mobile Elevated Work Platforms
- 16. SWP 16 Loading and Offloading
- 17. SWP 17 Temporary Power, Cords and Outlets
- 18. SWP 18 Working Around Mobile or Heavy Equipment (High Hazard)
- 19. SWP 19 Chop Saws (High Hazard)
- 20. SWP 20 Fueling Operations
- 21. SWP 21 Hand Tools
- 22. SWP 22 Office Work
- 23. SWP 23 Hoisting and Rigging Awareness (High Hazard)
- 24. SWP 24 Bloodborne Pathogens
- 25. SWP 25 Grinders (High Hazard)



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PART 1 – PROJECT INFORMATION								
Project N	Name:				Project Ad	dress:		
Supervis	or Name:				Phone #:			
Project S	Superintend	dent:			Phone #:			
			PART 2 – HAZA	ARD IDEN	IFICATION			
		P	OTENTIAL HAZARDS - To be o	ompleted	when condu	cting a FLHA		
⊠ Other	Trades/Cont	ractors		nes		□ Limited Communication		
☐ Limits	of Approach	n (Power Line	s) Heat or Cold Stress			☐ Violence		
☐ Electri	cal Shock		⊠ Noise - Above 85 De	cibels		☐ Crane Misadventure		
⊠ Public	Traffic		☐ Lifting or Twisting			☐ Working Near or Around Water		
☐ Poor D	riving Cond	itions	☐ Compressed Gases of	or Liquids		☐ Ergonomics		
☐ Terrain	n Conditions		☐ Poor Soil Conditions			☐ Tools or Equipment		
☐ Fall Fro	om Elevatior	ıs	☐ Weather Conditions	i.e., water	r, wind, sun	☐ Pedestrians		
	Objects		☐ Working Alone or Re	emote Loc	ation	☐ Hot Surfaces		
	ng Obstructi		☐ Mobile Equipment			☐ Slippery Ground Conditions		
☐ Arc Fla	sh Potential		☐ Entanglement			☐ Spills		
☐ Flying	Debris		☐ Sharp Objects					
	e or Inadequ		☐ Crush/ Pinch Point H					
						PPE, SUPPORTING DOCUMENTS ETC.)		
	-		_	•		fective way to control a risk because the		
			ne preferred way to control a l					
Substituti	ion is the ac	t of replacing			case, a nazar	d is replaced with a less hazardous one.		
			Separating workers from the h	INEERING	distance or th	a use of harriers		
☐ Enclos						g., enclosed machines, booths, etc.)		
-			Using guards around moving p			g., enclosed machines, booths, etc.)		
	ing & Shield					remove or reduce airborne products		
-			Using mechanical methods to					
☐ Guardı	nical Lifting		Using guardrails to prevent a f		ve objects ins	tead of mandal munig		
Guarui	I diis			NISTRATIV	/E			
☐ Using	r ioh-rotatio	n schadulas c				worker is exposed to a substance.		
			keep equipment in proper wo			worker is exposed to a substance.		
						are present (such as evenings, weekends)		
		to a work ar		iics wiicii	TOW WOLKETS	are present (sach as evenings, weekenas)		
			ose competent or qualified to	nerform t	he work			
		rn workers of		perioriii t	TIC WOLK			
O3III8	S SIGNS to Wa	TH WORKERS O	PERSONAL PRO	TECTIVE E	OUIPMENT			
$\boxtimes$	(3)	CSA Approv	red Footwear		0	Hand & Finger Protection		
$\boxtimes$	0	CSA Approv	red Headgear	$\boxtimes$	<b>a</b>	Safety Eyewear		
		Fall Protecti	ion Equipment			Hearing Protection		
	0	Dust Mask (	(N95)		<b>a</b>	Respiratory Protection		
		High Visibili	ty Vest (clothing)			Face Shield		
	0	Arc flash Pr	otection			Seatbelt		
	Other							



SWP - 01

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## RISK RATING AFTER CONTROLS – Low Risk for Caution Tape

**Moderate to High when requiring Danger Tape** 

# **PART 3 - RESPONSIBILITIES**

### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

## DO'S:

- 1. Comply with OH&S Regulations: Follow occupational health and safety regulations.
- 2. Wear and Use Required PPE: Utilize Personal Protective Equipment and ensure equipment is in good condition.
- 3. **Protect the public:** Close off hazardous areas to the public.
- 4. **Inform Personnel of Hazards:** Ensure all workers are aware of surrounding hazards.
- 5. **Use tape for identification:** Tape off work sites and hazardous areas.
- 6. **Follow Color Codes to Tape:** Use red tape for danger and yellow tape for caution.
- 7. **Replace Worn-Out or Damaged Tape:** Replace tape when work or unreadable.
- 8. **Use Strong Tape:** Ensure tape is sturdy, visible, and elevated off the ground.
- 9. **Use Appropriate Hazard Control:** Use danger tape for short-term hazards and fencing for long-term moderate to high-risk areas.
- 10. Clear Wording on Tape: Ensure that the wording on the tape clearly identifies any hazard.
- 11. Reusable Tape: Opt for tape that is reusable, allowing for flexibility as the work site changes.
- 12. Day/Night Visibility Tape: Use tape that is visible during both day and night to meet nighttime safety requirements.
- 13. Notify Supervisor for More Tape: Inform your supervisor when additional tape is needed to maintain safety measures.

# DON'T'S

- 1. Authorized Removal of Tape Only: Never remove tape unless authorized to do so.
- 2. Respect Danger Tape Warnings: Take Danger Tape warnings seriously; do not ignore them.
- 3. **No Tape for Rooftop Warning Lines:** Avoid using tape as a warning line on rooftops.
- 4. **Approval Required to Cross Red Barricade Tape:** Do not cross into a red barricade tape area without approval and completing a FLHA
- 5. No Overnight Danger Tape: Avoid leading Danger Tape overnight, use barricades or guardrails instead.
- 6. **Ensure Complete Barricade:** Do not leave gaps or openings in the barricade to prevent people from inadvertently entering hazardous areas.

### **SAFE WORK PRACTICES**

- 1. Authorized Removal Only: Never remove barricades, flagging tape, or signage without authorization.
- 2. **Enclosed Barricaded Area:** Ensure the barricaded area is fully enclosed, with tape placed around 36" above ground level
- 3. Securely Fasten Tape: Tape should be securely fastened to prevent sagging or falling.



Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 01

- Contact Information Signs: Post signs near the tape with contact information of responsible individuals.
- 5. **Reason for Identification on Signs:** Clearly identify the reason for the barricade on signs.
- 6. Laminate Signs for Durability: Laminate signs for durability especially outdoors.
- 7. Signage on All Sides: Install signage on all sides of the work area to prevent inadvertent entry.
- 8. **No Entry with Danger Tape:** Avoid entering areas cordoned off with Danger Tape.
- 9. **Access Protocol for Barricaded Areas:** Find alternate routes if barricades blocked thoroughfares; contact responsible individuals listed on signs for access.
- 10. **Removal of Danger Tape:** Remove Danger Tape when the scope of work is completed or when instructed by a supervisor.

### ADDITIONAL INFORMATION

## Yellow (Caution Tape):

- Used for areas with low-level risk and health hazards.
- Indicates caution, signalling individuals to enter with care.
- Examples of hazards may include excessive noise, equipment use, or congested work areas.

### Red (Danger Tape)

- Used for areas with moderate to high levels of risk and health hazards.
- Indicates danger and prohibits entry without supervisor permission.
- Examples of hazards may include oversize or overhead loads, fall protection, excavation, and confined spaces entry.

These color-coded tapes serve as visual indicators or the level of risk associated with the barricaded area, helping to communicate necessary precautions to individuals in the vicinity.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- General Contractor signage requirements
- WorkSafeBC OHS Regulation: General Conditions (Part 4)

## **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# **PART 8 - OTHER**



Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 01

ACKNOWLEDGEN	d sign, acknowledging they understand the instructi
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vorkers on site during t	

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



# Safe Work Practice – Batteries & Charging

Rev. 1.0 Created: May 2024

Last review: June 2025

PART 1 – PROJECT INFORMATION								
Project Name:					Project Address:			
Supervisor Name:					Phone #:			
Project	Superintend	dent:			Phone #:			
			PART 2 – HAZ	ARD IDEN	IFICATION			
POTENTIAL HAZARDS								
	er Trades/Con		☐ Excavation or Trend			☐ Limited Communication		
	ts of Approach	ո (Power Line				☐ Violence		
-	trical Shock		☐ Noise - Above 85 D	ecibels		☐ Crane Misadventure		
-	ic Traffic		☐ Lifting or Twisting			☐ Working Near or Around Water		
	Driving Cond		☐ Compressed Gases	•		☐ Ergonomics		
	ain Conditions		☐ Poor Soil Condition			☐ Tools or Equipment		
	rom Elevation	ns				☐ Pedestrians		
	ng Objects	•	☐ Working Alone or F		aπon	☐ Hot Surfaces		
	bing Obstruct		☐ Mobile Equipment			☐ Slippery Ground Conditions		
	lash Potentia	I	☐ Entanglement			☐ Spills		
	g Debris	into Assocs	☐ Sharp Objects ☐ Crush/ Pinch Point	Hozorde				
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	•		he preferred way to control a	-				
						d is replaced with a less hazardous one.		
		·		GINEERING		·		
☐ Isola	ition	Separating workers from the hazard by distance or the use of barriers						
☐ Encl	osures		Placing the material or proce	ess in a close	ed system (e.	g., enclosed machines, booths, etc.)		
☐ Guai	rding & Shield	ing	Using guards around moving	parts of ma	achinery			
☐ Vent	ilation		Using local exhaust or general	al dilution v	entilation to i	remove or reduce airborne products		
☐ Mec	hanical Lifting		Using mechanical methods t		e objects ins	tead of manual lifting		
☐ Guai	rdrails		Using guardrails to prevent a	fall				
	ADMINISTRATIVE							
-						worker is exposed to a substance.		
			keep equipment in proper w					
				imes when	few workers a	are present (such as evenings, weekends)		
	tricting access							
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		Fall Protect	tion Equipment			Hearing Protection		
	0	Dust Mask	(N95)		8	Respiratory Protection		
$\boxtimes$	4	High Visibil	lity Vest (clothing)			Face Shield		
	6	Arc flash Pi	rotection		(A)	Seatbelt		
	Other				Other			



# Safe Work Practice - Batteries & Charging

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 02

## **RISK RATING AFTER CONTROLS - Low Risk**

### **PART 3 - RESPONSIBILITIES**

### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
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- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

## DO'S

- 1. Compliance with OH&S Regulations: Adhere to occupational health and safety regulations.
- 2. Proper PPE and Equipment Use: Wear required PPE and ensure equipment is in good condition.
- 3. Protect the General Public:
- 4. Follow Manufacturers Instructions: Abide by the instructions provided by the manufacturer.
- **5. Wear Appropriate PPE:** Use all appropriate Personal Protective Equipment.
- 6. Use Specific Charger: Only use the charger provided by the manufacturer for the specific battery.
- 7. Inspect Batteries before Use: Check batteries before use to ensure they are safe.
- 8. Charger Location: Place the charger in a clean, cool area protected from high or low temperatures.
- 9. Ensure ventilation for Charger: Ensure charger vents remain unobstructed for heat emission during operation.
- 10. Careful Charger Maintenance: Maintain the charger carefully, inspecting for damage or missing parts.
- 11. Prevent Short Circuits: Keep batteries and chargers away from metal objects to avoid sort circuits that could cause injuries or fires.
- 12. Avoid Contact with Battery Liquid: Prevent contact with battery liquid under abusive conditions.
- 13. Remove Batteries After Charging: Take batteries out of the charger once the charging cycle is completed.

### DON'T'S

- 1. Purpose-Specific Use: Only use battery and charger components for their intended purpose.
- 2. Avoid Worn or Damaged Batteries: Refrain from using worn or damaged batteries.
- 3. Stope Use of Damaged Batteries: Cease charging or using batteries that show signs of damage.
- 4. Avoid High Temperatures: Keep batteries away from direct sunlight, fire, or other high temperatures.
- 5. Prevent Excessive Force: Do not subject batteries to excessive force or pressure.
- **6. No Disassembly:** Avoid disassembling batteries or chargers.
- 7. Avoid Carrying in Pocket: Refrain from carrying batteries on pockets.
- 8. Prevent Crushing or Incineration. Avoid crushing, incinerating, or subjecting batteries to temperatures over 80°
- 9. Address Damage Promptly: Tag out damaged batteries and notify supervisor for disposal service.
- 10. Charger Operation: Do not operate chargers inside closed containers.
- 11. Prevent Exposure to Water: Keep batteries away from water or rain; do not allow them to get wet.
- 12. Avoid Solvents for Cleaning: Do not use oils or solvents to clean or lubricate batteries.



# Safe Work Practice - Batteries & Charging

SWP - 02

Rev. 1.0 Created: May 2024 Last review: June 2025

**13. Handle Defective Batteries Safely:** If a battery is too hot to touch, place it in a non-flammable location and contact supervisor for further instructions.

### **SAFE WORK PRACTICES**

- **1. Manufacturers Instructions:** Adhere to manufacturer's instructions for safe use, handling, inspection, maintenance, and storage of all batteries.
- 2. Regular Inspection: Inspect all batteries and charges before and after use.
- 3. Disengaging Battery: Remove battery from the tool before string it for extended periods.
- **4. Fully Charge Before Storage:** Ensure batteries are fully charged before storing them for extended periods, particularly those longer than 6 months.

### **BATTERY CHARGING**

- 1. Check for Damage: Ensure the battery is undamaged before charging.
- **2. Clean Contacts:** Before inserting the battery, ensure the contacts on both the battery and the charger are clean and free from grease.
- 3. Clean Air Vents: Keep charger air vents clean of debris to prevent overheating.
- **4. Proper Insertion:** Firmly push the battery into the charger interface without forcing it.
- 5. Avoid Heat Sources: Keep batteries and chargers away from heat sources like heaters or direct sunlight.
- 6. Grounded Charger: If the charger is grounded, ensure the plug has all three prongs.
- **7. Check Charging Status:** Confirm that the battery is charging, typically indicated by a red light (refer to manufacturer's instructions for specifics).

### **REMOVAL OF BATTERIES**

- **1.** Depress the release button and extract the battery.
- 2. Swap out work or faulty batteries and dispose of them in accordance with the manufacturer's instructions.
- 3. Unplug the battery charger when its not actively charging.
- **4.** Immediately retire and replace any damaged battery or charger. Avoid attempting repairs unless you're qualified and authorized to do so.

### **DISPOSAL OF BATTERIES**

- 1. Improper disposal of batteries can lead to various consequences:
  - Plastic components burning can produce toxic fumes posing health risks.
  - Damaged batteries may explode, causing poisoning, burns, acid burns, or environmental pollution.
  - Careless disposal may allow unauthorized use of the equipment, leading to personal injury, harm to others, and environmental pollution.
  - Dispose of defective batteries immediately.
  - End-of-life batteries must be disposed of according to the manufacturer's instructions.
  - Avoid throwing batteries in the trash. Follow the manufacturer's instructions on disposal; typically, they can be returned to the manufacturer.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: Tools, Equipment & Machinery (Part 12)



# Safe Work Practice - Batteries & Charging

Rev. 1.0 Created: May 2024 Last

Last review: June 2025

SWP - 02

# **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

PART 8 - OTHER



# Safe Work Practice – Batteries & Charging

Rev. 1.0 Created: May 2024

Last review: June 2025

EMPLOYEE ACKNOWLEDGEMENT							
All employees instructed in the contents of this SJP							
PRINT NAME	SIGNATURE	DATE					
	SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE					
This document has been provided for the safety of the contents of this document WILL be provided the							



# Safe Work Practice – Circular Saws

Rev. 1.0 Created: May 2024

Last review: June 2025

PART 1 – PROJECT INFORMATION									
Project	: Name:					Project Address:			
Supervisor Name:						Phone #:			
Project Superintendent:						Phone #:			
				PART 2 – HAZARI					
POTENTIAL HAZARDS									
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	ts of Approach	າ (Power Lir	nes)	Heat or Cold Stress			☐ Violence		
-	trical Shock			Noise - Above 85 Decib	peis		☐ Crane Misadventure		
	ic Traffic Driving Cond	itions		☐ Lifting or Twisting	iauida		<ul><li>☐ Working Near or Around Water</li><li>☑ Ergonomics</li></ul>		
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	bing Obstruct	ions		☐ Mobile Equipment	010 200	20011	☐ Slippery Ground Conditions		
-	lash Potentia			☐ Entanglement			☐ Spills		
	g Debris			Sharp Objects     ■ Sharp Objects			☐ Cuts, laceration, amputations		
	afe or Inadequ	ate Access		□ Crush/ Pinch Point Haz	ards				
	CONTROLS (E	LIMINATIO	N, SUE	STITUTION, ENGINEERING	, ADMII	NISTRATIVE, P	PE, SUPPORTING DOCUMENTS ETC.)		
	•		_				ective way to control a risk because the		
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		Fall Prote	ction E	quipment	$\boxtimes$	<b></b>	Hearing Protection		
	0	Dust Masl	k (N95	)		8	Respiratory Protection		
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	0	Arc flash F	Protect	tion			Seatbelt		
	Other					Other			



### Safe Work Practice – Circular Saws

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 03

### **RISK RATING AFTER CONTROLS – Moderate Risk**

### **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# **PART 4 – SAFE WORK PRACTICES**

### DO'S

- 1. Ensure compliance with Occupational Health and Safety Regulations.
- 2. Wear the specified personal protective equipment (PPE) and verify the operational status of equipment.
- **3.** Take measures to protect the safety of the general public.
- 4. Prior to starting work, inform all personnel of potential hazards in the area and notify those on-site.
- 5. Familiarize yourself with and consistently adhere to the manufacturer's instructions.
- **6.** Inspect all power tools before use according to the manufacturer's guidelines.
- 7. Use eye and hearing protection and consider a respirator based on the material being cut, referring to the Exposure Control Plan.
- **8.** Secure loose clothing by either buttoning it up or tucking it away.
- **9.** Confine long hair to prevent it from getting caught in moving parts.
- **10.** Choose a sharp blade appropriate for the specific task.
- 11. Regularly check the blade guard to ensure it functions properly and covers the blade adequately.
- **12.** Wait for the saw to reach full power before beginning to cut.
- 13. Ensure that the blade guard has fully retracted before setting the saw down.
- **14.** Disconnect the power supply before making adjustments or changing the blade.
- **15.** If the power source is not within your immediate control, a Lock-out/Tagout procedure will be necessary when changing blades or performing any cleanup or maintenance tasks.
- **16.** Confirm that all electrical cords and connections are positioned away from the cutting zone.
- 17. Maintain the retractable guard by keeping it clean and free from dust.
- **18.** Ensure the motor and its housing clean and clear of dust, debris, or chips.
- 19. Select the appropriate blade for the task and ensure it cuts steadily without the need for force.
- **20.** Regularly inspect the saw to ensure the blade spins smoothly and evenly.
- **21.** Confirm that the blade is correctly installed and rotates in the intended direction.
- 22. Secure the workpiece with clamps or wedges to prevent any movement.
- 23. Wear all required personal protective equipment (PPE), including gloves, safety eyewear, footwear, and hearing protection.
- 24. Periodically check the guard to ensure it moves freely and provides complete coverage.
- 25. Allow the saw to reach full power before initiating the cut.

# 5

# Safe Work Practice – Circular Saws

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 03

- **26.** Stabilize the workpiece to prevent unnecessary movement.
- 27. Ensure the selected blade is sharp enough for the task, as sharp blades offer better performance and safety.
- **28.** Verify the saw's blade rotation is correct.

### DON'T'S

- 1. Avoid exerting pressure to keep the retracting lower guard in the open position.
- 2. Refrain from over-tightening the blade-locking nut.
- 3. Never manually hold the retracting blade guard in the open position.
- **4.** Keep your hand clear from under the shoe or guard of the saw.
- **5.** Resist the urge to force the saw while cutting.
- **6.** Avoid twisting the saw blade during cutting.
- 7. Always check for obstructions or foreign objects such as nails before cutting materials.
- **8.** Do not carry the saw with your finger on the trigger switch.
- 9. Maintain proper footing and balance; avoid overreaching.
- **10.** Do not twist the saw for alignment changes or cuts.
- **11.** Cease using a saw that vibrates excessively or appears unsafe.
- 12. Do not use a damaged or incomplete blade; ensure it is sharp and that the blade guard is properly in place.
- 13. Avoid concrete sawing with diesel or gasoline-powered equipment in poorly ventilated areas.
- **14.** Start concrete cutting with an up-cut and avoid making deep cuts on the first pass.
- **15.** Pay attention to selecting the correct blade for the material to be cut to prevent damage to the blade or machine and reduce the risk of injury or death.
- **16.** Do not use blades recommended for wet concrete cutting in dry cutting operations.
- 17. Refrain from operating wall saw equipment with a damaged or broken blade guard.
- 18. Always use a guide that is securely clamped or nailed to the workplace when ripping materials.

# **SAFE WORK PRACTICES**

- **1.** Familiarize yourself with the manufacturer's instructions and consult your supervisor regarding any unclear or confusing directives.
- **2.** Prior to usage, conduct a thorough inspection of the tool, referring to the provided criteria. Pay special attention to the power cord for signs of damage such as cuts or tears.
- **3.** Wear appropriate personal protective equipment (PPE), including boots, safety glasses, and ear protection. Depending on the project, operators may also require a respirator for respiratory protection when cutting materials that generate respirable particulates (e.g., silica dust) or hazardous fumes (such as surfaces coated with lead-based paint).
- 4. If utilizing water to reduce dust emissions, ensure the saw is connected to a ground fault circuit interrupter (GFCI).
- **5.** When operating saws, it is advisable to use a face shield rather than just safety glasses to safeguard the entire face from flying debris or sharp objects.
- **6.** Hearing protection is mandatory during saw operation.
- **7.** Before connecting to power, inspect the saw thoroughly. Ensure that the retractable guard moves smoothly and that the blade is sharp, undistorted, and free of cracks.
- **8.** Clear the cutting area of personnel, wiring, pipes, and any other potential hazards.
- **9.** While the saw is disconnected from power, adjust the blade depth according to the material or object being cut, ensuring that the blade does not extend more than 1/8 of an inch below the surface being cut.
- **10.** Most saws are designed for right-hand operation. Left-handed operators using right-handed saws should exercise extra caution and keep their hands clear of the blade at all times. Consider purchasing and prioritizing left-handed saws for use by left-handed workers if available.
- **11.** Ensure that electrical wires and connections are kept clear of the cutting area and are protected from contact with water to prevent electric shock or short-circuits.
- 12. Saw equipment is heavy. Follow proper lifting practices as outlined in SWP Manual.



## **Safe Work Practice – Circular Saws**

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 03

- **13.** Thoroughly inspect blades before and after breaks.
- **14.** Daily, check all bolts and screws to ensure that all parts of the equipment are securely fastened before starting the sawing operation.
- **15.** Ensure that the setup is completed correctly before commencing with the cutting operation and that everything is securely in place.
- **16.** Remember, the larger the blade, the slower it should be moved during operation.
- 17. Inspect pulleys for excessive wear and ensure that belts are properly tensioned.
- **18.** Maintain a continuous flow of water to both sides of the cutting blade.
- **19.** Adhere to the manufacturer's operating instructions when selecting the correct blade diameter, operating speed, and other relevant parameters.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: Tools, Equipment & Machinery (Part 12)

# **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, machine operator manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

Power tools, including saws, pose significant hazards and can result in severe injuries or fatalities if operated improperly. Refrain from operating any saw if you lack competency; consult your supervisor for guidance.

Prior to authorizing a worker to operate a saw, the supervisor must assess the worker's competency by observing them while cutting a sample piece.



# **Safe Work Practice – Circular Saws**

Rev. 1.0 Created: May 2024

Last review: June 2025

EMPLOYEE ACKNOWLEDGEMENT							
All employees instructed in the contents of this SJP							
PRINT NAME	SIGNATURE	DATE					
	SUPERVISORS REVIEW	<u> </u>					
PRINT NAME	SIGNATURE	DATE					
This document has been provided for the safety of the contents of this document WILL be provided the							



# Safe Work Practice – Ladders (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 04

PART 1 – PROJECT INFO					1			
Project Name:					Project Address:			
Supervisor Name:					Phone #:			
Project Superintendent:					Phone #:			
			PART 2 – HAZARD POTENTIAL					
✓ Other Trades/Co	ntra et a re	I		HAZAR	KD2	Limited Communication		
☑ Other Trades/Co		(۵۵	☐ Excavation or Trenches☐ Heat or Cold Stress			☐ Limited Communication ☐ Violence		
☐ Limits of Approa☐ Electrical Shock	ich (Power Lin	ies)	☐ Noise - Above 85 Decibe	ole.				
☐ Public Traffic			☐ Noise - Above 83 Decibe	215		☐ Crane Misadventure		
☐ Poor Driving Co	nditions		☐ Compressed Gases or Li	anide		<ul><li>☐ Working Near or Around Water</li><li>☑ Ergonomics</li></ul>		
☐ Terrain Conditio			☐ Poor Soil Conditions	quius		☐ Tools or Equipment		
☐ Fall From Elevat				water	wind sun	☐ Pedestrians		
☐ Falling Objects	10113		☐ Working Alone or Remo			☐ Hot Surfaces		
☐ Climbing Obstru	ctions		☐ Mobile Equipment	TE LOCE	30011	☐ Slippery Ground Conditions		
☐ Arc Flash Potent			☐ Entanglement			☐ Spills		
☐ Flying Debris	iui					☐ Spins ☐ Spi		
☐ Unsafe or Inade	nuate Access		☐ Crush/ Pinch Point Haza	ırds		E cuts, faceration, amputations		
	•	N. SUB	·		NISTRATIVE. P	PE, SUPPORTING DOCUMENTS ETC.)		
	•					ective way to control a risk because the		
-		_	eferred way to control a haza					
Substitution is the	act of replacir	ng som	ething with another thing	in this	case, a hazaro	l is replaced with a less hazardous one.		
			ENGINE	ERING				
☐ Isolation	Separating workers from the hazard by distance or the use of barriers							
☐ Enclosures						., enclosed machines, booths, etc.)		
3 5			guards around moving part	s of ma	achinery			
☐ Ventilation						emove or reduce airborne products		
☐ Mechanical Lifti	ng Devices		mechanical methods to lift	or mov	e objects inst	ead of manual lifting		
☐ Guardrails		Using	guardrails to prevent a fall					
			ADMINIST					
☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.								
			equipment in proper workin					
_		_	posure operations for times	when	few workers a	re present (such as evenings, weekends)		
☐ Restricting acco								
			ompetent or qualified to per	form t	he work			
☐ Using signs to v	warn workers	of a ha	PERSONAL PROTEC	TIVE E	OLUDNAENT.			
	CSA Appro	avod E		IIVE E	O	Hand & Finger Protection		
						_		
	CSA Appro	CSA Approved Headgear				Safety Eyewear		
	Fall Protec	Fall Protection Equipment			<b>®</b> _	Hearing Protection		
	Dust Mask	Dust Mask (N95)			8	Respiratory Protection		
	High Visib	High Visibility Vest (clothing)				Face Shield		
□ <b>⑤</b>	Arc flash P	rotect	ion			Seatbelt		
Other					Other			



# Safe Work Practice – Ladders (High Hazard)

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 04

### **RISK RATING AFTER CONTROLS – Moderate Risk**

### **PART 3 - RESPONSIBILITIES**

### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize the required Personal Protective Equipment (PPE) and ensure all equipment is in proper working order.
- **3.** Secure the area to protect the public by closing off or barricading hazardous zones.
- **4.** Follow the manufacturer's instructions regarding the correct usage, handling, inspection, maintenance, and storage of ladders.
- **5.** Maintain three points of contact when ascending, descending, or working from a ladder: two hands and one foot, or one hand and two feet. Always keep both feet on the ladder when working.
- **6.** Ascend or descend one step at a time while facing the ladder.
- **7.** When reaching sideways (between rails), keep your belt buckle within the ladder and avoid leaning backward. Keep your body close to the ladder to minimize risks.
- **8.** Refrain from sudden, jerky, or forceful movements while on the ladder.
- 9. Ensure that hands remain above knee level throughout ladder use.
- 10. Wear clean, slip-resistant footwear to maintain stability.
- 11. Utilize towlines, a tool belt, or assistance from a colleague to transport materials, enabling hands-free climbing.
- 12. Avoid dropping, hammering, or subjecting ladders to strong impacts, as this may compromise their integrity.
- **13.** Utilize only the designated climbing surface of the ladder.
- **14.** Prior to placing a ladder, inspect overhead for obstacles, sprinklers, workers above, power lines, and other potential hazards.

## DON'T'S

- 1. Don't attempt to use ladders if you are feeling fatigued or experiencing dizziness.
- 2. Don't risk using ladders during periods of high winds or stormy weather.
- **3.** Never use any aluminum ladder with any electrical work or near any electricity. Wooden ladders are best used indoors to avoid weather effects on wood, fiberglass ladders are the most durable.
- **4.** Avoid using ladders in areas where surfaces are slippery or unstable.
- **5.** Don't leave ladders erected and unattended, as they pose a safety risk.
- 6. Refrain from placing or leaving materials on ladders, as this can lead to instability or accidents.

# 5

# Safe Work Practice – Ladders (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 04

- 7. Limit any painting on ladders to small identification marks only, if absolutely necessary.
- 8. Never climb onto the top shelf or cap of a step ladder, as it can lead to loss of balance and falls.
- 9. Don't climb on or above the first step from the top of step ladders to prevent tipping or overbalance.
- 10. Refrain from climbing on or above the third rung from the top of straight ladders to maintain stability.
- 11. Do not attempt to use a step ladder as a single ladder by leaning it against a wall, as it is not designed for this purpose and can lead to accidents.
- **12.** Avoid making any movements to move or reposition the ladder while you are on it, as this can lead to loss of balance and falls.
- 13. Refrain from rising up on your toes when reaching for something, as it can destabilize your footing on the ladder.
- **14.** Avoid using the upper half of an extension ladder as a single ladder, as it is not designed for this purpose and can be unsafe.
- **15.** Do not use ladders as scaffold planks, as they are not designed to support the weight and can lead to accidents and injuries.

### Safe work practices

This Safe Work Practice (SWP) delineates the correct protocols for inspecting, maintaining, storing, and utilizing portable aluminum, fiberglass, metal, and wood ladders in the workplace. It is imperative to consistently adhere to safe work practices and remain cognizant of potential hazards associated with ladder use.

Portable ladders are to be employed solely in instances where permanent or temporary stairways or work platforms are unavailable for the task at hand.

- 1. Utilize portable ladders solely for light-duty tasks, such as changing light bulbs, taking measurements, or conducting inspections, which should not exceed 15 minutes in duration.
- 2. Select ladders that meet Grade 1, 1A, or 1AA standards for enhanced safety and durability.
- 3. Construct job-built ladders in accordance with WCB Standard
- **4.** Ensure that the chosen ladder material is suitable for the task; for instance, refrain from using aluminum ladders near electrical work.
- **5.** Enlist the assistance of another worker to carry and position the ladder or use ropes to transport materials safely.
- **6.** Inspect the upper contact point of the ladder to verify its solidity and structural integrity.
- 7. Confirm a proper section overlap of at least 1.5 meters for extension ladders to enhance stability.
- **8.** Secure the ladder at the top and extend it at least 1 meter above the landing when using it for access between different levels.
- **9.** Place ladders on firm, flat, and level surfaces, avoiding placement on top of other objects.
- **10.** Ensure that ladders lean at a 75° angle (1 meter out from the wall for every 4 meters of height) for optimal stability.
- **11.** Adhere to the manufacturer's recommendation of only allowing one person on the ladder at a time, unless otherwise specified.
- **12.** Avoid placing ladders in front of closed doors that may open toward the ladder; instead, block the door open, lock it, or provide suitable guarding.
- **13.** Implement a fall restraint system when working on a ladder where the height of the guardrail is insufficient for effective restraint.
- **14.** When using extension ladders, carefully consider the overlap and maintain a 3-foot safety factor when selecting the ladder length.
- **15.** Enhance ladder stability and safety by considering the use of optional attachments and accessories such as ladder levelers, extension systems, ladder cinches, pole straps, and more.

## Straight, single, job-built, and extension ladder set-up

- 1. Position the ladder on a stable, level surface, ensuring a 4:1 ratio with at least 3 feet extending above the landing surface.
- **2.** For extension ladders:
  - Extend the ladder to the required height.



# Safe Work Practice – Ladders (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 04

Secure the rung lock or safety feature.

### **Inspection items:**

- 1. Labels, identification, CSA/ANSI tags, and warning labels.
- 2. Compliance with Standards
- **3.** Condition of rungs, steps, rails, and braces.
- **4.** Slippery substances
- **5.** Fasteners and hinges.
- **6.** Hinge spreaders stop.
- 7. Spreader sturdiness.
- **8.** Locking mechanisms.
- 9. Pullies and ropes (extension ladders)
- **10.** Extension locks.
- **11.** Non-slip feet.
- **12.** Rails.
- 13. Material condition
- **14.** Material cracks or decay (fiberglass)
- 15. Exposed nails, splinters, or sandwich.
- **16.** Ladder stability

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- CSA Z11: Portable Ladders
- WorkSafeBC OHS Regulation: Ladders, Scaffolding & Temporary Work Platforms (Part 13)

### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

Page 4 of 5



# Safe Work Practice – Ladders (High Hazard)

Rev. 1.0 Created: May 2024

Last review: June 2025

EMPLOYEE ACKNOWLEDGEMENT							
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Rev. 1.0 Created: May 2024

Last review: June 2025

Project Address:  Supervisor Name: Phone #:  Project Superintendent: Phone #:  PART 2 − HAZARD IDENIFICATION  POTENTIAL HAZARDS   ✓ Other Trades/Contractors □ Excavation or Trenches □ Limited Communication  □ Limits of Approach (Power Lines) □ Heat or Cold Stress □ Violence	PART 1 – PROJECT INFORMATION									
Project Superintendent:  PART 2 – HAZARD IDENIFICATION  POTENTIAL HAZARDS  Other Trades/Contractors   Excavaton or Trenches   Limited Communication	Project Name:				Project Address:					
PART 2 – HAZARD IDENIFICATION  POTENTIAL HAZARDS   ☑ Other Trades/Contractors ☐ Excavaton or Trenches ☐ Limited Communication	Supervisor Name:				Phone #:					
POTENTIAL HAZARDS  ☑ Other Trades/Contractors ☐ Excavation or Trenches ☐ Limited Communication	Project Superintendent:				Phone #:					
☑ Other Trades/Contractors     ☐ Excavaton or Trenches     ☐ Limited Communication			PART 2 – HAZARD	O IDEN	IIFICATION					
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│ ☐ Limits of Approach (Power Lines) │ ☐ Heat or Cold Stress │ ☐ Violence	·		☐ Excavaton or Trenches			☐ Limited Communication				
	☐ Limits of Approach (Power L	ines)	☐ Heat or Cold Stress			☐ Violence				
☑ Electrical Shock   ☑ Noise - Above 85 Decibels     ☐ Crane Misadventure				els						
☐ Public Traffic ☐ Working Near or Around Water ☐ Working Near or Around Water										
□ Poor Driving Conditions □ Compressed Gases or Liquids □ Ergonomics				quids						
☐ Terrain Conditions ☐ Poor Soil Conditions ☐ Tools or Equipment										
☐ Fall From Elevations ☐ Weather Conditions i.e., water, wind, sun ☐ Pedestrians										
☐ Falling Objects ☐ Working Alone or Remote Location ☐ Hot Surfaces			-	te Loca	ation					
☐ Climbing Obstructions ☐ Mobile Equipment ☐ Slippery Ground Conditions	-		···							
☐ Arc Flash Potential ☐ Entanglement ☐ Spills			<u> </u>			·				
⊠ Flying Debris       ⊠ Sharp Objects       ⊠ Cuts, laceration, amputations         □ Unsafe or Inadequate Access       ⊠ Crush/ Pinch Point Hazards	· -					△ Cuts, laceration, amputations				
☐ Unsafe or Inadequate Access ☐ Crush/ Pinch Point Hazards  CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)			I		NICTDATINE D	DE STIDDORTING DOCUMENTS ETC.)				
Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the	-									
hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.										
<b>Substitution</b> is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.	Substitution is the act of replace	ing som	nething with another thing	in this	case, a hazaro	d is replaced with a less hazardous one.				
ENGINEERING										
☐ Isolation Separating workers from the hazard by distance or the use of barriers	☐ Isolation									
☐ Enclosures Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)						., enclosed machines, booths, etc.)				
☐ Guarding & Shielding Using guards around moving parts of machinery										
☐ Ventilation Using local exhaust or general dilution ventilation to remove or reduce airborne products										
☐ Mechanical Lifting Devices Using mechanical methods to lift or move objects instead of manual lifting			or mov	e objects inst	ead of manual lifting					
☐ Guardrails Using guardrails to prevent a fall	☐ Guardrails		ED A TIV	IF.						
ADMINISTRATIVE										
☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to asubstance.						worker is exposed to asubstance.				
<ul> <li>☑ Preventative maintenance to keep equipment in proper working order</li> <li>☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)</li> </ul>						are present (such as evenings weekends)				
Restricting access to a work area.			tposure operations for times	wileii	iew workers a	ire present (such as evenings, weekends)				
Restricting access to a work area.  Restricting the task to only those competent or qualified to perform the work			omnetent or qualified to per	form th	ne work					
☐ Using signs to warn workers of a hazard.				101111 (1	ic work					
PERSONAL PROTECTIVE EQUIPMENT		2 0. 0 110		TIVE E	QUIPMENT					
☐ CSA Approved Footwear ☐ ☐ Hand & Finger Protection		roved F				Hand & Finger Protection				
		roved H	leadgear	$\boxtimes$	ä	Safety Eyewear				
□	□ Ø Fall Prot	ection E	quipment	$\boxtimes$		Hearing Protection				
□ Dust Mask (N95) □ Respiratory Protection						Respiratory Protection				
☑   High Visibility Vest (clothing)   ☐   Face Shield		bility Ve	est (clothing)		ŏ	Face Shield				
□ Seatbelt Seatbelt		-				Seatbelt				
□ Other □ Other	□ Other				Other					



Rev. 1.0

Created: May 2024

Last review: June 2025

SWP - 05

### **RISK RATING AFTER CONTROLS – Moderate Risk**

# **PART 3 - RESPONSIBILITIES**

### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

## **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# **PART 4 – SAFE WORK PRACTICES**

### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize the required Personal Protective Equipment (PPE) and ensure that all equipment used is in proper working condition.
- **3.** Take measures to protect the general public from potential hazards.
- **4.** Follow the manufacturer's instructions for the safe and proper use of equipment.
- **5.** Prior to commencing work, ensure that all personnel are briefed on the hazards present in thearea and notify all individuals on-site.
- **6.** Select tools that are suitable for the task at hand.
- 7. Wear all appropriate Personal Protective Equipment (PPE) for enhanced safety.
- 8. Verify that the tool is labeled as meeting required standards, such as CSA approval.
- 9. Conduct a thorough inspection of the tool before use to ensure it is in safe working condition.
- 10. When disconnecting tools, pull the plug itself rather than the attached cord to minimize the risk of damage or injury.
- 11. Remain attentive and vigilant while using hand tools to avoid accidents.
- **12.** Ensure adequate lighting is available to perform tasks safely and effectively.
- **13.** Verify that all tool guards are securely in place to prevent accidents.
- **14.** Use tools designed to keep the wrist in a straight position to minimize strain and discomfort. Avoid using hand tools that require bending the wrist excessively.

## DON'T'S

- **1.** Avoid using a tool for any purpose other than its intended design.
- **2.** Refrain from using tools that are worn or damaged, as they may pose safety hazards.
- **3.** Do not operate a tool without all of its guards securely in place.
- 4. Never use a tool without wearing the proper Personal Protective Equipment (PPE) for your safety.
- 5. Avoid applying excessive force or pressure when using tools to prevent damage or injury.
- **6.** Do not carry sharp tools in your pocket to minimize the risk of accidental cuts or punctures.
- 7. Refrain from cutting towards yourself when using cutting tools to prevent potential self-injury.
- **8.** Stay focused and avoid distractions when using power tools; keep your eyes on the tool and ensure you are in a physically and mentally fit condition.



Rev. 1.0

Last review: June 2025

SWP - 05

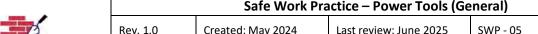
9. Do not operate tools when feeling tired, dizzy, under the influence of medication, or in any impaired condition.

Created: May 2024

10. Refrain from answering or making phone calls while operating power tools to maintain focus and prevent accidents.

### Safe work practices

- 1. Always adhere to the manufacturer's instructions for the safe use, handling, inspection, maintenance, and storage of all power tools.
- 2. Prior to use, thoroughly inspect the tool, including power cords, electrical findings, safety guards, and all other components.
- **3.** Wear appropriate Personal Protective Equipment (PPE), such as safety glasses and any other eye/face protection recommended by the manufacturer, regulations, or Safe Job Procedures.
- **4.** Ensure that bits, disks, and attachments are in good condition, properly installed, and securely tightened before starting work.
- **5.** Keep air vents clear of debris to prevent motor overheating.
- 6. Keep cords away from heat, oil, sharp edges, or moving parts, and promptly replace damaged cords.
- 7. Verify that controls operate smoothly and do not become stuck during use.
- **8.** Check for misalignment, bending, or breakage of moving parts that may affect tool operation. If damaged, have the tool serviced by a qualified person before use.
- **9.** Always disconnect the power plug before making adjustments, changing accessories, or storing the tool.
- **10.** Replace worn or damaged blades, bits, disks, or atachments and dispose of them properly according to the manufacturer's instructions.
- 11. Use only accessories recommended by the manufacturer for your specific tool model.
- **12.** Disconnect the power cord before performing any adjustments or inspections.
- **13.** Ensure tools are switched off before connecting or disconnecting them from the power supply.
- **14.** Immediately remove from service and replace any damaged tool. Do not attempt to repair tools unless qualified and authorized to do so.
- **15.** Ensure tools are grounded or double insulated for safety.
- **16.** Verify that grounded tools have all three prongs on the plug.
- 17. A void bypassing the switch and operating the tool by connecting and disconnecting the power cord.
- 18. Refrain from abusing the cord; never use it to carry the tool or pull the plug from the outlet.
- 19. Avoid using power tools in wet or damp conditions unless connected to a Ground Fault Circuit Interrupter (GFCI).
- **20.** Remove loose clothing, hair, jewelry, or any other items that could become entangled in the power tool before use.
- 21. Operate only power tools with which you are familiar and have received proper training and instruction on safe use.
- **22.** Never exceed the tool capacity when selecting or using attachments. For example, always check the grinding disk RPM to match the grinder's RPM.
- **23.** Avoid working in awkward bodily positions that may lead to loss of balance, loss of grip on the tool, or musculoskeletal injuries.
- **24.** Exercise caution as power tools can become extremely hot during operation. Improper handling during or immediately after use can cause burns or fires.
- **25.** Stay focused and avoid distractions when using power tools. Ensure you are in good physical and mental condition; refrain from operating when tired, dizzy, on medication, or under any other condition that might cause impairment.
- **26.** Utilize tools only for their intended function, following manufacturer's instructions and safe job procedures.
- 27. Maintain a clean and tidy work environment to prevent clutter, which may lead to accidents.
- **28.** Before operating a power tool, ensure that no one in the surrounding area will be put at risk.
- **29.** Ensure the power tool is connected to a safe source of energy, such as a Ground Fault Circuit Interrupter (GFCI) for electrical power.
- **30.** Do not leave power tools switched on during breaks. Always disconnect them from the power source to prevent accidental activation, which can lead to severe injuries.
- **31.** Use tools designed to keep the wrist straight to minimize strain. Avoid using hand tools that require bending the wrist excessively.
- **32.** Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and prevent injuries from unintended contact.
- **33.** Before making adjustments or setting down a tool, ensure that all moving parts have come to a complete stop, and disconnect the tool from the electrical outlet to prevent accidental activation.





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- **34.** Ensure that electrical cables are not presenting a tripping hazard in the work area.
- 35. Ensure adequate lighting in the work area and maintain organization to prevent items from being scattered around.
- **36.** Be cautious when drilling or cutting to avoid hitting electrical wiring or pipes.
- **37.** Secure and lock down any loose items you are working on to prevent accidents.
- **38.** Before cutting or drilling, clearly mark the area to avoid unintended damage or injury.
- **39.** Avoid taping chuck keys to a drill electric cord, as this may lead to electrocution if the insulation around the cord becomes damaged. Instead, hang the chuck key at the end of the power cord where it plugs into the extension cord or receptacle.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: Tools Equipment & Machinery (Part 12)

### PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

## **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



Rev. 1.0

Created: May 2024

Last review: June 2025

EMPLOYEE ACKNOWLEDGEMENT								
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.  PRINT NAME SIGNATURE DATE								
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	CHREDVICORS DEVIEW							
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the contents of this document WILL be provided th								



# Safe Work Practice – Mobile Devices

Rev. 1.0 Created: May 2024

Last review: June 2025

	PART 1 – PROJECT INFORMATION								
Project Name:						Project Address:			
Supervisor Name:						Phone #:			
Project	Superintend	dent:				Phone #:			
				PART 2 – HAZAR					
POTENTIAL HAZARDS									
-	er Trades/Conf			☐ Excavation or Trenches	5		☐ Limited Communication		
-	ts of Approach	n (Power Lin	nes)	☐ Heat or Cold Stress	1 -		☐ Violence		
-	trical Shock ic Traffic			☐ Noise - Above 85 Decib	beis		☐ Crane Misadventure		
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	ain Conditions			☐ Poor Soil Conditions	Liquius		☐ Tools or Equipment		
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☐ Isolation Separating workers from the hazard by distance or the use of barriers							e use of barriers		
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			local exhaust or general di	lution v	entilation to re	emove or reduce airborne products			
☐ Mechanical Lifting Devices Using			g mechanical methods to lif		e objects inst	ead of manual lifting			
☐ Guai	Guardrails Using guardrails to prevent a								
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#### Safe Work Practice - Mobile Devices

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 06

# **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# **PART 4 – SAFE WORK PRACTICES**

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize and wear the necessary Personal Protective Equipment (PPE) and confirm that all equipment is in optimal working order.
- **3.** Safeguard the general public by cordoning off or barricading hazardous areas.
- 4. While driving, if your vehicle lacks a hands-free option, allow incoming calls to be directed to voicemail.
- 5. If phone usage is unavoidable, pull over to a secure location to answer or make calls, or have a passenger assist with calls.
- 6. Maintain speaker, key tone, and ring tone volumes at moderate levels to prevent distraction or alarm to others.
- 7. Cease operating machinery, equipment, or power tools before attending to phone calls.
- 8. Withdraw hands from any machinery that cannot be immediately halted before answering calls.
- **9.** Prior to answering calls, step back from any potential hazards, such as ledges, traffic pathways, or active construction zones.

