PLAN SAFE WORK SAFE HOME SAFE

2024-2025 Health & Safety Manual

Committed to the continuous improvement of our health & safety performance and environmental management.

Table of Contents

SWP-A12, Working at Heights
SWP-A13, Limits of Approach
SWP-A14, Office Environment
SWP-A15, Manual Lifting
SWP-A16, Fire Protection and Prevention
SWP-A17, Office Ergonomics
SWP-A18, Slip, Trip & Fall Prevention
SWP-A19, Lightning Safety
SWP-A20, Risk of Violence
SWP A21, Working at Night
SWP-A22, Emergency Response
SWP-A23, Forest Fire Prevention
SWP-A24, Short Service Worker (SSW)
SWP-A25, Torching and Cutting
SWP-A26, Driving (Procedure)
SWP-A27, Response to Regulatory Inspections & Orders

3.2. Equipment

SWP-E01, Manual Hand Tools
SWP-E02, Powered Hand Tools
SWP-E03, Defective Tools
SWP-E04, Vehicle Use
SWP-E05, Hoisting and Rigging
SWP-E06, Heavy Equipment Operation
SWP-E07, Equipment Assembly & Disassembly
SWP-E08, Powered Mobile Equipment
SWP-E09, Machine Guarding – For Rotating and Moving Equipment
SWP-E10, Cranes, Hoists, and Lift Trucks

3.3. Occupational Health

SWP-O01, WHMIS
SWP-O02, Cold Stress
SWP-O03, Hot Stress
SWP-O04, Noise Exposure
SWP-O05, Bugs and Insects
SWP-O06, Vibration
SWP-O07, Propane
SWP-O08, Dust (General)
SWP-O09, Chemical Spill
SWP-O10, Asbestos – Operations

- SWP-O10, Asbestos – Asbestos

SWP-O11, Chemical & Hazardous Materials – Handling and Storage
SWP-O12, Carbon Monoxide (CO)
SWP-O13, Sharps
SWP-O14, Animal Droppings – Birds & Bats
SWP-O15, Ultra-Violet Radiation
SWP-O16, Lead
SWP-O17, Silca
SWP-O18, Mould
SWP-O19, Chemical and Biological Hazards – General
SWP-O20, COVID-19 Prevention

Section 4: Supporting Forms and Documents

i. Overview

Managing health, safety and the environment is our ethical and legal responsibility. It also adds value to our business by helping us to improve our project and business planning including control measures and our overall performance. Effective health, safety and environmental management is therefore a key requirement of our business.

A reasonable degree of documentation is required to meet legal requirements and to help us with our planning and controls. The templates, forms and checklists within this Health, Safety and Environmental (HSE) Management System are tools to help manage these requirements. When correctly completed and used, these tools assist in demonstrating our safety management processes in the event of an audit, review, accident or incident, case of work-related illness, or when internal and external investigations may occur.

The HSE management system takes into account our own requirements as outlined above and the requirements of:

- The Ontario Provincial Certificate of Recognition (COR) program
- Applicable Laws
- Industry Best Practices and Procedures

a. Scope

The people involved in our business are our greatest asset. We will manage all our work activities to ensure that hazards are identified and managed to minimize risks to health, safety and the environment. It is our corporate responsibility, as well as the responsibility of every individual working for, or on behalf of, our company.

The company also minimizes risk to the health and safety of anyone onsite who are not directly involved in our business undertakings, but may be directly impacted by our work; for example, visitors, adjacent businesses or the public.

To enable a systematic approach to these responsibilities, this Health, Safety and Environment (HSE) Management System has been developed and is contained in the contents of this manual. The emphasis of this HSE Management System is to manage risk by providing clear and concise policies, organizational roles and responsibilities, standards, and work practices and procedures to be used in our business for all workplaces.

The HSE management system contains 4 sections, which together form a comprehensive system that supports and provides organization, direction and tools for the implementation and execution of the program.

Section 1: HSE Management Program

Version 1.0
Last Revised: May 30, 2023
Revised by: HSE Department

1.1. HSE Program Overview

The HSE management program is based on the Plan - Do - Check - Act model, as depicted in *CSA Z1000-06 Occupational Health and Safety Management.* It was designed to be compatible with other management system standards currently in use by organizations across Canada, such as ISO 14001 (environmental management) and ISO 9001 (quality management).

Figure 1. *CSA Z1000 Continuous Improvement Model*

1.2. Plan

1.2.1. Health and Safety Policy

The Health and Safety Policy provides the overall commitment of the company to the effective management of health and safety. It forms the basis of all our work planning and actions while at work.

The contents of the Health and Safety Policy are communicated to our employees during the new employee orientation. Subcontractors are provided with a copy of the policy within contractual documents.

The Health and Safety policy is posted on prominent notice boards in all workplaces and when applicable, at field operations, as well as being available via our intranet and portable electronic devices

Policy: Health and Safety Policy Statement
Department: Health, Safety and Environment
Policy No. PNC HSE - P001
Relevant Standard No. N/A

The senior management and management of PDI National Cranes (PNC) are committed to provide a safe and healthy work environment for the prevention of injuries and illness for all employees. The company will ensure that our activities are in compliance with applicable safety legal and other requirements and will take every reasonable precaution to protect all employees at all times. No project or company objectives take priority over the safe planning and safe execution of work.

Workers have the right to work in a safe and healthy work environment. PNC has the ultimate goal of zero harm and is committed to work in a spirit of consultation and cooperation with workers in our efforts to achieve this goal. A proactive approach shall be used to control and minimize the risk of occupational injury and illness in our workplace.

The responsibilities for all workplace parties are clearly defined in through our safety program.

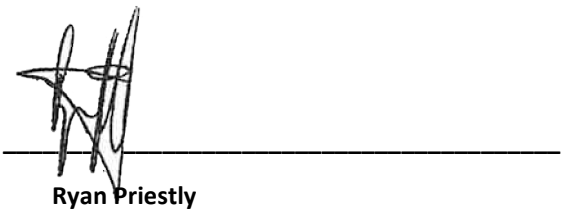
Senior management will set and review safety objectives for the company, with a focus on the continuous improvement of the company safety systems and performance.

Management is responsible for the design, implementation, monitoring, and communication of health and safety programs, policies, and procedures.

All employees are responsible for cooperating with management in the implementation of the HSE program, and participating in inspections, investigations, maintenance, and any other efforts that support the continuous improvement of our safety culture.

Appropriate action will be taken against any employee who engages in an unsafe act, or who fails to comply with established safe work practices and procedures.

This policy will be reviewed annually by management at PNC.



Ryan Priestly

President, PDI National Cranes Inc

Rev. No. 0

Date of Issuance: 05/30/2023 **Date of Last Review:**

1.2.2. Supporting Policies

The supporting policies provide overall guidance on specific aspects of the HSE management system.

PNC HSE - P002	Hazard Assessment, Analysis and Control Policy
PNC HSE - P003	Controls Policy
PNC HSE - P004	Procurement and Contractor Management Policy
PNC HSE - P005	Company Rules Policy
PNC HSE - P006	PPE Policy
PNC HSE - P007	Preventative Maintenance Policy
PNC HSE - P008	Training Policy
PNC HSE - P009	Workplace Inspections Policy
PNC HSE - P010	Investigations and Reporting Policy
PNC HSE - P011	Emergency Preparedness Policy
PNC HSE - P012	Statistics and Records Policy
PNC HSE - P013	Legislation and Other Requirement Policy
PNC HSE - P014	Management Review Policy
PNC HSE - P015	Management of Change Policy
PNC HSE - P016	Communication Policy
PNC-HSE - P017	Return To Work
PNC-HSE - P018	Environment Policy

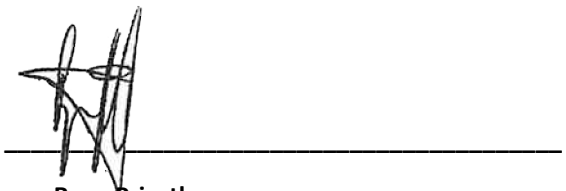
PNC HR - 013	Violence & Harassment Policy
PNC HR - 010	Possession And Impairment Policy

Policy: Hazard Assessment, Analysis and Control
Department: Health, Safety and Environment
Policy No. PNC HSE - P002
Relevant Standard No. PNC HSE - S002

As part of our Occupational Health & Safety Management System, PDI National Cranes is committed to conducting on-going hazard assessment, analysis and control to minimize the risks to health and safety within our workplaces.

The company is supportive of every Worker's Right to Know about that hazards that exist in their workplaces. Therefore, the company has developed this Policy and a corresponding standard to assist management in taking a proactive approach to identifying hazards, determine risk and the required controls associated with our operations.

We will identify the hazards that exist in the workplace, prioritize the risks associated with each specified task before and after controls are implemented and evaluate the effectiveness of those controls through observation and recommendation.



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** 05/30/2023 **Rev. No. 0**

Policy: Control
Department: Health, Safety and Environment
Policy No. PNC HSE - P003
Relevant Standard No. PNC HSE - S002

The organisation and it management are committed to ensuring that all known and identified safety and health hazards are effectively controlled.

The company will use the hierarchy of controls when selecting controls, and ensure that the appropriate controls are put in place

Ryan Priestly

President, PDI National Cranes Inc

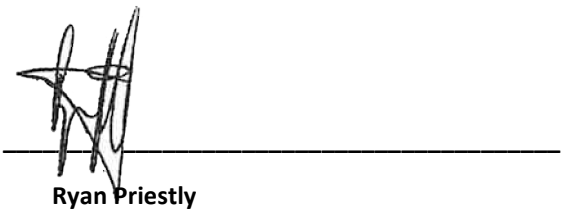
Date of Issuance: 05/30/2023 **Date of Last Review:** 05/30/2023 **Rev. No. 0**

Policy: Procurement and Contractor Management
Department: Health, Safety and Environment
Policy No. PNC HSE - P004
Relevant Standard No. PNC HSE – S004

The senior management of PDI National Cranes are committed to ensure that while performing work with PNC, contractors, subcontractors and their employees perform work in a manner that protects the health and safety of all and aligns with PNC'S values. It is PNC'S objective under this policy to:

- Select, hire and work with competent contractors who conform to the Occupational Health and Safety Act of Ontario and align with PDI'S Health and Safety Policies and Practices.
- Monitor contractors to ensure work is performed safely and efficiently
- Evaluate contractors on a regular basis

Contractors working for PNC on PNC projects are required to undergo a prequalification process to ensure compliance with the Procurement and Contractor Management Policy objectives. Ongoing feedback will be solicited from PNC employees to evaluate contractors.



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** 05/30/2023 **Rev. No. 0**

Policy: Company Rules
Department: Health, Safety and Environment
Policy No. PNC - HSE - P005
Relevant Standard No. PNC HSE – S005

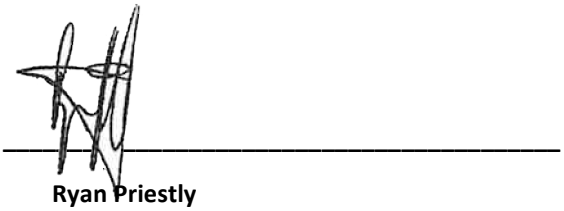
PDI National Cranes also referred to as "PNC" in this document, is committed to ensuring continuous education of the organization's company rules to its' employees.

Management is responsible to participate in setting and implementing all company rules, including the review of this policy statement and all company rules, located in PNC's Employee Handbook, on an annual basis to ensure accuracy and alignment with company's vision and objectives.

In addition, Management is responsible to comply with all company rules. To showcase their commitment to this, Management strives to ensure they are continuously focused on the demonstration of PNC's company rules to the rest of our employees. This includes leading by example and spreading awareness, so employees are in clear alignment with the company's expectations on PNC's company rules.

All employees are responsible for cooperating with management in the implementation of PNC's company rules, and actively participating in any efforts that support the continuous improvement of our culture. Appropriate action will be taken against any employee who fails to comply with the established company rules and procedures, as outlined in the PNC Employee Handbook and policy documents, as per our progressive discipline procedure.

This policy statement and PNC's Employee Handbook will be reviewed annually by the Management Team and People Success department.



Ryan Priestly

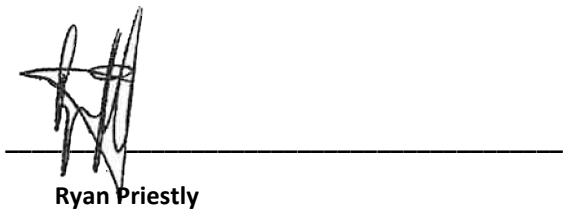
President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** 05/30/2023 **Rev. No. 0**

Policy: Personal Protective Equipment
Department: Health, Safety and Environment
Policy No. PNC HSE - P006
Relevant Standard No. PNC HSE – S006

It is PDI National Crane's policy to effectively manage the hazards on our projects. Hazards shall be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed.

All personnel are mandated to wear the appropriate PPE required by regulation at all times. This regularly includes head protection, foot protection, eye protection, hearing protection. Specialty PPE such as fall arrest protection, shall be used by properly trained personnel, where required. All PPE must meet or exceed the applicable current CSA standard(s) or legislated standard.



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** 05/30/2023 **Rev. No. 0**

Policy: Preventative Maintenance
Department: Fleet Operations
Policy No. PNC HSE - P007
Relevant Standard No. PNC HSE – S007

The senior management and management of PDI National Cranes (PNC) are committed to keeping the equipment, tools, vehicles, and facilities used by our employees are in safe working order by following the Preventative Maintenance Procedure.

The set expectations are as follows.

Senior management will set and review preventative maintenance standards and objectives to continuously improve the procedure.

Management is responsible for the design, implementation, monitoring, and communication of Preventative Maintenance programs, policies, and procedures.

All employees are responsible for cooperating with management in the implementation of the Preventative Maintenance Procedure and participating in inspections, investigations, maintenance, and any other efforts that support the continuous improvement of the procedure.

This policy will be reviewed annually by the management at PNC.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Safety Training
Department: Health, Safety and Environment
Policy No. PNC HSE - P008
Relevant Standard No. PNC HSE – S008

PDI National Cranes will provide all health and safety-related training that is prescribed and necessary to minimize harm to personnel and the physical resources of the company. All employees will participate in this training.

The purpose of this policy is to provide for consistent general and specialized health and safety-related training throughout all levels of the organization.

This training will include, but not be limited to:

- Safety orientation
- New hire safety orientations
- Safety training for workers, supervisors, and management
- Task and trade-specific training and certification
- Workplace Hazardous Materials Information System (WHMIS) training, annual update, and site-specific orientation
- Safe work practices and job procedures, as applicable
- The proper fitting, safe use, cleaning, and maintenance of respiratory protective equipment, as applicable.

In addition, safety meetings involving field workers will be held on a weekly basis or as determined by site requirements.

NOTE: The safety information in this policy does not take precedence over occupational health and safety legislation. All employees should be familiar with the applicable Occupational Health and Safety requirements for their jurisdiction

Ryan Priestly

President, PDI National Cranes Inc

Rev. No. 0

Date of Issuance: 05/30/2023 **Date of Last Review:**

Policy: Workplace Inspections
Department: Health, Safety and Environment
Policy No. PNC HSE - P009
Relevant Standard No. PNC HSE – S009

Workplace inspections help prevent incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Company facilities and job-sites shall be included in the inspection program.

Regular workplace inspections are an important part of the company's overall occupational health and safety program and management system.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Investigation and Reporting
Department: Health, Safety and Environment
Policy No. PNC HSE - P010
Relevant Standard No. PNC HSE – S010

PDI National Cranes requires all personnel (including employees, subcontractors and visitors) to report all accidents, injuries, exposures, and near misses as soon as possible after an occurrence. Incidents will be investigated in accordance with all applicable legislated requirements, and the results will form part of the continuous improvement process for the safety program.

Senior management is committed to the adherence of the procedures contained in the Incident Reporting and Investigation standard, and compliance is mandatory. This policy and the supporting standard are consistent with the Company's values of Safety, Integrity, and Innovation.

Ryan Priestly

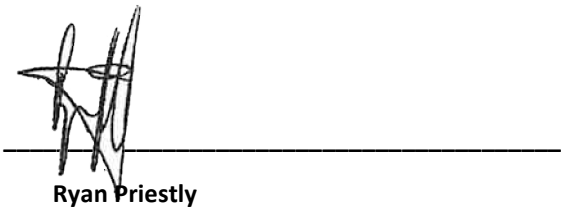
President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Emergency Preparedness
Department: Health, Safety and Environment
Policy No. PNC HSE - P011
Relevant Standard No. PNC HSE – S011

Notwithstanding the Company's commitment to provide and sustain a safe and healthy work environment for all, we recognize that emergencies can arise. PDI National Cranes considers emergency preparedness to be of critical importance. Effective emergency preparedness ensures that the company and our people, are able to rapidly respond to and efficiently recover from an emergency.

Should an emergency, either manmade or natural, occur, the work environment can be threatened or damaged. The company has an obligation to ensure that the threat or damage engendered by the emergency is minimized through effective and deliberate emergency management. The overall goal is to ensure the safety of staff, and visitors.



Ryan Priestly

President, PDI National Cranes Inc

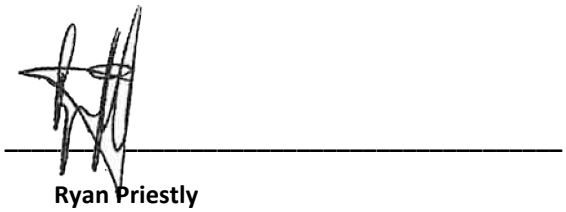
Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Statistics and Records
Department: Health, Safety and Environment
Policy No. PNC HSE - P012
Relevant Standard No. PNC HSE – S012

Maintaining current health and safety statistics and records is an integral part of an effective health and safety program. The company has established a system to record and review statistics in order to recognize hazard trends and monitor the success of our health and safety program.

Records, reports and other safety performance measures will be reviewed, as part of our continuous improvement process, to establish areas of the safety program that need improvement. This review is an essential element for preventing future accidents and injuries.

Senior management is committed to this policy and the performance of annual reviews of safety documentation including incident reports, accident investigation reports, lost-time injuries, and minutes of the company's Joint Health & Safety committee.



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Legislation and Other Requirements
Department: Health, Safety and Environment
Policy No. PNC HSE - P013
Relevant Standard No. PNC HSE – S013

The Company is committed to complying with all applicable safety legislation, regulations, standards and any other applicable safety requirements for the areas in which we perform work.

The Company will identify and periodically review the applicable legislation and requirements, and apply enforcement as necessary, to ensure that we maintain compliance.

We believe that all workers should have access to these requirements and information available, as appropriate, on all our worksites.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Management Review
Department: Health, Safety and Environment
Policy No. PNC HSE - P014
Relevant Standard No. PNC HSE – S014

PDI National Cranes is committed to the principles of continuous improvement in all aspects of our business operations. As part of this ongoing commitment, the senior management team will review monthly safety statistics, annual objectives attainment, identify trends, and conduct an annual review of the Health, Safety, and Environmental program to ensure the suitability, adequacy, and effectiveness of the program. The results of this review will form part of the basis for the objectives, goals, and actions plans for the following year.

Ryan Priestly

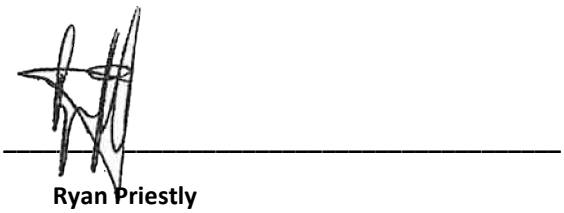
President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Management of Change
Department: Health, Safety and Environment
Policy No. PNC HSE - P015
Relevant Standard No. PNC HSE – S015

Organizational changes are implemented occasionally for reasons such as Safety improvements, production efficiency and streamlining of processes. Changes, however, can pose risks to employees if they are implemented without conducting formal reviews of and management of change.

Management is committed to ensuring a disciplined, structured and consistent approach to managing change by identifying, treating, and controlling potential risks. Overall requirements to assess, plan, approve, communicate, implement, and close-out a change are defined in the supporting standard(s).



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Communication
Department: Health, Safety and Environment
Policy No. PNC HSE - P016
Relevant Standard No. PNC HSE – S016

Communication is the key to a healthy, safe and productive workplace. It is needed to ensure roles and directions are understood; to warn against dangers; to avoid unsafe practices; to promote critical emergency response and particularly to learn about (and from) the concerns and hazards that workers encounter.

The company uses various methods for communicating Safety across the organization. This communication is both formal and informal, scheduled and routine, and in response to various emergencies, incidents that have occurred, or in direct response to a risk.

In addition, various communication channels will be used by the company to facilitate communication coming from Senior Management, and to provide a means for two-way communication and dialogue among management and workers.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Return to Work and Re-employment
Department: Health, Safety and Environment
Policy No. PNC HSE - P017
Relevant Standard No. N/A

PDI National Cranes recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. The Return to Work and Re-employment (RTW) Policy, and the supporting RTW procedures, are designed to aid workers in safely returning to employment at the earliest possible date, following a work related injury or illness.

The primary goal of the Return to Work Policy and program is to return the worker to work that is both suitable and available. Suitable work is safe and productive, and consistent with the worker's functional abilities.

This policy is compliant with applicable WSIB (Ontario) guidelines and human rights legislation.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Environment
Department: Health, Safety and Environment
Policy No. PNC HSE - P018
Relevant Standard No. N/A

PDI National Cranes is committed to reducing its impact on the environment. We will strive to improve our environmental performance over time and to initiate additional projects and activities that will further reduce out impacts on the environment.

Our commitment to the environment extends to our customers, our staff, and the community in which we operate. Senior Management is committed to:

- Comply with all applicable environmental regulations;
- Participate in the recycling of project materials and minimizing waste, to reduce impact on landfills and promote recovery of valuable resources;
- Prevent pollution whenever possible;
- Inform all of our staff on our environmental processes and empower them to contribute and participate;
- Communicate our environmental commitment and efforts to our customers, staff and our community; and
- Continually improve over time by striving to measure out environmental impacts and by setting goals to reduce these impacts each year.

Every employee and every contractor on PDI National Cranes premises is expected to follow this policy and to report any environmental concern to PDI National Cranes management. Mangers are expected to take prompt action.

This policy will be reviewed annually by senior management at PDI National Cranes.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Possession and Impairment
Department: Human Resources
Policy No. PNC HR - 010
Relevant Standard No. 2

Intent

PDI National Cranes ("PNC") is committed to a safe working environment for all employees and subcontractors with respect to potential effects of impairment on safety, performance and judgment. Alcohol, drugs, medications, as well as the impact of personal problems and fatigue can impact an employee's ability to perform their work in a safe and productive manner.
To help ensure a safe and healthy workplace, and in accordance with this Policy, the Company reserves the right to prohibit certain items and substances from being brought onto, or being present in, the workplace. The Company also prohibits any employee from reporting to work or working while under the influence of any drug or alcohol. This Policy will be interpreted in accordance with all applicable laws, including but not limited to human rights legislation.

Application

This policy applies to all employees when they are at work, traveling to/from work locations, and/or conducting business on behalf of PNC.

Definitions

For the purpose of this Policy, the following terms will have the following meaning:

Intoxicant	Any substance, whether legal or illegal, and whether or not it has been prescribed or authorized by a medical practitioner, which has the potential effect of intoxicating its user and/or altering an employee's ability to perform his or her duties. This includes, but is not limited to alcohol, opiates, hallucinogens and cannabinoids (such as marijuana).
Incident	An occurrence, circumstance or condition that caused significant damage to person, property, reputation, security or the environment. An Incident can result from an employee's action, or failure to take action.
Near Miss	An occurrence, circumstance or condition that had the potential to cause significant damage to person, property, reputation, security or the environment. A Near Miss can result from an employee's action, or failure to take action.
Workplace	Any site at which an employee performs work related to his or her employment with PDI, including a customer work site or any place an employee is

	located while acting in his or her capacity

Prohibited Behaviour

The following behaviour is strictly prohibited, and may incur disciplinary action up to, and including, termination of employment for cause:

- Reporting to work or working while under the influence of any Intoxicant. This includes where an employee is off-duty and called in to work. In such case, if an employee is impaired by any Intoxicant at the time the call is received, it is the employee's obligation to advise the Company he or she is unfit to work due to the influence of an Intoxicant.

- The use, possession, sale, manufacturing or dispensation of any Intoxicant at the Workplace (save for where expressly permitted in this Policy).

- Failing to report the use of any Intoxicant as required under this Policy.

Any Intoxicant found at the Workplace

Prescribed or Authorized Intoxicant

Where an employee may be required to possess or use an Intoxicant for medical purposes at the Workplace, the employee is required to advise the People Success Team in advance of bringing such Intoxicant to the Workplace and/or prior to appearing at the Workplace under the influence of such Intoxicant. Once advised the People Success Team may seek reasonable medical information in connection with the use of such Intoxicant and will work with the employee to determine whether the presence or use of the Intoxicant can be accommodated within the bounds of PNC's obligations under applicable health and safety and human rights legislation. Where accommodation includes the employee possessing and/or using the Intoxicant in the Workplace, the employee will be provided with written permission from PNC for such possession and/or use, on the terms and conditions set out therein.
Even in respect of an Intoxicant possessed or used for medical purposes, failure to advise PNC in advance of bringing the Intoxicant to the Workplace or attending at the Workplace under the influence of the Intoxicant is strictly prohibited and will lead to discipline up to and including the termination of employment for cause.

Work-Related Events

There may be instances where an employee, in the course of his or her employment, attends a work-sponsored function, conference, or client social event where alcohol and/or legal Intoxicants are served. It will not be a violation of this Policy for an employee to consume alcohol and/or legal Intoxicants at such an event. In such circumstances, an employee is expected to consume alcohol and/or legal Intoxicants responsibly, avoid impairment, exercise good judgment, and maintain professional decorum as a representative of the Company. Where alcohol and/or legal Intoxicants are consumed while an employee is conducting Company business, no employee shall operate a vehicle while under the influence, contrary to law. Safe alternate transportation must be arranged (e.g., taxi, public transportation, etc.).

Inspection

PNC reserves the right to:

- With reasonable cause, inspect any and all property on its premises for the presence of an Intoxicant.

- Request or require an employee to undergo drug and/or alcohol testing as described below.

An employee found in possession of an Intoxicant in the Workplace (save and except an Intoxicant for which the employee has sought, and obtained, written permission to possess and/or use in the Workplace), or who refuses to cooperate in an inspection, may be subject to disciplinary action up to and including the termination of employment for cause.

Accommodation

PNC is committed to providing assistance and support to all of its employees. We encourage any employee who suspects he or she may have a substance dependency or emerging alcohol or drug problem to seek advice and treatment.
Where an employee in a safety-sensitive position has a drug or alcohol dependency, the employee is required to disclose their use of drugs and/or alcohol to PNC. The purpose of this requirement is to protect the health and safety of all employees in the workplace. Where an employee discloses a drug or alcohol dependency, the employee will be provided with accommodation consistent with the Company's obligations under applicable human rights legislation. However, such disclosure must occur before an employee is involved in an Incident or Near Miss in the Workplace. PNC places primary importance on deterring similar behavior by other employees and will terminate an employee for failing to disclose drug or alcohol use in accordance with this Policy, unless termination is unjust in the circumstances.

Drug and Alcohol Testing

In certain circumstances, PNC may require an employee in a safety-sensitive position to undergo a drug and/or alcohol test to assess whether the employee is under the influence of an Intoxicant:

Reasonable Suspicion of Impairment

Where there is reasonable suspicion to believe an employee may be under the influence of an Intoxicant, PNC may require the employee to undergo drug and/or alcohol testing. Reasonable suspicion may be based on an observed violation of this Policy, strong circumstantial evidence, or specific and objective observations about the employee's actions, conduct, appearance or demeanor that would suggest the employee may be impaired.

In the event PNC has reasonable cause to believe an employee is under the influence, in contravention of this Policy, the employee will immediately be required to cease working. PNC will explain to the employee why it has reasonable cause to believe the employee is under the influence of drugs and/or alcohol and the employee will be given the opportunity to respond. If PNC continues to have reasonable cause to believe the employee may be under the influence of drugs and/or alcohol in the workplace, the employee may be removed from the Workplace pending further investigation, which may include drug and/or alcohol testing.

Post-Incident or Near Miss

Where an employee is involved in an Incident or Near Miss, the employee will immediately be required to cease working. PNC will perform an initial inquiry to determine what factors may have contributed to the Incident or Near Miss, which may include speaking with the employee. If there is no reasonable explanation for the Incident or Near Miss, the employee may be removed from the Workplace pending further investigation, which may include drug and/or alcohol testing.

Post-Reinstatement or Last Chance Agreement

If appropriate, an employee who has a drug or alcohol dependency may be required to undergo random drug or alcohol testing as part of an overall program to monitor compliance while at work, or upon return to work following a leave of absence. Whether such testing will be required will depend on the particular circumstances. In all of the circumstances, testing will be conducted at a facility designated by PNC, at no charge to the employee and will be conducted in accordance with applicable law. The test results will be disclosed to PNC but will be kept as confidential as possible.

Violation

An alleged violation of this Policy may result in removal from the Workplace pending further investigation. Where PNC concludes an employee has violated this Policy, this may result in disciplinary action, up to and including the termination of employment for cause.
It is a violation of this Policy to refuse to comply with a request by PNC to submit to an alcohol and/or drug test made in accordance with this Policy, refuse to authorize the testing facility release the results of an alcohol and/or drug test undertaken in accordance with this Policy, or to tamper with a sample provided for such testing.

Shared Responsibility

Every employee has a legal responsibility to identify and report a potential safety risk in the workplace. Any employee who has reason to believe another employee is in possession of, or under the influence of, an Intoxicant in the Workplace has a positive obligation to forthwith report such risk to his or her Manager or People Success.

Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

Policy: Workplace Violence and Harassment
Department: Human Resources
Policy No. PNC HR - 013
Relevant Standard No. 3

Policy

PDI National Cranes ("PNC"), has a policy prohibiting workplace violence or workplace harassment, or threats of violence or harassment. This standard shall be reviewed annually and reassessed every five years or as needed to ensure risks are appropriately managed.

Purpose

PNC believes that all employees have the right to work in a workplace that is free from violence and harassment and is committed to providing a safe working environment in which all individuals are treated with respect and dignity. The purpose of this policy is to establish procedures to reduce the risk of violence or harassment in the workplace, to outline the measures to respond to alleged incidents of violence or harassment in the workplace, and to foster workplace safety and security.

Scope

This policy applies to any "employee" of PNC, which includes any part-time, full-time, casual or temporary employee as well as any individual who would be considered a "worker" for the purpose of the *Occupational Health and Safety Act* ("OHSA").

Definitions

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.

Workplace Harassment: A course of vexatious comments or conduct against a worker in a workplace that is known or ought to reasonably be known to be unwelcome, or workplace sexual harassment.
Workplace harassment does not include a reasonable action taken by PNC relating to the supervision and direction of an employee or the workplace.

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

Workplace Violence: The use, or attempted use, of physical force against a worker that could cause physical injury. Workplace violence also includes a statement or behavior that a worker could reasonably interpret as a threat to

use physical force against him/her that could cause physical injury.

"Workplace": Wherever PNC business is conducted (whether or not on the PNC property) and at any PDI event.

Prohibited Behavior

The following behavior is prohibited in the workplace and will result in discipline up to and including termination of employment for cause ("Prohibited Behavior"):

- Workplace violence or harassment, including workplace sexual harassment.
- Any threat or intimidation.
- Possession of a weapon of any kind on PNC property (including any parking lot or other exterior premise), while engaged in any activity for the PNC in another location, or at a PNC sponsored event, unless such possession or use is a requirement of the job.
- Assault.
- Physical restraint or confinement.
- Dangerous or threatening horseplay.
- Blatant or intentional disregard for the safety or well-being of another.
- Retaliation against anyone who has made a complaint or who has participated in an investigation under this Policy.
- Failure to report an incident of workplace violence, harassment or sexual harassment, of which an employee is aware.
- Any other act considered by PNC to be a violation of this Policy, whether or not specifically set out above.

Safety Measures

Any employee who is a victim of or witness to any form of violence or harassment should :

- Summon for immediate assistance and remove themselves from immediate danger
- In the case of physical violence call for assistance and, if warranted, 911 (the police)
- Report the incident/concern to their Manager, People Success or any member of Senior Management team.

Risk Assessment

A risk assessment has been conducted of the workplace and will be repeated as often as deemed necessary by PNC's Joint Health and Safety Committee ("JHSC"). The results of the assessment will be presented to the JHSC.

If any unreasonable risk is identified during the assessment, PNC and the JHSC will work together to determine and implement appropriate measures to address the identified risk.

Disclosure of Risk of Violent Behavior

PNC will provide information to an employee if the employee is expected to encounter an individual with a history of violent behavior of which PNC is aware and the individual poses a risk of workplace violence likely to result in physical injury. However, PNC will only disclose information reasonably necessary to protect an employee from violence.

Reporting Violence or Harassment in the Workplace

All employees have an obligation to address warning signs, incidents and complaints immediately so as to prevent situations from escalating to incidents of violence and harassment in the workplace. As such, any employee who is subjected to, a witness of, or has knowledge of, any alleged incidents or threats of workplace violence or harassment or sexual harassment or identifies warning signs of possible scenarios that may escalate, is required to immediately report the alleged incident to their Supervisor. This includes reporting alleged domestic violence situations that would likely expose an employee to physical injury in the workplace. Any employee filing a report of violence or harassment or sexual harassment in the workplace is required to do so in writing using the ***Workplace Harassment Report Form*** available on Kissflow. Alternatively, it can be accessed under Library Docs on Keystyle.

If the alleged harasser is a member of Management or a supervisor, the employee can report an incident or threat of workplace harassment to anyone in the People Success Team.

This Policy does not preclude an employee from contacting the Police where he or she feels it is appropriate; nor is this Policy intended to discourage an employee from taking steps to contact emergency services as needed.

Investigation Period

An incident or complaint of potential or actual workplace violence or harassment or sexual harassment will be investigated promptly and impartially, with due process to any person accused of violating this Standard.

Information obtained about an incident or complaint (including any identifying information) will not be disclosed unless the disclosure is necessary for the purpose of investigating or taking corrective action or if required by law. Although PNC makes every effort to keep the incident or complaint as confidential as possible, it is not always possible to do so in the course of investigating or resolving an incident or complaint of potential or actual workplace violence or harassment or sexual harassment.

The investigation will generally be conducted by the People Success Team with additional external investigators as determined appropriate by Senior Management (henceforth known as the “investigation team).” An incident or complaint will be investigated in a manner appropriate in the circumstances. This may include an internal investigation or the use of external resources. The investigators may undertake some or all of the following procedures as deemed appropriate in the circumstances:

Review the allegations

- Conduct interview(s) of the complainant, potential witnesses, the subject of the complaint, or anyone with relevant information
- The person who is subject of the complaint will be advised of the substance of the complaint against them in the course of the investigation
- Collect and review documents
- Review the workplace or sites where the incident is alleged to have occurred

After conducting its investigation, the investigation team will make an objective assessment of whether there has been a violation of this Policy. The alleged victim and perpetrator (if a worker) will be informed in writing of the results of the investigation and of any corrective action that has been taken because of the investigation. The Company may reassign, or place on paid leave, either or both complainant and individual who is the subject of the complaint during the investigation or (depending on the outcome) after the investigation is complete.

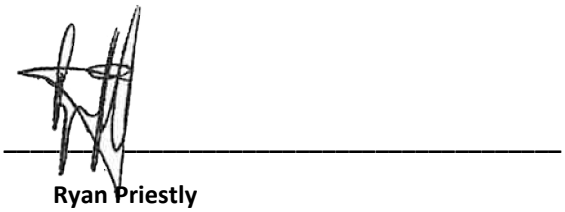
In instances where PNC becomes aware of domestic violence circumstances in which potential violence hazards may be introduced in the workplace, PNC will investigate each circumstance on a case-by-case basis and identify reasonable precautions that can be taken to protect the victim of abuse and those within the organization who could also be at risk.

An employee found to have engaged in Prohibited Behavior will be subject to disciplinary action, up to and including termination of employment for cause.

Although PNC must normally provide the result of an OHSA investigation to the JHSC, PNC is not required to provide the JHSC with the result of an investigation regarding an incident or complaint of workplace harassment.

Training and Education

PNC will provide information and training to every employee on this Policy, which shall include procedures for preventing, reporting and responding to incidents of workplace violence and harassment.



Ryan Priestly

President, PDI National Cranes Inc

Date of Issuance: 05/30/2023 **Date of Last Review:** **Rev. No. 0**

1.2.3. Health & Safety Roles and Responsibilities

All employees have a role in ensuring a safe work environment at all of our workplaces. The following outlines the responsibilities of employees and visitors.

Senior Management

Senior management is responsible for, but not limited to to:

- Ensuring adequate resources and processes are in place;
- Ensuring HSE performance is a Key Performance Indicators (KPI) in performance reviews;
- Acknowledging and promoting continuous improvement of HSE;
- Reviewing and supporting the established HSE objectives and targets;
- Demonstrating leadership and being actively involved in incident/hazard reporting, investigation and management;
- Communicating HSE requirements and expectations to personnel, contractors and other relevant stakeholders; and
- Providing opportunities for the involvement of personnel and other stakeholders in activities designed to inspire improvements in HSE performance.

Line Management

Line management is responsible for, but not limited to:

- Implementing the HSE Management Program within their areas of responsibility;
- Ensuring effective compliance with the HSE Management Plan;
- Providing leadership to meet HSE requirements and expectations to achieve HSE objectives;
- Ensuring all personnel are adequately qualified, suitably trained, and have sufficient experience to perform work safely;
- Promoting HSE as an integral element of conducting business;
- Supporting a high level of HSE awareness; and
- Ensuring all reasonable measures are taken to prevent injuries and illnesses to personnel, including workers of contractors and members of the public exposed to worksite hazards under their control.

Foremen & Supervisors

Supervisory personnel are responsible for, but not limited to:

- Ensuring compliance with HSE policies, programs, standards, procedures, plans, and regulatory requirements as applicable;
- Ensuring all personnel are adequately qualified, suitably trained, and have sufficient experience to perform work safely;
- Ensuring management is promptly informed of actual and high potential severity incidents and near misses;

- Ensuring incidents are reported and investigated as required, and that corrective action is taken to prevent a recurrence;
- Ensuring hazards are eliminated or adequately controlled to the extent reasonably practicable;
- Ensuring hazard assessments are conducted at all worksites;
- Monitoring the worksite and correcting any unsafe conditions or unsafe behaviours; and
- Ensuring personnel are trained in the correct use, care, limitations and assigned maintenance of personal protective equipment (PPE).

Health, Safety and Environment Personnel

Health, safety, and environment personnel provide expert advice regarding Company requirements and other recognized best practices in HSE. Specific responsibilities include, but are not limited to:

- Ensuring that the management team are aware of their responsibilities and their deliverables in terms of both work output and their personal behaviours;
- Providing timely advice to the management team regarding opportunities to achieve the highest standards of HSE;
- Developing and implementing initiatives to engage management, supervision and personnel in achieving the HSE vision;
- Demonstrating leadership and commitment to the achievement of HSE objectives and to the success of all Company / office HSE initiatives;
- Periodically reviewing and reporting on HSE performance in their area as required, to the responsible Manager and to the to the Company corporate HSE function;
- Encouraging management, supervision and others and recognize their contributions to the Health, Safety and Environmental performance;
- Actively promoting HSE excellence;
- Supporting a strong HSE culture;
- Coaching and correcting unsafe behaviour and correcting inappropriate HSE performance;
- Understanding and applying legislative HSE requirements;
- Having and applying a full working knowledge of all applicable HSE Management Systems;
- Consulting on and resolving HSE issues including supporting incident investigations, etc..;
- Recognizing and rewarding people who have positively affected HSE; and
- Generating contingency plans to respond to emergencies.

All Personnel

All personnel are responsible for, but not limited to:

- Actively supporting HSE excellence and the achievement of the HSE vision and a strong safety culture;
- Refusing to perform unsafe work or operate unsafe tools or equipment believed to be hazardous and reporting the refusal to perform unsafe work to the supervisor immediately;
- Taking reasonable care to protect the environment and the health and safety of themselves and others;

- Actively participating and cooperating in activities for the purpose of protecting the environment and the health and safety of personnel on all worksites;
- Complying with all HSE policies, programs, standards, procedures, and regulatory requirements;
- Reporting all HSE incidents to their supervisor and participating in related incident investigations; and
- Reporting all unsafe conditions and potential hazards to their supervisor immediately.

Visitors

Visitors must immediately check-in immediately upon arrival at a site or office. Visitors are responsible for following the HSE requirements of the site and all instructions of the supervisor or personal escort while on any company workplace.

1.2.4. Health, Safety and Environmental Objectives

The objectives of the HSE management system are to keep us up to date with legal requirements as well as to encourage the continual improvement of our own performance. We therefore base our annual health, safety and environmental objectives on:

- Any new or revised health, safety or environmental legislation and/or authoritative guidance;
- Results of inspection monitoring during the previous year(s);
- Feedback from employees and other interested parties, such as clients;
- Accident and incident data compiled during the previous year(s);
- Training achievements during the previous year(s), and future training requirements;
- Results of performance indicators published for the previous year(s); and
- Results of audits and reviews of this HSE system during the previous year(s).

The annual objectives are supported by an action plan and communicated internally with our personnel.

1.2.5. Legal and Authoritative Guidance

Legal and authoritative guidance is identified by various means, including:

- Applicable regulatory agency instruction and guidelines in the jurisdiction in which we are operating
- Membership of associations and institutions;
- Canadian Centre for Occupational Health and Safety (CCOHS)
- Infrastructure Health & Safety Association (IHSA)
- Professional and industry sector publications and periodicals.

Our health, safety and environmental managers / advisors define current and relevant legal and authoritative

guidance for our business, using the above sources.

Applicable identified legal and authoritative guidance is used to establish, implement and maintain this HSE System.

Applicable legislation is readily available at every workplace.

1.2.6. Health, Safety and Environmental Performance Indicators

Company senior management sets the appropriate company wide and project performance indicators based on our annual objectives and performance targets.

The HSE department reports to senior management on our overall HSE performance by providing both proactive and reactive HSE performance results in monthly updates and during the annual management review.

1.2.7. Hazard Identification & Risk Assessment

The identification of hazards, including occupational health hazards, and evaluating the risk that these hazards pose in the workplace is a legal requirement and comprises a critical step in planning of all of our activities.

The results of risk assessments enable the organization to evaluate available risk reduction strategies and prioritize resources for effective risk management.

All HSE risks shall be managed using the Hierarchy of Controls (Figure 1.2.7a), to achieve a tolerable level of risk that has been reduced to **A**s **L**ow **A**s **R**easonably **P**racticable (ALARP).

Personnel shall be advised of HSE risks and hazards that are present, together with the appropriate mitigation and control measures that are implemented. The company includes occupational health risks in all hazard assessments.

Detailed methods of undertaking, implementing, reviewing and revising risk assessments are contained in Hazard Identification and Risk Management standard in section 2.

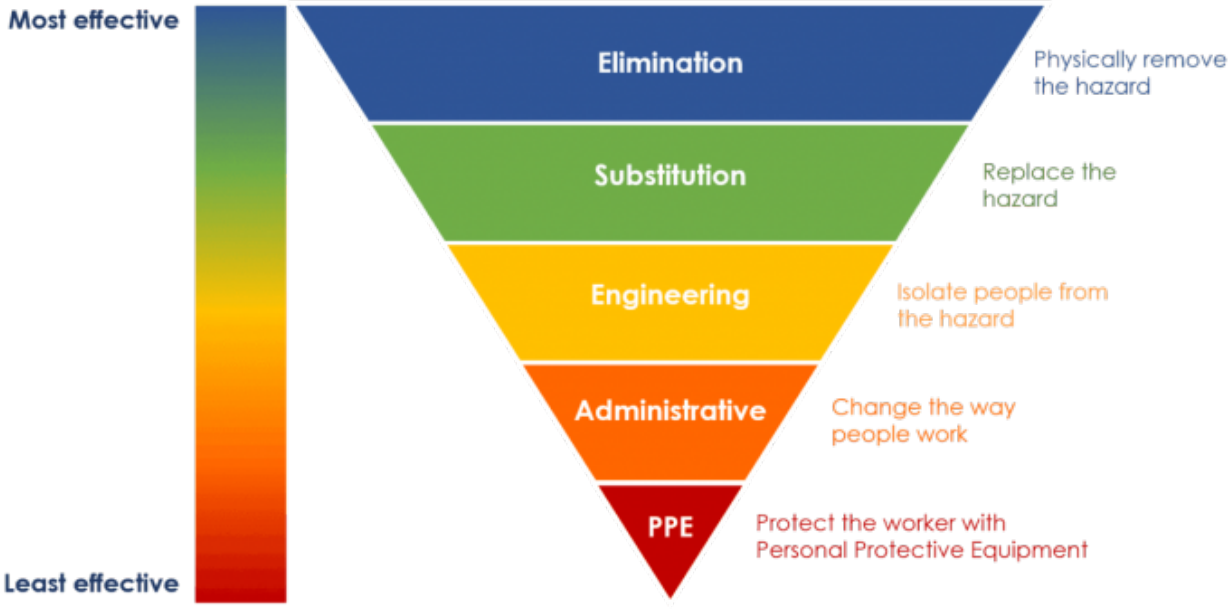


Figure 1.2.7a: Hierarchy of Controls

1.2.8. Project Health, Safety and Environment Plans

The project plans are 'live' management tools based on the identified risks relevant to a specific project.

Project plans contain:

- Scope of work
- Emergency response information
- Applicable SDS information
- Legal and regulatory information i.e. Form 100, WSIB poster etc.
- Details of the arrangements for controlling significant safety risks;
- Details of the arrangements for controlling significant health risks; and
- Details of the arrangements for controlling significant environmental risks

The applicable project manager is accountable for each developed plan with the assistance of the HSE department as required. The health, safety and environment plan will be available for review by the relevant client before work commences and throughout the project. Each plan is to be fully maintained, reviewed and revised on a periodic basis, to ensure it continues to address the activities and hazards presented at that specific project

1.3. Do: Implementation and Operation

1.3.1. Orientation

Every employee receives relevant health, safety and environmental orientation training as follows:

- Our employees (or agency and union employees) are provided with a scope-appropriate company induction, including the requirements of this HSE System, as part of our standardized onboarding process.
- Visitors to our offices are made aware of emergency procedures by reception and their host.

No person is to commence tasks on site or access an area unaccompanied by a fully inducted person without first receiving a full site-specific induction. Visitors to site are to receive a full induction, or a visitor's induction and supervised while on site.