# DON'T'S

- **1.** Avoid using cellular phones, radios, texting, browsing, note-taking, or seeking information while driving, operating machinery, equipment, power tools, or walking.
- 2. Refrain from using the phone in proximity to flammable or explosive materials.
- **3.** Do not use your phone during the refueling of any vehicle or machinery.
- 4. Avoid using your phone while on ladders.
- **5.** Refrain from operating any machinery or power tools while using a cell phone.

#### Safe work practices

- 1. Acknowledge that operating vehicles, machinery, equipment, or power tools demands full attention.
- 2. Refrain from using cell phones in hazardous conditions, including adverse weather or challenging road conditions.
- **3.** Turn off cellular telephones in areas where posted signs indicate potential interference with electronic equipment (e.g., Medical Care Facilities).
- **4.** Power down cellular telephones during vehicle refueling, inspections of propane or gasoline dispensing facilities, or any environment where an explosive or flammable atmosphere may exist.
- **5.** Avoid using earphones or earbuds during operations that necessitate audible communications with other vehicle operators (e.g., forklift operators, crane operators).



## Safe Work Practice – Mobile Devices

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 06

### Incoming calls while driving

- 1. Utilize voicemail to manage incoming calls, returning them when it's safe to do so.
- 2. If answering the phone is necessary, pull over the vehicle in a secure location and answer the call.
- 3. If unable to pull over safely, or if it's unsafe to do so, ask a passenger to inform the caller you're driving and request them to hold until you find a safe spot to stop.
- 4. Inform regular callers of the best times to reach you, considering your driving schedule.

#### Outgoing calls while driving

- 1. Aim to handle all calls or communications before starting your journey or upon reaching your destination.
- 2. Park the vehicle in a safe area before making or returning phone calls or engaging in any electronic communication.
- **3.** Avoid initiating outgoing calls, sending text messages, or using other electronic communication while the vehicle is in motion.

#### While working

- 1. Similar to driving, your work tasks demand your undivided attention.
- 2. If your job requires cell phone use, refrain from talking or answering calls while performing tasks that demand focus.
- **3.** Choose a secure location, away from other workers, crane operations, and moving equipment, for making or receiving calls.
- **4.** Avoid texting while walking in crowded areas, on stairs, or while positioned on scaffolding, ladders, or escalators.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- Part 3.1 Motor Vehicle Act

# PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



# Safe Work Practice – Mobile Devices

Rev. 1.0 Created: May 2024

Last review: June 2025

EMPLOYEE ACKNOWLEDGEMENT						
All employees instructed in the contents of this SJP						
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# Safe Work Practice – Manual Lifting & Handling of Materials & Equipment

Rev. 1.0 Created: May 2024

Last review: June 2025

PART 1 – PROJECT INFORMATION									
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☐ Vent			Using	ng local exhaust or general dilution ventilation to remove or reduce airborne products					
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		Fall Protection Equipment  Dust Mask (N95)				_	Respiratory Protection		
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		_		est (clothing)			Face Shield		
		Arc flash P	rotect	tion			Seatbelt		
	Other					Other			

# Safe Work Practice – Manual Lifting & Handling of Materials & Equipment

Rev. 1.0

Created: May 2024

Last review: June 2025

SWP - 07

# RISK RATING AFTER CONTROLS – Low Risk

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# **PART 4 – SAFE WORK PRACTICES**

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations.
- 2. Utilize the necessary Personal Protective Equipment (PPE) and verify that all equipment is in optimal working order.
- **3.** Safeguard the general public by cordoning off hazardous areas.
- 4. Maintain an upright posture with your head up and back straight, bending at the hips when necessary.
- **5.** Prior to lifting, bring the load as close to your body as possible.
- **6.** Employ proper lifting technique, using the strength of your legs rather than straining your back.
- **7.** Rotate by shifting your feet rather than twisting your back.
- **8.** Keep the load directly in front of you to maintain balance and control.
- 9. Lift objects at waist height with your elbows close to your body to reduce strain.
- 10. Minimize manual lifting whenever feasible by utilizing mechanical aids or seeking assistance.
- **11.** Maintain physical fitness to reduce the risk of injury.
- **12.** Prefer pushing over pulling when moving objects.
- **13.** Ensure a secure grip on the load to prevent slippage.
- **14.** When lowering an object, maintain the natural curve of your spine.
- **15.** Position the load at the edge of the surface and align it with your destination for easier placement.

#### DON'T'S

- 1. Avoid lifting heavy loads (35 lbs. or more) alone; seek assistance.
- 2. Refrain from overreaching across obstacles to lift objects.
- **3.** Avoid lifting bulky or irregularly shaped loads.
- 4. Do not reach sideways or twist while lifting.
- 5. Avoid lifting objects above shoulder height.
- **6.** Do not attempt to catch falling objects; step back and let them fall.
- **7.** Do not twist your back to turn; pivot with your feet instead.

# 1

# Safe Work Practice - Manual Lifting & Handling of Materials & Equipment

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 07

#### Safe work practices

- 1. Employ mechanical aids like forklifts, cranes, pallet jacks, or hoists whenever feasible.
- 2. Prior to lifting, evaluate the load to ensure it is within your lifting capacity.
- **3.** Utilize dollies for transporting tools and materials around the work area.
- **4.** Place additional pallets or dunnage beneath materials to be lifted manually, avoiding lifts from below the knees to mitigate injury risks.
- **5.** Minimize lifting above shoulder height whenever possible. For heavy or awkward loads like large sections of pipe, utilize a hoist or seek assistance.
- **6.** When cross-stacking materials, maintain proper body alignment and spacing to avoid twisting. Ensure there are two steps required between stacks to discourage twisting.
- **7.** Alternate between left and right-handed shoveling to prevent overuse of muscles on one side. Avoid twisting while pitching material with a shovel.
- 8. Take precautions when working on frozen surfaces by regularly applying sand and wearing slip-resistant footwear.
- 9. Maintain good housekeeping practices to prevent slips, trips, and falls by keeping work areas and access routes clean.
- **10.** Ensure extension cords are fully unraveled, neatly stored when not in use, and properly secured to prevent tripping hazards.
- **11.** Adhere to the three-point rule when mounting or dismounting equipment or ladders to minimize the risk of slipping. Avoid carrying objects while climbing and refrain from jumping.
- **12.** Utilize scaffolding, scissor lifts, or aerial baskets for tasks requiring two-handed operation, while adhering to relevant Fall Protection regulations. Limit ladder use to light-duty tasks, ensuring they are in good condition, appropriate for the job, and securely tied off to prevent slipping.

### **Manual Lifting**

- 1. Ensure your path from the pickup location to the drop-off spot is clear and easy to navigate.
- **2.** Wear gloves to improve grip and reduce the risk of items slipping from your hands.
- **3.** Position your feet to get as close as possible to the object.
- 4. If feasible, place one foot slightly ahead of the other beside the load to maintain balance as you stand.
- 5. Squat down by bending your knees while keeping your back straight and head facing forward.
- **6.** Securely grip the object, utilizing any handles available. Ensure handles are sturdy enough to support the load. If handles are absent, grip from a clean, dry surface to prevent slippage.
- 7. Use your leg muscles to lift the object by standing up, maintaining a straight back and head position.
- **8.** Lift steadily and smoothly, avoiding sudden or jerky movements.
- **9.** When changing direction, pivot with your feet instead of twisting your back.
- 10. Keep the load close to your torso area, avoiding lifting over your shoulders, reaching too far, or bending excessively.
- **11.** If you encounter a tripping hazard, take a sidestep rather than stepping over it.
- **12.** Lower the object using the same technique as previously described: bend your knees, squat down, and maintain a straight back with your head forward.
- **13.** Before placing the object down, ensure you can safely withdraw your fingers from underneath it.
- **14.** understand your personal strengths and limitations. Employ correct lifting, bending, and sitting methods to reduce the risk of workplace low-back injuries.

#### **Mechanical Devices**

- 1. In instances where a load exceeds manageable weight and assistance isn't accessible, rely on mechanical equipment.
- 2. Lift trucks, push carts, hoists, conveyors, and trolleys are specifically designed for this purpose.

# **Two Person Lift**

- **1.** Ensure both individuals are approximately the same height.
- 2. Designate one person to lead the lift, fostering collaboration rather than working at odds with each other.
- 3. Lift in unison, walk in step, and lower the load together, maintaining synchronized movements throughout.

# 5

# Safe Work Practice - Manual Lifting & Handling of Materials & Equipment

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 07

#### **Golfers Lift**

- 1. Extend one leg straight out behind you.
- 2. Maintain a straight back as your body leans forward.
- 3. For added support, place one hand on your knee or on a nearby stable object.

#### One Person Lift (Panel type material)

- **1.** Take extra precautions to prevent twisting of the spine.
- **2.** If your arm span is shorter than the load, seek assistance.
- 3. Adjust your hand position to secure the best possible grip.
- 4. Utilize your entire hand, employing a power grip rather than relying solely on your fingers.
- 5. Engage your leg and thigh muscles, avoiding strain on your back while lifting.
- 6. Place the sheet onto a platform to facilitate a more secure grip for carrying.
- 7. Employ lifting techniques in reverse when lowering the sheet.

#### Two Person Lift – (Longer materials or equipment)

- **1.** Exercise additional caution as long loads are challenging to control.
- 2. Designate one lifter to lead the lift.
- 3. Both lifters should begin at the heavier end of the load.
- **4.** Raise one end of the load to shoulder height.
- 5. One lifter supports the weight on their shoulder while the second lifter moves to the opposite end, lifts it onto a platform, and then onto their shoulder.

## One-person lift - (sacks)

- **1.** Position yourself at one end of the sack.
- **2.** Lift the sack into an upright position.
- 3. Straddle the load, placing one hand underneath the bottom of the sack and using the other hand to secure it against your body.
- **4.** Bend your knees and lift the sack onto a platform.
- **5.** Stand as close to the lifting platform as possible.
- **6.** Continue bending your knees until the load can be balanced on your shoulder.
- **7.** Straighten up smoothly in one continuous motion.

#### Alternatively:

- 1. Stand with your back against the elevated sack, feet comfortably apart, with one foot slightly in front of the other.
- 2. Grip the top of the sack securely to prevent slipping.
- **3.** Position your shoulder against the sack, tilting it forward while bearing the weight.
- **4.** With a fluid motion, straighten your knees and move forward to lift the sack.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC Lifting & Handling Guides

# PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

#### In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.



# Safe Work Practice - Manual Lifting & Handling of Materials & Equipment

Rev. 1.0 Created: May 2024 Las

Last review: June 2025

SWP - 07

• The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT  All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.					
PRINT NAME	SIGNATURE	, acknowledging they understand the instructions. <b>DATE</b>			
FRIIVI IVAIVIE	SIGNATURE	DATE			
	SUPERVISORS REVIEW				
PRINT NAME	SIGNATURE	DATE			
This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of					

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



# Safe Work Practice – Working Around Floor Openings (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 08

PART 1 – PROJECT INFORMATION										
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Project Name:					Project Address:					
Supervisor Name: Project Superintendent:						Phone #: Phone #:				
PART 2 – HAZARD IDENIFICATION										
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	ic Traffic			☐ Lifting or Twisting	)C13		☐ Working Near or Around Water			
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<b>Elimination</b> is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the										
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Substitu	ution is the ac	t of replaci	ng som	ething with another thing	. in this	case, a hazar	d is replaced with a less hazardous one.			
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	Other					Other				





Rev. 1.0 Created: May 2024 Last review

Last review: June 2025 SWP - 08

#### **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

#### **General Practices for Working Safely**

- 1. Adhere to OH&S Regulations regarding construction lighting.
- 2. Wear and utilize the necessary personal protective equipment (PPE), ensuring that all equipment used is in proper working order.
- **3.** Before any work begins, conduct a comprehensive hazard assessment to identify all floor openings. Ensure they are covered, barricaded, and clearly marked. Conduct a crew talk to discuss these floor coverings and safety measures.
- **4.** All floor openings must be securely covered with ¾" plywood, fastened to prevent movement, and clearly marked with "Do Not Remove" and a visible circle or an X with a circle. Reapply markings as needed to maintain visibility.
- 5. Determine the appropriate method to guard each type of floor opening during the construction process.
- **6.** Ensure all hazardous openings are covered or otherwise guarded to protect workers on site.
- 7. Plywood covers must extend beyond the edges of openings to prevent them from falling through.
- 8. Mark plywood covers clearly from all directions to indicate they are covering an opening.
- **9.** Ensure covers can support intended loads. For heavy loads (e.g., vehicles), an Engineer may need to design an adequate cover. Do not place loads over covers without knowing their capacity.
- 10. Covers must support a uniformly distributed live load of at least 2 kPa (40 psf).

#### **Large Openings**

- 1. Large openings are those that are 3' or greater across.
- 2. Protect large openings with a standard guardrail system, including a top rail, mid rail, and toe board.
- 3. Construct and install guardrails in accordance with applicable WorkSafeBC Regulations.
- **4.** Mark large openings visibly from the ground and above, especially when mobile equipment operates nearby.

# **Smaller Openings**

- 1. Small openings are those that are 3' or less across.
- 2. Use plywood fixed to a 2x4 frame, cut to fit snugly into the floor opening. Secure these covers with nails or other methods to prevent accidental removal.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER



# Safe Work Practice - Working Around Floor Openings (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 08

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)

# **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.					



# Safe Work Practice – Working Around Floor Openings (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 08

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document has been provided for the s	 afety of all applicable workers on site during the	course of our construction. Enforcement of



# Safe Work Practice – Lighting

Rev. 1.0 Created: May 2024

Last review: June 2025

PART 1 – PROJECT INFORMATION									
Project Name:					Project Address:				
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# Safe Work Practice - Lighting

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 09

#### **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to OH&S Regulations regarding construction lighting.
- 2. Wear and utilize the necessary personal protective equipment (PPE), ensuring that all equipment used is in proper working order.
- 3. Ensure the safety of the general public and workers by implementing appropriate lighting measures.
- **4.** Conduct a thorough briefing for all personnel involved in the area, outlining the associated hazards, and notify all on-site individuals before commencing work.
- 5. Employ a qualified electrician to install all temporary lighting on the jobsite, following relevant Acts and Codes.
- **6.** Install lighting in a manner that minimizes the risk of damage to wiring, fixtures, or light bulbs. If lighting placement poses a risk of bulb breakage, use protective cages to safeguard them.
- **7.** Regularly inspect temporary lighting installed in public and project walkways to ensure that all bulbs are functioning correctly.
- **8.** Utilize temporary lighting circuits exclusively for lighting purposes. Prohibit individuals from removing light bulbs from these circuits to replace them with outlets for electrical tools or appliances.
- 9. Ensure task lighting is provided to eliminate shadows and the need for workers to bend down closely to their work.
- **10.** Maintain ambient lighting levels at 500 lux, in accordance with specifications outlined in Table 4-1 of section 4.65 of the Occupational Health and Safety Regulation.
- 11. Promptly replace any burned-out light bulbs to maintain adequate illumination.
- **12.** Regularly inspect electrical equipment for defects such as faulty insulation, improper grounding, loose connections, ground faults, and exposed live parts. Take necessary corrective measures before working on or near live parts.

#### DON'T'S

- 1. Avoid placing lighting fixtures in wet or damp areas or in environments with corrosive or flammable atmospheres.
- **2.** Refrain from using equipment that is defective or damaged.
- 3. When using string lights do not plug in power tools or using in a manner otherwise stated by the manufacturer.



# Safe Work Practice – Lighting

Rev. 1.0

Created: May 2024 Last review: June 2025 SWP - 09

#### **Safe Work Practices**

- 1. Exercise caution around temporary lighting wires. Repeated relocation of circuits can loosen connections, damage insulation, and introduce other potential hazards.
- 2. Be mindful of the risk of tripping and electrical shock posed by overhead and underfoot wires.
- 3. Ensure that wires do not come into contact with steel door frames, particularly during the final stages of work when temporary lines may pass through doors that could inadvertently close on them.
- 4. Always promptly replace broken or burned-out bulbs to uphold adequate lighting levels in stairwells, basements, corridors, and other areas.
- 5. Before removing temporary lighting from service, inspect the wiring and fixtures for any signs of breakage or damage. Address any issues by repairing damaged components and replacing broken fixtures before storing the lighting equipment.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)

# PART 6 - PREVENTATIVE MAINTENANCE

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# Safe Work Practice – Lighting

Rev. 1.0 Created: May 2024

Last review: June 2025

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# Safe Work Practice – Working with WHMIS Controlled Products

Rev. 1.0

Created: May 2024

Last review: June 2025

PART 1 – PROJECT INFORMATION									
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# Safe Work Practice – Working with WHMIS Controlled Products



Rev. 1.0 Creat

Created: May 2024

Last review: June 2025

SWP - 10

#### **RISK RATING AFTER CONTROLS – Low Risk**

# **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
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- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

#### PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to OH&S Regulations to ensure workplace safety and compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and confirm equipment readiness before use.
- **3.** Safeguard the public by securing hazardous areas with appropriate barriers.
- 4. Prior to commencement, inform all personnel of area hazards and alert on-site individuals.
- 5. Adhere to directives regarding usage, storage, and disposal.
- **6.** Equip workers with comprehensive training on safe handling, disposal, and cleanup of hazardous substances.
- 7. Maintain readily accessible and current Safety Data Sheets (SDS) issued within the past three years.
- **8.** Employ PPE recommended in SDS, such as gloves, goggles, or masks.
- **9.** Ensure proper labeling of all controlled product containers per WHMIS standards.
- **10.** Replace damaged or inadvertently removed supplier or workplace labels promptly.
- 11. Apply workplace labels to portable containers when transferring from original supplier containers.
- **12.** Designate specific areas for chemical and product storage.
- **13.** Seal containers Slightly by closing caps and lids securely beforestorage.
- 14. Arrange stored chemicals to prevent hazardous reactions, ensuring compatibility when placing side by side.
- 15. Store only necessary products and required quantities.
- **16.** Control access to storage areas and janitorial closets.
- **17.** Familiarize yourself with emergency protocols for fire, spills, and injuries, including appropriate first aid measures for various types of contact.
- 18. Identify the nearest eye/face wash stations and emergency showers and understand their operation.
- **19.** Regularly inspect and test emergency equipment.
- 20. Understand potential hazards associated with materials, including fire, health risks, and chemical reactivity.
- **21.** Maintain cleanliness in work areas, personal hygiene, and equipmentupkeep.
- 22. Handle containers with care to prevent damage.
- **23.** Report all incidents, accidents, and spills to your supervisor promptly.
- **24.** Follow recommended cleanup procedures for spills.
- **25.** Dispose of outdated controlled products promptly and appropriately.



# **Safe Work Practice – Working with WHMIS Controlled Products**

Rev. 1.0 Created: May 2024

Last review: June 2025

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#### DON'T'S

- 1. Do not retain leaking or damaged containers.
- **2.** Avoid removing contents from their original container.
- 3. Keep away from heat or flames during storage.
- **4.** Refrain from mixing chemicals or cleaning products without consulting the SDS; ensure safety (e.g., avoid combining ammonia and bleach, which can produce a highly toxicgas).
- 5. Never utilize contents from unlabeled containers.
- 6. Avoid leaving containers of flammable products open, such as paintbrush cleaner or varnish.
- 7. Dispose of flammable materials properly; do not discard them in regular trash.
- **8.** Do not smoke, eat, or drink while handling chemicals.
- **9.** Avoid reusing empty containers, as residue may pose hazards.
- 10. Do not open swollen containers.

#### **Safe Work Practices**

- 1. Ensure all workers on-site are adequately trained in WHMISrequirements.
- 2. Maintain an inventory of products used on-site along with their Safety Data Sheets (SDS).
- 3. Train workers exposed to or potentially exposed to hazardous products in safe handling procedures.
- **4.** Keep current SDS readily available to all workerson-site.
- 5. Develop and implement a workplace labeling system for transferred products, ensuring all workers are familiar withit.
- **6.** Before using any hazardous product, review its label and SDS for safe handling instructions.
- 7. Use products only for their intended purpose and in accordance with manufacturer instructions on labels and SDS.
- 8. Wear and utilize Personal Protective Equipment (PPE) based on label and SDS guidance.
- 9. Label any new containers if products are transferred from their original packaging.
- **10.** Promptly report spills or leaks of hazardous products to the Foreman or Superintendent and conduct cleanup as per label and SDS instructions.
- 11. Dispose of empty hazardous materials containers in accordance with label or SDS guidelines.
- **12.** Adhere to storage instructions specified on product labels or SDS, ensuring compatibility and preventing the storage of incompatible products near each other.
- 13. Make readily available any special first aid instructions highlighted in the SDS on-site.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 5 Chemical and Biological Agents)
- Construction Fire Safety Plan
- BC Fire Code 2024

# **PART 6 - PREVENTATIVE MAINTENANCE**

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# Safe Work Practice - Working with WHMIS Controlled Products

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SWP - 10

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# Safe Work Practice – Heat Stress Prevention

Rev. 1.0 Created: May 2024 La

Last review: June 2025

	PART 1 – PROJECT INFORMATION									
Project Name:						Project Address:				
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#### Safe Work Practice – Heat Stress Prevention

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 11

# **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Ensure workers receive frequent breaks in a cool area away from heat.
- Adjust work practices as needed in response to worker complaints of heat stress.
- Supervise heat stress training and acclimatization for new employees and those returning after a period of absence.
- Monitor the workplace to identify hot conditions.
- Enhance air circulation using fans where feasible.
- Provide an adequate supply of potable water.
- Assess whether workers are consuming enough water.
- Accommodate workers wearing personal protective clothing or equipment that traps heat and limits sweat evaporation, such as welders.
- Schedule tasks requiring exposure to heat for cooler parts of the day; plan routine maintenance and repairs in hot areas during cooler times.
- Offer cooling devices (e.g., hard hat liners, bibs, neck bands) to all workers to aid in dissipating excessive heat from their bodies.

#### **WORKER RESPONSIBILITIES**

- Adhere to instructions and training for managing heat stress.
- Remain vigilant for symptoms in themselves and their colleagues.
- Assess if any prescription medications they take may exacerbate heat stress.
- Dress in light, loose-fitting clothing that facilitates sweat evaporation.
- Opt for light-colored garments that absorb less heat from the sun.
- Consume small, regular amounts of water, aiming for approximately 1 cup every 15 minutes.
- Avoid beverages like tea or coffee.
- Refrain from consuming hot, heavy meals.
- Avoid taking salt tablets unless specifically prescribed by a physician.
- Work in pairs or groups; avoid working alone whenever possible.

#### **PART 4 – SAFE WORK PRACTICES**

This plan establishes effective and safe procedures to prevent heat-related illnesses, both indoors and outdoors, among employees within our workplace. It serves as a training tool for new hires and as an annual refresher for existing staff. All employees who may be exposed to hot working conditions are covered by this plan.

Heat-related illnesses can occur when workplace activities in a hot environment surpass the body's ability to regulate its temperature. Certain risk factors increase the likelihood of these illnesses, such as inadequate access to water for rehydration, wearing protective gear that hinders skin ventilation, or working in high humidity conditions where sweat evaporation is impaired.

#### Training on Heat-Related Illness Prevention:

- 1. Understand the environmental and personal risk factors contributing to heat-related illnesses.
- 2. Familiarize with the employer's protocols for identifying, assessing, and managing exposures to heat-related risk factors.
- **3.** Emphasize the importance of regular consumption of small amounts of water, up to 4 cups per hour, particularly in extreme heat and work conditions.
- 4. Learn about the significance of acclimatization, gradually exposing oneself to heat and work.
- 5. Recognize the various types of heat illnesses and their common signs and symptoms.
- **6.** Acknowledge the importance of promptly reporting any symptoms or signs of heat illness to the employer or supervisor, either for oneself or coworkers.
- **7.** Understand the employer's procedures for addressing potential heat illness symptoms, including the provision of emergency medical services if necessary.



## Safe Work Practice - Heat Stress Prevention

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 11

**8.** Learn the steps for contacting emergency medical services and arranging transportation for employees to a location where they can be reached by medical providers if needed.

**9.** Acquire skills in providing clear and precise directions to the work site.

#### **Supervisors**

- 1. Before assigning employees to work in potentially heat-exposed environments, all supervisors will receive a copy of this Exposure Control Plan and Safe Work Practice.
- **2.** Supervisors will be equipped with the necessary procedures to effectively implement the relevant provisions outlined in this program.
- **3.** Supervisors will be trained on the appropriate procedures to follow when an employee displays symptoms consistent with potential heat illness, including the implementation of emergency response protocols.

#### **Environmental Risk Factors**

- Air temperature exceeding 90 degrees Fahrenheit
- Relative humidity surpassing 40 percent
- Radiant heat emitted by the sun and other sources
- Conductive heat from dark-colored work surfaces
- Limited air circulation
- Physical exertion required for the task
- Utilization of non-breathable protective clothing and other personal protective equipment

# **Personal Risk Factors**

- Inadequate acclimatization to higher temperatures
- Poor general health condition
- Dehydration
- Alcohol consumption
- Caffeine intake
- History of heat-related illness
- Use of prescription medications affecting the body's response to heat, such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

	antinistamii	nes, tranquilizers, and antipsychotics.
Type	Symptom	Prevention
<b>Heat Rash -</b> Heat rashes usually resolve within a few days following exposure.	<ul> <li>Red blotches and severe itching in areas continually moist with sweat</li> <li>Tingling or prickling sensation on the skin during sweating</li> </ul>	<ul> <li>Seek a cooler environment.</li> <li>Take a refreshing cool shower.</li> <li>Ensure thorough drying afterwards.</li> <li>Consult with a first aid attendant for further assistance.</li> </ul>
Heat Cramps	<ul> <li>Loss of salt through excessive sweating</li> <li>Cramping in back, legs and arms</li> </ul>	<ul> <li>Stretch and massage muscles</li> <li>Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids</li> <li>See First Aider</li> </ul>
Heat Exhaustion - Heat Exhaustion arises when the body struggles to maintain adequate blood flow to vital organs while simultaneously redirecting blood to the skin to facilitate cooling and regulate body temperature.	<ul> <li>Weakness, fatigue, dizziness, rapid pulse</li> <li>Headache, nausea, vomiting</li> <li>Breathlessness, shallow breathing</li> <li>Feeling faint or fainting</li> <li>Increased breathing rate</li> <li>Sweating, muscle cramps</li> <li>Cool, pale clammy skin</li> </ul>	<ul> <li>See first aid attendant if symptoms increase, call 911.</li> <li>Help the patient to cool down.         <ul> <li>✓ Rest in a cool area.</li> <li>✓ Drink cool water.</li> <li>✓ Remove or loosen unnecessary clothing.</li> <li>✓ Shower or rinse of with cool wet cloth</li> </ul> </li> </ul>
Heat Stroke	<ul> <li>Confusion</li> <li>Irrational behaviour</li> <li>Loss of consciousness</li> <li>Convulsions</li> <li>Lack of sweating</li> <li>Hot, dry skin</li> <li>Abnormally high body temperature</li> </ul>	<ul> <li>Call 911</li> <li>Provide immediate cooling options.</li> <li>✓ Immerse patient in tub of cool water or;</li> <li>✓ Place in cool shower; or</li> </ul>



# Safe Work Practice – Heat Stress Prevention Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 11

	✓ Spray with cool water
	from a hose; or
	✓ Wrap patient in cool,
	wet sheets and fan
	rapidly.
	✓ Transport patient to
	hospital if required
Access to Motor	

#### **Access to Water**

Employees must have access to potable water, provided in adequate quantity at the start of the shift to ensure one quart per employee per hour for the entire 8-hour shift, totaling 2 gallons per employee. Employees may commence the shift with smaller water amounts if effective replenishment procedures guarantee provision of one quart or more per hour during the shift.

#### **Access to Shade**

Employees experiencing heat illness or feeling the need for preventive recovery shall be granted access to a shaded area, either open-air or ventilated, for a minimum of five minutes. Access to shade must be available at all times. Shaded areas can encompass trees, buildings, canopies, lean-tos, or other structures, either ventilated or allowing air movement. Car or truck interiors are not considered shaded areas unless air-conditioned or shielded from sun heat in alternative ways.

Humidex 1 – Moderate physical work, unacdimatized worker, OR Heavy physical work, acclimatized worker	Response	Humidex 2 – Moderate physical work, acclimatized worker, OR Light physical work, unacclimatized worker		
25 - 29	supply water to workers on an 'as needed" basis	32 - 35		
30 - 33	post Heat Stress Alert notice     encourage workers to drink extra water     start recording hourly temperature and     relative humidity	36 - 39		
34 - 37	post Heat Stress Warning notice    notify workers that they need to drink extra water    ensure workers are trained to recognize symptoms	-40 - 42		
38-39	work with 15 minutes relief per hour can continue provide adequate cool (10 - 15°C) water at least 1 cup (240 mL) of water every 20 minutes workers with symptoms should seek medical attention.	43 - 44		
40 - 41	work with 30 minutes relief per hour can continue in addition to the provisions listed previously	45 - 48*		
42 - 44	if feasible, work with 45 minutes relief per hour can continue in addition to the provisions listed above	47 -49		
- University	only medically supervised work can continue	30 en-		



#### Safe Work Practice – Heat Stress Prevention

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#### Other Practices to Consider:

- Designate an on-site monitor responsible for observing workers for signs of heat stress.
- Use cooling cloths that you can get from a local first aid company to put on workers body parts.
- Provide Sqwincher or electrolyte individual packs for workers to add to their water bottles, enhancing hydration.
- Schedule a ten-minute break at least once every 2 hours, or as needed, to prevent overheating.
- Whenever feasible, stagger shift work or organize tasks requiring outdoor work in the early morning to avoid peak sun exposure; consider scheduling work under slabs or in parkades during the afternoon.

Awareness of heat illness symptoms can be crucial for your well-being or that of a co-worker. Below is essential guidance on heat-related illnesses and preventive measures:

- If returning to work after illness, an extended break, or starting a job in the heat, recognize your heightened vulnerability to heat stress until your body adjusts. Inform your employer of your unfamiliarity with heat, as it typically takes 5-7 days for acclimatization.
- Hydration is key for workers exposed to heat, as they can lose 2 to 3 gallons of sweat per day. Aim to drink 3 to 4 cups of water every hour from the start of your shift to replenish lost fluids.
- Take breaks in shaded, cool areas and allow time for heat recovery throughout the day to prevent heat-related illnesses.
- Limit alcohol and caffeine intake during extreme heat, as both can dehydrate the body.
- If you or a co-worker experience symptoms like nausea, dizziness, weakness, or unusual fatigue, inform your supervisor and rest in a cool, shaded area. Seek immediate medical attention if symptoms persist or worsen.
- Wear protective clothing that allows airflow while shielding from the sun whenever possible. Protect your head and eyes if working outdoors.
- Be vigilant of your co-workers while working in the heat and ensure you know how to call for medical assistance if needed.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

WorkSafeBC – OHS Regulation: Part 7 (Noise Vibration, Radiation and Temperature)

#### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



# Safe Work Practice – Heat Stress Prevention

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EMPLOYEE ACKNOWLEDGEMENT  All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.							
PRINT NAME	SIGNATURE	DATE					
	SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE					

This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.



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Last review: June 2025

PART 1 – PROJECT INFORMATION									
Project Name:						Project Address:			
Supervisor Name:						Phone #:			
Project	Superintend	dent:				Phone #:			
PART 2 – HAZARD IDENIFICATION									
POTENTIAL HAZARDS									
	er Trades/Con			☐ Excavation or Trenches	S		☐ Limited Communication		
	ts of Approach	n (Power Lir	nes)	☐ Heat or Cold Stress			□ Violence		
-	trical Shock			☐ Noise - Above 85 Decil	bels		☐ Crane Misadventure		
	ic Traffic	:		☐ Lifting or Twisting	المستنطم		☐ Working Near or Around Water		
	Driving Cond			☐ Compressed Gases or ☐ Poor Soil Conditions	Liquias		☐ Ergonomics ☐ Tools or Equipment		
	From Elevation			☐ Poor Soil Conditions ☐ Weather Conditions i.e	a water	wind sun	<ul> <li>☐ Tools or Equipment</li> <li>☑ Pedestrians</li> </ul>		
	ng Objects	113		☐ Working Alone or Rem			☐ Hot Surfaces		
	bing Obstruct	ions			iote Loce	1011	☐ Slippery Ground Conditions		
	lash Potentia			☐ Entanglement			☐ Spills		
	ng Debris	•		☐ Sharp Objects			☐ Cuts, laceration, amputations		
	afe or Inadequ	iate Access		☐ Crush/ Pinch Point Haz	zards				
			N, SUE	<u> </u>		NISTRATIVE, I	PPE, SUPPORTING DOCUMENTS ETC.)		
Elimina	tion is the pro	ocess of rem	noving	the hazard from the workp	olace. It i	s the most ef	fective way to control a risk because the		
				eferred way to control a ha					
Substit	ution is the ac	t of replaci	ng som			case, a hazar	d is replaced with a less hazardous one.		
			Cana		EERING	J: -4 4 4	a was of housing		
☐ Isola				rating workers from the hazard by distance or the use of barriers					
☐ Encl		i		ng the material or process in a closed system (e.g., enclosed machines, booths, etc.) g guards around moving parts of machinery					
	<u> </u>			g local exhaust or general dilution ventilation to remove or reduce airborne products					
	hanical Lifting	Devices		g mechanical methods to lift or move objects instead of manual lifting					
☐ Gua		Devices		g guardrails to prevent a fall					
Guai	urans		OSITIE	ADMINI		E			
☐ Usi	ng job-rotatio	n schedules	or a v		-		worker is exposed to a substance.		
-				equipment in proper work					
☐ Sch	eduling maint	tenance or l	high ex	posure operations for time	es when	few workers	are present (such as evenings, weekends)		
☐ Res	tricting acces	s to a work	area.						
☐ Res	tricting the ta	sk to only t	hose c	ompetent or qualified to pe	erform tl	ne work			
☐ Using signs to warn workers of a hazard.									
PERSONAL PROTECTIVE EQUIPMENT									
$\boxtimes$		CSA Approved Footwear				0	Hand & Finger Protection		
$\boxtimes$	0	CSA Appro	oved H	leadgear			Safety Eyewear		
		Fall Protection Equipment				•	Hearing Protection		
	0	Dust Mask (N95)				8	Respiratory Protection		
$\boxtimes$	<b>(4)</b>	High Visibility Vest (clothing)					Face Shield		
	•	Arc flash Protection			$\boxtimes$		Seatbelt		
	Other					Other			



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#### **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere strictly to Occupational Health & Safety (OH&S) regulations, ICBC and the Motor Vehicle Act.
- 2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working order.
- 3. Safeguard the general public by cordoning off hazardous areas with proper barricades.
- **4.** Always fasten your seat belt securely.
- 5. Respect and adhere to posted speed limits and signage.
- **6.** Exercise heightened caution during adverse weather conditions.
- **7.** Maintain vigilant attention while driving, regardless of familiarity with the route.
- 8. Display courtesy towards fellow motorists.
- **9.** Yield to pedestrians at designated crosswalks.
- **10.** Provide ample space for bicyclists on the road.
- **11.** Equip your vehicle with a winter survival kit containing essentials such as a cell phone, matches, flares, a functional flashlight, sustenance, hydration, and thermal blankets.
- **12.** Ensure your vehicle is equipped with a serviceable spare tire and functioning jack.
- **13.** Allocate time for regular preventative maintenance on your vehicle to prevent breakdowns, which can pose hazards and incur significant costs.
- 14. Maintain a proactive approach by scanning the road ahead for potential safety hazards well in advance.
- **15.** Continuously scan your surroundings to detect potential hazards, ensuring to check at least one mirror every 5 to 8 seconds.
- 16. Maintain a safe distance around your vehicle at all times, avoiding driving in clusters or groups.
- **17.** Utilize a high-visibility vest whenever exiting your vehicle at night, especially on highways or dimly lit roads, to enhance visibility and ensure safety.

## DON'T'S

- 1. Do not operate a vehicle under the influence of alcohol or drugs, and never ride with a driver who is impaired.
- 2. Avoid making assumptions about the intentions of other drivers; a turn signal doesn't guarantee a turn.
- **3.** Never presume that other drivers are aware of your actions; signal your intentions clearly and leave ample space for maneuvering.



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- **4.** Refrain from tailgating, passing on shoulders, failing to yield, running red lights or stop signs, or violating any other traffic laws intentionally.
- **5.** Keep car stereo volume at a reasonable level, avoiding disruption to others and ensuring you can hear important signals like train crossings or emergency sirens.
- **6.** Avoid talking on your cell phone while driving; if necessary, pull over to a safe location to make or answer calls.
- **7.** Resist engaging in distracting activities while driving, such as eating, changing clothes, or applying makeup, as they impair reaction time and attention.
- **8.** Do not participate in dangerous driving behaviors like playing chicken, racing, or engaging in friendly "taps" with other vehicles.
- **9.** Keep control of your emotions and avoid letting frustration dictate your actions.
- **10.** Never succumb to road rage, regardless of provocation from other drivers.
- 11. Refrain from leaving valuables in your car, especially in plain sight, to minimize the risk of theft.
- **12.** Avoid fixating your gaze on a single object or the vehicle ahead; maintain eye movement to stay alert and aware of road conditions.
- **13.** Do not drive if you are feeling fatigued, dizzy, sleepy, or otherwise impaired, as it compromises your ability to drive safely.

#### **Safe Work Practices**

- 1. All motor vehicle operators must possess the requisite licenses and/or certificates for operating the equipment.
- 2. Ensure that the work area around the motor vehicle is always clear and unobstructed.
- **3.** Prior to each use and as necessary thereafter, operators must inspect their equipment for any deficiencies, defects, or unsafe conditions, promptly reporting such issues to the Supervisor or designated personnel.
- **4.** Motor vehicle operators bear direct responsibility for the safe operation of the equipment. They must maintain complete control over the equipment and adhere strictly to all relevant laws and regulations, with strict prohibition against speeding.
- 5. Operators must adhere to recommended gross vehicle weight limits and ensure that the equipment is not overloaded.
- **6.** During transportation of materials and equipment, secure loading practices must be employed to prevent shifting of the load, which could pose hazards to workers.
- **7.** Adequate means of load restraint must be provided to safeguard the crew of a vehicle transporting a load, mitigating the risk of load shifting.
- 8. It is strictly prohibited for workers to stand or sit on the sides or tailgate of any moving equipment.
- **9.** Mandatory wearing of seatbelts is enforced in all vehicles and equipment equipped with them whenever the vehicle or equipment is in motion.
- **10.** Refueling of motor vehicles with gasoline, propane, natural gas, or other vaporizing fuels is strictly prohibited under the following conditions:
  - a. While the engine is running.
  - b. When anyone is smoking in or around the vehicle.
  - c. c) In the presence of a known ignition source in the immediate vicinity.
- **11.** Operators are tasked with maintaining cleanliness both inside and outside of the equipment, including windshields, rearview mirrors, and other pertinent areas.
- 12. To conduct a comprehensive monthly vehicle inspection, ensure to check the following:
  - Verify all oil and fluid levels are adequate.
  - Inspect all visible rubber components, including hoses and belts.
  - Assess the condition of wheels and tires.
  - Confirm proper functioning of all electrical components, ensuring all lights operate and the vehicle starts without delay.
  - Ensure the presence and functionality of all required safety equipment.
  - Check for any warning lights illuminated on the dashboard.



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# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Manual
- WorkSafeBC OHS Regulation: Transportation of Workers (Part 17)

#### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s).

Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.	



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Last review: June 2025

PRINT NAME SIGNATURE DATE  SUPERVISORS REVIEW PRINT NAME SIGNATURE DATE		GIP must print their full name clearly and sign	
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PART 1 – PROJECT INFORMATION									
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Project Name:						Phone #:	iless.		
Supervisor Name:  Project Superintendent:						Phone #:			
rioject	. Superintend	ient.		PART 2 – HAZARI	LIDENI				
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⊠ Othe	er Trades/Cont	ractors		☐ Excavation or Trenches			☐ Limited Communication		
	ts of Approach		nes)	☐ Heat or Cold Stress			☐ Violence		
	rical Shock	. (. 0	.007	☐ Noise - Above 85 Decib	els		☐ Crane Misadventure		
	ic Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water		
	Driving Cond	itions		☐ Compressed Gases or L	iguids		☐ Ergonomics		
	in Conditions			☐ Poor Soil Conditions			☐ Tools or Equipment		
	rom Elevation				., water	, wind, sun	☐ Pedestrians		
	ng Objects			☐ Working Alone or Remo			☐ Hot Surfaces		
	bing Obstructi	ions		☐ Mobile Equipment					
	lash Potential			☐ Entanglement			☐ Spills		
☐ Flyin	g Debris			☐ Sharp Objects			☐ Cuts, laceration, amputations		
⊠ Unsa	ife or Inadequ	ate Access		☐ Crush/ Pinch Point Haza	ards				
	CONTROLS (E	LIMINATIO	N, SUE	STITUTION, ENGINEERING,	, ADMIN	NISTRATIVE, P	PE, SUPPORTING DOCUMENTS ETC.)		
	•		_				ective way to control a risk because the		
				eferred way to control a haz					
Substitu	ution is the ac	t of replacir	ng som			case, a hazaro	d is replaced with a less hazardous one.		
			C	ENGINE		lista a sa sa th			
⊠ Isola				ating workers from the hazard by distance or the use of barriers					
☐ Encl				g the material or process in a closed system (e.g., enclosed machines, booths, etc.)					
	ding & Shield	ing		g guards around moving parts of machinery					
☐ Vent		Davida		sing local exhaust or general dilution ventilation to remove or reduce airborne products					
	hanical Lifting	Devices		ng mechanical methods to lift or move objects instead of manual lifting					
☐ Guardrails Using			g guardrails to prevent a fall  ADMINISTRATIVE						
☐ Hei	ng ioh-rotatio	n schadulas	oraw				worker is exposed to a substance.		
				equipment in proper worki			worker is exposed to a substance.		
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☐ Using signs to warn workers of a hazard.  PERSONAL PROTECTIVE EQUIPMENT									
$\boxtimes$		CSA Approved Footwear			$\boxtimes$	0	Hand & Finger Protection		
$\boxtimes$	Ö	CSA Approved Headgear			$\boxtimes$		Safety Eyewear		
$\boxtimes$		Fall Protection Equipment			$\boxtimes$	<b>(1)</b>	Hearing Protection		
	Ô	Dust Mask (N95)				8	Respiratory Protection		
$\boxtimes$	<b>(a)</b>	High Visibility Vest (clothing)					Face Shield		
	_ <u>ŏ</u> _	Arc flash Protection					Seatbelt		
	Other					Other			



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#### **RISK RATING AFTER CONTROLS – Moderate Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE JOB PROCEDURES

#### DO'S

- 1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
- 2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
- **3.** Safeguard the general public from potential fall hazards.
- **4.** Before commencing work, ensure all personnel are briefed on area-specific hazards and promptly notify affected individuals.
- **5.** Conduct daily workplace inspections to identify and address fall hazards.
- **6.** Thoroughly review instructions and warnings for all fall protection equipment before use, refraining from using unfamiliar equipment.
- **7.** Prior to each use, meticulously inspect all fall protection gear, with qualified personnel conducting comprehensive inspections at regular intervals in accordance with manufacturer's instructions.
- 8. Limit work at height or use of fall protection equipment to authorized, trained, and competent individuals.
- **9.** Implement a fall protection plan for work at or above 25 feet or when utilizing procedures in lieu of fall protection equipment, referring to OHS Guideline part 11 for approved protocols.
- 10. Develop a rescue plan as an integral component of the fall protection strategy whenever employing a fall arrest system.
- **11.** Utilize only CSA/ANSI approved equipment as mandated by OHS Regulation.
- 12. Select and employ the correct equipment for the job, adhering strictly to manufacturer's instructions for setup and usage.
- **13.** Ensure harnesses fit snugly, allowing for full range of movement, in accordance with both manufacturer's guidelines and individual training.
- **14.** Choose the appropriate anchor/anchorage based on application, ensuring a minimum capacity of 5000 lbs. for fall arrest and 800 lbs. for fall restraint.
- **15.** Select the appropriate lanyard weight rating: E4 lanyard for individuals weighing between 100 and 254 lbs. (45 115 kgs), or E6 for weights ranging from 200 to 386 lbs. (90 175 kgs).
- **16.** Attach the fall-arrest connecting device solely to the back D-ring; reserve the side D-rings exclusively for positioning purposes.
- 17. Ensure all equipment is compatible with each other to guarantee optimal functionality and safety.



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**18.** In the event of a fall, promptly remove all components of the fall arrest system from service. Engineered components may undergo recertification only by a qualified professional engineer.

19. Guard or cover all holes, openings, and skylights to mitigate the risk of falls and ensure a safe work environment.

#### DON'T'S

- 1. Don't use equipment that has failed inspection or has been involved in a fall arrest incident.
- 2. Refrain from using unfamiliar equipment or tools; always consult manufacturer's instructions before use.
- **3.** Do not disconnect from your personal fall protection system while in a fall hazard area, which extends a minimum of 6.5 feet from all edges.
- **4.** Avoid working around unprotected openings without adhering to the hierarchy of controls for fall prevention.
- 5. Do not tie knots anywhere in your personal fall protection system, as this can compromise its integrity.
- **6.** Avoid using unsuitable anchor points such as water pipes, electrical conduits, or guardrails; utilize only structurally sound components capable of supporting required anchorage strength.
- **7.** Do not utilize manual lock carabiners or non-self-locking snap-hooks; ensure all hooks and carabiners are self-locking and self-closing, requiring two consecutive deliberate actions to open.
- **8.** Refrain from connecting multiple lanyards together.
- **9.** Do not permit more than one worker to tie off to the same anchor unless specifically designed and approved by an engineer.
- **10.** Do not allow anyone else to rig your equipment without verifying correct installation.
- **11.** Avoid using incompatible connections, such as connecting a hook to a hook or a carabiner to a carabiner, to ensure proper functionality and safety.

#### Safe Job Procedures

- 1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
- 2. Properly don and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
- 3. Safeguard the general public by closing off or barricading areas presenting fall hazards.
- **4.** Employees operating at elevations exceeding 10 feet (3m) where fall-related injuries are a risk must implement fall protection measures, following the established Hierarchy of Controls:
  - a. Elimination
  - b. Installation of guardrails
  - c. Utilization of fall restraint systems
  - d. Implementation of fall arrest systems
  - e. Adoption of other acceptable systems (e.g., control zones, first person up, etc.).
- **5.** Before initiating any project, conduct a comprehensive review of specific fall protection requirements. This includes conducting a risk assessment at the project's onset and continuously throughout daily hazard assessments.
- **6.** The assessment should encompass identification of fall hazards, determination of appropriate types and methods of fall protection, calculation of fall clearance, establishment of rescue procedures, protocols for equipment assembly, maintenance, inspection, and disassembly, as well as identifying necessary training for the fall protection program.
- 7. For work conducted at heights of 25 feet (7.5m) or above, document the review in a formal Fall Protection Plan. A Fall Protection Plan is not mandatory if the work area is safeguarded by permanent guardrails.
- **8.** Training under the fall protection plan should cover job orientation, instruction on both fall restraint and fall arrest techniques, and fitting of personal protective equipment.
- 9. If employing a Personal Fall Protection System (such as fall restraint or fall arrest), ensure that anchor points are inspected and installed according to manufacturer's specifications.
- **10.** For any engineered component of the fall protection system, ensure that valid engineering documents are accessible and adhered to.



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**11.** All components of a fall protection system must be installed in strict accordance with manufacturer specifications, undergo regular inspections, and be checked prior to each use by the user.

#### **Guardrail Requirements**

- 1. When it is not feasible to eliminate the need to work at heights or the fall hazard, guardrails represent the preferred method of fall protection.
- 2. Installation of guardrails must adhere to the requirements outlined in OHSR 4.58.
- **3.** If a portion of the guardrails needs removal to facilitate work:
  - a. Only the necessary section of guardrails should be removed.
  - b. Workers operating in that area must be safeguarded by Personal Fall Arrest Systems.
  - c. Guardrails must be promptly reinstalled upon completion of the work or when the area is vacated.
  - d. Whenever possible, efforts should be made to divert guardrails to accommodate work instead of removing them to ensure the protection of other workers.
- **4.** Any scaffolding must be erected in compliance with the regulations outlined in OHSR Part 13 and other relevant standards, by individuals who are qualified and competent.
- 5. Scaffolding must incorporate guardrails. However, guardrails may be omitted from the edge of a work platform if the platform abuts a structure providing an equivalent level of protection and if the open space between the platform and the structure does not exceed 30 cm (12 in).

## Self-Elevating Work Platforms (Scissor Lifts & Boom Lifts):

- 1. Priority will be given to the utilization of scissor and boom lifts when tasks necessitate work on exteriors or ceilings.
- 2. Operators of lifts must undergo comprehensive training on the safe inspection, operation, and maintenance of the equipment in accordance with manufacturer guidelines.
- 3. Adhere to Safe Work Practice Mobile Elevated Work Platforms.
- **4.** Take measures to prevent overloading of the platform or wind loading caused by materials placed on it.
- **5.** Adhere strictly to weight rating limits and ensure even distribution of weight across the platform to maintain stability and safety.

## **Fall Restraint**

- 1. When it is not feasible or practical to set up guardrails or work within existing guardrail boundaries, or when doing so may elevate risk levels, a fall restraint system represents the preferred method of fall protection.
- 2. Fall restraint refers to a system designed to prevent a worker from falling from a work position or from accessing an unguarded edge from which a fall could occur. For instance, when installing heavy gauge exterior walls beyond existing guardrails at heights inaccessible by boom-lifts.
- **3.** Fall restraint systems are configured to allow workers to move freely within the designated work area while preventing access to the fall hazard as long as the system remains connected.
- **4.** To establish a fall restraint system:
  - The worker must don an approved and inspected fall restraint harness.
  - Utilize an anchor point with a minimum breaking strength of 800lbs.
  - Choose a connecting device of sufficient length to allow access to the work area but not long enough to reach the fall hazard.
  - Attach the connecting device between the worker's back D-ring and the anchor point.
  - Consider compatibility and incompatibility of connections when setting up the system.
  - Ensure there is no slack in the system that would enable the worker to reach the fall hazard.
  - Regularly inspect and adjust the fall restraint system, especially if using rope grabs or adjustable systems, to
    ensure the worker cannot access the fall hazard.
  - Manual rope grabs are preferred for fall restraint applications.

#### **Fall Arrest**

- 1. When utilizing a fall restraint system is not feasible or practical, or when it may pose increased risk, a fall arrest system is the preferred method of fall protection.
- 2. A fall arrest system is designed to halt a worker's fall before they make contact with the surface below.

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#### Safe Work Practice – Leading Edge & Working at Heights (High Hazard)

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**3.** This system allows the worker to move freely within the designated work area, including reaching the fall hazard. If a fall occurs, the fall arrest system will prevent the worker from striking the ground or other surfaces.

- **4.** To set up a fall arrest system:
  - The worker must wear an approved and inspected fall restraint harness.
  - Utilize an anchor point with a minimum breaking strength of 5000lbs.
  - Choose a connecting device of adequate length to allow access to the work area while minimizing free fall distance.
  - Attach the connecting device between the worker's back D-ring and the anchor point.
  - If using a lanyard as the connecting device, ensure it is an energy-absorbing lanyard specifically designed for fall arrest.
  - Consider compatibility and incompatibility of connections when configuring the system.
  - Ensure there is no slack in the system to prevent increased free fall distance or swing falls.
- **5.** Limit the free fall distance to 6 feet when using an energy-absorbing lanyard.
- **6.** Free fall distance can be minimized by:
  - Utilizing a higher anchor point.
  - Using a shorter lanyard.
  - Employing Self-Retracting Devices.
- 7. Rescue procedures must be incorporated into the planning of any fall arrest system to ensure prompt retrieval of a fallen worker.
- **8.** Fall clearance must be calculated for any worker in a fall arrest situation to ensure adequate clearance from lower level hazards.

Note: Fall arrest systems should not be used for situations where work is conducted at heights less than 10 feet unless there is an unusual risk of injury below.

#### **Control Zone Requirements**

- 1. Control zones are designated only when alternative forms of fall protection are not practical or would pose increased risks to workers.
- 2. A control zone refers to the area between an unguarded edge of a building or structure and a safe distance of at least 2 meters (6.5 feet).
- 3. These zones are suitable for use only on flat surfaces or surfaces with slopes of 4:12 and below.
- **4.** To establish a control zone, a raised warning line is set up 6.5 feet from the leading edge. This warning line comprises:
  - High visibility material or a flagged line clearly marked with high visibility materials at intervals not exceeding 2 meters (6.5 ft).
  - Rigged and maintained to be positioned between 34 and 45 inches above the working surface.

#### **Additional Leading Edge Work Requirements**

- 1. For the majority of leading-edge tasks, guardrails and fall restraint systems will be both feasible and utilized. Fall arrest systems should only be employed when guardrails and fall restraint are not practical.
- 2. When employing fall restraint, select an anchor point that minimizes the distance to the nearest hazard.
- **3.** Always minimize slack to achieve restraint. In a fall arrest setup, reducing slack decreases free fall distance, total fall distance, forces exerted on the body during a fall, and generally facilitates easier and faster rescue operations.
- 4. Do not rely on guardrails that you did not construct without first conducting a visual inspection. Check:
  - Ensure all vertical supports are securely fastened to the floor.
  - Confirm horizontal members are securely attached to the inside of the vertical supports, with the top rail positioned on top.
  - Verify that spans do not exceed 8 feet, although this can be extended to 10 feet on scaffolds.
  - Ensure the guardrail height falls between 40 and 44 inches above the working surface.
  - Position the mid-rail halfway between the top rail and the ground, or between the top rail and the toe-board if one is present.
- **5.** Secure tools and materials with tethers, establish a control zone below, and adhere to the Dropped Prevention Program outlined in the OHS Program. Implement the hierarchy of controls to prevent tool drops, including elimination, substitution, engineering controls, administrative controls, and PPE.



## Safe Work Practice – Leading Edge & Working at Heights (High Hazard)

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**6.** Ensure that plywood or insulation panels and other materials are adequately secured to prevent them from becoming airborne during storms or strong wind gusts.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Fall Protection (Part 11)
- Site Specific Fall Protection Plan

#### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

## **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Leading Edge & Working at Heights (High Hazard)

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EMPLOYEE ACKNOWLEDGEMENT								
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of the cont								
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Last review: June 2025

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PART 1 – PROJECT INFORMATION										
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Elimina	<b>tion</b> is the pro	cess of rem	noving	the hazard from the workp	lace. It i	s the most eff	ective way to control a risk because the			
				eferred way to control a haz						
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⊠ Isola										
☐ Encl							., enclosed machines, booths, etc.)			
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## **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards for hot works.
- 2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition before commencing work.
- 3. Protect the general public by closing off or barricading areas presenting hazards associated with hot works.
- **4.** Prior to initiation, ensure all personnel are briefed on the inherent dangers in the area and communicate these hazards to all on-site personnel.
- **5.** Provide workers with Workplace Hazardous Materials Information System (WHMIS) training to enable them to identify flammable, explosive, and combustible materials.
- **6.** Ensure Safety Data Sheets (SDS) for all materials used in hot works are readily accessible and up-to-date, issued by the supplier within the last three years.
- **7.** Utilize appropriate personal protective equipment, such as gloves, aprons, and face shields, to mitigate risks associated with hot works.
- **8.** Ensure all compressed gas cylinders are clearly labeled with legible labels for easy identification.
- 9. Replace any defaced or accidentally removed labels promptly to maintain clarity in labeling
- 10. Securely close valves and caps on containers before storing them to prevent leakage or spillage of hazardous materials.
- **11.** When storing cylinders, secure them in the upright position using chains, ropes, or similar methods to prevent accidental tipping or falling.
- 12. Restrict access to hot work areas to authorized personnel only to minimize the risk of accidents or injuries.
- **13.** Equip workers with knowledge and training on handling emergencies such as fires, and ensure they are aware of appropriate first aid measures to take in case of an incident.
- **14.** Familiarize yourself with the location of the nearest emergency stations equipped with air horns, fire extinguishers, and first aid facilities.
- 15. Regularly inspect and test emergency equipment to ensure it is fully operational in case of an emergency.
- **16.** Understand the potential hazards associated with the materials you are working with, including risks of fire, explosion, health hazards, and chemical reactivity. Also, be mindful of hazards posed by materials and objects in your vicinity.
- **17.** Maintain good housekeeping practices by keeping the work area clear of unnecessary objects, reducing the risk of fire hazards.



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- **18.** Handle cylinders with care to prevent damage that could lead to leaks or other safety hazards.
- **19.** Promptly report all incidents and accidents to your supervisor, regardless of their severity, to ensure appropriate action is taken to prevent future occurrences.
- **20.** Regularly inspect all wiring and leads on your arc welding machine to ensure they are in good condition and free from damage.
- **21.** When welding in wet environments, use a Ground Fault Circuit Interrupter (GFCI) for your arc welding machine to prevent electrical shocks and ensure safe operation.

#### DON'T'S

- 1. Avoid overloading electrical circuits while operating a welding machine, as this can pose a significant fire hazard.
- 2. Refrain from conducting welding operations in enclosed spaces, as proper ventilation is crucial to dissipate fumes and prevent asphyxiation.
- 3. Never weld without adequate eye protection to shield against harmful ultraviolet radiation and bright light.
- 4. Do not wear short sleeves or cuffed clothing while welding to prevent burns from sparks or hot metal particles.
- 5. Avoid direct contact between hands and sharp edges when opening cans of electrodes to prevent injury.
- 6. Do not weld in areas containing combustible materials to mitigate the risk of fire hazards.
- 7. Avoid welding in locations where sparks can escape through cracks in walls or windows and ignite combustible materials outside.
- 8. Refrain from welding in the presence of flammable liquids or gases, as even a small spark can trigger a catastrophic explosion.
- 9. Do not commence welding in dirty environments, as dust and debris can serve as fuel for fires.
- 10. Avoid welding containers that have previously contained or currently contain flammable materials without following proper cleaning procedures.
- 11. Do not place welding hoses near machinery, walkways, or heat sources to prevent damage and accidents.
- 12. Refrain from using coiled hoses during welding operations to prevent kinks and blockages.
- 13. Do not transport cylinders without their protective caps securely in place to prevent damage and potential leaks.
- 14. Store cylinders in an upright position, avoiding sideways or upside-down storage to maintain stability and prevent accidents.
- 15. Keep welding leads away from the welding surface to prevent damage and ensure safety.
- 16. Store oxygen and acetylene tanks separately, maintaining a distance of at least 20 feet between them to mitigate the risk of fire or explosion.
- 17. Always have a fire extinguisher readily available before commencing welding work to respond to potential fire emergencies promptly.
- 18. Wear a respirator while welding to protect against inhaling harmful fumes and gases emitted during the welding process.
- 19. Do not attempt to operate a welding machine without proper training and certification to ensure safe and effective use.
- 20. Avoid skin or clothing contact with electrodes to prevent burns and injuries.
- 21. Refrain from using wet or damaged gloves while welding to maintain proper protection.
- 22. Always use approved Personal Protective Equipment (PPE) while welding to reduce the risk of burns and injuries.

#### **Safe Work Practices**

- 1. Hot work activities will be confined to a designated welding area to ensure focused attention and enhanced safety measures.
- 2. Within the designated welding area, employ local exhaust ventilation systems to effectively minimize worker exposure to hazardous airborne contaminants generated during welding, burning, or soldering processes.



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- 3. When it is not feasible to utilize the designated welding area, a hot work permit system will be implemented to regulate and monitor hot work activities, ensuring adherence to safety protocols and procedures.
- **4.** Before commencing welding or cutting operations, any coating containing potentially harmful contaminants such as lead, chromium, organic materials, or toxic combustion byproducts must be removed from the base metal, whenever feasible, to mitigate health risks to workers.
- **5.** Ensure that welding equipment, including regulators, automatic reducing valves, and hoses, is utilized exclusively for the gas for which it is designed. This practice prevents cross-contamination and maintains the integrity and safety of the equipment.
- **6.** Any recently welded or flame-cut work areas must be clearly marked as "HOT" or effectively safeguarded to prevent inadvertent contact by workers, particularly if individuals not directly involved in the hot work are likely to enter the work area.
- 7. Welders must adhere to the following personal protective equipment (PPE) requirements:
  - Wear a welding apron made of leather or similar fire-resistant material to shield against sparks and heat.
  - Utilize gauntlet gloves crafted from leather or other appropriate materials, accompanied by arm protection, to safeguard against burns and abrasions.
  - Wear leather steel-toe boots to protect the feet from falling objects and hot metal.
  - For arc welding, employ a face shield approved for non-ionizing radiation (CSA 94.3 Class 6B). The welder must select a filter shade based on factors such as the welding process, wire diameter, and operating current.
  - Don flame-resistant clothing covering all exposed skin to mitigate the risk of serious injuries from heat and UV radiation exposure.
- **8.** Welders must refrain from wearing:
  - Any garments made of or containing polyester, acetate, nylon, acrylic, or polypropylene fibers, including high-visibility vests, as these materials are susceptible to melting or igniting when exposed to heat or flames.
  - Contact lenses, as they may pose a risk of injury due to heat or splashes of molten metal.
- 9. All gas welding equipment must be equipped with check valves to prevent reverse flow and potential hazards.
- **10.** Install flashback arrestors on hoses as close as possible to the torch to prevent flashback incidents and ensure operator safety.
- **11.** Maintain torch hoses free of oil and debris to prevent fire hazards from spontaneous combustion if accumulation occurs.
- **12.** At the end of each shift, ensure tank valves are securely shut off, and regulators and lines are purged to prevent gas leaks and potential hazards.
- **13.** Compressed gas cylinders must always be stored and used in an upright position and securely secured to prevent tipping or falling accidents.
- **14.** Exercise caution with pure oxygen, as it may react violently with grease or oil. Keep oxygen away from grease and oil, and avoid handling oxygen equipment with oily hands or gloves.
- **15.** When welding or burning metals with oxyacetylene torches, be aware of potentially dangerous fumes and wear respiratory protection as per Safety Data Sheets (SDS).
- **16.** Before commencing work outside the dedicated welding area, where applicable, complete a hot work permit to ensure proper safety measures are in place.
- 17. Provide adequate ventilation during welding, cutting, or burning operations to prevent the buildup of hazardous fumes.
- **18.** Use appropriate shade lenses for the specific work being performed and inspect clothing for frayed edges. Wear protective clothing as necessary to minimize exposure to hazards.
- 19. Alert other workers to welding, cutting, or burning hazards, and use screens to protect them from potential dangers.
- **20.** Prior to starting work, inspect the work area for combustible materials and potential flammable vapors to mitigate fire risks.
- 21. Welders should never work alone; maintain a fire or sparks watch to ensure continuous monitoring and safety.
- 22. Inspect cables and hoses regularly and protect them from slag or sparks to prevent damage and potential hazards.
- **23.** When working in confined spaces, ensure proper air monitoring, ventilation, and adherence to required procedures. Welding or cutting inside confined spaces should be conducted with cylinders positioned outside the space.
- 24. When working overhead, use fire-resistant materials such as blankets or tarps to control or contain slag and sparks.
- **25.** Avoid performing cutting and welding operations in areas where sparks and cutting slag could fall on cylinders to prevent fire hazards.



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- **26.** Open all cylinder valves slowly and keep the wrench used for opening the valves on the valve spindle during operation to ensure quick access and safe handling.
- **27.** Maintain a proper fire watch for one hour after completing work and conduct a thorough inspection of the work area for fire hazards or embers four hours after completion, as per BC Fire Code regulations.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: (Part 7 Noise, Vibration, Radiation and Temperature)
- Construction Fire Safety Plan
- BC Fire Code 2024

#### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### PART 8 - OTHER

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EMPLOYEE ACKNOWLEDGEMENT						
All employees instructed in the contents of this SJP						
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				PART 1 – PROJEC	T INFO		
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Supervisor Name:					Phone #:		
Project	Superintend	dent:				Phone #:	
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	ic Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water
	Driving Cond			□ Compressed Gases or L	.iquids		☐ Ergonomics
	ain Conditions			□ Poor Soil Conditions			
⊠ Fall F	rom Elevation	ns			., water	, wind, sun	□ Pedestrians
⊠ Fallir	ng Objects			☐ Working Alone or Rem	ote Loca	ition	☐ Hot Surfaces
☐ Clim	bing Obstructi	ions					☐ Slippery Ground Conditions
☐ Arc F	lash Potential			☐ Entanglement			☐ Spills
	g Debris			☐ Sharp Objects			☐ Cuts, laceration, amputations
☐ Unsa	afe or Inadequ	ate Access		□ Crush/ Pinch Point Haz	ards		
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							is replaced with a less hazardous one.
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	•	Arc flash Pr	rotect	ion			Seatbelt
	Other					Other	



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**RISK RATING AFTER CONTROLS – Low Risk** 

# PART 3 - RESPONSIBILITIES

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to WorkSafeBC and other relevant legislative Requirements.
- **2.** Conduct pre-use inspections and function tests according to the manufacturer's instructions to ensure equipment readiness.
- **3.** Maintain detailed inspection and maintenance records for all equipment on-site to track its condition and ensure compliance.
- **4.** Prior to commencement, brief all personnel on the potential hazards in the work area and ensure awareness among all onsite workers.
- **5.** Ensure that manufacturer's instructions are readily available on-site for quick reference and adherence to operational guidelines.
- **6.** Provide comprehensive training to operators on the safe operation of mobile elevated work platforms (MEWPs) and ensure they understand the equipment's operational limitations.
- **7.** Always check for overhead obstructions, such as powerlines, before moving the machine or operating the platform to prevent accidents.
- **8.** Use a Personal Fall Protection System inside boom lifts and consider its necessity for scissor lifts based on site conditions. When utilizing fall protection, adhere to manufacturer-specified anchor points.
- 9. Clearly label all controls with action and direction to facilitate safe and efficient operation of the platform.
- **10.** Ensure guardrails are intact and properly secured before moving the platform, maintaining a secure gate closure to prevent falls.
- **11.** Remain within the confines of the guardrails and avoid standing, stepping, stretching, or overreaching beyond them to minimize the risk of falls.
- **12.** Prior to maintenance or servicing, power down the equipment and implement required blocking to prevent accidental activation or movement.
- **13.** When relocating boom lifts, orient the boom in the direction of travel whenever feasible to enhance maneuverability and safety.
- **14.** Maintain a safe distance between ground personnel and the machine, ensuring that no individuals are positioned beneath the platform during operation.



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15. Deploy stabilizers or outriggers in accordance with the manufacturer's instructions to enhance platform stability and

- prevent tipping.

  16. Securely fasten loads and tools on the platform to prevent displacement during machine movement, minimizing the risk of
- **17.** Ensure extension cords are of adequate length to reach the full platform height without being compromised by the scissor mechanism, avoiding potential hazards such as pinching or severing.
- **18.** Practice three-point contact and employ proper climbing techniques when ascending or descending from the machine to minimize the risk of slips, trips, or falls.
- **19.** Utilize Fall Protection on boom lifts, adhering to the anchor points specified by the manufacturer for safe and effective fall prevention.
- **20.** Evenly distribute loads within the platform to maintain balance and stability during operation, reducing the risk of tipping or imbalance.
- **21.** Avoid entanglement with ropes, cords, or hoses by ensuring they are properly secured and routed away from moving parts and potential pinch points.
- **22.** Adhere to minimum safe approach distances to power lines as outlined in operating manuals and regulations, typically maintaining a distance of at least 10 feet to mitigate the risk of electrocution.
- **23.** Perform thorough checks of blind spots before operating the platform, ensuring no personnel or obstructions are present in the travel path during elevation, descent, or movement.

#### DON'T'S

- 1. Avoid operation in strong winds exceeding the specified threshold outlined in the manufacturers manual to prevent instability and potential hazards.
- 2. Refrain from usage during lightning or storms to minimize the risk of electrical hazards and ensure operator safety.
- 3. Never leave the machine unattended without properly securing it to prevent unauthorized access or operation.
- 4. Do not overextend or stand on the guardrails to prevent structural damage or instability.
- **5.** Adhere to the indicated load capacity as detailed on machine decals and in the manufacturer's instructions to prevent overloading and maintain safe operation.
- **6.** Avoid moving the platform when it is raised to prevent instability and potential hazards.
- 7. Do not remove guardrails when the platform is raised to maintain fall protection and ensure operator safety.
- 8. Avoid accessing the boom-lift platform by walking on the boom to prevent structural damage or instability.
- **9.** Refrain from attempting to push or move a boom-lift by telescoping the boom to prevent damage and maintain safe operation.
- 10. Do not use the machine as a ground for welding to prevent electrical hazards and equipment damage.
- 11. Avoid using the platform as a crane to prevent structural damage and maintain safe operation.
- **12.** Do not place the boom or platform against any structure to steady either component, as this may compromise stability and safety.
- 13. Avoid overloading the platform or placing all loads on one side only to prevent imbalance and potential tipping.
- **14.** Refrain from loading the guardrails or leaning heavy objects against them to prevent structural damage and maintain fall protection integrity.
- **15.** Do not anchor your fall protection system to the guardrails to ensure proper anchorage and fall protection effectiveness.
- **16.** Avoid usage with improperly inflated or damaged tires to maintain stability and safe operation.
- **17.** Refrain from driving on slopes that exceed the slope rating, ensuring adherence to manufacturer specifications and safe operating conditions.
- **18.** Do not increase the lateral surface area of the platform in a manner that could cause wind loads, such as vertical placement of plywood sheets, to prevent instability and hazards.
- 19. Avoid altering or disabling limit switches or other safety devices to ensure proper equipment function and operator safety.



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**20.** Refrain from raising the lift when it is positioned on a truck or other vehicle to prevent instability and potential hazards during transport.

#### **Safe Work Practices**

- 1. Prior to operating any elevating work platform, ensure to thoroughly inspect the ground conditions.
- 2. Familiarize yourself with the safe operating procedures outlined in the manual by reviewing it thoroughly.
- 3. Before use, carefully inspect the lift for any defects, and promptly report any identified issues to your supervisor.
- 4. Conduct the necessary function tests as specified in the manual to ensure the proper operation of the equipment.
- **5.** Before commencing work, inspect the entire work area, including areas above, below, and around the lift, to identify any potential hazards or obstacles.
- **6.** Ensure that the operator is physically and mentally capable of operating the machine safely.
- 7. Operators must possess valid training credentials before operating the equipment.
- 8. Adhere strictly to the safe operating procedures outlined in the manual, as well as any additional instructions provided.
- 9. Implement traffic control measures to prevent other equipment from coming into contact with the lift.
- **10.** When the movement of an aerial work platform is controlled from a base station, the operator must remain at the controls while workers are on the platform and only respond to signals from a designated person on the platform.
- **11.** Workers are prohibited from being transported on aerial work platforms. However, they may remain on platforms during minor adjustment movements.
- 12. Familiarize yourself with the lift's emergency procedures, including Emergency Lowering and STOP switch operations.
- **13.** Workers should remain vigilant for:
  - Proximity to fixed objects while the scissor lift is in motion.
  - Other moving objects in the vicinity of the scissor lift.
  - The scissor lift passing beneath fixed objects such as support beams.
  - Adhere strictly to the Minimum Safe Approach Distance (MSAD) for powerlines to avoid potential electrical arcing
    or contact.
  - If it's not possible to maintain the Minimum Safe Approach Distance (MSAD), obtain a 30M33 Assurance in Writing form from your supervisor.
  - Position the scissor lift on a stable and level surface.
  - Unless expressly permitted by the manufacturer, only move the lift with the platform lowered.
  - Engage the brakes and stability devices before elevating the platform.
  - Adhere to the weight limits specified for the lift; avoid overloading it.
  - Conduct work safely from the platform; refrain from overreaching or standing on guardrails, and do not remove them.
  - For Scissor-lifts: Workers in the platform must utilize a personal fall protection system if the ground is uneven, unstable, or presents irregularities that may compromise platform stability.
  - For Boom-lifts: Workers in the platform must always utilize a personal fall protection system.
  - Prevent being forcefully ejected from boom-lifts by avoiding sudden wheel drops and excessive speed on slopes.
  - Before raising the platform, check for obstructions above, and before lowering it, ensure there are no hazards below.
  - Ensure even distribution of weight on the platform; avoid overloading one side.
  - Secure tools and materials to the platform to prevent the accidental dropping of objects

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- Site Specific Fall Protection Plan
- WorkSafeBC OHS Regulation: (Part 4 General Conditions)
- WorkSafeBC OHS Regulation: (Part 11 Fall Protection)

## **PART 6 - PREVENTATIVE MAINTENANCE**



Rev. 1.0 Created: May 2024 Last review: June

Last review: June 2025 SWP - 15

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.

EMPLOYEE ACKNOWLEDGEMENT							
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.							
PRINT NAME	SIGNATURE	DATE					
	SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE					
This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of							

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



## Safe Work Practice – Loading and Offloading

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 16

				DART 4 DROUGO	T INICO	DRAATION		
Duning	Mana			PART 1 – PROJEC	I INFO		l	
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				PART 2 – HAZARI POTENTIAL				
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	Other					Other		



## Safe Work Practice - Loading and Offloading

Rev. 1.0 Created: May 2024

Last review: June 2025

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## **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
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- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to WorkSafeBC and other relevant legislative Requirements.
- **2.** Wear and utilize the prescribed Personal Protective Equipment (PPE), and verify the readiness of equipment before use to maintain optimal safety conditions.
- 3. Prioritize the safety of the public by implementing measures to mitigate potential hazards during work operations.
- **4.** Before commencing work, conduct a thorough briefing to inform all personnel of the existing hazards in the area. Subsequently, ensure that this information is disseminated to all individuals present on site.
- **5.** Before initiating any loading or unloading activities, ensure the availability of a spacious work area, particularly when loading or unloading from multiple sides or ends of a load.
- **6.** Predefine laydown areas before commencing unloading procedures. During unloading, mark these zones to prevent unauthorized entry by workers, thereby ensuring their safety during lifting operations. Similarly, implement the same precautionary measures for loading areas.
- **7.** Only workers directly involved in the loading or unloading process should be present. Prior to commencing work, conduct a comprehensive crew briefing to introduce all involved personnel to each other, fostering effective communication and collaboration.
- **8.** Prior to loading or unloading, thoroughly inspect all rigging equipment to ensure it is in proper working condition and free from defects or damage.
- **9.** Ensure that the rigging selected is appropriate for the materials or equipment being unloaded. Be aware of the weight of the load and avoid overloading the rigging to prevent accidents.
- **10.** Maintain a stable and level work area for loading and unloading operations. Laydown areas should be level and easily accessible for mobile equipment such as excavators or cranes.
- **11.** Ensure that the area where the vehicle will be parked during loading and unloading can support the weight of the fully loaded vehicle and any equipment used for the operation.
- **12.** Materials being loaded or unloaded should not pose a hazard to workers in the area. For example, concrete debris can generate silica dust, which can be harmful to surrounding workers or the public.
- 13. Stack materials in a manner that prevents them from falling over during loading, unloading, or storage.
- **14.** Establish control zones around laydown areas and material storage areas to restrict access to unnecessary workers, ensuring their safety.



## Safe Work Practice - Loading and Offloading

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**15.** Similarly, establish a control zone around the vehicle being loaded or unloaded to prevent unauthorized access and ensure the safety of workers in the vicinity.

- **16.** Utilize tag lines for all long loads to assist in controlling and guiding the load during lifting operations. Multiple tag lines may be necessary depending on the size and weight of the load.
- **17.** All loads must be rigged by a qualified rigger. The rigging design for a load should not be altered by unqualified personnel without approval from either the rigger or a designated supervisor.

#### DON'T'S

- 1. Do not exceed the load limit of the vehicle being loaded. Always adhere to the specified load capacity to avoid overloading and compromising vehicle stability.
- 2. Do not move a vehicle before the load is securely fastened. Ensure that the load is properly secured in place before any movement to prevent accidents or shifting during transportation.
- **3.** Do not unhook the load from the crane until it has been fully landed on the vehicle. Wait until the load is safely and completely positioned on the vehicle before disconnecting it from the lifting equipment.
- **4.** Do not land loads on vehicles without first placing dunnage down on the deck of the vehicle. Use dunnage or protective materials to cushion and distribute the weight of the load evenly on the vehicle's deck, preventing damage.
- **5.** Do not walk under a live load at any time, whether lifted by crane or excavator. Avoid passing underneath loads being lifted by any equipment to prevent the risk of injury from falling objects.
- **6.** Do not back a truck in unless the area is clear, and a spotter is in place. Ensure that the area is free of obstacles and pedestrians before maneuvering a truck in reverse, and have a designated spotter assist in guiding the vehicle safely.

#### **Safe Work Practices**

- 1. Ensure that no load is lifted or landed until the rigger has provided the all-clear signal.
- 2. Before initiating the loading or unloading of vehicles, it's essential for the crane operator and rigger to establish a method of communication. This can involve either hand signals or radios. If hand signals are chosen, only the rigger is authorized to convey signals to the crane operator. The same applies if radios are utilized.
- 3. Maintain the prescribed order of materials during loading or unloading operations. Organize materials in such a way as to prevent unnecessary delays in determining their placement. Disruption of this order can lead to frustration, potentially resulting in accidents causing harm to workers or damage to equipment and materials.

#### Loading

- 1. Confirm that the vehicle is level both front to rear and side to side to prevent loaded equipment or materials from shifting during loading.
- 2. Ensure the load is evenly balanced and distributed to maintain stability during transportation.
- 3. Apply tarps to all loads unless explicitly instructed otherwise by a supervisor.
- 4. Workers assisting in landing a load, known as riggers, must avoid positioning themselves between the load and an immovable object, as this area, known as the bight, poses a significant risk of injury or fatality.
- 5. When securing load tie-downs, take care to avoid causing damage to the load. Utilize force spreaders on edges to distribute tie-down force more evenly and place pads on sharp edges to reduce the risk of cutting webbing straps.
- 6. Exercise extreme caution when using load binders. Avoid placing any part of the body between the load and the binder bar while the bar is being closed into position.
- 7. When tarping trucks carrying demolition debris, tarplers should remain positioned in the middle of the bin, away from the edges, and should never work above the edge to minimize the risk of injury.
- 8. Utilize automatic tarping systems whenever feasible to streamline the tarping process and enhance efficiency.
- 9. When reversing trucks, ensure that the area behind the truck is clear and utilize spotters to assist in the maneuver.

## Unloading

1. Confirm that the vehicle is level both front to rear and side to side to prevent loaded equipment or materials from sliding off when removing tie-down equipment.



## Safe Work Practice - Loading and Offloading

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- 2. Begin by removing tie-down equipment from one section of the load to prevent shifting. If any shifting occurs, assess the vehicle's levelness and the load's stability. While some degree of shifting is normal, if the load appears entirely unstable and at risk of falling when tie-downs are removed, establish and implement a method to stabilize the load before proceeding with unloading.
- 3. Only one worker should be responsible for undoing load tie-downs. This worker must identify an escape route before releasing pressure on the load in case of a fall. If no escape route is available, consider implementing a method to stabilize the load to ensure the worker's safety during tie-down removal.
- **4.** Maintain a safe distance when releasing the tension of load binders or any other tensioning device that requires a bar to relieve pressure.
- 5. Ensure that all tie-downs are completely removed from the vehicle before beginning the unloading process to prevent entanglement in mobile equipment or posing hazards to riggers or other workers in the vicinity.
- 6. Utilize dunnage between materials to assist in lifting, either with a forklift or by hand.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: (Part 4 General Conditions)
- WorkSafeBC OHS Regulation: (Part 11 Fall Protection)
- WorkSafeBC OHS Regulation: (Part 16 Mobile Equipment)
- Traffic Management Plan

## PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## PART 7 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Loading and Offloading

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 16

EMPLOYEE ACKNOWLEDGEMENT							
All employees instructed in the contents of this SJP							
PRINT NAME	SIGNATURE	DATE					
	SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE					
This document has been provided for the safety of	all applicable workers on site during the co	ourse of our construction. Enforcement of					

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



## Safe Work Practice – Temporary Power, Cords and Outlets

Rev. 1.0 Created: May 2024

Last review: June 2025

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				PART 1 – PROJEC	T INFO	RMATION			
Project	: Name:					Project Address:			
	upervisor Name:					Phone #:			
-	Superintend	dent:				Phone #:			
	·			PART 2 – HAZARI	D IDEN	IFICATION			
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-	ain Conditions			☐ Poor Soil Conditions			☑ Tools or Equipment		
-	rom Elevation	ns		☐ Weather Conditions i.e			Pedestrians		
	ng Objects			☐ Working Alone or Rem	ote Loca	ation	☐ Hot Surfaces		
	bing Obstruct			☐ Mobile Equipment			☐ Slippery Ground Conditions		
	lash Potentia	l					Spills		
	g Debris			☐ Sharp Objects			☐ Cuts, laceration, amputations		
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	•		_	the hazard from the workp eferred way to control a haz			ective way to control a risk because the		
Substitution is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.  ENGINEERING									
	tion		Sepa	rating workers from the haz		distance or the	e use of barriers		
☐ Encl							., enclosed machines, booths, etc.)		
	rding & Shield								
☐ Vent		3					emove or reduce airborne products		
☐ Mec	hanical Lifting	Devices	Using	g mechanical methods to life	t or mov	e objects inst	ead of manual lifting		
☐ Guar	rdrails	Using guardrails to prevent a fall							
				ADMINIS	TRATIV	Έ			
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☐ Pre	ventative mai	ntenance to	keep	equipment in proper worki	ng orde	r			
☐ Sch	eduling maint	tenance or h	high ex	posure operations for time	s when	few workers a	re present (such as evenings, weekends)		
⊠ Res	tricting access	s to a work a	area.						
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⊠ Usi	ng signs to wa	rn workers	of a ha	azard.					
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	3	CSA Appro	oved F	ootwear	$\boxtimes$	0	Hand & Finger Protection		
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		Fall Protection Equipment			$\boxtimes$		Hearing Protection		
		Dust Mask (N95)				8	Respiratory Protection		
$\boxtimes$		High Visib	ility Ve	est (clothing)			Face Shield		
	•	Arc flash F	Protect	tion			Seatbelt		
	Other					Other			



#### Safe Work Practice – Temporary Power, Cords and Outlets

SWP - 17

Rev. 1.0 Created: May 2024 Last review: June 2025

## **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- **4.** Temporary distribution panels must be installed by certified electricians and adhere to BC's "Electrical Energy Inspections Act" and electrical code.
- **5.** Keep doors and covers of electrical equipment closed while energized.
- **6.** Ensure circuit breakers and plug-ins are appropriately labeled to correspond with one another.
- 7. Use CSA-approved electrical cords and appliances, maintaining them in good condition.
- **8.** Whenever feasible, replace open front plugs with dead front plugs.
- 9. Only qualified electricians should handle repairs to temporary panels or installation of hard-wired electric circuits.
- **10.** Inspect power cords and electrical fittings for damage prior to each use, removing damaged cords from service for repair or replacement.
- **11.** Always ensure that grounded power cords have all three prongs intact.
- **12.** Keep power cords separated from tools while in operation.
- **13.** Elevate power cords above walkways or work areas to prevent tripping hazards.
- 14. Ensure that electrical panel covers are always intact and undamaged
- **15.** Store electric cords in a clean, dry area off the ground at all times.
- **16.** Before being placed in storage, electrical cords must be cleaned and inspected for any damage.

#### DON'T'S

- **1.** Avoid overloading circuits by connecting multiple power cords to a single outlet.
- 2. Refrain from using light-duty cords for heavy load applications.
- **3.** Avoid constructing any buildings beneath supply lines.
- **4.** Refrain from overloading circuits with multiple power cords plugged into one outlet.
- **5.** Avoid using light-duty cords for heavy load applications.
- **6.** Do not use a power cord if the ground prong has been removed.



## Safe Work Practice - Temporary Power, Cords and Outlets

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 17

**7.** Avoid placing unprotected power cords where they may be run over by vehicles or equipment on site. Instead, protect cords by running them through electrical conduits or rated covers.

**8.** Avoid tying knots in power cords, as knots can lead to short circuits and electric shocks. Instead, always loop the cords or use a twist lock plug.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: De-energization and Lockout (Part 10)
- WorkSafeBC OHS Regulation: Electrical Safety (Part 19)

## **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Temporary Power, Cords and Outlets

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 17

	EMPLOYEE ACKNOWLEDGEMENT	
	this SJP must print their full name clearly and sign,	
PRINT NAME	SIGNATURE	DATE
	SUPERVISORS REVIEW	
PRINT NAME	SIGNATURE	DATE



## Safe Work Practice – Working Around Mobile or Heavy Equipment (High Hazard)

 Rev. 1.0
 Created: May 2024
 Last review: June 2025
 SWP - 18

				PART 1 – PROJEC	T INFO	RMATION			
Project	: Name:					Project Ac	dress:		
Superv	isor Name:					Phone #:			
Project	Superintend	dent:				Phone #:			
				PART 2 – HAZAR	D IDEN	IFICATION			
				POTENTIA		RDS			
	er Trades/Cont				1				
	ts of Approach	n (Power Lir	nes)	☐ Heat or Cold Stress			☐ Violence		
	trical Shock			Noise - Above 85 Decik     ■	els		☐ Crane Misadventure		
	ic Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water		
	Driving Cond			☐ Compressed Gases or I	_iquids		☐ Ergonomics		
	ain Conditions			☐ Poor Soil Conditions			☐ Tools or Equipment		
	rom Elevation	ns		☐ Weather Conditions i.e			□ Pedestrians		
	ng Objects			☐ Working Alone or Rem	ote Loca	ation	☐ Hot Surfaces		
	bing Obstruct			☐ Mobile Equipment			☐ Slippery Ground Conditions		
_	lash Potentia			☐ Entanglement			☐ Spills		
	g Debris	^		☐ Sharp Objects			☐ Cuts, laceration, amputations		
	ofe or Inadequ		N CLIE	Crush/ Pinch Point Haz		JICTD ATIL/E	PPE, SUPPORTING DOCUMENTS ETC.)		
	•		-				fective way to control a risk because the		
	-		_	eferred way to control a haz					
Substitution is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.  ENGINEERING									
⊠ Isola	tion		Sepa	rating workers from the haz	ard by c	listance or th	e use of barriers		
☐ Encl	osures		Placir	ng the material or process i	n a close	ed system (e.	g., enclosed machines, booths, etc.)		
⊠ Guai	rding & Shield	ing	Using	guards around moving par	ts of ma	achinery			
☐ Vent	ilation		Using	g local exhaust or general di	lution v	entilation to	remove or reduce airborne products		
☐ Mec	hanical Lifting	Devices	Using	g mechanical methods to lif	t or mov	e objects ins	tead of manual lifting		
☐ Guai	rdrails		Using	guardrails to prevent a fall					
				ADMINIS					
							worker is exposed to a substance.		
				equipment in proper worki					
				posure operations for time	s when	few workers	are present (such as evenings, weekends)		
	tricting access			116					
	_	•		ompetent or qualified to pe	erform ti	ne work			
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		l		PERSONAL PROTE	I		I 1.2		
	9	CSA Appr				0	Hand & Finger Protection		
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		Fall Protection Equipment					Hearing Protection		
	0	Dust Mask (N95)				<b>6</b>	Respiratory Protection		
$\boxtimes$		High Visib	oility Ve	est (clothing)			Face Shield		
	•	Arc flash I	Protect	tion			Seatbelt		
	Other					Other			

## Safe Work Practice - Working Around Mobile or Heavy Equipment (High Hazard)



Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 18

#### **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- **4.** Erect warning signs conspicuously in areas where mobile equipment operates, especially in proximity to heavy pedestrian traffic, access routes, doors, gates, or similar areas.
- **5.** Operators should utilize spotters or assistants as necessary. This means that if there are blind spots, one or more workers should be carefully positioned to guide the operator when backing up large equipment.
- **6.** Maintain awareness of the location and direction of travel of construction equipment at all times.
- 7. Be mindful of the locations of other workers and maintain a safe distance from all moving equipment.
- 8. Ensure the operational status of the back-up signaling device if it is equipped on the machinery.
- **9.** Prior to dumping a load of materials or using heavy equipment, ensure that all individuals and co-workers have cleared the area.
- **10.** Avoid proximity to moving parts of equipment. Buckets and attachments can cause injury when hydraulic pressure is released, potentially catching, crushing, or cutting hands, fingers, arms, and feet. Always lock out the equipment before performing maintenance.
- 11. Avoid entering the blind spots of equipment. If you can't see the operator directly or in mirrors, they cannot see you.
- **12.** Do not use ramps intended for heavy equipment.
- **13.** Establish eye contact with the equipment operator before approaching the machine.
- **14.** Communication with the operator may require the use of hand signals. Familiarize yourself with and use standard hand signals.
- **15.** Ensure that parking brakes are engaged when equipment is not in use.

#### DON'T'S

- 1. Never approach or stand near moving machinery unless necessary.
- 2. Avoid distracting or engaging in unnecessary conversation with equipment operators.
- **3.** Do not attempt to ride on or hitch a ride on mobile equipment.
- **4.** Stay clear of the operating radius of machinery to avoid accidents.



#### Safe Work Practice – Working Around Mobile or Heavy Equipment (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 18

- 5. Never enter blind spots of equipment where the operator's visibility is limited.
- 6. Avoid tampering with or bypassing safety features or mechanisms on the equipment.
- 7. Refrain from operating mobile equipment without proper authorization or training.
- 8. Do not overload equipment beyond its specified capacity.
- 9. Avoid leaving tools, materials, or debris in areas where they can become hazards to mobile equipment.
- **10.** Never attempt to perform maintenance or repair tasks on mobile equipment while it is in operation or without proper lock-out/tag-out procedures.