Note: any agency or temporary personnel contracted to cover short term absences are to receive an appropriate site induction before commencing work and be supervised by site management.

1.3.2. Training, Awareness and Competence

It is essential that everyone who works under our control (including employees, agency or union workers and subcontractors) is competent to complete the duties that are assigned to them.

Field and office staff have varied training requirements and competency requirements. As a result, we have developed a training matrix, defining the general position requirements and project specific training requirements for our personnel.

Additional methods of determining HSE training requirements for individuals may include:

- Personal development reviews;
- Staff development programs;
- Career changes and opportunities;
- Task requirements;
- Health, safety and environment monitoring; and
- Recommendations from accident and incident data.

All employee's records of training, qualifications and memberships are held in our employee files under the control of our Human resources department. Access to these records is limited to the individual employees that the records relate to, and on an as required basis by management.

Our site management checks the competency and training records of personnel against project risks and

requirements before they commence work.

1.3.3. Daily Task Briefings

Site workers receive a task briefing to explain the specific hazards, risks and control measures identified by the Field Level Hazard Assessment (FLHA) tool.

The briefing takes place:

- Before the task commences;
- Before changes to the method of work are implemented; and
- Before any new personnel or persons previously absent from work are permitted to carry out the task (e.g. people returning from holiday or sickness).

The FLHA tool also incorporates a "toolbox" meeting component, which documents attendance and any safety information or topics discussed in addition to the review of the activities, hazards and required control measures for the activities being executed.

1.3.4. Hazard Identification

Observed hazards should first be addressed by the observer on a 'see and fix' basis, provided that they are capable and competent to do so. If the observer of the hazard cannot rectify the hazard, then they should report the hazard to their supervisor. The safety observation tool is available to all personnel.

1.3.5. Weekly Site Safety Meetings

Projects with a field component lasting longer than one week will hold a site safety meeting on a weekly basis. The content and attendance will be recorded and form part of the project files.

1.3.6. Participation and Consultation

We consider the knowledge and experience of everyone involved in our business to be a significant key to managing health, safety and environmental risks. Individuals at all levels, including agency workers and those of subcontractors are encouraged to participate in the process.

1.3.7. Communication and Information

All employees, especially those in managerial and supervisory roles, are required to provide a positive example in communicating the requirements of this HSE System. As part of our HSE culture, formal meetings start with a safety moment. Meeting participants are either rotated or randomly encouraged to share experiences and observations regarding HSE either at home or work. The intent is to focus on our values and ensuring HSE is incorporated into our daily business operations. Customers and visitors will be encouraged to participate.

Effective communication is achieved through many methods including visual, verbal and written.

Examples of verbal communications include, but are not limited to:

- one-on-one conversations between different parties, at and between all levels;
- monitoring by health, safety and environmental managers / advisors;
- site visits by Project Managers and senior management;
- office and construction site health, safety and environmental committee meetings (Joint Health & Safety Committee, for example);
- business management meetings;
- management meetings; and
- Health, safety and environmental manager / advisor meetings.

Examples of written (or electronic) communications may include:

- our business management system;
- this HSE System;
- legal posters;
- notices, posters, newsletters, alerts and other health, safety and environmental announcements posted on " safety boards";
- signage;
- risk assessments and method statements;
- push notifications on cell phones;
- health, safety and environmental plans;
- site health, safety and environmental booklets; and
- Employee website.

Other forms of communication

- visitor information;
- monitoring reports;
- audit reports;
- business plans; and
- Performance programs.

1.3.8. Joint Health and Safety Committees

Through the Joint Health and Safety Committee (JHSC), or in the case of a workplace with less than 20 personnel a Health & Safety Representative, all personnel have representation on matters that may affect their health and safety, or may have an environmental impact. The committee also acts as a sounding board for employee concerns and suggestions.

JHSC meetings are scheduled and occur on a minimum quarterly basis and the meeting minutes are posted to the Health and Safety board. The Joint Health & safety committee standard in Section 2 details all the expectations of the JHSC and their roles within the company.

1.3.9. Preventative Maintenance

A comprehensive program is in place to ensure that all equipment used by the company is maintained in accordance with applicable OEM and regulatory standards.

Every piece of equipment is identified with a distinct unit number. The required maintenance status of each piece of equipment (where applicable or as prescribed by the OEM or regulation) is then identified and tracked.

1.3.10. Contractor Selection

Our procurement management processes ensures that consultants, subcontractors, etc. are assessed for competence, including health, safety and environmental management competence.

A pre-qualification selection process is completed evaluating all aspect of a potential contractor including historical HSE performance before they are eligible to perform work

1.3.11. Emergency Response

The arrangements for emergency planning and procedures for sites and offices are documented in the applicable local health, safety and environmental plans. In the case where we are not the constructor we will work with the constructor to utilize established processes.

The following emergency issues are addressed in the plans – based on project scope and identified hazards / risks:

- Spillage or release containment procedures
- First aid requirements
- Access and egress from height, below ground level, or a confined space (if required)
- Access and remove injured, ill or trapped person
- Nearest medical facilities and transport requirements

Emergency procedures are reviewed periodically to ensure they reflect ongoing project conditions, but may also be reviewed after any practice drill(s) or real emergency, to address any lessons learned or any procedural inadequacies identified.

Subcontractors are also required to identify their own emergency planning and procedures prior to the commencement of their work. These requirements are to be initially identified in subcontractor's task risks assessments and work plans.

All employees are to be informed of the emergency procedures at their place of work, and given instructions on what to do in the event of an emergency. This is achieved through the new employee orientation and any site specific orientations.

1.3.12. Managing Changes

The organization considers hazards and potential risks associated with new processes or operations at all project stages as well as changes in the organization, existing operations, products, services or suppliers.

The following are examples of conditions that trigger management of a process change:

- New or modified technology (including software), equipment, facilities or work environment
- New or revised procedures, work practices, design specification or standard
- Significant changes to the company's organizational structure and staffing, including the use of contractors
- Modifications to health and safety devices and equipment or controls.

The content of completed local / project records, e.g. risk assessments, health, safety and environmental plans, may be modified due to client requirements. It is acceptable to use client based material (i.e. onsite processes or procedures, forms or similar documents) as long as a review has been completed to ensure that these documents meet or exceed our existing internal standard(s).

Project level changes to documentation must be approved by the project manager. These locally controlled documents do not form part of the HSE System but are part of the project management files for that specific project. Changes are then be communicated to all relevant personnel as applicable throughout the project lifecycle

1.4. Check

1.4.1. Training Effectiveness

Checks on the effectiveness of training may be analyzed by training course assessment forms and/or 'on-the-job' monitoring to determine if competency has been attained and maintained.

1.4.2. Internal Inspections

Inspections of site conditions are performed by applicable supervisors, project management and HSE personnel, taking into account the applicable risks at the workplace, at the time of inspection. Occasionally, external inspection resources may be used to cover for holidays, illness, etc.

1.4.3. External Inspections

All external inspections are to be recorded to provide a record of the date, inspector, methods, location and findings/ results of the inspection Types of external inspections to be recorded include:

- Client / owner HSE Team inspections;
- Client / owner Project Manager inspections;
- Fire Services inspections;
- Ministry of Labor (OHS) or Ministry of Environment (Abatement or Enforcement) inspections
- COR Audits provincial audits equivalent to COR
- TSSA

Records are kept on the office / onsite and recorded. Instructions on what and how to record inspections are detailed in S.02 Workplace Inspection Standard.

1.4.4. Internal Audits

Internal audits are performed by personnel who have specialist skills in the auditing process. The audits are required to evaluate compliance with issues such as:

- Follow up actions from earlier inspections and audits;
- Compliance with defined parts of this HSE system;
- Compliance of this HSE system with legal requirements and best practice;

- Compliance with learning requirements for individuals, with the company training matrix
- Filing of records in compliance with requirements;
- Verifying that responsibilities are carried out;

Results of all internal audits are presented in the form of a written report. Management responsible for the areas audited shall review, agree and correct deficiencies revealed by audits, and inform senior leadership of the progress and outcomes. Management may instruct additional audits.

1.4.5. External Audits

External audits may be carried out:

- To meet statutory requirements, e.g. By fire services or local authority;
- By clients in accordance with contractual obligations;
- By certification bodies; or
- By external consultants called upon to provide specific advice.

The results of external audits are to be discussed at senior management level and, if required, an action plan is developed to implement any corrective actions.

1.4.6. Types of Monitoring

Informal monitoring is an ongoing requirement of our management personnel.

Formal monitoring is carried out on a:

- Time related basis; or
- More frequently if risks are high; or
- Level of implementation are below the required standards.

Monitoring of low risk activities are given less priority than high and medium risk activities.

1.4.7. Proactive Performance Monitoring

Proactive reporting is a key component in ensuring the health and safety of our workforce and is a key indicator of the overall performance of individuals, projects and the company as a whole. Examples of proactive safety activities include:

- First aid reports
- Near miss report

- Hazard identification
- Safety observations
- Safety suggestions
- Positive safety contributions
- Documented conversations regarding health & safety at all levels

Proactive indicators are tracked and are included in the overall performance results of projects and the company as a whole. The forms to record the proactive safety activities are available in section 4.

1.4.8. Reactive Performance Monitoring

Data for reactive performance monitoring is contained in the electronic reporting system and includes the measurement of:

- Non-conformance with safety standards, practices or procedures
- Occupational illness,
- Accident and incidents,
- Environmental incidents,
- Vehicle incidents.

1.4.9. Non-conformance and Observations

Any deviation from agreed standards and specific work practices, instructions or regulations that could directly or indirectly lead to injury, illness, property damage or impact on the environment is classed as a non-conformance.

Day-to-day observations may raise non-conformance issues that require corrective actions. Non-conformances are also recorded during the planned proactive performance monitoring.

External inspections and internal / external audits may also identify non-conformances that require corrective actions

1.4.10. Accidents and Incidents

The primary purpose of reporting and recording of all incidents is to identify and provide open, honest and comprehensive information on the immediate and underlying causes, so that any necessary actions can be taken to reduce the risk of reoccurrence. All accidents and incidents are to be reported in a timely matter, with the notification period and level of investigation corresponding to the level of actual severity or

potential severity. The process for reporting accidents through line management and to top management level, and to the enforcing authorities is clearly defined in the standard in S.01 – Incident and accident reporting. Reportable incidents are as follows:

- Near Miss;
- Minor injury (no first aid);
- First aid (minor with injury);
- Medical Aid;
- Occupational disease;
- Modified Duties;
- Lost time;
- Fatality;
- Environmental incident;
- Third party incident;
- Vehicle Incident;
- Property damage.
-

1.4.11. Statistics

HSE data collected is used to provide measurements for the business, and each project. Measurements may include:

- Accident frequency rates per 200,000 hours worked;
- Collective injury and incident types;
- Provincial compensation plan statistics
- Number of days lost due to injury or work-related ill health.

The HSE department will provide feedback on any specific requirements to prioritize improvements to the senior leadership team.

1.4.12. Control of Documents and Data

All our employees can access the HSE System from any office or project site via portable electronic devices, subject to connectivity. Information or documents contained in the HSE System can also be printed for use.

Completed HSE System online documents, e.g. risk assessments, method statements, health and safety plans, etc. are controlled electronically while hard copies are controlled at the local level.

Printed copies of the manual are considered uncontrolled, and the latest version of all the HSE program, including this manual, will always reside on the corporate intranet, accessible by all employees.

1.4.13. Archiving Documents

The archiving of completed documents, forms, etc. is essential for possible future retrieval. Online documents are automatically archived electronically, while hard copy documentation will need to be added to the archive manually.

All documents are to be legible, identifiable and traceable to the activities involved so that retrieval from archive is simple to achieve.

1.5. Act

1.5.1. Corrective Actions

All incidents are reviewed by the operations management team on a regular basis with applicable project management personnel. The review will look at the adequacy of the investigation, identification of root causes and ensure identified corrective actions address the identified cause(s).

Following the identification of non-conformances, suitable corrective actions are implemented. It will be possible to correct some non-conformances immediately; others will require longer-term activity to complete appropriate remedial actions.

Continued failure to action recorded or observed non-conformances, especially those that are considered high risk or may otherwise lead to injury / incident or attract regulatory action are subject to formal, escalation to leadership to ensure resolution and correction. If the non-conformances show deficiencies in any section of this HSE System, the company management of change processes will be followed.

1.5.2. Disciplinary Actions

Formal disciplinary actions may result if anyone blatantly or continually breaches the requirements of the HSE System or related processes such as risk assessments, standards, practices or health, safety and environmental plans.

The progressive disciplinary policy is contained in the PNC employee handbook.

1.5.3. Program Review and Continuous Improvement

A formal management review of this HSE System takes place at least annually, (content as identified in the annual review policy and supporting standard) or sooner if:

- New / revised legislation is to be enforced;
- New / revised authoritative guidance is published;
- Monitoring / auditing reveals significant deficiencies; and/or
- Reported or observed deficiencies in our policies, practices or procedures.

We are dedicated to the continuous improvement of our health, safety and environmental performance. Constructive comments from any of our employees, clients, designers, external auditors or subcontractors regarding this HSE System are encouraged. Comments and suggestions should be sent to the HSE team for

review and consideration.

All suggestions and items noted in the management review, will form the basis of the upcoming year's safety objectives and targets.

Section 2: Corporate Standards

Version 1.0
Last Revised: April 18, 2023
Revised by: HSE Department

The following standards are found in this section:

- Standard PNC HSE - S001, Safety Documents and Record Control
- Standard PNC HSE - S002, Hazard Assessment, Analysis and Control
- Standard PNC HSE - S003, Joint Health and Safety Committee
- Standard PNC HSE - S004, Procurement and Contractor Management
- Standard PNC HSE - S005, Company Rules
- Standard PNC HSE - S006, PPE Personal Protective Equipment
- Standard PNC HSE - S007, Preventative Maintenance
- Standard PNC HSE - S008, Training
- Standard PNC HSE - S009, Workplace Inspections
- Standard PNC HSE - S010, Investigation and Reporting
- Standard PNC HSE - S011, Emergency Preparedness
- Standard PNC HSE - S012, Statistics and Records
- Standard PNC HSE - S013, Legislation and Other Requirements
- Standard PNC HSE - S014, Management Review
- Standard PNC HSE - S015, Management of Change
- Standard PNC HSE - S016, Communication
- Standard PNC HSE - S017, Return to Work
- Standard PNC HSE - S018, WHMIS
- Standard PNC HSE - S019, Fatigue Management

Safety Documents and Record Control

Standard | PNC HSE – S001

1. OBJECTIVE

To define the minimum requirements for safety documentation, document control and record control.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

a. Documents must be approved prior to use. Forms will be approved, as required, prior to publication and distribution.
b. Digitally scanned documentation is considered a suitable copy of original documentation for documentation/record purposes.
c. Documents and records shall be created, completed and maintained in legible and readily identifiable formats. Where possible efforts will be made to digitally create, complete and sign.
d. Approval signatures will be indicated on appropriate documents.

4.2 Required Documentation

a. Records will be kept as necessary to for audit purposes to demonstrate conformity to the Safety Management System as well as regulatory requirements, as appropriate. These include
   i. Safety data sheets
   ii. Accident and Incident reports
   iii. Proactive reports / hazard observations
   iv. Meeting minutes (including safety committees)
   v. Inspection reports
   vi. Service and maintenance records of equipment, as applicable
   vii. Minutes of joint Health committee meetings and related inspections and documentation
   viii. Regularity inspections, orders and related documents
b. Project specific safety documentation will be stored in the electronic project files folder.

c. Company level and safety management programs shall be kept in a common electronic drive / web page accessible to employees as appropriate.
d. Any documents of an external origin that are required or necessary for the planning and operations of the safety program shall be form part of the required documentation. Third party documents include:
   i. Permits
   ii. Regulatory notifications
   iii. Client specific documentation
   iv. Relevant contract documentation
   v. Third party stake holders as required.

4.3 Document Controls

a. Documents shall be reviewed, updated, re-approved or withdrawn as necessary, using the document change request form
b. Obsolete document shall be suitably identified to prevent their unintended use, when they are retained.
c. Changes to and current revision status of safety documents are identified and tracked with version numbers and / or date of revision clearly identified on paper versions. Published electronic forms will always be the most up to date versions.
d. The relevant / most up to date versions of applicable documents are to be readily available at the point of use. The use of electronic documentation is preferred, when permitted by regulation or site conditions.

4.4 Privacy and Confidentiality

a. Privacy and confidentiality of safety records and document shall be maintained as appropriate. This includes
b. First aid records
c. Any medical records
d. Violence reports
e. Results of alcohol and drug tests
f. Any other documentation result deemed to be confidential by applicable legislation.

5. ADDITIONAL GUIDANCE

a. Length of documentation retention varies by document type and jurisdiction. As minimum, applicable physical safety documentation will form part of the project file and will be archived with the project files, all safety documentation and records will be electronically archived.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. Applicable safety legislation

6.2 Supporting Documents

a. Preventative Maintenance Policy and Standard
b. Document Change Request Form
c. Incident Report form
d. Hazard observation form

e. JHA form

7. DEFINITIONS

Documents	Documents are written materials that describe a policy, procedure, method or practice. Documents related to health and safety help formalize the health and safety management system, develop consistency and reduce reliance on the knowledge of individual people. Documents identify what needs to be done, who does, it, when they do it, what forms they use and who checks to make sure it is done. The level of documentation will vary depending on the size, activities and complexity of the business
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Hazard Assessment, Analysis and Control

Standard | PNC HSE - S002

1. OBJECTIVE

To define the minimum requirements for hazard assessments, the analysis of risk and the identification of the controls required for the safe performance of work tasks.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities. Specifically the Project Manager shall:

- Determine the scope of work to be completed and make available for review by the Occupational Health & Safety Department
- Ensure that Job Hazard Analysis, (including hazard identification and required controls) are complete for the scope of work and submit these documents to the project Client or General Contractor as required, prior to the start of work.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard including the reporting of all actual and potential hazards in a timely manner.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

a. Appropriate Job Hazard Assessments / Field Level Risk Assessment shall be conducted for all operations, including routine, non-routine, and human factors where work is performed, including when:
   i. work is conducted at temporary / mobile work sites
   ii. workers are conducting activities at a work site not owned by the employer
   iii. a new activity has been temporarily introduced at the work site
   iv. before the job or task begins
   v. repeated if changes are introduced

b. Hazard assessments shall be initiated:
   i. proactively prior to commencement of tasks
   ii. when operations, equipment, material(s), substance(s) or work related processes are introduced or changed
   iii. when a change to the safety management system may impact workplace operations or activities

c. Hazard assessments shall be reviewed, and updated under the following conditions:
   i. when the phase of project changes

ii. when site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard
iii. after an incident / investigation
iv. at pre-determined frequencies – for JHA minimum annually

d. The company shall develop a list of identified critical tasks and/or activities based on the risk rating system

4.2 Involvement

a. The Hazard assessment process, including the identification of hazards, quantification of risk and review of the required controls, must involve the appropriate competent workplace parties such as:
   i. Workers
   ii. Supervisors
   iii. Maintenance
   iv. Engineering
   v. Suppliers

b. A competent party is someone who has the knowledge, experience and skills required to conduct workplace inspections and identify hazards related to the workplace or the actual work being completed.

c. Training course "Workplace Hazards and Controls" will be provided via HRDownloads (or equivalent) to all applicable parties to become competent.

4.3 Job Hazard Analysis Process

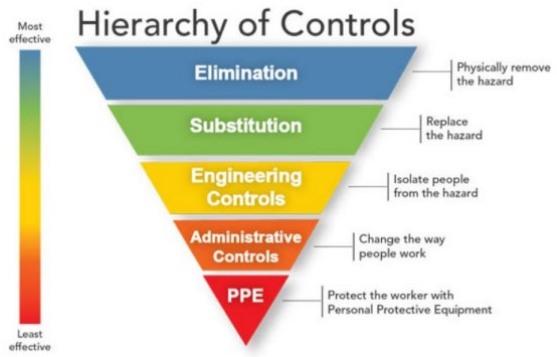
a. Job hazard assessments, which include the identification of hazards, analysis of risk and the identification of control measures, shall be completed using the company standard JHA form

b. Filed Level Hazard Assessments, shall be completed using the company standard FLHA form.

c. Recognise Hazards
   i. Identify all actual and potential hazards including those originating outside of the workplace that may impact safety within the workplace for which the company has control

d. Analyse the Risk
   i. Analyse the risk level associated with the hazard, Severity x Likelihood, using the company risk assessment matrix.

e. Identify and Implement Controls
   i. The Hierarchy of Controls shall always be consulted when determining the best method to control a hazard. The first consideration should be whether or not a hazard can be eliminated altogether before seeking other alternatives.



f. Approvals
   i. The PM or similar senior management shall sign the JHA form indicating approval / completeness of the hazard identification and the required controls identified on the form.
   ii. The onsite supervisor / foreman shall sign the FLHA form

4.4 Communication and Availability

a. Workers affected by the hazards identified in the job hazard assessment shall be informed of the nature of the hazard, the methods to be used to control or eliminate those hazards and sign acknowledgement.
b. All identified control measures shall be made readily available at the point of use, as required.

5. ADDITIONAL GUIDANCE

a. Legal requirements, associated standards, manufacturer's instructions and guidelines from the applicable jurisdiction should be taken into account when identifying both hazards and controls.
b. Consider the design and layout of the work area, ergonomics, machinery and processes when completing a job hazard assessment

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

- PNC PPE standard
- Local legislation

6.2 Supporting Documents

- JHA form
- FLHA form
- Risk assessment model
- Critical task list
- Hierarchy of Controls

7. DEFINITIONS

Control	Process, practices, systems, policies and tools that are designed to reduce safety risk.
Hazard	Potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness
Job hazard analysis (JHA)	A pro-active technique that focuses on job tasks, as a way to identify hazards, analyse risk and indicate all required controls necessary to safely perform a task.
Field level Hazard Assessment (FLHA)	A review of the planned work, the associated hazards and required control for tasks planned at the field level, prior to starting work
Risk evaluation	The process of evaluating a risk against given criteria to determine the significance of the risk.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Joint Health and Safety Committee

Standard | PNC HSE – S003

1. OBJECTIVE

To define the minimum requirements for Joint Health & Safety Committees (JHSC)

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Workplaces that require a committee or representative

a. Committees
   i. Any workplace that regularly employs 20 or more workers;
   ii. Construction projects expected to last three months or longer with 20 or more workers
   iii. If a designated substance regulation applies to a workplace, you are required to have a JHSC
b. Safety Representatives are required when 6-19 employees are at a work site

4.2 Selection and appointment

a. Worker members must be selected by the workers. In a unionized workplace, the worker members must be chosen by the trade union or union
b. The employer or constructor chooses the remaining members from persons in the workplace who exercise managerial functions

4.3 Composition of the committee

a. At least half the committee members must be worker members, (specifically workers who do not exercise managerial functions) at the workplace.

4.4 Training

a. At least two members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified
b. In order to be certified, a person must complete the Parts 1 and 2 of mandatory training: Basic Certification and Workplace-Specific Hazard Training. Refresher training is required every three (3) years to maintain certification.

4.5 Posting names and work locations

a. The names and work locations off all committee members shall be visibly posted i.e. “safety board” and in the office at the work stations of committee members or on the safety bulletin boards.

4.6 Roles and responsibilities

a. The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks.
b. The committee has various powers, including:
    i. Identifying actual and potential hazards in the workplace
    ii. Obtaining information from the employer relating to health and safety in the workplace
    iii. Inspecting the workplace on a regular basis
    iv. Being consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
    v. Recommending health and safety improvements in the workplace.
    vi. Employer to consult the committee or health and safety representative during the development of health and safety policies and programs, including training programs
    vii. Employers are required to consult with the committees in assessments of likely worker exposures to designated substances in the workplace, and the committees are entitled to make recommendations in respect of said assessments.
    viii. Other key functions are investigating when a worker is killed or critically injured and being present in the investigations following a work refusal
c. Employers have a range of obligations in respect of joint health and safety committees including:
    i. Assisting and cooperating with committee members in the carrying out of their functions
    ii. Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries
    iii. Providing the committee with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector, informing the committee of any work related incidents involving injury, death or occupational illness
    iv. Consulting with the JHSC or health and safety representative on the development of health and safety programs and policies (including training programs)
    v. Provide a joint health and safety committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace

4.7 Frequency of meetings

a. Meet at a minimum of every 3 months

b. Strive to meet on a more frequent basis, or as necessary due to workplace conditions and safety performance.

4.8 Periodic Inspections

a. Inspections of the workplace must be carried at least monthly
b. Where it is not practicable to inspect the entire workplace monthly, the inspection may be of a portion, such that the entire workplace is inspected at least annually.
c. Records of inspections shall be maintained

4.9 Member Time

a. A member of the committee is considered to be at work when performing specified activities relevant to his or her role and must be paid at either their regular rate or, where applicable (i.e., when duties take them beyond their usual hours of work), their premium rate of pay.

4.10 Review, recommendations, corrective actions and implementation

a. The committee shall maintain records for recommendations, corrective actions required and corrective actions taken on the JHSC action log.
b. Recommendations can results from workplace inspection, observation, review of training programs, worker requests or comments.
c. An employer who receives written recommendations from the committee must provide a written response to the committee within 21 calendar days.
d. If the recommendations are accepted, a timetable for action must be outlined and provided to the committee.
e. If an employer decides against acting on all or some of the committee's recommendations, reasons must be given in writing.

5. ADDITIONAL GUIDANCE

a. Guide for health and safety committees and representatives, Ontario Ministry of Labour

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. Occupational Health and Safety Act, R.S.O. 1990, c. O.1

6.2 Supporting Documents

a. Terms of reference
b. Meeting minutes form
c. JHSC Action log

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Procurement and Contractor Management

Standard | PNC HSE – S004

1. OBJECTIVE

To define the minimum requirements for procurement and selection of contractors that work for the company.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management. All workers, management, contractor/subcontractor, constructor, owner and employer collectively share health & safety responsibilities and must comply with this standard.

Procurement Personnel

- Will ensure that contractors submit the required prequalification documentation and review their content against applicable standards

Safety Personnel

- Assist the procurement department in evaluating the safety components of the prequalification documentation such i.e. safety program elements.
- Monitoring and evaluating contractor safety performance, document consequences
- Communicate unsafe behaviors / non-compliance with applicable legislation and build accountabilities.

Project Teams

- Including PMs PC's, Superintendents and Foreman will ensure that any contracted work performed under their authority or control conforms to the applicable requirements of this policy and program.
- In conjunction with Contractor Management, conduct and/or ensure accident/incident investigations are completed, documented and timely corrective actions are taken.
- Communicate changes affecting health and safety with all affected workplace parties including contractors.

Legal Department

- Provide support as necessary for ensuring that any contracted work conforms to all relevant laws and regulations.
- Ensure that any contracted work minimizes legal risk for PDI National Cranes.

Senior Management

- Responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.
- Review, monitor and evaluate contractor safety performance, build accountabilities (performance rating system, contract incentives)
- Document consequences and communicate unsafe behaviours / non-compliance with OHSA
- Keep copies of all completed forms and relevant documentation pertaining to the Contractor Management Program for reference.

Contractor

- Acceptance/sign-off documentation by contractor to abide by PDI National Cranes requirements and abide by the Contractors approved health and safety programs and/or rules and regulations at the worksite.
- Contractor must communicate relevant health and safety information to PDI National Cranes.

- Ensure that any contracted work performed under their authority or control conforms to the requirements of the Contractor Management Program and all relevant legislated obligations
- Responsible for their personnel, and their subcontractor's personnel, compliance with this Standard, communication and or other, standard as agreed above.
- In conjunction with PDI National Cranes ensure that health & safety risk assessments are conducted, relevant information shared with workers, training provided and corrective actions are taken to protect the health & safety of all workers/employees
- Notify both PDI National Cranes and the appropriate authorities/persons of any accidents/incidents as required.
- In conjunction with the project manager or delegate, conduct accident/incident investigation as required.

4. REQUIREMENTS

4.1 General

a. All contractors are required to complete hazard assessments as per the PDI National Cranes Hazard Assessment Analysis and Control policy and standard.
   i. Contractors may be able to use their own hazard assessment process, provided it is equal to or exceeds the company's standard.

b. The company shall take the lead on the coordination of their site specific safety requirements on multi-employer workplaces.

c. Changes affecting the health and safety of work must be communicated with all affected workplace parties.

4.2 Contractor Tiers

a. The company uses a three-tier system to evaluate vendors and contactors.
   i. Level 1 - Off site contractors / anyone not providing services onsite
   ii. Level 2 - Short duration onsite / Low risk work
   iii. Level 3 - Long term onsite / High risk work
   iv. Level 4 – Trucking companies

4.2.1.2 All Contractors (Level 1,2,3 & 4)

a. Shall provide:
   i. Proof of valid workers compensation coverage
      - This requirement takes many forms depending on the jurisdiction. Commonly called a clearance letter or certificate
   ii. Proof of insurance (insurance certificates naming PDI National Cranes)

4.2.1.3 Level 2, 3, & 4 Contractors

a. Applicable contractors shall:
   i. provide an up-to-date performance rating from the applicable worker compensation insurance provider.
      - This will vary by jurisdiction but can include an EMR, Premium rate statement, Cad 7 etc.
   ii. submit a written safety policy
      - signed by senior management
      - updated in the last 12 months
   iii. demonstrate the ability and competency to be able to:

- assess / analyze and control hazards arising from their work that may impact the organizations workers
- assess / analyze and control hazards arising from their work that may impact the contractors workers

4.2.1.4 Level 3 Contractors

a. In addition to the above. Level 3 contractors shall have a fully functioning safety program. Minimum safety program elements include:
   i. Safety responsibilities of all workplace parties
   ii. Hazard identification, Risk assessment and Controls
   iii. Safety Inspections and Monitoring
   iv. Safe Work Procedures and practices that cover the work to be performed
   v. Safety Communications
   vi. Incident Reporting and Investigation
   vii. Emergency response
   viii. Return to work processes

b. Note: A valid provincial Certificate of Recognition, ISO certification or similar audited 3rd party certification will be considered as meeting the program criteria

c. Applicable contractors shall supply OSHA compliant total recordable incident frequency (TRIF) for the previous 3 calendar years for comparison to acceptable rates.

4.2.1.5 Level 4 Contractors

a. In addition, level 4 contractors shall provide:
   - Proof of insurance (insurance certificates naming PDI National Cranes)
   - A Level one CVOR (or home province safety rating)

4.3 Contractor Management Program

4.3.1 Stage 1 – Contractor Prequalification Evaluation Form

All company contractors and subcontractors will be evaluated using the Pre-qualification Form to determine ability and competency of the contractor to assess/analysis and control hazards arising from their work or the effect of their work on other parties.

To determine ability:

i. A specific evaluation of the hazard assessment and control processes will be made to ensure compliance with our standards

b. To determine competency
   i. Recordable incident frequency (TRIF) will be compared against industry standards. If rate is above industry average an explanation will be required explaining the cause of the poor performance and corrective actions taken.
   Or
   ii. Workers compensation will be analyzed to determine if the contractor rate is within industry average / discount. If it is not within industry average / discount, an explanation will be required by the contractor explaining the cause and corrective action taken

c. Safety program compliance can be determined by:
   i. obtaining proof of a valid provincial Certificate of Recognition, ISO certification or similar audited 3rd party certification or
   ii. review of the safety manual / program documents to assess compliance.

d. If a contractor is unable to meet subsection ability or competency requirements, they may be used if they provide written acceptance and agree to comply with the company's process while work is being performed on site.

4.3.2 Stage 2 – Performance Monitoring

a. Once approved, Procurement Team will either set up or the vendor in Viewpoint and notify the Project team requester or send communication to Accounts Payable and copy Project Team requester to confirm that the vendor may be set up in Viewpoint.

b. If the vendor is not approved due to H&S reasons, then Procurement Team will notify the Project Team requester and assist to find an alternate vendor

c. During the contract, PDI National Cranes will monitor the contractor's performance on a regular basis, documenting issues and concerns. Health and safety performance and worksite monitoring may consist of any of the following; health & safety audit, workplace inspection or incident/accident investigation. The PDI National Cranes health and safety team will document their contractors' safety observations using the contractors' management section of the "Safety Team Site Visit Report" form.

d. The occupational health and safety performance and practices of a contractor, subcontractor, constructor or any related work; will be monitored in order to confirm that the contractor/subcontractor or constructor has complied with health & safety policies and best practices and complied with the Contractor Management Program requirements. PDI National Cranes will conduct and document the monitoring activities.

e. Contractor is responsible for completing an appropriate investigation for all incidents that occur on site. This will be reviewed and form the basis of the PDI National Cranes incident and near miss reporting. Copies of all Incident Reporting Forms must be retained by project manager on Kissflow and will be accessed by Human Resources/Health & Safety Department and senior management based on need.

f. PDI National Cranes retains the right to stop the contractor/constructor work without penalty to PDI National Cranes if the contractor/constructor does not comply with the Occupational Health and Safety Act and Regulations, all applicable and contractor/constructor company policies/procedures, Industry best practices/standards, or creates an unacceptable health and safety condition.

4.3.3 Stage 3 – Post Contract Performance Evaluation and Continuous Improvement

PDI National Cranes uses the Vendor Feedback form to provide timely feedback on the performance of our subcontractors as required.
Upon completion, all projects are reviewed for performance of all aspects using the "Project Close out Review Form". This form contains specific safety related data, about the contractors safety performance during the project

a. Should a Contractor be evaluated conducting poor performance, PDI National Cranes may choose to review poor performance with the Contractor and request a corrective action plan or the Contractor may be disqualified from bidding on future work for PDI National Cranes

b. PDI National Cranes reserves the right to:
- Disqualify a contractor based on past performance
- Obtain documentation and evidence to demonstrate that the contractor/constructor complies with the Contractor Management Program requirements

4.4 Records

Procurement maintains a Prequalified Vendor List within the Master Vendor List. All prequalification forms are on the shared drive under the following file path: W:\Procurement\H&S Prequalified Vendors

Procurement maintains a "Do Not Use" list within the Master Vendor List that all employees can reference

5. ADDITIONAL GUIDANCE

Any variance from this standard will require written acceptance of the change from a member of senior management team.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

- Applicable critical incident reporting as per local legislation

6.2 Supporting Documents

- Near Miss and Incident Report Form
- Pre-Qualification Form
- Vendor Feedback Form
- Safety Team Site Visit Form
- Project Close Out Form

7. DEFINITIONS

Level 1 Contractor	Contractors who do not come to our sites. Examples include off site consultants, caterers etc.
Level 2 Contractor	Short duration onsite while performing low risk work. Examples include deliveries, pick-ups, observation visits etc.
Level 3 Contractor	Contractors on site for an extended duration or those performing high risk activities such as construction work.
Level 4 Contractor	Trucking companies that are directly contracted to haul goods and materials. Excludes delivery services i.e. Purolator, Amazon etc.

Company Rules

Standard | PNC HSE – S005

1. OBJECTIVE

To define the minimum requirements for the company rules.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

The following rules apply to all employees and must be always adhered to. These rules will be presented to and reviewed with all employees during the orientation process.

These rules will also be posted at all active work locations. In addition, all employees are required to review and sign the employee handbook acknowledgement form, acknowledging receipt and understanding of these rules.

The company rules are consistently applied and enforced across all levels of the organization, in accordance with the Progressive Disciplinary Procedure.

Site Specific Safety Rules

Our work sites contain many different hazards and workers will be informed of all applicable hazards on a daily basis, prior to starting work. These rules have been identified as the critical site safety rules and all PNC employees are expected to follow them at their specific project site.

Company Safety Rules

It is expected that all company employees will follow the company rules as defined below.

Be Safe

- You have the right to refuse work you feel is unsafe at any time.
- If you see something, say something. Any hazard, incident, accident, spill, or near miss must be reported to your supervisor immediately.
- Wear and use appropriate PPE at all times.

Be Prepared

- Plan the work and work the plan.
- Be aware of the location of fire extinguishers, first aid kits, emergency exits, and the muster point.
- Have all of the proper equipment to do the work.
- Follow the company policies, procedures, and programs.
- Know the hazards and risks of each job.

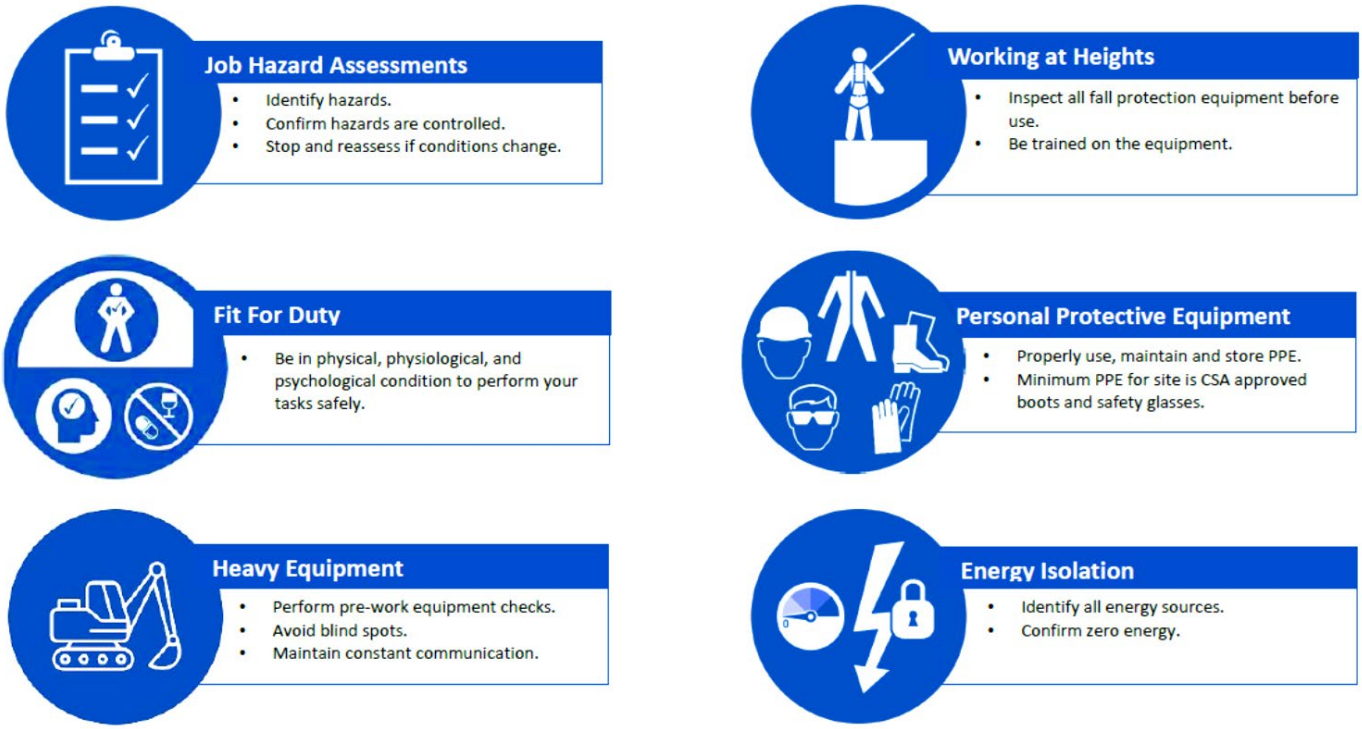
Be Engaged

- Be Aware- pay attention to what is happening around you at all times.
- Focus on the task at hand, do not be distracted.
- Ask questions any time you are unsure.
- Come to work free from the influence of intoxicants, narcotics, or alcohol.

Be Respectful

- Priestly is dedicated to an environment free from harassment – speak to and treat colleagues, clients, vendors, and visitors with courtesy.
- Cooperate with other team members and trades.
- Help each other out.
- Be reliable – Arrive for work on time, don't leave early, and meet deadlines.

Critical Site Safety Rules



5. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Personal Protective Equipment

Standard | PNC HSE - S006

1. OBJECTIVE

To define the minimum requirements for the selection, use and maintenance of Personal Protective Equipment (PPE)

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Minimum requirements

a. The minimum requirements for PPE on any project site are:

   i. Hard hat – CSA Z94.1 Class 1 Type E
   ii. Safety footwear – CSA standard Z195 (Green triangle - Sole puncture protection with a Grade 1 protective toe)
   iii. Safety glasses (CSA Z94.3)
   iv. Long pants
   v. Shirt with sleeves (t-shirts acceptable)

b. Workers shall be trained on the selection, use and care of PPE, as appropriate.
c. All management, supervisors, workers, subcontractors and suppliers shall use required PPE
d. All PPE shall be inspected, and maintained in accordance with manufactures and legislative requirements.
e. Appropriate PPE shall be provided and / or made available to workers as required for their specific activities.
f. Activities requiring PPE shall be documented using appropriate forms.

4.2 General PPE Selection Guidelines

a. PPE requirements for all activities can be found on the applicable Safe Work Practice and site specific Job Hazard Assessment(s).
b. The selection of PPE on a site-specific basis, should take into account the following:
   i. Review of the applicable SDS' to determine the specific hazards and recommended control measures of onsite controlled substances
   ii. Review of any applicable hazard assessments i.e. JSA/JHA, CARS etc.
   iii. Review of applicable legislation

iv. Review of applicable work practices and procedures for required PPE

4.3 Head Protection

a. A worker exposed to hazards to their head shall wear head protection appropriate to the circumstances.
b. Types of hard hats
   i. Z94.1-05: Class E, Type 1
   ii. Z94.1-05: Class E, Type 2 (Note: CSA Type 2 is recommended for construction work because it provides extra protection against side impact.)
c. Use and care
   i. Always consult the manufacturer's instructions for use and care instructions of your hard hat.
   ii. Inspect the shell, suspension, and liner every day before you use it.
   iii. Look for cracks, dents, cuts, or gouges.
   iv. If a hard hat is struck by an object, do not keep using it.
   v. Don't store your hard hat in direct sunlight—it will age quicker and can become brittle.
   vi. Clean the shell, suspension, and liner regularly with mild soap and water.
   vii. Never alter your hard hat by painting it, making holes in it, etc.
   viii. Don't carry things inside your hard hat.
   ix. Check the service life of your hard hat by contacting the manufacturer or reading the manufacturer's instructions.

4.4 Foot Protection

a. A worker exposed to the hazard of foot injury shall wear foot protection appropriate in the circumstances.
b. When worn properly, a CSA-certified Grade 1 work boot meets the requirements of the regulation.
   i. Grade 1 offers the highest protection and is the only one allowed in construction. In a Grade 1 boot, a steel toe protects against falling objects while a steel insole prevents punctures to the bottom of the foot.
   ii. A green triangular patch containing the CSA logo on the outside of the boot
   iii. A green label indicating Grade 1 protection on the inside of the boot
   iv. Grade 1 work boots are also available with metatarsal and dielectric protection
c. Use and care
   i. Clean your work boots regularly and check them for damage and wear and tear.
   ii. Defective or worn out footwear will no longer protect your feet properly and must be replaced.

4.5 Hearing Protection

a. For hearing protection consider the level of noise that needs to be filtered out - and what level needs to be kept in.
b. Normal conversation is about 60 dB, and sounds of 85 dB and higher are harmful, depending on the length of exposure.
c. Both earplugs and earmuffs offer hearing protection
d. Combining the two levels of protection will provide additional protection.
   i. The Noise Reduction Rating or (NRR) for earplugs is between 22 and 33 dB (decibels) while the NRR for ear muffs is between 20 and 30 dB A basic formula for figuring out how much hearing protection your device offers is as follows: ([NRR in dB] - 7)/2 = sound level reduction.

4.6 Eye & Face Protection

a. Where a worker is exposed to flying objects, fragments, or particles safety glasses with side shields or goggles must be worn.
b. Secondary protective devices such as face shields are required in conjunction with primary protective devices during severe exposure to impact hazards.
   i. Safety Glasses: Primary protectors intended to shield the eyes from a variety of impact hazards
   ii. Safety Goggles: Primary protectors intended to shield the eyes against flying fragments, objects, large chips, and particles.

iii. Face Shields: Secondary protectors intended to protect the entire face against exposure to impact hazards.

4.7 Hand Protection

a. Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure.
b. No glove can provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.
c. It is important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc.
d. Determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.
e. With respect to selection of gloves for protection against chemical hazards:
    i. The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects;
    ii. Generally, any "chemical resistant" glove can be used for dry powders;
    iii. For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials; and,
    iv. Employees must be able to remove the gloves in such a manner as to prevent skin contamination

4.8 Specialized PPE

a. Selecting the right fall arrest equipment is of vital importance when working from an elevated position in order to prevent serious injury or even death.
b. There are three key components of a Personal Fall Arrest System (PFAS), which must be in place and properly used to provide maximum worker protection – a harness, a connection, and an anchor/anchorage point..
c. When selecting the right harness, wearer's must choose a harness that is designed for a specific application.
    i. Each harness is engineered with a series of unique components, including different types of webbing, side, rear and frontal D-rings and lanyard rings, and provides a safety solution that closely matches the work environment
    ii. It is also important to ensure that the harness fits well, and that the shoulder, waist and legs straps are adjusted.
d. The connection component of a fall arrest system acts to reduce the force of a sustained fall, when used in conjunction with a full body harness and suitable anchorage. Workers should always check the recommended connection component.
    i. There are a number of connector choices available to workers including lanyards and fall arrestors, and when choosing the correct connection.
    ii. It is important to consider the fall clearance distance, as well as the work application.
e. When attached to a suitable anchorage point, the anchorage connector completes the workers fall arrest system.
    i. The best harness with the best lanyard cannot arrest a fall if an unsuitable anchorage is selected.
    ii. An anchorage must support 15kN for a single tie-off for one individual, and in all cases, the anchorage point selected must allow for minimum free fall clearances.
    iii. An anchorage should also be positioned directly overhead whenever possible to avoid the pendulum effect which can cause a worker to swing as they fall, creating the potential for injury.
    iv. An anchorage should be selected based on how a rescue would be performed
f. Fall protection equipment maintenance and inspection is an essential part of safety when working at height. Follow these simple steps as part of the routine to ensure that harnesses and lanyards offer optimal protection:
    i. All harnesses and lanyards must be inspected before use. Users need to check and ensure that all labels, harness serial numbers, inspection and withdrawal dates are legible. It is also important to check that the safety standard certification mark is visible.

ii. Inspect the harness and lanyard webbing for any cuts, tears, holes, excessive stretching or abrasion damage. Depending on the type of industry, harnesses can be exposed to heat, corrosives and even hardware, which can compromise the integrity of the webbing.
iii. Examine all the harness and lanyard hardware and check for corrosion, deformation or excessive movement. Buckle adjusters, D-rings, and Snap Hooks should be free from dirt and damage. If any of the hardware exhibits excessive wear and tear – replace it immediately.
iv. Ropes should be checked for cuts, abrasion or fraying, as well as cracked or broken thimbles. If damage to the rope is visible, remove the rope from service and document.
v. Check all the sewing on the harness and lanyard to ensure that there are no broken, cut or worn threads. It is also important to look out for any damaged or weakened threads as a result of damage through exposure or deterioration. If there are any visible unauthorized repairs, remove the equipment from service immediately

g. Basic care of the safety equipment will not only prolong its durable life, but will also contribute towards the performance of its vital safety functions.
i. The most effective way of cleaning a harness or lanyard is to first wipe the surface with a damp sponge, before working up a lather using a mild solution of water and dishwashing liquid. Rinse the equipment in lukewarm water, and hang feely to dry away from excessive heat.
ii. To avoid unnecessary damage and deterioration to harness and lanyards as a result of exposure to heat, corrosive or sharp edges, as well as UV or other factors

4.9 Respirators

a. Respirators should not be the first choice for respiratory protection in workplaces.
i. Respiratory hazards should first be attempted to be controlled using ventilation. Where ventilation is not practicable, workers potentially exposed to airborne contaminants must wear respiratory protective device

b. Employees required to use respiratory protective equipment shall be trained on the proper selection, care and use.

c. Respirator Selection
i. In order to select the proper respirator for a particular job, it is necessary to know and understand:
- The characteristics of the contaminant(s) the anticipated exposure conditions
- The performance limitations of the equipment
- Any legislation that applies
- Facial hair and deep facial scars can interfere with the seal between respirator and face.

ii. Respirators should only be selected by someone who understands all of these factors.
iii. Before using or handling a hazardous product, consult the safety data sheet (SDS) for the type of respiratory protection required.
iv. Under the Workplace Hazardous Materials Information System (WHMIS), an SDS must be available for every hazardous product.

d. The two main types are air-purifying respirators (APRs) and supplied-air respirators (SARs).
e. Supplied-air respirators (SARs) supply clean air from a compressed air tank or through an airline.
i. This air is not from the workroom area.
ii. The air supplied in tanks or from compressors must meet certain standards for purity and moisture content (e.g., CSA Standard Z180.1): Compressed Breathing Air and Systems).

f. Supplied-air respirators may have either tight-fitting or loose-fitting respiratory inlets.
i. Respirators with tight-fitting respiratory inlets have half or full-face pieces. Types with loose-fitting respiratory inlets can be hoods or helmets that cover the head and neck, or loose-fitting face pieces with rubber or fabric side shields. These are supplied with air through airlines.
ii. Examples of these classes of respirators include:
- Self-contained breathing apparatus (SCBA)
- Airline supplied-air respirators
- Protective suits that totally encapsulate the wearer's body and incorporate a life-support system

g. There are some combinations of airline respirators and SCBAs that allow workers to work for extended periods in oxygen-deficient areas or where there are airborne toxic contaminants.
   i. The auxiliary or backup SCBA source allows the worker to escape with an emergency source of air if the airline source fails.

h. Air-purifying respirators can remove contaminants in the air that you breathe by filtering out particulates (e.g., dusts, metal fumes, mists, etc.). Some APRs purify air by adsorbing gases or vapours on a sorbent (adsorbing material) in a cartridge or canister. They are tight fitting and are available in several forms and function types:
   i. Mouth bit respirator (fits in the mouth and comes with a nose clip to hold nostrils closed - for escape purposes only)
   ii. Quarter-mask (covering the nose and mouth)
   iii. Half-face mask (covering the face from the nose to below the chin)
   iv. Full face piece (covering the face from above the eyes to below the chin) Respirators with a full face piece also protect the eyes from exposure to irritating chemicals.
   v. Particulate respirators (also called dust, fume, and mist respirators or masks)
   vi. Chemical cartridge respirators that can have a combination of chemical cartridges, along with a dust pre-filter. This combination provides protection against different kinds of contaminants in the air
   vii. Gas masks (contain more adsorbent than cartridge-type respirators and can provide a higher level of protection than chemical cartridge respirators)
   viii. Powered air-purifying respirators (PAPRs)

i. Since filters capture particles, caution must be exercised to always check that these filters are not clogged as it makes it harder for air to pass through. Cartridges can also become "full" or saturated. It will stop working and "breakthrough" will occur – this term means that the gases or vapours will leak through the cartridge.

j. Both cartridges and filters must be replaced on a regular basis by using the manufacturer's recommendations (usually determined by using warning properties or end-of-service indicators).

k. There are different classes of particulate filters, depending on the particulate material. They are also classified based on levels of oil resistance and filter efficiency. Oil can break down certain types of filters which means it is important to know the materials you are working with at all times and always select the right cartridge for your respirator. The main categories are:
   i. N series (Not resistant to oil) - May be used in any atmosphere where there is no oil particulate.
   ii. R series (Resistant to oil) - May be used in any atmosphere where there is no oil particulate, or up to one shift where there is oil particulate present. "One shift" means eight hours of continuous or intermittent use.
   iii. P series (Oil-Proof) - May be used in any atmosphere, including those with oil particulates, for more than one shift. If the filter is used in atmospheres with oil particulates, contact the manufacturer to find out the service life of the filter.

l. Respirator Use & Maintenance
   - Like any equipment, respirators need maintenance.
   - Filters should be changed as follows:
   - Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
   - Chemical cartridges should be changed when indicated by the end-of-service-life indicator or according to the change-out schedule.
   - Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
   - Inhalation and exhalation valves should be checked before the respirator is used.
   - Damaged face piece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
   - Face pieces should be washed in accordance with the manufacturer's instructions.
   - Respirators should be assigned to the exclusive use of individual workers.
   - Where a respirator must be assigned to more than one worker, it should be disinfected after each use (check with the manufacturer regarding acceptable sanitizers/disinfectants).
   - Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.

- SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current CSA Standards Z94.4: Selection, Care and Use of Respirators and Z180.1: Compressed Breathing Air and Systems.
- Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
- Consult manufacturer for information on respirator cartridge change-out.
- Store respirators in a location away from dust, ozone, sun, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, and grease.
- Ensure the rubber face piece is not deformed.

4.10 Skin Protection

a. Workers exposed to skin hazards must wear the appropriate protective equipment.

b. Hazards to the skin may be addressed in a number of ways. The guiding principle being, is the protection adequate to the hazard. Examples include

i. Gloves (see section 4.7) may be appropriate for hazards to the skin / hands.
ii. When handling caustic or corrosive materials an apron may be required for further protection.
iii. Leggings are appropriate leg protection against welding sparks.
iv. Workers using chain saws will need leg protection resistant to chain saw cuts.
v. Shirts with sleeves, and/or sunscreen may be appropriate for the reduction of UV sunlight exposure.

5. ADDITIONAL GUIDANCE

a. Ontario Regulation 381/15: NOISE

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. CSA Standard Z94.2 Hearing Protection Devices – Performance, selection, care and use
b. CSA Standard Z195 Protective Footwear
c. CSA Standards Z94.4 Selection, Care and Use of Respirators
d. CSA Standard Z180.1 Compressed Breathing Air and Systems
e. CSA Standard Z94.2 Hearing Protection Devices
f. CSA Standard Z259.12 Fall Protection
g. Fall protection equipment inspection checklist
h. Respirator fit testing record / inspection form

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Preventative Maintenance

Standard | PNC HSE - S007

1. OBJECTIVE

To define the minimum requirements for the Preventative Maintenance of equipment, tools, vehicles, and facilities, ensuring they are kept in safe working order.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors, and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Inventory

a. There shall be an inventory list of all items to be maintained
b. The inventory of all equipment shall be kept in Bid to Win
c. The inventory list should include equipment regardless of its status; owned, leased, or rented

4.2 Schedules

a. A schedule must be used to track all maintenance and services performed
    i) Preventative Maintenance services following manufacturer's recommendations
    ii) Emergency Maintenance
    iii) Third party Maintenance
b. A description of the preventative maintenance performed shall be available including the following information
    i) The mechanic or vender
    ii) Service date
    iii) Type of maintenance
c. Bid to Win should be utilized for scheduling all maintenance and tracking preventative maintenance
d. Once the scheduled maintenance has been performed, it should be kept in the equipment history

4.3 Guidelines

a. Preventative Maintenance must meet the manufacturers guidelines and legislated requirements
b. The inspections and preventative maintenance shall be performed by a competent/qualified worker

4.4 Record Keeping

a. Records of the corrective actions taken on equipment should be continuously updated on Bid to Win
b. Equipment, tools, vehicles, or facilities with overdue preventative maintenance shall be removed from service
c. Defective equipment, tools, vehicles, or facilities shall be removed from service
d. Third-party preventative maintenance service records are recommended to include the related work order

5. ADDITIONAL GUIDANCE

a. Records of people performing in house services have qualifications kept in employee files, third-party services will be done by approved providers.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

6.2 Supporting Documents

a. Applicable owner manuals

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Safety Training

Standard | PNC HSE – S008

1. OBJECTIVE

To define the minimum requirements for Training

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

The Human Resources (HR) department is responsible for administrating and managing this this standard by:

- Maintaining a listing of all job titles
- Drafting, maintaining and updating the overall job descriptions and requirements as required.

The safety department will conduct a competency and training requirement assessment of all positions and provide this information to the HR department, for inclusion in job descriptions.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

a. All workers must be properly trained / competent prior to completing a task.
b. All training given, shall take into account individual:
   i. levels of responsibilities
   ii. abilities
   iii. language skills
   iv. literacy
c. All in-house training must be performed by competent personnel.
   i. On-the-job training can by conducted a foreman or supervisor.
   ii. Formal training must be performed by personnel who possesses the formal mandated pre-requisites, based on jurisdiction.

4.2 Training Needs Assessment

a. A training and competency assessment shall be completed for all job descriptions.
b. The assessment shall include a review of
   i. Task(s) requirements
   ii. applicable legislated and other requirements

4.3 Orientation

a. All personnel shall receive a formal company orientation prior to starting work, including:
   i. New workers
   ii. Young workers
   iii. Returning workers (after a 6 month absence)
   iv. Workers who have a change of role
   v. Mandatory for all workers
b. The orientation shall include:
   i. The purpose of the company's Safety Management System
   ii. Roles
   iii. Responsibilities and rights
   iv. Importance of conformity
   v. Potential consequences for deviations or noncompliance
   vi. Importance of workers' participation within the safety program
c. Additional project specific orientations will be determined by site / client requirements.

4.4 Evaluation of learning

a. All learning shall be evaluated. This can take many forms, including
   i. Informal
      - Visual verification / demonstration – often used for on-the-job training
   ii. Formal
      - Confirmation of attendance & acknowledgement of content
      - Written test – may be required for technical or complex subject matter

4.5 Administration

a. All employee training records will be obtained and reviewed by the HR department at time of hire.
b. The employee file is maintained by the HR department
c. Any additional formal training given by the company will be added to the employee file
d. Individual workers are responsible to ensure that management is informed and given formal documentation of any training given / received outside of company assignment.
e. The HR department will notify departments of a change in role to ensure that all applicable training requirements are met, prior to starting the new role.
f. Training requests can be made via the submission of the online request form, or via request directly to the appropriate supervisor.

4.6 Records

a. Records of all training shall be maintained in the electronic employee file.
b. Records submitted by a verified union hall will considered a valid record
c. Orientation records are to be kept in the employee file

5. ADDITIONAL GUIDANCE

a. Mandatory training requirements vary by jurisdiction, please consult your HR or Safety team for the particular requirements for your jurisdiction – prior to starting work

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

- Applicable trades regulations
- Local safety legislation

6.2 Supporting Documents

- Competency and skills analysis
- Individual job descriptions
- Listing of all job descriptions
- Worker orientation content and sign off
- Supervisor orientation content and sign off
- Training request form

7. DEFINITIONS

Competent	Possessing the combination of training, skills and experience to safely perform a task.
Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Workplace Inspection

Standard | PNC HSE - S009

1. OBJECTIVE

To define the minimum requirements for the inspection of the workplace and the equipment maintained therein.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company operations (i.e. office, yard, shop, and projects), and all personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Foremen / supervisors, or designates, shall ensure the completion of the required inspection in 4.1(a) of their worksite

i. It is encouraged that workers participate, whenever possible, with these inspections

ii. This inspection could be in addition to the inspection conducted by the JHSC.

In the office environment, the inspections may be done by the health and safety committee or by other personnel assigned.

Personnel operating vehicles machines, tools or equipment listed in 4.1 (e) are responsible to ensure that the inspections are completed at the proper frequency.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Inspection Types and Frequency

a. All legislative requirements for inspections shall be adhered to as a minimum.
   i. In Ontario this means: A supervisor or a competent person appointed by the supervisor shall inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker.

b. An inspection is required of all projects sites, if the constructor, on a weekly basis.

c. Inspections will be conducted on a regular basis for office facilities.

d. All vehicles, machines, tools and equipment shall be used / inspected in accordance with any operating manuals issued by the manufacturers

e. Pre-use inspections are required for all vehicles, machines, tools and equipment, with results and records maintained as per section 4.3 & 4.4

f. All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions

i. The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.

4.2 Findings and Reports

a. Any deficiencies found during inspections should be identified on the applicable inspection report and identify corrective actions.
b. Any potential nonconformities shall be identified and preventative actions noted on the inspection report.
c. The form should then be sent to the appropriate manager. In the case of an electronic form submission, the proper distribution is automatic upon submission of a completed form.
d. An inspection shall not be considered "closed" until all deficient items have been addressed and documented.

4.3 Results and Records

a. Records shall be kept for workplace inspections
b. Where practicable, the results of site inspections will be posted in prominent areas that are relevant to the area being inspected.
c. Results of inspections may also be communicated to workers via daily task briefings or weekly project safety meetings in an effort to prevent potential con-conformities by providing corrective actions.
d. Inspection records may also be made readily available on the company intranet.
e. Records of inspections are also shared with the joint health and safety committee and other relevant workplace parties as, as applicable.
f. Results of inspections are shared with senior management on as required to ensure thoroughness and completion. Senior management will ensure that resources are assigned, as required, to address any deficiencies outstanding.

5. ADDITIONAL GUIDANCE

a. Operator manual(s)

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. O. Reg. 213/91: Construction Projects

6.2 Supporting Documents

a. Office inspection form
b. Weekly Project Inspection Form
c. Shop inspection form
d. Warehouse inspection form
e. Daily equipment specific, pre-inspection forms

7. DEFINITIONS

Should	A requirement.
Vehicle	means a vehicle propelled by mechanical power and includes a trailer, a traction engine and a road-building machine;

Investigation and Reporting

Standard | PNC HSE – S010

1. OBJECTIVE

To define the minimum requirements for the reporting and investigation of work related incidents and illness.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Reporting & notification

a. All personnel should immediately report all incident to their foreman or supervisor in a timely manner.

b. Examples of incidents that **MUST** be reported include:

- Near misses
- Any personal injury/illness/harm regardless of severity and any subsequent treatment if required (First aid treatment, Medical visits / medical treatment)
- Property damage
- Fire
- Environmental impacts
- Violence or harassment

c. Upon being notified of an incident, the foreman or supervisor must:

- ensure first aid treatment is provided, as required.
- where immediate medical attention is required, the supervisor/ foreman, or a person appointed by the supervisor, must accompany the injured worker to the hospital or to a health professional.
- Inform the Project Manager, Superintendent and Health and Safety team immediately of all accidents/ incidents in a timely manner.
    - This may be accomplished through an electronic notification process.
- Depending on contract and client requirements, timely reporting to the client may also be required.

4.2 Reporting to external agencies

a. Designated injuries and incidents must be reported to provincial health and safety regulators in the prescribed manner and timelines. Only senior company leadership, in consultation with the Safety department, may decide and authorize a decision to report to external third parties. It is therefore critical that the notification process is initiated as soon as practicable, after an incident occurs.

b. In Ontario:

i. If a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe Investigation.

ii. If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the JHSC committee, the health and safety representative and the trade union, if any and The Director, if an inspector requires notification of the Director

iii. If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to a Director, to the committee or a health and safety representative and to the trade union, if any, containing such information and particulars as are prescribed

iv. If an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine, device, article or thing, cave-in, subsidence, rockburst, or other prescribed incident occurs at a project site, mine, mining plant or other prescribed location, the company shall, within two days after the occurrence, give notice in writing with the prescribed information and particulars, to the committee, health and safety representative and trade union, if any; and to a Director. Prescribed incidents include:

- A worker falling a vertical distance of three metres or more.
- A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
- Structural failure of all or part of false work designed by, or required by Regulation to be designed by, a professional engineer.
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

c. Where an accident results in a fatality or a worker is critically injured at a workplace, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector, except for the purpose of,

i. saving life or relieving human suffering;

ii. maintaining an essential public utility service or a public transportation system; or

iii. preventing unnecessary damage to equipment or other property

4.3 Investigation

a. The project manager is responsible to ensure that an investigation, appropriate to the actual or potential severity, of an incident/accident is completed and documented using the company provided tool/form.
b. It is a project management responsibility to perform the investigation. The health and safety department is available to provide guidance and technical assistance, as required.
c. Depending on the severity or complexity of an investigation, consultants and technical experts may also be invited to participate.
d. All members of the investigation team shall be suitably trained on the applicable legislative and company specific reporting requirements and investigations procedures.
e. As required by local legislative requirements, JHSC member(s) / safety representatives should notified and/or involved in the investigation of designated accident or incidents.
f. The internal "Near Miss and Incident Report" or online equivalent should be completed in a timely manner and no more than within 48 hours of the occurrence. This may be an interim report for incidents that are technically complex.
g. Investigations must identify contributing factors, OHS deficiencies, and the root cause(s) and identify all required actions to prevent a reoccurrence.

4.4 Corrective and preventative actions

a. Appropriate corrective and preventative actions must be identified.
b. Corrective actions will be assigned to the appropriate level of management for completion with completion dates tracked.
c. Corrective actions must address any OHS deficiencies and the identified root causes(s) in the investigation
d. Corrective action must also be taken to mitigate any additional consequences.
e. Corrective actions must be tracked to completion.

4.5 Training and Communication

a. Personnel will be trained In both legislated and company specific reporting requirements and investigation procedures appropriate to their role as defined in this standard.
b. Following the completion of an investigation, appropriate investigation results along with any identified preventative and corrective actions should be shared on the site and interested parties. This may be part of the daily briefing or weekly site safety meetings.
c. Depending on the actual or potential severity of an incident, a formal hazard alert identifying not only the incident, but also the appropriate preventative and corrective actions required, may be developed and shared with appropriate personnel on the site and across the company.

4.6 Management review

a. Senior management will review all incident investigations to check for thoroughness and confirmation of the completion and effectiveness of all required corrective actions, prior to the incident being "closed".

b. The overall effectiveness of this standard should form a part of the annual review performed by senior management.

4.7 Records and Investigation Results

a. All documents, records, and investigations received / delivered, shall be electronically archived and documented via kissflow.

5. ADDITIONAL GUIDANCE

a. Return to Work Program

b. Violence and Harassment standard

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. Ontario Occupational Health and Safety Act

6.2 Supporting Documents

a. Incident and Investigation Policy

b. Near Miss and Incident Report

c. Treatment Memorandum Form

d. Employee Report of Accident Facts

7. DEFINITIONS

Near miss	an unexpected event which could have resulted in an accident
Critical injury (Ontario)	means an injury of a serious nature that, (a) places life in jeopardy, (b) produces unconsciousness, (c) results in substantial loss of blood, (d) involves the fracture of a leg or arm but not a finger or toe, (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe, (f) consists of burns to a major portion of the body, or (g) causes the loss of sight in an eye.
Illness	A disease or period of sickness affecting the body or mind.
Incident	An unplanned, undesired event that may adversely affect the completion of a task.
Injury	An instance of being hurt, and can include emotional or physical harm.

Emergency Preparedness

Standard | PNC HSE – S011

1. OBJECTIVE

To define the minimum requirements to be undertaken to effectively manage an emergency in terms of emergency preparedness, response and recovery

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

a. Every project or site shall have an emergency response. Site emergency response plans should follow the company template / requirements.
b. Emergency response plans shall include the input of all relevant parties i.e. emergency response services, clients etc
c. Emergency response plans shall include roles and responsibilities of relevant employees during emergencies
d. Emergency response plans must address the hazards and the corresponding potential emergency situations, present in the specific workplace i.e. fire, flood etc., based on the applicable Job Safety Analysis that is completed for every project.
e. The focus of all plans is the prevention or minimization of injury or occupational illness for the identified emergency situations.
f. All required resources needed to implement the emergency response plans shall be identified.
g. All required emergency equipment shall be identified and in place as per the plan. Equipment shall be:
    i. well marked
    ii. inspected and maintained at regular intervals in accordance with manufactures specifications i.e. monthly and annual fire extinguisher inspections.
h. Emergency communication systems shall be put in place appropriate to the workplace.
i. Personnel shall be given emergency response information appropriate to their role
    i. All workers, visitors, contractors shall have knowledge of the emergency response plan for their site.
    ii. Emergency personnel such as fire wardens will have role specific training as defined in the plan.
    iii. All relevant information will be provided to emergency response services, government authorities and the community regarding emergency procedures.

j. Plans shall be reviewed and tested as required, at a minimum annually
   i. Records of testing and review shall be maintained.
   ii. Any corrective actions shall be recorded.
   iii. Workers have the responsibility to report all injuries immediately to their supervisor.

4.2 First Aid

a. Compliance
   i. Compliance with all applicable first aid and worker compensation laws and regulations is mandatory.
   ii. First aid and worker compensation rules and regulations vary from province to province, so it is important to review the applicable rules in your jurisdiction prior to starting work.
   iii. Many jurisdictions mandate the posting of workplace safety reporting information

b. Availability of personnel
   i. First aid personnel assigned to a first aid station / kit must work in the immediate vicinity, and be available should a need arise.
   ii. The number of first aid personnel required in a workplace varies depending on the jurisdiction, and should be reviewed prior to starting work

c. Training
   i. All designated first aid personnel must successfully complete training by a recognized training authority for the jurisdiction they are working in.
   ii. Qualified first aid personnel with be on site in compliance with local legislation, copies of valid first aid certificates will be visible and readily available at the first aid station for the designated first aid attendant
   iii. First aid training records will be reviewed on regular basis, normally as part of the regular workplace inspection, to ensure qualified attendants are available when and where required.

d. First aid station, facilities and supplies
   i. The required number and contents of first aid kits / stations in a workplace varies depending on the jurisdiction, and should be reviewed prior to starting work.
   ii. First aid supplies should be readily accessible
   iii. The contents of the first aid station / kits will reviewed on regular basis, normally as part of the regular workplace inspection, to ensure mandated supplies are available when and where required

e. Transportation
   i. The company will arrange for and provide transportation appropriate to the level of injury to the hospital, doctor's office, or worker's home, following an injury or illness at work.

f. Records
   i. Records of all first aid treatment / advice shall be maintained.
   ii. Records can be kept in the company incident reporting system or by completing a record in the supplied record book located in the first aid station / kit.

5. ADDITIONAL GUIDANCE

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

- First aid Requirements - R.R.O. 1990, R 1101
- Workplace Safety and Insurance Act, 1997

6.2 Supporting Documents

- Site emergency Plan Template
- Ontario WSIB Form 82 – In case of injury
- Standard S01 – Incident and accident Reporting Standard
- Site emergency plan template
- Office emergency response plan
- First aid kit record inspection stickers

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Safety Statistics and Records

Standard | PNC HSE – S012

1. OBJECTIVE

To define the minimum requirements for organizing, monitoring and measuring OH&S performance

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Frequency

a. OHS performance will be measured at the following intervals
   i. Annually
   ii. Monthly
   iii. As required by contract or client requirements

4.2 Methodology

a. The standardized methods and supporting forms specified in this document shall be used for the appropriate reviews.
b. As per the company Management Review and Management of Change Policy and supporting Standard, annual reviews of the safety performance of the company are conducted. These reviews will include:
   i. Analysis of the overall progress on the annual safety objectives set by the company.
   ii. Comparison of current and past safety performance
   iii. Analysis of safety statistics identifying trends
   iv. Analysis of first aid records
   v. Review of statistics of both leading and lagging indictors
c. A monthly safety performance summary for the company will be produced.
d. Normally a project safety performance summary is not produced, unless requested by a specific client(s).

4.3 Proactive / Leading Indicators

a. Proactive data includes:
   i. Hazard Identifications
   ii. Behavior observations / inspection
   iii. First aid / no treatment reports
   iv. Near miss reports

4.4 Reactive / Lagging Indicators

a. Reactive data includes:
   i. Medical treatment reports
   ii. Modified duties
   iii. Lost Time
   iv. Fatalities

4.5 Statistical analysis (quantitative)

a. Data shall be analyzed to identify overall performance trends and the effectiveness of any controls measures implemented.
b. Qualitative data shall also be used in determining any continuous improvement activities.
c. General performance data shall be tracked by using the OSHA Recordable frequency guidelines:

   number of recordable incidents x 200 000 / actual man hours worked

d. As there are many jurisdictional and client standards and formats for data reporting, data can be examined at any time to meet individual project requirements. Examples include: Provincial worker compensation systems, national standards, industry standards, client standards etc.

4.6 Qualitative

a. Qualitative data may be obtained by such actions as:
   i. Evaluations of employee morale / employee engagement
   ii. Root cause analysis
   iii. Perception surveys
   iv. Employee interviews
b. Qualitative data shall be used on an as needed / when available basis to supplement data used to evaluate the safety performance of the company.

4.7 Communication

a. Both the monthly and annual safety performance reports shall be shared with the company JHSC and the senior management Team.
b. A high level overview of company performance, trends and relevant audit results will be sent to all staff.
c. Results can also be shared with other interested / relevant workplace parties, as determined on a case by case basis.

5. ADDITIONAL GUIDANCE

a. Actions plans are developed based on the objectives set during the annual review, and progress on the items in the action plan can also be measured.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

OSHA 1904.7 - General recording criteria

6.2 Supporting Documents

a. Inspections reports (Kissflow online)
b. Near miss and Incident reports (Kissflow online)
c. Safety observation report (Kissflow Online)
d. Monthly Safety Report

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Legislative and Other Requirements

Standard | PNC HSE – S013

1. OBJECTIVE

To define the minimum requirements for ensuring compliance with legislative and other regulatory requirements.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

Senior Management:

- Will establish, implement, monitor and maintain a procedure to identify and document legal and other requirements that are applicable to our business activities
- Will ensure all legal and other requirements will be taken into account, and incorporated as appropriate, into the establishment, implementation and maintenance of the health and safety program
- Ensure all Supervisors/Managers follow all applicable laws, acts, statues etc.
- Will ensure that the documentation of legal and other requirements is kept current, and that relevant information related to the legal and/or other requirements are communicated to the workplace parties as appropriate.
- Will Access Compliance Obligations using various media and resource materials to compile a robust Compliance Register of all Federal, Provincial and Municipal By-laws, Standards, Codes, Acts and Statues that may apply to our business.

Health and Safety Manager/Designate/Department:

- Will identify legal and other Health Safety and Environment requirements that apply using all available resources, media and partners.
- Will communicate findings as necessary to Senior Management, Supervisors/managers etc.
- Will update or have updated the Compliance Register as a minimum on an annual basis or as required.

Employees:

- Follow all legal or other requirements at all times when in the workplace.
- Do not operate any equipment that they have not been trained or licensed to operate.

4. REQUIREMENTS

4.1 Identification of applicable legislation & other requirements

a. The company will compile a robust Compliance Register of all Federal, Provincial and Municipal By-laws, Standards, Codes, Acts and Statues that may apply to our business.

4.2 Compliance Monitoring and Evaluation

a. Monitoring and evaluation of compliance to legislative and other requirements will be done on an ongoing basis via:
   i. Weekly project inspections
   ii. Monthly JHSC inspections
   iii. Safety personnel site visits, inspections and reports
   iv. Audits as required

4.3 Accessibility

a. Due to the nature of the demolition business, hard copies of all documentation may not be available at all sites. Whenever possible hard copies / instruction of how to obtain legislative and other requirements will be posted.
b. When available employees can access copies of relevant legislation through the computer at their workstations.
c. All employees have access to current legislative and other requirements vis their supervisors tablet / connected device, which all have access to applicable legislative and other requirements.

4.4 Review & Evaluation

a. Any deviancies noted by a legislative or other authority shall be reviewed with the applicable management in a timely manner.
b. The compliance register will be reviewed on a minimum annual basis
   i. The review will be documented as part of the annual review process
c. An annual review / evaluation of all safety, environmental or other applicable authority documentation will be conducted
   i. Any deficiencies shall be noted and included in the annual management review

5. ADDITIONAL GUIDANCE

- Various media and resource materials may be rued to compile a robust Compliance Register of all Federal, Provincial and Municipal By-laws, Standards, Codes, Acts and Statues that may apply to our business.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

- A comprehensive list of Canadian Federal and Provincial HSE legislation is available from the Canadian Centre for Occupational Health and Safety (CCOHS) which can be accessed at http://www.ccohs.ca/legislation/

6.2 Supporting Documents

- Legislative requirements listing
- Safety organisations and information listing
- JHSC inspections
- Safety Team Site Visit Reports
- Weekly Project inspection reports

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement.

	The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Management Review

Standard | PNC HSE – S014

1. OBJECTIVE

To define the minimum requirements for the annual Review of the Safety, Health and Environmental program.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

4. REQUIREMENTS

4.1 Frequency

a. As per the Statistics and record policy and standard, annual objectives are set for the HSE performance of the company by the company leadership team.

b. The annual meeting shall take place in Q1 of each year, when possible.

4.2 Methodology

a. The annual review shall include, as defined in the annual agenda document:

- Evaluation of the effectiveness of all elements of the safety program.
- Status of actions from previous management reviews
- Results of internal audits, including COR audits
- Evaluation of compliance with legal requirements
- Results of participation and consultation with employees/Health and Safety Representative /Joint Health and Safety Committee
- Any relevant information and communication from external parties i.e. regulators
- The safety performance of the company
- Review of the progress against the annual objectives
- Status of incident investigations,
- trends identified
- implementation of corrective actions,
- implementation of preventative actions and status of actions taken
- Changing circumstances related to OHS such as developments in legal requirements or technology
- Identified barriers to worker participation in the OHSMS\
- Recommendations for improvement

4.3 Outputs

a. The OHS policy will be updated if any deficiencies were identified in 4.2.

b. OHS objectives will be set for upcoming year. Objectives shall include:

i. Any deficiencies were identified in section 4.2.

ii. Must be measurable.

c. Action plans based on the objectives identified will be developed.
d. Required resources to achieve the objectives will be identified on the action plan.
e. Revisions to any other elements of the OHSMS as appropriate.
f. Any identified barriers to worker participation will be identified and will form part of the action plan.
g. The action plans and objectives will be communicated with staff

4.4 Record retention

a. Records of the meeting objectives and action plans will be retained for a minimum of three years and archived electronically, using the management review templates.

5. ADDITIONAL GUIDANCE

a.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

Annual Review Policy

6.2 Supporting Documents

a. Annual Review Meeting Agenda
b. Annual Review Meeting Minutes
c. HSE Objectives and Action Plan

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Management of Change

Standard PNC HSE – S015

1. OBJECTIVE

To define the minimum requirements for the company's' Management of Change (MOC) affecting health and safety.

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

2. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

3. REQUIREMENTS

3.1 Application

a) Formal management of safety change must be used for the following situations:

i. Changes in legal requirements
   - Changes to legal requirements are typically reviewed on an annual basis – see Management review Standard
   - Formal management of safety change may be conducted if legal changes occur in between reviews, on an as-needed basis

ii. Introduction of new products, processes or services
   - Process to be followed for all planned activities on all new projects

iii. Significant changes in work processes, control measures, equipment, organization, work locations.
   - This includes significant changes to planned project based activities

iv. Introduction of new developments in OHS knowledge or technology
   - To be completed an as-needed basis

b) Any changes outside of the above noted requirements affecting health and safety can use the company's internal change request form to start the process

3.2 Process

a) The processes described in both the Hazard Assessment, Analysis and Control standard and the Controls standard shall be used where the formal management of safety change is required.

4. ADDITIONAL GUIDANCE

a) Training / appropriate information shall be provided to relevant parties involved in supporting and completing this process.

5. REFERENCES AND SUPPORTING DOCUMENTS

5.1 References

- Section 7 of Regulation 851, Industrial Establishments, (the Industrial Establishments Regulation) under the Ontario Occupational Health and Safety Act (OHSA)

5.2 Supporting Documents

- Job Hazard Analysis form
- Hazard assessment, analysis and controls policy and standard
- Controls policy and standard
- Internal Change Request form

6. DEFINITIONS

PSR	In Ontario, pre-start health and safety reviews (PSHSRs or PSRs) are required before certain equipment or processes are put into operation to keep workers safe.
Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Internal Change Request Form

ICR#:		Date:	
Initiator:		Supervisor:	
B2W Account #:			

Description of Change:

Please describe:
1] The current situation
2] The purpose of the change
3] The expected outcome from the change

Site Suggestion:

Safety Communication Standard

Standard | PNC HSE - S016

1. OBJECTIVE

To define the minimum requirements for safety documentation, document control and record control.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

a. The company, in its endeavour to create a healthily and safe work environment, as outlined in our health and safety policy statement, believes that communication is the key to our health and safety program.
   i. All meetings listed in this standard will be documented with confirmation of attendance using sign in sheet.
   ii. All communication shall provide an opportunity for input from workers
   iii. All communication will be delivered in a manner that is understood by the receiver of the message and considers ability, language skills and literacy.
   iv. This communication is both formal and informal, scheduled and routine, and in response to various emergencies, incidents that have occurred, or in direct response to a risk
   v. All forms of communication received/delivered internally or externally corresponding to OHS communications will be documented and electronically archived.

4.2 Types of Meetings

a. Toolbox talks
   i. Shall occur on a daily basis on all project sites
   ii. Shall involve workers at the site / on that task
   iii. Shall focus on the tasks and hazards associated with the work planned for that day
   iv. Shall incorporate the results daily Field Level Hazard Assessment form
b. Safety meetings

i. Will be held weekly on all project sites
ii. A safety topic will be discussed and a forum will be allowed for workers to bring forward any relevant concerns or suggestions

c. Semi-annual Town hall meetings
   i. Meetings will be held with all employees invited to attend in person and/or virtually where attendance in person is not possible
   ii. All attendees will be able to speak and bring forward questions.
   iii. Senior management will present and attend
   iv. Relevant safety aspects of the safety program and safety performance will be included
d. Safety Moments
   i. A relevant safety moment will start the senior leadership review meetings and the periodic operations meeting.
a. JHSC Communications
   i. As required by legislation, Joint Health & Safety Committees are expected to communicate the minutes of JHSC meetings and results of any OHS facility inspections. This information is forwarded to the Safety Department/Supervisor or designate (OHS) who posts the minutes electronically on the internal Intranet Site.
   ii. The JHSC is also required to post a hard copy of the minutes in the local area, on the site Health & Safety Board.

4.3 Reporting to Provincial Authorities

a. Prior to reporting to any provincial authority, the Safety Department/Designate must be consulted, and where applicable, the Safety Department/Designate will file the report.
b. Any information surrounding a critical/ serious incident will be reported to the Ministry of Labour, JHSC, Health and Safety Representative and trade union, written report to the MOL Directions will be sent within 48 hours of the incident
c. In the event of an incident or unexpected event (explosion flood, equipment failure), a report containing any prescribed information will be reported to the JHSC/Health and Safety Representative, trade union (if any) and a Director within two days of the incident.
d. All forms of written communication will be documented

4.4 Other means of communication

e. Postings on Safety boards
f. Weekly safety updates / email communications
g. Company newsletter

5. ADDITIONAL GUIDANCE

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

a. Applicable safety legislation
b.

6.2 Supporting Documents

a. Field Level Hazard form
b. Tool Box Meeting Form
c. Sign in Sheet
d. JHSC Meeting Minutes Form

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Return to Work and Re-employment

Standard | S017

1. OBJECTIVE

To define the Return to Work and Re-employment process for employees affected by a work related injury or illness.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel.

3. RESPONSIBILITIES

Employee

- Report injuries as they happen following the appropriate company protocols and legislated requirements.
- Request accommodation when needed and suggest appropriate measures, if possible.
- Employees shall establish and maintain contact with their supervisor and Workers Compensation Coordinator regarding their injury rehabilitation progress. Contact should be made as frequently as the situation deems necessary as to maintain ongoing communication between parties.
- Employees shall obtain and follow all medical advice, and work towards full recovery.
- Provide information/documentation from a qualified health care professional to clarify health restrictions and describe the type of accommodation that would be most effective.
- Shall produce documentation from their health care provider to act as medical evidence supporting the fact that they cannot return to work for an extended period, and whether or not a RTW plan, or accommodation plan could expedite the employee's safe return to work.
- Employees shall put forth a reasonable effort to return to work safely, as early as possible.
- Actively participate in discussions regarding accommodation solutions whilst working with the accommodation provider on an ongoing basis to manage the RTW process.
- Employees shall provide their PDI National Cranes contact with all pertinent information that could aid in the establishment of RTW options.
- Provide reasonable notice of their intended return to work date, along with the details of any requested accommodations to allow for adequate planning/implementation time.
- Continue communication upon returning to work to monitor their progress and assess the effectiveness of their accommodations/modifications, communicating the need for revisions of the accommodations as required.
- Achieve the agreed-upon job performance standards once accommodation is provided.

Supervisor

- Shall maintain and document all contact conducted throughout the duration of the employee's absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for the return of the absent employee, and any changes in their ability to work.
- Shall take an active part in the planning, implementation, and continuous monitoring of the return to work arrangements for the employee.

- Shall monitor the progress of the employee upon having them reintegrated into the workplace for the purpose of ensuring that the accommodations/modifications of duties are adequate based on their capabilities as to avoid further injury.

Workers Compensation Coordinator

- Shall establish and maintain communications with employees who sustain a work-related injury or illness resulting in a loss of work time. Communication will be made as frequently as the situation calls for in a way that does not put pressure on the employee to return before they are able.
- Shall create and maintain a case file that houses all relevant documentation pertaining to the work related injury/illness, WSIB, medical documentation, return to work plans, and communications exchanged with the employee.
- Shall request that the employee produce documentation from his/her physician to communicate any information on limitations resulting from the injury through the completion of a Functional Abilities Form.
- Collect all relevant documentation that outlines how an employee's medical condition will affect their ability to perform job duties, this does not include a diagnosis of the condition itself as per an employee's right to privacy.
- Request employee consent to obtain further medical or health information, if necessary, in order to identify and implement any modifications/accommodations.
- Will facilitate and implement the RTW process.
- Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities.
- Shall communicate with the employee, union or association, supervisor, and attending physician to ensure a complete understanding of the absent employee's abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work.
- Shall attempt to find an appropriate job match in the event that an injured employee cannot return to their pre-injury position.
- Maintain confidentiality in all matters pertaining to the medical documentation provided by both the employee and their licensed medical practitioner with respect to employee privacy and dignity.

4. PRINCIPLES

In the event of a work related injury or illness, all employees are expected to report the incident immediately to their immediate supervisor, as well as the Health & Safety Department as per the company incident reporting process.

Should the injury cause the employee to require time away from work, or create a disability that restricts their ability to work, the employee will be expected to return to work as soon as it is safe to do so. In accordance with legislative and company requirements, it is mandatory that all employees participate in the Return To Work (RTW) program.

It is important that employees provide Priestly Demolition Inc. with detailed information pertaining to their inability to perform their employment duties from a qualified licensed medical practitioner. The Functional Abilities Form is to identify any necessary modifications and/or accommodations that are required to reintegrate the employee into the workplace in a safe manner.

Priestly Demolition Inc. is committed to Return to Work/ Work Reintegration program and will consider the employee's dignity and support the employee in the transition period following his/her injury or illness.

5. PROCESS

5.1 Loss Time Injury/Illness Procedure

1. An incident occurs relating in an injury, or the onset of an illness
2. Worker reports the injury to a supervisor, then seeks medical attention immediately if needed
3. Supervisor does a submission of an accident/incident investigation report via KiSSFLOW
4. Health & Safety department will review the documentation and make contact with the employee, supervisor, and any potential witnesses to investigate the incident.
5. Worker will undergo medical examination from a licensed medical practitioner who will submit Form 8, and a FAF as required.
6. Worker will be responsible for submitting form 6.
7. Employer will use all details gathered from report and communications received from all parties involved to complete and submit form 7 within the legislated time frame of seven (7) days.
8. Workers Compensation Coordinator will review the FAF submitted by the health care practitioner to determine whether there is a requirement to accommodate/provide modified working conditions.
9. Workers Compensation Coordinator will review the nature of the position the employee is currently employed in, and reach out to the employee to discuss potential limitations that require accommodation as per the FAF.
10. The employer recognizes and accepts their duty to accommodate individuals to the point of undue hardship as part of the work reintegration process and will provide modifications accordingly.
11. The employee shall actively engage in the return to work process by keeping in contact with Workers Compensation Coordinator to determine the earliest possible date in which they would be able to safely return to work.
12. Workers Compensation Coordinator will maintain ongoing contact with the employee throughout the duration of their absence to support the RTW process and determine the employee's eligible return date.
13. The employee will make visits to the licensed medical practitioner as needed to provide updates on their condition and possible changes to the required accommodations that will be needed upon their return to work.
14. The employee will supply the employer with reasonable notice of their anticipated RTW date as to allow adequate planning and implementation of the agreed upon RTW program.
15. Workers Compensation Coordinator will communicate with the employee and present options of recommended restricted duties, potential modifications or alternative suitable positions in which the employee can fill until such a time they are prepared to return to their initial position.
16. Workers Compensation Coordinator will present the employee with a formal proposed Work Reintegration plan which the employee will review, and in turn communicate their needs/proposed ideas as needed in order to work in collaboration with the employer to support the process. Available jobs include:
    - Flagman duties – Direct onsite traffic. Must have ability to stand, limited mobility required
    - Fire Watch – Limited mobility or physical exertion required, ability to sit
    - Housekeeping – Sweeping and cleaning. Limited mobility or physical exertion, ability to stand, walk short distances
    - Office - Data input – Required ability to sit, and concentrate for medium term
    - Document control – Filing. Ability to sit / stand for short periods, able to concentrate for medium term
    - Safety or other work related training courses – eLearning or in person training. ability to concentrate and sit for extended periods required
    - Security – Site patrol. ability to walk extended distances, able to concentrate
    - Delivery – drive to site and drop off packages. ability to drive, sit for medium term
    - Supervisor assistant (various duties depending on need)
17.

18. Workers Compensation Coordinator will communicate with the WSIB case manager and have the employee, as well as their qualified medical practitioner, sign off on the agreed upon RTW program to acknowledge acceptance.
19. Any discrepancies or disagreements may be appealed by following the WSIB appeal process.
20. The supervisor will be made aware of the limitations of the employee as to ensure that the duties being performed by the individual are within the capabilities outlined in the FAF.
21. Supervisors will communicate with employees on an ongoing basis to evaluate the effectiveness of the modifications and vocalize any potential concerns to Workers Compensation Coordinator.
22. Employees maintain their responsibility to communicate updates, progress, concerns, and/or required changes to the modifications/accommodations that have been provided.
23. Workers Compensation Coordinator will meet with the employee as needed to review the progress of their RTW plan, and reinstate them to their initial position in which they were employed when it is acceptable to do so as per a re-evaluation and updated FAF provided by a licensed medical practitioner.
24. Failure to comply with the above and legislated procedural requirements will result in WSIB penalization as outlined under the non-cooperation clause of this policy.

5.2 Non-Loss Time Injury/Illness Procedure

1. An incident occurs relating in an injury, or the onset of an illness
2. Worker reports the injury to a supervisor, then seeks medical attention immediately if needed
3. Supervisor does a submission of an accident/incident investigation report via Kiss flow
4. Health & Safety department will make review the documentation and make contact with the employee, supervisor, and any potential witnesses to investigate the incident.
5. Worker will undergo medical examination from a licensed medical practitioner who will submit Form 8, and a FAF as required.
6. Worker will be responsible for submitting form 6.
7. Employer will use all details gathered from report and communications received from all parties involved to complete and submit form 7 within the legislated time frame of seven (7) days.
8. Workers Compensation Coordinator will review the FAF submitted by the health care practitioner to determine whether there is a requirement to accommodate/provide modified working conditions.
9. Workers Compensation Coordinator will review the nature of the position the employee is currently employed in, and reach out to the employee to discuss potential limitations that require accommodation as per the FAF.
10. The employer recognizes and accepts their duty to accommodate individuals to the point of undue hardship as part of the work reintegration process and will provide modifications accordingly.
11. The employee actively engages in the return to work process by keeping in contact with Workers Compensation Coordinator to determine the earliest possible date in which they would be able to safely return to work.
12. Workers Compensation Coordinator will communicate with the employee and present options of recommended restricted duties, potential modifications or alternative suitable positions in which the employee can fill until such a time they are prepared to return to their initial position. Available jobs include:
    - Flagman duties
    - Fire Watch
    - Housekeeping
    - Office / data input
    - Document control
    - Safety or other work related training courses
    - Security
    - Delivery

- Supervisor assistant (various duties depending on need)

1. Workers Compensation Coordinator will present the employee with a formal proposed Work Reintegration plan which the employee will review, and in turn communicate their needs/proposed ideas as needed in order to work in collaboration with the employer to support the process.
2. Workers Compensation will communicate with the WSIB case manager and have the employee ,as well as their qualified medical practitioner, sign off on the agreed upon RTW program to acknowledge acceptance.
3. Any discrepancies or disagreements may be appealed by following the WSIB appeal process.
4. The supervisor will be made aware of the limitations of the employee as to ensure that the duties being performed by the individual are within the capabilities outlined in the FAF.
5. Supervisors will communicate with employee's on an ongoing basis to evaluate the effectiveness of the modifications and vocalize any potential concerns to Workers Compensation Coordinator.
6. Employees maintain their responsibility to communicate updates, progress, concerns, and/or required changes to the modifications/accommodations that have been provided.
7. Workers Compensation Coordinator will meet with the employee as needed to review the progress of their RTW plan, and reinstate them to their initial position in which they were employed when it is acceptable to do so as per a re-evaluation and updated FAF provided by a licensed medical practitioner.
8. Failure to comply with the above and legislated procedural requirements will result in WSIB penalization as outlined under the non-cooperation clause of this policy.