#### **Protocols for Entry into Excavators Radius**

- Anyone entering an excavation or working near mobile equipment must wear a reflective vest, along with all other
  necessary safety gear. Adhere to site-specific Personal Protective Equipment (PPE) regulations established by the prime
  contractor on site.
- Individuals planning to enter the radius of excavating machinery must establish eye contact with the operator and await acknowledgment and instruction from the operator before entering the radius. The individual must always remain in full view of the operator and remain visible when exiting to signal the operator to resume work.
- It is strictly prohibited for any person to walk between a dump truck and its trailer under any circumstances.
- No individual is permitted to work within the extended radius of the machinery, unless:
  - ✓ Establish a barrier using reflective tape to segregate employees from operating machinery. Machines must not breach this radius outlined by the reflective tape. The barrier should be relocated according to the machinery's location. Employees are strictly prohibited from crossing the barrier into the excavator's radius.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Mobile Equipment (Part 16)
- WorkSafeBC OHS Regulation: Traffic Control (Part 18)

## **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

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- Work activities will stop immediately.
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- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Working Around Mobile or Heavy Equipment (High Hazard)

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 18

EMPLOYEE ACKNOWLEDGEMENT								
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instruction of the contents of the cont								
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## Safe Work Practice – Chop Saw (High Hazard)

SWP - 19

Rev. 1.0 Created: May 2024 Last review: June 2025

				PART 1 – PROJEC	T INFO	RMATION			
Project	: Name:					Project Ad	dress:		
Superv	isor Name:					Phone #:			
Project	Superintend	dent:				Phone #:			
				PART 2 – HAZARI	D IDEN	IFICATION			
				POTENTIAI	L HAZAF	RDS			
	er Trades/Cont			☐ Excavation or Trenches	1		☐ Limited Communication		
	ts of Approach	ո (Power Lir	nes)	☐ Heat or Cold Stress			☐ Violence		
	trical Shock			Noise - Above 85 Decib	els		☐ Crane Misadventure		
	ic Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water		
	Driving Cond			☐ Compressed Gases or I	_iquids		⊠ Ergonomics		
	ain Conditions			☐ Poor Soil Conditions			☐ Tools or Equipment		
	rom Elevation	ns		☐ Weather Conditions i.e			☐ Pedestrians		
	ng Objects			☐ Working Alone or Rem	ote Loca	ation	☐ Hot Surfaces		
	bing Obstruct			☐ Mobile Equipment			☐ Slippery Ground Conditions		
	lash Potentia			☐ Entanglement			☐ Spills		
	g Debris	^		Sharp Objects     Sharp Objects     Sharp Objects			□ Cuts, laceration, amputations		
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							fective way to control a risk because the		
	•		_	eferred way to control a haz			•		
Substitution is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.  ENGINEERING									
⊠ Isola	tion		Sepa	rating workers from the haz	ard by c	listance or th	e use of barriers		
☐ Encl	osures		Placir	ng the material or process in	n a close	ed system (e.	g., enclosed machines, booths, etc.)		
⊠ Guai	rding & Shield	ing	Using	guards around moving par	ts of ma	chinery			
☐ Vent	ilation		Using	g local exhaust or general di	lution v	entilation to i	remove or reduce airborne products		
☐ Mec	hanical Lifting	Devices	Using	g mechanical methods to life	t or mov	e objects ins	tead of manual lifting		
☐ Guai	rdrails		Using	guardrails to prevent a fall					
				ADMINIS					
							worker is exposed to a substance.		
				equipment in proper worki					
				posure operations for time	s when	few workers a	are present (such as evenings, weekends)		
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	9	CSA Appr			$\boxtimes$	0	Hand & Finger Protection		
$\boxtimes$	0	CSA Approved Headgear				<b>©</b>	Safety Eyewear		
		Fall Protection Equipment			$\boxtimes$		Hearing Protection		
	0	Dust Mask (N95)				<b>6</b>	Respiratory Protection		
$\boxtimes$		High Visib	oility Ve	est (clothing)	$\boxtimes$		Face Shield		
	•	Arc flash	Protect	tion			Seatbelt		
	Other					Other			



## Safe Work Practice - Chop Saw (High Hazard)

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 19

#### **RISK RATING AFTER CONTROLS - Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
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- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- 4. Follow manufacturers instructions.
- 5. Wear safety glasses and face shield. Respiratory protection may be required if cutting indoors with poor ventilation.
- **6.** Wear clothing that is tear resistant and tucked in (not loose)
- **7.** Persons with long hair must have it tied back and secure.
- **8.** Ensure manufacturers guards are in place.
- 9. Review manufacturers specifications for proper blade size, direction and RPM. Inspect the blade is tightened and secured.
- **10.** Ensure the blade is kept sharp.
- 11. Keep hands clear of blade and ensure the longer end of the material is on the left side.
- **12.** Before cutting let the saw reach full speed.
- 13. Lockout the power prior to any maintenance
- **14.** Ensure the motor area and cutting line is clear of debris.
- 15. Pay close attention to the saw while cutting and do not cut while workers are in close proximity.

## DON'T'S

- **1.** Do not use liquid coolants to cool down the blade, as liquids can conduct electricity and pose a risk of electric shock.
- 2. Avoid removing the saw from the cut while the blade is still in motion, as it can cause kickback and result in injury.
- **3.** Never modify or remove a guard from the saw, and do not operate a machine with a missing or damaged guard, as it provides essential protection against debris and kickback.
- 4. Refrain from wearing jewelry or loose clothing that could get caught in the saw's moving parts.
- 5. Do not touch the blade immediately after cutting, as it will be hot and can cause burns.
- **6.** Do not rip workpieces.
- **7.** Never do curved cuts.
- 8. Never use a saw that exhibits excessive vibration or appears to be unsafe, as it may pose a risk of malfunction or injury.
- 9. Do not twist the saw to adjust, change, or check alignment, as it can lead to misalignment and unsafe cutting conditions.



## Safe Work Practice - Chop Saw (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 19

- 10. Avoid overreaching while operating the saw to maintain proper footing and balance.
- 11. Refrain from carrying the saw with a finger on the trigger switch to prevent accidental start-ups.
- **12.** Do not initiate cutting without first inspecting the materials for any obstructions or foreign objects, such as nails, screws, or staples.
- 13. Never attempt to twist the saw blade while cutting, as it can cause binding and kickback.
- 14. Avoid applying excessive force to the saw while cutting, as this can compromise the saw's stability and safety.

#### PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)

#### **PART 6 - PREVENTATIVE MAINTENANCE**

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## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### PART 8 - OTHER

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Chop Saw (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 19

EMPLOYEE ACKNOWLEDGEMENT						
All employees instructed in the contents of this SJF  PRINT NAME	must print their full name clearly and sign,  SIGNATURE	acknowledging they understand the instructions. <b>DATE</b>				
PRINTINAINE	SIGNATURE	DATE				
SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE				
This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of						

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



## Safe Work Practice – Fueling Operations

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 20

PART 1 – PROJECT INFORMATION									
Project Name:						Project Address:			
Superv	Supervisor Name:				Phone #:				
Project	Superintend	dent:				Phone #:			
PART 2 – HAZARD IDENIFICATION									
				POTENTIAL	L HAZAF	RDS			
-	er Trades/Cont			Excavation or Trenches	;		☐ Limited Communication		
	ts of Approach	n (Power Lir	nes)	☐ Heat or Cold Stress			□ Violence		
-	trical Shock			☐ Noise - Above 85 Decib	oels		☐ Crane Misadventure		
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-	Driving Cond			☐ Compressed Gases or Liquids			☐ Ergonomics		
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-	ng Objects	15		☐ Weather Conditions i.e., water, wind, sun☐ Working Alone or Remote Location			☐ Hot Surfaces		
	bing Obstruct	ions			OLE LOCA	311011	☐ Slippery Ground Conditions		
-	lash Potentia			☐ Entanglement					
	g Debris			☐ Sharp Objects			⊠ Chemicals		
		ate Access		☐ Crush/ Pinch Point Hazards			E chemicals		
☐ Unsafe or Inadequate Access ☐ Crush/ Pinch Point Hazards  CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)									
Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the									
hazard	is no longer pı	resent. It is	the pre	eferred way to control a haz	zard and	l should be us	ed whenever possible.		
<b>Substitution</b> is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.									
ENGINEERING									
	☐ Separating workers from the hazard by distance or the use of barriers								
	☐ Enclosures Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)					g., enclosed machines, booths, etc.)			
			g guards around moving parts of machinery g local exhaust or general dilution ventilation to remove or reduce airborne products						
			g mechanical methods to lift or move objects instead of manual lifting						
			g guardrails to prevent a fall						
Guai	☐ Guardrails Using guardrails to prevent a fall  ADMINISTRATIVE								
Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.									
<ul> <li>✓ Preventative maintenance to keep equipment in proper working order</li> </ul>									
☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)									
<ul> <li>✓ Restricting access to a work area.</li> </ul>									
☐ Restricting the task to only those competent or qualified to perform the work									
☐ Using signs to warn workers of a hazard.									
PERSONAL PROTECTIVE EQUIPMENT									
$\boxtimes$	(3)	CSA Approved Footwear			$\boxtimes$	0	Hand & Finger Protection		
$\boxtimes$	0	CSA Approved Headgear			$\boxtimes$		Safety Eyewear		
		Fall Protection Equipment				•	Hearing Protection		
	0	Dust Mask (N95)				8	Respiratory Protection		
$\boxtimes$		High Visibility Vest (clothing)			$\boxtimes$		Face Shield		
	0	Arc flash Protection					Seatbelt		
	Other					Other			



## Safe Work Practice - Fueling Operations

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 20

## **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## **PART 4 – SAFE WORK PRACTICES**

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- 4. Follow manufacturers instructions.
- **5.** Before refueling, shut down the equipment and relocate it to a safe area.
- **6.** Ensure the engine is turned off before refueling to prevent accidental ignition.
- 7. Park the equipment on a level surface to minimize the risk of spills.
- **8.** Use the appropriate fuel type recommended by the manufacturer.
- **9.** Remove any debris or obstructions from around the fuel cap to prevent contamination.
- **10.** Keep a fire extinguisher nearby in case of emergencies.
- 11. Use a funnel to avoid spills and ensure accurate pouring.
- **12.** Never attempt to start a siphon by mouth.
- **13.** Refuel in a well-ventilated area to prevent the buildup of fumes.
- **14.** Be mindful of static electricity, which can pose an ignition risk during refueling. Grounding the equipment and fuel tank can prevent unintended static charge buildup.
- 15. Monitor the fuel level and refill as needed to prevent running out during operation.
- **16.** Securely tighten the fuel cap after refueling to prevent leaks.
- 17. Ensure a spill kit is readily available.
- 18. Dispose of any spilled fuel properly and clean up any messes promptly.

#### DON'T'S

- 1. Do not smoke or use open flames near the refueling area, as fuel vapors can ignite.
- **2.** Avoid overfilling the fuel tank to prevent spills and leakage.
- 3. Do not leave the fuel nozzle unattended while refueling to prevent overflow.
- **4.** Never refuel while the engine is running, as this can lead to fires or explosions.
- **5.** Avoid spilling fuel on hot engine components, as it can ignite upon contact.
- 6. Do not use makeshift containers or improper fueling equipment, as they can lead to spills or contamination.



## **Safe Work Practice - Fueling Operations**

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 20

- 7. Avoid refueling in confined spaces or areas with poor ventilation, as it increases the risk of inhaling harmful fumes.
- **8.** Never mix different types of fuel or additives unless approved by the manufacturer.
- 9. Do not attempt to refuel equipment while it is in motion or unstable, as it can lead to spills or accidents.
- 10. Avoid touching the fuel nozzle or fuel with bare hands to prevent skin irritation or contamination.

## PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)

#### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



## Safe Work Practice – Fueling Operations

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 20

	EMPLOYEE ACKNOWLEDGEMENT		
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## Safe Work Practice – Hand Tools

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 21

PART 1 – PROJECT INFORMATION								
Project Name:				Project Address:				
Supervisor Name:				Phone #:				
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-	ic Traffic	:4:		☐ Lifting or Twisting			☐ Working Near or Around Water	
	Driving Cond			☐ Compressed Gases or Liquids			<ul><li>☑ Ergonomics</li><li>☑ Tools or Equipment</li></ul>	
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	ng Objects	13		☐ Weather Conditions i.e., water, wind, sun☐ Working Alone or Remote Location			☐ Hot Surfaces	
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<b>Elimination</b> is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the								
				eferred way to control a haz				
<b>Substitution</b> is the act of replacing something with another thing in this case, a hazard is replaced with a less hazardous one.								
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	☐ Enclosures Placing the material or process in a closed system (e.g., enclosed machines, booths, e ☐ Guarding & Shielding Using guards around moving parts of machinery				., enclosed machines, bootins, etc.)			
			g local exhaust or general dilution ventilation to remove or reduce airborne products					
			g mechanical methods to lift or move objects instead of manual lifting					
	<u> </u>			guardrails to prevent a fall				
ADMINISTRATIVE								
Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.								
<ul> <li>✓ Preventative maintenance to keep equipment in proper working order</li> </ul>								
☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)								
☐ Restricting access to a work area.								
Restricting the task to only those competent or qualified to perform the work								
☐ Using signs to warn workers of a hazard.								
PERSONAL PROTECTIVE EQUIPMENT								
$\boxtimes$	<b>3</b>	CSA Approved Footwear			$\boxtimes$	0	Hand & Finger Protection	
$\boxtimes$	0	CSA Approved Headgear			$\boxtimes$		Safety Eyewear	
		Fall Protection Equipment			$\boxtimes$	<b>®</b>	Hearing Protection	
		Dust Mask (N95)				8	Respiratory Protection	
$\boxtimes$	<b>(4)</b>	High Visibility Vest (clothing)					Face Shield	
	0	Arc flash Protection					Seatbelt	
	Other					Other		

# 8

#### Safe Work Practice – Hand Tools

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 21

## **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## **PART 4 – SAFE WORK PRACTICES**

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- **4.** Follow manufacturers instructions and use the tool as intended.
- 5. Employ the right tool for the task being completed as designed by the manufacturer for a specific job.
- 6. Check condition prior to use. Tools found to be defective must be tagged and returned to your supervisor.
- 7. Use qualified personnel to repair hand tools, using original equipment manufacturer parts or equivalent.
- **8.** Maintain a tidy work environment to prevent tripping hazards and ensure easy access to tools.
- **9.** Use clamps or vices to hold materials in place while working on them.
- 10. Cut away from your body and assure that the tool is sharp when using knives or cutting implements.
- 11. Hold tools firmly and comfortably to avoid slips and enhance control.
- 12. Always keep the blades of knives, chisels and cutting tools protected when not in use.
- 13. Pay close attention to where you are working and who is around you to prevent accidents.
- **14.** Ensure the work area is well-lit to see clearly and avoid mistakes.
- 15. Use the right amount of force required for the task to prevent tool damage or personal injury.
- **16.** When lifting heavy tools, use proper lifting techniques to avoid back injuries.

#### DON'T'S

- 1. Do not smoke or use open flames near the refueling area, as fuel vapors can ignite.
- 2. Never use tools that are damaged, defective, or not functioning properly.
- 3. Avoid using the wrong tool for a task, as it can cause damage and increase the risk of injury.
- **4.** Do not alter tools in any way, such as removing safety features or adding makeshift extensions.
- 5. Avoid stretching too far to use a tool; reposition yourself or the workpiece instead.
- **6.** Never use tools that are dirty, rusty, or have worn-out handles and blades.
- **7.** Avoid carrying tools in your pockets to prevent accidental injuries.
- 8. Never leave tools on the floor or workbench where they can be tripped over or fall.
- **9.** Don't apply too much force can cause the tool to slip or break, leading to injury.



### Safe Work Practice – Hand Tools

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 21

- 10. Be cautious around electrical wiring and avoid using metal tools near live wires to prevent electric shock.
- 11. Don't ignore safety instructions and guidelines provided by the manufacturer and your workplace.
- 12. Don't work in unsafe conditions, if the work area is unsafe (e.g., wet, cluttered, poorly lit), do not proceed until conditions are improved.
- **13.** Don't distract others who are using tools, as it can lead to accidents.
- 14. Don't rush the task, take your time to do the job safely and correctly; rushing increases the risk of mistakes and injuries.
- 15. Don't throw or toss tools when passing them to another employee. Hand them handle-first, directly to another worker, to avoid injury.
- 16. Don't assume that all tools area similar, recognize that different tools require different handling and safety measures.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)

### **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

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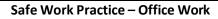
# **Safe Work Practice – Hand Tools**

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 21

EMPLOYEE ACKNOWLEDGEMENT					
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Rev. 1.0

Created: May 2024

Last review: June 2025

SWP - 22

PART 1 – PROJECT INFORMATION									
Project Name:				Project Address:					
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				ferred way to control a hazar					
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	Other					Other			

#### Safe Work Practice - Office Work



Rev. 1.0

Created: May 2024

Last review: June 2025

SWP - 22

#### **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
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- Ensure safe conditions in the workplace during all working hours.
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- Must provide all tools, materials, and equipment to conduct the required work.
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#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

#### PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- 4. Follow manufacturers instructions always.
- 5. Employ the right tool for the task being completed as designed by the manufacturer for a specific job.
- **6.** Check condition prior to use. Tools found to be defective must be tagged and returned to your supervisor.
- 7. keep aisles and floors clean and free of debris.
- 8. Close filing cabinet drawers when not in use and open only one drawer at a time.
- 9. Keep fire extinguishers accessible and properly secured on the wall.
- **10.** Ensure all restricted-access doors close securely.
- 11. Post and review the fire prevention plan annually for accuracy.
- 12. Take precautions with chemicals such as cleaning products and request a safety data sheet if unsure before using.
- 13. Familiarize yourself with emergency response plans, including exit pathways and extinguisher locations.
- 14. Keep electrical cords, cables, and raceways secure, untwisted, and out of travel paths.
- 15. Keep electrical appliances and kitchen equipment grounded and away from sinks or running water.
- 16. Report any issues with ventilation, including air recirculation, dust, or other pollution.
- 17. Keep portable ladders or stairs secured and out of travel paths.
- 18. Ensure there is sufficient lighting, including emergency lighting, in stairwells, storage areas, and filing vault rooms.
- **19.** Properly dispose of fluorescent light bulbs, ensuring they do not break.
- 20. Properly dispose of hazardous waste, including waste with blood-borne pathogen potential.
- **21.** Adjust your chair so that your hips and knees are level, supporting your feet with a footrest if you need to keep your hair raised, such that your feet cannot rest flat on the floor.
- **22.** Ensure your computer monitor is raised to a height such that the top of the screen is approximately the same as your eye height when seated.
- **23.** Take small, frequent breaks by standing, walking and ensuring you focus your eyes on the distance for a few seconds, a few times each hour.
- **24.** Store heavier objects lower to the floor, within cabinets and shelving.

# Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 22

- 25. Wear gloves when changing ink cartridges.
- 26. Follow proper lifting techniques when lifting.

#### DON'T'S

- 1. Do not block emergency exits or pathways; keep them clear at all times.
- 2. Avoid overloading electrical outlets to prevent fire hazards.
- **3.** Do not use damaged or frayed electrical cords; replace them immediately.
- 4. Do not leave personal items, like bags or coats, in walkways where they can cause trips or falls.
- **5.** Avoid using chairs or desks as makeshift ladders; use a proper step stool or ladder.
- **6.** Do not ignore spills; clean them up immediately to prevent slips and falls.
- 7. Avoid eating at your desk if it involves using office equipment or electronics.
- 8. Do not leave food or drink unattended in common areas, especially near electrical devices.
- **9.** Do not ignore safety procedures during fire drills; treat every drill seriously.
- **10.** Avoid obstructing air vents or heating units to ensure proper ventilation.
- 11. Do not leave sharp objects, such as scissors or knives, unsecured; store them safely.
- 12. Do not attempt to move heavy furniture or equipment by yourself; ask for assistance or use proper equipment.
- **13.** Avoid stacking materials too high, which can lead to falling objects.
- 14. Do not disregard ergonomic practices; adjust your chair, desk, and monitor to reduce strain.
- 15. Do not run in the office; walk calmly to avoid accidents.
- **16.** Avoid using defective office equipment; report it for repair or replacement.
- 17. Do not ignore unusual smells or sounds from electrical equipment; report them immediately.
- **18.** Avoid excessive clutter on desks and work areas; keep them organized.
- 19. Do not engage in horseplay or roughhousing in the office; maintain a professional environment.
- 20. Avoid wearing loose clothing or accessories that can get caught in machinery or office equipment.
- 21. Do not leave confidential documents unsecured; store them properly to maintain information security.
- 22. Avoid drinking alcohol or using drugs during office hours to maintain safety and professionalism.
- 23. Don't tack materials in a way that blocks sprinkler heads.
- 24. Don't overload power bars (plugging temporary heaters or other appliances)

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)

# **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

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### PART 8 - OTHER

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# Safe Work Practice - Office Work



Rev. 1.0

Created: May 2024

Last review: June 2025

SWP - 22

EMPLOYEE ACKNOWLEDGEMENT					
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# Safe Work Practice – Hoisting and Rigging Awareness (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 23

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☐ Terra	ain Conditions			☐ Poor Soil Conditions			☐ Tools or Equipment	
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☐ Arc F	lash Potentia	I		☐ Entanglement			☐ Spills	
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☐ Using signs to warn workers of a hazard.								
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		Fall Protection Equipment			$\boxtimes$	•	Hearing Protection	
		Dust Mask (N95)					Respiratory Protection	
$\boxtimes$		High Visib	ility Ve	est (clothing)			Face Shield	
	0	Arc flash I	Protect	tion			Seatbelt	
	Other					Other		





Rev. 1.0 Created: May 2024

Last review: June 2025-

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#### **RISK RATING AFTER CONTROLS – Mod Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# **PART 4 – SAFE WORK PRACTICES**

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- 3. Prior to commencing work, ensure all personnel are briefed on potential hazards and notify all on-site individuals.
- 4. Follow manufacturers instructions always.
- 5. Hold a pre-lift meeting to discuss the lift plan, responsibilities, and safety protocols.
- **6.** Ensure all personnel involved in rigging and lifting operations are properly trained and certified.
- 7. Be aware of weather conditions, such as high winds, that may affect lifting operations.
- **8.** Use standardized hand signals for communication between the rigger and the crane operator.
- 9. Maintain clear and continuous communication between all team members during the lift.
- **10.** Always use the correct rigging equipment for the specific type of load.
- **11.** Understand the communication plan for signals before assisting with a lift.
- **12.** Be aware of the working load limit of the lifting equipment.
- 13. Calculate the weight of the object or load before a lift to ensure the lifting equipment can operate within its capabilities.
- **14.** Examine lifting chains or slings and tag, destroy, and remove from service any that do not meet manufacturer or company inspection thresholds.
- **15.** Check all lifting hardware, such as hooks and shackles, and remove from service any that do not meet manufacturer, company, or training inspection standards.
- **16.** Ensure the safe working limit tag on chains and slings is visible and greater than the weight of the object or load being lifted.
- 17. Ensure any chains or wire ropes have an up-to-date annual certification tag or remove them from service.
- 18. Use edge protectors or softeners when lifting loads with sharp edges to prevent damage to slings and ropes.
- 19. Double-check that the load is stable and secure before lifting.
- **20.** Perform a test lift to ensure the load is balanced and the equipment is functioning correctly before proceeding with the full lift.
- 21. Use tag lines to help guide and control the load during lifting and moving operations.
- 22. Position the lifting device hook directly over the determined center of gravity of the load.
- 23. Prepare the travel path of the load both vertically and horizontally, ensuring the pathway is clear and free of obstructions.



# Safe Work Practice - Hoisting and Rigging Awareness (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 23

24. Delineate a control zone using danger or flagging tape, which no person may occupy while the load is being lifted.

### DON'T'S

- 1. Avoid wearing loose clothing or accessories that can get caught in machinery or equipment.
- 2. Do not operate the crane or lifting device unless you are competent and authorized.
- 3. Avoid assisting in a load until you are clear on the communication signals and lifting plan.
- **4.** Never exceed the working load limit of the lifting device.
- 5. Do not attempt to lift a load if you are uncertain about its weight or stability.
- 6. Avoid using damaged or worn-out rigging equipment; replace it before conducting any lifts.
- 7. Do not lift the load at an angle or allow the load to swing or roll.
- 8. Never ride on the hook or load being lifted.
- **9.** Do not twist or knot a web sling.
- **10.** Do not use non-lifting rated bolts or nuts to combine lifting devices.
- 11. Never use makeshift or improvised rigging equipment; use only equipment designed for lifting purposes.
- 12. Do not ignore environmental factors such as wind or weather conditions that could affect the safety of the lift.
- **13.** Do not allow anyone in the control zone while the lift is occurring.
- **14.** Never go under a suspended load or allow anyone else to go under a suspended load.
- **15.** Do not leave a suspended load unattended.
- **16.** Do not stand or walk under a suspended load.
- 17. Avoid sudden or jerky movements when lifting or moving loads; always use smooth, controlled motions.
- 18. Do not use rigging equipment for purposes other than lifting, such as pulling or dragging heavy objects.
- 19. Avoid getting between a suspended load and stacked materials.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: Cranes & Hoists (Part 14)
- WorkSafeBC OHS Regulation: Rigging (Part 15)

# PART 6 - PREVENTATIVE MAINTENANCE

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

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- The site CSO and / or Supervisor will be contacted immediately.
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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# **PART 8 - OTHER**

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# Safe Work Practice – Hoisting and Rigging Awareness (High Hazard)

Rev. 1.0 Created: May 2024

Last review: June 2025

SWP - 23

	EMPLOYEE ACKNOWLEDGEMENT	
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# Safe Work Practice – Bloodborne Pathogens

Rev. 1.0 Created: May 2024 Last rev

Last review: June 2025 SWP - 24

				PART 1 – PROJEC	T INFO	RMATION			
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Superv	risor Name:					Phone #:			
Project Superintendent:						Phone #:			
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# **Safe Work Practice – Bloodborne Pathogens**

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 24

# **RISK RATING AFTER CONTROLS – Low Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- **3.** After addressing any exposure incidents, promptly clean up spills.
- **4.** Refrain from cleaning up blood or bodily fluids unless properly trained and equipped with personal protective equipment (PPE).
- 5. Obtain kits containing necessary supplies for cleanup from safety supply companies.
- **6.** If sharp objects or broken glass are contaminated with blood, use tongs or forceps to remove and place them in a sharp's container. Never handle sharps or broken glass by hand.
- 7. Follow these steps when cleaning up spilled blood and bodily fluids:
  - Limit access to the spill area.
  - Ensure plastic bags are available for removing contaminated items. Have fresh, dilute bleach or germicide ready.
  - Dispose of any sharps first.
  - Wear disposable, waterproof gloves (e.g., natural rubber latex, neoprene, or nitrile) and additional PPE such as a face shield and gown as a barrier against contact. Refer to the MSDS for glove selection when using a germicide.
  - Cover shoes or boots with disposable, waterproof covers or wear rubber boots.
  - Begin by wiping up visible material with disposable towels or another method that prevents direct contact with blood and certain bodily fluids. Dispose of used materials and towels in waterproof garbage bags.
  - After removing obvious material, consider changing gloves. Decontaminate the area by pouring a fresh bleach solution or an approved germicide over the spill site. Leave the solution on for about 10 minutes.
  - Wipe up spills with disposable towels and dispose of towels in waterproof garbage bags.
  - Clean and decontaminate reusable equipment and supplies. Discard disposable items.
  - Use gloves to remove PPE and dispose of or clean them according to the manufacturer's instructions.
  - Dispose of garbage bags according to guidelines outlined in the MSDS for the cleaning solution.
  - Properly remove and dispose of gloves. Wash hands thoroughly with soap and water. Necessary equipment
    includes disposable gloves, face shield, rubber apron (if required), absorbent cloths or towels, a bucket for
    cleansing solution, fresh water for mixing cleansing solution, household bleach or germicide, and waterproof
    garbage bags.



# Safe Work Practice – Bloodborne Pathogens

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During cleanup, you'll need the following equipment:

- Disposable gloves
- Face shield and rubber apron as needed.
- Absorbent cloths or towels
- Bucket for holding cleansing solution.
- Fresh water for diluting cleansing solution
- Household bleach or germicide
- Waterproof garbage bags

#### **Personal Exposure**

- Immediately remove any contaminated clothing or personal protective equipment (PPE) to prevent further exposure.
- If the skin has been contaminated, wash the affected area thoroughly with soap and warm water to remove any hazardous substances. Ensure to scrub gently but thoroughly.
- If the eyes have been splashed with a hazardous substance, immediately rinse them under running water from an eyewash station or faucet for at least 15 minutes. Hold the eyelids open to ensure thorough rinsing and removal of any contaminants.
- Provide any necessary first aid treatment according to standard protocols. This may include applying bandages, administering CPR, or addressing other injuries or symptoms as needed.
- Inform your supervisor or designated authority about the exposure incident immediately. Provide details about the nature of the exposure and any symptoms experienced.
- If necessary or if symptoms persist, seek medical attention from a qualified healthcare provider for further evaluation and follow-up care. Be sure to inform the healthcare provider about the nature of the exposure for appropriate assessment and treatment. Follow any recommended courses of action or treatment plans provided by the healthcare provider.

### DON'T'S

- 1. Do not handle blood or bodily fluids without proper training and personal protective equipment (PPE).
- 2. Avoid contact with blood or bodily fluids if you have open cuts, wounds, or broken skin.
- **3.** Do not eat, drink, smoke, or apply cosmetics in areas where blood or bodily fluids are present.
- **4.** Avoid splashing or aerosolizing blood or bodily fluids during procedures or cleanup.
- **5.** Do not recap, bend, or manipulate contaminated needles or sharps by hand.
- **6.** Avoid touching your face, mouth, or eyes with contaminated gloves or hands.
- 7. Do not reuse or share needles, syringes, or other sharp objects.
- 8. Avoid handling or disposing of contaminated materials without proper precautions and training.
- 9. Do not store food, drinks, or personal items in areas where blood or bodily fluids are present.
- 10. Avoid transporting or transferring contaminated materials without proper containment and labeling.

#### PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)

#### **PART 6 - PREVENTATIVE MAINTENANCE**

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#### In the event of an emergency:

- Work activities will stop immediately.
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# Safe Work Practice - Bloodborne Pathogens

Rev. 1.0 Created: May 2024

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• The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation. In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### **PART 8 - OTHER**

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This document has been provided for the safety of	all applicable workers on site during the se	hurse of our construction. Enforcement of					
the contents of this document WILL be provided the							



# Safe Work Practice – Grinder (High Hazard)

SWP - 25

Rev. 1.0 Created: May 2024 Last review: June 2025

				PART 1 – PROJEC	T INFO				
Project Name:						Project Address:			
Supervisor Name:						Phone #:			
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☐ Poor	Driving Cond	itions		☐ Compressed Gases or I	iquids		□ Ergonomics		
☐ Terra	in Conditions			☐ Poor Soil Conditions					
☐ Fall F	rom Elevation	าร		$\square$ Weather Conditions i.e	., water	, wind, sun	☐ Pedestrians		
☐ Fallin	g Objects			☐ Working Alone or Rem	ote Loca	ation	☐ Hot Surfaces		
☐ Climb	oing Obstructi	ions		☐ Mobile Equipment			☐ Slippery Ground Conditions		
☐ Arc F	lash Potential			☐ Entanglement			☐ Spills		
	g Debris			Sharp Objects			☐ Chemicals		
☐ Unsa	fe or Inadequ	ate Access		☐ Crush/ Pinch Point Haz	ards				
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	Other					Other			



# Safe Work Practice – Grinder (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 25

#### **RISK RATING AFTER CONTROLS - Mod Risk**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

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- Perform the task safely.
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- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE WORK PRACTICES

#### DO'S

- 1. Adhere to Occupational Health and Safety (OH&S) Regulations to ensure compliance.
- 2. Utilize necessary Personal Protective Equipment (PPE) and ensure equipment is in proper working order.
- **3.** Guards must be provided and adjusted properly as per the manufacturers manual to protect you. Replace damaged guards if an abrasive wheel breaks while rotating, it can cause a serious injury.
- **4.** Before use, check the manufacturer's stated running speeds (or markings on the grinder) and the grinder wheel for the maximum speed that it can be used.
- 5. Check that the wheel speed marked on the wheel is equal to or greater than the maximum speed of the grinder.
- **6.** Follow the manufacturer's manual for the safe use of grinder wheel guards.
- **7.** Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) to protect against flying particles. Gloves, aprons, metatarsal safety boots, hearing protection, and respiratory protection may be required, depending on the work.
- 8. Ensure the floor around the work area is clean.
- 9. Keep the power cord away from the grinding wheel and the material being ground.
- **10.** When required, have a hot work permit before use.
- 11. Make sure the work area is clear of flammable materials and that combustible dust is not allowed to accumulate.
- 12. The maximum speed in revolutions per minute (RPM) is marked on every wheel. Never exceed this speed

# Don't's

- 1. Do not use grinders near flammable materials.
- **2.** Do not clamp portable grinders in a vice for grinding hand-held work.
- 3. Do not use any liquid coolants with portable grinders.
- 4. Do not force wheels onto a grinder that are the wrong size or change mounting hole sizes.
- **5.** Do not tighten the mounting nut excessively.
- **6.** Do not put the grinder on the floor or working surface until the wheel has stopped turning.
- 7. Do not use a wheel with a maximum RPM that is lower than the RPM rating of the grinder.
- **8.** Do not keep any materials close to the grinding wheel when it is not in use.
- **9.** Do not wear loose clothing or dangling jewelry as they may get caught in the moving parts of the grinder. If you have long hair, keep it tied back.



# Safe Work Practice - Grinder (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 25

- **10.** Do not use wheels that are cracked or those that excessively vibrate.
- **11.** Do not operate the grinder on wet floors.

#### **General Safe Work Practices**

- 1. Ensure that a machine will not operate when unattended by checking the dead-man (constant pressure) switch.
- 2. Use both hands when holding the grinder.
- 3. Check that grinders do not vibrate or operate roughly.
- **4.** If using a horizontal grinder, hold the grinder so that the full grinding face width of the wheel is in contact with the grinding surface.
- 5. If using a right-angle grinder, hold the grinder so that the grinding face of the wheel or disc is at an angle of between five and 15 degrees from the grinding surface.
- **6.** If using a vertical grinder, hold the grinder so that the grinding wheel face is in contact with the surface.
- 7. Use racks or hooks to store portable grinders.
- **8.** Stand away from the wheel when starting grinders. Warn co-workers to do the same.
- 9. Inspect all wheels for cracks and defects before mounting.
- **10.** Perform a "ring test" to check if the wheel is damaged. Ring tests do not apply to small wheels that are 10 cm (4 in.) in diameter or smaller.
- 11. Ensure that the mounting flange surfaces are clean and flat.
- **12.** Ensure the wheel guard is in place while operating the grinder.
- 13. Use the mounting blotters supplied.
- 14. Run newly mounted wheels at operating speed for one minute before grinding.
- **15.** Wear appropriate eye, ear, and face protection. Use other personal protective equipment or clothing, as required under the circumstances.
- **16.** Use an appropriate ventilation exhaust system to reduce inhalation of dusts, debris, and coolant mists. Exhaust systems must be designed and maintained appropriately.

#### PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
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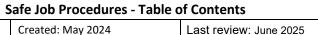


# Safe Work Practice – Grinder (High Hazard)

Rev. 1.0 Created: May 2024 Last review: June 2025 SWP - 25

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PRINT NAME	SIGNATURE	DATE					
SUPERVISORS REVIEW							
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This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of the contents of this document WILL be provided through designated management on site (the above signed) at all times.





Rev. 1.0

Created: May 2024

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- 1. SJP 01 Scaffolding (CT)
- 2. SJP 02 Grout or Mortar Mixing
- 3. SJP 03 Heaters
- 4. SJP 04 Cleaning Detergent
- 5. SJP 05 Pressure Washer
- 6. SJP 06 Masonry Brick and Block Installation
- 7. SJP 07 Hydro Mobile (CT)
- 8. SJP 08 Wet or Dry Masonry Saw (CT)
- 9. SJP 09 Leading Edge and Working at Heights (CT)
- 10. SJP 10 Traffic Control (CT)
- 11. SJP 11 Drilling Concrete; Corded & Cordless

<sup>\*</sup>Critical Tasks (CT)



# HSE Program – Safe Job Procedure – Scaffolding (CT)

Rev. 1.0 Created: May 2024

Last review: June 2025

SJP - 01

PART 1 – PROJECT INFORMATION								
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Supervisor Name:					Phone #:			
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☐ Flyin	g Debris		☐ Sharp Objects					
□ Unsa	ife or Inadequ	ate Access		int Hazards				
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☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.								
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⊠ Res	tricting the ta	isk to only th	ose competent or qualifie	ed to perform th	ne work			
⊠ Usir	ng signs to wa	arn workers o						
		_		PROTECTIVE EC	QUIPMENT			
$\boxtimes$		CSA Appro	ved Footwear		0	Hand & Finger Protection		
$\boxtimes$	0	CSA Appro	ved Headgear			Safety Eyewear		
$\boxtimes$		Fall Protec	Fall Protection Equipment			Hearing Protection		
	0	Dust Mask (N95)			8	Respiratory Protection		
$\boxtimes$		High Visibi	lity Vest (clothing)			Face Shield		
	Ō	Arc flash P	rotection			Seatbelt		
	Other				Other			



#### HSE Program – Safe Job Procedure – Scaffolding (CT)

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Last review: June 2025

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#### **RISK RATING AFTER CONTROLS - LOW**

#### **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 - PRE-JOB PROCEDURE

- 1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- **2.** All mobile equipment must be operated by competent personnel.
- **3.** Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- **4.** Ensure the work area is clear of other trades or personnel.
- 5. Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
- **6.** Review and have available all applicable manufacturer and engineering documentation.
- 7. Scaffolds must be set up, so they are vertically straight (plumb) and horizontally even (level), with all connections securely fastened to ensure safety and stability.
- **8.** Workers involved in erecting scaffolds need to be familiar with the regulations specific to the type of scaffold being used, such as building wood frame scaffolds according to WorkSafeBC and CSA Standards.
- **9.** The vertical supports of scaffolds must rest on a solid, flat, and level foundation, avoiding the use of unstable materials like pallets, boxes, building blocks, or bricks.
- **10.** Scaffolds taller than three times their minimum base dimension must be stabilized, either by securing them to the building or using other appropriate methods to prevent tipping.
- **11.** Ensuring all scaffold connections are securely fastened is crucial for preventing accidents and maintaining the scaffold's structural integrity.
- **12.** Workers must be trained and knowledgeable about the specific standards and regulations for the type of scaffold they are working with.
- 13. A solid, level foundation is essential for scaffold safety; unstable materials should not be used.
- **14.** Scaffolds exceeding the height-to-base ratio of 3:1 require additional stabilization measures to ensure they are secure and stable.
- 15. Scaffolds that are 4 feet or more above the ground must have guardrails around their open sides to ensure safety.
- 16. Toe-boards must be installed around the open sides of scaffolds to prevent tools and equipment from falling off.
- 17. Scaffold planks must be at least 2 by 10 inches (5cm x 25cm) in nominal dimension, extend between 6 inches (15cm) and 12 inches (30cm) beyond the supports at each end, be supported at intervals not exceeding 7 feet (2.1m) for heavy work and 10 feet (3m) for light work, and be of the same thickness as adjoining planks.
- **18.** Scaffold platforms must have a minimum nominal width of 20 inches (two planks side by side), except a 12-inch wide work platform may be used with ladder jacks, pump jacks, or similar systems, must not leave more than one opening in the work platform, which must be no greater than 10 inches in width, and if not level, must be designed to ensure adequate footing for workers.
- 19. Scaffolds must only be erected or dismantled by qualified workers or under their supervision.



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- 20. Damaged or weakened scaffolds must not be used until they have been properly repaired.
- 21. Only materials being used at the time should be kept on the scaffold, and scaffolds must not be overloaded.

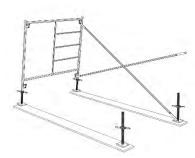
# PART 5 - SAFE JOB STEPS

Scaffolding should be assembled by at least two individuals, with one person who is knowledgeable about scaffold erection supervising the work. These step-by-step instructions serve as a general guide, using the example of constructing a scaffold that is  $7 \times 5$  feet and 1 frame high.

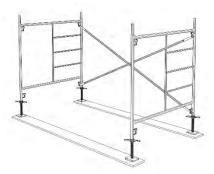
1. Select and prepare the ground area, ensuring it is level and firm. Place suitable sills and check that there are no holes beneath them. Gather the necessary equipment and place it near the work area. Position the adjustable leveling jack plates on the sills in locations that match your scaffold dimensions, but do not secure the bases to the sills at this stage.



2. Adjust the nuts of the leveling jack, starting at the highest point of the ground. Set the nuts at the highest ground level to 3-6 inches from the top of the sill, depending on the slope. Position the first frame onto the base at this highest point. Connect the first cross brace to the frame, allowing it to lean slightly forward and rest on the sill while you prepare to install the next frame.



3. Install the second frame onto the levelling jack. Secure the first cross brace to the second frame.





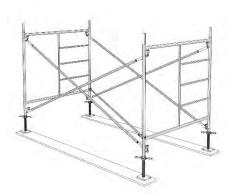
# HSE Program - Safe Job Procedure - Scaffolding (CT)

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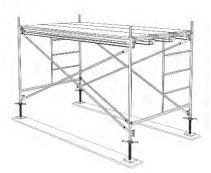
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4. Install the second cross brace to connect both frames. Next, level and plumb the scaffolding, starting at the highest point. Use the leveling jack to lower the highest corner closer to the sill, if possible. Then, raise all four corners to that level. Ensure the bottom cross braces of each frame are level with each other, which will make the frames plumb. Install the diagonal brace to keep the scaffolding square. Check the level again and adjust the plumb if necessary. Finally, fasten the leveling jack to the sills using nails or screws.



5. Place and secure the deck, which can be an all-aluminum platform or include a wooden deck or scaffold planks. If utilizing wooden planks, ensure they extend beyond the supporting points by at least 6 inches but no more than 12 inches. Fasten the deck securely to prevent any movement.



6. Attach the guardrail posts onto the coupling pins situated in the top of the frames. Insert a pigtail lock through both the top and bottom of each coupling pin to prevent any separation.





# HSE Program - Safe Job Procedure - Scaffolding (CT)

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7. Attach the guardrails to the posts on all the exposed sides.



8. Install toe boards as required. The gap between the bottom of the toe board and the top of the platform must not be more than 1/2 inches.



# PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Fall Protection (Part 11)
- WorkSafeBC OHS Regulation: Ladders, Scaffolds and Temporary Work Platforms (Part 13)
- Equipment Manufacturers Specifications

# **PART 7 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 9 - OTHER



# **HSE Program – Safe Job Procedure – Scaffolding (CT)**

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EMPLOYEE ACKNOWLEDGEMENT  All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.						
PRINT NAME	SIGNATURE	DATE				
	SUPERVISORS REVIEW					
PRINT NAME	SIGNATURE	DATE				
This document has been provided for the safety of	all applicable workers on site during the se	purso of our construction. Enforcement of				

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



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			PART 1 – PR	ROJECT INFO	RMATION				
Project	t Name:				Project Address:				
Superv	visor Name:				Phone #:				
Project	t Superinten	dent:			Phone #:				
			PART 2 – HA	AZARD IDEN	IFICATION				
			POTE	NTIAL HAZAF	RDS				
⊠ Othe	er Trades/Con	tractors		nches		☐ Limited Communication			
	ts of Approacl	h (Power Line	s) Heat or Cold Stre	SS		☐ Violence			
	trical Shock		⊠ Noise - Above 85	Decibels		☐ Crane Misadventure			
	ic Traffic		□ Lifting or Twisting			☐ Working Near or Around Water			
	Driving Cond		☐ Compressed Gase			□ Ergonomics			
	ain Conditions		Poor Soil Condition			☐ Tools or Equipment			
	From Elevatio	ns				☐ Pedestrians			
-	ng Objects		☐ Working Alone o		ation	☐ Hot Surfaces			
-	bing Obstruct		☐ Mobile Equipmer	nt		⊠ Slippery Ground Conditions			
	Flash Potentia	l	☐ Entanglement			☐ Spills			
	ng Debris		☐ Sharp Objects						
⊠ Unsa	afe or Inadequ		☐ Crush/ Pinch Poir						
						PPE, SUPPORTING DOCUMENTS ETC.)			
	•		_	•		fective way to control a risk because the			
			ne preferred way to contro						
Substiti	ution is the at	t or replacing		NGINEERING	Case, a Hazar	d is replaced with a less hazardous one.			
⊠ Isola	ntion		Separating workers from th		distance or th	e use of harriers			
□ Encl			acing the material or process in a closed system (e.g., enclosed machines, booths, etc.)						
	rding & Shield		sing guards around moving parts of machinery						
☐ Vent		_	sing local exhaust or general dilution ventilation to remove or reduce airborne products						
	hanical Lifting			ing mechanical methods to lift or move objects instead of manual lifting					
⊠ Gua	_		Using guardrails to prevent						
				MINISTRATIV	E				
☐ Usi	ng job-rotatio	n schedules c	or a work-rest schedule to	limit the amo	unt of time a	worker is exposed to a substance.			
-			keep equipment in proper						
						are present (such as evenings, weekends)			
⊠ Res	stricting acces	s to a work ar	rea.						
-	_		ose competent or qualified	l to perform t	he work				
□ Using signs to warn workers of a hazard.									
PERSONAL PROTECTIVE EQUIPMENT									
$\boxtimes$	(2)	CSA Approv	ed Footwear	$\boxtimes$	0	Hand & Finger Protection			
	0	CSA Approv	ved Headgear			Safety Eyewear			
			ion Equipment	$\boxtimes$	<b>®</b> _	Hearing Protection			
	0	Dust Mask (	(N95)	$\boxtimes$	<b>6</b>	Respiratory Protection			
	4	High Visibili	ity Vest (clothing)			Face Shield			
	0	Arc flash Pr	otection			Seatbelt			
	Other				Other				

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#### **RISK RATING AFTER CONTROLS - LOW**

# **PART 3 - RESPONSIBILITIES**

#### **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

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#### **WORKER RESPONSIBILITIES**

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# PART 4 - PRE-JOB PROCEDURE

- 1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- **2.** All mobile equipment must be operated by competent personnel.
- **3.** Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- **4.** Ensure the work area is clear of other trades or personnel.
- 5. Verify that all workers have completed relevant training, including PPE use, handling hazardous materials, and emergency procedures.
- **6.** Ensure all workers have and are wearing safety glasses to protect their eyes from splashes and debris.
- **7.** Check that respirators are available and properly fitted for each worker.
- **8.** Ensure that respirators have been fit-tested within the past 12 months.
- 9. Confirm that workers are clean-shaven within the past 24 hours, preferably 12 hours, to ensure a proper seal.
- 10. Ensure that chemical-resistant gloves are available and worn to protect hands from corrosive materials.
- **11.** Ensure the work area is well-ventilated. Set up fans or other ventilation such as LEV equipment if necessary to disperse dust and fumes.
- 12. Set up dust control measures, such as barriers or dust collection systems, to minimize airborne dust.
- **13.** Clear the work area of any unnecessary materials and equipment. Organize tools and materials to ensure easy access and prevent tripping hazards.
- **14.** Check all tools and equipment, including mixing paddles and drills, for any signs of damage or wear. Ensure they are in good working condition.
- **15.** Verify that all electrical equipment, such as drills, is properly grounded and that cords are free of damage.
- 16. Ensure that mixing containers are clean and free of any residue from previous batches that could contaminate the mix.
- 17. Verify that all materials (cement, sand, water, additives) are on-site and meet the required specifications.
- **18.** Ensure materials are stored properly to prevent contamination and degradation. Keep bags of cement and other materials off the ground and protected from moisture.
- 19. Ensure that all chemical containers are properly labeled, and that Material Safety Data Sheets (MSDS) are accessible to all workers
- 20. Check that an eyewash station is nearby and functioning in case of accidental eye contact with mortar or grout.
- 21. Review the silica exposure control plan with all workers, emphasizing the importance of minimizing dust.
- 22. Ensure that HEPA filters are available and properly installed in respirators and any dust collection systems.

# **PART 5 - SAFE JOB STEPS**

- 1. Before mixing the mortar, loosen the top 8 inches of the mortar using a shovel.
- 2. Mix mortar to a stiffer consistency when working with blocks.



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- 3. Mix mortar to a wetter consistency when working with bricks.
- 4. Add a small amount of water to the mortar mix.
- 5. Insert a ½ inch drill fitted with a mixing paddle into the mortar.
- 6. Do NOT push the drill deep into the stiff mortar before turning it on to avoid kickbacks that can injure workers and damage the drill.
- 7. Turn on the drill and start slowly.
- 8. As the consistency loosens, gradually press the drill down further until the proper consistency is reached. This process generally takes 3–4 minutes.
- 9. If concrete mix must be added to the mortar, remove 1–2 pails of mortar from the tub.
- 10. A dd enough water to create a soupy mix.
- 11. A dd concrete mix in half-bag portions and continue mixing until the proper consistency is achieved.
- 12. Once the mortar is mixed, remove the drill and tap it on the edge of the tub to remove the excess mortar.
- 13. When grouting, be cautious to control the amount of dust produced during mixing.
- 14. Use at least a ½-face mask with a HEPA filter when pouring dry materials into a mixing container to prevent inhalation of harmful dusts.
- 15. Ensure to avoid eye and skin contact during the application of grout.
- 16. Minimize contact with grouting or wet cement.
- 17. Keep all your tools clean, preferably in a bucket, and away from leading edges to prevent accidents and ensure tools are in good condition.
- 18. Clean all your tools and equipment thoroughly once the task is complete.
- 19. Ensure work areas are well-ventilated to minimize exposure to harmful dust and fumes.
- 20. Dispose of any waste materials following the appropriate safety and environmental regulations.
- 21. In case of eye contact with mortar or grout, flush the eyes with plenty of water for at least 15 minutes and seek medical attention.
- 22. For skin contact, wash the affected area thoroughly with soap and water. If irritation persists, seek medical attention.
- 23. If excessive dust is inhaled, move the affected person to fresh air immediately. If breathing difficulties occur, seek medical attention.

### PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC OHS Regulation: Fall Protection (Part 11)
- WorkSafeBC OHS Regulation: Ladders, Scaffolds and Temporary Work Platforms (Part 13)
- Equipment Manufacturers Specifications

# PART 7 - PREVENTATIVE MAINTENANCE

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#### PART 9 - OTHER



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nnlovees instructed in the contents of this	EMPLOYEE ACKNOWLEDGEMENT S SIP must print their full name clearly and sign	 , acknowledging they understand the instruction
PRINT NAME	SIGNATURE	DATE
	SUPERVISORS REVIEW	
PRINT NAME	SIGNATURE	DATE



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PART 1 – PROJECT INFORMATION								
Project	Project Name:				Project Address:			
Supervisor Name:					Phone #:			
Project Superintendent:					Phone #:			
PART 2 – HAZARD IDENIFICATION								
				POTENTIAL	HAZAR	DS		
	er Trades/Con			☐ Excavation or Trenches			☐ Limited Communication	
	ts of Approach	ո (Power Lir	nes)				☐ Violence	
	trical Shock			☐ Noise - Above 85 Decibels			☐ Crane Misadventure	
	ic Traffic			☐ Lifting or Twisting			☐ Working Near or Around Water	
-	Driving Cond			☐ Compressed Gases or Liquids			☐ Ergonomics	
-	ain Conditions			☐ Poor Soil Conditions			☐ Tools or Equipment	
	From Elevation	ns		☐ Weather Conditions i.e., water, wind, sun			☐ Pedestrians	
	ng Objects			☐ Working Alone or Remote Location		ition	☐ Hot Surfaces	
	bing Obstruct			☐ Mobile Equipment			☐ Slippery Ground Conditions	
	-lash Potentia	l		☐ Entanglement			☐ Flammable Products	
				☐ Sharp Objects				
	afe or Inadequ		N. CLID	☐ Crush/ Pinch Point Haz		UCTD 4711/5 DE	DE CURRORTING DOCUMENTS FTO	
CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)  Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the								
	•		_	eferred way to control a haz				
							is replaced with a less hazardous one.	
Substitu	ation is the ac	t or replaci	116 30111	ENGINI		case, a mazara	13 replaced with a less mazaradas one.	
⊠ Isola	ıtion		Separ	rating workers from the haz		listance or the	use of barriers	
	☐ Enclosures Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)							
	☐ Enclosures							
			ng local exhaust or general dilution ventilation to remove or reduce airborne products					
		Using	g mechanical methods to lift or move objects instead of manual lifting					
5 -			g guardrails to prevent a fall					
ADMINISTRATIVE								
☐ Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.								
□ Preventative maintenance to keep equipment in proper working order								
☐ Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)								
⊠ Res	□ Restricting access to a work area.							
⊠ Res								
☐ Using signs to warn workers of a hazard.								
PERSONAL PROTECTIVE EQUIPMENT								
	3	CSA Approved Footwear			$\boxtimes$	0	Hand & Finger Protection	
	0	CSA Approved Headgear		$\boxtimes$		Safety Eyewear		
		Fall Protection Equipment				•	Hearing Protection	
	0	Dust Mask (N95)			8	Respiratory Protection		
$\boxtimes$		High Visibility Vest (clothing)				Face Shield		
	Õ	Arc flash Protection				<b>B</b>	Seatbelt	
	Other					Other		



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#### RISK RATING AFTER CONTROLS - LOW

#### **PART 3 - RESPONSIBILITIES**

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- **4.** Hazard Warning
  - Improper installation or use of propane fired heaters can result in death, serious injury and property loss or damage from fire, explosion, burns, asphyxiation, and carbon monoxide poisoning.
  - Different sized heaters have different requirements. Consult the manufacturer's recommendations regarding minimum distances to maintain from combustible materials and all workers;
  - ONLY people who have read the manufacturer's instructions should assemble, light, adjust or operate propane heaters; propane-fired heaters produce carbon monoxide and require adequate ventilation;
  - Propane-fired heaters must be inspected before every use by 'qualified person'; this means someone who is familiar with the manufacturer's instructions and has attended a propane safety awareness course. The heaters must also be recertified at least annually by a registered inspection facility.
  - Never use the heater in spaces which may or do contain flammable or combustible materials, including but not limited to solvents, paint thinner, sprays such as hair spray, liquids having flammable vapours or dust particles.
  - Keep combustibles such as building materials, paper, fabric including table cloths, tent flaps etc. a minimum of 1.37 metres (4 feet, 6 inches) away from the front of the heater. People and costumes should also be kept a minimum of 1.37 metres (4 feet, 6 inches) away from the heater. DO NOT stand close to the heater to warm up.
  - Heaters must be placed on a firm, flat surface. Heaters must be equipped with a tip-over switch. Some of the new
    heaters have low oxygen sensors built in. The propane tank should be located at least six feet away from the
    heater and MUST be restrained or secured to prevent accidental tip-overs. Small tanks are generally placed in milk
    crates.
  - Do NOT use propane-fired heaters in a tightly enclosed area. These heaters produce carbon monoxide. Adequate ventilation is required. Two openings directly to the outdoors MUST be provided, one high and one low, on opposite sides of the area to be heated. Each opening must be at least 7.72 centimetres (3 inches) for every 1000 btu. Therefore, for one 50,000 btu heater, two openings of at least .093 square metres (1 square foot) at each end are required.

# 5. Dangers

• Propane produces carbon monoxide. Sometimes called "the silent killer"- it's a non-irritating, colourless, odourless, tasteless gas that is produced by burning a carbon fuel such as propane, natural gas, wood, charcoal, alcohol, kerosene, or gasoline. When these fuels are burned in an area that is properly ventilated, the risk of



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carbon monoxide poisoning is low, but it is still important for everyone to know the signs of the presence of carbon monoxide and what to do if they suspect it is present.

- Danger signs of carbon monoxide exposure include:
  - Flu-like symptoms such as headache, dizziness, drowsiness, fatigue, confusion, nausea or vomiting and in very high concentrations even death.
  - Discoloration or soot build-up on heating appliances.
  - Carbon monoxide monitoring should be used when using propane heaters.
  - Use Carbon Monoxide Monitors

#### **6.** Maintenance

- Heaters must be inspected before EACH use. Inspection criteria are found in the manufacturer's instructions. In addition, each heater must be inspected at least annually by a qualified service person.
- Verify the current inspection decal is attached and legible before using any propane fired heaters.
- If there is any evidence of damage or a piece of equipment doesn't function properly, clearly mark it out of service and return it for repair by a qualified gas fitter.
- When renting propane equipment (heaters and tanks) be sure to get information from the rental company with the manufacturer's instructions regarding safe use and operational procedures to follow. Ensure the equipment you are renting is approved for the intended use.

### 7. Transportation

- During transportation, ensure that the tank is secured in an upright position, with the cylinder valve closed and
  plugged or capped, in a well-ventilated space in the vehicle. Maximum 18 kg (40 pound) size cylinder in an
  'enclosed' vehicle. Up to 45.4 kg (100 pound) cylinder in 'open' vehicle (Consult with Transport Canada regulations
  on quantity).
- Ensure that your propane supplier checks the tank for dents, damage, rust, leaks and date.
- Never store a propane tank in a vehicle, or leave it in a vehicle for an extended period of time
- When reconnecting a refilled propane tank, conduct a leak test on all connections before firing up using leak detection solution or a soapy solution, usually 50% soap and 50% water, to detect leaks.
- Ensure proper securing of tanks by tethering them together.

# Do's

- Review the MSDS/SDS for all products before use and comply with the specified PPE requirements. If the requirements are unclear, consult your supervisor before using the product.
- Before beginning work, ensure all personnel are informed of the area's hazards and the necessary PPE. If in doubt, ask your supervisor.
- Install heaters following the manufacturer's instructions and all applicable Acts, Regulations, and Standards. Adhere to the guidelines for lighting and shutting down the heater.
- Stay alert for hot surfaces on and around the heater.
- Periodically check the heater after it is lit to confirm it continues to function properly. A quick inspection can prevent accidents.

# Don'ts

- Avoid using heaters in areas where they could easily ignite combustible materials (e.g., paint, paper, plywood).
- Do not place a heater directly on a plywood floor.
- Do not operate a heater in an unventilated area.
- Use site heaters only as intended; do not use them for purposes such as cooking or warming/drying clothing.
- Avoid touching metal parts that may become hot. Even if they don't appear hot, they can cause serious burns.
- Only use heaters in positions permitted by the manufacturer's instructions.
- Do not force fittings together that do not easily thread or match. Remember, most gas fittings have left-hand threads.



Rev. 1.0 Created: May 2024

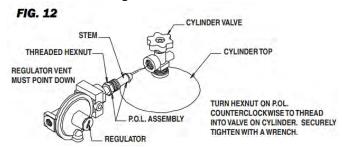
Last review: June 2025

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#### PART 5 - SAFE JOB STEPS

#### **Connecting Regulator to a Propane Cylinder**

- 1. Ensure the cylinder valve is turned completely closed.
- 2. At the inlet end of the regulator is a male nut and stem assembly called a POL. Pull the cap from the POL but do not discard it. Insert POL stem into the valve on the cylinder. Thread the nut counterclockwise into the tank valve. Tighten securely with a wrench. See Fig. 12.

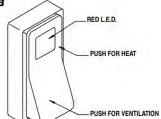


- 3. Slowly open the cylinder valve by turning counterclockwise. This will prevent lock-up of the excess flow valve built within POL stem.
- 4. Check all connections with approved leak detector. Do NOT use flame to check for leaks. A fire or explosion may result.
- **5.** When storing or transporting the heater, ensure the POL cap is pushed back onto the POL fitting. This will protect the fitting from nicks or other damage and prevent the entry of moisture.

#### **Start-up Instructions**

- 1. Connect electrical cord to an approved electrical outlet.
- 2. Set thermostat to desired room temperature.
- 3. This heater has a rocker selector switch located on the back of the heater near the burner end access panel. This switch allows you to either heat or ventilate (no heat). See Fig. 13 for selector switch positions.

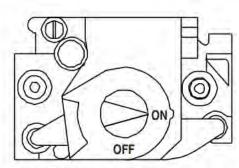




#### Heating

- **a.** Open all manual fuel supply valves. Check for gas leaks using an approved leak detector. The gas control valve on the heater has a manual shut-off feature incorporated into the valve assembly. Ensure the indicator on the valve is positioned to ON. See Fig 14.
- **b.** When the selector switch is positioned to heat, a red light within the switch will be on. The fan motor will start, the igniter will spark and ignition will occur. The thermostat will cycle the heater on or off based upon temperature setting.

# FIG. 14





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#### Ventilation

- **a.** When the selector switch is positioned to vent, the red light will NOT be on. The fan motor will start, but the igniter will not spark, nor will ignition occur. This feature is used typically when heat is not needed, but air circulation is required.
- **b.** The heater will not cycle on its thermostat setting. To discontinue the ventilation feature, position the switch to off or heat.

#### Off

**a.** Position the switch to midpoint.

#### Attention

- It is normal for air to be trapped in gas hose on new installations. The heater may attempt more than one trial for ignition before air is finally purged from line and ignition takes place.
- The direct spark ignition (DSI) control module is self@diagnostic. It works in conjunction with a light emitting diode (L.E.D.) built into the selector switch. The light will flash a specific flash pattern depending on a problem that occurs. Match the flash pattern given by light to the troubleshooting label applied to inside of burner cap access panel of the heater. The troubleshooting label identifies the causes of the problem as it relates to specific flash pattern and remedies to correct the problem. See also "Troubleshooting Data" within this Owner's Manual.
- Do not exceed input rating stamped on nameplate or manufacturer's recommended burner orifice pressure for size
  orifice(s) used. Make certain that the primary air supply to main burner is open and free of dusk, dirt and debris for
  complete, proper combustion.

#### **Shut-Down Instructions**

- 1. Close the gas supply valve located on the propane gas supply container.
- 2. Allow the heater to burn off any fuel gas remaining in the gas supply line
- 3. For heaters so equipped, set the thermostat to "Off" or "No Heat".
- 4. Position selector switch to "Off."
- 5. Disconnect the heater from its gas and electrical supplies.

# PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Substance Specific Requirements (Part 6)
- Equipment Manufacturers Specifications
- Follow Carbon Monoxide Exposure Control Plan for indoor usage.

#### **PART 7 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

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### **PART 9 - OTHER**



Rev. 1.0 Created: May 2024

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# HSE Program – Safe Job Procedure – Cleaning Detergent

Rev. 1.0 Created: May 2024

Last review: June 2025

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PART 1 – PROJECT INFORMATION								
Project Name:					Project Address:			
Supervisor Name:					Phone #:			
Project Superintendent:					Phone #:			
PART 2 – HAZARD IDENIFICATION								
			POTE	ENTIAL HAZAR	DS			
☐ Use Other Trades/Contractors ☐ Excavation or Trenches ☐ Limited Communication								
☐ Limits o	of Approach	n (Power Lines	) Heat or Cold Stre	ess		☐ Violence		
☐ Electric	cal Shock		☐ Noise - Above 85	Decibels	☐ Crane Misadventure			
☐ Public <sup>-</sup>	Traffic		□ Lifting or Twisting	g	☐ Working Near or Around Water			
☐ Poor Di	riving Cond	itions	☐ Compressed Gas	es or Liquids	☐ Ergonomics			
☐ Terrain	Conditions	i	☐ Poor Soil Conditi					
☐ Fall Fro	m Elevation	าร		☐ Weather Conditions i.e., water, wind, sun		☐ Pedestrians		
	Objects		☐ Working Alone o	☐ Working Alone or Remote Location		☐ Hot Surfaces		
☐ Climbir	ng Obstruct	ions	☐ Mobile Equipme	nt		☐ Slippery Ground Conditions		
☐ Arc Flas	sh Potentia	l	☐ Entanglement			Spills		
	Debris		☐ Sharp Objects			□ Chemical Exposure		
☐ Unsafe	or Inadequ	iate Access	☐ Crush/ Pinch Poi	nt Hazards				
	CONTROLS (ELIMINATION, SUBSTITUTION, ENGINEERING, ADMINISTRATIVE, PPE, SUPPORTING DOCUMENTS ETC.)							
Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the								
			preferred way to contro					
Substitution	<b>on</b> is the ac	t of replacing			case, a hazaro	d is replaced with a less hazardous one.		
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			eparating workers from the					
-	<ul> <li>☐ Enclosures</li> <li>☐ Enclosures</li> <li>☐ Using guards around moving parts of machinery</li> </ul> Using guards around moving parts of machinery							
	ng & Shield	-						
				ng local exhaust or general dilution ventilation to remove or reduce airborne products				
				g mechanical methods to lift or move objects instead of manual lifting				
⊠ Guardr	☐ Guardrails Using guardrails to prevent a fall							
ADMINISTRATIVE								
Using job-rotation schedules or a work-rest schedule to limit the amount of time a worker is exposed to a substance.								
Preventative maintenance to keep equipment in proper working order								
Scheduling maintenance or high exposure operations for times when few workers are present (such as evenings, weekends)								
Restricting access to a work area.								
Restricting the task to only those competent or qualified to perform the work								
☐ Using signs to warn workers of a hazard.								
PERSONAL PROTECTIVE EQUIPMENT  CSA Approved Footwear  Hand & Finger Protection								
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	•	Arc flash Pro	tection	$\bowtie$		Seatbelt		
	Other				Other			



## **HSE Program – Safe Job Procedure – Cleaning Detergent**

Rev. 1.0 Created: May 2024

Last review: June 2025

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#### **RISK RATING AFTER CONTROLS - LOW**

## **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 - PRE-JOB PROCEDURE

- 1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- **2.** All mobile equipment must be operated by competent personnel.
- **3.** Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- **4.** Ensure the work area is clear of other trades or personnel.
- 5. Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
- 6. Review Safety Data Sheet for Cleaning detergent

## Do's

- Always wear appropriate personal protective equipment (PPE) including cleaning detergent-resistant gloves, goggles, and a face shield to protect against splashes.
- Use an cleaning detergent-resistant apron or full protective suit if necessary.
- Protect sensitive equipment, trees, plants, animals etc.
- Dilute cleaning detergent properly, typically a ratio of 1 part detergent to 10 parts water. Always add the detergent to water, never water to detergent to prevent violent reactions.
- Thoroughly soak the masonry brick with water before applying the cleaning detergent solution to prevent the cleaning detergent from being absorbed too quickly and to minimize damage.
- Test the cleaning detergent solution on a small, inconspicuous area of the brick to ensure it does not cause discoloration or damage.
- Use a brush or sprayer to apply the diluted cleaning detergent solution evenly over the bricks.
- Use a non-metallic scrub brush to gently scrub the bricks, helping to remove stains and mortar residue.
- Rinse the bricks thoroughly with plenty of water immediately after scrubbing to neutralize and remove all traces of cleaning detergent.
- Ensure the work area is well-ventilated to avoid inhaling fumes. Work outdoors or use fans if indoors.
- Dispose of cleaning detergent waste according to local environmental regulations. Neutralize cleaning detergent waste with baking soda before disposal.

#### Don't's

- Never handle cleaning detergent without wearing proper protective equipment. It can cause severe burns and respiratory issues.
- Never use cleaning detergent at full strength. It can severely damage the masonry and pose significant safety risks.



## **HSE Program – Safe Job Procedure – Cleaning Detergent**

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- Never add water to concentrated cleaning detergent. This can cause a violent exothermic reaction, leading to splashes and potential injury.
- Avoid applying cleaning detergent to dry bricks as this can cause the cleaning detergent to be absorbed too quickly, leading to potential damage.
- Avoid using metallic brushes or tools which can react with the cleaning detergent and cause staining or damage to the brick surface.
- Do not let the cleaning detergent solution sit on the brick surface for too long as it can cause etching or discoloration.
- Never forget to rinse the bricks thoroughly after cleaning to ensure all cleaning detergent residues are removed.
- Do not work in confined, unventilated spaces where cleaning detergent fumes can accumulate. They are harmful to respiratory health.
- Avoid disposing of cleaning detergent waste in regular trash or down drains without neutralizing. This can cause environmental damage and safety hazards.
- Never mix cleaning detergent with other cleaning chemicals, especially bleach or ammonia, as this can produce toxic gases.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: Chemical Agents and Biological Agents (Part 5)
- WHMIS Training
- SDS

## **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

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- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

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# **PART 8 - OTHER**



# **HSE Program – Safe Job Procedure – Cleaning Detergent**

Rev. 1.0 Created: May 2024

Last review: June 2025

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EMPLOYEE ACKNOWLEDGEMENT						
All employees instructed in the contents of this SJF	must print their full name clearly and sign,	acknowledging they understand the instructions.				
PRINT NAME	SIGNATURE	DATE				
	SUPERVISORS REVIEW					
PRINT NAME	SIGNATURE	DATE				
This document has been provided for the safety of						
the contents of this document WILL be provided th	rough designated management on site (the	e above signed) at all times.				



Rev. 1.0 Created: May 2024

Last review: June 2025

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			PART 1 – PR	OJECT INFO	RMATION		
Project Name:					Project Address:		
Supervisor Name:					Phone #:		
Project	t Superinten	dent:			Phone #:		
			PART 2 – HA	AZARD IDENI	FICATION		
			POTE	NTIAL HAZAR	DS		
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☐ Limi	ts of Approac	h (Power Line	s) 🗵 Heat or Cold Stre	SS		☐ Violence	
☐ Elec	trical Shock		☐ Noise - Above 85	Decibels		☐ Crane Misadventure	
☐ Publ	ic Traffic		□ Lifting or Twisting	3		☐ Working Near or Around Water	
	Driving Cond	litions	☐ Compressed Gase	es or Liquids		□ Ergonomics	
☐ Terra	ain Conditions	5	☐ Poor Soil Condition	ons		☑ Tools or Equipment	
⊠ Fall I	From Elevatio	ns		ons i.e., water,	, wind, sun	☐ Pedestrians	
	ng Objects		☐ Working Alone or	r Remote Loca	ation	☑ Hot Surfaces	
☐ Clim	bing Obstruct	ions	☐ Mobile Equipmer	nt		☐ Slippery Ground Conditions	
☐ Arc I	Flash Potentia	ı	☐ Entanglement			Spills	
	ng Debris		☐ Sharp Objects			□ Carbon Monoxide	
☐ Unsa	afe or Inadequ		☐ Crush/ Pinch Poir				
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	hanical Lifting		Using mechanical methods		e objects ins	tead of manual lifting	
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	0	Dust Mask			8	Respiratory Protection	
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	0	Arc flash Pr	otection			Seatbelt	
	Other				Other		



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#### **RISK RATING AFTER CONTROLS - LOW**

# **PART 3 - RESPONSIBILITIES**

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- All mobile equipment must be operated by competent personnel.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Wear protective equipment. Use safety goggles, acid-resistant gloves, non-slip shoes, and appropriate protective clothing.
- Ensure the work area is clear of other trades or personnel.
- Conduct a visual inspection of the entire system before use.
- Ensure the machine is in safe working condition by inspecting it prior to use.
- Attach all accessories and extensions before starting the cleaning process.
- Release all pressure from the system before performing any repairs.
- Use the appropriate PSI setting for the pressure washing job.
- Adjust the distance between the spray tip and the surface according to the owner's manual. Spraying too close can damage the surface, while spraying from too far can reduce cleaning effectiveness.
- Test the pressure on a small, inconspicuous area to ensure it doesn't damage the surface.
- Follow best practices: Apply chemicals from the bottom to the top of the object and wash from the top to the bottom to prevent dirt from spilling onto already cleaned areas.
- Ensure all safety guards and protective covers are in place.
- Thoroughly rinse the surface after cleaning to prevent chemicals from drying and leaving stains.
- Keep the pressure washer in a well-ventilated area. If adequate ventilation cannot be achieved, provide additional ventilation and review Carbon Monoxide Exposure Control Plan
- Only use the pressure washer only for its intended purpose.
- Avoid using a worn or damaged pressure washer.
- Ensure all guards are in place before operating the pressure washer.
- Wear proper PPE when using the pressure washer.
- Never leave the machine running unattended.
- Use only manufacturer-recommended spare parts, accessories, nozzles, and chemicals.
- Refuel the pressure washer only when the engine is off.
- Never point the pressure washer gun at people or animals; the pressurized stream can cause severe injuries.
- Do not operate the pressure washer if you are tired, dizzy, on medication, or otherwise impaired.
- Avoid running the pressure washer with a closed nozzle for more than a minute to prevent stress on the pump.
- Refrain from answering or making phone calls while operating the pressure washer.
- Do not attempt to repair leaks while the machine is running.



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Avoid using acids or bleach with the chemical injector to prevent damage to the machine's internal parts.

Operate the pressure washer indoors only if there is adequate ventilation.

## **PART 5 - SAFE JOB STEPS**

## Safe Operation

- Read the Manual Thoroughly read both the owner's manual and engine manual before operating your pressure washer.
- **Stable Surface** Ensure the unit is on a stable surface and that the cleaning area has adequate slopes and drainage to prevent puddles.
- Water Supply Do not run the pressure washer before connecting and turning on the water supply to avoid damaging the pump.
- **Maintain Connections** Always keep the high-pressure hose connected to both the pump and the spray gun while the system is pressurized.
- Refuel Safety Never refuel a hot or running engine. Wait at least two minutes before refueling.
- Solid Stance Assume a solid stance and firmly grasp the spray gun with both hands to avoid injury if the gun kicks back.
- Spray with Caution Use extreme caution when spraying near power lines, service feeds, and electrical meters.
- Electrical Hazards Keep the nozzle spray away from electrical wiring and windows.
- **Do not Lock Trigger** Do not secure the spray gun in the open position.
- Adjust Safely Never adjust the spray pattern or change a spray tip while the pressure washer is spraying.
- **Stable Position** Avoid using a pressure washer from a ladder, scaffolding, or other unstable positions. The recoil from the initial spray or the pressure of the water striking a surface could cause a slip or fall.
- Nozzle Safety Never aim the nozzle at people or animals—the high-pressure stream can pierce skin and underlying tissues, causing serious injury.
- **Supervision** Never allow children to operate the pressure washer. Do not leave the pressure washer unattended while it is running.
- **Proper Footwear -** Do not wear open-toed shoes while pressure washing.
- **Eye Protection** Always wear eye protection when using a pressure washer or when near one in use. The high-pressure spray can cause paint chips or other particles to become airborne.

Release Pressure - Always squeeze the gun trigger after use to relieve the pressure in the gun, hose, and pump.

## PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications

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	SUPERVISORS REVIEW						
PRINT NAME	SIGNATURE	DATE					
This document has been provided for the safety of all applicable workers on site during the course of our construction. Enforcement of							

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



# HSE Program – Safe Job Procedure – Masonry Brick and Block Installation

Rev. 1.0

Created: May 2024

Last review: June 2025

SJP - 06

PART 1 – PROJECT INFORMATION								
Project Name:					Project Ad	Project Address:		
Supervisor Name:					Phone #:			
Project	Superintend	dent:		Phone #:				
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	Other				Other			

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## HSE Program – Safe Job Procedure – Masonry Brick and Block Installation

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## **RISK RATING AFTER CONTROLS - LOW**

## **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

## PART 4 - PRE-JOB PROCEDURE

- All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Review project specifications, blueprints, and construction drawings to understand the scope of work, materials required, and design details.
- Verify that all required materials, including bricks, blocks, mortar, reinforcement, and accessories, are available and meet the project specifications.
- Ensure adequate lighting and access.
- If using scaffolding, follow scaffolding and fall protection SWP's
- Inspect all equipment and tools to ensure they are in good working condition. This includes mixers, saws, trowels, levels, and safety equipment.
- If working at elevations where there is risk to workers below, install toe board other systems. Tool or equipment tethers may be required.
- Prepare the work area by clearing debris, obstructions, and any potential hazards. Ensure proper access and staging areas for materials and equipment.
- If working over an entry/exit ensure the public or workers are protected by covered hoarding or restrict access to those involved in the work.
- Develop a comprehensive safety plan that includes hazard identification, emergency procedures, and the use of personal protective equipment (PPE).
- Monitor weather forecasts and plan accordingly, especially if adverse weather conditions could impact the installation process. Rain and wind can impact masonry installation negatively.
- Develop a material handling plan to ensure efficient transport, storage, and distribution of bricks, blocks, and other materials to the installation site. Use mobile equipment and keep materials close to the work area.
- Ensure bracing is available for walls requiring support if not filled or are subject to forces.
- Ensure dowel protection for rebar ends are available.

# **PART 5 - SAFE JOB STEPS**

## **Angle Iron**

- Gather all require tools and materials Angle iron, masonry anchors, drill, hammer, level, measuring tape and all required
   PPE
- Review hot works, grinder or chop saw SWP's prior to cutting angle iron.
- Decide where the angle iron will be installed. It's typically used above openings like doors and windows to provide support.



## HSE Program – Safe Job Procedure – Masonry Brick and Block Installation

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Last review: June 2025 SJP - 06

- Use a measuring tape and mark the locations where the angle iron will be anchored to the masonry. Ensure these marks are level and accurately positioned according to your masonry plans.
- Use a masonry drill bit and a hammer drill to drill holes into the brick or block where you marked. The size of the drill bit should match the size of the anchors you are using.
- Insert the appropriate anchors into the drilled holes. Tap them gently with a hammer until they are flush with the surface of the masonry.
- Hold the angle iron against the masonry, aligning it with the installed anchors. Ensure it is level and positioned correctly.
- Use screws or bolts to attach the angle iron to the anchors. Tighten them securely using a screwdriver or wrench.
- Use a level to ensure the angle iron is perfectly horizontal or vertical, depending on its orientation. Make any necessary adjustments to ensure proper alignment.
- Once you're satisfied with the alignment, tighten the screws or bolts securely. Check again for levelness and make final adjustments if needed.
- Inspect the installed angle iron for any signs of instability or misalignment. Clean up any debris or dust generated during the installation process.

## **Brick and Block Install**

- Grasp the bricks or blocks firmly, using both hands to maintain control and stability.
- Lift each unit carefully, avoiding sudden movements that could cause them to slip or fall.
- Carry the bricks or blocks to the installation area, taking care to maintain balance and control to prevent dropping them or injuring yourself. Use a wheelbarrow or mechanical equipment where practicable.
- Position the first brick or block in the desired location, ensuring it is aligned properly according to the layout plan.
- If using mortar, apply a generous amount to the underside of the unit before placing it. Use a trowel to spread the mortar evenly.
- Use a rubber mallet or the handle of your trowel to gently tap the brick or block into place, ensuring it is level and flush with neighboring units.
- Use a level to verify that the brick or block is plumb and level in all directions. Make any necessary adjustments to ensure proper alignment.
- Repeat the process for each subsequent brick or block, maintaining consistent spacing and alignment throughout the installation.
- If using mortar, apply mortar to the end of each unit before placing it to ensure strong adhesion and proper joint filling.
- Use a trowel or jointer to remove any excess mortar from the joints between bricks or blocks, ensuring a clean and professional finish.
- Allow the installed bricks or blocks to set and cure according to the mortar manufacturer's recommendations before continuing with additional construction or finishing work.

# PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications
- WorkSafeBC Block Wall Hazard Alert

## **PART 7 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

## In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.



# HSE Program – Safe Job Procedure – Masonry Brick and Block Installation

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All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 9 - OTHER

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	SUPERVISORS REVIEW	
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# HSE Program – Safe Job Procedure – Hydro Mobile

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			PART 1 – PI	ROJECT INFO	RMATION		
Project Name:					Project Address:		
Supervisor Name:					Phone #:		
Project	Superintend	dent:		Phone #:			
			PART 2 – H	AZARD IDENI	FICATION		
			POTI	ENTIAL HAZAR	RDS		
⊠ Other	r Trades/Con	tractors	☐ Excavation or Tre	enches		☐ Limited Communication	
⊠ Limits	s of Approach	າ (Power Line	es) 🛮 Heat or Cold Stre	ess		☐ Violence	
☐ Electr	rical Shock		⊠ Noise - Above 85	5 Decibels		☐ Crane Misadventure	
☐ Public	c Traffic		□ Lifting or Twistin	g		☐ Working Near or Around Water	
☐ Poor I	Driving Cond	itions	☐ Compressed Gas	ses or Liquids		□ Ergonomics	
☐ Terrai	in Conditions	i	☐ Poor Soil Conditi	ions			
☐ Fall Fr	rom Elevatio	ns		ons i.e., water	, wind, sun	☐ Pedestrians	
	g Objects		☐ Working Alone o	r Remote Loca	ation	☐ Hot Surfaces	
⊠ Climb	ing Obstruct	ions		nt			
☐ Arc Fl	ash Potentia	l	☐ Entanglement			Spills	
	g Debris						
□ Unsaf	fe or Inadequ	iate Access	□ Crush/ Pinch Poi	nt Hazards			
						PPE, SUPPORTING DOCUMENTS ETC.)	
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			ne preferred way to contro				
Substitu	tion is the ac	t of replacing			case, a hazar	d is replaced with a less hazardous one.	
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	ding & Shield	-	Using guards around movi				
☐ Ventil						remove or reduce airborne products	
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⊠ Guard	drails		Using guardrails to preven		_		
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			ose competent or qualified	d to perform th	ne work		
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		Fall Protection Equipment			<b>®</b> _	Hearing Protection	
	0	Dust Mask	(N95)	$\boxtimes$	6	Respiratory Protection	
$\boxtimes$		High Visibil	ity Vest (clothing)			Face Shield	
	0	Arc flash Pr	rotection			Seatbelt	
	Other				Other		



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## **RISK RATING AFTER CONTROLS - LOW**

## **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

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- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 - PRE-JOB PROCEDURE

- 1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- **2.** All mobile equipment must be operated by competent personnel.
- **3.** Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- **4.** Ensure the work area is clear of other trades or personnel.
- **5.** Ensure pre-use inspections are completed for all mobile equipment and other components are conducted to ensure they're safe for use.
- **6.** Prepare a plan showing how the mast climber system, (motorized unit(s), bridges, extensions, hoists) will be positioned near structures or walls to be erected. On long walls, separate mast climber sections to allow for flexibility. Position motorized units to provide proper anchoring points for towers.
- 7. Establish distance between the mast climber system and the structure or wall, taking into account length of plank outriggers (5 or 8ft)(1,5m to 2,4m), as well as curvatures, balconies, columns, trees, telephone wires, electrical lines or other
- 8. Refer to regulations governing distances between mast climber system and electrical lines.
- **9.** For your personal safety, make sure ground or support surface capacity meets with bearing capacity tables herein. Soil compacting, cribbing or shoring can increase bearing capacity. Contact a licensed engineer for assistance.
- **10.** On difficult jobs, never modify the mast climber system or even substitute factory parts. This could adversely affect safety, performance and void the warranty. In addition, this could lead to serious injury.
- 11. Rely on a licensed engineer to help on special jobs and to ap prove plans if required in your area.
- **12.** Maintain correct equipment & parts inventory on the job to work efficiently. Keep equipment in good condition. Refer to maintenance checklist.
- **13.** After installation, mark the off-limit areas of the system using fencing, barriers, warning tape and note emergency phone numbers (fire and police dept) for quick reference. Have an emergency evacuation plan ready to execute in case of need.
- **14.** Never load the bridges or motorized units beyond their rated capacities. Over loading may cause motorized units to bind and bridges to fail causing serious injury or death.
- **15.** Contact your distributor or factory for service, repair or technical advice. Refer to equipment type and serial numbers when calling
- **16.** Each person accessing the platform should use a staircase and opening on the building or the climbable tower. Use of appropriate fall protection equipment when climbing or descending the tower or when modifying planking or working with the hoist is mandatory.
- 17. Always wear an approved PPE when working on the Hydro Mobile system.
- **18.** Installation should be done under the supervision of a competent person, respecting all federal, state, and local regulations.



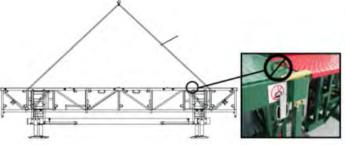
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- **19.** In reference to the plan/layout drawing or having otherwise established position of motorised unit, determine where mud sills need to be positioned.
- 20. On free standing installations, open base outriggers as far as possible. On installation with wall ties, close outriggers.
- **21.** Before installing the motorized unit, determine where the mud sills or cribbing will rest. The ground under them needs to be level and clear of debris.
- 22. Stake the mudsill positions, mindful of center-to-center distances. You can compensate for differences in the ground level by simply adjusting the jacks on the base, or by building wood cribbing. For major differences in ground level or for bypassing obstacles, the base can be separated. See instructions in this section.
- 23. Keep the gap from 6 to 8" (152 to 202mm). Refer to OSHA 1926.453 (b) for the maximum allowable distance between the wall an the edge of work area. Distance from finished wall "A" should be, number of planks times 10" (254mm) plus 6 to 8" (152 to 202mm) play. Add 2" (50mm) if using a toe board.
- **24.** Refer to minimum bearing capacity table. Should soil bearing capacity be inferior to value in table, cribbing will be mandatory. We recommend that 40 x 40 x 6" (1m X 1m x 152mm) thick wood cribbing be used on all installations.
- 25. Cribbing under tower column or extra jack is required for jobs 250' (76m) and higher only.
- **26.** Position the motorized unit using a lift truck, optional wheel set or crane.
- 27. Level the motorized unit base using adjustable jacks.
- 28. Using a level, verify both towers to make sure they are plumb on front and side vertical axis. If not plumb, adjust base level slightly to suit (not more than 5 revolutions per jack). Should tower(s) remain out of plumb after slight base adjustment, contact your distributor or Hydro Mobile for base/tower re-shimming instructions.
- **29.** Position the motorized unit using a lift truck, 8 000 lb (3 630 kg) capacity minimum, optional wheel set or crane. Before lowering unit to the ground open adjustable jacks by 4" to 5" to facilitate levelling

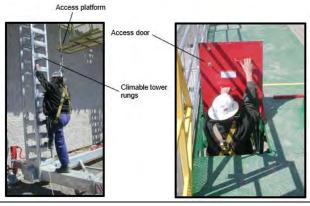




# **PART 5 - SAFE JOB STEPS**

## Access

- 1. To reach work area when motorized unit is between 0 and 10' (3,05m) high, climb up tower rungs on wall side of machine making sure wall tie door is unobstructed for passage. Do not use access platform and ladder when motorized unit is under 10' (3,05m), moving parts could cause injury to hands or feet. Note Always install first set of towers before working on the platform.
- 2. To reach work area when motorized unit is above 10' (3,05m) we recommend you use a staircase and opening on the building. If unavailable, climb tower rungs up to the access platform, them climb the access platform ladder up onto the work area.





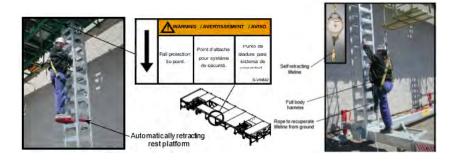


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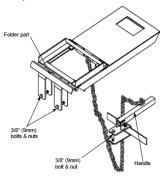
- 3. The use of fall protection equipment is mandatory when climbing or descending the tower if exposed to height over 10' (3,05m). Ex: Use full body harness and self-retracting lifeline. Attach rope to self-retracting lifeline hook for easy access from ground. Use of fall protection equipment is also mandatory when modifying planking (add shock absorbing lanyard). Use designated fall protection tie points on motorized unit or bridge under-structure when too far from motorized unit.
- 4. The use of an automatically retractable rest platform is recommended to access jobs 40' to 69' (12,2m to 21,0m). We do not recommend using the climbable tower on jobs over 69' (21,0m) because of time and effort required to reach the work area. Alternate equipment such as a rapid mast climber (F series) or a frame staircase will prove to be more efficient.



## **Rest Platform**

## **Installation Procedure**

- For safety reasons, we recommend that the rest platform be installed from the motorized unit deck or from a man basket underneath the motorized unit. Rest platform must be installed with motorized unit deck 30' (9,1m) from ground.
- Remove the 3/8" (9mm) bolts & nuts from the folder part.
- Unfold the rest platform and leave handle on top.
- Slide the rest platform inside the tower with the step on the climbing side.
- Install the folder part on the back tower step using 3/8" (9mm) bolts & nuts.
- Let the rest platform retract slowly inside the tower.
- Remove the 3/8" (9mm) bolt & nut from the handle.
- Install the handle 5 steps above the rest platform (refer to picture next page).
- Use the 3/8" (9mm) bolt & nut.
- Test the rest platform by raising the handle. Doing so will retract the rest platform from inside the tower. If handle is released rest platform will fold itself inside the tower.
- If test works properly, you are safe to use the rest platform.



## **Use of Rest Platform**

- Climb the tower until one step above the rest platform.
- Raise the handle to retract the rest platform from the tower.





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- Step on the rest platform as handle reaches vertical position.
- Once you are on the rest platform release the handle.
- When you will start climbing again the rest platform will retract into the tower automatically.

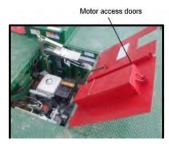




Retracted pos

# **Start-up Preparation Instructions**

- 1. Open motor access doors.
- 2. Pull control post from its storage area by releasing the locking pin. Use 15/16" (23,8mm) wrench to tighten the control post assembly.
- 3. Check hydraulic oil level to make sure it is 3/4 full. Replenish if necessary.
- 4. Check and top up gasoline level.
- 5. Open fuel valve on Honda engine.
- 6. Connect battery, if unit is brand new.





## **Starting Procedure**

- 1. Open engine control lever door.
- 2. Pull out choke handle (blue control rod)
- 3. Release pump pressure by moving both levers up and down before starting.
- 4. Pull ignition handle (red control rod) to activate ignition and engage starter. Release as soon as motor is running. (max. 15 seconds). Use same handle to cut off engine.
- 5. Push down choke handle slowly (blue control rod)
- 6. Pull out throttle handle (yellow control rod)
- 7. Adjust engine speed by pulling throttle handle up to maximum RPM.



# Raising

- 1. Lock both cylinder and secondary hook lowering cams using locking device.
- 2. With engine running at full RPM, push both control levers away from you using one hand. The two hydraulic cylinders will extend simultaneously until they reach the fully extended position.
- 3. Extend cylinders by 2 rungs. The engine will be forced to slow down.



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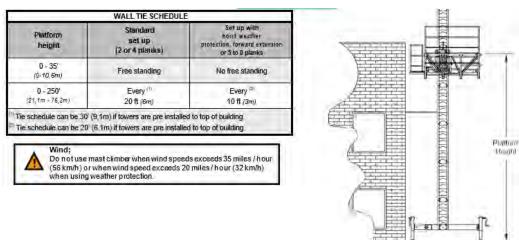
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- 4. Pull both control levers towards you so cylinder hooks
- 5. latch properly onto the tower rungs and the platform rises to the desired position. The lift can vary from 10" to 20"
- 6. (254 to 508mm) (1 or 2 towers rungs).
- 7. Repeat steps 2, 3 and 4 for raising the platform.
- 8. Add towers and wall ties when required. Refer to tower and tie installation instructions.

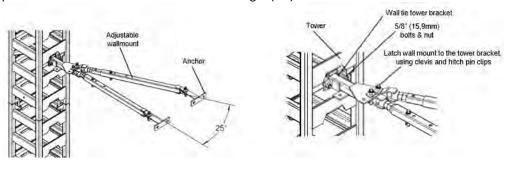
## Lowering

- 1. Unlock both cylinder and secondary hook lowering cams using the locking device.
- 2. With the engine running at full RPM and with both cylinder hooks side by side on the same rung, pull both control levers towards you so the secondary hook cams pivot toward the towers, and the engine is forced to slow down.
- 3. Push both control levers away from you and the cams will cause the secondary hooks to ride past 1 or 2 rungs
- 4. (10" or 20") (254 to 508mm) until the desired position is reached and the engine is forced to slow down.
- 5. Pull both control levers towards you so the cylinder hook lowers back to its closed position. Both cylinder and secondary hooks will be side by side on same rung.
- 6. Repeat steps 2, 3 and 4 for lowering the platform.
- 7. Remove wall ties and towers when required. Refer to wall tie and tower instructions.