6. ACCOMMODATION & RE-EMPLOYMENT OBLIGATION

6.1 Accommodation

Employers have a duty to accommodate the needs of the worker up to the extent of undue hardship. This duty to accommodate is inclusive of the employer modifying the work and/or workplace in order to support an employee in fulfilling the requirements of their job related duties. Therefore, the employer has a duty to re-employ as set out in the WSIB act, the Ontario Human Rights Act, AODA, and any applicable Construction Regulations/legislation.

The worker's accommodation requirements may be either temporary or permanent. At all times, all parties must comply with Human Rights legislation and associated laws.

The Ontario Human Rights Code guarantees equal access to employment opportunities to any person with a disability (work related or non-work related). Therefore, PDI National Cranes will attempt to provide reasonable accommodation to any workers who have been injured or who acquired an illness up to the point of undue hardship.

Employers have a duty to re-employ if:

- The employee has been unable to work (this includes unable to work their total number of hours, being absent from work, or requiring a job with decreased pay because of his/her injuries) because of the work related injury;
- The worker was continuously employed (does not include strikes, lock-outs, sabbaticals, sick leaves, leaves of absence, vacation, layoffs of less than 3 months or a layoff of more than 3 months if a recall date was given) for at least a year with the employer; and
- The employer regularly employs 20 or more employees (as of the date of the injury and only including the workers whose earnings are reported to WSIB for premium purposes).

6.2 Re-Employment Obligation

Where the employee is able to perform the stated duties, PDI National Cranes will offer the worker first chance to accept the suitable position.

The employer must offer the worker the job that is the most comparable with their position pre-injury and provided the employee is physically able to perform the work (i.e. if the worker initially accepts another position upon their Return to Work, if a position becomes available in the future, the employee would still have first refusal).

This continues until either the second anniversary of the date of injury or one year past the time that the worker is physically able to perform their pre-injury duties or the date

In the case of a contract worker, PDI National Cranes will re-employ the worker for the duration of their contract.

If the employee voluntarily leaves their position or the company, all re-employment duties are nullified.

When appropriate work for the injured employee is found, and conditional upon the physician giving clearance for work, a written job offer letter will be prepared by PDI National Cranes and mailed to the employee. The letter will note the medical clearance, start date, hours, wage, duration and location of the work assignment. The employee will be asked to sign the bottom of the letter indicating acceptance or refusal of the job offer and to return the letter to workers Compensation Coordinator**.**

7. WORK REINTEGRATION

Work Reintegration is a process that begins as soon as the employer is aware of a work related injury or illness.

The Work Reintegration process must continue throughout the recovery period and must be adapted to each individual employee and situation.

Work Reintegration is available for both injured employees and employees struck by an occupational illness. In the case of an illness, the Work Reintegration program will commence once the employee is functionally fit to report for work.

Work Reintegration should include goals and timelines for recovery.

Information in the Work Reintegration program should be gathered from the employee, employer, doctor(s) and WSIB contacts. The program must be shared between these parties as needed.

Statutory requirements for the Work Reintegration program include the values of co-operation (between all parties) and re-employment for the employee.

In the event that a suitable Return to Work/Work Reintegration assignment cannot be found, PDI National Cranes is committed to the retraining of the employee in an alternative position that is deemed suitable.

PDI National Cranes will consult with the WSIB for a suitable position and provide all relevant information to the WSIB as to keep the worker informed of the details surrounding their reintegration to provide them with say in their re-assignment where possible.

The Work Reintegration program is not limited to employees who have been absent from their workplace. It also applies to employees who have remained at work, but have had accommodations created for them during their recovery period.

The Work Reintegration program will be required until the employee returns to their pre-injury position or the employee is awarded damages for any loss of earnings because of being re-assigned positions (i.e. a lesser wage).

In any cases where the employer and/or employee does not meet the stated requirements for the Work Reintegration program, the WSIB may reduce or suspend the employee's benefits OR levy a monetary penalty on the employer.

Employers and employees may rely on the WSIB for any support required in the Work Reintegration period.

In keeping with their Guiding Principles, the WSIB will schedule a meeting with the involved parties at a date that is not later than 12 weeks following the employee's date of injury (should the employee have not returned to work in any capacity).

In a case where the employee and PDI National Cranes are having difficulty with an appropriate Return to Work Program, the WSIB will provide dispute resolution to help and facilitate communication.

In addition, the WSIB has additional services available including, but not exclusive of, proactive education, case management support, accommodation assistance and disability management counselling.

8. PENALTIES FOR NON-COOPERATION

The worker may be subject to penalties for non-cooperation by the WSIB. The employer may not penalize the worker. The guidelines for the penalties include:

1. Initial penalty: reducing the worker's wage loss benefits by 50% beginning from the date that the written notice comes into effect until the 14th day following the written notice or until the worker begins to cooperate, whichever is sooner.
2. Full penalty: If the worker non-cooperation continues past the fourteenth day, the WSIB will completely suspend the worker's wage loss benefits.
3. Additional penalties may apply including a reduction in the amount of the payment that the employee would have received if they had been capable of performing the work.

The employer may also be subject to penalties from the WSIB and these may include:

1. An initial penalty of 50% of wage loss benefits to the worker. This will continue until the fourteenth calendar day following the notice given by the WSIB or until the employer starts to co-operate, whichever is sooner.
2. Full penalty: If the employer's non-cooperation continues past the fourteen days following the day of the notice, then the additional penalty will be 100% of the cost of the wage loss benefits payable to the worker and 100% of the costs associated with providing suitable work for the employee.
3. The full penalties will continue until the date that the employer starts to co-operate once more; the date that no further wage loss benefits are payable; or 12 months pass following the date of the written notice.

9. DISPUTE RESOLUTION

After PDI National Cranes has made an offer to the employee of a position, the following steps are to be taken if the employee disagrees with the assessment:

1. The worker must notify the employer that the offered position is unsuitable and detail the reasons why;
2. The employer must consider the reasons and will attempt to implement further accommodations (if possible);
3. In the event that the above step did not resolve the issue, both Priestly Demolition Inc. and the employee must inform the WSIB and provide all necessary information.

If an agreement does not appear forthcoming, the WSIB will assist the parties in a resolution and/or will make the determination as to the suitability of the work offered.

In the event that the position is found to not be suitable, WSIB will continue to pay the worker their wage loss benefits so long as the employee continues to co-operate with all involved parties. If the position is found to be suitable, the WSIB will immediately verbally inform both parties of the decision; adjust the worker's wage loss benefits; and confirm the decision in writing.

10. SUITABLE OCCUPATION

10.1 Suitable Occupation

The following are guidelines provided by the WSIB to aid in determining a suitable occupation for the injured worker:

PDI National Cranes will co-operate with the WSIB in attempting to maintain the employment relationship with the injured worker by providing suitable work.

The worker is able to provide meaningful input and a choice (where possible) in identifying a suitable occupation for himself/herself.

In the effort to re-integrate the worker, work suitability, availability and cost structures will be considered.

The suitable occupation report will have taken into consideration:

- The worker's functional abilities;
- The worker's employment-related aptitudes, abilities and interests;
- The jobs available (through placement, accommodation or those that require training);
- Labour market trends (including if the employee can secure work in another company); and
- Any pre-existing conditions a worker has (as outlined by Human Rights' Legislation prohibiting discriminatory actions against a person with a disability).
- If a suitable occupation is determined by the WSIB, and the worker has the requisite skills, the WSIB may refer the employee to job placement support services and/or a job search-training program.
- If a suitable occupation is found with the pre-injury employer, the WSIB will aid both Priestly Demolition Inc. and the worker, in establishing a Work Transition Plan.
- If the suitable occupation is with a new employer, the WSIB will confer with the worker and develop a Work transition plan with placement services.

Different possibilities for suitable occupation include:

- With the pre-injury employer in the same area (not limited to a town but also considers commuting distances). The WSIB considers the employee's impairment and the expected travel requirements;
- With the pre-injury employer in a surrounding area where a commute is possible;
- With a new employer in the same area; or
- With a new employer in a broad geographical area (an area as large as necessary that offers suitable occupation).

If a suitable occupation cannot be found in the worker's geographical region, a relocation plan may be considered.

10.2 Enhanced Work Transition Plans

The WSIB and the parties involved may consider a suitable plan where the cost may be slightly higher financially, but would guarantee a better chance of long-term success. The enhanced work transition plan may be available to any PDI National Cranes employees injured at work between the ages of 15 and 24.

This does not include employees who are students, learners or apprentices; who have permanent work restrictions preventing them from returning to their pre-injury work; or had low pre-injury earnings.

10.3 Part Time Employees

A part time worker pre-injury will not be required to work full time hours under the terms of the suitable occupation plan. The WSIB may support a part time employee if they desire to seek full time employment as long as they are not precluded from the occupation due to impairment.

Where a worker, pre-injury, was working full time hours but is unable to continue to work full time hours because of their injury, a part time suitable occupation position may be considered. Part time hours are also feasible in the case where a worker is receiving retraining for another suitable occupation.

11. TERMINATION PROCEDURES

In the case of a termination process within six months of an injury involving a worker previously injured, the employee (within a three-month period after the termination) may request that the WSIB investigate non-compliance. If the employee makes the request after three months, the WSIB is not required to investigate but can take the initiative to investigate at any time.

The employer must show the WSIB the justification for the termination of the employee within six months of their re-employment or it is assumed that the employer is non-cooperating.

12. SUCCESSOR EMPLOYERS

Should the original workplace of the worker injured be sold or transferred to another entity, if it is the same legal entity after the completion of the sale or transfer, all re-employment obligations continue. However, if it is a separate entity, generally any sort of re-employment obligation does not exist for the new employer.

In the case of a termination prior to the re-employment, the WSIB will investigate to determine whether the injury had a bearing on the termination.

13. REFERENCES AND SUPPORTING DOCUMENTS

13.1 References

a. Ontario Occupational Health and Safety Act (OHSA)
b. Workplace Safety & Insurance Board (www.wsib.on.ca) (WSIB)
c. Ontario Human Rights Act (OHRA)
d. Canada Human Rights Code (CHRC)
e. Accessibility for Ontarians with Disabilities Act (AODA)
f. Personal Information Protection and Electronic Documents Act (PIPEDA)

13.2 Supporting Documents

a. Accident/ Incident Investigation report (online and hard copy)
b. Form 6 (Worker's Report of Injury/Disease)
c. Form 7 (Employer's Report of Injury/Disease)
d. Form 8 (Health Professional's Report)
e. FAF (Functional Abilities Form)
f. Letter of Proposed Work Reintegration Plan

14. DEFINITIONS

Should	A requirement.
WSIB	Workplace Safety & Insurance Board

WHMIS 2015 (GHS)

Standard | PNC HSE – S018

1. OBJECTIVE

To define the minimum requirements for WHMIS 2015

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day-to-day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 General

On February 11, 2015, the Government of Canada published Part II the *Hazardous Products Regulations* (HPR), which modified the Workplace Hazardous Materials Information System (WHMIS) 1988 to incorporate the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for workplace chemicals. This modified WHMIS is referred to as WHMIS 2015. The old *Controlled Products Regulations* (CPR) and the Ingredient Disclosure List have been repealed.

4.2 Education and Training

All personnel will have WHMIS 2015 training. This includes all workers who work with or near hazardous products.
The training will need to refreshed on an annual basis

4.3 Labels

Supplier labels must be affixed to the original containers of hazardous products.

i. Supplier labels must be in both official languages of Canada (English and French). They may be bilingual (as one label), or available as two labels (one each in English and French). Providing a supplier label in just English or French would not be considered to be in compliance.
ii. The supplier label must include the following information:
iii. Product identifier – the brand name, chemical name, common name, generic name or trade name of the hazardous product.
iv. Initial supplier identifier – the name, address and telephone number of either the Canadian manufacturer or the Canadian importer*.
v. Pictogram(s) – hazard symbol within a red "square set on one of its points".

vi. Signal word – a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
vii. Hazard statement(s) – standardized phrases which describe the nature of the hazard posed by a hazardous product.
viii. Precautionary statement(s) – standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product.
ix. Supplemental label information – some supplemental label information is required based on the classification of the product. For example, the label for a mixture containing ingredients with unknown toxicity in amounts higher than or equal to 1% must include a statement indicating the percent of the ingredient or ingredients with unknown toxicity. Labels may also include supplementary information about precautionary actions, hazards not yet included in the GHS, physical state, or route of exposure. This information must not contradict or detract from the standardized information.

Pictograms

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system 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.

Workplace labels must be affixed to hazardous products that have been transferred from the original container into another container. The following applies to Workplace Labels:

x. There is no set format for a supplier label.
xi. Labels must be in English and French. They may be bilingual (as one label), or be presented as two labels (one each in English and French).
xii. The pictogram, signal word, and hazard statement are to be grouped together,
xiii. To be clearly and prominently displayed on the container,
xiv. To be easy to read (e.g., you can see it easily without using any item except corrective glasses), and to be in contrast with other information on the product or container

4.4 Inventory

A chemical inventory shall be maintained of all chemical purchased or otherwise received on site

4.5 Safety Data Sheets

Safety Data Sheets (SDS) are to be obtained for all hazardous products

Safety Data Sheets (SDS) are to be made readily available to employees

4.6 Hazards

All hazards at a company level, project level and daily operations level shall be managed in accordance with the PDI Safety Standard #8: Hazard assessment.

i. Hazards presented by hazardous substances shall be part of these assessment

The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) includes three types of hazard classes:

ii. Physical hazard classes, which represent hazards relating to physical and chemical properties, such as flammability or compressed gases

iii. Health hazard classes, which represent hazards to health arising from exposure to a substance or mixture, such as acute toxicity or skin sensitization

iv. Environmental hazard classes (hazardous to the aquatic environment and hazardous to the ozone layer).

5. ADDITIONAL GUIDANCE

5.1 Review and Evaluation

WHMIS compliance will form part of the overall workplace inspection process at all applicable sites

The overall WHMIS program will reviewed on an annual basis, as part of the Annual Safety program review process.

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

Workplace Hazardous Materials Information System Regulation (R.R.O. 1990, Regulation 860)

6.2 Supporting Documents

PNC SWP O01 WHMIS

PNC Safety Standard 008 Hazard Assessment

PNC Safety Standard 007 Annual Management Review

7. DEFINITIONS

Hazardous product	A product, mixture, material or substance that meets the criteria to be classified in one or more of the hazard classes of the HPR.
Recommended	To be considered as part of the documented, local risk assessment process.

Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Fatigue Management

Standard | PNC HSE – S019

1. OBJECTIVE

To define the minimum requirements for fatigue management.

2. SCOPE AND APPLICABILITY

This Standard shall be applied to all Company personnel, contractors and their subcontractors. Contractors may with management approval, however, utilize their own standards and procedures in so far as the requirements of their standards are at least equivalent to those of this standard.

3. RESPONSIBILITIES

The implementation of this Standard is the responsibility of Company senior management.

Company's managers are responsible for the application of, and compliance with, this Standard at work locations where they have operational responsibilities.

Contractors are responsible for their personnel, and their subcontractor's personnel, compliance with this Standard and / or other standard as agreed per Section 2 above.

Supervisors are responsible for the day to day application of this Standard.

All company personnel have a responsibility to comply with this standard.

All personnel have a duty of care, to their work team and others in relation to the application and maintenance of this standard, for work they, their work team or others undertake.

4. REQUIREMENTS

4.1 Procedure

a. Fatigue can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, and combinations of these factors – both on the job and off the job. Although signs of fatigue vary from worker to worker, typical physical signs and symptoms are:

- Sleepiness, including falling asleep against the individual's will (micro sleeps)
- Irritability
- Depression
- Giddiness
- Loss of appetite
- Digestive problems
- An increased susceptibility to illness

b. In addition to physical signs and symptoms, fatigued workers may have their ability to perform mental and physical tasks impaired. These impairments can take many forms, such as the following:

- Slowed reactions – physical reaction speed and speed of thought.
- Incorrect actions – either physical or mental.
- Flawed logic and judgment and an inability to concentrate.
- Increases in memory errors, including forgetfulness.
- Decrease in vigilance.
- Reduced motivation.
- Increased tendency for risk-taking

c. Incidents or injuries can be the result of a combination of these factors. Although difficult to measure, fatigue has been identified as having played a significant role in a number of recent transportation and power utility disasters.

4.2 Sleep Loss and Sleep Disturbance

a. Data Most of us have personal experience with some degree of sleep loss and its effects on our ability to function. Research indicates that, on average, workers require 7.5 to 8.5 hours of sleep per day. Workers obtaining less than their required amount of sleep develop a sleep debt that is cumulative.

b. A single night's shortened sleep period may not have a negative or noticeable effect upon performance the next day. This single night's lost sleep is quite easy to make up during the next sleep period. However, cutting sleep periods short for an extended period of time, such as weeks or months, leads to a condition of chronic sleep deprivation and results in performance defects. Heavy meals, warm rooms, and long periods of driving reveal the presence of sleepiness. In contrast, the behaviors associated with sleepiness – yawning, eye rubbing and head nodding, can be reduced under conditions of high motivation, excitement, and exercise.

c. Studies have shown that extensive sleep loss can be overcome if short-duration tasks are performed, e.g., tasks usually less than two minutes in length and no more than five minutes in length. Workers are able to "hype" themselves up and perform the task. The ability to sustain such performance decreases significantly, however, as the physical or mental demands of the task increase.

d. Quality of sleep is as important as quantity. Sleep may be disrupted by the use of prescription drugs, stimulants (such as caffeine), and sleep-related illnesses (such as sleep apnea). Alcohol may help a person fall asleep quickly; however, sleep will be light and disturbed, not deep, and steady. Sleep can also be disrupted by conditions such as noise, light, temperature, or uncomfortable sleep surfaces.

4.3 Time of Day and Incidents

a. The poorest job performance consistently occurs on the night shift and the highest rate of industrial incidents is usually found among shift workers. Catastrophic incidents do not happen at random throughout the day – they are more likely at times when workers are most prone to sleep, between midnight and 6 a.m. and between 1 and 3 p.m.

4.4 Health and Safety Issues

a. Employers must recognize that work outside of the "normal" workday and extended hours of work can lead to fatigue. It is a problem that cannot be dismissed on the basis that it is a "personal problem" – one that the worker will simply learn to deal with. A worker completing a 16-hour work shift may have only 4 or 5 hours for sleep once travel, eating, and social time is taken into account.

4.5 Danger Signs

a. If a worker experience any of these symptoms while driving, the worker should take them as a warning that he/she could fall asleep unintentionally. These symptoms include:

i. Eyes close or go out of focus by themselves.
ii. Difficulty keeping one's head up.
iii. Non-stop yawning.
iv. Wandering,disconnected thoughts.
v. Cannot remember driving the last few miles.
vi. Drifting between lanes, tailgating, or missing traffic signs.
vii. Jerking the car back into the lane.

viii. Drifting off the road and narrowly missing crashing.

b. If you have even one of these symptoms, you may be in danger of falling asleep. Pull off the road and take a nap.

5. ADDITIONAL GUIDANCE

a. N/A

6. REFERENCES AND SUPPORTING DOCUMENTS

6.1 References

N/A

6.2 Supporting Documents

N/A

7. DEFINITIONS

Recommended	To be considered as part of the documented, local risk assessment process.
Shall	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.
Should	A requirement. The introduction of exceptions to this Standard needs endorsement by senior management.

Section 3:
Safe Work Practices
Safe Work Procedures

Note: Original signed documents are available from the head office

Version 1.0
Last Revised: April 24 2023
Revised by: HSE Department

The following standards are found in this section:

3.1. Activities

- SWP-A01, Company and Site Rules
- SWP-A02, Hot Work
- SWP-A03, Truck Loading & Unloading
- SWP-A04, Fueling Equipment – Diesel and Gasoline
- SWP-A05, Working Alone
- SWP-A06, Lock Out / Tag Out
- SWP-A07, Wildlife
- SWP-A08, Housekeeping
- SWP-A09, Site Traffic Control
- SWP-A10, Barricades and Guardrails
- SWP-A11, Trenching and Excavations
- SWP-A12, Working at Heights
- SWP-A13, Limits of Approach
- SWP-A14, Office Environment
- SWP-A15, Manual Lifting
- SWP-A16, Fire Protection and Prevention
- SWP-A17, Office Ergonomics
- SWP-A18, Slip, Trip & Fall Prevention
- SWP-A19, Lightning Safety
- SWP-A20, Risk of Violence
- SWP A21, Working at Night

- SWP-A22, Emergency Response
- SWP-A23, Short Service Worker
- SWP-A24, Torching and cutting
- SWP-A25, Driving
- SWP-A26 - Response to Regulatory Inspection Orders

3.2. Equipment

- SWP-E01, Manual Hand Tools
- SWP-E02, Powered Hand Tools
- SWP-E03, Defective Tools
- SWP-E04, Vehicle Use
- SWP-E05, Chainsaw Use
- SWP-06, Hoisting and Rigging
- SWP-E07 Safe Use of Table Saws
- SWP-E08, Heavy Equipment Operation
- SWP-E09, Equipment Assembly and Disassembly

- SWP-E10, Powered Mobile Equipment
- SWP-E11, Machine Guarding – Rotating Equipment
- SWP-E12, Cranes, Hoists and Lift Trucks

3.3. Occupational Health

- SWP-O01, WHMIS
- SWP-O02, Cold Stress
- SWP-O03, Hot Stress
- SWP-O04, Noise Exposure
- SWP-O05, Bugs and Insects
- SWP-O06, Vibration
- SWP-O07, Propane
- SWP-O08, Dust (General)
- SWP-O09, Chemical Spill
- SWP-O10, Asbestos – Type 1, 2 &3 Operations
- SWP-O11, Chemical & Hazardous Materials – Handling and Storage
- SWP-O12, Carbon Monoxide (CO)
- SWP-O13, Sharps
- SWP-O14, Animal Droppings – Birds & Bats
- SWP-O15, Ultra-Violet Radiation
- SWP-O16, Lead
- SWP-O17, Silica

- SWP-O18, Mould
- SWP-O19, COVID-19 Prevention
- SWP-O20, Chemical and Biological Hazards

Safe Work Practice

Company and Site Rules

Safe Work Practice Number	SWP-A01

It is the expectation that all company employees will follow the company rules as defined below.

COMPANY SAFETY RULES

It is expected that all company employees will follow the company rules as defined below.

Be Safe

- You have the right to refuse work you feel is unsafe at any time.
- If you see something, say something. Any hazard, incident, accident, spill, or near miss must be reported to your supervisor immediately.
- Wear and use appropriate PPE at all times.

Be Prepared

- Plan the work and work the plan.
- Be aware of the location of fire extinguishers, first aid kits, emergency exits, and the muster point.
- Have all of the proper equipment to do the work.
- Follow the company policies, procedures, and programs.
- Know the hazards and risks of each job.

Be Engaged

- Be Aware- pay attention to what is happening around you at all times.
- Focus on the task at hand, do not be distracted.
- Ask questions any time you are unsure.
- Come to work free from the influence of intoxicants, narcotics, or alcohol.

Be Respectful

- Priestly is dedicated to an environment free from harassment – speak to and treat colleagues, clients, vendors, and visitors with courtesy.
- Cooperate with other team members and trades.
- Help each other out.
- Be reliable – Arrive for work on time, don't leave early, and meet deadlines.

Consequences of Rule Breaking

Failure to comply with the Company Safety Rules will result in the application of our Progressive Discipline Policy.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

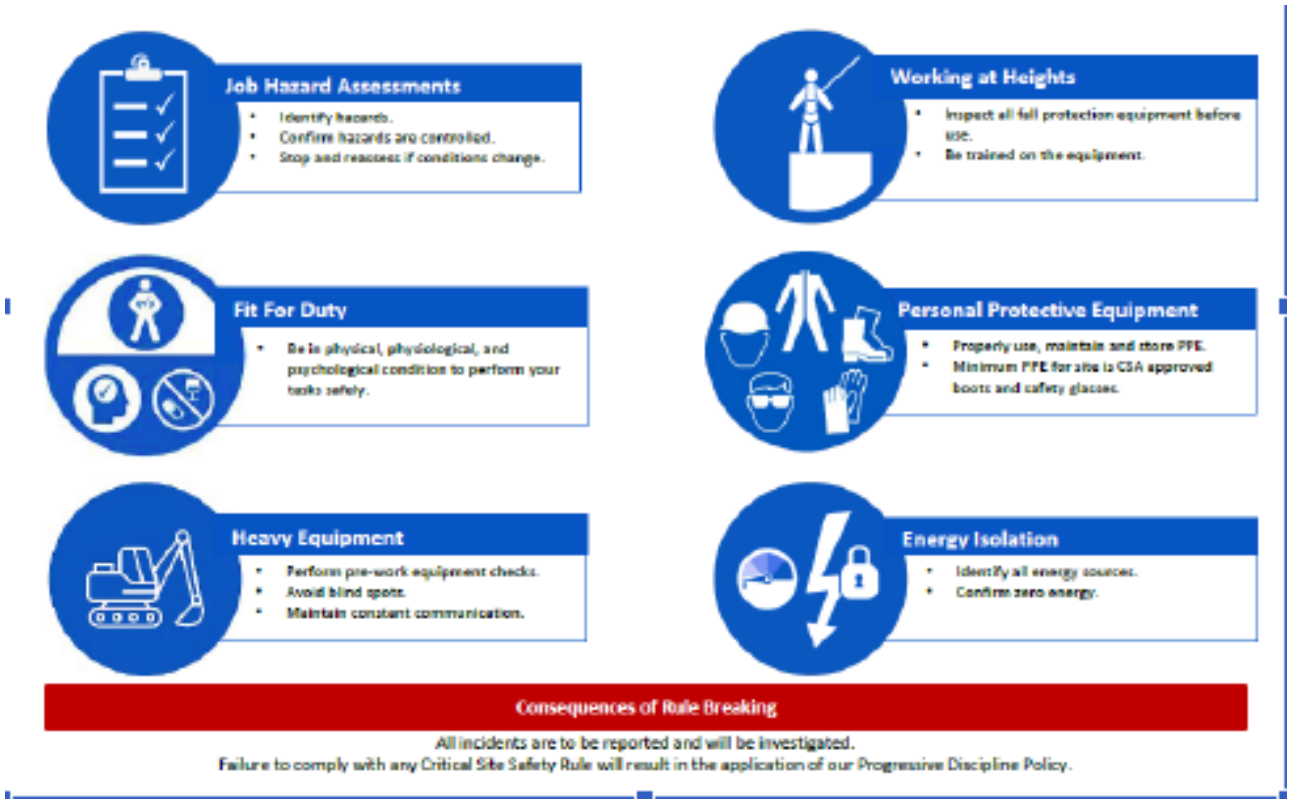
Safe Work Practice

Company and Site Rules

Safe Work Practice Number	SWP-A01

It is the expectation that all company employees will follow the company rules as defined below.

CRITICAL SITE SAFETY RULES



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Hot Work

Safe Work Practice Number	SWP-A02

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see CARS form	
Explosion Fire Compressed gas Airborne contaminants Welding flash Flying debris	 **Safety Glasses with Side Shields**	 **Fire Extinguisher**
	 **Face Shield**	 **Hard Hat***
	 **Steel Toed Boots**	 **Hand Protection**
	 **Fire Resistant Clothing**	 **Respiratory Protection***

DO	DO NOT
✓ Wear approved PPE as noted ✓ Obtain a Hot Work Permit, where required, such as inside or adjacent to an occupied building, before commencing work ✓ Perform hot work in a safe location, with any fire hazards removed or covered ✓ Assign dedicated personnel for fire watch to guard against fire, while hot work is being performed and 30 min following. ✓ Have fire-extinguishing equipment readily available ✓ Ensure adequate ventilation from welding and cutting fumes ✓ Always protect your eyes from welding flash, use a protective screen to protect others in the vicinity ✓ Keep area clear of flammable and combustible materials within 10 meters or additional protection will be needed ✓ Inspect all equipment before use ✓ Use air quality monitoring for confined or restricted space or where ventilation is not adequate	× Do not tamper with safety features on tools × Do not perform operations without a respirator, when ventilation is not adequate × Do not perform work unless skin is adequately protected × Do not allow non-essential employees in the work area × Do not use equipment unless you are trained to do so × Do not allow unprotected workers in the Hot Work Area × Do not perform cutting, grinding, or welding on a closed systems such as piping and tanks unless it is de-energized / purged of flammables

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 3,2023		0

✓ Wear respiratory protection if air quality is not adequate ✓ Ensure the safe storage and handling of compressed gas cylinders (see SWP –E11 Compressed Gas Cylinders)	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Hot Work: Any activity that can produce enough heat to produce a potential ignition source including all spark producing activities.
- Ensure that manufacturer's instructions for equipment are present and followed at all times
- O. Reg. 213-91, Section 343, 122-124
- https://www.labour.gov.on.ca/english/hs/pubs/confined/cs_14.php
- Customer Site Specific Rules and Procedures.
- Ontario Fire Code - https://www.ontario.ca/laws/regulation/070213
- PDI SWP-E11 Compressed Gas Cylinders
- Hot Work Permit
- Fire Watch Log

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 2,2023		0

Safe Work Practice

Hot Work

Safe Work Practice Number	SWP-A02

Hot Work Permit

This permit must be posted in the work area and a copy in the Site Management Office

GENERAL INFORMATION

Permit Number:	Area:	Date:
Scope of Work:		

HAZARDS | check off any items that apply

YES	NO	N/A	
Prior To Start			
☐	☐	☐	Cutting, welding or grinding equipment in good repair
☐	☐	☐	Is suitable non combustible clothing being worn that is fit for the task being performed
Within the Work Area			
☐	☐	☐	Has combustible materials, flammable liquids, dusts or lint present been removed
☐	☐	☐	Can combustible material be protected with covers, guards or metal shields
☐	☐	☐	Has work area been swept clean of any combustibles and or leaves/vegetation removed
☐	☐	☐	Have combustibles been wet down, covered with sand, metal or other shields
☐	☐	☐	Are all wall and floor openings covered
☐	☐	☐	Are fire retardant drapes suspended beneath work to collect sparks needed
☐	☐	☐	Are barricades, sign covers, guards and shields in place
Work on Walls and Ceilings			
☐	☐	☐	Verify construction and that any insulation present is non-combustible
☐	☐	☐	Move any combustibles present on opposite side of wall clear of the intended work area
Work on Enclosed Equipment | *Tanks, Containers, Ducts, Dust Collectors, etc.*			
☐	☐	☐	Confined space Entry Permit required (if yes, refer to Health and Safety Manual – Working in Confined Space)
☐	☐	☐	Enclosed Equipment purged of flammable vapors
Fire Watch			
☐	☐	☐	To be provided during the entire operation
☐	☐	☐	Supplied with small hose line or extinguisher
☐	☐	☐	Trained in the use of equipment and raising the fire alarm

AUTHORIZATION

I have inspected the work area and am satisfied that all preparatory work has been completed, and the area is in a safe condition for hot work to be carried out, provided the precautions as stated are complied with.

Workers Name:	Signature:	Date:
Responsible Person Name:	Signature:	Date:
Fire Watch:	Signature:	Date:

COMPLETION OF WORK

YES	NO	N/A		START TIME	STOP TIME
☐	☐	☐	Area washed down – no hot spots		
☐	☐	☐	Final Check of area 45 minutes after completion of work.		

All work associated with this permit has been completed. I have inspection the area/plant and am satisfied that it is safe and ready to return to service. no further work is permitted.

Worker Signature:	Responsible Person Signature:

NO HOT WORK TO TAKE PLACE LESS THAN 45 MINUTES BEFORE VACATING SITE

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 2, 2023		0

Safe Work Practice

Hot Work

Safe Work Practice Number	SWP-A02

Fire Watch Log

GENERAL INFORMATION		
Facility Name:	Address / Building Name:	Date:
Fire Watch Coordinator:		

FIRE WATCH RULES

- Continually patrol the area, structure or facility and document the patrol a minimum of once every hour.
- Be capable of communicating with building occupants and the Fire Department to notify them about fires or other emergencies.
- Maintain a record of the "Fire Watch Log" available for review by Fire Officials upon request.

FIRE WATCH LOG

DATE	NAME OF PERSON PERFORMING FIRE WATCH	AREA / FLOOR	TIME	COMMENTS

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 2,2023		0

Safe Work Practice

Truck Loading & Unloading

Safe Work Practice Number	SWP-03

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see CARS form	
Pinch Points Equipment Rollover Struck by Ergonomics Slips / Trips Visibility	 **Safety Glasses with Side Shields**	 **Hard Hats**
	 **Steel Toed Boot**	 **Safety Vest**
	 **Hand Protection***	

DO	DO NOT
✓ Wear approved PPE as noted ✓ Park the vehicle on level, stable ground ✓ Use 3 points of contact when entering or exiting the vehicle ✓ Make sure trailer and ramp are wide enough for equipment ✓ Ensure capacity of trailer is sufficient for the equipment to be transported ✓ Ensure compliance with all applicable road weight restrictions ✓ Make sure you are trained to operate the equipment ✓ Ensure load is properly secured ✓ Keep all non-essential personnel away from the work area ✓ Be aware of other vehicles in the area ✓ Use a signaler if view is obstructed ✓ Use provided seatbelts provided on equipment when in motion ✓ Always check for overhead hazard ✓ Ensure correct body position when releasing tension on chains or straps	× Do not use damaged equipment or tie downs × Do not tamper with safety features × Do not drive with equipment in the raised position × Do not use tie down equipment not adequate for the load × Do not drive with unsecured tools or equipment × Do not operate equipment if view of intended path of travel is obstructed × Do not manually lift loads that are too heavy × Do not exit truck without proper PPE

Guidance Documents/ Standards/ Applicable Legislation/ Other:

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Truck Loading & Unloading

Safe Work Practice Number	SWP-03

- Ensure that manufacturer's instructions are present and followed at all times
- O. Reg. 213-91, Section 93-104
- http://www.mto.gov.on.ca/english/trucks/pdfs/commerical-vechicle-operators-safety-manual.pdf
- Customer Site Specific Rules and Procedures.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Fueling Equipment
Diesel and Gasoline

Safe Work Practice Number	SWP-A04

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see CARS form	
Fire Explosion Vapors / fumes	 **Gloves**	 **High visibility vest&**
	 **Safety Footwear**	 **Safety glasses**

DO	DO NOT
✓ Review the SDS	× Do not park vehicles closer than three feet to the fuel pump
✓ Practice caution with gas vapors which are highly explosive	× Do not become distracted when fueling a vehicles; distraction can cause spillage on either the person, the vehicle or the ground
✓ Know the type of fuel the vehicle requires and check to ensure that the proper fuel pump has been selected before filling the vehicle	× Do not “Top Off” fuel tanks
✓ Ensure that the fueling area is well ventilated	× Do not smoke or have any type of open flame in the vehicle, near or within the vicinity of the vehicle while it is being refueled
✓ Check that the vehicle’s engine is shut off prior to refueling	× Do not refuel a vehicle if there is any source of ignition in the immediate vicinity
✓ Ensure that cell phones are turned off when fueling the vehicle	× Do not leave the vehicle unattended when refueling and avoid overfilling the tank
✓ Maintain contact with the nozzle during refueling from start to finish to avoid creating static electricity	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Fueling Equipment
Diesel and Gasoline

Safe Work Practice Number	SWP-A04

- ✓ Ensure the nozzle is returned to the pump when refueling the vehicle is complete
- ✓ Replace the fuel cap on the vehicle and ensure it is secured properly
- ✓ Conduct cleanups of any fuel spills immediately after discovery.
- ✓ Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- ✓ Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- ✓ Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
- ✓ Use only approved portable containers (e.g., CSA or ULC approved).

- × Do not fill gas containers in the back of vehicles, but instead, ensure they are placed on level ground prior to filling
- × Do not use the gas cap or other objects to hold the fuel delivery nozzle open
- × Do not siphon gasoline by mouth. It is harmful and may cause death if swallowed. If ingested, do not induce vomiting. Get medical help immediately.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects
- Ontario Regulation 1990, Reg. 851: Industrial Establishments
- CSA B376-M (R2003) “Portable containers for Gasoline and Other Petroleum Fuels” (up to 5 gallons/25 litres)
- SDS: Gasoline & Diesel fuel

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Working Alone

Safe Work Procedure Number	SWP-A05

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see CARS form	
Violence / working with or near the public Injury Accident Medical Emergency Assault	 **Hard Hat***	 **Safety Glasses***
	 **Steel Toed Boots***	

Required Materials & Equipment

Communication Device

Procedure

Before You Start

- Evaluate if you are going to be in a Working Alone situation.

  You are working alone at any time where assistance is not readily available from a co-worker or expected from a member of the public when needed in the normal course of duties or in the event of an injury, illness or emergency

- Note all risks and mitigation methods to be used in the daily CARs form.

- Consider alternatives to workers working alone, such as the use of the "buddy system" in potentially high risk situations

  - The purpose of the buddy system is to ensure that if one fire fighter becomes injured, trapped, or unconscious, a buddy(s) will be available to assist or call for help.

  - It is of vital importance that team members operating in hazardous areas are in constant communication with each

Working Alone

Safe Work Procedure Number	SWP-A05

	other. This should be established through visual, audible, or physical means (e.g. a safety guide rope), in order to coordinate their activities. For this system to be effective, team members need to be in proximity to each other to be able to provide assistance in case of an emergency • Limit the time of day visits are made to high risk areas/clients • Do not perform these high risk activities when working alone: ○ working at heights or in elevator shafts ○ working with electricity or with de-energized or locked out/tagged out equipment ○ hazardous substances or materials ○ hazardous equipment such as chainsaws ○ materials at great pressure ○ working with the public, where there is a potential for violence • Do not enter any situation or location where you feel threatened or unsafe • Do not post or announce your official schedule on social media • Check-in by cell phone or radio, to a supervisor or dispatch centre prior to starting work
During Your Work	• Check-in by cell phone or radio at intervals appropriate to the risk level at your workplace, to a supervisor or dispatch centre.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Working Alone

Safe Work Procedure Number	SWP-A05

	• Follow all established site safety procedures, such as wearing of personal protective equipment, accountability, electrical safety and local emergency response plan. • Report all incidents of violence or injury in accordance with the Incident Reporting and Investigation Standard #1. • Do not remain in any situation or location that you feel has become or has the potential to become threatening or unsafe • Do not carry weapons of any type, including pepper spray, as weapons are dangerous and can be easily used against you • Do not hesitate to call for police assistance
After You Finish	• Check-out by cell phone or radio, to a supervisor or dispatch centre

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act
  - clause 25(2)(a) for providing information and instruction to a worker
  - clause 25(2)(h) for taking every precaution reasonable to protect workers
  - sections 32.01 to 32.08 for protecting workers from violence and harassment
  - subsection 51(1) for reporting requirements if a worker is critically injured or killed
- Working alone: https://www.ccohs.ca/oshanswers/hsprograms/workingalone.html
- PNC Incident reporting and investigation standard
- FLHA form

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Lockout / Tag Out

Safe Work Procedure Number	SWP-A06

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA Form	
Hazardous Energy	Hard hat	Safety Boots
	Safety glasses	

Materials & Equipment

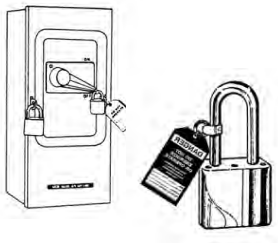


Figure 1: Lockout Devices

Figure 2: Mulit-lock adaptor

Figure 3: Scissor lock

Figure 4: Chains

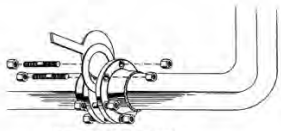


Figure 5: Blank or Blind

Figure: 6 Tags

Procedure

Before You Start	• Employees are to be provided lock out / tag out training prior to starting work. • Energy sources must be turned off, disconnected, and/or released before maintenance is performed. • Employees are prohibited from performing maintenance on equipment that is not locked out

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	April 2, 2024	April 2, 2024	1

Safe Work Procedure

Lockout / Tag Out

Safe Work Procedure Number	SWP-A06

STEP 1: Locate Work Area And Identify Equipment, Machinery, Or Other System Components To Be Worked On

- Identify the area with references such as floor, room name, elevation, or column number. Identify the equipment that is the subject of the work.

STEP 2: Identify All Energy Sources

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

STEP 3: Identify The Parts To Be Locked Out Or Isolated

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

STEP 4: Determine Lockout Methods

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

STEP 5: Notify All Personnel Affected

- Shutting down equipment may affect operations in other locations, incoming shifts, or other trades who may be planning to operate the locked-out system. Before proceeding with the lockout, inform all

personnel who will be affected. At construction sites with a large workforce or at relatively large factories, you may need to have special communication methods and permits or approvals.

STEP 6: Shut Down Equipment And Machinery

- Qualified personnel must shut down the equipment, machinery, or other system components, placing them in a zero-energy state. Trace all systems to locate and lock out energy sources. The main source may be electrical, for instance, but pneumatic and other forms of energy may also be present. Always look for other possible energy sources.
- All equipment capable of being energized or activated electrically, pneumatically, or hydraulically must be de-energized or de-activated by physically disconnecting or otherwise making the apparatus inoperable.
- Always ensure that the client and operators are aware of the plan to shut down and lock out equipment, machinery, or other system components.
- In some cases, operations personnel or equipment operators may be required to shut down components because of their special qualifications or knowledge of the system. In determining what needs to be shut down and locked out, consider the different energy sources that may be found in the system.

STEP 7: Install Lockout Devices

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

Locks

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

Multiple locks

Multiple locks and lockout bars When several workers or trades are working on a machine, you can add additional locks by using a lockout bar or multi-lock adapter (Figure 2). You can add any number of locks by inserting another lockout bar into the last hole of the previous bar.

Other lockout devices

- Scissors—have holes for locks and should be made of hardened steel (Figure 3).
- Chains—should be high quality and snug fitting (Figure 4).
- Blocks or cribbing—prevent or restrict movement of parts.
- Blanks or blinds—are solid metal plates inserted at flanged connections to prevent the flow of liquids or gases (Figure 5).
- Pins and clamps—should be of high-quality materials and designed to fit the system.

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

STEP 8: Tagging

- Each worker involved in a lockout operation must attach a tag made of non-conducting material in a conspicuous location and secure it to prevent inadvertent removal. The tag must identify the worker's name, the worker's employer, the date of lockout, and the reason for the lockout. A tag in itself offers no guarantee that a machine or system is locked out. It simply provides information (Figure 6).
- Signs must be placed on the system indicating that it must not be energized or operated

	• Guards, locks, temporary ground cables, chains, tags, and other safeguards must not be tampered with or removed until
	  ○ the work is complete, and
	  ○ each worker has removed his or her personal lock.
	• A record must be kept of all equipment locked out or otherwise rendered inoperable so that all of these devices can be reactivated once the work is complete.
	STEP 9: Verify Zero-Energy State
	• After any power or product remaining in the equipment has been discharged or disconnected by qualified personnel, verify that all personnel are clear of the equipment. Then try, with extreme caution, to start the equipment manually. Look for any movement or functions. If none are observed, confirm that all energy sources are at a zero energy state.
	• Test the system to ensure that all electrical components are de-energized and de-activated, including interlocking and dependent systems that could feed into the system, either mechanically or electrically

During Your Work	**STEP 10: Perform The Task** • Carry out and complete the work assignment.
After You Finish	**STEP 11: Communicate That Work Is Complete And That All Personnel Are Clear** • Ensure that personnel are clear of the locked-out equipment, machinery, or system. • Remove only your tags and locks. • Tell personnel that were originally informed of the lockout that the equipment, machinery, or system is no longer locked out. **STEP 12: Restore Power** • Return systems to operational status and the switches to power ON. Have qualified personnel restart machinery or equipment. **STEP 13: Return Control To Operating Personnel**

	• When all work is completed, the person in charge of the lockout operation should formally return control of the equipment or system to plant personnel. **STEP 14: Record Date/Time Lockout Removed And System Restored** • This last step is important. It saves valuable information that may be lost if not recorded. Staff involved in the shutdown may not remain at the same jobsite. Owners or operators may require this information to help plan future shutdowns **LOCK REMOVAL WHEN PERSON IS ABSENT** • Workers should always apply and remove their own locks. However, in the rare event that the worker who applied a lock is unable to remove it (e.g. due to sudden illness or injury) the lock can be removed only under the direction and in the presence of the worker's supervisor who has assessed the situation and determined that it is safe to remove the lock. • A lock removal form must be completed by the supervisor and kept on file. • The person whose lock was removed must be notified verbally and in writing of the removal upon his/her return, and before resuming work. • Anyone who removes someone else's lock without following this procedure will be subject to disciplinary action.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

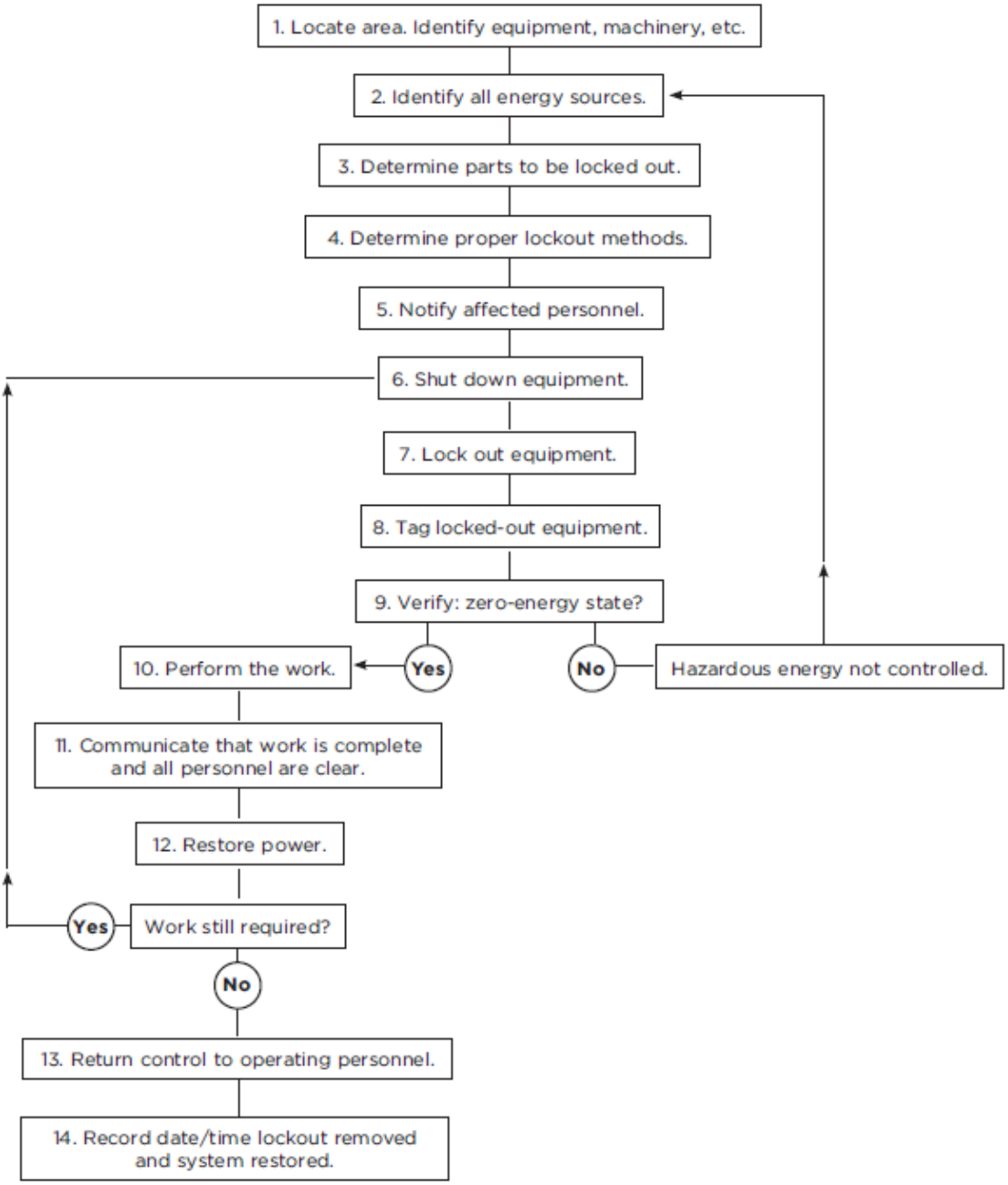
- Occupational Health and Safety Act
- Section 190 of the Construction Regulation (O. Reg. 213/91)
- IHSA Construction Safety Manual: Section 27 Lockout and Tagging

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	April 2, 2024	April 2, 2024	1

Safe Work Procedure	
# Lockout / Tag Out	
Safe Work Procedure Number	SWP-A06

Decision Making Flowchart



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	April 2, 2024	April 2, 2024	1

Safe Work Practice

Wildlife

Safe Work Practice Number	SWP-A07

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
• Bites / lacerations • Infection • Parasites • Disease	 **Steel Toed Boots**	 **Noise Maker**

DO	DO NOT
✓ Report all animal sightings immediately. ✓ Be on the lookout for obvious signs of recent activities in the area i.e. prints ✓ Avoid an animal confrontation, if possible. ✓ Ensure that all food is stored properly and waste is regularly disposed of offsite. ✓ Familiarize with the wildlife that may be present in the area you will be working **SMALL WILD ANIMALS** ✓ The best defense is avoidance. ✓ If you must defend yourself, have things nearby to protect yourself (stick, shovel, axe etc.) ✓ Slowly back away facing the animal. ✓ If bitten by a wild animal, clean the wound with soap and water, and obtain medical assistance immediately, advising medical staff of the potential for infectious diseases, such as rabies. **LARGE ANIMALS/BEARS** ✓ Check with the land owner or general contractor to see if there have been any	× Do not intentionally harm ANY animal (regardless of size). × Do not leave any food or waste around the area. × Do not engage or entice wildlife. **SMALL WILD ANIMALS** × Do not turn your back to the animal. × Do not run. × Do not crouch down. × Never touch or handle wild animals – healthy, sick or deceased. Parasites and other infectious diseases may be present. **LARGE ANIMALS/BEARS** × Do not run. × Do not turn your back. × Do not look scared or show fear. × Do not crouch down. × Do not approach. × Do not panic × Never play dead.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

recent large animal/bear sightings or incidents in your work area. ✓ If working or patrolling an area with known large animal/bear activity, always be prepared. Carry a stick, shovel, bull horn, can of bear spray or a bear banger kit at all times. Remember – the equipment will only be useful if you have it with you during an emergency. If you encounter a Bear: ✓ Make every effort not to panic, and assess the situation. ✓ Stand your ground. ✓ Make yourself appear larger by raising your arms over your head. ✓ Make as much noise as possible, wave your arms, yell, scream. ✓ Continually face the large animal/bear and talk, growl or roar in a low-pitched voice. ✓ Allow the animal an escape route, if the animal/bear is cornered. ✓ To report large animal/bear problems, contact the Bear Reporting Line at 1-866-514-2327. ✓ ALWAYS notify your Supervisor, Foreman, or PM if you have encountered any large animals/bears during your shift.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Wildlife and Nature Ontario www.ontario.ca
Ministry of Natural Resources, Bear Wise: "What to do if you encounter a bear":
http://www.mnr.gov.on.ca/en/Business/Bearwise/2ColumnSubPage/STEL02_167730.html

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Housekeeping

Safe Work Practice Number	SWP-A08

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Slippery surfaces Tripping Hazards Dust Sharp objects Heavy items	 **Safety Glasses with Side Shields**	 **Hard Hats**
	 **Hand protection***	 **Respirator***
	 **Steel Toed Boots**	

DO	DO NOT
✓ Remove waste and debris from the work site on a continual basis.	× Do not let waste materials accumulate on the job
✓ Debris may be dropped via a chute or by using an enclosed drop zone	× Do not stockpile material closer than 1.8 metres to a floor opening or an open edge on a floor
✓ Install dust tight hoarding if required	× Do not overload a floor when stockpiling waste
✓ Keep walkways and travel paths clear of material	× Do not store materials in a walkway
✓ Ensure extension cords are suspended where possible	× Do not let food waste accumulate in the workplace
✓ Store unused tools and equipment in the job box	× Do not attempt to lift heavy items by yourself
✓ Remove tripping hazards as soon as possible	
✓ Clean up spills as soon as possible	
✓ Place domestic garbage in a suitable container	
✓ Vacuum dust whenever possible	
✓ Use water or sweeping compounds as necessary	
✓ Use respiratory protection as required when dusty conditions arise	
✓ Place debris in suitable containers for transport to the disposal bin	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Housekeeping

Safe Work Practice Number	SWP-A08

✓ Get assistance when lifting heavy or awkward pieces of debris ✓ Ensure materials and equipment are properly stored in designated locations, when not in use.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Regulation for Construction Projects - Sec. s.11: Floor conditions
- PDI National Cranes SWP: Spills

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Site Traffic Control

Safe Work Practice Number	SWP-A09

Potential Hazards Present (From Risk Assessment)	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Struck by vehicle	Safety Glasses with Side Shields	Hard Hats
	High Visibility Vest	Steel Toed Boots

DO	DO NOT
✓ Plan the work so that vehicles are required to reverse as little as possible	× Do not operate a vehicle in reverse unless it is absolutely necessary
✓ Ensure travel routes are maintained in good condition	× Do not move a vehicle without authorization
✓ Follow designated travel routes	× Do not move a vehicle if you have lost sight of the signaler
✓ Keep a safe following distance	× Do not park in another vehicle's blind spot
✓ Comply with posted speed limits on site	× Do not disable back up alarms on vehicles or heavy equipment
✓ Use a signaller to assist with vehicle reversing if the operators view is obstructed or where a person may be at risk from the vehicle movement or its load	
✓ Signallers are to receive both oral and written instructions on how to perform their duties (traffic plan)	
✓ Signallers are to be in constant view of the equipment operator	
✓ Signallers are to have a clear view of the intended path of the vehicle	
✓ Signallers are to communicate with vehicle operators by using a prearranged set of visual signals	
✓ Post signs warning of vehicles operating in reverse	
✓ Ensure vehicles are equipped with audible back up alarms	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Site Traffic Control

Safe Work Practice Number	SWP-A09

✓ Truck drivers are to remain in the cab while being loaded or are to leave the vehicle prior to being loaded	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Regulation for Construction Projects - Sec. 104 - 10

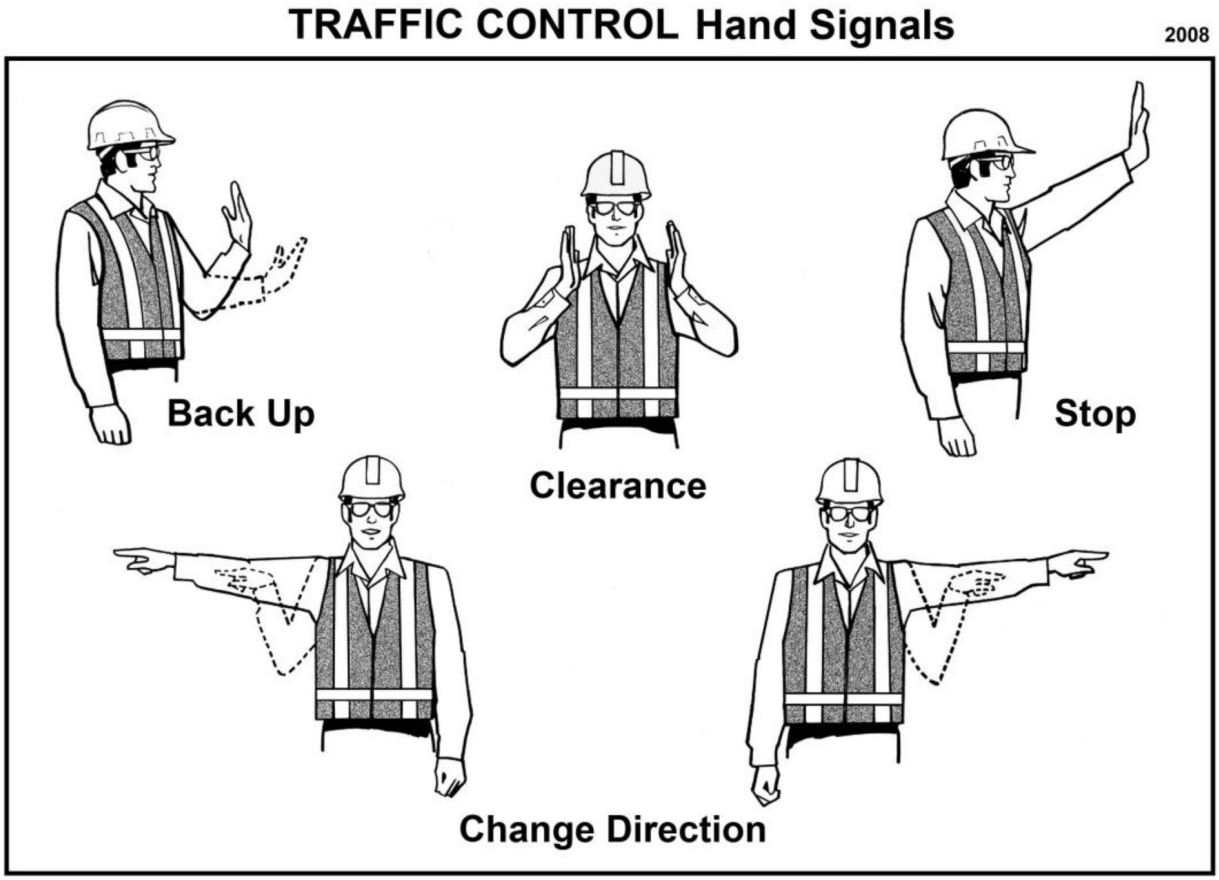
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Site Traffic Control

Safe Work Practice Number	SWP-A09



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Barricades and Guardrails

Safe Work Practice Number	SWP-A10

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Unauthorized personnel entry Fall from heights	 **Safety Glasses with Side Shields**	 **Hard Hats**
	 **Steel Toed Boots**	 **High Visibility Vest**

DO	DO NOT
✓ Wear approved PPE as noted	× Do not lean against any barricaded areas
✓ Review the site plan and site hazards prior to the start of work	× Do not work at heights unless properly trained
✓ Ensure that the type of barricade is appropriate for its purpose: ○ Delineate work areas for “demolition workers only” when on a multi-trade project, by using barrier tape and posting signs with contact information if access to the area is required. ○ Restrict access to areas where only “authorized workers” immediately involved with the demolition task are allowed, by posting barrier tape and signs with contact information and instructions to wait for an escort for entry into the area. ○ Exclude access by installing hard fencing or hoarding with warning signs that read “no entry” include a description of	× Do not cross any barrier without authorization × Do not remove barriers or guardrails until the underlying hazard is eliminated and authorization is received.

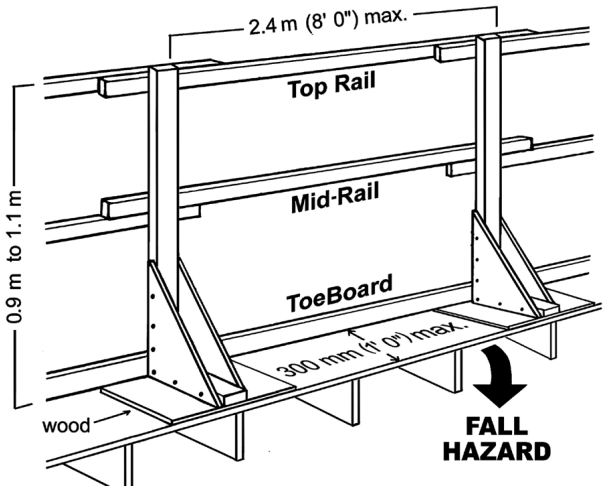
JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

the hazard(s), and contact information for the supervisor that controls the excluded access area. ✓ A guardrail is to be used if a worker is exposed to a fall of 2.4 metres or more and has access to the open side of a: • Floor, including a mezzanine or balcony floor • Bridge surface • Roof while formwork is in place • Scaffold platform or other work platform, runway • or ramp. ✓ Fixed guardrails, when required, as a minimum must have • A top rail, mid-rail, and toeboard secured to vertical supports • A top rail between 0.9 m (3 ft) and 1.1 m (3 ft 7 in) high • A toeboard installed flush with the surface and at least 89 mm (3½ in) high (100 mm (4 in) high if made of a material other than wood) • Posts at least 38 mm (1½ in) by 89 mm (3½ in) and no more than 2.4 m (8 ft) apart. Installed no more than 300 mm (1 ft) from an edge	

Safe Work Practice

Barricades and Guardrails

Safe Work Practice Number	SWP-A10



- ✓ Guardrails must be able to withstand:
  - A point load of 675 newtons applied in a lateral direction to the top rail.
  - A point load of 450 newtons applied in a vertical downward direction to the top rail.
  - A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the top rail and the toe board.
  - A point load of 225 newtons applied in a lateral direction to the toe board

  Note: 1 newton = .225 pounds
- ✓ Workers must wear proper fall protection equipment when working near unguarded fall hazards.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health & Safety Act – section 26.3 of the Construction Projects regulation (213/91) for Guardrails https://www.ontario.ca/laws/regulation/910213
- Infrastructure Health and Safety Association - https://www.ihsa.ca/rtf/health_safety_manual/pdfs/equipment/Guardrails.pdf
- PNC Safe Work Practice: Working at heights

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Barricades and Guardrails

Safe Work Practice Number	SWP-A10

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Excavations and Trenches

Safe Work Practice Number	SWP-A11

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Cave-ins Falls into trenches or excavations Tripping over equipment, debris and spoil Excavated material or other objects falling on workers Exposure to underground services or overhead electrical cables Unstable adjacent structures Hazardous atmosphere (noxious gases/lack of oxygen) Vehicles and other mobile equipment Flooding / Water Contaminated Soils	 **Safety Glasses with Side Shields**	 **Hard hat**
	 **Safety Boots**	 **Respiratory Protection***
	 **Fall Protection***	 **Hi visibility Clothing**
		 **Hand Protection***

DO	DO NOT
✓ The constructor is required to complete a Notice of Project when: ○ a project exceeds $50,000 or ○ excavation is planned for a trench that a worker may enter and that trench: ▪ is more than 300 metres long or ▪ more than 1.2 metres deep (47 inches) and more than 30 metres (98 feet) long, or	× Never enter a trench deeper than 1.2 metres (47 inches) unless the walls are sound, made of solid rock, properly sloped, shored or protected by a trench box. × Never work alone in a trench × Do not position or operate a vehicle or machinery in a manner that could affect the wall's stability

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

- is required by regulation to be designed by a professional engineer

✓ Only competent persons may conduct ground disturbance activities.

✓ A pre- job safety meeting must be completed before conducting ground disturbance

✓ A safe work permit is required to be completed prior to starting any ground disturbance activity.

✓ Ensure that all services have been located or marked in or near the area to be excavated.

✓ Ensure notifications and approvals are complete for all gas, electrical and other buried services owners prior to starting ground disturbance.

✓ If a service poses a hazard, it must be shut off and disconnected before the excavation activity begins.

✓ If a potentially hazardous service cannot be disconnected, the service owner must be asked to supervise the service's uncovering during the excavation.

✓ Emergency response procedures are to be put in place in the event that a buried facility is damaged.

✓ Prevent damage to adjacent structures by engaging a professional engineer who must specify in writing the precautions to be taken

Safe Work Practice

Excavations and Trenches

Safe Work Practice Number	SWP-A11

- ✓ Determine the soil type to protect excavation walls from collapsing.
  - This can be determined by doing things such as inspecting trenches and excavations following a rainfall, melting snow, thawing earth and overflows from nearby streams, storm drains and sewers.
  - The soil type determines the strength and stability of the excavation walls
- ✓ Strip the wall of a trench or excavation of any loose rock or other material that may slide, roll or fall on a worker.
- ✓ Keep heavy equipment, excavated soil or rock and construction material at least 1 meter away from the upper edges of the trench or excavation.
- ✓ Maintain a clear work space of at least 450 millimeters (18 inches) between the wall of an excavation and any formwork, masonry or similar wall
- ✓ Provide a barrier at least 1.1 meters (42 inches) high at the top, if an excavation does not meet regulatory slope requirements and is more than 2.4 meters (eight feet) deep
- ✓ Trenches and excavations must be inspected daily for hazards, and when conditions change, before workers enter them.
  - This must be done by a "competent person", as defined by the OHSA.
- ✓ Provide safe access and egress for workers at excavations by means of ladders, steps, ramps, or other safe methods of entering or exiting.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

○ Trenches must have ladders placed in the area protected by the support system and be accessible in the event of a collapse ✓ Workers must be protected against trench or excavation cave-ins and other hazards using three basic methods: ○ **Sloping** which involves cutting back trench walls at an angle, inclined away from the excavation. ○ **Shoring** which helps support trench and excavation walls to prevent movement of soil, underground utilities, roadways and foundations. Timber and hydraulic systems are the most commonly used supports to shore up walls. Both types must be designed by a professional engineer. ○ **Prefabricated support systems** (for example, trench boxes and shields) which can prevent soil cave-ins. ✓ The buried facility owner shall be notified prior to the start of backfilling operations	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- PNC Field Level Hazard Assessment Form (FLHA)
- PNC Safety Standard 8: Hazard Assessment
- O. Reg. 213/91: CONSTRUCTION PROJECTS s 222-242

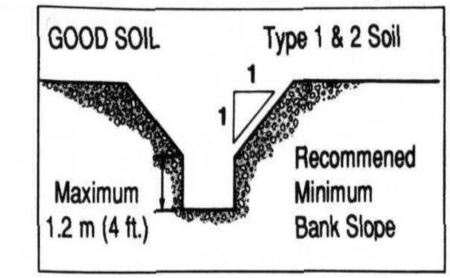
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

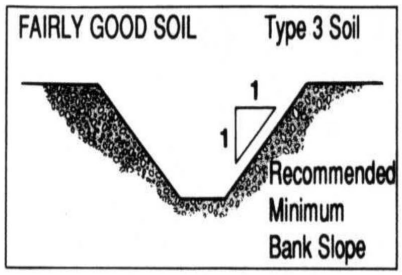
Excavations and Trenches

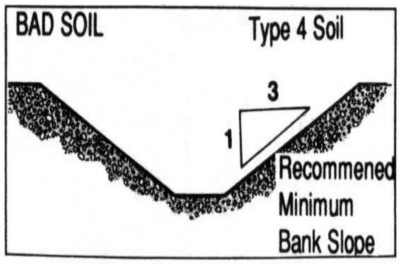
Safe Work Practice Number	SWP-A11



Type 1 – hard, very dense, low natural moisture content, high degree of internal strength

Type 2 - very stiff, medium natural moisture content, medium degree of internal strength





Type 3 – stiff to firm and compact to loose in consistency, or previously excavated soil, low degree of internal strength

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Fall from Heights Suspension Trauma	 **Safety Glasses with Side Shields**	 **Hard Hats**
	 **Steel Toed Boots**	 **Fall Protection***

DO	DO NOT
✓ Assess for hazards including electrical and maintain limits of approach ✓ Ensure working surfaces and access equipment are safe and stable ✓ Fall protection is required when a worker could: • Fall more than 3 metres. • Fall more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment. • Fall into operating machinery. • Fall into water or another liquid. • Fall into or onto a hazardous substance or object. • Fall through an opening on a work surface Eliminate the hazard, whenever possible by using guardrails: ✓ Cover and identify all floor openings ✓ Guardrails to have a top rail, mid-rail and toe boards in place.	× Do not work at heights if it can be avoided × Do not use the top rungs of a ladder × Do not overreach on a ladder × Do not move a lift without being tied off × Do not use a scaffold unless built and inspected by a competent person × Do not use an anchor point unless it can withstand the load of a fall × Do not leave tools/equipment near edges of work platform × Do not exceed load rating capacity × Do not operate an Elevated Work Platform unless you are trained × Do not remove guardrails × Do not use the wrong length of lanyard

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Heights

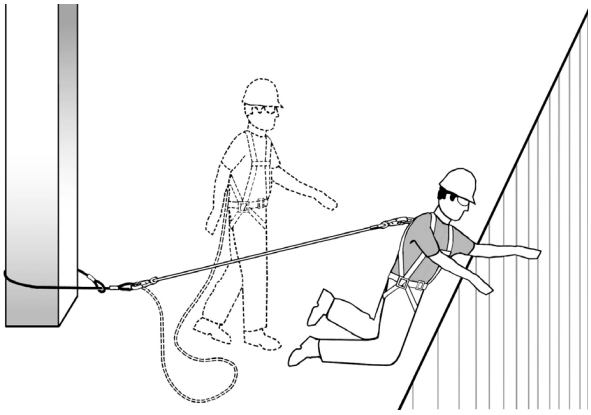
Safe Work Practice Number	SWP-A12

- ✓ Ensure there is protection from falling objects below where you are working

If guard rails are not practicable or do not provide suitable protection:

Travel Restraint

- ✓ Travel restraint lets a worker travel just far enough to reach the edge but not far enough to fall over.



- ✓ A typical travel restraint system consists of the following CSA-approved equipment attached to adequate anchorage:
  - Full-body harness
  - Lanyard
  - Lifeline
  - Rope grab to attach harness or lanyard to lifeline.

- ✓ Adequate anchorage for a travel restraint system means that it is capable of supporting a static load of 2 kilonewtons (kN) (450 lb) with a recommended safety factor of at least 2 (i.e., 4 kN or 900 lb).

- × Do not use an anchor point that may cause a pendulum effect

- × Do not use a rope grab that is not functioning properly

- × Do not exceed 30” on a lanyard attached to a rope grab.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

- ✓ Every fall hazard in the proposed work area must be identified and careful consideration must be given to the selection of appropriate components and the location of adequate anchor points

Fall Arrest

- ✓ A fall arrest system must prevent a falling worker from hitting the ground or any object or level below the work. It must include the following:
  - A CSA-approved full-body harness
  - A lanyard equipped with an energy absorber (unless the energy absorber could cause a falling worker to hit the ground or

- ✓ Any worker who works at height is required to have received proper working at heights training.
  - In Ontario the provider must be Ministry approved
  - Training is valid for three (3) years
  - Proof of training must be immediately available at all times

- ✓ A fall arrest system must not subject a falling worker to a peak fall-arrest force greater than 8 kN (1,800 lb) with a safety factor of two (i.e., 16 kN or 3,600 lb)

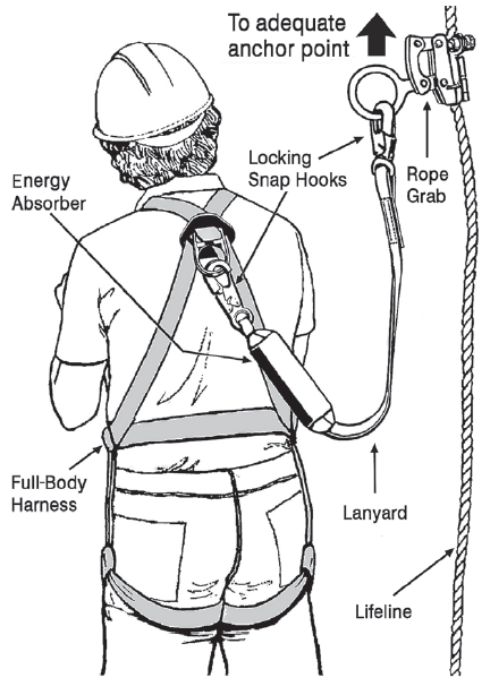
- ✓ A fall arrest rescue plan must be developed before workers may use a fall arrest system at a work site

- ✓ Inspect all fall protection equipment before each use

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12



- ✓ Defective fall protection equipment must be removed from service
- ✓ Ensure horizontal life lines have been designed by an engineer
- ✓ Client fall protection requirements may be more stringent than legislated requirements, and employees must meet these requirements when working at client sites
- ✓ In Nova Scotia, a job-specific Safe Work Plan (or checklist/work permit) is to be completed before performing work at a height of 7.5 m (25 ft) or more

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213-91, Section 26-27
- O. Reg. 252/14, s. 1.
- https://www.labour.gov.on.ca/english/hs/sawo/pubs/fs_wahconstruction.php
- Ontario Regulation 297/13 (Occupational Health and Safety Awareness and Training).
- Customer Site Specific Rules and Procedures.
- CAN/CSA-Z259.10-06: Full Body Harnesses.
- PNC Safety Standard 003 – Personal Protective equipment section 4.6
- PNC Daily Fall Protection Equipment Inspection Checklist

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice	
# Working at Heights	
Safe Work Practice Number	SWP-A12

Fall Protection Work Plan

Company name _____ Project _____

Supervisor in charge _____ Work location _____

Estimated start date and duration _____

Description of work _____

Fall protection equipment _____

Manufacturer's reference material _____

Step 1: Identify the fall hazard. (Provide a description.) _____

_____

_____

Step 2: Try to eliminate the fall hazard.

Can the work be relocated to a place where a fall hazard does not exist?	❑ Y ❑ N
Can the work be delayed until permanent safety features are installed?	❑ Y ❑ N
Can a guardrail system be used? If Yes, consider the following: ❑ Does it meet the strength requirements of O. Reg. 213/91, s. 26.3? ❑ Is it no more than 30 cm (12 in) from the edge being protected? ❑ Has the it been installed according to the manufacturer's recommendations? ❑ If it is made of wood, can it resist all loads that a worker may subject it to?	❑ Y ❑ N
Can floor or roof openings be covered? If Yes, consider the following: ❑ Does the cover meet the strength requirements of O. Reg. 213/91, s. 26.3 (2)? ❑ Is it securely fastened? ❑ Is it adequately identified as a cover?	❑ Y ❑ N
Can an elevated work platform (EWP) be used? If Yes, consider the following: ❑ Is the EWP on a level surface? ❑ Is the surface capable of supporting its load? ❑ Has the worker received fall protection training and been trained in the use of this specific EWP?	❑ Y ❑ N
Can a travel-restraint system be used? If Yes, consider the following: ❑ Is the system set up to prevent the worker from reaching the fall hazard? ❑ Does the system meet the requirements of O. Reg. 213/91, s. 26.4? ❑ Does the anchor point meet the requirements of O. Reg. 213/91, s. 26.7? ❑ Have other fall hazards in the work area been considered? If not, you may need to use a fall arrest system. ❑ Has the equipment been certified by the Canadian Standards Association (CSA)? ❑ Has the equipment and system been inspected before use, as per the manufacturer's instructions and CSA requirements?	❑ Y ❑ N
Can scaffolding or pump jacks be used?	❑ Y ❑ N

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Step 3: Take steps to control the fall hazard.
If you choose this option, you must have a fall rescue plan in place and the workers must be trained on it before work begins—it's the law.

Can a fall arrest system be used? If Yes, consider the following: ❑ Is a fall rescue plan in place to rescue a suspended worker? (See Step 7.) ❑ Has the worker been trained in fall protection and the specific fall arrest system being used? ❑ Is the system set up to prevent the worker from hitting an object below? Have other fall hazards in the work area been considered? ❑ Does the fall arrest system meet the requirements of O. Reg. 213/91, s. 26.6? ❑ Does the anchor point meet the requirements of O. Reg. 213/91, s. 26.7? ❑ Is the anchor point located so that the lifeline is at a 90° angle from the edge? If not and the worker fell, they could swing and hit a wall or column or the lifeline could break as it slid across the edge. ❑ Have horizontal lifeline systems been engineered? Have they been installed according to the engineer's requirements? ❑ Has the fall arrest equipment been certified by the CSA? ❑ Has the equipment or system been inspected before use, as per the manufacturer's instructions and CSA requirements?	❑ Y ❑ N
Can a safety net be used? If Yes, consider the following: ❑ Is a fall rescue plan in place to rescue a suspended worker? (See Step 7.) ❑ Do the safety nets meet the requirements of of O. Reg. 213/91, s. 26.8? ❑ Have the safety nets been installed according to the manufacturer's instructions? ❑ Have the safety nets been inspected according to the manufacturer's instructions?	❑ Y ❑ N
Can any other controls be used? If Yes, describe them:	❑ Y ❑ N

Step 4: Make a diagram of the location of the fall hazard and include any relevant details.

Step 5: Describe the system setup or work procedures. _____

Step 6: Calculate the fall clearance. _____

Step 7: Create a fall rescue plan to rescue a suspended worker. _____

Rescue equipment: _____ **Rescuers' names:** _____

Step 8: Get approvals.

Prepared by _____

Approved by _____ **Date approved** _____

Step 9: Create a Worker Sign-off Sheet.
Workers need to acknowledge that they have read the requirements and understand their responsibilities under the Fall Protection Work Plan.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Emergency Response Planning Checklist

Use the checklist on the next two pages as a guide to help you develop the emergency response plan for your workplace. Remember that the plan must be specific to the location where you are working.

When the plan is complete, make sure that everyone involved knows their role.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Emergency Response Planning Checklist

Company:	Date:
Completed by:	Site:
Program Administration: (Who's responsible for implementing the plan?)	

	In Progress	Date Completed
Develop an Emergency Response Standard.	☐	
Develop a Site Emergency Plan.	☐	
• Identify emergency access routes.	☐	
• Indicate location of first aid stations/boxes and fire extinguishers.	☐	
• Indicate job office(s) and storage facilities (storage for blankets and special rescue equipment).	☐	
• Ensure specialized PPE equipment is on site. (Indicate location.)	☐	
• Ensure sufficient medical aid supplies are available on site (splints, stretchers, etc.) and indicate location.	☐	
• Locate other firefighting equipment (standpipes, Siamese connections, and hydrants).	☐	
• Locate main power supply to the project.	☐	
• Identify the location of emergency phones. (Post emergency list.)	☐	
• Identify nearest hospital or medical centre.	☐	
• Identify worker evacuation route(s) and assembly area(s).	☐	
• Contact local fire, police, and ambulance and provide them with your site plan and list of potential emergencies.	☐	
• Locate services to the project (both above ground and underground).	☐	
• Develop on-site traffic routes.	☐	
• Locate outside materials storage and fabricating areas.	☐	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Emergency Response Planning Checklist (continued)

	In Progress	Date Completed
• Locate cranes man/material hoists and unloading docks.	☐	
• Locate flammable/combustible materials and cylinder storage.	☐	
• Locate garbage dumpsters and recycling bins.	☐	
• Complete **Hazard Identification and Risk Assessment Form***	☐	
• Determine if "high-level" rescue is a possibility.	☐	
• Develop Emergency Response procedures for items identified in your hazard assessment.	☐	
• Ensure that all trades on site keep daily personnel lists. (In the event of a major emergency, check names against personnel gathered in the assembly area.)	☐	
• Include requirements for written notices. (What's required? When? Completed by whom? Who does it go to?) See legal obligations.	☐	
• Identify the emergency response (ER) team and alternates. (Post names.)	☐	
• Provide specialized training for ER team members.	☐	
• Designate a contact person to call necessary emergency services and MOL, MOEE, etc.	☐	
• Select member of ER team to meet and direct emergency services vehicles to incident scene.	☐	
• Select team member to deal with media, MOL, MOEE, etc.	☐	
• Ensure all required rescue equipment/materials are readily available on site.	☐	
• Provide for emergency traffic control person (properly trained).	☐	
• Make provisions for cordoning off the accident scene to protect workers.	☐	
• Ensure someone on the ER team documents where the injured worker has been taken (hospital, medical centre, etc.).	☐	
• Set out method of communicating the plan.	☐	

Safe Work Practice

Working at Heights

Safe Work Practice Number	SWP-A12

Daily Fall Protection Equipment Inspection Checklist

To be completed before the use of fall protection.

Never use damaged fall protection. Damaged OR defective equipment is to be removed from service!

EQUIPMENT AND USER INFORMATION			
Week Start Date:	Week End Date:	Location & Project #:	Supervisor Name:
User Name:		WAH / Fall Protection ID #:	Training Card Expiration Date: Year / Month / Day

ITEM	MON	TUE	WED	THUR	FRI	SAT	SUN
HARNESS							
Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion, rust, burns for the following. • Snap Hook / Connectors • Webbing/Padding • Adjustors/Buckles • Straps, Stitching • D Ring • Labels	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #
Lanyard ☐ Mark if not applicable							
Inspect for damage, rips/cuts, burn marks, frayed or cut stitching, and UV / water damage for the following • Snap Hook/Carabiners • Webbing • Connectors • Ropes, Stitching • Wire Rope • Labels	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #
ENERGY ABSORBER ☐ Mark if not applicable							
Inspect for elongation, tears, excessive soiling, UV damage and illegible label.	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #
LIFELINE / SELF RETRACTABLE LANYARD ☐ Mark if not applicable							
Inspect for damage on Housing component, retraction/extension, locking action, and impact indicator, and labels.	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #
ROPE GRAB ☐ Mark if not applicable							
Inspect for springs, gate open/close function, locking pin, function of safety latch and if teeth in good condition.	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #	Pass ☐ Fail ☐ Serial #
SIGN OFF — Supervisor Daily Initial							
SIGN OFF — Employee Daily Initial							

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Electrical Limits of Approach

Safe Work Practice Number	SWP-A13

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Contact with live lines / high voltage	 **Safety Glasses with Side Shields**	 **Class E hard hats**
	 **Electrical Shock Protective Boots** **(omega symbol)**	

DO	DO NOT
✓ <u>Demolition workers are not allowed to work on electrical systems connected to power. However, demolition workers may be asked to work in proximity to electrical utilities.</u> ✓ Work on or near electrical utilities may only be performed by authorized/qualified authorities. ○ Before working on any electrical system a safe work plan must be developed and communicated to workers. ○ The process of protecting electrical systems by using Hold-offs, if needed, is done by other trades on a project and demolition workers only begin work after systems are de-energized. ○ The controlling authority must notified before working on or in close proximity to energized equipment above 750 V ○ Safety interlocks must not be removed or bypassed	× Do not bring any object closer to an energized overhead electrical conductor than the distance specified in the limits of approach chart. × Do not touch low voltage lines or wires. Even power lines carrying less than 750 volts can be hazardous. × Do not assume the lines are dead. × Never ride or climb on equipment or a load when near a power line × Do not operate equipment without a signaler in position × Do not material or equipment under power lines. If it must be stored there, hang warning signs to prevent other workers from using hoisting equipment to move or lift it. × Do not attempt a rescue if you are untrained. Rescue can only be attempted

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Electrical Limits of Approach

Safe Work Practice Number	SWP-A13

- ✓ Contact the utility owner in order to determine the voltage of the overhead conductors
- ✓ Wear approved PPE as noted
- ✓ Determine if it is possible for an excavator or crane to contact an overhead utility
- ✓ Before moving ladders, rolling scaffolds, or elevating work platforms, always check for overhead lines.
- ✓ Check the height of your equipment or load
- ✓ Plan your moves – are there power lines to pass under or avoid?
- ✓ Look out for uneven ground that may cause your vehicle to weave, bob or bounce
- ✓ Think about wind and temperature – they may affect the power line's height;
- ✓ Install warning devices, visible to the operator near the hazard.
- ✓ Position a signaler with a clear view of the electrical conductor, in full view of the operator.
- ✓ If possible, Contact the utility provider to shut off the power
- ✓ Establish and implement measures to ensure that no part of a vehicle or equipment or its load encroaches on the minimum distance permitted, as listed in the chart below.

Item	Column 1 Nominal phase-to-phase voltage rating	Column 2 Minimum distance
1.	750 or more volts, but no more than 150,000 volts	3.0 m
2.	more than 150,000 volts, but no more than 250,000 volts	4.5 m
3.	more than 250,000 volts	6.0 m

safely by a person trained to use special live-line tools.

- ✗ Do not allow excavations to undermine the support required for existing power poles. Contact the electrical utility to determine support required.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18 , 2023		0

Safe Work Practice

Electrical Limits of Approach

Safe Work Practice Number	SWP-A13

Note: If the voltage of a line is unknown than the minimum distance permitted is 6m.

- ✓ Have copy of the written measures and available to all persons on site

If operating equipment in the area of power lines

- ✓ Ensure adequate warning devices, visible to the operator and warning of the electrical hazard, are positioned in the vicinity of the hazard.
- ✓ The operator shall be provided with written notification of the electrical hazard before beginning the work.
- ✓ A legible sign, visible to the operator and warning of the potential electrical hazard, shall be posted.

What to do if you are operating equipment that contacts a power line:

- ✓ Stay where you are
- ✓ Do not touch anything outside the equipment. You might create another path to the ground for the electrical current.
- ✓ Warn others to stay at least 10 meters away
- ✓ Have someone call 911 or the emergency responders in your area.

If you must get out

- ✓ Only as a last resort, if you must get off the equipment due to fire or other hazards, you must do so without touching the equipment and the ground at the same time.
- ✓ Jump about 45 cm to 60 cm away from the equipment, landing with feet together and arms close to your body

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Electrical Limits of Approach

Safe Work Practice Number	SWP-A13

✓ Keep your feet together (touching) and shuffle at least 10 meters away. Your heels should never pass your toes.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- PNC Field Level Hazard Assessment Form (FLHA)
- PNC Safety Standard 8: Hazard Assessment
- O. Reg. 213/91: Construction Projects s 181.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Environment

Safe Work Practice Number	SWP-A14

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk
Indoor environment: inadequate temperature, humidity, poor air circulation, ventilation system issues. Indoor air contaminants - chemicals, dusts, moulds or fungi, bacteria, gases, vapours, odours.	N/A

DO	DO NOT
Temperature guidelines: ✓ Winter conditions: optimum temperature of 22°C with an acceptable range of 20-23.5°C ✓ Summer conditions: optimum temperature of 24.5°C with an acceptable range of 23-26°C ○ In the summer, when outdoor temperatures are higher, it is advisable to keep air-conditioned offices slightly warmer to minimize the temperature discrepancy between indoors and outdoors. Humidity guidelines: ✓ ASHRAE states "there are no established lower humidity limits for thermal comfort" ○ Relative humidity levels below 20% can cause discomfort through drying of the eyes and mucous membranes and skin. Low relative humidity levels may also cause static electricity build-up and negatively affect the	× Do not use scented products × Do not block air vents or grilles. × Avoid bringing products into the building that could release harmful or bothersome odors or contaminants.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

operations of some office equipment such as printers and computers.

- ✓ Relative humidity levels above 70% may lead to the development of condensation on surfaces and within the interior of equipment and building structures. Higher humidity also makes the area feel stuffy.

General

- ✓ Comply with the office and building smoking policy.
- ✓ Dispose of garbage promptly and properly.
- ✓ Store food properly.
- ✓ Notify your building or facility manager immediately if you suspect an indoor air quality problem.
- ✓ Place office furniture and equipment with air circulation, temperature control, and pollutant removal functions of the heating, ventilating and air conditioning (HVAC) system in mind.
- ✓ Clean up all water spills promptly, water and maintain office plants properly and report water leaks right away.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- CSA Z412-17 Office Ergonomics
- ASHRAE Standard 55-2013
- Indoor Air Quality in Office Buildings: A Technical Guide – Health Canada

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Environment

Safe Work Practice Number	SWP-A14

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Manual Lifting

Safe Work Practice Number	SWP-A15

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Slippery surfaces Tripping hazards Heavy items Awkward positions	 **Safety Glasses with Side Shields***	 **Hard Hats***
	 **Hand protection***	 **Steel Toed Boots***

DO	DO NOT
✓ Size up the load. If you think you need help, ask for it.	× Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up an object.
✓ Ensure that you know your physical limitations and the approximate weight of materials.	× Do not carry pipes, conduit, reinforcing rods and other conductive materials on the shoulder near exposed live electrical equipment or conductors.
✓ Consider the use of power equipment or mechanical lifting devices and employ where practical.	× Do not place objects on the floor if they must be picked up again later.
✓ Obtain assistance in lifting heavy objects.	× Do not twist unnecessarily. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to twist.
✓ Ensure a good grip before lifting and employ proper lifting technique.	× Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back
✓ Bulky loads should be carried in such a way as to permit an unobstructed view ahead.	× Do not bend from the waist
✓ Be aware of hazardous and unsafe conditions.	
✓ Get a good footing.	
✓ Bend your knees and get a good grip on the object to be lifted.	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Manual Lifting

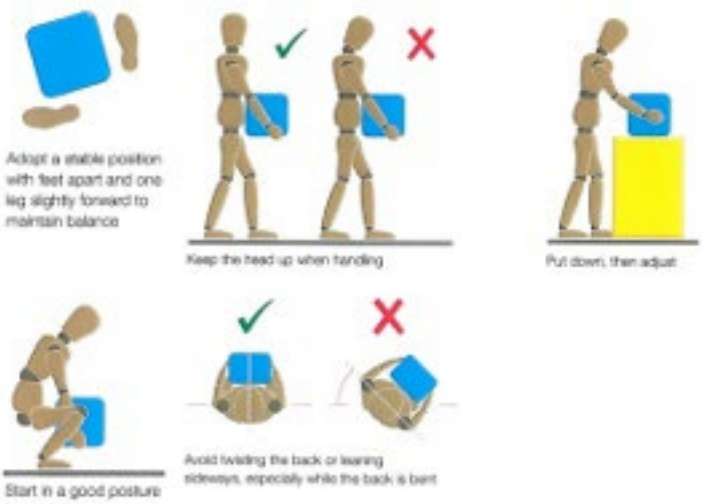
Safe Work Practice Number	SWP-A15

✓ Keep your back straight, lift with your legs, and keep the object being lifted close to your body. ✓ Keep your balance. ✓ To put the object down again, Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Regulation for Construction Projects - Sec. 45-66

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Fire Protection & Prevention

Safe Work Practice Number	SWP-A16

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Fire Explosion	 **Safety Glasses with Side Shields***	 **Hard Hats***
	 **Hand protection***	 **Respirator***
	 **Steel Toed Boots***	 **Fire Extinguisher**

DO

- ✓ Workers who handle flammable and combustible substances will be suitably trained.
- ✓ Waste material contaminated with a solvent, oil, grease, paint, or other flammable substance shall be placed in closed metal containers before disposal and shall not be stored in work areas.
- ✓ Gasoline and volatile solvents and/or other flammable/combustible solutions must be stored in containers that are clearly labelled, approved for their contents and located in a safe place away from any source of open flame or spark.
- ✓ Flammable and combustible materials must be stored separately from ignition sources and in fire resistant cabinets or a designated storage room or building.
- ✓ Where work involves the use of a flammable liquid, vapour, or gas, the concentration of the liquid, vapour, or gas in the work area shall not be greater than 10% of the lower explosive limit (LEL) of the substance involved.

DO NOT

- ✗ Do not use the wrong extinguisher to fight a fire. It can have serious results.
  - On a construction site do not use a fire extinguisher with a rating of less than 4A 40 BC

  For example, if a water- based extinguisher is used on a flammable liquid fire (Class B fire), the fire may flare up, spread, and cause personal injury to the user and others. If a water-based extinguisher is used to fight a fire, in or near electrical equipment (Class C fire), the user could suffer an electric shock

Fuel Sources	Class of Fire	Type of Extinguisher (Extinguishing Agent)
Ordinary combustibles (e.g., trash, wood, paper, cloth)	A	Water; chemical foam; dry chemical[1]
Flammable liquids (e.g., oils, grease, tar, gasoline, paints, thinners)	B	Carbon dioxide (CO_2); halon[2]; dry chemical; aqueous film forming foam (AFFF)
Electricity (e.g., live electrical equipment)	C	CO_2; halon; dry chemical
Combustible metals (e.g., magnesium, titanium)	D	Dry powder (suitable for the specific combustible metal involved)

- ✗ Any source of ignition is prohibited in areas where flammable and combustible sources are stored. This includes smoking, sparks from welding or grinding, open-flames etc.
- ✗ Do not let waste materials accumulate on the job

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Fire Protection & Prevention

Safe Work Practice Number	SWP-A16

- ✓ When transferring flammable and combustible liquids from one conductive container to another, grounding and bonding must be used to prevent the build-up of static electricity

- ✓ Workers that may use an extinguisher must be trained in the correct use of a fire extinguisher using the PASS method
- ✓ Class B (or ABC) fire extinguisher must be readily available while working with or near flammable and combustible liquids
- ✓ Refer to Hot Work SWP for more details when ignition sources are present
- ✓ Flammable and combustible substances must be stored in areas away from substances that may cause a reaction, such as an oxygen tank.
- ✓ For a fire extinguisher to be effective, the following conditions must be met:
  - the extinguisher must be the correct size and right for the type of fire (see chart below)
  - it must be located where it can be easily reached;
  - it must be in good working order;

- ✗ Do not stockpile material in stairways stairwells or exits.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

• the fire must be discovered while it is still small; and • the person using the extinguisher must be trained to use it properly ✓ Fire extinguishers must be maintained and inspected according to manufacturer's specifications including being inspected at least once a month and more often where needed. Inspections are visual checks to determine that: • The extinguisher is well supported: Can be easily reached • Location signs are clear • Class markings are clear • It is in working condition: – Discharge opening is clear – Is fully charged – Has not been tampered with – Is not damaged – the ring pin is in place - The seal is intact. ✓ Ensure annual checkup and servicing is completed • Testing and servicing is usually carried out by a service agency.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Fire Code (O.Reg. 213/07)
- Ontario Building Code (O.Reg. 350/06)
- Ontario Regulations for Industrial Establishments:
  - Storage of Flammable Liquids (s.22)
  - Portable containers for dispensing flammable liquids (s.23)
- Canadian Electrical Code Part 1 (C22.1-C22.1-09)
- Ontario Electrical Safety Code (24th edition/2009) (Section 18: Hazardous Locations)
- WHMIS (RBO 1990, Regulation 860)
- PNC Hot Work SWP

Safe Work Practice

Fire Protection & Prevention

Safe Work Practice Number	SWP-A16

SELECTION CHART

Type of Extinguisher		Multi-Purpose ABC Stored Pressure	Halotron I Stored Pressure	Water Stored Pressure	Water Mist Distilled Water	Wet Chemical Stored Pressure	Sodium Bicarbonate BC Stored Pressure	Carbon Dioxide	Class D Dry Powder
Sizes Commonly in Use		2 1/2 to 20 lbs.	2 1/4 to 15 lbs.	2 1/2 Gallon	2 1/2 Gallon	6 liter	2 lb. to 20 lbs.	5 to 20 lbs.	30 lbs.
Classification of Fires	A	Yes	Yes	Yes	Yes	No	No	No	No
	B	Yes	Yes	No	No	No	Yes	Yes	No
	C	Yes	Yes	No	Yes	No	Yes	Yes	No
	D	No	No	No	No	No	No	No	Yes
	K	No	No	No	No	Yes	No	No	No
Existing Agent		MonoAmmonium Phosphate Base	HydroChloro Fluroro Carbon with Argon	Water	Distilled Water	Potassium Acetate and Citrate	Sodium Bicarbonate Base	Carbon Dioxide	Sodium Chloride or Copper
Approximate Horizontal Range		9ft. 21ft.	6 to 18 ft.	30 to 45 ft.	10 to 12 ft.	10 to 12 ft.	5 to 21 ft.	4 8 1/2 ft.	8 to 10 ft.
Approximate Discharge Time		9 to 26 Seconds	9 to 13 Seconds	50 Sec.	80 Sec.	54 Seconds	9 to 26 Seconds	8 to 20 Seconds	28 Seconds

Class A Fires in ordinary combustible materials such as wood cloth, paper, rubber and plastics.