#### **Wall Ties**



- 1. Loosen bolts on the wall tie tower bracket.
- 2. Slide wall tie tower bracket assembly into the tower diagonally, making sure to install the tower bracket as close as possible to the upper rung to avoid interference with feet for climbing.
- 3. Tighten the bolts on the wall tie tower bracket until the bracket holds the tower firmly.
- 4. Latch both 25<sup>0</sup> wall mounts to the tower brackets using clevis pins and hitch pin clips.
- 5. Pin the wall mounts to the anchors and adjust the length using sliding tube and threaded rod / nuts until both towers are perfectly vertical on front (plumb) and side axis (parallel with other tower and straight).
- 6. Repeat steps 4 and 5 for wall mounts to be installed straight  $(0^{\circ})$  between tower bracket and anchor.





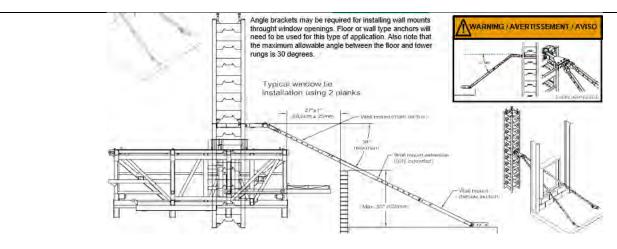


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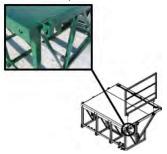
### **Anchor Installation**

- 1. While work is in progress and platform is rising, install wall anchors as per wall tie schedule.
- 2. Measure distance from edge of slab to face of brick.
- 3. Select the correct size anchor to suit.



# Guardrails

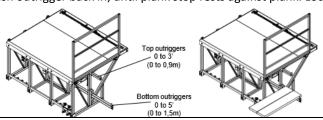
There are three types of guard rails: 5 ft, 7 ft (1,5m and 2,1m) and adjustable. To install guard rails simply slide them into their permanent pockets and lock them using the nut & bolt assembly. Install removable guard rails by pinning them to standard ones.



## **Outriggers**

Two levels of outriggers are provided: for men (lower level) and materials (top level). Top outriggers can be extended out 3' (0,9m). Bottom outriggers can be extended out 5' (1,5m).

- 1. Lower outriggers can be inserted from the front or from the back of the outrigger support collars. Insert plank stop pin, once outrigger is installed.
- 2. Once planks are in place, push outrigger back in, until plank stop rests against plank. Lock with 5/8" (15,8mm) bolt.







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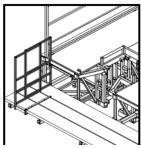
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#### **Mason Guardrail**

A mason guard rail enables the closing of open-ended planks. If three planks are used, the gap can be closed with an additional mason guard rail (face to face).

- 1. Slip guard rail collar section over end of two planks, normally with collar in.
- 2. Drive one or two nails to prevent mason guard rail from slipping.
- **3.** For use with 3 planks, use 2 mason guard rails offset.



## **Operating Instructions**

- 1. Prepare a layout plan showing how the mast climb working platform system [motorized unit(s), bridges, extensions] will be positioned near structures or walls to be erected. On long walls, separate mast climber sections to allow for flexibility. Position motorized units to provide proper anchoring points for masts.
- 2. Establish the distance between the mast climbing work platform system and the structure or wall, taking into account the length of plank outriggers [5 ft (1,5 m)], as well as curvatures, balconies, columns, trees, telephone wires, electrical lines, etc.
- 3. Refer to regulations governing distances between the mast climbing work platform system and electrical lines.
- 4. Make sure the capacity of the bearing surface meets with values included in the Minimum Bearing Surface Capacities table herein (fig. 1.21, p. 13). Soil compacting, cribbing or shoring can increase bearing capacity. The screw jacks on the base outriggers (swivel type) are designed to level the motorized unit and should not be used to support the load nor the motorized unit. Make sure the motorized unit is resting on the main jacks on the base (2) and that the support blocks or optional caster wheels are no longer in contact with the ground before using the motorized unit. Contact a licensed engineer for assistance.
- 5. Never modify the mast climbing work platform system or use substitute factory parts. This could adversely affect worker safety, unit performance and void the warranty. In addition, this could lead to serious injury or death
- **6.** Unless authorized by Hydro Mobile prior to installation, the motorized unit must not be used with a hoist, weather protection, a monorail or any other accessories not specifically included in the P Series Operator's manual. For the use and installation of any accessories other than those included in this operator's manual, contact the distributor or the Hydro Mobile technical support team.
- 7. Never use the motorized unit in a enclosed space due to carbon monoxide emanations or in a place where explosives are stored. It is also recommended not to smoke on the platform.
- 8. Characteristics per plank: planks species measuring 2" x 10" or 12" (5 cm x 25 cm or 30 cm) must resist a load of 265 lb (120 kg) at 4' (1,2 m) of an 8' (2,4 m) simple span.
- **9.** IMPORTANT: It is strongly recommended not to use equipment such as Bobcats, jackhammers, backhoes, etc., on Hydro Mobile platforms.
- **10.** Workers exposed to potential hazards must always wear proper individual protection equipment such as a helmet, safety boots, a fall arrest harness, etc., as prescribed by OSHA or local regulations. In all cases where workers are exposed to fall hazards greater than specified by OSHA or local regulations, the installation of guardrails or face guardrails is mandatory.



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- **11.** Unless authorized by Hydro Mobile prior to installation, the platform should not be raised higher than 250' (76 m). For any configuration other than those described in this operator's manual, contact the distributor or the Hydro Mobile technical support team.
- 12. Rely on a licensed engineer for help on special jobs and to approve plans if required by local regulation.
- 13. To ensure work efficiency, safety and performance, it is mandatory to maintain an adequate equipment and parts inventory on the job site. It is also mandatory to make sure that equipment is kept in good condition and that all inspection and maintenance procedures (daily, weekly, monthly and yearly) are carried out effectively and kept on record. While daily and weekly maintenance operations can be performed by a competent person, it is mandatory that any inspection or maintenance operation scheduled to be performed every month and every year be carried out by an appropriately trained and competent authorized technician. It is recommended that yearly maintenance operations and inspections be performed in a workshop where non-destructive test techniques can be applied. For more information, refer to maintenance and equipment checklists at the end of this manual.
- **14.** After installation, mark off limit areas of the system using fencing, barriers, warning tape and note emergency phone numbers (fire and police dept.) for quick reference. Prepare an emergency evacuation plan that is specific c to the job site and is in accordance with OSHA and local regulations.
- **15.** Never load bridges or motorized units beyond their rated capacities. Overloading may cause motorized units to bind and bridges to warp or fall, leading to serious injury or death.
- **16.** Contact the distributor or Hydro Mobile for service, repair or technical advice. Refer to equipment type and serial number when calling.
- 17. Each person should access the platform by a staircase, through an opening in the building or by the right-hand side of the mast, using the access bridge to reach the platform. The use of the access bridge is mandatory to reach the platform by the mast. Refer to p. 47 of the Accessories section for more information on the use and installation of the access bridge.
- **18.** The use of appropriate fall protection equipment is mandatory when using the mast for climbing or descending or when modifying plank configuration. Failure to use fall protection equipment can expose user to serious injury or death.
- 19. Only one person at a time may evacuate the platform by climbing down the mast.
- 20. It is not recommended to evacuate the platform by climbing down the mast at heights beyond 69' (21 m).
- **21.** In the event of an anomaly which could compromise security, immobilize the unit and inform the person in charge.
- 22. It is strongly recommended not to touch any of the moving parts on the motorized unit when it is in use.
- 23. It is advised to close all access doors on the motorized unit when they are not in use.
- **24.** All motorized unit operations must be always carried out by at least two competent persons. The motorized unit should never be operated by a single person.
- **25.** The motorized unit must not be used or operated during an electrical thunderstorm.
- 26. Wind speeds must not exceed 28 mi/h (45 km/h) during the erection and dismantlement of a motorized unit setup (including the bridges, the masts, the wall ties and all the other components). The motorized unit setup must not be exposed to wind speeds exceeding 35 mi/h (56 km/h) when in operation. Wind speeds must not exceed 93 mi/h (150 km/h) when the motorized unit setup is out of service.
- **27.** When the motorized unit setup is out of service and above base level, it is forbidden to leave loads on the platform other than counterweights used for front and back extension configurations.

# PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: Fall Protection (Part 11)
- WorkSafeBC OHS Regulation: Mobile Equipment (Part 16)
- Equipment Manufacturers Specifications
- Mobile Equipment Operator Qualifications

# **PART 7 - PREVENTATIVE MAINTENANCE**



# HSE Program - Safe Job Procedure - Hydro Mobile

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Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 9 - OTHER

	EMPLOYEE ACKNOWLEDGEMENT	
PRINT NAME		acknowledging they understand the instructions
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s document has been provided for the safety	of all applicable workers on site during the cou	urse of our construction. Enforcement of



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PART 1 – PROJECT INFORMATION							
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## **RISK RATING AFTER CONTROLS - LOW**

# **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 - PRE-JOB PROCEDURE

- All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Keep the work area as clean as possible.
- Personal Protective Equipment required including Face Shield and Hearing Protection.
- Ensure power cords and tools are inspected and properly grounded.
- No loose clothing, jewelry and hair must be secured.
- Don't overreach, keep proper footing and balance at all times while operating the tool.
- Proper maintenance of this equipment is mandatory. Clean the equipment at the end of each shift and inspect regularly to ensure that there are no signs of damage.
- Disconnect the equipment when not in use, before cleaning and when changing blades.
- Ensure the correct blade for the tool is used, refer to manufacturers specifications for blade and saw RPM's.
- Remove adjusting keys or wrenches before operating the tool.
- Use the saw as it was intended for.
- Don't use attachments that are not recommended for the tool.
- Don't touch any movable part of the tool unless the power cord is unplugged.

## **Prior to Operation**

- Ensure that the power source to be utilized conforms to the power requirements specified by the manufacturer
- Ensure that the power switch is in the off position prior to plugging in the tool.
- If using an extension cord ensure that it is the correct type, rating and thickness. Keep the extension cords as short as possible and ensure cords are kept off the ground if possible and not driven over.
- Inspect the cutting wheel that is to be used and is mounted properly
- Trial runs are recommended after a new wheel has been installed on the tool or before cutting operations.

## PART 5 - SAFE JOB STEPS

- 1. Read the operators manual prior to use.
- 2. Ensure all guards are in place and in good condition
- 3. Follow PPE requirements
- 4. Ensure power functions such as the emergency shut-off are tested and working
- 5. When refueling shut off the engine prior and let it cool down.
- 6. Inspect the blade and all other components prior to use.
- 7. Use only reinforced abrasive blades specified by the manufacturer



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- 8. Setup the saw by positioning it on a stable level surface.
- 9. Ensure the water source is set up and the water system is functioning properly
- 10. Ensure the power supply is accessible and safe.
- 11. Adjust the wet saws cutting depth or angle as needed for your specific cut.
- 12. Secure and adjustable parts of the saw to ensure stability during operation.
- 13. Connect the water source and turn it on to ensure a steady flow to the blade (follow silica ecp)
- 14. For dry cutting ensure the dust extraction system (LEV) is in place and functioning.
- 15. Ensure the saw is plugged into an approved power source.
- 16. Switch the saw on and start it allowing the blade to reach full speed prior to cutting.
- 17. Place the masonry material securely on the saws cutting table
- 18. Use a guide or fence compatible with the saw manufacturer.
- 19. Hold the material firmly with both hands with both feet firmly planted.
- 20. Slowly and steadily push the material towards the blade.
- 21. Keep an eye on the cutting progress and adjust the feed rate as necessary.
- 22. After completing the cut turn off the saw and wait for the blade to come to a complete stop.
- 23. Unplug the saw from the power source and disconnect and water supply
- 24. Clean up the work area after each use.

## PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications

# **PART 7 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

## PART 8 - EMERGENCY AND REPORTING REQUIREMENTS

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# PART 9 - OTHER



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PART 1 – PROJECT INFORMATION								
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## **RISK RATING AFTER CONTROLS – Moderate Risk**

## **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
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- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 – SAFE JOB PROCEDURES

#### DO'S

- 1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
- 2. Wear and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
- **3.** Safeguard the general public from potential fall hazards.
- **4.** Before commencing work, ensure all personnel are briefed on area-specific hazards and promptly notify affected individuals.
- **5.** Conduct daily workplace inspections to identify and address fall hazards.
- **6.** Thoroughly review instructions and warnings for all fall protection equipment before use, refraining from using unfamiliar equipment.
- **7.** Prior to each use, meticulously inspect all fall protection gear, with qualified personnel conducting comprehensive inspections at regular intervals in accordance with manufacturer's instructions.
- 8. Limit work at height or use of fall protection equipment to authorized, trained, and competent individuals.
- **9.** Implement a fall protection plan for work at or above 25 feet or when utilizing procedures in lieu of fall protection equipment, referring to OHS Guideline part 11 for approved protocols.
- 10. Develop a rescue plan as an integral component of the fall protection strategy whenever employing a fall arrest system.
- **11.** Utilize only CSA/ANSI approved equipment as mandated by OHS Regulation.
- **12.** Select and employ the correct equipment for the job, adhering strictly to manufacturer's instructions for setup and usage.
- **13.** Ensure harnesses fit snugly, allowing for full range of movement, in accordance with both manufacturer's guidelines and individual training.
- **14.** Choose the appropriate anchor/anchorage based on application, ensuring a minimum capacity of 5000 lbs. for fall arrest and 800 lbs. for fall restraint.
- **15.** Select the appropriate lanyard weight rating: E4 lanyard for individuals weighing between 100 and 254 lbs. (45 115 kgs), or E6 for weights ranging from 200 to 386 lbs. (90 175 kgs).
- **16.** Attach the fall-arrest connecting device solely to the back D-ring; reserve the side D-rings exclusively for positioning purposes.
- 17. Ensure all equipment is compatible with each other to guarantee optimal functionality and safety.



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**18.** In the event of a fall, promptly remove all components of the fall arrest system from service. Engineered components may undergo recertification only by a qualified professional engineer.

19. Guard or cover all holes, openings, and skylights to mitigate the risk of falls and ensure a safe work environment.

#### DON'T'S

- 1. Don't use equipment that has failed inspection or has been involved in a fall arrest incident.
- 2. Refrain from using unfamiliar equipment or tools; always consult manufacturer's instructions before use.
- **3.** Do not disconnect from your personal fall protection system while in a fall hazard area, which extends a minimum of 6.5 feet from all edges.
- **4.** Avoid working around unprotected openings without adhering to the hierarchy of controls for fall prevention.
- 5. Do not tie knots anywhere in your personal fall protection system, as this can compromise its integrity.
- **6.** Avoid using unsuitable anchor points such as water pipes, electrical conduits, or guardrails; utilize only structurally sound components capable of supporting required anchorage strength.
- **7.** Do not utilize manual lock carabiners or non-self-locking snap-hooks; ensure all hooks and carabiners are self-locking and self-closing, requiring two consecutive deliberate actions to open.
- **8.** Refrain from connecting multiple lanyards together.
- **9.** Do not permit more than one worker to tie off to the same anchor unless specifically designed and approved by an engineer.
- **10.** Do not allow anyone else to rig your equipment without verifying correct installation.
- **11.** Avoid using incompatible connections, such as connecting a hook to a hook or a carabiner to a carabiner, to ensure proper functionality and safety.

#### Safe Job Procedures

- 1. Adhere to Occupational Health & Safety (OH&S) Regulations to ensure compliance with safety standards.
- 2. Properly don and utilize the prescribed Personal Protective Equipment (PPE), ensuring all equipment is in optimal working condition.
- 3. Safeguard the general public by closing off or barricading areas presenting fall hazards.
- **4.** Employees operating at elevations exceeding 10 feet (3m) where fall-related injuries are a risk must implement fall protection measures, following the established Hierarchy of Controls:
  - a. Elimination
  - b. Installation of guardrails
  - c. Utilization of fall restraint systems
  - d. Implementation of fall arrest systems
  - e. Adoption of other acceptable systems (e.g., control zones, first person up, etc.).
- **5.** Before initiating any project, conduct a comprehensive review of specific fall protection requirements. This includes conducting a risk assessment at the project's onset and continuously throughout daily hazard assessments.
- **6.** The assessment should encompass identification of fall hazards, determination of appropriate types and methods of fall protection, calculation of fall clearance, establishment of rescue procedures, protocols for equipment assembly, maintenance, inspection, and disassembly, as well as identifying necessary training for the fall protection program.
- 7. For work conducted at heights of 25 feet (7.5m) or above, document the review in a formal Fall Protection Plan. A Fall Protection Plan is not mandatory if the work area is safeguarded by permanent guardrails.
- **8.** Training under the fall protection plan should cover job orientation, instruction on both fall restraint and fall arrest techniques, and fitting of personal protective equipment.
- **9.** If employing a Personal Fall Protection System (such as fall restraint or fall arrest), ensure that anchor points are inspected and installed according to manufacturer's specifications.
- **10.** For any engineered component of the fall protection system, ensure that valid engineering documents are accessible and adhered to.



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**11.** All components of a fall protection system must be installed in strict accordance with manufacturer specifications, undergo regular inspections, and be checked prior to each use by the user.

## **Guardrail Requirements**

- 1. When it is not feasible to eliminate the need to work at heights or the fall hazard, guardrails represent the preferred method of fall protection.
- 2. Installation of guardrails must adhere to the requirements outlined in OHSR 4.58.
- **3.** If a portion of the guardrails needs removal to facilitate work:
  - a. Only the necessary section of guardrails should be removed.
  - b. Workers operating in that area must be safeguarded by Personal Fall Arrest Systems.
  - c. Guardrails must be promptly reinstalled upon completion of the work or when the area is vacated.
  - d. Whenever possible, efforts should be made to divert guardrails to accommodate work instead of removing them to ensure the protection of other workers.
- **4.** Any scaffolding must be erected in compliance with the regulations outlined in OHSR Part 13 and other relevant standards, by individuals who are qualified and competent.
- 5. Scaffolding must incorporate guardrails. However, guardrails may be omitted from the edge of a work platform if the platform abuts a structure providing an equivalent level of protection and if the open space between the platform and the structure does not exceed 30 cm (12 in).

## **Self-Elevating Work Platforms (Scissor Lifts & Boom Lifts):**

- 1. Priority will be given to the utilization of scissor and boom lifts when tasks necessitate work on exteriors or ceilings.
- 2. Operators of lifts must undergo comprehensive training on the safe inspection, operation, and maintenance of the equipment in accordance with manufacturer guidelines.
- 3. Adhere to Safe Work Practice Mobile Elevated Work Platforms.
- **4.** Take measures to prevent overloading of the platform or wind loading caused by materials placed on it.
- **5.** Adhere strictly to weight rating limits and ensure even distribution of weight across the platform to maintain stability and safety.

## Fall Restraint

- 1. When it is not feasible or practical to set up guardrails or work within existing guardrail boundaries, or when doing so may elevate risk levels, a fall restraint system represents the preferred method of fall protection.
- 2. Fall restraint refers to a system designed to prevent a worker from falling from a work position or from accessing an unguarded edge from which a fall could occur. For instance, when installing heavy gauge exterior walls beyond existing guardrails at heights inaccessible by boom-lifts.
- **3.** Fall restraint systems are configured to allow workers to move freely within the designated work area while preventing access to the fall hazard as long as the system remains connected.
- **4.** To establish a fall restraint system:
  - The worker must don an approved and inspected fall restraint harness.
  - Utilize an anchor point with a minimum breaking strength of 800lbs.
  - Choose a connecting device of sufficient length to allow access to the work area but not long enough to reach the fall hazard.
  - Attach the connecting device between the worker's back D-ring and the anchor point.
  - Consider compatibility and incompatibility of connections when setting up the system.
  - Ensure there is no slack in the system that would enable the worker to reach the fall hazard.
  - Regularly inspect and adjust the fall restraint system, especially if using rope grabs or adjustable systems, to ensure the worker cannot access the fall hazard.
  - Manual rope grabs are preferred for fall restraint applications.

## **Fall Arrest**

- 1. When utilizing a fall restraint system is not feasible or practical, or when it may pose increased risk, a fall arrest system is the preferred method of fall protection.
- 2. A fall arrest system is designed to halt a worker's fall before they make contact with the surface below.



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- 3. This system allows the worker to move freely within the designated work area, including reaching the fall hazard. If a fall occurs, the fall arrest system will prevent the worker from striking the ground or other surfaces.
- **4.** To set up a fall arrest system:
  - The worker must wear an approved and inspected fall restraint harness.
  - Utilize an anchor point with a minimum breaking strength of 5000lbs.
  - Choose a connecting device of adequate length to allow access to the work area while minimizing free fall distance.
  - Attach the connecting device between the worker's back D-ring and the anchor point.
  - If using a lanyard as the connecting device, ensure it is an energy-absorbing lanyard specifically designed for fall
  - Consider compatibility and incompatibility of connections when configuring the system.
  - Ensure there is no slack in the system to prevent increased free fall distance or swing falls.
- **5.** Limit the free fall distance to 6 feet when using an energy-absorbing lanyard.
- **6.** Free fall distance can be minimized by:
  - Utilizing a higher anchor point.
  - Using a shorter lanyard.
  - Employing Self-Retracting Devices.
- 7. Rescue procedures must be incorporated into the planning of any fall arrest system to ensure prompt retrieval of a fallen
- 8. Fall clearance must be calculated for any worker in a fall arrest situation to ensure adequate clearance from lower level hazards.

Note: Fall arrest systems should not be used for situations where work is conducted at heights less than 10 feet unless there is an unusual risk of injury below.

## **Control Zone Requirements**

- 1. Control zones are designated only when alternative forms of fall protection are not practical or would pose increased risks to workers.
- 2. A control zone refers to the area between an unguarded edge of a building or structure and a safe distance of at least 2 meters (6.5 feet).
- 3. These zones are suitable for use only on flat surfaces or surfaces with slopes of 4:12 and below.
- **4.** To establish a control zone, a raised warning line is set up 6.5 feet from the leading edge. This warning line comprises:
  - High visibility material or a flagged line clearly marked with high visibility materials at intervals not exceeding 2 meters (6.5 ft).
  - Rigged and maintained to be positioned between 34 and 45 inches above the working surface.

## **Additional Leading Edge Work Requirements**

- 1. For the majority of leading-edge tasks, guardrails and fall restraint systems will be both feasible and utilized. Fall arrest systems should only be employed when guardrails and fall restraint are not practical.
- 2. When employing fall restraint, select an anchor point that minimizes the distance to the nearest hazard.
- 3. Always minimize slack to achieve restraint. In a fall arrest setup, reducing slack decreases free fall distance, total fall distance, forces exerted on the body during a fall, and generally facilitates easier and faster rescue operations.
- **4.** Do not rely on guardrails that you did not construct without first conducting a visual inspection. Check:
  - Ensure all vertical supports are securely fastened to the floor.
  - Confirm horizontal members are securely attached to the inside of the vertical supports, with the top rail positioned on top.
  - Verify that spans do not exceed 8 feet, although this can be extended to 10 feet on scaffolds.
  - Ensure the guardrail height falls between 40 and 44 inches above the working surface.
  - Position the mid-rail halfway between the top rail and the ground, or between the top rail and the toe-board if one is present.
- 5. Secure tools and materials with tethers, establish a control zone below, and adhere to the Dropped Prevention Program outlined in the OHS Program. Implement the hierarchy of controls to prevent tool drops, including elimination, substitution, engineering controls, administrative controls, and PPE.



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**6.** Ensure that plywood or insulation panels and other materials are adequately secured to prevent them from becoming airborne during storms or strong wind gusts.

# PART 5 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- Manufacturer's Instructions
- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Fall Protection (Part 11)
- Site Specific Fall Protection Plan

## **PART 6 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 7 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

# **PART 8 - OTHER**

This SWP does not supersede manufacturer's instructions, manuals, maintenance and service manuals, or any relevant documents provided by the manufacturer of the equipment/tool.



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EMPLOYEE ACKNOWLEDGEMENT						
All employees instructed in the contents of this SJF						
PRINT NAME	SIGNATURE	DATE				
	SUPERVISORS REVIEW					
PRINT NAME	SIGNATURE	DATE				
This document has been provided for the safety of the contents of this document WILL be provided the						



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	PART 1 – PROJECT INFORMATION							
Project Name:					Project Address:			
Supervisor Name:						Phone #:		
Project	Superinten	dent:		Phone #:				
				AZARD IDEN				
_				TENTIAL HAZAR	RDS			
	er Trades/Con		☐ Excavation or Tr			☐ Limited Communication		
	ts of Approacl	h (Power Line	•			☐ Violence		
	trical Shock		☐ Noise - Above 8			Crane Misadventure		
	ic Traffic		Lifting or Twistin			☐ Working Near or Around Water		
	Driving Cond		☐ Compressed Ga	•		□ Ergonomics		
	ain Conditions					☐ Tools or Equipment		
	rom Elevation	ns				□ Pedestrians		
☐ Fallir	ng Objects		☐ Working Alone		ation	☐ Hot Surfaces		
☐ Clim	bing Obstruct	ions		ent				
☐ Arc F	lash Potentia	l	☐ Entanglement			☐ Spills		
☐ Flyin	g Debris							
⊠ Unsa	afe or Inadequ	uate Access	☐ Crush/ Pinch Po	oint Hazards				
	<b>CONTROLS (E</b>	LIMINATION	I, SUBSTITUTION, ENGINE	EERING, ADMIN	NISTRATIVE, I	PPE, SUPPORTING DOCUMENTS ETC.)		
Elimina	<b>tion</b> is the pro	ocess of remo	oving the hazard from the	workplace. It i	s the most ef	fective way to control a risk because the		
hazard	is no longer p	resent. It is t	he preferred way to contr	ol a hazard and	l should be u	sed whenever possible.		
Substitu	ution is the ac	ct of replacing	g something with another	r thing in this	case, a hazar	d is replaced with a less hazardous one.		
				ENGINEERING				
	tion		Separating workers from	the hazard by o	listance or th	e use of barriers		
☐ Encl	osures		Placing the material or pr	rocess in a close	ed system (e.	g., enclosed machines, booths, etc.)		
☐ Guai	rding & Shield	ling	Using guards around mov	ing parts of ma	achinery			
☐ Vent	ilation		Using local exhaust or gen	neral dilution v	entilation to	remove or reduce airborne products		
☐ Mec	hanical Lifting	Devices	Using mechanical method	ds to lift or mov	e objects ins	tead of manual lifting		
☐ Guai	rdrails		Using guardrails to preven	nt a fall				
			A	DMINISTRATIV	E			
☐ Usi	ng job-rotatio	n schedules	or a work-rest schedule to	o limit the amo	unt of time a	worker is exposed to a substance.		
⊠ Pre	ventative mai	ntenance to	keep equipment in prope	er working orde	r			
☐ Sch	eduling maint	tenance or hi	igh exposure operations for	or times when	few workers	are present (such as evenings, weekends)		
	tricting acces							
			ose competent or qualifie	ed to perform th	ne work			
	ng signs to wa	-	•			_		
				PROTECTIVE EC	QUIPMENT			
$\boxtimes$	(3)	CSA Appro	ved Footwear		0	Hand & Finger Protection		
$\boxtimes$	0	CSA Appro	ved Headgear	$\boxtimes$		Safety Eye wear		
		Fall Protection Equipment				Hearing Protection		
	0	Dust Mask	Dust Mask (N95)			Respiratory Protection		
$\boxtimes$		High Visibil	lity Vest (clothing)			Face Shield		
	0	Arc flash Pi	rotection	$\boxtimes$		Seatbelt		
	Other				Other			



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## **RISK RATING AFTER CONTROLS - MOD**

## **PART 3 - RESPONSIBILITIES**

## **MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES**

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### **WORKER RESPONSIBILITIES**

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

# PART 4 - PRE-JOB PROCEDURE

- 1. All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- 2. All mobile equipment must be operated by competent personnel.
- **3.** Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- 4. Ensure that a thorough traffic management plan is in place before starting any work that may impact traffic flow.
- 5. Use appropriate signs, cones, barriers, and other traffic control devices to clearly communicate with drivers and pedestrians.
- 6. All workers involved in traffic control must wear high visibility clothing to ensure they are easily seen by motorists.
- **7.** Adhere strictly to established traffic control procedures outlined in the British Columbia Traffic Control Manual or other relevant guidelines. Be visible. Stand where you can see traffic and be seen by traffic.
- **8.** Always remain vigilant and be aware of your surroundings, including approaching vehicles and potential hazards. Do not engage with disgruntled pedestrians or motorists.
- **9.** Maintain clear communication with other workers, motorists, and pedestrians using signals, radios, or other means as necessary.
- **10.** Have a plan in place for responding to emergencies, such as accidents or sudden changes in traffic conditions. Think ahead and plan your escape route. Know where you will move to if a motorist drives too close.
- **11.** Never assume that motorists will obey traffic control measures or notices. Always be prepared for unexpected behavior. Ensure you are positioned in a manner where vehicles cannot strike you.
- 12. Avoid placing signs or barriers in locations that obstruct the visibility of motorists or create unnecessary hazards.
- **13.** Take any signs of danger seriously and act immediately to address them, whether it's an approaching vehicle or a malfunctioning traffic control device.
- 14. Avoid taking unnecessary risks or engaging in unsafe behavior while performing traffic control duties.
- 15. Regularly inspect and maintain all traffic control equipment to ensure it is functioning properly and safely.
- **16.** Ensure that all workers involved in traffic control have received proper training and certification as required by British Columbia regulations.
- **17.** In the event of an emergency or unexpected situation, remain calm and follow established procedures to ensure the safety of yourself and others.

## **Personal Protective Equipment Requirements**

- CSA Approved High visibility hard hat, steel toed boots (6" min with good traction), Class 2 or 3 high visibility vests with wrist and leg bands, task specific gloves, safety glasses and gloves where there is risk of injury.
- When working at night, always use your night wand.



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Ensure your safety whistle is secured to your vest or in your pocket (readily available)

## **PART 5 - SAFE JOB STEPS**

- **1.** Effective January 1, 2007, individuals assigned to traffic direction tasks, which may pose safety risks, must possess qualifications recognized by WorkSafeBC.
- 2. Superintendents and supervisors are responsible for ensuring the provision and implementation of efficient traffic control whenever the unregulated movement of vehicular traffic could endanger worker safety. These traffic control measures must adhere to the standards outlined in the latest edition of the Traffic Control Manual for Work on Roadways, issued by the Ministry of Transportation and Highways (MOTH).
- 3. During traffic control operations, a supervisor must be appointed to oversee the following:
  - Ensuring the placement of necessary traffic control devices.
  - Verifying that each member of the traffic control team is equipped with the required personal protective attire and gear.
  - Ensuring that traffic control personnel are stationed in safe locations, away from potential environmental hazards such as landslides or avalanches.
  - Traffic control personnel must perform their duties competently and safely, effectively managing traffic flow.
  - In situations requiring the collaboration of two or more traffic control personnel at the worksite, responsibility for coordinating changes in traffic flow is assigned, and radio communications are provided as needed.
- **4.** Traffic control devices must be deployed before the commencement of operations and promptly removed when they are no longer required.
- **5.** Traffic control personnel are required under the following circumstances:
  - When traffic needs to pass a worker, equipment, or other obstruction blocking part or all of the roadway.
  - When workers or equipment are operating on the roadway where sight distance is insufficient for oncoming traffic to have adequate warning of their presence, such as over the brow of a hill or around a sharp curve.
  - When it's necessary to implement a one-way traffic system through a construction zone with heavy traffic volumes and high approach speeds, and a traffic signal system is not utilized.
  - When construction vehicle traffic is not coordinated with an existing traffic control system, or an existing traffic signal light system is inadequate to regulate traffic, or when the work encroaches into an intersection, disrupting regular traffic movement.
  - > When traffic speed or volume poses a hazard to workers setting up or removing other traffic control devices.
  - When other traffic control devices are unavailable for emergency protection.
  - ➤ When workers are not adequately protected by other traffic control devices.
- **6.** A traffic control person must be a responsible worker who has received instruction and demonstrated adequate knowledge of relevant regulations and procedures from the Traffic Control Manual. Employers of traffic control personnel must provide training and instruction in a course approved by the Board.
- 7. During traffic control operations, a traffic control person must remain on duty at the assigned station until relieved and must always remain attentive.
- **8.** A traffic control person must stand in a safe position off the roadway, be clearly visible, have an unobstructed view of approaching traffic, and be positioned at least 25 m (80 feet) away from the work area, unless circumstances or space constraints such as working at or near an intersection require otherwise.
- **9.** Signs indicating a traffic control person ahead must be placed in advance of each traffic control person's station and promptly removed when they are no longer on duty at that station.
- **10.** All traffic control personnel must wear appropriate traffic control paddles and reflective clothing. High-visibility safety headgear with retro-reflective tape around the crown must be worn.
- **11.** Traffic control gestures and signals must be executed precisely and deliberately to ensure clear understanding by approaching traffic.
- **12.** To maintain visibility, the principal contractor must periodically apply water or other approved material to suppress dust on surfaces where traffic is diverted onto dusty surfaces.



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## **Setting Up Equipment**

## **Single Lane Alternating:**

- 1. Put on Personal Protective Equipment (PPE) as required by regulation.
- 2. Complete a TCP Field Level Hazard Assessment
- 3. Inspect the work area to identify and hazards or changes from the previous workday.
- 4. Place a "Construction Ahead" (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
- 5. From there, move a maximum of 40m towards he work zone and place a "Prepared to Stop" (C-029) or "Single Lane Traffic" (C-030-8) sign.
- 6. Move a maximum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.
- 7. Repeat steps 2 6 on both sides of the work zone.

## Merging:

- 1. Put on Personal Protective Equipment (PPE) as required by regulation.
- 2. Complete a TCP Field Level Hazard Assessment
- 3. Inspect the work area to identify and hazards or changes from the previous workday.
- 4. Place a "Construction Ahead (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
- 5. From there, move 40m towards the work zone and place a "Merge" (C-130-R or C-130-L) sign.
- 6. If the traffic speed is over 60km/h check what distance your signs need to be spaced at and place a second "Merge" (C-130-R or C-130-L) sign a maximum of 40m towards the work zone.
- 7. Move a minimum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.

## **Median Cross Over**

- 1. Put on Personal Protective Equipment (PPE) as required by regulation.
- 2. Complete a TCP Field Level Hazard Assessment.
- 3. Inspect the work area to identify and hazards or changes from the previous workday.
- 4. Place a "Construction Ahead (C-018-1A) or "Crew Working" (C-004) sign a minimum of 120m from the work zone.
- 5. From there, move 40m towards the work zone and place a "Merge" (C-130-R or C-130-L) sign.
- **6.** If the traffic speed is over 60km/h check what distance your signs need to be spaced at and place a second "Merge" (C-130-L) sign a maximum of 40m towards the work zone.
- 7. Move a minimum of 40m towards the work zone and place a "Traffic Control Person" (C-001-1) sign.
- 8. The side of the road that does not have the work zone on it must be set up first.
- 9. Use an "Arrow" (C-053-R or C-053-L) sign in the taper on the side that does not have the work zone to merge traffic into the left curb lane.
- **10.** Setup the taper first before placing the remaining delineators, providing a buffer.
- 11. Set up lane closure work zone side with the arrow board lane closure vehicle buffer.

## When Stopping a Motorist

- 1. Stand on the shoulder of the road or in a safe area identified on the Traffic Management Plan.
- **2.** Hold your stop sign facing oncoming traffic.
- 3. Never take your eyes off the vehicle(s) until they have come to a full stop.
- 4. Once traffic has stopped, move to a safe position after stopping the first vehicle where the incoming next vehicle can see you
- 5. Stand with your toes pointed to the centerline, on the passenger's side of the lane so you can see down your line, this will also increase the driver's visibility of you. Scan both ways of traffic so your focus is not caught up in one direction and you are constantly aware of your surroundings.

# Pedestrians and Cyclists in the Work Area

1. Install "Sidewalk Closed" and "Sidewalk Closed Ahead" signs strategically, near sidewalks, crosswalks, or side roads, to guide pedestrians to safe crossing points.



# HSE Program – Safe Job Procedure – Traffic Control (CT)

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2. Position "Bike Lane Closed" signs before the Temporary Traffic Control (TCP) sign, ensuring it's the last sign cyclist's encounter.

- 3. Begin the lane closure taper with the first delineator or cone placed in the middle of the bike lane, indicating shared road use for all traffic.
- **4.** Use barricades and delineators to cordon off restricted pedestrian and cyclist zones within the work area, including sidewalks, trenches, manholes, and areas around mobile equipment or load-out zones.
- 5. If a lane truck is in operation, cordon off walkways with caution tape to clearly mark safe pedestrian routes.
- **6.** Regularly monitor and assist pedestrians and cyclists throughout the day as they navigate through the work zone, ensuring their safety.
- 7. Initiate work activities only after all temporary traffic control devices, including pedestrian and cyclist safety measures, are properly installed.
- **8.** Allow pedestrian and cyclist traffic to move only in the direction of traffic flow within closed lanes, ensuring their safety and compliance with traffic regulations.

### **Disgruntled Public (Harassment or Violence)**

- 1. Despite facing an angry or hostile driver, refrain from responding with anger. Avoid escalating the situation further by remaining composed and not engaging in confrontational behavior.
- 2. If confronted with yelling or aggression, recognize that you cannot control the individual's behavior. Instead of attempting to defuse the situation, walk away to a secure area, such as within the project fence line. Politely wish them a good day and promptly notify a supervisor to address the issue.
- 3. Recognize that you may not be aware of the underlying reasons for the individual's anger. Avoid making any inappropriate remarks, gestures, or facial expressions that could potentially aggravate the situation further.
- 4. Understand that part of your job may involve encountering inconveniences or frustrations from the public. Maintain professionalism, take pride in your work, and refrain from taking any personal offense from negative interactions.

# PART 6 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: Traffic Control (Part 18)
- Project Traffic Management Plan including risk assessment (Prime Contractor)

#### **PART 7 - PREVENTATIVE MAINTENANCE**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

#### **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel. All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

#### PART 9 - OTHER



# HSE Program – Safe Job Procedure – Traffic Control (CT)

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EMPLOYEE ACKNOWLEDGEMENT				
All employees instructed in the contents of this SJF  PRINT NAME	P must print their full name clearly and sign SIGNATURE	, acknowledging they understand the instructions. <b>DATE</b>		
FRINT INAIVIL	SIGNATURE	DATE		
	SUPERVISORS REVIEW			
PRINT NAME	SIGNATURE	DATE		
This document has been provided for the safety of				
the contents of this document WILL be provided th	rough designated management on site (th	e above signed) at all times.		



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	PART 1 – PROJECT INFORMATION					
Project Name:				Project Address:		
Supervisor Name:				Phone #:		
Project :	Superintend	dent:			Phone #:	
			PART 2 – HAZ			
			-	IAL HAZAR	DS	I
	Trades/Cont		☐ Excavation or Trench	nes		☐ Limited Communication
		(Power Lines)	☐ Heat or Cold Stress			☐ Violence
	ical Shock		☐ Noise - Above 85 De	cibels		☐ Crane Misadventure
☐ Public			☐ Lifting or Twisting			☐ Working Near or Around Water
	Driving Condi	itions	☐ Compressed Gases of	or Liquids		□ Ergonomics
	n Conditions		☐ Poor Soil Conditions			
☐ Fall Fr	om Elevation	ıs		i.e., water,	wind, sun	☐ Pedestrians
⊠ Fallin	g Objects		☐ Working Alone or Re	emote Loca	tion	☐ Hot Surfaces
☐ Climb	ing Obstructi	ons	☑ Mobile Equipment			☑ Slippery Ground Conditions
☐ Arc Fla	ash Potential		☐ Entanglement			☐ Spills
	Debris					☐ Carbon Monoxide
☐ Unsaf	e or Inadequ	ate Access	☐ Crush/ Pinch Point H	lazards		
C	CONTROLS (E	LIMINATION, S	UBSTITUTION, ENGINEERIN	IG, ADMINI	STRATIVE, P	PE, SUPPORTING DOCUMENTS ETC.)
Eliminati	ion is the pro	cess of removir	ng the hazard from the work	kplace. It is	the most effe	ective way to control a risk because the
			preferred way to control a h			
Substitu	<b>tion</b> is the ac	t of replacing so	mething with another thin	g in this c	ase, a hazard	is replaced with a less hazardous one.
				INEERING		
						e use of barriers
	☐ Enclosures Placing the material or process in a closed system (e.g., enclosed machines, booths, etc.)					., enclosed machines, booths, etc.)
⊠ Guard	☐ Guarding & Shielding Using guards around moving parts of machinery					
☐ Ventil	ation	Us	ing local exhaust or general	dilution ve	ntilation to r	emove or reduce airborne products
	anical Lifting	Devices Us	ing mechanical methods to	lift or move	e objects inst	ead of manual lifting
⊠ Guard	Irails	Us	ing guardrails to prevent a f	all		
			ADMII	NISTRATIVI		
☐ Usin	g job-rotatio	n schedules or a	work-rest schedule to limi	t the amou	nt of time a v	vorker is exposed to a substance.
⊠ Preve	entative mair	ntenance to kee	ep equipment in proper wor	king order		
⊠ Sche	duling maint	enance or high	exposure operations for tim	nes when fe	ew workers a	re present (such as evenings, weekends)
⊠ Resti	ricting access	s to a work area				
⊠ Restr	ricting the tas	sk to only those	competent or qualified to	perform the	e work	
		rn workers of a				
	3 0		PERSONAL PRO	TECTIVE EC	QUIPMENT	
$\boxtimes$	2	CSA Approved	l Footwear	$\boxtimes$	0	Hand & Finger Protection
	0	CSA Approved	l Headgear	$\boxtimes$		Safety Eyewear
		Fall Protection	n Equipment	$\boxtimes$		Hearing Protection
$\boxtimes$		Dust Mask (N	95)	$\boxtimes$		Respiratory Protection
		High Visibility	Vest (clothing)	$\boxtimes$		Face Shield
	•	Arc flash Prot	ection		A Sep	Seatbelt
	Other				Other	



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# **RISK RATING AFTER CONTROLS - LOW**

#### **PART 3 - RESPONSIBILITIES**

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES

- Set a good example in all aspects.
- Ensure that they and all workers in their discharge comply with the Workers Compensation Act and OHS Regulation. Where non-compliance is observed, disciplinary action may be required.
- Ensure safe conditions in the workplace during all working hours.
- Ensure that this document remains effective during the work activity and update and / or revise, as necessary.
- Provide Site Specific SWP/SJP training to workers.
- Must provide all tools, materials, and equipment to conduct the required work.
- Provide training to workers in accordance with this document.
- Monitor workers to ensure everyone is working safely.

#### WORKER RESPONSIBILITIES

- Perform the task safely.
- If unable or unsure how to perform the task safely, contact the site supervisor immediately.
- Do not use tools or equipment that they do not know how to use, or that may be malfunctioning.
- Report all accidents, incidents, near misses and unsafe acts / conditions immediately.

#### **PART 4 - PRE-JOB PROCEDURE**

- All persons performing tasks associated with this procedure must be trained in the contents of this Safe Job Procedure.
- Conduct an FLHA for the task ensure all site-specific conditions, controls and risks are identified. Coordinate the activities with other personnel and contractors, as required.
- Keep the work area as clean as possible.
- Personal Protective Equipment required including Glasses and Hearing Protection.
- Ensure power cords and tools are inspected and properly grounded.
- No loose clothing, jewelry and hair must be secured.
- Don't overreach, keep proper footing and balance at all times while operating the tool.
- Proper maintenance of this equipment is mandatory. Clean the equipment at the end of each shift and inspect regularly to ensure that there are no signs of damage.
- Ensure the correct blade for the tool is used, refer to manufacturers specifications for blade and saw RPM's.
- Don't use attachments that are not recommended for the tool.
- Don't touch any movable part of the tool unless the power cord is unplugged.

# **Prior to Operation**

- Ensure that the power source to be utilized conforms to the power requirements specified by the manufacturer
- Ensure that the power switch is in the off position prior to plugging in the tool.
- If using an extension cord ensure that it is the correct type, rating and thickness. Keep the extension cords as short as possible and ensure cords are kept off the ground if possible and not driven over.
- Inspect the drill bit that is to be used and is mounted properly

#### **PART 5 - SAFE JOB STEPS**

- 1. Read the operators manual prior to use.
- 2. Ensure all guards are in place and in good condition
- 3. Follow PPE requirements
- 4. Ensure power functions such as the emergency shut-off are tested and working
- 5. Inspect the drill bit and all other components prior to use.
- 6. Ensure the power supply is accessible and safe.
- 7. Secure any adjustable parts of the drill to ensure stability during operation.
- 8. For drilling ensure the dust extraction system (LEV) is in place and functioning.
- 9. Ensure the drill is plugged into an approved power source.
- 10. Ensure the power supply is accessible and safe.



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- 11. Secure any adjustable parts of the drill to ensure stability during operation.
- 12. For drilling ensure the dust extraction system (LEV) is in place and functioning.
- 13. Ensure the drill is plugged into an approved power source.
- 14. Start Slowly: Begin drilling at a low speed and use it to create a shallow guide hole.
- 15. Apply Steady Pressure: Use firm but steady pressure as you increase speed to the desired level.
- 16. Control the Bit: Use the proper bit for concrete and consider using a hammer drill to break up the material efficiently.
- 17. Manage Dust: Periodically pull the bit out or use a vacuum to remove dust from the hole.
- 18. Maintain Proper Grip: Hold the drill with both insulated gripping surfaces and the auxiliary handle.
- 19. Clean up the work area after each use.

## **PART 6 – EXAMPLE OF VACUUM DRILL**

When drilling to any surface of concrete you must use a drill with a vacuum attachment to collect any dust or silica from the air



Use of respirator is required when drilling concrete.

# PART 7 - DOCUMENTS, APPLICABLE LEGISLATION, STANDARDS OR OTHER

- WorkSafeBC OHS Regulation: General Conditions (Part 4)
- WorkSafeBC OHS Regulation: Substance Specific Requirements (Part 6)
- WorkSafeBC OHS Regulation: Tools, Machinery and Equipment (Part 12)
- Equipment Manufacturers Specifications

# **PART 8 - EMERGENCY AND REPORTING REQUIREMENTS**

Any defective equipment shall be tagged and designated as "Out of Service" and reported to the Site Supervisor and / or Management designate immediately. DO NOT USE ANY 'OUT OF SERVICE" equipment until required repairs have been conducted by a qualified person(s). Records of all maintenance and inspections will be maintained and be readily available in accordance with the manufacturer's specifications and appliable standards.

# **PART 9 - EMERGENCY AND REPORTING REQUIREME**

In the event of an emergency:

- Work activities will stop immediately.
- The site CSO and / or Supervisor will be contacted immediately.
- The site CSO/OFA will assess any injured worker(s) and communicate the next required steps to the applicable personnel.

All accidents, incidents and near misses must be investigated in accordance with the BC OHS Legislation.

In the event this procedure no longer accurately reflects an accurate depiction of the task steps, the procedure will be reviewed and revised in consultation with the Worker Health and Safety Representative and Management Representatives.

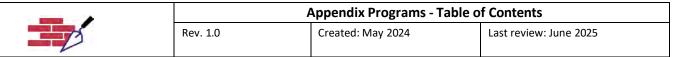
# PART 10 - OTHER



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EMPLOYEE ACKNOWLEDGEMENT					
All employees instructed in the contents of this SJP must print their full name clearly and sign, acknowledging they understand the instructions.					
PRINT NAME	SIGNATURE	DATE			
	SUPERVISORS REVIEW				
PRINT NAME	SIGNATURE	DATE			
This document has been provided for the safety of	all applicable workers on site during the cou	I urse of our construction. Enforcement of			

the contents of this document WILL be provided through designated management on site (the above signed) at all times.



# **Appendix Programs Table of Contents**

- A. Hearing Conservation Program
- B. WHMIS Program
- C. Respiratory Protection Program
- D. Silica Exposure Control Plan
- E. Dropped Objects Prevention Program
- F. Fall Protection Program



#### **HEARING CONSERVATION PROGRAM**

OHS Program – Appendix A

Created: May 2024

Last review: June 2025

Rev. 1.0

# Appendix A - Hearing Conservation Program

# **Policy Statement**

We recognize that noise is a serious problem in the construction workplace. Over time, if noise from machinery, processes or equipment is too loud, it can cause permanent hearing loss. WorkSafeBC OHSR sets maximum allowable limits for noise exposure at 85 dBA Lex (85 dBA average noise exposure over an eight-hour period) and a peak noise level of 140 dBA.

In the construction industry, equipment and power tool operators and workers in proximity to the equipment may be exposed to noise greater than the allowable limits for unprotected hearing. As a result of the noise levels inherent in our industry, a hearing conservation program in compliance with regulatory requirements has been developed.

Where noise above acceptable levels are present, supervisory staff is responsible for determining whether there are any "engineering controls" that can be practicably applied. Where engineering controls are impracticable, operators of equipment that produce noise more than exposure limits, workers in proximity to such equipment, and workers exposed to other job site noise more than the limits are required to wear CSA approved hearing protection appropriate for the noise level. This will be provided by the company. Noise hazard areas under the company's control will be identified with warning signs.

Our workforce will be provided hearing conservation educational materials, an opportunity to discuss hearing conservation, and ready access to hearing protection as part of our program. Educational materials, which will be presented through supervisor instructions and Toolbox Talks, will address effects of noise on hearing, the purpose of annual hearing testing and proper use and maintenance of hearing protection.

Workers exposed to noise in excess of allowable limits are required to have annual hearing tests to monitor their hearing. Hearing testing records will be treated as confidential and maintained for the duration of the workers' employment with the company.

The Hearing Conservation Program will be reviewed on an annual basis to ensure its on-going effectiveness.

# **Recognizing Hearing Loss**

One quarter of all workers in BC are exposed to noise in the workplace loud enough to damage their hearing. Noise is the most common hazard in industry. Hearing loss can occur so gradually that you may not even know it is happening - until too late. Noise induced hearing loss is permanent - it can't be cured or improved.

Excessive noise damages tiny sensory cells deep inside your ears. The first danger sign of occupational hearing loss is the inability to hear high-pitched sounds. As the damage continues, the loss will affect your ability to understand speech. Noise can also cause ringing in your ears.

#### How much noise is too much?

- 1. There are maximum limits for worker exposure to noise in the workplace, both for loudness and duration.
- 2. A simple way to test the noise level is to stand at arm's length from someone and talk to them. If you must raise your voice to be heard, the noise in the vicinity is probably too loud (or the person you are speaking to has hearing loss).
- 3. The length of time that you are exposed to noise is as critical as the volume of the noise. Exposure to continuous noise for 8 hours is far more damaging than 8 hours of noise exposure spread over a few days.
- 4. If your ears ring, or sounds seem muffled after the noise stops, your hearing has been affected, at least temporarily. A continuous noise level greater than 85 decibels over an eight-hour period can damage hearing.



# **HEARING CONSERVATION PROGRAM**

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#### **Noise Control**

The most desirable way to reduce noise is to control it at its source. For example, proper maintenance and lubrication of a noisy piece of equipment may make it quieter, or the noise source can be housed in a noise muffling enclosure. If this isn't practical workers can be isolated from the noise source by putting them in noise muffling enclosures. These noise control activities are called engineered controls.

Another noise control method is called administrative control. Administrative controls include decreasing time in noisy areas through job rotation or scheduling equipment operation when most workers are off shift. The remaining noise control solution is wearing appropriate hearing protection. This is the most common solution for construction industry workers as their employer frequently has little or no ability to control the source of the noise (e.g., the client's equipment in a construction location).

# **Hearing Protection Devices**

If it is not practical to reduce noise levels to or below the exposure limits, the employer must:

- 1. Reduce noise exposure to the lowest level practical
- 2. Provide and maintain hearing protection to all workers in accordance with CSA Standard Z94.2-94
- 3. Provide hearing protection and ensure that all hearing protection is worn effectively.

It is the responsibility of the workers to wear hearing protection when exposed noise levels above exposure limits or where a Noise Hazard Sign has been posted. It is also a requirement that workers must periodically replace any damaged ear protection and properly clean earplugs or earmuffs to maximize its life span.

The following chart outlines some common construction decibel levels:

Examples of noise level ranges (in dBA) by equipment type				
Equipment Type dBA				
Dump Truck	84-88			
Crane	78-103			
Backhoe	85-104			
Dozer	89-103			
Scissor Lift	79			
Generator	108			
Compactor	90-112			
Belt/Palm Sander	93-104			
Grinder	101-106			
Circular Saw	120+			
Jackhammer	100-115			
Chainsaw	106-115			
Pile Driver	119-125			

The purpose of recognizing and evaluating noise hazards is to enable them to be controlled by taking appropriate action to ensure that the hazards do not cause harm.

The three main types of control are (1) Engineering, (2) Administrative and (3) Personal Protective Equipment (PPE). The priority is to reduce noise hazard levels through engineering or administrative controls. Personal Protective Equipment (PPE) is required if the hazard remains above permissible levels after other measures to reduce or eliminate the hazard have been instituted and during the time when controls are being implemented.

# **Engineering Controls**

• Reduction at its source



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- Reduction of noise transmitted.
- Source isolation / dampening.
- Substituting less hazardous processes for a more harmful one
- Changing a process to reduce exposure.
- Enclosing a process so that its harmful effects aren't transferred to workers.
- Regular maintenance

Engineered noise-control measures can be split into two major categories: passive and active. Passive measures include traditional solutions such as:

- Enclosures
- Silencers
- Acoustical screens; and,
- Sound absorbing materials.

#### **Administrative Controls**

Having a Hearing Conservation Program is the primary administrative control.

The following examples of administrative actions, which can be taken to reduce noise exposure:

- a) High noise level areas should be identified by posting labels.
- b) Hearing protection should be made mandatory in noisy areas.
- c) Access to noisy areas should be restricted to authorized personnel.
- d) Employers should conduct periodic training (especially for new workers) to reinforce understanding of the risks of noise exposure, and the methods of reducing noise induced hearing loss.

#### **PPE (Personal Protective Equipment)**

If it is not practical to reduce noise levels to or below the exposure limits, the employer/supervisor must:

• Supply all workers in such an area with appropriate hearing protection based on the worker's eight-hour noise exposure.

Refer to Class of Hearing Protection below:

Maximum equivalent noise level	Recommended class of hearing protector
Less than 85 dBA	No protection required
Up to 89 dBA	Class C
Up to 95 dBA	Class B
Up to 105 dBA	Class A
Up to 110 dBA	Class A plug plus Class A or Class B muff
More than 110 dBA	Class A plug plus Class A or Class B muff and limited exposure

Ensure that all workers in such an area are always wearing hearing protection.

It is the responsibility of all employees to wear hearing protection in all posted noise hazard areas in accordance with the instructions received by the supervisor/employer.

In our operations, noise hazards are power tools such as grinder or drill used in our operations, and compressor and generator at our shop.

# **Employee Training**

A key element of an effective Hearing Conservation Program is worker education and training with respect to hearing loss and hearing loss awareness, proper fitting of hearing protection and proper training in the proper selection use and care of hearing protection devices.

All workers shall be trained in noise hazards and how they can affect their health. This can be completed during Orientations and Toolbox meetings. The subject matter covered by this training shall include, but not be limited to potential health hazards, noise sampling, engineering and administrative controls and the selection, use and care of appropriate hearing protection.

During the training workers shall be made aware of the levels of noise in their work areas and the damage that could be done over time if they do not wear hearing protection. In addition to the personal health consequences, it shall be made clear that refusal to wear required hearing protection might result in disciplinary action up to and including dismissal. The annual training program shall also include an explanation of audiometric test procedures and the purpose of the audiometric testing.

For new employees, training in the Hearing Conservation program shall be a part of their initial safety orientation. All workers will be sent for a "Baseline" audiometric test and instructed on the use of the appropriate hearing protection.

# **Instructions for Using Disposable Earplug**

1. Select the right size and rating



2. With clean hands roll plug into a tight, crease free, small cylinder.



3. Start gently so there are no creases and press more firmly as the earplug gets compressed.



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#### **HEARING CONSERVATION PROGRAM**

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Reach over the head and pull top of ear up and away from head. Immediately insert one plug firmly into each ear canal.



- 5. Plug should remain snug in ear canal during noise exposure. Check for signs of a good fit; they should be invisible or barely visible from the front. Your own voice should sound lower and muffled to you.
- 6. To remove when no longer required, pull plug straight out of ear canal and discard to waste.

#### **Hearing Testing**

The only way to ensure that the hearing conservation program is effective is by periodically measuring the hearing of workers. Hearing tests are required for most construction trades workers.

Hearing tests are vital because they identify the beginning of noise induced hearing loss long before workers notice it. As part of the test, workers are individually counselled about the results, the follow-up required, and when a repeat test will occur. Workers are also counselled about the type of hearing protection to use. Hearing tests will be conducted annually to effectively monitor the hearing of noise-exposed workers. The hearing test, including counselling, takes approximately 15 to 20 minutes.

During a hearing test, a worker is seated in a sound-proof booth with a window and a set of earphones are placed over the ears. When the worker is ready, the audiometric technician sends a series of tones through the earphones to one ear, and then the other. The worker signals the technician as the tones are heard. The workers' responses are recorded for each ear. Then the results are graphed on a chart called an audiogram.

The audiogram shows how loud a tone must be to be barely heard by the worker, at several different pitches or frequencies. In the early stages of noise-induced hearing loss, the audiogram will show some hearing loss for high-pitched sounds. As hearing loss advances, the audiogram shows hearing loss for many pitches. Workers with more advanced hearing loss will notice the sounds of speech and surrounding sounds becoming muffled.

As part of the hearing test, workers are counselled about the necessity, use, maintenance, and replacement of hearing protection. Hearing testing and counselling must be performed by authorized technicians. The first hearing test a worker has is called the baseline test.

The results are categorized as:

**Normal** - test is normal or near normal

Early Warning - test shows the start of noise-induced hearing loss

Abnormal - test shows significant hearing loss requiring medical follow-up

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Repeat tests are called periodic tests. They are categorized as:

**Normal Change** - test shows no significant change from previous test; hearing has remained stable.

**Early Warning Change** - test shows there has been a high-frequency deterioration in hearing, likely due to noise exposure.

**Abnormal Change** - test shows significant change from the previous test requiring medical follow-up.

The technician is not qualified to determine the cause of abnormal or abnormal change hearing tests.

# **Program Review**

This Hearing conservation program will be reviewed on an annual basis.



# WHMIS PROGRAM

OHS Program – Appendix B

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# Appendix B – WHMIS Program

# **Workplace Hazardous Materials Information System (WHMIS)**

It is our policy to promote and sustain the efficient application of a program for WHMIS to ensure that workers receive the fullest knowledge and protection in the handling of products, which could be harmful to their health.

# **WHMIS Responsibilities**

What is WHMIS?

WHMIS (short for Workplace Hazardous Materials Information System) is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces.

Information is provided by means of product labels, safety data sheets (SDS) and worker education programs.

Employer requirements include:

- Ensure controlled products are properly labeled. WHMIS labels alert the worker to the identity of the product, hazards, and precautionary measures;
- Ensure Safety Data Sheets (SDS) are available, current and readily available for all controlled products being used and stored. Safety Data Sheets (SDS) provide detailed hazard and precautionary information and;
- Educate and train employees about WHMIS, hazardous materials, and protective measure to work safely with the controlled products.

#### Worker requirements:

- Participate in WHMIS training and other health and safety training required for your job;
- Use your WHMIS training and adhere to WHMIS requirements;
- Follow safe work procedures and rules;
- Know where SDS's are located in your workplace and how to use them;
- Inform your supervisor about any hazards you see in the workplace and;
- Inform your supervisor of deficiencies such as labels on containers that are no longer readable, damaged or lost.

Workplace-specific training is the most important part of WHMIS training. Your supervisor must provide you with training on the specific hazardous materials you will be working with.

Under the British Columbia Occupational Health and Safety Regulations, all individuals handling or working with hazardous materials must receive training on the Workplace Hazardous Material Information System (WHMIS) to ensure they know:

- How to recognize hazardous materials;
- How to identify hazards associated with these materials and;
- how to safely use, handle, store and dispose of hazardous materials.

WHMIS is the national hazardous materials classification system intended to provide workplace standards for the control, handling, storage, and disposal of controlled products, which can impact the health and safety of the workplace and its employees.



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A product that is classified as hazardous under WHMIS is called a **controlled or hazardous product**. WHMIS classification of controlled products is based on properties such as flammability, reactivity and toxicity of the material. A list of controlled products covered under WHMIS can be found in the Hazardous Products Act.

# **Global Harmonized System (GHS)**

The GHS is an internationally agreed-upon system, created by the United Nations in 1992. In February 2015, Canada Amended the Hazardous Products Act and published the Hazardous Products regulations to incorporate the GHS into WHMIS. The new WHMIS in Canada is identified as **WHMIS 2015** (replacing WHMIS 1988).

The GHS system covers all hazardous products and may be adopted to cover products in the workplace, transport, consumer products, pesticides, and pharmaceuticals. The target audiences for GHS include workers, transport workers, emergency responders and consumers.

# **Pictograms, Hazard Classes and Categories**

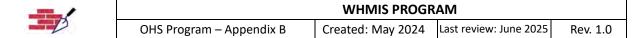
## **Pictograms**

Pictograms are graphic images that immediately show the user of a hazardous product what type of hazard is present. With a quick glance, you can see, for example, that the product is flammable, or that it is a health hazard etc.

Most pictograms have a distinctive red "square set on one of its points" border. Inside this border is a symbol that represents the potential hazard (e.g., fire, health hazard, corrosive, etc.). Together, the symbol and the border are referred to as a pictogram. Pictograms are assigned to specific hazard classes or categories.

#### WHMIS 2015 Pictograms This pictogram is used for indicating flammable gases, For hazardous products that can cause death or acute aerosols, liquids and solids; pyrophoric liquids, gases and toxicity after exposure to small amounts of the products, solids; self-heating substances and mixtures; substances this Pictogram is used to warn users of the potential and mixtures that produce flammable gases when in dangers. It is placed on labels of materials with acute oral, dermal and inhalation toxicity. For instance, the pictogram contact with water; organic peroxides; and self-reactive substances and mixtures. can be used on containers for cleaning chemicals This Pictogram is used to indicate a product that causes or is suspected of causing serious health effects. It forms part of The pictogram is flame over a circle plus a distinctive red labels of products that cause respiratory sensitivity, skin "diamond" shaped border. It is used to indicate oxidizing toxicity, germ cell mutagenicity, carcinogenicity, reproductive gases, liquids and solids. toxicity, aspiration hazard, specific target organ toxicity after single exposure, and specific target organ toxicity after repeated Used for hazardous products that cause less serious health effects, the Exclamation Mark Pictogram indicates acute This pictogram is used to indicate the hazard of gases under toxicity (oral, dermal or inhalation), skin corrosion pressure such as dissolved gas, liquefied gas, compressed (irritation), eve irritation, skin sensitivity, respiratory gas and refrigerated liquefied gas. damage, and specific target organ toxicity on single exposure. Indicates the presence of organisms or toxins that can cause The corrosive pictogram indicates a substance that can diseases in humans and animals, The Biohazardous Infectious irritate the skin and eyes, and damage metals. It is used for Materials pictogram has been retained from WHMIS 1988. The hazardous products that are corrosive to metals, cause skin pictogram is used on labels of biohazardous infectious irritation (corrosion), and cause serious eye irritation or materials. For instance, it is used on growths of microdamage. organisms like E. coli or salmonella bacteria cultures. Used to indicate explosion or reactivity hazards, the Exploding Bomb Pictogram is placed on the labels of self-This GHS pictogram has not been integrated into reactive substances and mixtures, and on labels of organic WHMIS, however it stands for Environmental Hazards.

#### **Hazard Classes**



Hazard classes are a way of grouping together products that have similar properties. Most of the hazard classes are common to GHS and will be used worldwide by all countries that have adopted GHS. Some hazard classes are specific to WHMIS 2015.

# **Hazard Category**

Each hazard class contains at least one category. The hazard categories are assigned a number (e.g., 1, 2, etc.) Categories may also be called "types". Types are assigned an alphabetical letter (e.g., A, B, etc.). In a few cases, subcategories are also specified. Subcategories are identified with a number and a letter (e.g., 1A and 1B).

Some hazard classes have only one category (e.g., corrosive to metals), others may have two categories (e.g., carcinogenicity (cancer)) or three categories (e.g., oxidizing liquids). There are a few hazard classes with five or more categories (e.g., organic peroxides).

The category tells you about how hazardous the product is (that is, the severity of hazard).

- Category 1 is always the greatest level of hazard (that is, it is the most hazardous within that class). If
   Category 1 is further divided, Category 1A within the same hazard class is a greater hazard than category
   1B.
- Category 2 within the same hazard class is more hazardous than category 3, and so on.

There are a few exceptions to this rule. For example, for the Gases under pressure hazard class, the hazard categories are "Compressed gas", "Liquefied gas", "Refrigerated liquefied gas" and "Dissolved gas". These classes relate to the physical state of the gas when packaged and do not describe the degree of hazard.

#### **Hazard Class Details**

#### Flammable & Combustible Material



Flammable and combustible materials are those that can ignite, explode or react with other chemicals.

Flammable materials are more dangerous than combustible because they ignite more easily. During use, they must be kept away from ignition sources such as sparks or open flames. When not in use, flammable materials must be stored in fire- resistant cabinets or other specified storage areas. Flammable storage cabinets must be grounded.

# **Oxidizing Material**



Oxidizing material, or oxidizers, are hazardous materials that cause or contribute to the combustion of other materials.

An oxidizer may react with a combustible material to cause a fire without a source of ignition. Consequently, oxidizing material greatly increase the risk of fire, if they come in contact with materials that can burn.



Oxidizers can be in the form of gases (e.g. oxygen, ozone), liquids (e.g. nitric acid, perchloric acid solutions) and solids (e.g. potassium permanganate, sodium chlorite).

Some oxidizers such as the organic peroxide family are extremely hazardous because they will burn (they are combustible) as well as they have the ability to provide oxygen for the fire. They can have strong reactions which can result in an explosion.

These materials should never be stored or used near flammable or combustible materials. For example, do not store oil- based paints or solvents like toluene or xylene near oxidizers such as hydrogen peroxide or bleach. Any spills of oxidizing materials need to be cleaned up immediately and thoroughly. All appropriate PPE, gloves, glasses and lab coat need to be worn.

# **Compressed Gasses**



These hazardous materials include gases under pressure or which are chilled.

The main hazards associated with compressed gases are:

- A leaking cylinder can rapidly release extremely large amounts of gas into the workplace, which may be toxic or lower the oxygen concentration.
- Leaking gas cylinders can be very cold and may cause frostbite if it touches your skin.
- If a pressurized cylinder is punctured because it is dropped or exposed to excessive heat, the exploding fragments or rocket-like projectiles present a serious physical hazard.
- Compressed gas cylinders can be large and heavy and can pose physical safety hazards when handling them (e.g. risk of musculoskeletal injuries).

Examples of compressed gases include propane, chlorine gas as disinfectant, oxygen and oxyacetylene for welding.

Compressed gases may have additional hazardous properties. Chlorine is a compressed gas but is also toxic. Propane is a compressed gas but is also flammable.

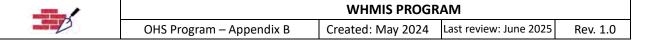
When working with compressed gases they must be securely fastened to a stable structure such as a bench top or wall mount bracket. When not in use the protective cap must always be put back on and when transporting full or empty cylinders the proper cylinder cart must be used.

# **Corrosive Material**



Corrosive materials are hazardous materials that can cause severe burns to the skin, eyes and respiratory tract.

Corrosive materials can also attack metals and eat through containers resulting in spills, reactivity and fire hazards.



Examples of corrosive material include acids and bases (alkalis) such as hydrochloric acid, hydrofluoric acid, and sodium hydroxide.

The degree of damage caused by a corrosive material will depend on the pH, concentration of the corrosive, and the length of exposure.

When handling corrosive acids and bases additional protective equipment may be required such as aprons, goggles, face shields and heavy gloves.

#### **Reactive Substances & Mixtures**



This class of hazardous materials are unstable or extremely reactive.

Dangerously reactive materials may:

- Explode or catch fire if shocked, pressurized, or heated;
- React vigorously with water or air to release poisonous gas;
- Undergo vigorous polymerization, decomposition or condensation and;
- Reactive explosively on their own at normal temperatures and pressures.

Examples of dangerously reactive materials include hydrogen cyanide, benzoyl peroxide, chlorine dioxide, organic peroxides.

# **Acute Toxic Products**

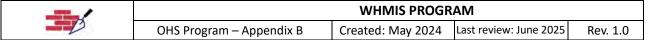


This class of materials covers a wide range of hazardous materials that can cause adverse health effects upon a single exposure.

Effects of exposure these materials may include nausea, dizziness, breathing difficulty, headaches and, in severe cases, loss of consciousness, coma, or death. Adverse health effects which occur shortly after exposure are termed acute effects.

Examples include arsenic, methylene chloride, formaldehyde, hydrogen sulphide.

Depending upon the toxicity of the material, work with these chemicals may require the use of a glove box if the potential for airborne contaminants is great. Personal protective equipment required would include safety goggles, gloves and lab coat.



All spills of these types of materials need to be cleaned up immediately and thoroughly. Also, if it is practicable to substitute to something less toxic the employer must do so.

# **Health Hazards**



Materials in this subclass are toxic but do not cause immediate (acute) adverse health effects.

Possible adverse health effects include:

- Immediate skin or eye irritation;
- Chronic health effects on body organs, cardiovascular or nervous system;
- Sensitivities (allergies);
- Cancers and;
- Birth defects.

Examples of materials causing other toxic effects include asbestos, benzene, formaldehyde, xylene, calcium chloride, mercury.

Work with these types of materials in a properly functioning fume hood and wear safety googles, gloves, and lab coat.

#### **Exclamation Mark**



These materials may cause less serious health effects (compared to Health Hazard class materials), or the materials may be harmful to the ozone.

The exclamation mark pictogram is used for indicating products that could cause the following:

- Acute toxicity (Oral, Dermal, Inhalation);
- Skin corrosion/irritation;
- Serious eye damage/irritation
- Respiratory or skin sensitization;
- Specific target organ toxicity—single exposure.

These materials are considered "irritants' and should be handled with care.



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#### **Biohazardous Infectious Material**



These materials are organisms (and the toxins they produce) that cause disease in people or animals.

Bacteria, viruses, fungi and parasites are examples of organisms included in this class. Because biohazardous organisms can live in body tissues or fluids (blood, sputum, urine, body tissues), these materials are included within this class and class.

#### **Environmental Hazards**



GHS also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

# Labels

Under WHMIS 2015, hazardous products used in the workplace must be properly labeled. These labels provide information about workplace hazards using key visual notations to alert readers.

Most often, suppliers are the ones responsible for initially labeling products, whereas employers must ensure that products entering the workplace are properly labeled.

WHMIS 2015 specifies two main types of labels:

**Supplier labels** – These labels are attached to hazardous products by suppliers and should appear on all hazardous products in workplaces across Canada. If a hazardous product is always used in its original container with a supplier label, no other label is required. Labels must be available in both English and French, either as one label with both languages or two separate labels, one in English and one in French.

**Workplace labels** – These types of labels can appear on hazardous products in a number of situations. Specifically, workplace labels are necessary when a hazardous product is made in the workplace, transferred into another container or the original supplier label is illegible. Workplace labels should be written in all languages commonly used in the workplace.

#### **Workplace Labels**

As previously stated, workplace labels generally appear when a hazardous product is made in the workplace, gets transferred into another container or the original supplier label becomes illegible.

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Like supplier labels, there is no set format for how they must be displayed. However, workplace labels should include the following:

- A product identifier, such as a chemical or common name, similar to the one found on its associated SDS
- Information on how to safely handle and treat the product
- Details on whether or not an SDS is available

#### **Workplace Label Sample**

#### ACETONE

No smoking, sparks, or flames Wear eye, face, and hand protection Use in well ventilated area, or wear NIOSH approved respirator with organic vapour cartridges

#### Safety data sheet available

Unlike supplier labels, workplace labels don't have to be bilingual. However, the label should correspond to the needs of the individual workplace.

Workplace labels are unnecessary if a hazardous product will be used immediately following its transfer to a new container or other vessel. However, when in doubt, it's a good idea to create a workplace label in order to ensure the safety of workers.

#### **Updating Workplace Labels**

Similar to supplier labels, workplace labels will need to be updated in the event that new information around a specific hazard becomes available.

# When are Workplace Labels Regiured?

There are several instances where a workplace label may be required. Particularly, you should utilize workplace labels when:

- A hazardous product is produced at the workplace and used in that workplace;
- A hazardous product is decanted (for example, transferred or poured) into another container;
- A supplier label becomes lost or illegible;

You do not need to create a workplace label if the hazardous material being transferred into a container will be used immediately or if it will be under the control of the person who decanted it.

# Other Identification and Labelling Systems

While supplier and workplace labels are the most common labels you'll encounter in the workplace, other indicators may be acceptable.

A WHMIS label can also be a mark, sign, stamp, sticker, seal, ticket, tag or wrapper. It can be attached, imprinted, stenciled or embossed on the hazardous product or its container. These distinctions typically occur when the following criteria are met:



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Bulk shipments - A labeling exemption exists for products sold without packaging

100 mL or less – Exempt only from requirement to have precautionary or hazard statements on the label

**3mL or less** – Where the label will interfere with normal use of the product, the product would be required to have a label that is durable and legible for transport and storage, but may be removable during use

#### Safety Data Sheets (SDS)

WHMIS requires suppliers to provide their customers with information about any material under the *Hazardous Product Regulations*. A Safety Data Sheet (SDS) is a technical document developed by the supplier that provides information specific to the hazardous material such as hazards, controls, safe handling and storage guidelines, emergency procedures for the controlled product etc.

It is important for a worker to always be familiar with the hazards of a product **before** they start using it. One should look at an SDS, match the name of the product on the container to the one on the SDS, know the hazards, understand safe handling and storage instructions, as well as understand what to do in an emergency.

Think of an SDS as having four main purposes.

It provides information on:

- Identification: for the product and supplier.
- Hazards: physical (fire and reactivity) and health.
- Prevention: steps you can take to work safely, reduce or prevent exposure, or in an emergency.
- Response: appropriate responses in various situations (e.g., first-aid, fire, accidental release).

The SDS is critical for developing safe work procedures or standard operating procedures involving hazardous materials. One of the key elements for developing procedures is worker education and on-going training. Education and on-going training is intended as a proactive measure, administrative control and is directly related to the health and safety any individual potentially affected by a hazardous material.

SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data". The definition of "significant new data" is:

"New data regarding the hazard presented by a hazardous product that change its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

This definition means that an SDS must be updated when there is new information that changes how the hazardous product is classified, or when there are changes to the way you will handle or store or protect yourself from the hazards of the product.

SDSs will be required to be updated within 90 days of the supplier being aware of the new information. If you purchase a product within this 90 day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.



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# Safety Data Sheets (SDS) Categories

	Safety Data Sheets Requirement Summary			
1	Identification	Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number		
2	Hazard Identification	Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).		
3	Composition / Ingredients Information	For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.		
4	First Aid Measures	First-aid measures by route of exposure as well as most important symptoms/effects.		
5	Fire Fighting Measures	Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.		
6	Accidental Release Measures	Protective equipment, emergency procedures, methods and materials for containment and clean up.		
7	Handling and Storage	Precautions for safe handling, conditions for storage, including any incompatibilities.		
8	Exposure Controls / Personal Protection	Exposure limits, engineering controls, personal protective equipment.		
9	Physical and Chemical Properties	Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.		
10	Stability and Reactivity	Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.		
11	Toxicological Information	Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.		
12	Ecological Information	Aquatic and terrestrial toxicity (if available), persistence and degradability, bioaccumulative potential, mobility in soil		
13	Disposal Considerations	Safe handling and methods of disposal, including contaminated packaging.		
14	Transport Information	UN number and proper shipping name, hazard classes, packing group.		
15	Regulatory Information	Safety, health and environmental regulations specific to the product.		
16	Other Information	Other information, including date of the latest revision of the SDS.		

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#### **RESPIRATORY PROTECTION PROGRAM**

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# Appendix C – Respiratory Protection Program

#### Introduction

A respirator is a protective device that covers a worker's nose and mouth, or the entire face and head to keep airborne contaminants out of a worker's respiratory system and to provide a safe air supply.

# **Purpose and Responsibilities**

The purpose of this respiratory program is to ensure is that the respirators provide workers with effective protection against airborne contaminants to which they may be exposed to and against oxygen deficiency.

# **Employers Responsibilities**

General occupational health and safety responsibilities as pertaining to respirators include:

- Ensuring that the worksite is evaluated for respiratory hazards;
- Eliminating or minimizing all respiratory related hazards;
- Providing and maintaining the respiratory protective equipment needed for any airborne hazards present at the worksite, and ensuring that the company employees use the equipment, when required;
- Providing all required materials for respiratory equipment cleaning;
- Providing supervisors with the education, training and fit-testing necessary to ensure that workers use respirators safely;
- Developing adequate emergency evacuation procedures and ensuring that workers and supervisors
  receive appropriate training in any workplace where workers may need to be rescued or evacuated due to
  respiratory related hazards;
- Ensuring that all illnesses or injuries resulting from respiratory hazards and requiring medical aid are reported and recorded;
- Requiring a medical assessment if there is a concern about a workers ability to wear a respirator;

# **Supervisors Responsibilities**

Supervisors play a crucial role in workplace safety. They must ensure the health and safety of all workers under their direct supervision. Supervisors are responsible for ensuring:

- Workers are aware of potential existing respiratory;
- Respirators are available, when required;
- Workers use respirators correctly, as needed;
- Respirators are properly cleaned, inspected, maintained and stored as per the manufacturer's requirements.

In addition, supervisors must be alert to situations that could interfere with the safe use of respirators, which may include:

- The use of other equipment or clothing that may interfere with respirator use;
- Changes in working conditions that could result in exposure to higher concentrations or to new / other contaminants;
- Problems experienced by workers during respiratory protection use, such as discomfort, skin irritation or breakthrough of contaminants causing breathing difficulty.
- Because of their knowledge of the workplace, supervisors can also play an important role in:
- Identifying present or potential breathing hazards and making suggestions as to how they can be controlled;



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 Bring alert to changes in the workplace that could require a change in the type of respiratory protection measures being used.

# **Workers Responsibilities**

Workers have a responsibility for their own health and safety, as well as the health and safety of their co-workers. Workers have the following responsibilities, as pertaining to the respiratory program:

- Understanding and following all safe work practices and procedures;
- Using the respirator, as instructed;
- Understanding the limitations of the respirator they are using and following all manufacturer's instructions carefully;
- Inspecting all respirator components prior to use;
- Immediately reporting any equipment malfunction or other problems to their supervisor;
- Properly cleaning, maintain and storing the respirator.
- Reporting all symptoms related to respirator use to their supervisor or the first aid attendant;
- Reporting unsafe or harmful conditions;
- Notifying the supervisor if they have medical, or other concerns about using the respirator.

## When a Respirator is Required

Respiratory protection is to be worn if:

- Workers may be exposed to any airborne contaminants with concentrations exceeding exposure limits set by Regulation, such as during a Silica Process.
- Whenever instructed by SDS, such as when applying waterproofing.
- Atmosphere is oxygen deficient or enriched, or any other IDLH Atmosphere (supplied air respirators).
- Whenever required in a written procedure.

# **Respiratory Hazards**

- Particles in the atmosphere: These may be in the form of dust or mist. Mist is liquid droplets suspended in the atmosphere, typically due to spray.
- Gasses in the atmosphere: in this category a chemical is in a gaseous state.
- Hazardous or toxic vapors or fumes.
- Oxygen deficiency or enrichment.

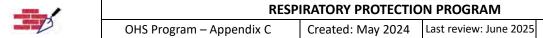
#### **Types of Respiratory Protection**

- Half/Full face with particulate filters.
- Half/Full face with gas/vapor/fumes cartridge, or a combination of cartridge and filter.
- Supplied air respirators / Self-Contained Breathing Apparatus. Not commonly used in our scope.

#### **Respiratory Selection**

Respirators must be NIOSH approved as required by WorkSafeBC.

Respirators must be appropriate to contaminant, its concentration and the level of protection provided by the respirator (APF) considering the exposure limits set by regulation and/or as specified in the SDS.



#### Factors to be considered include:

- Nature of the hazard.
- Characteristics of the hazardous operation in process.
- Escape routes.
- Use duration and concentration.
- Physical characteristics, functional capabilities, and limitations of various respirator types.
- Respirator fit.
- Interaction of respirator with other protective equipment worn

#### The selection process will include:

- Information on the substance(s) of concern. Refer to MSDS / SDS.
- The physical state of the substance:
  - a. Gas or vapor.
  - b. Particulate (dust, fume or mist).
  - c. A combination of the above.

The following respirators are available to our employees:

Make/Model	Hazard Types	Use
Half-face respirator with a P100 particulate filter and N95 disposable dust masks	Silica dust from concrete during:	Areas where workers are exposed to silica dust, or when performing work activities with the potential of exposing them to silica dust (Silica process). Typical Silica processes are identified in the Silica Exposure Control Plan (ECP) part of this OHS Program, and site specific ECP.
Full-face respirator with a P100 particulate filter	generating Air-borne Respirable Crystalline Silica	Areas where engineering controls may not be practical, which may increase concentrations of RCS in air to high levels.

# **Cartridges and Filters**

Always read cartridge or filter labels and instruction manual prior to use and be certain the correct cartridge and/or filter is selected. For example: a particulate filter will not protect against organic vapors. Cartridges and filters to be changed as per manufacturer's instructions and frequency of use.

### **Putting on a Respirator**

In order to work properly, the respirator must be properly fitted to your face. This includes ensuring that nothing comes between the seal and your face, including facial hair.

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Position the head harness	
Grip the straps and tighten accordingly	
Fasten the buckle	
Adjust the fit	

#### **User Seal Check**

You must do a seal check each time you put on your respirator. Ensure you put on all your PPE (hearing protection, safety glasses etc.) prior to performing the seal check. Additional PPE may interfere with the seal.

This test is called a "negative pressure" seal check because you create a slightly negative air pressure inside the respirator by inhaling.

- 1. Put on the respirator and the other required PPE. Tighten the straps until the respirator feels snug, but comfortable. Wear the respirator for a few minutes so that can warm up and conform to your face better;
- 2. Close off the inlet opening of the cartridges or filters by covering them gently with the palms of your hands (In some cases, you may have to remove the cartridges or filters so you can cover the inlet valves);
- 3. Breathe in slightly to create a vacuum;
- 4. Hold for several seconds;
- 5. If you have an adequate seal, the face piece should collapse slightly against your face and stay collapsed. **NO AIR SHOULD LEAK INTO THE FACEPIECE.**

#### **Seal Check Failures**

If the seal check fails (air leaks in or out) check the valves and try repositioning the respirator on your face and adjusting the head straps. If you cannot get a seal after a few attempts, try another size or make or model of a respirator. (Remember workers must be fit tested by a qualified person for each unit of respirators they may be required to use)



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# **Respirator Use**

- 1. Respirators are required to be worn any time there is a risk of exposure to airborne contaminants higher than the occupational exposure limits set out in the BC Occupational Health and Safety Regulation.
- 2. A seal check (noted above) must be done each time a tight-fitting respirator is put on.
- 3. With tight-fitting, sealing respirators, workers must be clean shaven and must not wear any clothing or protective equipment that can interfere with the seal;
- 4. Fit testing must be done on an annual basis, for all types of respiratory equipment that may be used (this does not include dust masks).
- 5. A worker must leave the work area in the event of any respirator problems (including breakthrough of a contaminant, face piece leaks, changes in breathing resistance, dizziness, eye irritation etc.)

# Inspections

Missing valves cracked or warped face pieces, used-up cartridges, frayed and knotted head straps. These items mentioned are just a few problems that could lead to a respirator not providing adequate protection. All respirators must be inspected prior to each use and during the cleaning stage. Workers must check for damaged or worn parts. The rated level of protection provided by the respirator may not be achieved if any of the components are not present, or wrong components have been substituted.

Check the following basic respirator parts:

- 1. **Facepiece:** Look for warping, excess dirt, holes, tears and /or cracks. The rubber or silicone should be flexible, not stiff. If stiff, remove from service.
- 2. **Yoke:** Some respirators have a yoke across the facepiece front that's strengthens and supports the facepiece. Check for crack / fractures. Plastic yokes can crack from too much bending. Weak points may show up as black lines on aluminum yokes.
- 3. **Inhalation and exhalation valves:** Make sure the valves are there! Inspect the valve and the valve seat for cracks, tears, dirt, and curling. The valves should be very flexible and lie flat. Missing, curled or damaged valves won't stop contaminated air from being inhaled Make sire that the exhalation valve cover is present;
- 4. **Head straps:** Look for breaks or tears. Stretch the straps to test the elasticity. Replace and straps that have knots in them. Make sure all fasteners are present and work properly.
- 5. **Cartridge and filter holders:** If the respirator uses a snap-on mount to hold the cartridges or filters, all sealing surfaces must be clean. If the respirator uses a screw mount, the threads must not be worn. If the respirator uses gaskets, make sure they're present.
- 6. **Cartridges and filters:** Look for cracks and other damage such as dents or holes. Replace filters or cartridges if they are heavily coated with dirt / substances etc. (i.e. paint, silica dust etc.). Make sure the correct type of filter/cartridge is being used for the present hazard. The wrong type of cartridge, or over-used cartridges will render the respirator useless.

If the inspection shows that any parts of the respirator are missing or defective, or if the respirator is not useable for any other reason, it must be removed from service.

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# Cleaning

We will be responsible to provide cleaning materials and the required time for workers to clean their respirators properly. Respirators must be cleaned regularly to remove dirt and to kill bacteria. Respirators that have not been cleaned properly can be unpleasant to wear and cause skin rashes at the seal. Along with this, an overly dirty respirator may render a respirator useless.

The following list represents an example of the cleaning of half-face and full-face respirators. Refer to the manufacturers instructions for cleaning and sanitizing of the respirator.

- 1. Remove the filters or cartridges from the respirator facepiece. These must not become wet or damp. Wipe the cartridge exterior with a damp cloth, if necessary. Do not clean the filter/cartridge interior. If the filters/cartridges are coated, replace them.
- 2. Remove the head straps, gaskets, and valves from the facepiece. Carefully wash the facepiece with warm water. Water that is too hot could warp the facepiece. If possible, use a mild soap or wipes designed to kill bacteria. Use a soft scrub brush to remove any stubborn material. Never use solvents such as turpentine to clean the facepiece as these can damage the rubber or plastic parts. Commercial respirator cleaning solutions, kits and related products are available through safety supply companies.
- 3. Rinse the facepiece in clean, warm water to remove any soap residue.
- 4. If you're not using an anti bacterial soap, soak the facepiece in a disinfecting solution for at least 2 minutes. Where possible, always follow the manufacturers recommendation. Always ensure all disinfectant is washed off accordingly as it can cause skin rashes and seal issues.
- 5. Dry the facepiece on a clean surface to hang dry. If drying with a cloth, use a soft, lint-free cloth.
- 6. Re-assemble the respirator, making sure all pieces are in their correct positions. Re=attached the filters or cartridges.
- 7. Respirators used with highly toxic particulates such as asbestos require special decontamination and disinfecting procedures. For details, refer to the manufacturer's instructions and all other applicable requirements and procedures as outlined by regulatory requirements.

#### **Maintenance and Repair**

Respiratory equipment must be properly maintain to ensure maximum effectiveness. You can do simple maintenance on your respirator, such as replacing valves or clamps yourself. Make sure all replacement parts you use are specifically approved by the manufacturer for the model you are using.

Using unapproved parts voids the NIOSH approval for the respirator (this refers to all respirator parts, including straps, cartridges, valves, regulators, hoses, and seals).

We will provide an adequate supply of respirator parts or extra respirators to ensure that only well-maintained respirators are used. Any nonfunctioning or defective respirators must be tagged as "out of service" and be removed from use until repaired. More complicated maintenance and repair on respirators must be done by a qualified person only. For example, the manufacturer or another trained person must repair powered air-purifying respirators (PAPRs) and air- supplying systems that include regulators and monitoring and alarm devices.

If respiratory equipment is not repaired properly, it may become ineffective or malfunction. In some cases, even minor modifications can significantly change the performance of the respirator. Make sure only specially trained people repair these types of respirators.

The employer must maintain a record of maintenance for air-supplying respirators, powered air-purifying respirators, and sorbent cartridges and canisters. The sorbent cartridges and canisters should be checked regularly for expiry dates and to make sure they are sealed and stored properly.



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# Storage

Respirators must be stored according to the manufacturer's instructions. This will often involve storing the system in a sealed bag, so the cartridges remain effective. Always read and follow the manufacturer's instructions.

# **Instruction and Training**

Every worker who may be required to wear a respirator in either routine or emergency situations must be trained in the proper use of the respirator. Workers must be completely trained before they use a respirator in a hazardous area.

The instruction and training component will include:

- The respiratory hazards that are or may be present at a specific workplace and the potential adverse health effects to the worker;
- The capabilities and limitations of the selected respirator;
- Inspection and maintenance procedures;
- Putting on the respirator and completing a seal check (Fit testing by a qualified person);
- Proper use of the respirator in routine and emergency situations, including what to do in the event of malfunction.

Annual retraining will ensure that the worker is prepared to use the appropriate respirator when the need arises. Training records will be kept at head office.

#### **Medical Assessments**

If a worker is required to use a respirator and there is any doubt about the worker's ability to use it because of medical reasons, the worker must be examined by a doctor who can advise the employer of the worker's ability to wear a respirator. A re assessment should be performed if there is any change in the worker's health status that might affect respirator use. A medical assessment will be provided when required.

#### Documentation

We will maintain a record of the following documentation:

- Fit test results;
- Worker instruction and training records;
- Maintenance records for air-supplying respirators, powered air-purifying respirators, and sorbent cartridges and canisters;
- The manufacturer's instructions for the respirators used and for all accessories;
- Annual tests of compressed breathing air for supplied-air respirators.

#### **Program Review**

This respiratory program will be evaluated on an annual basis in consultation with the Worker OHS Representative and the workforce, where applicable. The annual review must:

- Assess exposure control plan (i.e. silica, hazardous products etc.) measures to ensure that they're still
  effective;
- Determine the need for further control measures;
- Evaluate training and instruction;

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Assess the adequacy of exposure monitoring data and assess the need for further monitoring;

1. Ensuring the adequacy of the fit test program.



#### SILICA EXPOSURE CONTROL PLAN

OHS Program – Appendix D

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# **Policy**

We are committed to safeguarding our workers and the public from exposure to Silica dust on our projects. This commitment encompasses all individuals potentially affected by our operations, whether directly or indirectly.