Class B fires are fires in flammable liquids, gases and greases.

Class C fires are fires which involve engerized electrial equipment where the electrical noncon-ductivity or the extinguishing media is of importance.

Class D fires are fires in combustible metals, such as magnesium, titanium, sodium, zirconium and potassium.

Class K fires in kitchen hazardous areas.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Ergonomics

Safe Work Practice Number	SWP-A17

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
Repetitive stress Uncomfortable positions Eye strain Static forces	 **Foot rest***	 **Wrist pad***
	 **Task Light***	 **Glare screen***

DO

- ✓ Perform a basic ergonomic check of your workstation

- ✓ Report any discomfort immediately.
- ✓ Check that you are using good posture. This will reduce the stress on your body while seated. Ask a co-worker who works near you to observe your posture as you work.

DO NOT

- ✗ Do not use awkward neck postures. Proper placement of your phone and the use of a headset or speaker phone will make it much easier for you to refer to files or use the computer while you're on the phone.

- ✗ Do not focus your eyes on objects at the same distance and angle for prolonged periods of time can also contribute to eye strain
- ✗ Do not use a desk or chair that's not the proper height for your size. Everyone is different; find what works for you.
- ✗ Do not keep your monitor too close or too far away, or hunch over a laptop. This can cause eye strain and headaches in addition to neck and back pain.
- ✗ Don't place your computer monitor above your head. You want your monitor to be level

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Ergonomics

Safe Work Practice Number	SWP-A17

- ✓ Adjust your chair to support your back and minimize awkward postures that can lead to muscle tension, fatigue, and soreness.
- ✓ Rearrange your workstation layout to avoid repetitive, prolonged, and awkward movements when you use the monitor, keyboard, mouse, documents, and other items.
- ✓ Improve your lighting, and eliminate or control the sources of glare that cause eyestrain, fatigue, and sore muscles.
- ✓ Review your job to see if there are ways to improve its design, increase your comfort level, and reduce your risk of injury. Discuss your ideas with your supervisor.
- ✓ Organize your workday to include a variety of tasks, breaks, and exercises. These allow you to vary your posture, rest your muscles, and minimize muscle tension and soreness.
- ✓ Talk to your supervisor, a health and safety committee member, or your worker health and safety representative about changes to your workstation that you can't make yourself.
- ✓ Exercise regularly and maintain your fitness to help counterbalance the effects of computer work.
- ✓ Eye specialists recommend the "20-20-20 rule". At least every 20 minutes, take a 20-second break and look at something 6 metres (20 feet) away.

with your head so you don't have to crane your neck

- × Don't over-extend your wrists or any other joint
- × Don't let your feet dangle! Adjust the height of your chair so your feet can hit the floor.
- × Do not twist your back to reach for something
- × Do not to sit for a prolonged period of time. You should stand up every half hour just to get the blood flowing through your neck, back & legs

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Ergonomics

Safe Work Practice Number	SWP-A17

✓ Keep in mind that the recommended level of light in offices is 300 - 500 lux.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Reg. 851 - Industrial Establishments: Sections 11, 21, 45
- Canadian Standards Association: Guideline on Office Ergonomics CSA-Z412-00 (R2005)
- WorkStation Ergonomics Checklist

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Office Ergonomics

Safe Work Practice Number	SWP-A17

Workstation Ergonomics Checklist

Use this simple checklist to ensure your workstation is setup correctly for comfort and productivity.

Y	N	
☐	☐	Keyboard and mouse are positioned in front of body and within easy reach?
☐	☐	Mouse is positioned close to keyboard as possible?
☐	☐	Keyboard feet are adjusted so wrist are neutral (flat) when using keyboard?
☐	☐	Monitor height is set so top of the monitor is in line with your eyes?
☐	☐	Monitor is positioned approximately arms length away?
☐	☐	Height of chair is adjusted so that elbows are slightly above desk surface and forearms are parallel to the desk surfface?
☐	☐	Feet are flat on the floor or supported by a footrest?
☐	☐	Backrest is adjusted so lumbar support is in the groove of your lower back?
☐	☐	Frequently used items (phone, materials etc) are within easy reach?
☐	☐	Documents are positioned in front of keyboard and monitor?

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Slip, Trip & Fall Prevention

Safe Work Practice Number	SWP-A18

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Slippery conditions Trips hazards Falls hazards	 **Traction Aids***	 **Appropriate footwear**

DO	DO NOT
✓ Flooring should be regularly maintained to eliminate tripping hazards, such as bunched carpet, chipped tile or hardwood, missing tiles, etc. Replacing floors, installing mats, or resurfacing floors can help to improve safety and reduce the risk of falling ✓ Parking lots, walkways, stairs, and other high traffic areas should be monitored frequently for any of the identified hazards i.e. ice, wet conditions, gravel etc. and control measures should be put in place to remove/eliminate these hazards. ✓ Any lighting that is not working should be repaired immediately. Any identified dark areas should be well lit to avoid tripping over hazards, or slipping due to a change in floor condition. ✓ Walk, don't run. ✓ Clean up after yourself. ✓ If you see a tripping hazard, clean it up or fix it. Otherwise, tell your supervisor	× Do not leave a mess behind after completing a task by not following workplace housekeeping standards × Do not put boxes in walkways, on the stairs, or in high traffic areas , use designated storage spaces and racks × Do not take shortcuts from approved walkways.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Slip, Trip & Fall Prevention

Safe Work Practice Number	SWP-A18

- ✓ Clean up any spills immediately and investigate its cause to prevent reoccurrence
- ✓ Keep walkways and floors clear of boxes, extension cords and litter
- ✓ Sweep debris from floors
- ✓ Move anything that is stored on or near stairways or report the hazard to a supervisor
- ✓ Mark any temporarily made wet areas with signs or limit pedestrian access
- ✓ Secure mats, rugs, and carpets to prevent slippage and overlaps
- ✓ Make sure to always close file cabinet or storage drawers
- ✓ Cover cables that cross over walkways
- ✓ Keep walkways and work areas well lit for good visibility
- ✓ Select proper footwear, it is important that it be appropriate safe footwear for the work environment (e.g., slip-resistant safety shoes or boots in an agricultural work environment, factory or warehouse).
- ✓ Take your time and pay attention to where you are going
- ✓ Adjust your pace to suit the walking surface (e.g., wet, rough, icy, sloped or cluttered)

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Slip, Trip & Fall Prevention

Safe Work Practice Number	SWP-A18

- ✓ Make wide turns at corners
- ✓ Use a flashlight if you enter a dark room where there is no light
- ✓ When carrying a load, be sure that there is clear visibility over or around the load
- ✓ Close cabinet doors and drawers
- ✓ Hold handrail when going up or down stairs
- ✓ Floor openings should be guarded by a standard fixed railing surrounding the hole
- ✓ Walk when using stairways – don't run
- ✓ Closed stairways should have at least one handrail
- ✓ Keep stairways uncluttered
- ✓ Keep platforms or steps on machinery clean and dry
- ✓ Use handholds, handrails and steps provided on riding machinery (e.g., lift trucks, tractors) when mounting or dismounting, using the 3-point system (both hands and one foot or one hand and two feet on the machine at all times
- ✓ Cleanup and properly dispose of spilled materials such as chemicals, oils, inks, coolants, grease, etc.

Safe Work Practice

Slip, Trip & Fall Prevention

Safe Work Practice Number	SWP-A18

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Canadian Centre for Occupational Health and Safety (CCOHS)
- PNC Safe Work Practice : Guardrails
- R.R.O. 1990, Reg. 851: Industrial establishments section 11.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Lightning Safety

Safe Work Practice Number	SWP-A19

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
Ground current Contact (with an object struck by lightning) Direct strike Blunt trauma	 **Lightning Detector***

DO	DO NOT
✓ Use 30-30 Rule ○ 30 Seconds: Count the seconds between seeing the lightning flash and hearing the thunder clap. Each second represents about 300 meters. If this time is 30 seconds or less, then the lightning storm is less than 10km away and there is an 80% chance that the next strike will happen within that 10km. Seek shelter immediately. Preferably in a building, all-metal vehicle (not a convertible) or in a low-lying area. ○ 30 Minutes: After seeing the last lightning flash or thunder clap, wait 30 minutes before leaving shelter. More than half of lightning deaths occur after the thunderstorm has passed. Stay in a safe area until you are sure the threat has passed. ✓ Shutdown cranes - lower the boom if possible, if lightning conditions are present. ✓ When a thunderstorm threatens, get inside a home or large building (That's the best choice)	× Do not wait for lightning to strike nearby before taking cover If caught outside in a thunderstorm: × Do not be the tallest object - Lightning is likely to strike the tallest objects in a given area. × Do not remain in open areas, such as fields × Do not stay near isolated tall trees, hilltops, utility poles, cell phone towers, cranes, large equipment, ladders, scaffolding, or rooftops. × Do not lie flat on the ground. × Do not shelter in sheds, pavilions, tents, or covered porches as they do not provide adequate protection from lightning

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

or inside an all-metal (hard top) vehicle with the windows rolled up. ✓ Stay away from windows, sinks, toilets, tubs, showers, electric boxes, outlets and appliances. Lightning can flow through these systems and "jump" to a person. ✓ If you are inside a vehicle during lightning avoid parking under trees or power lines that may topple over during a storm. ✓ Be aware of downed power lines that may be touching your vehicle. You are safe inside your vehicle however; you may receive a shock if you step outside.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: CONSTRUCTION PROJECTS
- Canadian Lightning Danger Map https://weather.gc.ca/lightning/index_e.html

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Risk of Violence

Safe Work Practice Number	SWP-A20

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Violence Theft Vandalism	 **Safety Glasses with Side Shields**	 **Hard Hats ***
	 **Hand protection***	 **Hearing Protection ***
	 **Steel Toed Boots***	 **Hi Visibility Clothing***

DO	DO NOT
✓ Include violence in the daily risk assessment process (FLHA) and in JHAs. ✓ Be aware of work factors, processes, and interactions that can put people at increased risk from workplace violence. Examples include: o Working with the public. o Working with unstable or volatile persons (e.g. social services, or criminal justice system employees). o Working alone, in small numbers or in isolated or low traffic areas (e.g. an isolated reception area, washrooms, storage areas, utility rooms). o Having a mobile workplace o Working during periods of intense organizational change (e.g. strikes, downsizing). ✓ Recognize that risk of violence may be greater at certain times of the day, night or year. For example:	✗ Do not enter any situation or location where you feel threatened or unsafe.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

- late hours of the night or early hours of the morning
- during the holidays
- pay days
- performance appraisals

✓ The risk of violence may increase depending on the geographic location of the workplace. For example:
- near buildings or businesses that are at risk of violent crime (e.g. bars, banks)
- in areas isolated from other buildings or structures

✓ Review any history of violence in your own workplace.

✓ Ask others about their experiences, and whether they are concerned for themselves or others.

✓ Review any incidents of violence by consulting existing incident reports, first aid records, and health and safety committee records.

✓ Determine whether your workplace has any of the risk factors associated with violence.

✓ Conduct a visual inspection of your workplace and the work being carried out. Focus on the workplace design and layout, and your administrative and work practices.

✓ Use adequate exterior lighting around the workplace and near entrances.

Safe Work Practice

Risk of Violence

Safe Work Practice Number	SWP-A20

✓ Strategically place fences to control access to the workplace ✓ Let your supervisor or co-workers know where and when you are expected somewhere. ✓ Identify a designated contact and a back-up. ✓ Keep your designated contact informed of your location and consistently adhere to the call-in schedule. ✓ Check the credentials of clients. ✓ Use the "buddy system", especially when you feel your personal safety may be threatened.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- PNC Field Level Hazard Assessment Form (FLHA)
- Job Hazard Analysis (JHA) Form

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Night

Safe Work Practice Number	SWP-A21

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FL form	
Violence Theft Vandalism	 **Safety Glasses with Side Shields**	 **Hard Hats ***
	 **Hand protection***	 **Hearing Protection ***
	 **Steel Toed Boots***	 **Hi Visibility Clothing***

DO	DO NOT
✓ Always let a friend, family member or security guard know you are working late and when you expect to leave. ✓ Check-in procedures. See PNC SWP Working Alone for more information. ✓ Use the "buddy system". Arrange to work late on the same night as a friend or colleague. ✓ Plan ahead and think about which areas are safe where you can retreat to and/or call for help. ✓ Before it is dark outside, move your car to a well-lit area that is close to your building or a parking lot attendant. ✓ Before your co-workers leave, check that all the doors and windows are locked and make sure nobody is in the washrooms and storage rooms.	× Do not enter any situation or location where you feel threatened or unsafe.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Working at Night

Safe Work Practice Number	SWP-A21

✓ If you enter a room and suspect that someone might be inside, do not call out. Back out quietly and go to a safe area with a lockable door. Call for help. ✓ If you encounter someone you don't know, indicate that you are not alone. Say "my supervisor will be right here and will be able to help you". ✓ If you suspect someone is lurking outside, call the police or security officers. ✓ Ask your employer to consider providing safe transportation home or to parking areas after hours. Consider designating parking spots that are close to the building and well lit for those who work after hours. ✓ Be aware of the services offered by your local transit company for after-hours commuters (e.g., they may have a "request stop" service that allows commuters to get off anywhere along the route after dark, rather than at a designated stop).	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- PNC Field Level Hazard Assessment Form (FLHA)
- Job Hazard Analysis (JHA) Form
- PNC SWP: Working Alone

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Short Service Worker (SSW)

Safe Work Practice Number	SWP-A22

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Statistics indicate that a significant number of injuries experienced in industry are sustained by individuals within their first 6 months of employment. Short Service Workers may have: • Lack of knowledge • Lack of skill • Lack of experience • Lack awareness of our safety culture • Low hazard awareness for tasks to be performed	 **Safety Boots**	 **Decal or Identifier**
	 **Hard Hat**	 **Safety Glasses**

DO	DO NOT
✓ A person is considered to be a Short Service Worker (SSW) if ANY of the following conditions are true: • Less than 6 months relevant experience in tasks hired to perform. • Less than 6 months of experience with PDI. • Have not worked on a PDI worksite within the last 2 years. ✓ A SSWs may be visually identifiable on site with a "SSW" decal on the hard hat (and/or client specific identifier) where required ✓ The client must be notified when a SSW will be working at their site, where required. ✓ All SSW are to be monitored for compliance with HSE policies and procedures.	× Do not assume that an older worker is not a SSW. × Do not assign another SSW to supervise another SSW × Do not permit an SSW to work alone.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Short Service Worker (SSW)

Safe Work Practice Number	SWP-A22

✓ SSW are to be mentored by an experienced /knowledgeable employee. ✓ Subcontractors must adhere to the requirements of the PNC SSW program.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- Apply this SWP as per client requirements

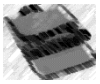
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Torching and Cutting

Safe Work Practice Number	SWP-A23

Potential Hazards Present	Required Personal Protective Equipment * May be required based on risk – see FLHA form	
Slips, trips and falls Inclement weather Fire Explosion Compressed gases Torch flashback Backfire Working at heights New workers Fumes Hot slag Falling steel Ruptures of hoses / gas leak Lack of communication Poor housekeeping Heavy equipment	 **Fire Blankets**	 **First Aid Supplies**
	 **Safety Glasses with Side Shields**	 **Fire Extinguisher**
	 **Leather Gloves**	 **Fire Resistant Clothing**
	 **Face Shield**	 **Respirator***
	 **Hard Hat**	 **Flash Back Arrestors**
	 **Steel Toe Boots**	 **Hand Held Radio***

DO	DO NOT
✓ Wear approved PPE ✓ Obtain hot work permit where required, such as inside or adjacent to an occupied building, before commencing work ✓ Perform hot work in a safe location, with any fire hazards in the area removed or covered ✓ Assign one dedicated fire watch per torch man to guard against fire, while hot work is being performed and 30 minutes after ✓ Fire watch shall carry hand held radio ✓ Have one fire extinguisher per torch man ✓ Make sure areas are clean and free from debris	× Do not smoke around gas cylinders (10 meters) × Do not tamper with safety features on tools and equipment × Do not use equipment unless properly trained on the task × Do not perform work unless skin is properly protected × Do not allow non-essential employees in the work area × Do not allow unprotected workers in the area

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Torching and Cutting

Safe Work Practice Number	SWP-A23

✓ Ensure proper ventilation when cutting indoors, use respirators when required	× Do not perform cutting on a closed system such as piping and tanks unless it is de-energized / purged of flammables
✓ Always make sure face shield is down prior to cutting	× Do not perform operations without a respirator, when ventilation is not adequate
✓ Keep area free of flammable and combustible materials within 10 meters or additional protection will be needed such as a fire blanket	× Do not stand in line of fire
✓ Inspect **ALL** equipment prior to starting work	× Do not work in low light conditions
✓ Periodically check hoses and gauges for leaks and damages (notably during cold weather conditions)	× Do not lift anything heavier than 50 LBS without help or machinery
✓ Ensure gauges are properly set to the appropriate pressure (PSI)	× Do not cross red tape off areas
✓ Ensure that all individuals are properly trained and competent for task(s)	× Do not expose skin to extreme cold / compressed gases
✓ Ensure new hires have a mentor assigned each day, until individual competency is achieved	× Do not continue work when fire watch is not available
✓ Watch your footing around the work area	× Do not cut in an area with oily rags, or other combustible material nearby.
✓ Be aware of surroundings	× Do not transport bottles with gauges installed.
✓ Keep hands in sight at all times	× Do not use worn hoses.
✓ Stay out of line of fire when cutting	× Do not assist anyone cutting unless you are wearing all required PPE
✓ Ensure debris and other housekeeping hazards are removed prior to starting work, during work and before leaving the area at the end of the day.	× Do not run hoses through doorways.
✓ Ensure and machines / devices required for proper housekeeping are readily available.	× Do not use valve protection caps to lift cylinders.
✓ Ensure good communication between yourself and other co-workers.	× Do not light torch without gloves
✓ Ensure radios are charged and in good operational order and function properly	× Do not use lighter to light torch
✓ Identify and secure drop zone areas with red tape or other barrier	× Do not fall steel without an escape route
✓ Ensure any personnel coming into the torch area has filled out their daily hazard assessment identifying the hazards/controls in the area	× Do not cut with hose in line of fire (eg. sparks, falling steel, etc.)
✓ Make sure flash back arrestors are installed	× Do not park to close to cutting zone
	× Do not work in a cluttered area.
	× Do not leave gauges on cylinders
	× Do not commence work in an area until the area is clear of housekeeping hazards i.e. trips, slip

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Torching and Cutting

Safe Work Practice Number	SWP-A23

✓ Makes sure to store cylinders in upright position and valve cap installed and secure all cylinders from falling and protect from damage ✓ Store all gas cylinders separate from others as required by regulations ✓ After use, bleed hoses, remove gauges and replace protective cap on cylinders**.**	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that manufacturer's instructions for equipment are present and followed at all times
- O. Reg. 213-91 section 343, 122-124
- Customer Site Specific Rules and Procedures
- Ontario Fire Code – Https://www.ontario.ca/laws/regulation/070213
- PNC – SWP-A02 Hot Work
- PNC – SWP-A19 Fire Protection and Prevention

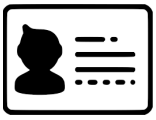
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Driving

Safe Work Procedure Number	SWP-A24

Potential Hazards Present	Required Safety Devices	
• Vehicle breakdown (mechanical, poor tires, overloaded, etc.) • Driver condition (age, attitude, medication, overly emotional, drowsiness, fatigue, physical impairment, intoxication, drugs) • Driver Distractions (Distracting conversations, Retrieving or adjusting cargo, Reading, Texting, Talking on a communication device, Using a laptop, Eating and drinking, Adjusting radio or console settings) • Weather • Road Condition/Road Surface Conditions • Visibility (fog, snow, sleet, light, glare, etc.) • Other road users • Pedestrians • Traffic (amount and vehicle types) • Vehicle not appropriate for task or terrain	 **Valid Driver's License**	 **Seatbelts**

Required Materials & Equipment

- Vehicle in good operating condition
- Valid insurance

Procedure

Before You Start	• Ensure the vehicle is fit for purpose and maintained as per the manufacturer's specifications, in a roadworthy condition by conducting a pre-use inspection. • The number of passengers shall not exceed manufacturer's specification for the vehicle or the number of seatbelts fitted. • Loads shall be secure and shall not exceed manufacturer's specifications and legal limits for the vehicle. • All loose items within the cabin of the vehicle shall be stowed securely, so as not to contribute to injury in the event of an incident. ○ Items, which may be considered as loose items, include brief cases, phones, pens & pencils, umbrellas etc.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Driving

Safe Work Procedure Number	SWP-A24

	• Drivers shall be appropriately licensed.
	• Driver Abstracts are reviewed for all drivers of company owned vehicles.
	• All drivers shall be medically fit to drive.
	  ○ If you suffer from any condition that impacts your ability to drive, you are required to notify your Line Manager.
	• Drivers shall be appropriately rested and alert and shall not drive any vehicle when fatigued.
	• Drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to safely operate a vehicle.
	• The operator should walk around the vehicle's exterior and look for potential safety hazards such as cracked windshields, missing mirrors, defective tires, and other vehicle body damage or defects.
	  ○ For Company vehicles and rental vehicles, exterior and/or interior defects should be reported to the responsible Line Manager
	• Check the weather forecast and road conditions
	  ○ If required, plan alternate route, or postpone trip until conditions improve
	• Satellite navigation devices must be set and re-set only when the vehicle is safely parked.
	• Where smart phones are used as a GPS device, it shall be secured in an approved cradle attached to either the dashboard or windscreen in a location that will not distract or obscure the drivers view.
	• Familiarize yourself with where all controls are and how they operate.

During Operating	• A vehicle is considered to be in operation when it is moving or stationary but not parked (handbrake released).
	• Seatbelts shall be worn by all occupants at all times whenever a vehicle is in operation
	• Operators of motor vehicles must follow all traffic laws
	• Use of cellphone and or electronic devices is prohibited while driving
	• Smoking is not allowed in company vehicles.
	• Adjust driving to suit current road conditions. For example, in adverse light conditions:
	  ○ Reduce speed.
	  ○ Increase following distance.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Driving

Safe Work Procedure Number	SWP-A24

	○ Take extra care to watch for road hazards such as rocks, animals, pedestrians and cyclists. ○ Don't overdrive your headlights. ○ Keep vehicle lights clean and properly aimed. ○ Use sunglasses for bright sunshine or snow glare and use a sun visor. ○ Avoid looking directly at oncoming bright headlights • Slowdown, maintain a safe following distance and be alert for the following: ○ Rain can result in slippery conditions and hydroplaning is a concern.. ○ Bridges and overpasses freeze before roadways. ○ High winds affect steering. ○ Loose gravel. ○ Pay extra attention to oncoming vehicles. ○ In snowy or foggy conditions use your low beams to reduce glare. • Drive defensively and be aware of whom you are sharing the road with: ○ Vehicles approaching at intersections. ○ Pedestrians have the right of way. ○ Treat motorcycles as full size vehicles. ○ Maintain pace with traffic, but don't speed. ○ Avoid congested routes when possible. ○ If in doubt or to avoid an accident, yield to other vehicles. • When moving in reverse is unavoidable, the driver must ensure the path is clear at the rear of the vehicle ○ Use a signal person to give directions and honk the vehicle's horn before proceeding.
After You Finish	• Where possible, all vehicles should be parked to avoid the need to move in reverse when leaving the parked space. • Clean the vehicle. • Leave the vehicle in good operating condition, ○ Add fuel / fluids if needed for next drive or driver. • Report and rectify any problems encountered with the vehicle during the trip • All accidents and citations involving vehicles used for company bussiness must be reported.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Procedure

Driving

Safe Work Procedure Number	SWP-A24

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Highway Traffic Act, R.S.O. 1990, c. H.8

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Response to Regulatory Inspections & Orders

Safe Work Practice Number	SWP-A25

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
Regulatory inspectors, such as ministry of Labour officers, conduct random, unannounced inspections of workplaces, and construction projects, and are authorized to enter any workplace or project, at any time, without prior notice. Inspectors will also attend workplaces to conduct accident, and critical or fatal injury investigations, and to investigate work refusals or safety Disputes. Orders, stop work orders and even prosecutions can result from these inspections.	**Please review the PPE requirements for the specific site and activity being visited.** **Personal Protective equipment requirements are the same for all personnel including all visitors and regulatory personnel.**

DO	DO NOT
• When an inspector announces their presence at a project, site supervision shall be notified immediately of the inspector's presence and they will notify and arrange for the Health and Safety Representative or selected Joint H&S Committee worker member to attend the inspection, wherever possible. • All personnel will be polite and respectful. • The company will make every effort to accommodate inspector requests, as may be required. • Answer each question honestly and succinctly. Once you have answered a question, stop talking.	× Do not obstruct or hinder an officer in the performance of their duties. ○ Obstructing an inspector can carry penalties. × Do not wait to inform the site supervision of the presence of an inspector. × Do not respond to any orders without consulting with the corporate safety department. × Do not fail to respond to the order within the corresponding deadlines indicated in the inspector's report.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Response to Regulatory Inspections & Orders

Safe Work Practice Number	SWP-A25

- The inspector will leave a report, indicating the reason for the visit along with recommendations, comments and possible orders.

- Where violations have occurred, the inspector may issue written orders to the employer to
    - Comply within a certain period of time or, if the hazard is imminent, to comply immediately or even to stop the work.

- Inspector's orders must be complied with.
    - Non-compliance may result in proportionately restrictive action in respect of the contravention, including the assessment of fines, stop-work orders or even prosecution.

- An inspector's order may require the employer to submit a plan to the Ministry, specifying when it will be complying with the order.

- Copies of all inspector reports must be posted in the site trailer "in a conspicuous place where likely to come to the attention of
    - The most workers", and the management member contacted will ensure that copies are
    - Issued to the:
    - Health and safety representative or joint H&S committee, as appropriate,
    - Project manager
    - Corporate H&S department

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

• An inspector's order, or decision not to issue an order, can be appealed by a worker, union,
  ○ employer, constructor, licensee or owner aggrieved by the order.
• If you disagree with an order please contact the Corporate safety manager immediately for assistance with the next steps.
 	
• In some circumstances, the MOL may also initiate a prosecution, charging the employer and/or supervisor and/or any other party with a violation of the legislation.
  ○ If a prosecution is initiated, the corporate legal and safety departments will be contacted and lead the response.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Occupational Health and Safety Act
- O. Reg. 213/91: CONSTRUCTION PROJECTS

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Manual Hand Tools

Safe Work Practice Number	SWP-E01

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Repetitive strain Pinch points Dropped objects Flying debris Sharp edges Muscle strain	 **Safety Glasses with Side Shields**	 **Hard Hat**
	 **Steel Toed Boots**	 **Hand Protection**

DO	DO NOT
✓ Wear approved PPE as noted	× Do not use damaged tools
✓ Select and use the proper tool for the job	× Do not tamper with safety features
✓ Hold tools as designed, to ensure ergonomics	× Do not modify or repair tools unless qualified to do so.
✓ Carry all sharp tools in sheaths or holsters and ensure blades are retracted	× Do not subject a hand tool to conditions beyond its designed capacity or use
✓ Inspect all parts of a tool before every use	× Do not carry tools by hand up a ladder
✓ Maintain a sufficient distance from other workers	× Do not use unsecured hand tools when working at heights.
✓ Remove, retract or sheath blades after tool use	
✓ Ensure proper storage of tools after use	
✓ Ensure tools are cleaned/decontaminated prior to storage	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Manual Hand Tools

Safe Work Practice Number	SWP-E01

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that manufacturer's instructions are present and followed at all times
- O. Reg. 213-91, Section 93 & 195
- Customer Site Specific Rules and Procedures.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Powered Hand Tools

Safe Work Practice Number	SWP-E02

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Repetitive strain Dropped objects Muscle strain Vibration Sharp edges Airborne contaminants Noise Vibration	 **Safety Glasses with Side Shields**	 **Hard Hats***
	 **Hand Protection**	 **Hearing Protection***
	 **Steel Toed Boots**	 **Respiratory Protection***

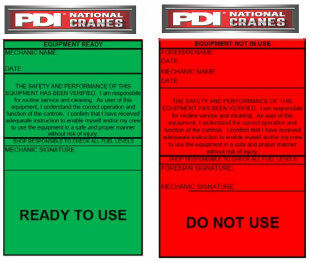
DO	DO NOT
✓ Wear approved PPE as noted	× Do not use damaged tools
✓ Only use equipment you are trained for	× Do not tamper with safety features
✓ Select the right tool for the job	× Do not carry or disconnect tools by the cord
✓ Inspect all tools before use	× Do not leave tools plugged in when not in use
✓ Unplug tools when servicing	× Do not modify or repair tool unless qualified to do so
✓ Hold tools as designed to ensure proper ergonomics	× Do not carry tools by hand up a ladder
✓ Use gloves and alternate activities to reduce exposure to repetitive strains	× Do not subject power tools to conditions beyond their designed capacity
✓ Maintain a safe distance from other workers	× Do not wear loose fitting clothing

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Powered Hand Tools

Safe Work Practice Number	SWP-E02

✓ Use the right length and gage of cord and avoid trip hazards ✓ Use GFI's in wet conditions or outdoors ✓ Always tag out damaged equipment 	✗ Do not modify triggers in order to lock them in place.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that manufacturer's instructions are present and followed at all times
- O. Reg. 213-91, Section 93 & 195
- Customer Site Specific Rules and Procedures
- PNC Safe Work Practice: Vibration, Damaged equipment

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Defective Equipment

Safe Work Practice Number	SWP-E03

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
Electrical shock Struck by / crush by objects Mechanical failure	• **The use of Personal Protective Equipment does not permit the use of damaged or defective tools.**

DO	DO NOT
✓ An equipment inventory has been established and shall be maintained ✓ Preventive maintenance schedules must meet manufacturer and all legislated requirements for the tool or equipment being used. ✓ Records of maintenance activities must be kept. ✓ Watch for potential damage to your equipment such as: • broken or inoperative guards • insufficient or improper grounding due to damage on double insulated tools • no ground wire (on plug) or cords of standard tools • abnormal operation or noise during operation • the on/off switch not in good working order • Cracked or damaged welds • chisels and wedges with mushroomed heads; • split or cracked handles • chipped or broken drill bits • wrenches with worn out jaws	× Do not use equipment that is deemed unsafe until repaired or replaced by a qualified person. × Do not attempt field repairs unless you are specifically trained and authorised to do so. × Do not use tagged out or potentially defective items under any circumstances.

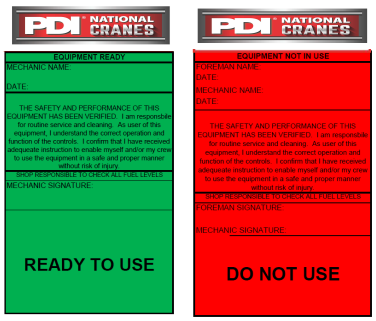
JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- tools which are not complete, such as files without handles
- Bent / cracked rungs or supports on ladders

✓ If a tool or piece of equipment is found to be defective or has sustained damage, immediately stop use and report to your supervisor.

✓ Worker and supervisory personnel shall inspect the broken tool/piece of equipment to decide what type of action is required. (e.g. Repair on site, remove from use, etc.)

✓ Attach a DANGER DO NOT USE tag to the equipment, to ensure it does not get used again.



✓ Indicate what is wrong with the equipment or tool

✓ Ensure the defective or damaged tool / equipment is placed in a safe, secure location and is unavailable to other workers / operators.

✓ Supervision will make arrangements to get the tool/equipment in good working order (i.e. repairs, arranging for replacement).

Safe Work Practice

Defective Equipment

Safe Work Practice Number	SWP-E03

✓ Only authorized workers will be permitted to carry out repairs.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vehicle Use

Safe Work Practice Number	SWP-E04

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Other drivers Pedestrians Weather Poor road conditions Poor visibility Animals / Wildlife Mechanical Fatigue	 **Emergency kit**	 **Back up alarms***
		 **Seatbelts**

DO	DO NOT
✓ Check your tires, brake pads, oil level and lights regularly.	× No driver shall exceed 13 hours of driving time and/or 14 hours of on-duty time in a day.
✓ Ensure that your spare tire is in good condition and that your jack is working.	× Drivers may not operate commercial vehicles while their ability or alertness is impaired.
✓ If there are any strange noises when you drive, or if there are changes in the feel of your vehicle, don't ignore them. Investigate the causes and have them repaired if needed.	× Do not hold-off on performing regular maintenance as this helps keep your vehicle safe. When making modifications, consult an expert first – avoid performing modifications on your own if you're not an expert on these things.
✓ Pay close attention to the situation on the road; check your blind spots and mirrors – do these all the time.	× Do not use a vehicle that you find difficult to drive.
✓ Always wear your seatbelt	× Do not drive when you know you can't focus 100% on the road.
✓ Stick to the allowed speed limit.	
✓ Be courteous to other drivers and avoid upsetting other road users.	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vehicle Use

Safe Work Practice Number	SWP-E04

- ✓ Make sure to use your indicators even if there's no one else around.
- ✓ Make room for bicyclists and make sure to give pedestrians the right-of-way especially in crosswalks.
- ✓ When driving under bad weather conditions, keep a winter survival kit in your car.
- ✓ Plan your route out in advance for long car trips and keep a map or atlas in the car in case you get lost
- ✓ Give pedestrians the right-of-way in crosswalks.
- ✓ Keep your eyes constantly moving, scanning the road ahead and to the side and checking your mirrors every five seconds or so
- ✓ All loads are to be adequately secured for transport
- ✓ Commercial vehicles, when operated, must be inspected every 24 hours
- ✓ Document any defects observed during daily inspections.
- ✓ Defects that might affect the safe operation of a vehicle are to be repaired before the vehicle is operated on a public road.

- × When driving in poor conditions, don't drive normally. It's a must to be more cautious and drive slowly.
- × Do not eat, mess with your stereo or otherwise be distracted when you're driving.
- × Don't make it a habit getting too close to other road users. Never assume that they are going to do what you expect them to do. There's nothing predictable when you're on the road.
- × Do not get upset with the behaviours of other road users – this might only make you distracted and lead to poor driving decisions.
- × Do not drink alcohol or use other drugs and drive.
- × Do not get in a car with a driver who has been drinking or using drugs.
- × Do not leave unsecured items or valuables in your vehicle especially in places where they can be seen, no matter where you are parked.
- × Do not smoke in company vehicles.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vehicle Use

Safe Work Practice Number	SWP-E04

✓ Where required, drivers must complete logbooks while operating commercial vehicles ✓ Use hands free devices if you must make a call.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Road safety in Canada: Government of Canada publication
- The Official Ministry of Transportation (MTO) Driver's Handbook
- Ontario Highway Traffic Act, R.S.O. 1990, c. H.8

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Hoisting & Rigging

Safe Work Practice Number	SWP-E05

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Suspended loads Pinch points Electrical	 **Safety Glasses with Side Shields**	 **Hard Hats**
	 **Hand protection**	 **Hearing Protection ***
	 **Steel Toed Boots**	 **Hi Visibility Clothing**

DO	DO NOT
Hoisting ✓ Only a certified operator, (for the operation of the specific type and capacity of crane) may operate. ✓ Ensure your lift will occur away from any electrical Ines, utilities or other hazards. ✓ Determine the weight of the object or load prior to a lift. ✓ Ensure that the maximum load rating of rigging components as recommended by the manufacturer are not exceeded. ✓ Inspect each chain or sling before each use for cuts, nicks, bent links, bent hooks etc. If in doubt, don't use it. ✓ Ensure that the safety latch on hooks is in good working condition. ✓ Ensure that all lifting chains and slings have a tag listing the safe working load limits.	× Do not exceed the working load limits of alloy chains or nylon lifting slings. × Do not permit anyone to ride the lifting hook or the load. × Do not leave a load suspended when the hoist or crane is unattended. × Do not work under a suspended load, unless the load is properly supported. × Do not shorten a sling by twisting or knotting. × Do not use bolts or nuts with chain slings. × Do not place yourself between material, equipment or any stationary object and the load swing. × Do not position yourself near stacked material that may be knocked over by a swinging load.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18 , 2023		0

- ✓ Damaged rigging must be clearly tagged “Out of Service”, removed from the work area and either repaired or replaced.
- ✓ Use slings of proper reach.
- ✓ Make sure all personnel stand clear from the load being lifted.
- ✓ One member of the crew will act as the designated signal person and will wear the appropriate distinctive vest, armlets, etc.
- ✓ The signal person will review the signals to be used with the crane operator.
- ✓ Estimate the center of gravity or point of balance.
- ✓ The lifting device should be positioned immediately above the estimated center of gravity.
- ✓ Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

Rigging

- ✓ Only personnel who are trained and qualified may determine rigging configurations – with consultation of the crane operator.
- ✓ Rigging inspections to be conducted weekly

- ✓ The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
- ✓ Each rigger must be sure he's in the clear before he gives an "all ready" to the signalman.
- ✓ When you have positioned the sling or choker you're using, release it, if possible, before you give the "all ready" signal.
- ✓ If you must hold it in position, be sure your hand is clear of pinch points. In fact, your hand should be far enough away so there's no possibility of a frayed wire catching your glove and jerking your hand into a pinch point.
- ✓ Watch out for the roll or swing of the load. Anticipate the direction of the swing or roll and work away from it.
- ✓ To control the loads, tag lines are to be used. (when necessary)
- ✓ Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load.
- ✓ When lowering or setting the load, be sure your feet and all other parts of your body are out from under the load.
- ✓ Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from.

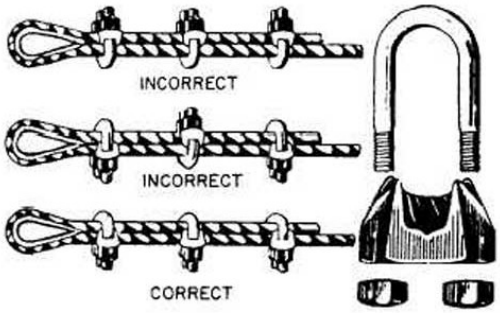
Safe Work Practice

Hoisting & Rigging

Safe Work Practice Number	SWP-E05

Attaching Cable Clips and Clamping Wire Rope

- ✓ Wire the thimble to the rope at the desired point, then bend the rope around the thimble and secure temporarily by wiring the rope members together.
- ✓ First attach the clip farthest from the thimble and tighten (be sure the base of the saddle rests upon the live end of the rope and the "U" bolts on the short end).



- ✓ The clip nearest the thimble goes on next. Do not tighten yet. If one or more additional clips are to be attached, place them at an equal distance apart between the clips already attached.
- ✓ Before tightening, it is advisable to place some stress on the rope to take up the slack and equalize the tension on both sides of the clip.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

(Do not apply too much stress or the clip attached in Step 1 will not hold). ✓ Tighten all clips. ✓ All clips must be attached in this manner.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: CONSTRUCTION PROJECTS
- PNC Electrical Limits of Approach Safe Work Practice
- Hand signals for hoisting operations
- Effect of angles on working load limits

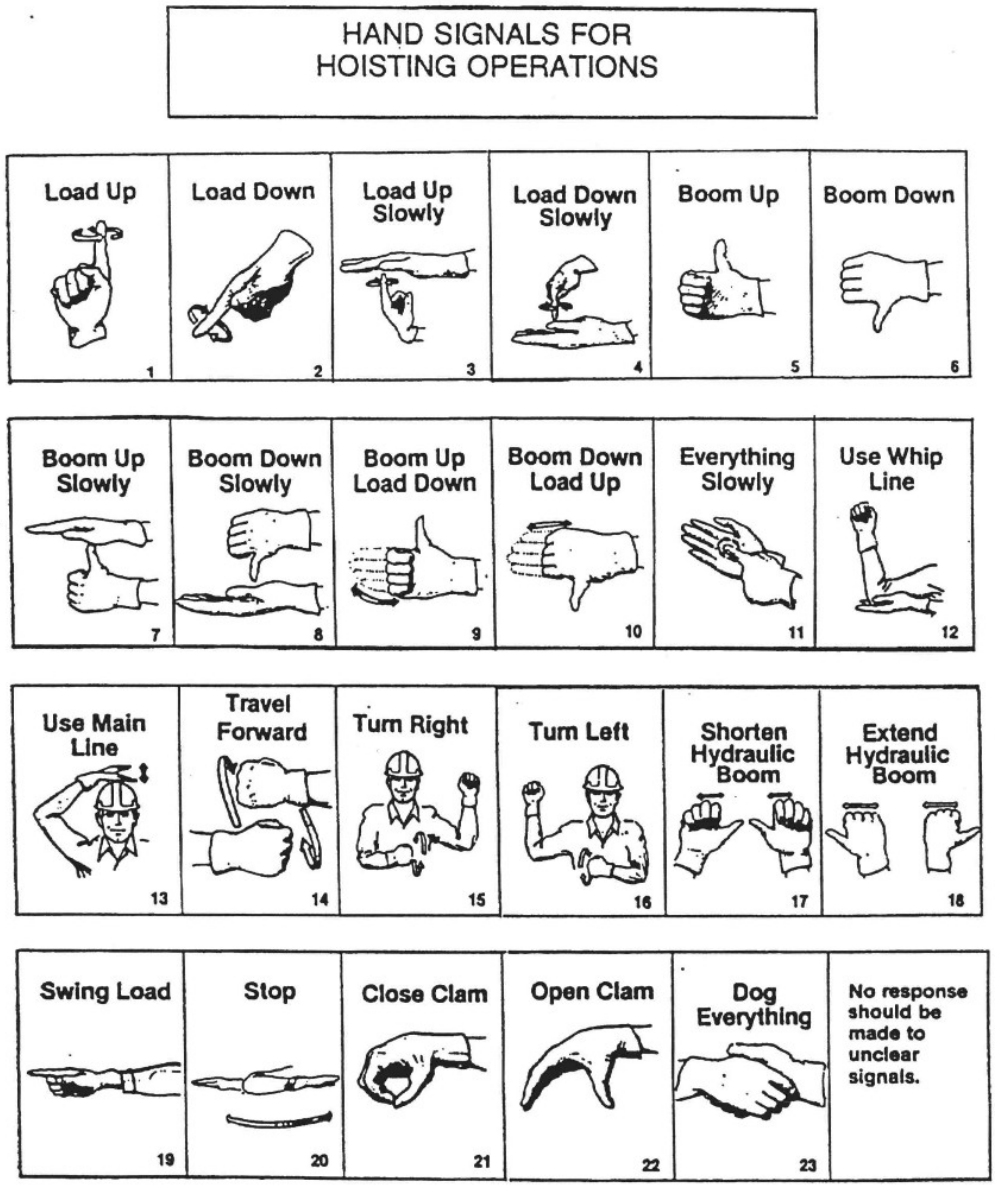
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Hoisting & Rigging

Safe Work Practice Number	SWP-E05



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

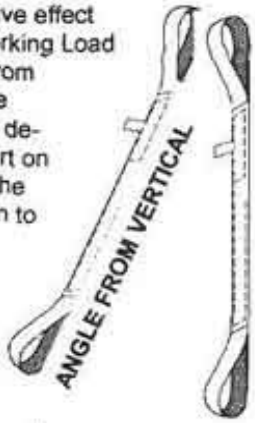
Hoisting & Rigging

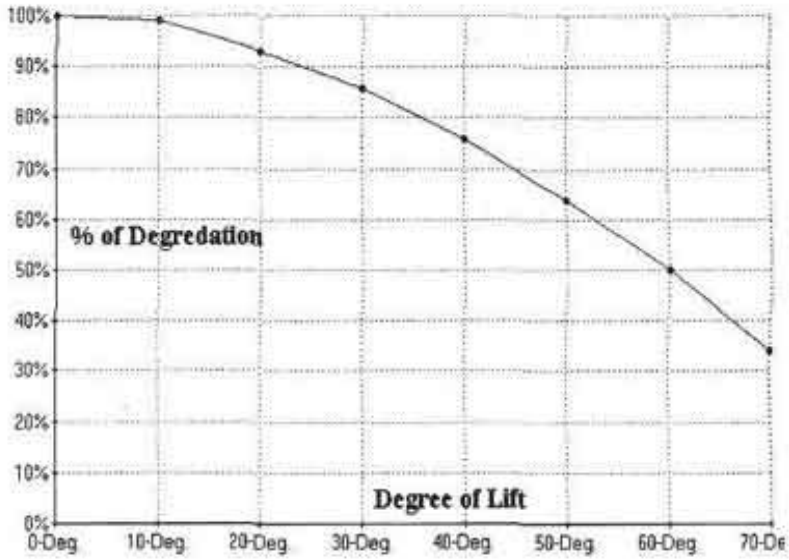
Safe Work Practice Number	SWP-E05

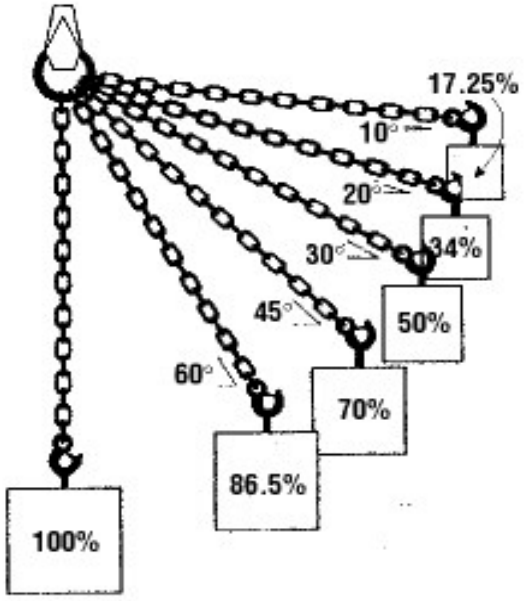
Effect of angles on "Working Load Limit"

Angles have a negative effect on a web slings "Working Load Limit". As the angle from vertical increases, the "Working Load Limit" decreases. Use the chart on the right to estimate the degree of degredation to the sling.