In this context, Silica dust refers to Respirable Crystalline Silica (RCS). Prolonged or intense short-term exposure to airborne respirable crystalline silica dust can cause silicosis, a disabling and sometimes fatal lung disease. Additionally, the ACGIH classifies crystalline silica dust as a type A2 carcinogen.

Our workers must be educated on recognizing these hazards. We have developed an Exposure Control Plan (ECP), Safe Work Practices (SWP), and Safe Job Procedures (SJP) tailored to our activities. We expect everyone to understand the content of this section and report any concerns to their immediate Supervisor. To promote awareness of our program, the following minimum requirements will be implemented:

- Understanding what Silica is.
- Recognizing the hazards associated with Silica.
- Defining responsibilities.
- Providing education and training.
- Using respirators and personal protective equipment.
- Conducting inspections.
- Implementing control measures: engineering, administrative controls, etc.
- Monitoring the effectiveness of the site-specific Exposure Control Plan for Silica in the workplace.

#### **Purpose**

We have a duty to protect our workers from silica exposure during concrete drilling. Studies show that work tasks involving the drilling of concrete generate airborne silica levels well more than safe levels. Effective controls are available to protect workers from harmful exposure.

A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this exposure control plan (ECP), are followed at our worksites.

The work procedures we establish for drilling concrete will protect not only our workers but also any other workers on-site who are not involved in these operations.

#### What is Silica?

Silica is the second most common mineral on Earth, constituting nearly all of what we refer to as "sand" and "rock." Silica exists in many forms, with "crystalline" silica (such as quartz) being the most abundant and posing the greatest concern for human health.

Common materials containing silica include:

- Rock and sand
- Topsoil and fill
- Concrete, cement, and mortar
- Masonry, brick, and tile
- Granite, sandstone, and slate
- Asphalt (containing rock and stone)
- Fibrous-cement board containing silica

Silica is so prevalent that numerous workplace activities generating dust can expose workers to airborne



silica. In British Columbia, the Occupational Health and Safety Regulation has set occupational exposure limits (OELs) for five different forms of silica; three are amorphous, and two are crystalline (quartz and cristobalite). The form most likely to cause serious health issues for workers is quartz.

#### How are Workers Exposed to Silica?

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during various construction activities, including:

- Abrasive blasting (e.g., of concrete structures)
- Jackhammering, chipping, or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete.
- Tuck point grinding.
- Road construction
- Loading, hauling, and dumping gravel.
- Demolition of structures containing concrete
- Sweeping concrete dust

Workers performing these tasks, or those nearby, can be exposed to harmful levels of airborne silica without proper protection. Additionally, workers in other industries may be exposed to silica, such as those involved in the manufacture of toothpaste or pottery, or when loading coal (which can contain quartz) into a ship.

#### **Health Hazards**

Crystalline silica dust can cause a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening, and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.

A worker may develop any of three types of silicosis, depending on the concentrations of silica dust and the duration of exposure:

- Chronic silicosis—develops after 10 or more years of exposure to crystalline silica at relatively low concentrations.
- Accelerated silicosis—develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- Acute silicosis—develops within a few weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, a worker may experience:

- Shortness of breath
- Severe cough
- Weakness

These symptoms can worsen over time and lead to death.

Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

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#### Responsibilities

#### The employer is responsible for

- Ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this exposure control plan (ECP) are readily available where and when they are required.
- Providing a job specific ECP for each project, which outlines in detail the work methods and practices that will be followed on each site. Considerations will include.
  - Availability and delivery of all required tools/equipment
  - > Scope and nature of grinding work to be conducted.
  - Control methods to be used.
  - Level of respiratory protection required.
  - Coordination plan
- Conducting a periodic review of the effectiveness of the ECP. This would include a review of the available dustcontrol technologies to ensure these are selected and used when practical.
- Initiating sampling of worker exposure to concrete dust when there are non-standard work practices for which the control methods to be used have not been proven to be adequately protective.
- Ensuring that all required tools, equipment, and personal protective equipment are readily available and used as required by the ECP.
- Ensuring supervisors and workers are educated and trained to an acceptable level of competency.
- Maintaining records of training, fit-test results, crew talks, and inspections (equipment, PPE, work methods/practices).
- Coordinating the work with the prime contractor and other employers to ensure a safe work environment.

# The supervisor (foreman and lead hand) is responsible for

- Obtaining a copy of the ECP from the employer, and making it available at the worksite
- Selecting, implementing, and documenting the appropriate site-specific control measures
- Providing adequate instruction to workers on the hazards of working with silica-containing materials (e.g., concrete) and on the precautions specified.
- Ensuring that workers are using the proper respirators and have been fit-tested, and that the results are recorded.
- Directing the work in a manner that ensures the risk to workers is minimized and adequately controlled.
- Communicating with the prime contractor and other trade partners to ensure a safe work environment.

#### The worker is responsible for

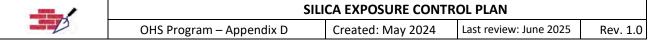
- Knowing the hazards of silica dust exposure
- Using the assigned protective equipment in an effective and safe manner
- Setting up the operation in accordance with the site-specific plan
- Following established work procedures as directed by the supervisor.
- Reporting any unsafe conditions or acts to the supervisor.
- Knowing how and when to report exposure incidents.

#### Silica Health Hazard

Silica is the second most prevalent mineral in the Earth's crust and a key component of sand, rock, and mineral ores. Quartz is the most common and abundant form of crystalline silica.

Dust generated from activities such as chipping, drilling, and coring concrete is known as Respirable Crystalline Silica (RCS). The amount of silica in cement varies depending on the type of aggregate used. Long-term and

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repeated exposure to RCS dust can cause silicosis, a disease where fine particles settle in the lungs, leading to thickening and scarring of lung tissue. Silica exposure has also been associated with lung cancer.

Depending on the concentration of silica dust and the duration of exposure, a worker may develop one of three types of silicosis:

- 1. Chronic Silicosis Develops after more than 10 years of exposure to low concentrations of crystalline silica.
- Accelerated Silicosis Develops within 5 to 10 years of initial exposure to high concentrations of crystalline silica.
- **3. Acute Silicosis -** Symptoms appear within a few weeks to 4-5 years after exposure to very high concentrations of crystalline silica.

At first, workers with silicosis may not show symptoms. As the disease advances, symptoms may include:

- Shortness of breath
- Severe cough
- Chest pain
- Weakness

These symptoms can worsen over time and may be fatal. There is no medical treatment for silicosis. Workers who are regularly exposed to significant levels of silica dust should have annual checkups and discuss any unusual symptoms with their doctor.

Silica exposure occurs through inhaling airborne dust. Workers engaged in tasks that produce silica dust are at the highest risk, but other workers and nearby individuals can also be exposed.

In construction, silica dust exposure is a significant concern because silica is a major component of many construction materials. Common materials containing silica include:

- Asphalt containing rock or stone.
- Sand, fill dirt, topsoil.
- Rock and stone
- Mineral deposits
- Granite, sandstone, quartzite, slate
- Concrete, concrete blocks, cement, mortar
- Brick and refractory brick
- Abrasives for blasting

# **Exposure Limits**

The exposure limit for crystalline silica set by WorkSafeBC is 25 microns (0.025 mg/m³). Additionally, silica carries an ACGIH A2 designation, indicating it is a suspected human carcinogen.

For designated substances like crystalline silica, WorkSafeBC mandates that employers eliminate exposure where possible through methods such as substitution or process changes. When elimination is impractical, employers must implement an Exposure Control Plan (ECP) to keep workers' exposure As Low As Reasonably Achievable (ALARA) below the established exposure limit.

The ECP outlines our strategy for minimizing worker exposure, incorporating risk identification, assessment, and control measures to ensure exposure levels remain as low as reasonably achievable below the threshold.

# **Risk Assessment**



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Before starting any work that may generate RCS dust, a Risk Assessment must be conducted in all areas where workers will be present. Based on this assessment, an Exposure Control Plan (ECP) will be developed, detailing procedures for each scope of work. A Toolbox Safety Meeting must be held before commencing work to review the relevant ECP.

We e are dedicated to enhancing our knowledge and expertise regarding silica exposure controls and establishing policies and procedures to protect workers from harmful exposure. Effective engineering controls, such as HEPA vacuum attachments and wet dust suppression methods, which control silica dust at its source, have been proven to significantly reduce airborne dust levels when properly selected and operated according to best practices.

Since silica is an ALARA substance, employers must reduce exposure to As Low as Reasonably Achievable levels. This means that, in addition to engineering controls, respiratory protection may also be required.

The BCCSA's Silica Control Tool, available at http://silicacontroltool.com/ will be used to obtain the monitoring data required for conducting the risk assessment as per OHSR 6.112.4. The assistance of a qualified person, such as an external consultant, may be sought when necessary.

#### **Hazard Control Measures**

We will mitigate worker exposure to silica dust by employing a combination of the following controls, prioritized as follows:

**Substitution and Elimination:** This involves using products with lower silica content or adopting work methods that eliminate the need for silica processes, such as surface grinding.

**Engineering Controls:** This includes implementing measures like water usage, local exhaust ventilation, or enclosures to effectively manage dust at its source.

**Administrative Controls:** These measures involve coordinating tasks with other subcontractors, displaying warning signs, and scheduling work to minimize dust exposure.

**Personal Protective Equipment:** Providing workers with disposable coveralls and respirators that have been fittested.

We are dedicated to enhancing our understanding and proficiency in utilizing these controls, establishing robust policies and procedures to safeguard workers from harmful exposure, and reducing reliance on respirators whenever possible. Workers responsible for generating silica dust must recognize the potential risks to themselves and others in their vicinity and take all necessary precautions to minimize exposure risks to co-workers and the public.

#### Substitution/Elimination

Efforts will be made to identify practical approaches to eliminate exposure by employing alternative processes and work methods whenever feasible. If it is not feasible to eliminate the hazard entirely, engineering controls should be implemented.

We acknowledge the importance of strategic planning to minimize the generation of silica dust:

- During the project planning phase, we will advocate for the utilization of methods that reduce the necessity for moving gravel, sand or when cutting, grinding, or drilling concrete surfaces.
- Whenever viable, we will schedule work during periods when gravel, sand or concrete is still wet, as this significantly reduces dust emission.
- Tasks that could affect workers or the public will be done by competent employees while under supervision.



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#### **Engineering**

Choosing the suitable engineering control relies on the nature of the task and the working environment. Depending on the circumstances, one engineering control method may prove more effective than others. Supervisors will opt for the most pragmatically effective approach to minimize exposure.

Dust control systems may utilize one or a combination of the following three established techniques:

- Local exhaust ventilation (LEV)
- Wet dust suppression (WDS)
- Restricting or isolating the work activity with barriers or full enclosures (this may be the only option where LEV or WDS is not practical or effective)

# Local Exhaust Ventilation (LEV)

These systems include a shroud, a hose attachment, and a vacuum system. The dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed the length of the corrugated hose to the vacuum, where it is filtered and discharged.

Many tools such as grinders, drills and saws can have LEV dust control attachments that are tailored to both the equipment and the specific work activity. For instance, there are dedicated grinders with LEV designed specifically for tuck point grinding. In cases where a shroud is unavailable for a grinder, custom shrouds can be fabricated to fit grinders of various sizes. For example, shrouds suitable for corner and 90-degree areas can be custom-made or purchased.

## **Wet Dust Suppression**

A wet Dust Suppression (WDS) involves the application of water to the surface being drilled or ground to suppress dust and prevent it from dispersing into the air. Any resulting slurry must be promptly cleaned and removed while still wet to prevent it from drying and becoming airborne. Many construction tools and equipment types are available with wet spray attachments, allowing for effective dust suppression.

Additionally, water can be manually applied to the concrete surface before and during work such as grinding, drilling, or cutting. WDS is highly effective at reducing dust emission at the source and may, in some cases, outperform local exhaust ventilation, especially for tasks like slab and masonry cutting.

However, a drawback of this method is that the dust is not collected; instead, the wet slurry must be cleaned up to prevent dust from becoming airborne. WDS may not be suitable for certain applications, such as tuck point grinding and cutting fibrous cement board, due to potential issues like material discoloration, expansion, building damage, and the challenge of wastewater disposal.

Furthermore, using water spray controls poses potential safety hazards, including the risk of electrocution, slipping, and even hypothermia.

## **Enclosures and Barriers**

Enclosures are designed to contain dusty environments. They can be either partial structures (such as poly draping or partial plywood hoarding) or full enclosures equipped with the capability to maintain a lower-than-ambient pressure inside (negative pressure). For partial enclosures, airflow can be created by setting up a ventilating (blower) fan, which discharges dusty air to an unoccupied outdoor location. This option should be used only when dust levels are low or to supplement local exhaust ventilation (LEV) or wet methods, such as in stairwells. Full



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enclosures can be equipped with a negative air unit that extracts air from inside the structure. Negative air units draw dusty air through a large HEPA filter before discharging the air outside the enclosure.

Barriers are utilized to isolate the work area from the rest of the project site and to prevent unauthorized workers from entering. However, they do not prevent dust drift and should only be used when natural ventilation is adequate, and dust release is controlled. These barriers will be constructed to alert other workers that concrete grinding is taking place and to restrict access to the immediate work zone to authorized personnel only.

## **Administrative Controls**

Administrative controls do not physically eliminate the hazard or exposure but involve procedures and processes designed to reduce exposure and enhance the effectiveness of other controls in place.

Some examples of administrative controls include:

- Coordinating work with other employers in the area
- Establishing access control zones
- Relocating unprotected workers to different areas on site
- Scheduling silica-related tasks, such as moving gravel, sand and chipping or grinding, at different times than other activities in the work area
- Posting warning signs

# **Personal Protective Equipment**

# **Respiratory Protection**

Silica given its status as a carcinogen, any worker exposed to RCS must use respiratory protection, even when engineering controls are in use, to ensure exposure is reduced to As Low As Reasonably Achievable (ALARA)

- Each worker will be fit-tested if a respirator is required. See table and respiratory protection program.
- If a worker is required to wear a respirator that requires an effective seal with the face for proper functioning, the worker must be clean-shaven where the respirator seals with the face.
- When the worker notices a notable resistance to breathing, the respirator filters must be replaced.
- Respirators will be used, cleaned, and stored in accordance with the manufacturer's specifications and the respiratory protection program.

# **Other Protective Clothing**

Workers will wear protective clothing as specified in our task-specific safe work procedures to prevent contamination of worker clothing such as coveralls or Tyvek™ suits.

## **Housekeeping Procedures**

Dry sweeping and the use of compressed air are **prohibited** for removing dust and debris containing silica. Work areas and equipment covered by dust will be cleaned at the end of every shift using a HEPA filter vacuum.

- Wet cleanup may also be used to remove dust, if possible
- Waste material will be placed in a dumpster and will be removed at least weekly. The location and method used to store waste will not allow silica-containing dust to re-



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enter the workplace.

- Any slurry generated by wet control methods should be leaned up when the work is completed to avoid secondary dust exposure hazard.
- Supervisors are responsible for ensuring that work areas are free from dust at the end of each shift.
- Workers are to be provided with washing facilities with soap, water and paper towers or rags.
- Use a Hepa vacuum or wet cloth to wipe down clothing and body parts.

# **Hygiene Safety**

On-the-job hygiene practices are vital for protecting workers from inhaling silica dust, which can be released into the air from contaminated surfaces, clothing, and equipment. Silica particles can settle on hands, clothing, and hair, and when disturbed, can be re-suspended in the air, and inhaled. Therefore, it is essential to follow appropriate hygiene and work practices whenever silica is present.

All workers must be informed that lunch and rest areas are off-limits to anyone involved in activities that generate silica dust, whether directly or indirectly. Personal cleaning procedures, as specified by company policy and Safe Work Practices (SWPs), must be completed before entering common areas. This requirement also applies to public areas not directly connected to the work site.

#### **Medical Surveillance**

Employees with regular exposure to silica dust should participate in a medical monitoring program, which may include physical exams, chest x-rays, and lung function tests. Workers should promptly report any symptoms related to silica exposure to the employer for documentation and further investigation.

## **Training Requirements**

A competent person will train all workers potentially exposed to airborne silica dust in the following:

- Hazards associated with exposure to silica dust
- The risks of exposure to silica
- Signs and symptoms of silica disease
- Safe work procedures to be followed (e.g., setup of enclosures, disposal of silica waste, personal decontamination)
- Use of respirators and other personal protective equipment (e.g., donning and doffing of personal protective equipment, and cleaning and maintenance of respirators)
- Use of control systems (e.g., LEV and wet methods)
- How to seek first aid (for example, the location and use of eyewash stations)
- How to report an exposure to silica dust

Training will be conducted during basic and/or new and young worker orientations, in the field when needed or during toolbox meetings.

## **Record Keeping**

Documentation must be maintained for the following:

- All workers exposed to respirable silica dust on the job.
- Worker education and training sessions.
- Respirator fit testing.



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- Equipment maintenance and repairs.
- Worksite inspections.

The exposure control plan must be reviewed at least annually and updated as needed by the employer, in collaboration with the workplace health and safety committee or the worker health and safety representative.

Work Activity	Dust Suppression	Other Controls	Respirator Type
Drilling a few (12 or	Water/misting or Dust cap,	Barriers (for example,	Half face respirator with
fewer) holes in a wall	HEPA attachment on drill, or	a tape barrier) to restrict	100 series (P or
or ceiling	HEPA vacuum extraction	access to the work area	R) filters
Drilling a few (12 or	Water/misting or HEPA	Barriers (for example a	Half face respirator with
fewer) holes in a floor	attachment on drill or HEPA	tape barrier) to restrict	N100 series (P or
	vacuum extraction or	access to the work area	R) filters (N95 respirator
	continuous water spray		with water spray)
Drilling a more than 12	Water/misting or Drill	Barriers (for example a	Half face respirator with
holes in a wall or	connected to a HEPA	tape barrier) to restrict	N100 series (P or
ceiling	vacuum extraction or	access to the work area	R) filters
	continuous water spray		
Chipping small areas of	Water/misting or LEV (could	Barriers (for example,	Half face respirator with
walls or ceilings	include a negative air unit or	a tape barrier) to restrict	100 series (P or
Ü	HEPA vacuum positioned	access to the work area	R) filters
	near the work surface or		,
	continuous water spray		
Chipping small areas of	Water/misting or LEV (could	Barriers (for example a	Half face respirator with
walls or ceilings	include a negative air unit or	tape barrier) to restrict	N100 series (P or
, and the second	HEPA vacuum positioned	access to the work area	R) filters
	near the work surface or		,
	continuous water spray		
Using a chipper in a	Water/misting or LEV (could	Full enclosure systems	Half face respirator with
small unventilated area	include a negative air unit or	(with negative air) are	N100 series (P or
	HEPA vacuum positioned	required to restrict access	R) filters
	near the work surface or	and to contain work area.	,
	continuous water spray	Barriers (for example a	
		tape barrier) to restrict	
		access to the work area	
Jackhammering in a	Continuous water spray,	Barriers (for example a	Half face respirator with
small area	vacuum or LEV	tape barrier) to restrict	N100 series (P or
		access to the work area	R) filters
Using a jackhammer in	Continuous water spray	Barriers (for example a	Half face respirator with
a small unventilated	. ,	tape barrier) to restrict	N100 series (P or
area		access to the work area	R) filters
Brick and block	Water/misting or LEV (could	Barriers (for example a	Half face respirator with
masonry cutting	include a negative air unit or	tape barrier) to restrict	N100 series (P or
, ,	HEPA vacuum positioned	access to the work area	R) filters
	near the work surface or		
	continuous water spray		
Mixing grout or mortar	Water/misting or LEV (could	Barriers (for example a	Half face respirator with
	include a negative air unit or	tape barrier) to restrict	N100 series (P or
	HEPA vacuum positioned	access to the work area	R) filters
	near the work surface or		,
	continuous water spray		



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# **Purpose**

We have a duty to protect all workers and the goal of this Dropped Object Prevention Sample Plan is to establish standardized guidelines across our organization for the prevention of dropped objects during work at elevated heights. By implementing this prevention plan, our goal is to significantly minimize the hazards and potential for serious injuries associated with dropped objects. This plan is designed to mitigate the risk of dropped objects by ensuring that all workers receive adequate training in securing tools at height and fully understand the correct procedures to follow."

## **Worker Safety**

Protecting the safety and well-being of employees is paramount. Implementing measures to prevent objects from falling helps reduce the risk of injuries or fatalities that may occur if workers are struck by falling tools, equipment, or materials.

# **Public Safety**

In many work environments, there may be areas where members of the public or visitors are present. A Dropped Objects Prevention Program helps ensure their safety by minimizing the risk of objects falling from height and causing harm.

# **Property Protection**

Falling objects can also damage property, including equipment, vehicles, buildings, and infrastructure. Implementing preventive measures helps safeguard these assets and reduces the potential for costly damage.

# **Regulatory Compliance**

We have regulations and standards in place to provide a safe working environment for their employees. A Dropped Objects Prevention Program helps organizations comply with these legal requirements.

# **Risk Reduction**

By identifying and addressing potential hazards related to falling objects, organizations can reduce the overall risk of incidents occurring in the workplace. This proactive approach helps create a safer and more secure work environment for everyone involved.

# **Productivity and Efficiency**

Injuries and accidents resulting from falling objects can lead to downtime, delays, and disruptions in operations. By preventing such incidents, we can maintain productivity levels that operate more efficiently and most of all protect our workers.

# Reputation

Workplace accidents can have negative repercussions on an organization's reputation and may result in legal liabilities. Implementing a comprehensive Dropped Objects Prevention Program demonstrates a commitment to safety, which can enhance the organization's reputation and reduce the risk of legal consequences.

Overall, a Dropped Objects Prevention Program plays a vital role in promoting safety, protecting individuals and property, ensuring regulatory compliance, reducing risk, maintaining productivity, and safeguarding the organization's reputation and financial well-being.



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# **Application**

- All locations where personnel are employed to perform work at height or where they may be exposed to a
  dropped object by working below other personnel, tools, equipment and platforms.
- The requirements of this plan must be observed by all personnel involved in working at height or below at height activities.
- This Dropped Object Prevention Sample Plan must be reviewed in any job safety analysis or pre-task
  planning for activities that require working at height with tools, and in those activities that require
  working below such activities.
- This plan establishes minimum expectations in order to mitigate the risk of damage to property or
  personnel done by dropped or falling objects. It is the expectation that any tools and materials that could
  be considered drop hazards are secured with secondary drop systems.

## **Definitions**

## **Primary Drop System**

Primary Drop Systems are systems which serve as the tool's primary form of drop prevention and typically include the worker's hand placement or grip on the tool. Other forms of primary protection may include main support systems for the tool (such as holstering a tool on the body or the platform a tool may be resting while not in use).

## **Secondary Drop System**

Secondary Drop Systems serve as a backup in the event the primary system fails, and are utilized to prevent damage from a dropped or falling object after it has fallen. Secondary systems may include passive systems such as guardrails with toe-board and mesh netting, screens, floor/hole coverings, and tool canopies that have side protection. They may also include tool restraint systems which are utilized to secure a tool or object to an employee or stationary structure to prevent it from falling (these include pouches and transport buckets with closure systems). Tool arrest systems include tool tethers, which will arrest the fall of the tool and prevent it from striking a lower level and others below.

## **Drop Hazard**

Any tool, material or object that has an opportunity to fall from elevation to a lower level causing potential for damage to property, injury or death.

# Mitigation

The elimination or reduction of the frequency, magnitude, or severity of exposure to risks by the minimization of the potential impact of a threat or warning.

## **Anchorage**

A secure point of attachment for tethers, tools and transport buckets with closure systems which is independent of an anchorage used for fall protection for personnel.

# **Attachment Point**

A device designed and utilized to create a connection point on a tool to which the user can connect a tether or lanyard.



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# **Tool Lanyard/Tether**

An extension made of durable materials that is designed to prevent an object from being dropped. These will typically utilize a connection point on either end of the tether for securing an object to a worker or stationary item.

#### **Tool Bucket**

A bucket designed for the purpose of carrying tools and materials. These tool buckets must be capable of being closed and secured to prevent the contents of the tool bucket from spilling. All tool buckets being used must utilize a closure system.

## **Tool Pouch**

A bag or pouch that is designed to secure its contents (nuts, bolts, nails, screws, small hand tools, etc.) from being spilled or dropped. Many tool pouches allow the user to remove a tool for use while preventing it from becoming a drop hazard through use of tethers, retractors, etc.

#### **Tool Holster**

A bag or pouch designed to secure single tools or items (hammers, wrenches, levels, radios, bottles, etc.) in order to keep them easily accessible while, in use with other necessary components, helps prevent them from becoming drop hazards.

## **Tool Belt**

A device that is designed to ergonomically support and manage other dropped prevention items such as, lanyards/tethers, pouches, and holsters on the person of the worker.

## **Dropped Object Zone**

An area with potential to be impacted by drop hazards currently present in a work-in-progress above. These Dropped Object Zones are to be secured with barricades to prevent unauthorized entry. Signage stating the hazard and who to contact for information will be posted at the DOZ as well.

## **Safety Net**

A device installed beneath work-in-progress to catch falling objects or personnel.

## Responsibilities

# Management/Supervision is responsible for:

Communicating the expectation that dropped objects will be eliminated and ensuring that this plan and associated procedures are implemented.

- Coordinating assessments to ensure implementation and effectiveness of the procedure.
- Ensuring employees have appropriate equipment and materials to implement the procedure effectively.
- Ensuring workers have necessary opportunity for required training.

## Health and Safety is responsible for:

- Communicating this procedure and supporting information to applicable employees.
- Conducting assessments to evaluate the procedure's effectiveness.
- Conducting necessary training with applicable employees.

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## All Employees are responsible for:

- Notifying his or her supervisor of any drop hazards within their scope of work.
- Conducting work only after all drop hazards have been eliminated or property mitigated.
- Stopping work if hazardous conditions prevent the job from being done safely.
- Immediately reporting any dropped or fallen objects.
- Including potential drop hazards in Job Hazard Analyses and Pre-job Planning

## Training

In many circumstances additional training related specifically to dropped and falling objects will be necessary for employees. Training will be provided to each employee who may create or be exposed to drop hazards. This training shall include:

- The nature of drop hazards and dropped objects in the workplace
- Correct procedures and equipment use for drop prevention
- Purpose and application of applicable Primary and Secondary Drop Systems
- Proper storage and handling of equipment and materials at height
- Reporting requirements for incidents and near misses

When there is reason to believe that an employee who has undergone training does not have adequate understanding or comprehension of standards regarding drop prevention, it will be required that said employee is re-trained. Other circumstances which could necessitate re-training are changes in procedure, changes in drop prevention equipment, etc. Training should be documented.

# **Potential Hazards and Controls for Working at Heights**

# Working at Heights with Workers Located Below:

- Install barricades in the drop zone below to prevent any unrelated workers to the task from entering the zone.
- In high traffic areas, a spotter is required to coordinate work with crews and the public.
- Communicate with all nearby trades of the overhead activity taking place.
- Schedule / coordinate the overhead work to mitigate any need for workers to be below.
- If appropriate, provide overhead protection in line with local legislation / building code.

# Materials at Heights:

- Store materials at least 6.5 feet back from guardrails or a greater distance depending on weather conditions and scope of work.
- Material stored at heights should be secured from a sudden weather event.
- Utilize red flagging below & netting or equal protection which lets the wind travel through the rail. (If scaffold is involved, ensure engineering approval is received).
- Relocate materials to alternate locations.
- Additional measures may need to be implemented such as safety netting to prevent material from leaving its intended position.
- Ensure that ongoing cleanup occurs to minimize the risk of any debris from dropping.
- At any time when leaving the area, all material must be secured

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# **Tool Use at Heights:**

- Use tool retention devices and follow manufacturer requirements ensuring the weight limit of the tool is compliant.
- Install tool anchors as per manufacturers installation requirements.
- Ensure the appropriate amount of tool lanyards are available, eliminating the requirement to continuously transition one lanyard for multiple tools.
- Prepare for the task by ensuring only the required tools at the task location.
- Do not hang tools from guardrails

# **Drop Prevention Systems Criteria**

Prior to selecting a tool lanyard, a proper attachment point must be established on the tool. If a tool has a built-in connection point placed by the manufacturer for the purpose of drop prevention, this step is not required. Load rating of the attachment point should be appropriate for the tool's weight.

# Examples of **CORRECT** tool attachment:



# Examples of **INCORRECT** tool attachment:



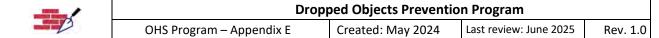
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# **Tool Lanyard/Tethers**

After establishing an adequate attachment point on a tool, a proper tool tether will then need to be selected which has an appropriate load rating for the tool to be tethered.

Examples of **CORRECT** tether/lanyard selections for different sized tools





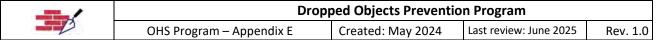


# **Tool Holsters, Pouches and Wristbands**

For some tools and objects, a tool holster or tool pouch may be appropriate. Tools used in these holsters should weigh less than or equal to the manufacturer stated load-rating.

Examples of holstered tools and wristbands:





## **Tool Belts**

When choosing a proper method for tethering, it becomes necessary to select an appropriate anchor point for the remaining end of the tethering device. For many small tools, connecting to the worker can be the best option. This is only acceptable for tools weighing less than 5 lbs. D-Rings on fall protection harnesses which have been designated by the manufacturer for use as a tool connection point are a good option. Tool Belts designed with tether points are also a good option.

Examples of tethered tools utilizing tool belts:



# **Tool Buckets**

For the safe transportation of tools and materials, buckets may be utilized only if they are manufactured with a closure system which allows the user to secure the contents of the bucket from potential spills.

Examples of tool buckets with closure systems:





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# **Secondary Drop Prevention Systems**

In applications where the utilization of safety nets is necessary, nets should be designed with specific sized webbing approved by the manufacturer for use based on the specific task, location and type of tools/materials being used. Forged steel safety hooks or shackles will be used to fasten the net to its supports.

Nets should be installed as closely below the work in progress as is deemed practicable, but never more than 30 feet below. Safety nets shall be hung, maintained and tested in accordance with the manufacturer's instructions as well as the requirements set forth by the Occupational Safety and Health Regulations.

Nets designed for use to prevent falling objects shall not be used as fall protection for human beings. These nets may be deployed below fall protection nets in these cases. When falling object nets are used alone, signs will be posted informing employees that "Fall Protection is still required in work areas above placed netting." Inspections of safety netting should occur weekly and defective netting will not be deployed.

## **Toe Boards**

When being used as a secondary drop system, toe boards will be erected along the edge of overhead work in order to protect employees below. Toe boards will be capable of withstanding a forces imposed. Toe boards will be at least 4 inches tall with no greater than ¼ inch clearance over the working surface.

## **Dropped Object Zones**

Dropped Object Zones are to be clearly marked with barricades or caution/danger tape to restrict access. Only employees directly engaged in the activity conducted overhead will be admitted into a Dropped Object Zone.

## **Guardrail Systems**

If guardrail systems are to be engaged as a secondary drop system, they will need to be inspected to ensure any openings are not large enough for tools or materials to pass through. It is recommended they be enclosed with a small mesh netting or screen to prevent materials from passing through.

# **Human Performance**

## Housekeeping

Trash and waste should be kept in appropriate bins which are to be located in convenient locations across the workplace. When at height, these are to be stored in transport buckets with closure systems, pouches, etc. with an ability to be closed and prevent spillage until the material can be properly stored in a waste bin. Employees should "clean as you go" and maintain an orderly work area, resulting in a lower chance for dropped material. Tools and other materials should also be kept in an organized, orderly fashion.

# **Tool and Material Storage**

Where tools or materials are stacked higher than the edge of the toe boards, screening or paneling will be constructed from the working surface to the top of the guardrail or mid-rail. This will be done for a sufficient distance to ensure these objects will not have an opportunity to become drop hazards. Unless guardrails with screening or paneling has been erected, materials should not be stored within four feet of the leading edge. All stacked materials should be stable and self-supporting.

## **Tool and Material Handling**

Positive tool transfer should be utilized by employees. When transferring a tethered tool from one employee to another, "100% tie off" should be engaged. The tool should be tethered to the passing employee. Prior to handing



off, the receiving employee should connect their tether to the tool as well. After positive connection has been completed, the passing employee may disconnect their tether from the tool. By utilizing this passing method, the tool never has an opportunity to become a drop hazard.

# **Equipment Inspection**

All drop prevention systems shall be inspected prior to use. Excessively worn or damaged tools or materials must be immediately removed from service and replaced.

# **Supporting Information**

# **Impact Force Chart**

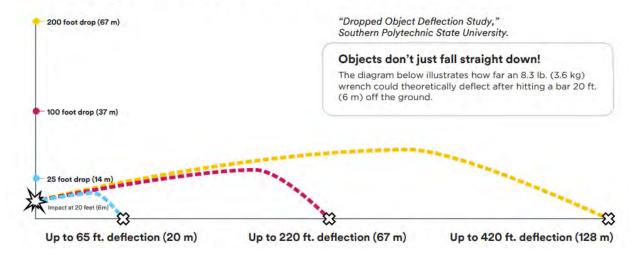
Impact of an 8.3 lb. (3.6 kg) dropped wrench\*

Drop Height		Height Speed		Impac	t Force
Feet	Meters	MPH	KPH	Lbs.	Newtons
5	1.5	12	19	166	738
10	3	17	27	332	1477
25	7.6	27	43	830	3692
50	15.2	39	63	1660	7384
100	30.5	55	88	3320	14768
200	61	77	124	5540	29536
300	91	95	152	9960	44304
400	122	109	175	13280	59072
500	152	122	196	16600	73840

<sup>\*</sup>Assumes a 3 in. (7.6 cm) deceleration distance for purposes of this calculation of impact force.

# **Tool Deflection Diagram**

# **Falling Object Deflections**





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# Appendix G - Fall Protection Program

## **Policy Statement**

Our company requires the use of fall protection under the following conditions:

- **1. Height Threshold:** Fall protection must be utilized when work is conducted at any location where a fall of 3 meters (10 feet) or more may occur.
- 2. Enhanced Risk of Injury: Fall protection is also required when the fall height is less than 3 meters (10 feet) but involves a higher risk of injury than a fall onto a flat surface. This includes, but is not limited to, situations where a fall could result in:
  - Landing on hazardous objects, such as rebar, machinery, or construction materials.
  - Falling into confined spaces, pits, or openings.
  - Impacting with sharp or protruding objects.
  - Falling into water or other substances that could pose a drowning or inhalation hazard.
  - Falling onto uneven or unstable surfaces that increase the likelihood of injury.
- **3. Additional Scenarios Requiring Fall Protection:** Fall protection measures must also be in place under the following circumstances:
  - When working near unprotected edges, openings, or skylights.
  - During the assembly, maintenance, or disassembly of scaffolding where the risk of fall exists.
  - When accessing or egressing elevated work platforms or structures without safe guardrails or handrails.
  - On ladders where the risk of fall cannot be mitigated through proper positioning or use.
- **4. Training and Competency:** All employees must receive adequate training in fall protection measures, including the correct use of personal protective equipment (PPE), recognition of fall hazards, and emergency response procedures. Training topics will be:
  - Review of current Regulatory requirements pertaining to fall protection.
  - Understanding of fall protection plan.
  - Fall protection methods and the Hierarchy of Controls.
  - Identification of fall hazards.
  - Assessment and selection of anchors.
  - Instruction in the correct use of connecting hardware.
  - Information on effects of a fall on the human body (arrest force, energy absorbers, swing fall, freefall).
  - Calculating Fall Clearance.
  - Pre-use inspections.
  - Emergency response procedures.
  - Inspecting, fitting, adjusting, and connecting fall protection systems and components.
  - Falling objects.
  - Safe use of ladders.
- **5. Equipment and Maintenance:** Fall protection equipment must be regularly inspected, maintained, and replaced as necessary to ensure it remains in proper working condition. This includes harnesses, lanyards, anchor points, and other relevant safety gear.



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**6. Work Planning and Risk Assessment:** Before commencing work at heights, a thorough risk assessment must be conducted to identify potential fall hazards and determine appropriate fall protection measures. A fall protection plan should be developed and communicated to all relevant personnel.

By adhering to these requirements, our company aims to ensure the safety and well-being of all employees when working at heights.

# Responsibilities

# **Owners/Managers:**

- Ensuring that workers receive instruction and training in the identification and control of fall hazards.
- Providing the necessary resources (equipment, training, PPE, etc.) to implement this program effectively.
- Making sure that written fall protection plans are readily available at the work site before work begins, as required by regulations.
- Ensuring that fall protection plans and controls are comprehensive and applicable to all different scopes of work performed within our operation.

# **Supervisors:**

Supervisors are responsible for:

- Conducting pre-job planning meetings to discuss the required fall protection measures.
- Identifying workplace fall hazards and preparing site-specific fall protection plans for the relevant scope of work.
- Ensuring that employees and sub-contractors comply with fall protection instructions.
- Providing procedures for tasks involving work at height.
- Ensuring that fall protection training is up to date for any worker required to work at height.
- Making sure that fall protection equipment is available at the workplace.

# Workers:

Workers are responsible for:

- Following site-specific fall protection plans and procedures when working at height.
- Understanding the requirements and proper use of Fall Protection Systems and the Hierarchy of Controls.
- Using only the equipment provided or approved by the employer.
- Avoiding exposure to fall hazards without appropriate training and controls.

## **Fall Protection Hierarchy of Controls**

- 1. Elimination or Substitution
- 2. Guardrails
- 3. Fall Restraint Systems
- 4. Fall Arrest Systems
- 5. Control Zones

## Elimination

Wherever practical, site supervisors will make efforts to eliminate the need to work at height. Jobs may be modified or redesigned to avoid exposure to fall hazards entirely.



#### Guardrails

When it is not feasible to eliminate the need to work at height, guardrails are the preferred method of fall protection. Guardrails must be installed in compliance with the requirements of OHSR 4.58.

If a section of the guardrail needs to be removed to facilitate work:

- Only the portion necessary for the work may be removed.
- Workers in the area must use Personal Fall Arrest Systems.
- Guardrails must be reinstalled immediately after the work is completed or if the area is left unattended.
- Efforts should be made to divert guardrails to accommodate the work rather than removing them, to ensure the protection of other workers.

# **Fall Restraint Systems**

- When using guardrails is not feasible or poses a higher risk, a fall restraint system is the preferred method.
- A fall restraint system prevents a worker from reaching an unguarded edge or falling from a work position.
- The system should allow free movement within the work area but prevent reaching the fall hazard when connected.
- To set up a fall restraint system, the worker must:
  - Don and adjust an approved and inspected full-body harness.
  - Use an anchor point with a minimum breaking strength of 800 lbs (check the label).
  - Select a connecting device of adequate length to reach the work area without reaching the fall hazard
  - Attach the connecting device between the harness back D-ring and the anchor.
  - Consider compatible and incompatible connections when setting up the system.
  - Ensure no slack in the system that would allow reaching the fall hazard.
  - Regularly check and ensure the system is properly set up if using rope grabs or other adjustable systems.
  - Prefer manual rope grabs in fall restraint applications.

## **Fall Arrest Systems**

A fall arrest system is designed to allow workers to move freely within their work area while ensuring their safety by preventing falls from causing serious injury. Here are details to setting up and using a fall arrest system:

1. **Worker Mobility and Safety:** The system should allow the worker to reach necessary work areas safely. In the event of a fall, the fall arrest system will prevent the worker from hitting the ground or any obstacles.

# 2. Steps to Set up a Fall Arrest System

## Harness

- Ensure the worker properly dons and adjusts an approved, inspected full-body harness.
- Confirm the harness meets safety standards and is inspected.

## Anchor Point

Use an anchor point with a minimum breaking strength of 5,000 lbs. Verify this by checking the label.

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- Choose a connecting device of appropriate length that allows the worker to reach their work area while minimizing free fall distance.
- Secure the connecting device between the harness's back D-ring and the anchor point.
  Use only energy-absorbing lanyards for fall arrest.
- Ensure all connections are compatible to maintain system integrity.

# Slack Management

Ensure there is no slack in the system that could increase the free fall distance or create a swing fall risk.

## Energy Absorbing Lanyard

- ➤ Limit the free fall distance to 6 feet when using an energy-absorbing lanyard.
- Use a higher anchor point to reduce fall distance.
- > Opt for a shorter lanyard to further minimize free fall.
- Consider using SRDs to automatically limit fall distance.

## • Rescue Procedures

- Integrate rescue procedures into the planning stage of any fall arrest system setup. Ensure that workers are trained to rescue a fallen colleague safely and efficiently.
- Calculate the necessary fall clearance for any worker in a fall arrest situation to ensure they will not hit the ground or any obstacles.

By adhering to these guidelines, workers can safely perform tasks at heights while minimizing the risk of injury from falls. Proper setup and compliance with these protocols are crucial for the effective use of a fall arrest system.

#### **Control Zones**

Control zones are a specific fall protection strategy used when other methods are impractical or pose higher risks to workers. Here are the detailed guidelines for setting up and using control zones:

- Control zones should only be implemented when other fall protection options are not feasible or introduce greater risks.
- This is the area between the unguarded edge of a building or structure and a safe distance of at least 2 meters (6.5 feet) from that edge.
- Control zones are appropriate only for flat surfaces or those with a slope of 4:12 or less.
- A warning line must be established at least 6.5 feet from the leading edge to alert workers to the presence of the control zone. This line should include:
- Material that is highly visible, flagged, or clearly marked at intervals no greater than 2 meters (6.5 feet).
- The line should be rigged and maintained at a height of 34 to 45 inches above the working surface.
- A site-specific fall protection plan must be created whenever control zones are used, regardless of the height at which the work is being performed.
- A fall protection plan is mandatory when using control zones as a fall protection method, irrespective of the height.



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## **Fall Protection Plan**

Prior to commencing any job or task, an evaluation of the fall protection requirements specific to that job or task must be conducted. A site-specific Fall Protection Plan must be developed and put into action, with continuous training and review throughout the project.

A Site-Specific Fall Protection Plan is mandatory when workers face a fall hazard of 7.5 meters (25 feet) or more unless permanent guardrails are in place. Additionally, Fall Protection Plans are necessary when utilizing work procedures approved by the Board, such as control zones or first-person up procedures, to mitigate worker fall risks.

The written plan must be signed by all workers and their supervisor involved in the task, and it must be tailored to the site and task, with updates made as needed due to changes in work scope, conditions, hazards, or controls.

The plan should cover fall hazard identification, decisions on fall protection methods, equipment inspection and setup procedures, rescue protocols, fall clearance guidelines, and signatures of both workers and supervisors.

## **Equipment Standards**

Equipment used for fall protection systems on our sites must:

- Ensure all components of the fall protection system are compatible and suitable for use together.
- Include compatibility of fall protection systems and connections as part of the Fall Protection training for our workers.
- Ensure equipment is capable of supporting the forces generated by fall restraint or fall arrest.
- Equipment must meet and be used in accordance with the applicable CSA or ANSI standards in effect at the time of manufacture, subject to any modifications or upgrades deemed necessary by the Board.
- Only CSA or ANSI approved equipment will be used by our workers and subcontractors, strictly
  according to the manufacturer's instructions and for their intended purposes.
- By adhering to these requirements, we ensure that all fall protection equipment used on our sites is safe, effective, and compliant with relevant standards.

# **Anchors**

- 1. Anchors used in a <u>temporary fall restraint</u> system must have an ultimate load capacity in any direction in which a load may be applied of at least:
  - (a) 3.5 kN (800 lbs.), or
  - (b) Four times the weight of the worker to be connected to the system.
- 2. Each personal fall protection system that is connected to an anchor must be secured to an independent point of anchorage.
- 3. Anchors used in a temporary <u>fall arrest</u> system must have an ultimate load capacity in any direction in which a load may be applied of at least:
  - (a) 22 kN (5,000 lbs.), or
  - (b) Two times the maximum arrest force.
- 4. A permanent anchor for a personal fall protection system must have an ultimate load capacity in any direction required to resist a fall of at least 22 kN (5,000 lbs.).

# **Temporary Horizontal Lifelines**



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A temporary horizontal lifeline system may be used if the system is:

- Manufactured for commercial distribution and installed and used in accordance with the written instructions from the manufacturer or authorized agent, and the instructions are readily available in the workplace.
- 2. Installed and used in accordance with written instructions certified by a professional engineer, and the instructions are readily available in the workplace, or
- 3. Designed, installed and used in a manner acceptable to the Board, as set in Part 11 Fall Protection guidelines; G11.7 Temporary horizontal lifelines.

## **Engineering**

The following types of equipment and system, and their installation, must be certified by a professional engineer:

- 1. Permanent anchors;
- 2. Anchors with multiple attachment points;
- 3. Permanent horizontal lifeline systems;
- 4. Support structures for safety nets.

## Inspection, Maintenance and Removal from Service Requirements

Equipment used in a fall protection system must be:

- The user must inspect the equipment before each work shift.
- Conduct periodic inspections as specified by the manufacturer. This includes annual inspections by a competent or qualified person, and factory inspections for equipment like Self-Retracting Lifelines.
- Keep the equipment free from substances and conditions that could cause deterioration.
- Ensure the equipment is kept in good working condition.
- Inspect all components of the fall arrest system before each use for signs of wear, damage, or deterioration.
- Remove any defective components from service if their function or strength is compromised. Follow the manufacturer's instructions for specific inspection requirements and removal criteria.
- If a fall protection system has arrested a fall or failed an inspection, it must be clearly tagged and removed from service.
- Do not return the equipment to service until it has been inspected and certified as safe by the manufacturer or a professional engineer.
- Ensure that any defective equipment to be disposed of is made unusable before disposal. The method for doing this can be decided on a case-by-case basis.
- By following these reworded guidelines, the safety and reliability of fall protection equipment can be maintained, ensuring effective protection for workers.