First determine the degree of angle from vertical. Then find the percent of degredation on the chart. Multiply it by the slings "Working Load Limit". If the net amount is less than the weight being lifted, a stronger sling must be used.







JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Safe Work Practice

Safe Use of Table Saws

Safe Work Practice Number	SWP-E06

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Amputation of fingers Lacerations Noise Dust / Debris	**Hard Hat *** 	**High Vis Vest*** 
	Safety Glasses 	**Hearing Protection** 
	Steel Toe Boots* 	

DO	DO NOT
✓ Only trained and experienced workers are to operate a saw. ✓ Pre-inspect saw (while unplugged) for possible defects before using. • Check electrical cords, switches, blade guards, guides, push stick, fence, dust collection system. ✓ After turning on the saw make sure the emergency stop button works, if equipped. ✓ Wear proper eye and hearing protection, and when required, respiratory protection or disposable respirator (N95). ✓ Refer to and follow the table saw manufacturer's instructions for reducing the risk of kickback.	× Do not perform free-hand sawing. The stock must be held firmly against the miter gauge or rip fence to position and guide the cut. × Do not feed the work piece faster than the saw can accept. × Do not reach around or over a moving saw blade. × Do not leave the table saw unattended while the saw blade is in motion. Turn off the power and make sure the machine has stopped running before leaving the area.

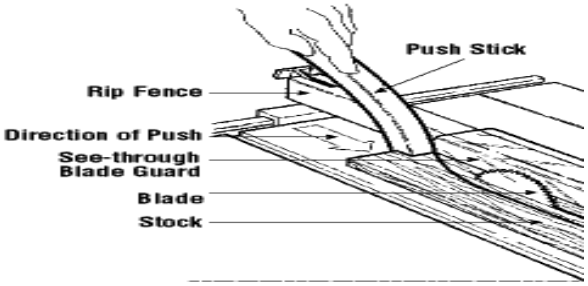
JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Safe Use of Table Saws

Safe Work Practice Number	SWP-E06

- ✓ Make sure the guard is in place and working correctly.
- ✓ Choose the proper saw blade for the type of work being done.
- ✓ Keep saw blades clean, sharp and properly set so they will cut freely without being forced.
- ✓ Keep the work area clean. Operate the table saw in a non-congested, well-lighted area.
- ✓ Feed material into the saw blade counter to the direction of rotation.
- ✓ During cutting, keep hands out of the line of the saw cut.
- ✓ Use the saw blade guard with a spreader and anti-kickback fingers for ripping or cross cutting operations.
- ✓ Keep your body to the side of the saw blade out of the line of a possible kickback.
- ✓ Use a push stick when ripping narrow stock.



- ✓ When changing the saw blade:

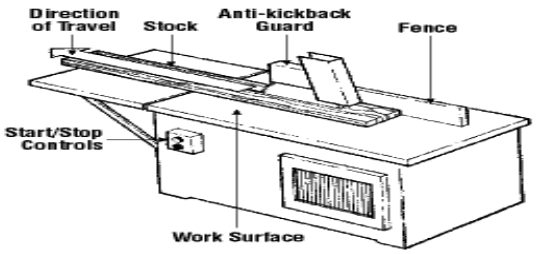
JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Safe Use of Table Saws

Safe Work Practice Number	SWP-E06

1. Stop the machine (table saw)
2. Disconnect the power supply.
3. Disconnect the table saw from power source. Place the plug end of the cord on top of the saw table and follow lock out/tag out procedures or manufacturer's instructions for making repairs or servicing.
4. Replace the blade.



Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that manufacturer's instructions are present and followed at all times
- O. Reg 213/91 Equipment General

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Heavy Equipment Operation

Safe Work Practice Number	SWP-E07

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
Crushed - if your equipment overturns Struck by or crushed by material being moved by heavy equipment Crushed - if caught between the equipment and a wall or other object Run over by a heavy vehicle. Electrocuted - if the equipment contacts an overhead power line	 **Safety Boots***	 **Gloves ***
	 **Hard Hat***	 **Safety *Glasses**
	 **Hearing Protection***	 **High Visibility Clothing**

DO	DO NOT
The following requirements are considered minimum expectations for the use of heavy equipment. To confirm specific legislated requirements, vehicle operators should refer to the applicable safety and transportation regulations. ✓ All workers operating, maintaining and refuelling heavy equipment or working near operational heavy equipment must complete and document a job-specific hazard or risk assessment. ✓ Employees and contractors operating any heavy equipment must: • Hold a current and valid driver's license issued by the applicable provincial vehicle Licensing authority	× Do not operate heavy equipment when your judgement may be affected by prescription or over-the-counter medicines × Do not allow employee or contractor personnel under the age of 16 is permitted to operate heavy equipment × Do not allow persons to be transported on fenders, mounting steps, hooks, forks, pallets or in buckets, or by any other manner on the equipment other than as designed by the manufacturer for personnel transport × Do not operate heavy equipment that you are not certified to operate and/or that you have not been properly trained or authorized to operate

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Heavy Equipment Operation

Safe Work Practice Number	SWP-E07

- Have completed a vehicle operator safety course and hold a current and valid
  License or certificate, if applicable, to the equipment being operated
- Be authorized by the operator's employer to operate that specific type of equipment
- Verify that the number of persons being transported does not exceed the manufacturer's design specifications or the number of designated seats fitted with seat belts
- Confirm that all personnel riding heavy equipment while it is in operation use seatbelts in a properly adjusted and securely fastened manner
- Where seatbelts have been installed by the manufacturer – where installed by the manufacturer, seatbelts are not to be removed from heavy equipment
- Verify that all personnel riding heavy equipment wear the safety protective equipment and clothing as required by the manufacturer, or as designated by the client.
- Evaluate the assigned job, select the appropriate attachment(s) to complete the work, and use the attachment(s) solely for their designed task and for no other alternative purpose
- Maintain or complete any operating logs or records for the equipment.

✓ Each time an employee or contractor is assigned a task that involves operating heavy equipment, the vehicle operator shall conduct

✗ Do not permit a worker to remain within range of the moving load/part if a movement of the load/part creates a danger to workers

✗ Do not move a load or equipment if a worker is exposed to danger

✗ Do not use heavy equipment in severe weather or lightning conditions.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

a pre-use inspection in accordance with manufacturer requirements. ✓ Operate the heavy equipment at speeds, and in a manner, appropriate to the potential hazards of the workplace (e.g. personnel, obstructions) ✓ Use a guide or spotter where equipment design or operating restrictions present blind spots ✓ Use a guide or spotter whenever heavy equipment is moving through a congested work area ✓ Be aware of the position of any person near the heavy equipment ✓ Alert personnel to the presence and movement of the heavy equipment, including the operators of other heavy equipment or vehicles in the immediate vicinity ✓ When mobilizing equipment to a worksite the equipment shall be clean and verified in working order ✓ Heavy equipment operators must conduct a pre-shift walk-around of the equipment, including inspecting the condition of the roll-over protective structure (ROPS) ✓ Maintain three-point contact when entering/mounting and exiting/dismounting the equipment and do not jump down	

Safe Work Practice

Heavy Equipment Operation

Safe Work Practice Number	SWP-E07

✓ Use hearing, head and eye protection when exposed to hazards, especially when any windows or hatches are open on the cab ✓ Whenever heavy equipment is moving or operating in the immediate vicinity of overhead or underground utilities or transmission systems, the hazards must be pre-identified, marked where not readily visible to the heavy equipment operator, and a guide or spotter assigned to alert the equipment operator should the equipment get too close to those hazards ✓ Know the working range of the equipment and lift loads only within the safe lifting/working limit of the equipment ✓ Properly secure all loads as per regulations ✓ If equipment must be left unattended, the operator must ensure the equipment is secured against unintended movement, and elevated parts of the equipment, and the load are landed and/or secured in a safe position ✓ Ensure safety/first aid kits and fire extinguishers are available, secured and up-to-date for inspection and/or certification ✓ Audible warning devices (e.g. back-up alarm or beeper) must be installed and operable when reversing ✓ Be familiar with, and understand, the operating limitations of the equipment, particularly involving crossing uneven ground	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

or traversing hills of excessive angles (longitudinal or transversal slopes). ✓ Keep in mind the hazards of loose or unconsolidated soils and ground and the potential for erosion or undercutting when working near watercourses, trenches or excavations. ✓ Select stopping and parking areas with care. Always try to park the equipment on gravel, pavement or hard-packed ground to reduce the risk of soil subsidence that could result in vehicle entrapment or potential toppling of the equipment.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 856: ROLL-OVER PROTECTIVE STRUCTURES
- PNC SWP A22 Lightning
- PNC SWP A17 Limits of approach

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Equipment Assembly & Disassembly

Safe Work Practice Number	SWP-E08

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
Pinch points Noise Slips / trips Collapse Moving machinery	 **Safety Boots***	 **Gloves ***
	 **Hard Hat***	 **Safety *Glasses**
	 **Hearing Protection***	 **High Visibility Clothing**

DO	DO NOT
✓ Before commencing assembly or disassembly operations, ensure that the crew members understand all of the following, by reviewing the JHA and completing a CARS form: • Their tasks. • The hazards associated with their tasks. • The hazardous positions/locations that they need to avoid. ✓ Follow manufacturer's instructions ✓ Select a work area with firm level ground under and surround the equipment to be worked on ✓ Use scaffolds or elevating platforms to access elevated work areas when possible. ✓ Ensure that **<u>equipment is prevented from being operated or moved</u>**, using proper lock out / tag out procedures as appropriate	× Do not enter areas under equipment being assembled or disassembled unless moving parts are blocked or secured × Do not modify components of equipment that affect load capacity or safety × Do not disable or remove any safety device × Do not place hands in pinch points

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- ✓ Use only OEM or equivalent bolts/pins
- ✓ Block or otherwise immobilize parts that could shift position and injure a worker (such as rigid arms on grapples, hydraulic hoses, or folding conveyors)
- ✓ When used to support components, blocking must be appropriately placed to:
  - Protect the structural integrity of the equipment, and
  - Prevent dangerous movement and collapse
- ✓ When pins (or similar devices) are being removed, employees must not be under the boom, jib, or other components
- ✓ Clean up any oil/fuel spills to avoid slip hazards
- ✓ Cut off seized bolts, when possible, to avoid strain injuries from trying to break them loose
- ✓ Use approved rigging with adequate capacity for the load being lifted and install rigging in a configuration that does not overload any part of the rigging
- ✓ Ensure lifting devices are only operated by competent workers
- ✓ Allow hot surfaces such as engines/pumps/hydraulic cylinders to cool down prior to working on them

Safe Work Practice

Equipment Assembly & Disassembly

Safe Work Practice Number	SWP-E08

✓ Tag-out any equipment that is not complete or is unsafe to use, if assembly or disassembly is discontinued for any reason ✓ If using a pry bar to move parts into alignment, keep hands/fingers out of pinch points ✓ Use proper handles/handholds for opening/closing hoods	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS
- PNC Safe Work Practice SWP E15 Rigging and Hoisting
- PNC Safe Work Practice SWP A09 Lock-out / Tag Out

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Powered Mobile Equipment

Safe Work Practice Number	SWP-E09

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
Contact with Machinery Noise Exhaust emissions Falls Contact with utilities Chemicals (oils, fuels)	 **Safety Boots***	 **Gloves ***
	 **Hard Hat***	 **Safety *Glasses**
	 **Hearing Protection***	 **High Visibility Clothing**

DO	DO NOT
✓ Powered mobile equipment is to be only operated by competent workers	× Do not endanger personnel through careless handling of the machine.
✓ When equipped from the manufacturer, seatbelts must be worn	× Do not alter any safety device in any way that makes it ineffective.
✓ Ensure unattended vehicles are immobilized and secured against accidental movement.	× Do not store flammable substances in the cab or carry loose articles
✓ Ensure that workers who operate mobile equipment are aware of the potential hazards of their specific site /workplace. i.e. power lines, terrain, load capacities	× Do not operate any equipment that has had the Roll Over Protective Structure (ROPS) removed.
✓ Establish reasonable safety zones between mobile equipment and workers/members of the public.	
✓ Ensure that no one approaches the mobile equipment until it has been stopped and the operator has indicated to the person it is safe to approach.	

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Powered Mobile Equipment

Safe Work Practice Number	SWP-E09

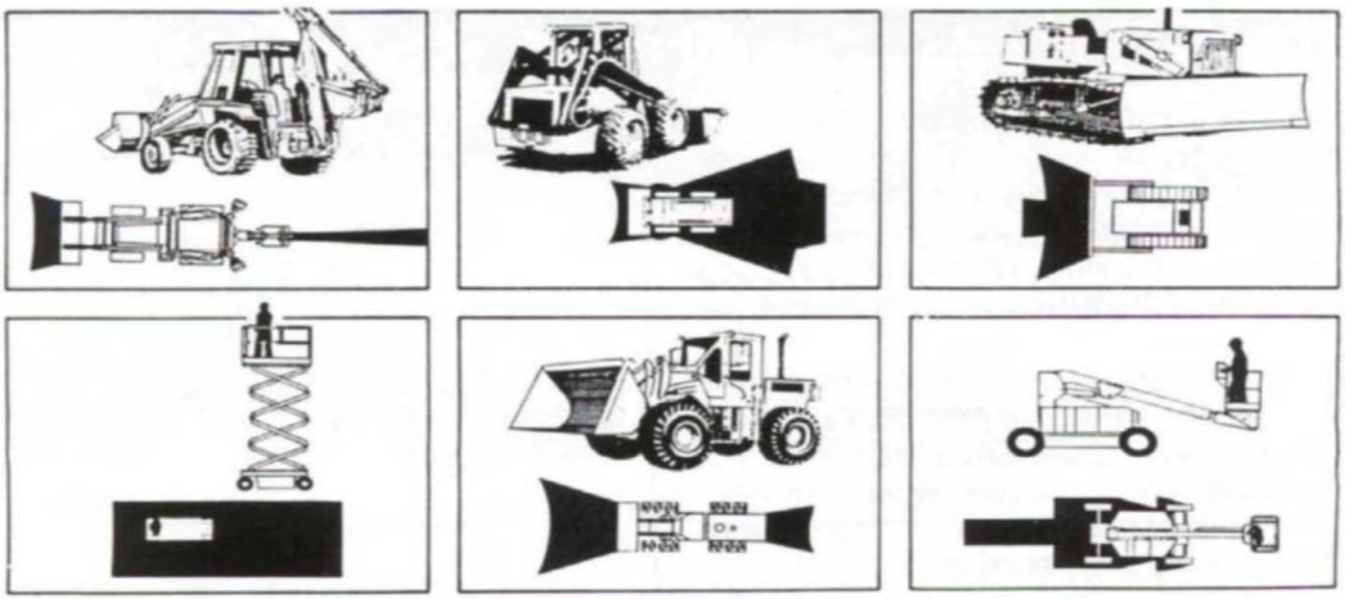
- ✓ Inspect equipment on a daily basis for safety defects by using and completing the equipment checklist.
- ✓ Ensure maintenance is completed in accordance with manufacturers recommendations
- ✓ Remove from service any equipment with a defect that could affect safety in any manner. Tag the defective equipment in accordance with company policy, and report the defect to the supervisor for repair or removal.
- ✓ Always operate equipment at a speed suitable to the conditions.
- ✓ Use competent signallers when required and ensure they are stationed in the correct position.
- ✓ Ensure artificial lighting is provided if there is inadequate natural lighting, and that shadows and glare are reduced to a minimum.
- ✓ Be aware of blind spots – see diagram below

Safe Work Practice

Powered Mobile Equipment

Safe Work Practice Number	SWP-E09

Driver Blind Spots on Commonly Used Construction Vehicles (Dark Areas)



Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS Sections 24, 25, 75, 76
- PNC SWP E-03 Tag Out of Defective Equipment
- Roll–Over Protective Structures R.R.O. 1990, Regulation 856

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Machine Guarding – Rotating and Moving Equipment

Safe Work Practice Number	SWP-E10

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
A wide variety of mechanical motions and actions may present hazards to workers. These can include: ○ movement of rotating members ○ reciprocating arms ○ moving belts ○ meshing gears ○ cutting teeth ○ and any parts that impact or shear	 **Safety Boots***	 **Gloves ***
	 **Hard Hat***	 **Safety Glasses**
	 **Hearing Protection***	

DO	DO NOT
✓ Ensure that exposed moving parts are guarded ○ This could include hoods on running vehicles, belt /chain driven equipment or drill presses. ✓ Safeguards must meet these minimum general requirements: ○ **Prevent contact**: The safeguard must prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving parts. A good safeguarding system eliminates the possibility of the operator or another worker placing parts of their bodies near hazardous moving parts. ○ **Secure**: Workers should not be able to easily remove or tamper with the safeguard,	× Do not wear loose fitting clothing and/or jewelry if they could come into contact with moving parts × Do not remove or modify a guard × Do not rely on machine guards as a substitute for locking out when clearing obstructions or performing maintenance.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

because a safeguard that can easily be made ineffective is no safeguard at all. They must be firmly secured to the machine.

- **Protect from falling object**s: The safeguard should ensure that no objects can fall into moving parts. A small tool which is dropped into a cycling machine could easily become a projectile that could strike and injure someone.

- **Create no new hazards**: A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. The edges of guards, for instance, should be rolled or bolted in such a way that they eliminate sharp edges.

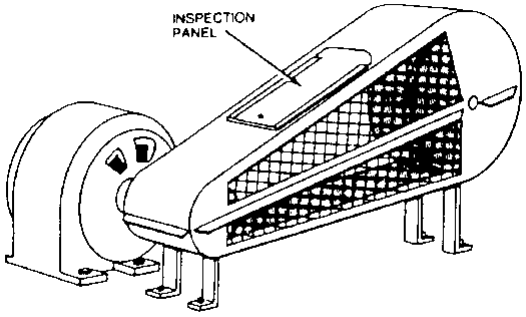
- **Create no interference**: Any safeguard which impedes a worker from performing the job quickly and comfortably might soon be overridden or disregarded. Proper safeguarding can actually enhance efficiency since it can relieve the worker's apprehensions about injury.

- **Allow safe lubrication:** If possible, one should be able to lubricate the machine without removing the safeguards. Locating oil reservoirs outside the guard, with a line leading to the lubrication point, will reduce the need for the operator or maintenance worker to enter the hazardous area.

Safe Work Practice

Machine Guarding – Rotating and Moving Equipment

Safe Work Practice Number	SWP-E10



Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS Sections 24, 25, 75, 76
- PNC SWP: Lock out / Tag out
- CSA Standard Z432-16 Safeguarding of machinery

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Cranes, Hoists and Lift Trucks

Safe Work Practice Number	SWP-E11

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	
Overhead power lines Weight of Load Pinch points Other workers Noise Slips / trips	 **Safety Boots***	 **Gloves ***
	 **Hard Hat***	 **Safety *Glasses**
	 **Hearing Protection***	 **High Visibility Clothing**

DO	DO NOT
✓ Only a competent worker can be charge of assembly / disassembly. ✓ Lifting devices are to be only operated by competent workers ✓ Every crane or similar hoisting device shall have affixed to it a load rating plate that: ○ The operator can read while at the controls; and ○ Contains enough information for the operator to determine the load that can be lifted for each configuration of the crane. ✓ The owner of a crane or similar hoisting device shall keep a permanent record of all inspections of, tests of, repairs to, modifications to, and maintenance of the crane or similar hoisting device. ✓ The owner of a crane or similar hoisting device shall prepare a log book for it for use at a project covering the immediately preceding twelve months and the period the	× Do not ever lift a load that is larger than the load limit with any crane. ○ Even loads that are slightly over the limit can be dangerous. If there is any doubt about a crane's ability to lift a load, don't lift that load. × Do not let non-designated people communicate with the crane operator while in use. This can lead to mixed signals which will cause accidents. × Do not let workers "ride" on hoisting equipment, crane or lifting equipment, unless it has attachments or devices designed specifically to lift or transport people. Workers hanging from the crane can easily fall and get injured. × Do not operate a crane and hoist that is damaged or has any actual or suspected mechanical or electrical malfunction.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

crane or similar hoisting device is on the project.

- ✓ The log book shall be kept with the crane or similar hoisting device.
- ✓ The owner of a crane or similar hoisting device shall retain and make available to the constructor on request copies of all log books and records for the crane or similar hoisting device.
- ✓ A competent worker shall visually inspect the crane's structural elements and the rigging equipment for defects before each use of the crane.
- ✓ Report any defects of equipment, other hazards, and any contraventions immediately.
- ✓ All cranes including overhead hoists must have the manufactures user manual with the equipment at all times.
- ✓ Where the operator of a crane or similar material handling equipment does not have a full view of the intended path of travel of the crane or similar material handling equipment or its load, the crane or similar material handling equipment shall only be operated as directed by a signaller who is a competent person and who is stationed,
  - In full view of the operator
  - With a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load
  - Clear of the intended path of travel of the crane or similar material handling equipment and its load.
- ✓ Follow all local regulations and requirements including permits for "critical lifts".
  - The Construction Safety Association of Ontario defines critical lifts as those

- ✗ Do not perform or allow any personnel to perform ANY work on a suspended load that requires that worker to be positioned under the suspended load.

- ✗ Do not adjust or repair a crane or hoist unless qualified and authorized to perform such maintenance.

- ✗ Do not use a hoist lead limiting device as a means to measure the load.

lifts where the load weight is heavier than 75% of the rated capacity. ○ Other examples of critical lifts include the following: ▪ Lifts in congested areas where structures, pipelines, power lines, or other obstacles are located. ▪ Lifts that involving turning or flipping the load over where shock loading and/or side loading is likely to occur. ▪ Lifts that involve machinery or assemblies furnished by others or lifts where the load weight is not known. ▪ Lifts in areas of poor soil or unknown ground conditions. ▪ Lifts involving potentially unstable pieces. ▪ Lifts involving multiple cranes.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS Sections 24, 25, 75, 76
- PNC Safe Work Practice SWP- A16 Safe Limits of Approach
- PNC Safe Work Practice SWP-16 Rigging and Hoisting

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Cranes, Hoists and Lift Trucks

Safe Work Practice Number	SWP-E11

Basic Types and Configurations

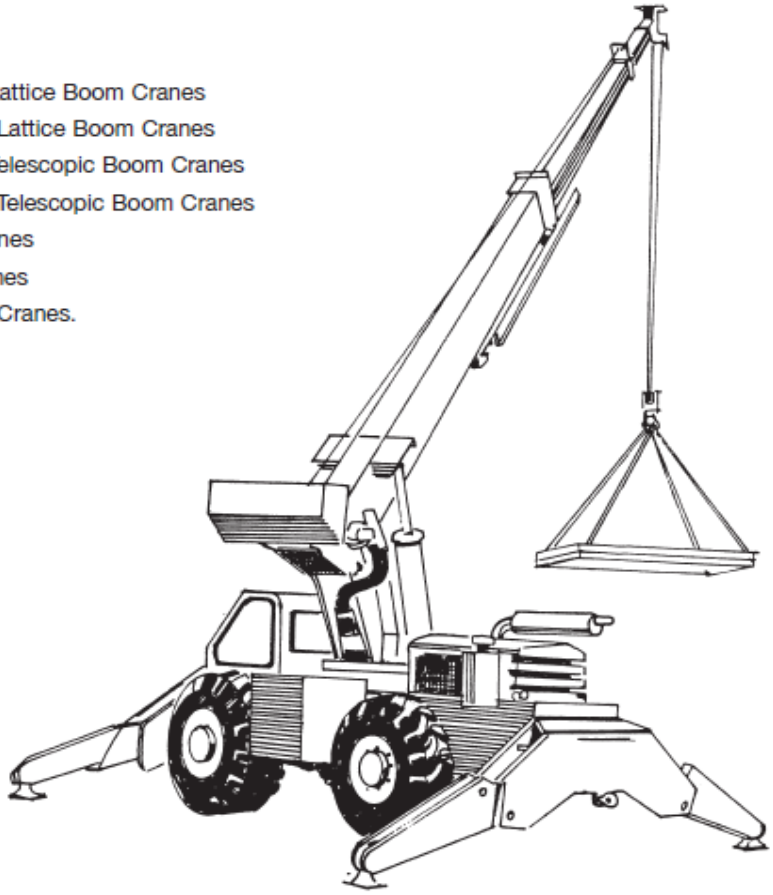
The evolution of the mobile crane has led to many types and designs to satisfy both the general as well as the specific needs of construction and industrial operations. This manual is concerned with mobile cranes used for construction purposes as well as industrial applications.

The basic operational characteristics of all mobile cranes are essentially the same. They include:

- Adjustable boom lengths
- Adjustable boom angles
- Ability to lift and lower loads
- Ability to swing loads
- Ability to travel about the job site under their own power.

Within the broad category of mobile cranes there have evolved the following basic types and configurations:

- Boom Trucks
- Industrial Cranes
- Carrier-Mounted Lattice Boom Cranes
- Crawler-Mounted Lattice Boom Cranes
- Carrier-Mounted Telescopic Boom Cranes
- Crawler-Mounted Telescopic Boom Cranes
- Rough Terrain Cranes
- Mobile Tower Cranes
- Heavy Lift Mobile Cranes.



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

WHMIS

Safe Work Practice Number	SWP-O01

Potential Hazards Present			
 Compressed Gas	 Acute Toxicity		
 Corrosive	 Health Hazard		
 Environmental Hazard	 Acute Health		
 Explosive	 Oxidizing		
 Flammable	 Biohazard		

Required Personal Protective Equipment * may be required based on risk – see FLHA form	
 **Safety Glasses**	 **Steel Toed Boots***
 **Face Shield***	 **Hard Hat***
 **Hand Protection***	 **Protective Clothing***
 **Repiratory Protection***	 **Fire Extinguisher***

DO	DO NOT
✓ Wear approved PPE as noted ✓ Ensure that you have received adequate WHMIS instruction ✓ Be aware of company Emergency Procedures ✓ Know the location of the Safety Data Sheets (SDS) for the products you are working with. ✓ Read and review the SDS to determine all relevant chemical properties and all required precautions of the substance(s) you will be working with	× Do not use hazardous products without reading the SDS for Safety Precautions × Do not use a product with a missing or damaged label × Do not accept delivery of hazardous products without their SDS's and Supplier Label

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

WHMIS

Safe Work Practice Number	SWP-O01

✓ Know the location of First Aid Kits and Eye Wash Stations ✓ Ensure all hazardous products have a Supplier Label affixed ✓ If product is put into another container it must be affixed with a Workplace Label ✓ Always replace missing or illegible labels	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that SDS's are present and followed at all times
- WHMIS Regulation - Ontario
- https://www.ihsa.ca/rtf/health_safety_manual/pdfs/health/WHMIS.pdf
- PNC Standard 11: WHMIS

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Cold Stress

Safe Work Practice Number	SWP-O02

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
Low temperature exposure	 **Warm Clothing**

DO

- ✓ Wear PPE as noted
- ✓ Wear several layers of clothing rather than one thick layer
- ✓ Wear synthetic fabrics next to the skin to "wick" away sweat
- ✓ Wear a waterproof or wind resistant outer layer
- ✓ Wear warm gloves and a hat, as appropriate
- ✓ Change into dry clothes if you become wet in the cold
- ✓ Consume warm high calorie drinks and food
- ✓ Report all Cold Stress related symptoms
- ✓ Follow recommended schedule of breaks as directed

Air temperature (sunny sky)		No noticeable wind		8 km/h wind (5 mph)		16km/h wind (10 mph)		24 km/h wind (15 mph)		32 km/h wind (20 mph)	
°C (approx.)	°F (approx.)	Max work period	No. of breaks	Max work period	No. of breaks	Max work period	No. of breaks	Max work period	No. of breaks	Max work period	No. of breaks
-26° to -28°	-15° to -19°	Normal breaks	1	Normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4
-29° to -31°	-20° to -24°	Normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5
-32° to -34°	-25° to -29°	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop	
-35° to -37°	-30° to -34°	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop			
-38° to -39°	-35° to -39°	40 minutes	4	30 minutes	5	Non-emergency work should stop					
-40° to -42°	-40° to -44°	30 minutes	5	Non-emergency work should stop							
-43° and below	-45° and below	Non-emergency work should stop									

DO NOT

- ✗ Do not restrict blood flow with tight fitting footwear
- ✗ Do not rub skin
- ✗ Do not ignore symptom of cold exposure: see below

Signs and Symptoms

Hypothermia and Frostbite

Hypothermia

Sign	Symptom
Pale	Confusion
Shivering (may stop as condition worsens)	Drowsiness
Lack of coordination	
Eventual unconsciousness	

Frostbite

Sign	Symptom
Hard, stiff skin	Prickling pain in affected area/s
White, waxy skin	Numbness
Impaired movement	

Frostbite on the fingers

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Cold Stress

Safe Work Practice Number	SWP-O02

Guidance Documents/ Standards/ Applicable Legislation/ Other:
• https://www.ihsa.ca/rtf/health_safety_manual/pdfs/health/Cold_Stress.pdf

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Heat Stress

Safe Work Practice Number	SWP-O03

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
High temperature	 **Drinking Water**

DO	DO NOT
✓ Avoid extended work in hot environments, when possible ✓ Stay hydrated ✓ Wear loose, breathable clothing when possible ✓ Know the symptoms of heat stress and heat stroke and treat appropriately – see guidance documents ✓ Plan work schedules to coordinate strenuous activities with cooler periods ✓ Turn off external heat sources, when possible i.e. equipment	× Do not use salt tablets unless directed by a doctor × Do not expose yourself to direct sunlight for extended periods, if possible × Do not wear dark colored clothing, when possible × Do not continue to work if you experience symptoms associated with sunstroke or heat exhaustion

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- ✓ Take appropriate rest periods based on the environmental factors i.e. temperature and humidex

Humidex 1 General Controls	Response	Humidex 2 Job-Specific Controls
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	• Give workers a 15-minute break every hour. • Provide adequate cool (10-15°C) water. • Provide at least 1 cup (240 ml) of water every 20 minutes. • Send workers with symptoms to get medical attention.	43 – 44
40 – 41	• Give workers a 30-minute break every hour. • Provide adequate cool (10-15°C) water. • Provide at least 1 cup (240 ml) of water every 20 minutes. • Send workers with symptoms to get medical attention.	45 – 46*
42 – 44	• Give workers a 45-minute break every hour (unless this is not practicable). • Provide adequate cool (10-15°C) water. • Provide at least 1 cup (240 ml) of water every 20 minutes. • Send workers with symptoms to get medical attention.	47 – 49*
45 or over	**Only medically supervised work can be done.**	50* or over

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- https://www.ihsa.ca/rtf/health_safety_manual/pdfs/health/Heat_Stress.pdf
- https://www.labour.gov.on.ca/english/hs/pubs/gl_heat.php

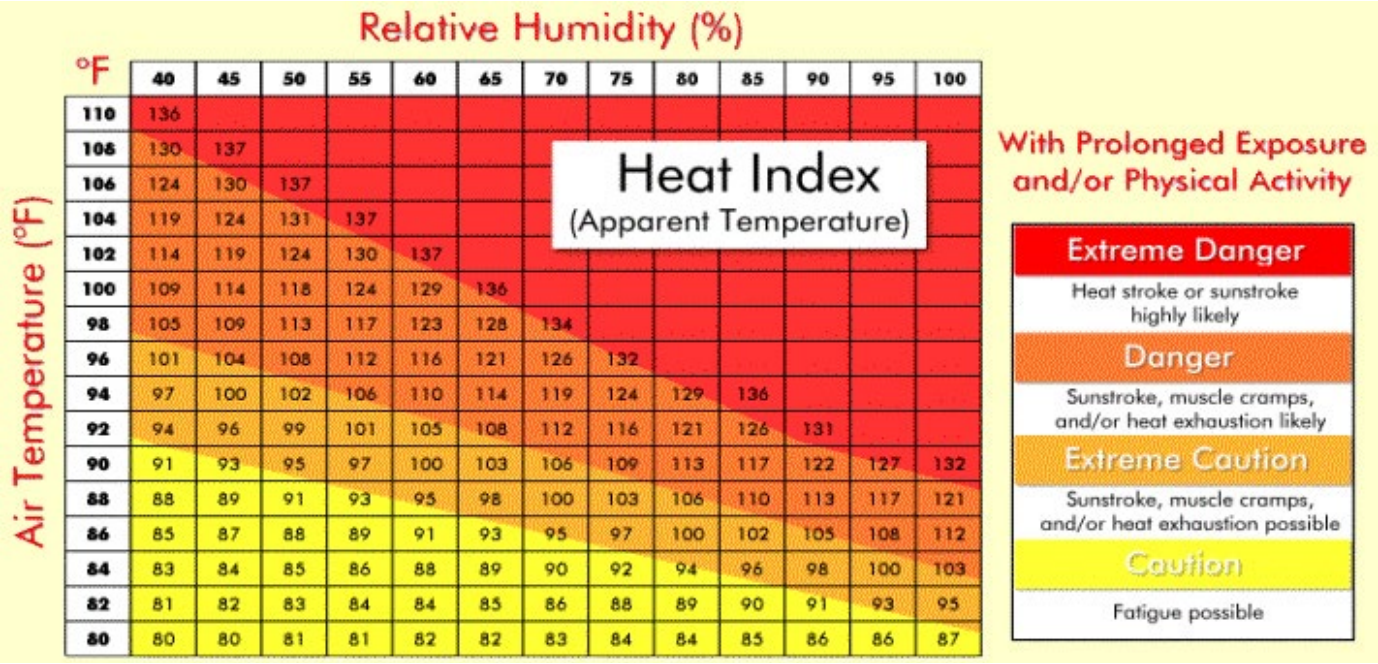
This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Heat Stress

Safe Work Practice Number	SWP-O03



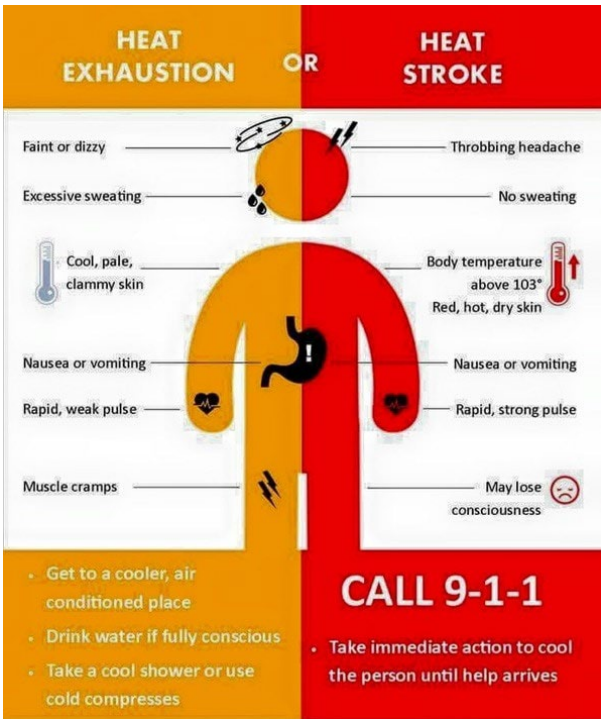
°F	40	45	50	55	60	65	70	75	80	85	90	95	100
110	136												
108	130	137											
106	124	130	137										
104	119	124	131	137									
102	114	119	124	130	137								
100	109	114	118	124	129	136							
98	105	109	113	117	123	128	134						
96	101	104	108	112	116	121	126	132					
94	97	100	102	106	110	114	119	124	129	136			
92	94	96	99	101	105	108	112	116	121	126	131		
90	91	93	95	97	100	103	106	109	113	117	122	127	132
88	88	89	91	93	95	98	100	103	106	110	113	117	121
86	85	87	88	89	91	93	95	97	100	102	105	108	112
84	83	84	85	86	88	89	90	92	94	96	98	100	103
82	81	82	83	84	84	85	86	88	89	90	91	93	95
80	80	80	81	81	82	82	83	84	84	85	86	86	87

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Heat Stress

Safe Work Practice Number	SWP-O03



JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Noise Exposure

Safe Work Practice Number	SWP-O04

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form
Excessive sound levels	 **Hearing Protection**

DO

- ✓ Wear approved PPE as noted
- ✓ A noise survey is to be conducted to identify high noise areas
- ✓ For work performed at a client's location, observe posted noise signage and implement controls as needed.
- ✓ Try and reduce or eliminated sound levels if possible
  - engineering controls are to be used to reduce noise whenever practicable
  - Perform work in a less noisy area if possible
  - Limit exposure time in high decibel areas
- ✓ Hearing protectors are to be used where engineering controls are not practicable to ensure workers are not exposed to noise that exceeds 85 dBA over an 8 hour time period
- ✓ Wear the appropriate type of hearing protection for the task you are performing (see chart below)
- ✓ Clean your hands before inserting ear plugs

DO NOT

- × Do not use headphones as hearing protection
- × Do not exceed the exposure limits listed below

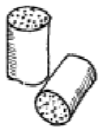
3 dB(A) Exchange Rate Allowable Level dB(A)	Maximum Permitted Daily Duration (hours)
85	8
88	4
91	2
94	1
97	0.5
100	0.25

✓ Double hearing protection may be required when the Noise Reduction Rating (NRR) of the hearing protection does not reduce the level of exposure below acceptable limits	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ensure that manufacturer's instructions are present and followed at all times
- https://www.labour.gov.on.ca/english/hs/pubs/noise/
- https://www.ontario.ca/laws/regulation/150381
- https://www.ihsa.ca/rtf/health_safety_manual/pdfs/equipment/Hearing_Protection.pdf
- PNC PPE Standard
- Customer Site Specific Rules and Procedures

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

	FOAM EARPLUGS	PREMOULDED EARPLUGS	EARMUFFS	FORMABLE EARPLUGS	CUSTOM-MOULDED EARPLUGS	SEMI-INSERT EARPLUGS
						
STYLE and COMFORT	Made of compressible plastic foam. Comes in many shapes. Often described as "disposable plugs." Elasticity lets them adapt easily to changes in ear canal.	Usually made of plastic or silicone rubber attached to a flexible stem for handling and insertion. Comes in many shapes and sizes to suit different ear canals.	Consists of two insulated plastic cups attached to metal or plastic band. Cups are equipped with soft cushions for seal and comfort. Headband tension ensures good seal.	Made from pliable material such as cotton/wax mixture, silicone putty, and mineral wool.	Custom made to fit a particular ear by taking an impression of the ear, making a mould, and casting a plug.	Commonly known as banded earplugs or canal caps. They consist of small caps or pods that are held in place over the ear canal by spring-loaded bands.
INTENDED USE	Most brands can be reused a few times before being discarded.	To be used more than once.	To be used regularly. Can be worn with or without plugs. Easily attached to hard hats.	• Single-use for mineral wool products. • Multi-use for cotton/wax products. • Semi-permanent for silicone putty products.	Permanent use	To be used more than once.
HYGIENE PRACTICES	Clean hands required each time fresh plugs are inserted.	Plugs should be cleaned regularly with warm soapy water, preferably after each removal from ear.	General maintenance required. Headband must be maintained. Cushions must be replaced when soiled or brittle.	Clean hands required for shaping and insertion.	Wash with hot water and soap, preferably after removal.	Wash with hot water and soap, preferably after removal.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Bugs and Insects

Safe Work Practice Number	SWP-O05

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Itchiness Irritation Allergic reactions Diseases, such as: ○ Malaria ○ Lyme disease ○ West Nile virus ○ Zika virus Note: In Canada, West Nile virus and Lyme disease are health concerns. However, for most Canadians, the risk of getting these illnesses and serious health effects is very low.*	 **Gloves***	 **Safety Glasses***
	 **Long Sleeves***	 **Long Pants**
	 **Safety Footwear**	 **Hard Hat***

DO	DO NOT
✓ Wear pants, socks, shoes and long sleeves, especially when venturing into heavy brush with likely bug infestations. ○ Taping the cuffs of your pants or tucking them inside your socks or boots will provide extra protection against crawling insects like ticks. ✓ Wear light-coloured, loose clothes made of tightly woven materials such as nylon or polyester. ✓ Be aware that: ○ blackflies are active in daylight hours during springtime	× Do not use more than 30 percent of DEET on anyone. × Do not use repellant mixed with sunscreen. When you reapply sunscreen every two hours as advised, you may overexpose yourself to repellant. × Do not keep food and drink exposed outside for extended periods, as this may attract bugs and insects. × Do not attempt to remove nests or colonies on your own.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Bugs and Insects

Safe Work Practice Number	SWP-O05

- ticks are often found along trail edges, mostly in wooded areas or tall grass
- mosquitoes can bite at any time of the day, and are more active at dawn and dusk

✓ Use the correct repellant.

- Insect repellents containing DEET can be used safely when applied as directed and in the right concentration, depending on age. For adults and children older than 12 years old the safe concentration limit is up to 30%
- Adults can wear permethrin-treated clothing, which works by repelling mosquitoes.

✓ Try repellents on a small patch of exposed skin before slathering all over.

✓ Wash your hands after applying repellants.

✓ Consult a physician if you are traveling out of the country or need to use bug repellent daily for prolonged periods.

✓ Seek medical attention if you have a reaction to a bite or sting

× Don’t use fragranced products such as scented laundry detergent or lotions as that can attract biting insects.

× Don’t apply insect repellent near the eyes or mouth

× Do not use repellents on open wounds or skin that's irritated or sunburned.

× Don’t use products that don't protect well against biting insects Certain products aren't recommended for protection against insect bites because they may not be very effective or long-lasting. These products include:

- Citrosa houseplants
- Odour-baited mosquito traps
- Electronic or ultrasonic devices
- Electrocuting devices, like bug zappers
- Skin moisturizer or sunscreen combined with insect repellent
- Products that combine skin moisturizer and insect repellent are not approved in canada
- Wristbands, neckbands and ankle bands that contain repellents

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

✓ Check for ticks thoroughly after returning indoors and remove ticks properly. ✓ Wash clothing and repellent-coated skin when you come indoors.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects
- Ontario Regulation 1990, Reg. 851: Industrial Establishments
- * Insect Repellants - Health Canada

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vibration

Safe Work Practice Number	SWP-O06

Potential Hazards Present		Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Hand-arm vibration	Vibrating objects such as power tools send vibration through the hands and arms	 **Gloves***	 **Safety Glasses***
Whole-body vibration	Vibrating surfaces where a worker stands or sits send vibration throughout the body	 **Safety* Footwear**	 **Hearing Protection***
			 **Hard Hat***

DO	DO NOT
✓ When the vibration hazard **cannot be removed or controlled adequately**, Personal Protective Equipment (PPE) such as anti-vibration gloves may be used ✓ Use the appropriate gloves. Conventional protective gloves (e.g., cotton, leather), commonly used by workers, do not reduce the vibration that is transferred to workers' hands when they are using vibrating tools or equipment. ✓ Use gloves and clothing to help maintain blood circulation during work in cold environments	× Do not use faulty tools × Do not work for extended continuous periods with vibrating tools. × Do not use excessive handgrip. • The type of grip and tightness used to hold a vibrating tool can affect user posture, and the forces applied against the hand, wrist and forearm. Excessive hand grip force increases ligament and tendon tension and reduces local blood circulation worsening the effects of vibration exposure

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vibration

Safe Work Practice Number	SWP-O06

✓ Use a minimum strength hand grip that still allows the safe operation of the tool or process. ✓ Rest the tool on the work piece whenever practical. ✓ Limit the time spent by workers on a vibrating surface. ✓ Mechanically isolate the vibrating source or surface to reduce exposure. ✓ Ensure that equipment is well maintained to avoid excessive vibration. ✓ Install vibration damping seats, if applicable ✓ Maintain tools properly. Tools that are worn, blunt or out of alignment will vibrate more. ✓ Buy or use low vibration tools and equipment ✓ Select the lowest vibration tool for the job use tools in ways that minimize vibration exposure ✓ Consult a doctor at the first sign of vibration disease and ask about the possibility of changing to a job with less exposure.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- American Conference of Governmental Industrial Hygienists (ACGIH) has developed Threshold Limit Values (TLVs) for hand-arm vibration exposure.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Vibration

Safe Work Practice Number	SWP-O06

- American Conference of Governmental Industrial Hygienists (ACGIH) has developed Threshold Limit Values (TLVs) for whole-body vibration exposure.
- Canadian Center for Occupational Health & Safety

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Propane

Safe Work Practice Number	SWP-O07

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Flammable / explosive. Displacement of Breathable Air. Frostbite. Carbon Monoxide (from incomplete combustion).	 **Gloves***	 **Safety Glasses***
	 **Safety* Footwear**	 **Hard Hat***

DO	DO NOT
✓ Use the information on safety data sheets, supplier specifications. ✓ Ensure WHMIS and TDG labels are appropriately attached and visible. ✓ Store compressed gas cylinders: • In a well-ventilated storage area where temperatures are below 52°C. • Upright and secured with a rope, wire or chain to prevent falling during transportation, usage or storage. • Separately, away from processing and handling areas, and from incompatible materials (do not store with oxidizing agents, oxygen or chlorine. Review the SDS); separate storage can minimize personal injury and damage in case of fires, spills or leaks. • In a storage area that is well labelled with the names of the gases stored, and signs indicating no smoking.	× Do not throw propane cylinders in the garbage. To dispose of your old cylinder, drop it off at a municipal transfer station or depot that accepts propane cylinders. Your propane supplier may also accept cylinders for disposal × Do not store cylinders inside buildings, or carried in closed canopies, vehicles or tool vans, following applicable legislation. × Do not use cylinders if shoulder label/stamp is not legible. × Do not store propane cylinders indoors, in a heated, enclosed or inhabited space. × Do not hoist propane cylinders by their cylinder valves or protective collars. × Do not attempt to deliver propane cylinders by carrying them up extension ladders.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Propane

Safe Work Practice Number	SWP-O07

- So that full containers and empty containers are stored separately.

✓ Inspect propane cylinders for damage prior to use or filling. Cylinders containing dents or gouges to their walls shall not be filled or used.

✓ Inspect cylinder's protective collar and foot ring for broken welds or corrosion.

✓ Ensure that the cylinder valve outlet has a safety plug installed when not in use and that the cylinder safety relief valve is unobstructed.

✓ Handle propane cylinders in an upright position secured to wheeled carts/dollies.

✓ Avoid dropping, bumping or rolling cylinders on their sides.

✓ A regulator must be installed on cylinder prior to use

✓ Keep the area around propane cylinders clear and avoid placing materials or clothing on top of cylinders.

✓ When not in use, a plug or cap must be used to seal the valve opening.

✓ Place a charged ABC type fire extinguisher in the work area.

× Do not smoke or have open flame around or near stored propane cylinders.

× Do not paint over a cylinder in any fashion.

× Do not allow skin contact with liquid propane as it is extremely cold and can cause frostbite.

× Do not heat tanks to increase flow – use a manifolded system instead.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Propane

Safe Work Practice Number	SWP-O07

- ✓ Suppliers delivering the product or setting up the equipment must be trained in the safe handling of the material.
- ✓ Nylon slings must be used in a “choker” fashion when loading, off-loading or lifting propane tanks.
- ✓ “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
- ✓ Tank valves and regulators are to be removed from the tank prior to moving.
- ✓ All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank.
- ✓ Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
- ✓ Portable cylinders must be inspected and requalified every 10 years – it is against the law to fill an outdated cylinder.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects
- Workplace Hazardous Material Information System (Reg. 860)
- SDS Propane
- Transportation of Dangerous Goods Act
- PNC Carbon Monoxide SWP

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Propane

Safe Work Practice Number	SWP-O07

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Dust (General)

Safe Work Practice Number	SWP-O08

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
• Dust may contain microscopic solids or liquid droplets that are small enough to get deep into the lungs and cause serious health problems • Large particles may irritate the nose, throat and eyes.	 **Gloves***	 **Respiratory Protection**
	 **Safety Footwear***	 **Eye Protection**

DO	DO NOT
✓ Be aware of the health risks associated with exposure to specific high hazard materials / chemicals. Consult the Designated Substance Survey (DSS) available for most demolition projects and the corresponding Safety Data Sheet (SDS). **Control the risk** You may need to use a range of controls to manage dust. They can include: Eliminate or reduce: ✓ Look at ways to stop or reduce the amount of dust you make before work starts. ✓ Design changes, using different materials, or using different tools or work methods can sometimes achieve the same result and create less dust. Control at source: ✓ When elimination or reduction can't be done, it is important to stop the dust from getting into the air. Options include:	× Do not dry sweep, when possible. × Do not create unnecessary sources of ignition, including heat sources, friction, sparks and open flames. × Do not use a respirator, including disposable respirators, without being trained on the proper fit and use. × Do not use compressed air for cleaning dust off yourself or others

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- Water suppression and on-tool extraction. Water can be used to damp down dust, and on-tool extraction removes the dust as you create it.

Respiratory protection:

- ✓ Some tasks produce so much dust that water suppression or on-tool extraction is not enough. In these cases, face masks or other respiratory protective equipment should be used.
- ✓ Like all personal protective equipment, respiratory protective equipment is the last line of protection and should always be used in combination with other controls.

Other Controls:

- ✓ In some situations, you may need to combine these controls with other measures like:
  - Keeping other people away from the work,
  - Stopping any dust from spreading with sheeting
  - Rotating workers and/or ventilating the work area.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- R.R.O. 1990, Regulation 833 (Control of Exposure to Biological or Chemical Agents) a
- Ontario Regulation 490/09 (Designated Substances)
- Ontario's Occupational Health and Safety Act.
- SDS for materials you are working with.
- Project Specific Designated Substance survey (where available)

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Dust (General)

Safe Work Practice Number	SWP-O08

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical Spill

Safe Work Procedure Number	SWP-O09

Potential Hazards Present	Required Safety Devices: * may be required based on risk – see FLHA form	
Exposure to chemicals **Refer to the Safety Data Sheet (SDS) for specific hazards associated with the chemicals you work with or may be exposed to**	 **Safety Footwear***	 **Respiratory Protection***
	 **Disposable coveralls***	 **Hard Hats***
	 **Safety glasses***	 **Gloves***

Required Materials & Equipment

- Spill kits
- In the case of large spills, spill kit inventory and off-site materials can be called upon. Other materials available for spill response from outside and on-site sub-contractors include:
  - Shovels
  - Vacuum trucks
  - Booms
  - Excavators
  - Bags of absorbent
  - Loaders
- In the event of large spills will call on the resources of commercial spill clean-up companies, and local fire response teams.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical Spill

Safe Work Procedure Number	SWP-O09

Procedure	
Before You Start	• EVALUATE ways to minimize potential spills in the storage area, when transported in the workplace, during transfers to other containers, and during use. • PROTECT containers and pipes from damage. • INSPECT containers and pipes regularly for leaks, corrosion, or signs of degradation. • USE spill trays and secondary containment where leaks may occur. • BE AWARE of any instability or incompatibility, which may lead a container to break or overflow. • USE only as much of the material as you need at a time. • USE pumps or other mechanical devices instead of pouring directly into a container. • BOND and GROUND containers of flammable liquids. • CLOSE containers after using them. • DISPOSE of chemicals if no longer needed. • MAINTAIN good housekeeping and minimize clutter. • There is always a chance that a spill or leak can happen when chemicals are used in the workplace. The Accidental Release Measures section of the Material Safety Data Sheet (SDS) provides general guidance on the actions to take in case of a spill or leak.
During Your Work	**STANDARD PROCEDURE FOR ANY SPILL**

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical Spill

Safe Work Procedure Number	SWP-O09

Safety of Personnel

- Consider the safety of all persons first.
- If any personnel have been affected or injured by a spill, medical attention should be rendered as soon as possible.

Identification of Spill

- All employees must inform the Supervisor at once, of a spill.
- If the employee can safely stop the spill at the source, this should be done.
- The Supervisor will investigate and confirm the spill. The supervisor will:
  - Determine the source, if possible;
  - Assess the size and nature of the spilled material (oil, chemicals);
  - Mobilize a response team to take immediate action to stop or reduce the spill and contain it, without endangering the health and safety of the workers or local population;
  - Take action to reduce hazards to persons working near the spill;
  - Contact the appropriate regulatory agencies where necessary.
- The Supervisor will assume the role of Response Coordinator for most minor spill incidents unless relieved as below.
- The Project Manager or designate should be called to assume the role of Response Coordinator if the spill is considered major, such as:
  - A bulk oil tank rupture;
  - A fuel pipeline rupture;
  - A release of oil or chemical outside of the property;
  - A spill to the storm water drainage system

- It requires additional resources such as mobilizing equipment contractors for response.

Response

- Take any actions necessary to prevent the spill from contaminating groundwater or offsite surface water (e.g. clean-up using an absorbent material mixed with sand).
- If the spill has the potential to leave the site then the Project Manager or designate must contact the Ministry of the Environment Spills Action Centre immediately and keep close contact with the Ministry of the Environment while the response is underway.
- Actions for the different spill types are documented as follows

Documentation

- The Supervisor involved in the spill discovery will complete an Incident and Accident report as soon as possible and submit electronically.
- A daily log will be maintained of the spill cleanup activities.
- A full report of the incident shall be completed by the Project Manager or designate, using the online reporting system. The report should include the following information:
    - The date and time of spill;
    - The name of the personnel involved in initial response;
    - Location of incident;
    - The substances involved (estimated quantity);
    - Actions taken to respond (containment, cleanup);

- Government and agency personnel contacted;
- Media involvement (if any);
- Evaluation of response effectiveness;
- Description of ongoing requirements (remediation of soils, monitoring. etc);
- Identification of cause;
- Recommendations for prevention of future incidents; and
- Other relevant information.

RESPONSE TO OIL SPILLS ON LAND

- Consider the safety of all persons first.
- The oil should be prevented from escaping to storm water drains;
- Collect the oil or soak up material using absorbent material.
- Once the spill cleanup is completed, place the used absorbent pads or contaminated materials into drums for appropriate disposal.
- Oil soaked sand or soil will be removed where necessary.

Larger Quantity spills:

- Obtain plastic tarp(s), absorbent sheeting, or other ultra-dry absorbent and any other necessary spill containment equipment, hoses, etc.
- A berm of soil should be constructed down-slope from the seepage or spill.
- Provide containment of spill at outfall locations and storm drain outlets.
- A tarp can be placed in such a way that the fuel can pool for collection and removal (such as at the foot of a berm).

- If there is a large volume of spilled product, pump the oil into spare empty drums and store in a secure area for appropriate disposal.
- Absorbent sheeting or sand can also be used to soak up spilled oil.
- Contaminated soils should be excavated and replaced with clean fill where required
- Once the spill cleanup is completed, place the used absorbent pads or contaminated materials into the drums for disposal. Disposal will be in accordance with regulatory requirements.

RESPONSE TO CHEMICAL SPILLS

- Consider the safety of all persons first.
- If any personnel becomes affected or injured by the spill during response, medical attention should be rendered as soon as possible.
- Notify the supervisor immediately.
- Determine chemical released.
- Refer to the Accidental Release Measures section of the Material Safety Data Sheet (SDS) for general guidance on the actions to take in case of a spill or leak for the specific product.
- Assemble the necessary safety equipment before attempting to contain the spill, (such as latex or other protective gloves, goggles or safety glasses, masks or breathers, etc.).
- Apply absorbents to soak up liquids (refer to SDS for appropriate type).
- Place plastic sheeting over solid chemicals, such as dusts and powders, to prevent them from spreading by wind and to prevent attraction by birds or other mammals.

	• Neutralize acids or caustics (refer to SDS sheet). Place spilled material and contaminated cleanup supplies in an empty refuse drum and label and seal drums for appropriate disposal. • The disposal containers must be transferred to a secure storage area for future disposal. Disposal will be completed in accordance with the applicable regulatory requirements. **RESPONSE TO GASEOUS RELEASES** For most gaseous releases there is no ability to capture the release and hence the response is to shut off the source and rely on dispersion. As these releases can affect persons on neighboring properties, it is important to observe wind direction and conditions to assess areas of potential impact • Consider the safety of all persons first. • The supervisor should be notified immediately. • Assess the hazard of the released material by referring to the Manufacturers Safety Data Sheets (MSDS) where possible. • Attempt to shut off the source if it is safe to do so. • Determine if there are safety issues affecting on site and off-site and take action. • If it is a natural gas leak contact the Ministry of the Environment Spills Action Centre, the appropriate utility and the municipality.
After You Finish	**NOTIFICATION** • All external communications to government agencies or the media shall go through the VP of Operations or designate.

Safe Work Procedure

Chemical Spill

Safe Work Procedure Number	SWP-O09

	• Employees must refrain from making statements about the incident to the media (such as newspaper, radio, television) and refer these enquiries to the VP of operations or designate. • Employees must refer any enquiries from regulatory personnel to the VP of operations or designate. • All reporting shall be in accordance with the job specific environmental plan.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Occupational Health and Safety Act
- Ontario Reg. 213/91 Construction Projects
- Federal Transportation of Dangerous Goods Act and Associated Regulation
- Ontario Environmental Protection Act
- ONTARIO REGULATION 224/07
- PNC: Standard #1 Incident and Accident Reporting, #12 WHMIS

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Asbestos - General

Safe Work Practice Number	SWP-O10

Potential Hazards Present	Required Safety Devices Required: * may be required based on risk – see FLHA form	
Mesothelioma Lung cancer Asbestosis	 **Protective Clothing***	 **Hard Hat**
	 **Hand Protection***	 **Respirator***
	 **Safety Eyewear**	 **Safety Boots**

DO	DO NOT
Asbestos can be found in any industrial or residential building built or refurbished before the year 2000. It is in many of the common materials that you may come across during your work including:	× Do not disturb ACM (Asbestos containing Materials) or PACM (presumed asbestos containing materials), unless you are trained, and all applicable safe work procedures have been followed.

TABLE 1 — ASBESTOS PRODUCTS IN CONSTRUCTION

Product	Residential	Commercial/ Institutional	Industrial
Sprayed-On Fireproofing		XX*	
Pipe and Boiler Insulation	X	X	XX
Loose Fill Insulation	X**		X
Vermiculite Insulation	X**		
Asbestos Cement Products	X	X	X
Acoustical Plaster	X	X	
Acoustical Tiles	X	XX	
Vinyl Asbestos Tiles	X	X	
Gaskets		X	XX
Roofing Felts	X	X	X
Asphalt/Asbestos Limpet Spray			X
Drywall Joint-Filling Compound	X	X	
Coatings and Mastics	X	X	X

*Denotes extensive use. **Vermiculite insulation.
XX – May contain vermiculite.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Asbestos - General

Safe Work Practice Number	SWP-O10

- ✓ For any demolition, alteration, or repair projects the owner must complete a report indicating whether any material that is likely to be handled, dealt with, disturbed, or removed is:
  - friable or non-friable asbestos-containing material (ACM) OR
  - to be treated as ACM, and, in the case of sprayed-on friable material, treated as though it contained a type of asbestos other than chrysotile.
  - The report (including drawings, plans, and specifications as appropriate) must show the location of the ACM and must be provided to all contractors bidding on the job and must be reviewed before contract arrangements are finalized.

- ✓ Workers who may do work that involves ACM or carry out work in close proximity to ACM must be informed of the hazard, and take the company asbestos awareness training. Which addresses:
  - The hazards of asbestos exposure
  - The purpose, inspection, maintenance, use, fitting, cleaning, disinfecting, and limitations of respirators
  - Personal hygiene and correct procedures for work with asbestos
  - How to use, clean, and dispose of protective clothing.

- ✓ The Ministry of Labour uses the following to categorize asbestos-related activity into one of three types:

  - Type 1,
  - Type 2,
  - or Type 3.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Asbestos - General

Safe Work Practice Number	SWP-O10

Think of Types 1, 2, and 3 as describing low, medium, and high-risk work.

- ✓ Anybody who works in a Type 1, Type 2, or Type 3 asbestos operation must be trained on the following:

- ✓ As of November 1, 2007, workers and supervisors must be certified before they can do Type-3 asbestos work or supervise Type-3 work. There are two asbestos abatement certification programs:
  - one for workers (Asbestos Abatement Worker)
  - one for supervisors (Asbestos Abatement Supervisor).

- ✓ Respiratory protective equipment must be worn when the airborne concentration of asbestos cannot be reduced below its occupational exposure limit

- ✓ Workers who may be exposed to asbestos dust during abatement activities must wear protective clothing

- ✓ Asbestos waste and dust resulting from abatement activities are cleaned away promptly

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Regulation 278/05 (*Designated Substance—Asbestos on Construction Projects and*
- *in Buildings and Repair Operations*)
- *Occupational Health and Safety Act* (OHSA)
- Construction Regulation (Ontario Regulation 213/91)
- WHMIS (Workplace Hazardous Materials Information System)
- PNC Standard 03 - Personal Protective Equipment

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Asbestos - General

Safe Work Practice Number	SWP-O10

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical & Hazardous Materials – Handling and Storage

Safe Work Procedure Number	SWP-O11

Potential Hazards Present	Required Safety Devices: * may be required based on risk – see FLHA form	
• Chemical flammability/reactivity, • Corrosive chemicals, • Asphyxiation hazards • Damage to body organs or systems • Occupational diseases such as: ○ Contact dermatitis, occupational asthma occupational cancers. **Refer to Safety Data Sheet (SDS) for specific hazards associated with the chemicals you work with or may be exposed to**	 **Safety Footwear***	 **Respiratory Protection**
	 **Disposable coveralls***	 **Hard Hats***
	 **Safety glasses***	 **Gloves***

Required Materials & Equipment

- Spill Kits
- Shelving

Procedure

Before You Start	**Receiving materials** • All hazardous substances / chemical are to be received through the warehouse manager or onsite by designated person. ○ SDS sheets will be obtained at the time of receipt

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- All hazardous materials are added to the chemical inventory upon receipt.
- As required, an inventory of substances will be conducted to verify that that the receipt process is being completed

Storage of materials

- Non-hazardous chemicals should be stored in cabinets or on shelves in such a manner as to limit contact with incompatible materials, and to prevent their entry into floor or sink drains in the event of a leak from a container.
- It is not necessary to provide spill containment for non-hazardous solids
- Non-compatible chemicals shall be separated by a noncombustible solid partition or stored in approved hazardous material storage cabinets
- Expired material if determined to be unusable should be sent for disposal as a waste chemical through the gas and chemical handlers.
- Storage areas:
    - Must be secure when not in use and are available to authorized personnel only.
    - Are to be well illuminated.
    - Open flames, smoking and localized heating units are not permitted in or near storage areas.
    - Mixing of chemicals on surfaces used for storage is not allowed.
    - Aisles surrounding storage areas are to be free from obstruction and other tripping hazards.

Safe Work Procedure

Chemical & Hazardous Materials – Handling and Storage

Safe Work Procedure Number	SWP-O11

- Storage Shelves
  - Large or heavy bottles and containers are to be stored on shelves no higher than waist level.
  - Containers of chemicals are to be stored at or below eye level, where possible.
  - Bottles or containers shall not protrude over the shelf edges.
  - Enough storage space is allotted, ensuring that shelves are not crowded.
  - Empty bottles are to be removed from the shelves and disposed of in accordance with procedure.
  - Shelves and benches are to be level and stable.
  - Shelving units are to be securely fastened to the wall.
  - The weight limit of the shelves shall not exceeded.
  - Shelves are to be clean, free from chemical contamination, or any other obstruction or waste (e.g. papers).
- Storage Containers
  - Storage containers are to be inspected periodically for rust, corrosion and leakage.
  - Damaged containers are to be replaced or repaired immediately.
  - Chemicals are to be stored in sealed containers

Transporting materials

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical & Hazardous Materials – Handling and Storage

Safe Work Procedure Number	SWP-O11

- Anyone who handles (ships, transports, and receives) dangerous goods by road, rail, air, or water (marine) must comply with the TDG Regulations. Handling is defined in the TDG Act as:
  - "handling means loading, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or following transportation and includes storing them in the course of transportation"
- When the following three conditions are met, the TDG Regulations will apply:
  - the product meets the definition for a dangerous good, and
  - if the product does not meet any of the exemptions (see below) in the TDG Regulations, and
  - if the product is being transported outside the boundaries of a facility.

Use of materials

- Read the label for hazard and safe handling information
- Review the safety data sheet for additional precautions and first aid details
- Confirm product use:
  - Concentration/dilution
  - Mixing with other products
- Select and inspect appropriate personal protective equipment:
  - Eye/face protection
  - Gloves

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical & Hazardous Materials – Handling and Storage

Safe Work Procedure Number	SWP-O11

	○ Apron ○ Footwear ○ Respirator (must be fit tested) • Locate nearest: ○ Eye wash station ○ Spill kit
During Your Work	• Be aware of other personnel and processes in your work area • Try to work in well-ventilated areas • Use the appropriate personal protective equipment • Dispense slowly to avoid splashes • Dispense only the amount you need for the immediate work • Keep containers sealed that are not for immediate use • Maintain a tidy work area • Do not eat or drink in work area
After You Finish	• Clean your work area • Ensure all containers are sealed and labels can be read • Store safely and separate from any incompatible materials • Store flammables in designated area • Clean and put away the personal protective equipment • Wash hands and any exposed areas after use • Follow procedure for cleaning any contaminated clothing • Let a supervisor know about any personal protective equipment that needs replacement or maintenance

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Chemical & Hazardous Materials – Handling and Storage

Safe Work Procedure Number	SWP-O11

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- PNC: Standard #12 WHMIS
- PNC: Chemical Spills Procedure
- Occupational Health and Safety Act, Sections 37(1)
- Regulation 851, R.R.O, 1990, Industrial Establishment
- Regulation 860, R.R.O. 1990, WHMIS
- Ontario Reg. 833 R.R. O. 1990, Control of Exposure to Biological and Chemical Agents
- Ontario Reg. 835-846, R.R.O. 1990, for Designated Substances
- Ontario Fire Code (O. Reg. 388/97)
- National Fire Code of Canada Controlled Drugs and Substances Act, 1996 (c. 19)

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Carbon Monoxide (CO)

Safe Work Practice Number	SWP-O12

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
When inhaled, carbon monoxide blocks the body's ability to absorb oxygen Carbon monoxide is a flammable gas. Mixtures of 12 to 75 per cent carbon monoxide in air can catch fire and explode when there is a source of ignition present. When heated to high temperatures, carbon monoxide can react violently with oxidizing agents such as oxygen, ozone, peroxides and chlorine.	 **Respirator***	 **Safety Glasses***
	 **Safety* Footwear**	 **Hard Hat***

DO	DO NOT
✓ Know the signs • headache • nausea or vomiting • weakness • breathlessness • drowsiness, irritability and impaired judgement ✓ Know the sources • Gas-powered engines • Fires • Natural gas space heaters • Furnaces • Kilns • Boilers	× Do not rely on smell or sight for detection. Carbon Monoxide is odourless and invisible . × Do not run an engine in an enclosed space unless a ventilation or exhaust system is available, working properly and is equipped with active monitoring with an alarm. × Do not allow workers to work alone in places where CO may accumulate × Do not ignore CO poisoning symptoms. × Do not use quarter- or half-face piece respirators fitted with chemical cartridges.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- Workers indoors can also be exposed if vehicles idle next to fresh air intakes on the building.

✓ Monitor the concentration of CO in the air on a regular basis (in locations where CO is present)

- Use a direct-reading instrument to test the air and warn workers about dangerous levels of CO

✓ Where possible, operate all fuel-powered tools and equipment outdoors. For example, put welding machines and generators outside and run the leads or the pump into the building.

✓ If fuel-powered tools and equipment must be used inside, avoid unnecessary idling, racing the engine, or braking erratically

✓ Regularly inspect and maintain all equipment that produces CO to ensure there is no leakage

✓ Make sure the work area is well ventilated.

- Keep doors and windows open, if possible.
- Use fans to bring in fresh air from outside.
- When necessary, use exhaust hoses to draw engine exhaust out of the work area.

- ✓ Inspect and maintain fuel-powered tools and equipment in accordance with the manufacturer's instructions to ensure they run properly and as cleanly as possible.
- ✓ Look for such things as leaking exhaust connections or manifolds, as well as loose or broken floorboards, exhaust pipes, and mufflers.
- ✓ Ensure that the air intake and fuel systems are working correctly.
- ✓ Use electric tools or equipment where possible and when working in poorly ventilated areas.
- ✓ Use an indirect-fired heater for heating the work area rather than a direct-fired heater (e.g., open-flame or closed-flame heater). Indirect-fired heaters vent combustion by-products (including CO) outdoors while directing the heated air inside.
- ✓ If there is prolonged exposure to CO or a high concentration of CO, workers must wear one of the following two types of breathing protection:
    - Positive-pressure, self-contained breathing apparatus (SCBA) — This consists of an air cylinder, which is normally worn on the back, and a full-face mask to protect the eyes and

face. A hose connects the face mask to the regulator and the air cylinder. “

- Positive-pressure, supplied-air (airline) respirator — This consists of an airline attached to a regulator and a full-face piece. The worker must also wear an “escape” air bottle to allow escape if the air supply is cut off.

✓ If a worker is exposed to CO:

- Move the poisoned worker to fresh air.
- Keep the worker warm and at rest.as activity may worsen the effects of CO by increasing oxygen demand.
- If the worker is having trouble breathing or is not breathing, start assisted ventilation using a pocket mask. Add oxygen to the mask, if available.
- If the worker has no pulse, begin cardiopulmonary resuscitation (CPR). Because the body rids itself of CO when removed from the exposure, it is critical to continue giving the worker assisted ventilation with oxygen until medical aid arrives.
- Call for a doctor

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects
- Ontario Regulation 1990, Reg. 851: Industrial Establishments

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Carbon Monoxide (CO)

Safe Work Practice Number	SWP-O12

- Ontario Regulation 833: Control of Exposure to Biological or Chemical Agents sets the OEL for carbon monoxide as 25 parts per million (ppm) for an 8-hour Time-Weighted Average (TWA). Exposure shall not exceed 75 ppm for any period of 30 minutes and 125 ppm at any time.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Sharps

Safe Work Practice Number	SWP-O13

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Needles and sharps expose you to the risk of punctures and cuts, which can additionally provide a portal for the entry of pathogens and chemicals. Biologically & chemically contaminated sharps provide an additional infection and health risk	 **Puncture Resistant Gloves***	 **Safety Glasses***
	 **Safety* Footwear**	 **Hard Hat***

DO	DO NOT
✓ Report all sharps found on a work site immediately • "Sharps" include needles, as well as items such as scalpels, lancets, razor blade, scissors, metal wire, retractors, clamps, pins, staples, cutters, and glass items. Essentially, any object that is able to cut the skin can be considered a "sharp ✓ Wear nitrile gloves while disposing of sharp objects that are contaminated with bodily fluids. ✓ Use tongs, tweezers or hand clamps to pick up and dispose of sharp objects. ✓ If there is a risk of splashing, wear protective eyewear.	× Do not normally try to dispose of or transport sharps on your own. × Do not recap needles × Do not use your hands to pick up needles. × Do not load the waste containers beyond its capacity. × Do not compact waste. This process may spread the contamination. × Do not mix waste with regular garbage or trash. × Do not reach your hand into any waste container, receptacle, or pile of waste which may contain hazardous waste

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Sharps

Safe Work Practice Number	SWP-O13

- ✓ Dispose of sharp objects point first in approved bio hazardous sharps containers.
- ✓ Wash your hands before and after disposing contaminated sharps.
- ✓ All disposal containers should be stored in such a way as to prevent access by unauthorized persons.
- ✓ Disposal of bio-hazard sharps containers must be completed as per regulations.
- ✓ Handle all contaminated wastes carefully to prevent body contact and injury. For example, carry objects or waste bags away from your body to reduce the chance of coming in contact with a sharp object.
- ✓ Wear puncture-resistant gloves and safety boots appropriate for the situation.
- ✓ If your skin is punctured by a sharp, let it bleed, flush the contacted area with water, followed by reporting the incident to your supervisor and the first aid attendant.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Ontario Regulation 347, General – Waste Management
- CAN/CSA-Z316.6-14 - Sharps injury protection - Requirements and test methods - Sharps containers

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Animal Droppings – Birds & Bats

Safe Work Practice Number	SWP-O14

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Infections - such as Histoplasmosis & Cryptococcosis. Fungi	 **Disposable Gloves**	 **Safety Glasses***
	 **Respiratory Protection**	 **Disposable Coveralls**
	 **Safety Footwear – Rubber boots**	 **Hard Hat***

DO	DO NOT
✓ Always assume droppings are contaminated. ✓ Review the PPE requirements for the job. • Appropriate respirators could range from an N95 filtering facepiece for low-risk tasks to a full facepiece air-purifying respirator or powered air-purifying respirator for high-risk tasks. • Make sure respirators have been fit tested, and perform a seal check. ✓ If you have a weakened immune system, you should consult your doctor before working in the area.	× Do not disturb droppings or contaminated soil as this may release tiny particles into the air called “spores”. The spores can be inhaled and infect a worker’s lungs. × Do not dry-sweep or dry-shovel material.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Animal Droppings – Birds & Bats

Safe Work Practice Number	SWP-O14

✓ Eliminate the roost (nest) if the building is not going to be demolished and seal entry points if possible. ✓ Soak the material with water or a wetting agent to keep dust and spores down. ✓ Use a HEPA vacuum to clean up the contaminated material (if available). ✓ Dispose of the waste in 6-ml disposal bags and follow the disposal procedures ✓ For larger contamination, a disinfectant may be used. For these applications, consult the manufacturer's directions.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Reg. 213/91: Construction Projects
- PNC Personal Protective Equipment Standard
- PDI National Cranes SWP O18 Mould Procedures

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

Potential Hazards Present		Required Personal Protective Equipment * may be required based on risk – see FLHA form	
Short-term exposure	• Sunburn-like inflammation on exposed skin • Skin irritation • Erythema (skin reddening) • Eye irritation • Conjunctivitis (irritation of the membrane lining the eyelids and eyeballs) • Temporary loss of vision • Long-term damage to the corneas	 **Gloves***	 **Tinted Safety Glasses***
		 **Long pants**	 **Long Sleeved shirt***
Long-term exposure	• Severe burns with blistering • Skin cancer • Melanoma • Blindness	 **Safety* Footwear**	 **Hard Hat***

DO	DO NOT
SUN	× Do not forget to apply sunscreen to those often missed spots, like your ears.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

- ✓ Be familiar with the outdoor UV index. It will tell you when the sun's UV levels are high.

- ✓ When the UV Index is 3 or higher, protect your skin as much as possible. In general, the UV Index in Canada can be 3 or higher from 11 a.m. to 3 p.m. between April and September, even when it's cloudy.
- ✓ It is important to use UV protection even if cloud, fog, or haze is blocking the sun. These things will lower the air temperature, but they do not block harmful UV rays from getting to you.
- ✓ Certain environments will increase your risk of UV exposure. Water, sand, concrete, and snow will reflect UV rays back at you and increase your UV exposure.
- ✓ Apply SPF30 or higher broad-spectrum water resistant sunscreen 20 minutes prior to going outside and reapply at least every two hours

- × Do not be fooled by a cloudy day—the sun's harmful UV rays can penetrate through clouds and even a thick fog!
- × Do not forget to wear long-sleeved shirts, pants, and a hat with a three inch-wide brim all around that can protect your face and neck
- × Do not forget sun exposure through Windows. While window glass efficiently filters out most UVB radiation, it only minimally filters out UVA rays because these rays have a longer wavelength.
- × Do not use temperature as an indicator of the UV level. Even if it's cool outside, you can still burn. UV can be high on a cool day in summer, or on a warm day in the spring. Check the UV Index to be sure. You can even get sunburned in winter, when the UV Index is low: fresh white snow reflects the sun's rays, and can more than double the amount of UV that you receive

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

- ✓ Wear a hat (Hard hat where applicable) and wrap-around sunglasses or safety glasses (where required) that provide good UV protection
- ✓ Wear clothes that cover the arms and legs
- ✓ Work in the shade whenever possible.
- ✓ Plan work routines so outdoor tasks are done early in the morning or later in the afternoon when UV levels are lower.
- ✓ Seek shade as much as possible, especially during breaks

Other Sources

- ✓ See table 1 at the end of document.
- ✓ Whenever UV radiation cannot be contained or confined, worker exposure should be minimized by limiting exposure times and increasing the distance between workers and the sources. Measurements are required to determine safe working distances and exposure times.
- ✓ Areas where exposure to UV radiation is possible should have appropriate warning signs.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

- 25(2)(h) Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- 2008 Threshold Limit Values (TLVs) for Chemical Substances and Physical Agents and Biological Exposure Indices (BEIs).

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

Table 1: Common UV Sources in the Workplace

Source	Potential for Overexposure	Hazard Description	Recommended Controls
The Sun	Very high	UV from the sun is highest in spring and summer from 11 a.m. to 4 p.m. UV guidelines can be exceeded in 15 minutes on a clear summer day. Clouds may do little to reduce UV levels.	Preventing Over-exposure to UV Radiation from the Sun
Electric Welding Arcs	Very high	Welding arcs can exceed the UV guidelines in seconds within a few meters of the arc. Besides workers, bystanders and passers-by are often overexposed to UV from the arcs.	Engineering, Administrative Controls, and Personal Protection
UV Curing Lamps	Medium	Lamps are usually inside cabinets, but substantial UV radiation can escape through openings.	Engineering Controls, Administrative Controls
Black Lights	Medium to Low	Low-power UV-A lamps used in non-destructive testing (NDT), insect control, and entertainment.	Engineering Controls, Personal Protection
Germicidal Lamps	High	UV-B- and UV-C-emitting lamps used to sterilize work areas in hospitals and laboratories.	Engineering Controls, Personal Protection
UV Lasers	High	Source of intense UV radiation at a single wavelength, with no visible light.	Laser Safety Standards (e.g. ANSI Z-136.1)
Lighting	Low	Most lamps used for lighting are made to emit little or no UV radiation.	No precautions needed under normal conditions

Safe Work Practice

Ultra-Violet Radiation

Safe Work Practice Number	SWP-O15

Please note that the above table is intended as guidance only and is not comprehensive. The actual UV exposure levels in a workplace depend on conditions there. A UV radiation survey is required to determine the actual exposure levels at a particular workplace.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

LEAD - Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O16

Potential Hazards Present	Required Safety Devices: * may be required based on risk – see FLHA form	
Inhalation of Lead dust/fumes Ingestion of Lead dust Acute/chronic poisoning affecting multiple organs	 **Safety Boots***	 **Respiratory Protection**
	 **Disposable coveralls**	 **Hard Hats***
	 **Safety glasses***	 **Gloves**

Required Materials & Equipment

- Rip proof poly sheeting
- 2” or 3” tape
- Spray glue
- Lumber for construction of temporary walls and decontamination units
- Temporary lights
- Heavy duty clear disposal bags
- Portable shower with water heater
- High Efficiency Particulate Air (HEPA) negative air unit
- HEPA vacuum
- Water amending agent

Procedure

Before You Start	1. Lead can be found in any industrial or residential building in 2 distinct ways: • It can be found in construction materials such as paints, coatings, mortars, concrete, solder and sheet metal • It can be present at a construction site in existing structures, building components, and where Lead was previously used in a manufacturing process Construction activities of particular concern include: • Abrasive blasting of structures coated with Lead containing paints

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- Application or removal of Lead containing paints
- Welding, burning or high temperature cutting of Lead containing coatings or materials
- Removal of Lead containing dust suing an air mist extraction system
- Removal of Lead containing mortars/concrete/tiles/terrazzo using electric or pneumatic cutting device

Review the owner's designated substance survey (DSS) to determine what Lead containing materials are present and identify the location(s).

Workers must not be exposed to an airborne concentration of Lead that exceeds its occupational exposure limit (inorganic Lead 0.05mg/m3). If workers are likely to be overexposed during work at a project, the workers involved will be offered medical surveillance.

Do not disturb Lead or presumed Lead, unless you are trained, and all applicable safe work procedures have been followed.

2. Determine what type of Lead containing material is present:
   - paint/coating
   - masonry product
   - sheet metal
   - solder
   - free dust

3. Evaluate what activities are required and what work methods will be employed in order to determine what precautions are required for the operation being conducted (type 1, 2a, 2b, 3a, 3b criteria from Ministry of Labour Guideline Lead on Construction Projects in Ontario is located in the appendices of this procedure)

4. Ensure that personnel have the appropriate training:
   - WHMIS training
   - Lead hazard awareness training including health effects and symptom recognition
   - Personal hygiene, respirator requirements and work measures and procedures
   - Use, cleaning and disposal of respirators and protective equipment

	5. Workers that are provided the option of participating in a **voluntary** medical surveillance program may opt out of this program. A surveillance program is recommended for workers that will be working where airborne Lead exposure takes place. The surveillance programs include: • Pre-placement medical exams • Periodic medical exams • Clinical tests/biological monitoring • Health education • Record keeping
During Your Work	**Pre-Abatement Work** 1. Isolate the work area with poly sheeting by constructing an enclosure suitable for the operation being conducted (type 1, 2a, 2b, 3a, 3b Ministry of Labour Guideline Lead on Construction Projects) and post Lead hazard warning signs. 2. Make safe any electrical services in the work area 3. Block and disable HVAC systems that feed or pass through the work area. 4. Conduct efficiency testing on all HEPA equipment (vacuum, negative air unit) 5. Install HEPA negative air units for type III operations, unless the building will be demolished post abatement. • Arrange the units with air discharged to the outdoors whenever possible. • Use a manometer to measure air pressure within the enclosure relative to outside the enclosure • Add neg.-air units until a negative pressure differential within the enclosure is achieved of 0.02 inches of water. 6. Install worker decontamination facilities suitable for the operation being conducted • Type 1 wash station and change room • Type 2a, 2b (3 chambers) dirty room, wash station and change room

- Type 3a, 3b (3 chambers) dirty room, shower (hot/cold running water) and change room

7. Protective clothing must be worn by every worker who enters the work area,
   - Protective clothing must be made of a material that does not readily retain or permit penetration of Lead dusts
   - Must consist of head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent Lead dust from reaching under garments and skin under the protective clothing
   - must be repaired or replaced if torn.

8. Respirators must be selected that are suitable for the operation being conducted. See Appendix

9. Respiratory protective equipment must be worn when the airborne concentration of Lead cannot be reduced below its occupational exposure limit

Abatement Work

1. Any person entering the enclosure must wear the appropriate PPE suitable for the operation being performed (type 1, 2a, 2b, 3a, 3b).

2. Each worker that leaves the enclosure FOR ANY REASON, must go through a personal decontamination process as follows:
   - Bulk decontamination of their PPE by wiping or HEPA vacuuming off dust
   - Enter dirty room and remove footwear and clothing
   - Dispose of clothing as Lead waste in supplied disposal bag in the dirty room
   - Enter the wash facility/shower while still wearing respirator.
   - Place filter cap or tape over the respirator filter and then remove respirator and wash respirator.
   - Complete personal wash of hands face or full shower for type 3 operations
   - Proceed to clean room and change into street clothes

3. Place drop sheets below any Lead that will be disturbed.

4. Prior to disturbing any Lead containing mortar/masonry or terrazzo, apply water to Lead to suppress and minimize dust release.

5. Remove Lead and immediately place in disposal bag/container.

6. Clean up resulting debris and dust promptly as work progresses leaving the work area clear of debris each shift. Use wet sweeping or HEPA equipped vacuum for clean-up.

7. Inspect the enclosure daily or more frequently if necessary to ensure the integrity of the enclosure and negative air pressure in type 3 operations (refer to inspection checklist and neg-air log sheet)

8. Package waste in with proper labels.

9. Perform an initial completion inspection.
    - Supervisors must conduct a thorough inspection to determine that all materials identified in the owner's designated substance survey that are part of the scope of work have been removed.

10. Clean all surfaces of the work area to a dust free condition by using HEPA vacuums, mopping, and wet wiping.

11. Apply a dust lockdown agent to capture any airborne dust that might settle after cleaning and allow 24hrs for lockdown to dry.

12. Perform a final visual clearance inspection.
    - Supervisors must conduct a thorough inspection to determine that cleaning and lockdown has achieved a dust free condition on all surfaces within the enclosure.

13. For type 3 operations, an air clearance test may be requested by the owner if the building will be reoccupied.
    - This is not required in buildings that will be demolished post abatement.

14. Tear down the enclosure with workers wearing PPE suitable for type 2 operations.

Safe Work Procedure

LEAD - Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O16

	15. All enclosure sheets, drop sheets, cloths/mops, used PPE and vacuum bags/filters must be disposed of as Lead waste.
After You Finish	1. Place waste in a disposal bin that has appropriate labelling as per O.Reg.347 General – Waste Management. A Toxicity Characteristic Leaching Procedure (TCLP) test must be performed on all Lead waste to determine if passes or fails the criteria for hazardous waste in the jurisdiction where disposal will take place. 2. Ensure the selected waste hauler has appropriate Ministry of Environment Certificate of Approval/ Environmental Compliance Approval to haul Lead if it is a hazardous waste. HWIN registration is also required for hazardous Lead waste. 3. Ensure landfill that the Lead is being hauled to has appropriate Ministry of Environment Certificate of Approval/ Environmental Compliance Approval to receive Lead waste if it is a hazardous waste. 4. Supervisor must complete a declaration letter after all removals and disposal complete.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Occupational Health and Safety Act
- Ontario Reg. 490/09 Designated Substance
- Ontario Reg. 213/91 Construction Projects
- Ontario Reg. 347 General Waste Management
- Federal Transportation of Dangerous Goods Act and Associated Regulation
- MOL: Guideline Lead On Construction Projects

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

LEAD - Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O16

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

LEAD - Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O16

Permissible Operations and Selection Criteria for PPE

Instruction: 1. Select the appropriate work description for the work planned from Column 1 of Table B. The presumed exposure level from Table A is never exceeded by the permissible operations in Table B.
2. See the options for required respirator from Column 2 of Table B.
3. See additional measures required for the planned work in Column 3 of Table B

The classification of typical lead-containing construction tasks is based on presumed airborne concentrations obtained from the U.S. Occupational Safety and Health Administration (OSHA), the Ontario Ministry of Labour, and published research studies. The classification of Type 1, Type 2, or Type 3 operations are grouped based on the following concentrations of airborne lead:

Table A – presumed exposure levels

TYPE 1 OPERATIONS	TYPE 2 OPERATIONS		TYPE 3 OPERATIONS	
	Type 2a	Type 2b	Type 3a	Type 3b
< 0.05 mg/m^3	> 0.05 to 0.50 mg/m^3	> 0.50 to 1.25 mg/m^3	> 1.25 to 2.50 mg/m^3	> 2.50 mg/m^3

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Table B – Permissable Operations and Required Respirators

OPERATIONS	REQUIRED RESPIRATOR	OTHER MEASURES & PROCEDURES
TYPE 1		
• Application of lead-containing coatings with a brush or roller. • Removal of lead-containing coatings with a chemical gel or paste and fibrous laminated cloth wrap. • Removal of lead-containing coatings or materials using a power tool that has an effective dust collection system equipped with a HEPA filter. • Installation or removal of lead-containing sheet metal. • Installation or removal of lead-containing packing, babbit or similar material • Removal of lead-containing coatings or materials using non-powered hand-held tools, other than manual scraping or sanding. • Soldering.	Respirators should not be necessary if general procedures listed in Section 6.1 of the Guideline are followed and if the levels of lead in air are less than 0.05 mg/m^3. However, if the worker wishes to use a respirator, a half-mask particulate respirator with N-, R- or P-series filter, and 95, 99 or 100% efficiency should be provided.	• Washing facilities consisting of wash basin, water, soap and towels should be provided and workers should use these washing facilities before eating, drinking, smoking or leaving the project; • Workers should not eat, drink, chew gum or smoke in the work area; • Dust and waste should be cleaned up at regular intervals and placed in a container that is: - dust tight - identified as containing lead waste - cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before being removed from the work area - removed from the workplace frequently and at regular intervals; • Drop sheets should be used below all lead operations which produce or may produce dust, chips, or debris containing lead; • Cleanup after each operation is encouraged to prevent lead contamination and exposure to lead; • Work area should be inspected at least daily to ensure that the work area is clean; • Compressed air or dry sweeping should not be used to clean up any lead-containing dust or waste from a work area or from clothing.

Table B–Permissable Operations and Required Respirators continued

OPERATIONS	REQUIRED RESPIRATOR	OTHER MEASURES & PROCEDURES
TYPE 2		
TYPE 2a		
• Welding or high temperature cutting of lead-containing coatings or materials outdoors. This operation is considered a Type 2a operation only if it is short-term, not repeated, and if the material has been stripped prior to welding or high temperature cutting. • Removal of lead-containing coatings or materials by scraping or sanding using non-powered hand tools • Manual demolition of lead-painted plaster walls or building components by striking a wall with a sledge hammer or similar tool	Half-mask particulate respirator with N-, R-, or P-series filter and 95, 99 or 100 percent efficiency.	**(In addition to Type 1 measures and procedures.)** • Signs should be posted in sufficient numbers to warn of the lead hazard. There should be a sign, at least, at each entrance to the work area. The signs should display the following information in large, clearly visible letters: - There is a lead dust, fume or mist hazard. - Access to the work area is restricted to authorized persons. - Respirators must be worn in the work area. • Suitable protective clothing and equipment should be worn by every worker who enters the work area (refer to Section 4.3 of the guideline).
TYPE 2b		
• Spray application of lead-containing coatings.	Powered air purifying respirator equipped with a hood or helmet, and a high efficiency filter. OR Supplied air respirator equipped with a hood or helmet and operated in a continuous flow mode.	

LEAD - Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O16

Table B–Permissable Operations and Required Respirators continued

OPERATIONS	REQUIRED RESPIRATOR	OTHER MEASURES & PROCEDURES
TYPE 3		
TYPE 3a		**(In addition to Type 1 and Type 2 measures and procedures.)** • For Type 3a operations conducted indoors or outdoors, enclosures should be provided in the form of barriers, partial enclosures, or full enclosures. • For Type 3b operations conducted indoors, full enclosures should be provided. • With the exception of dry abrasive blasting conducted outdoors, enclosures provided for all other Type 3b operations conducted outdoors should be in the form of barriers, partial enclosures, or full enclosures. For dry abrasive blasting outdoors, full enclosures should be provided. • Where there is an enclosure, general mechanical ventilation should be provided. • A decontamination facility (refer to 6.4.3 of the guideline) should be made available for workers carrying out the following operations: - abrasive blasting of lead-containing coatings or materials - the removal of lead-containing coatings or materials using power tools without an effective dust collection system equipped with a HEPA filter - removal of lead-containing dust using an air mist extraction system - demolition or cleanup of a facility where lead-containing products were manufactured. • When abrasive blasting is finished, dust and waste should be cleaned up and removed by vacuuming with a HEPA filter equipped vacuum, wet sweeping and/or wet shovelling. • Where a dust generating operation is carried out, local exhaust ventilation should be provided to remove dust at the source. Wet methods should also be incorporated in the operation to reduce dust generation.
• Welding or high temperature cutting of lead-containing coatings or materials indoors or in a confined space. • Burning of a surface containing lead. • Dry removal of lead-containing mortar using an electric or pneumatic cutting device. • Removal of lead-containing coatings or materials using power tools without an effective dust collection system equipped with a HEPA filter. • Removal or repair of a ventilation system used for controlling lead exposure. • Demolition or cleanup of a facility where lead-containing products were manufactured. • An operation that may expose a worker to lead dust, fume or mist that is not a Type 1, Type 2, or Type 3b operation.	Full-facepiece air-purifying respirator equipped with N-, R-, or P-series filter and 100% efficiency. OR Tight-fitting PAPR with a high efficiency particulate filter. OR Half-mask or full-facepiece supplied air respirator operated in a continuous flow mode. OR Half-mask supplied air respirator operated in pressure-demand or other positive-pressure mode.	
TYPE 3b		
• Abrasive blasting of lead-containing coatings or materials.	Type CE abrasive-blast supplied air respirator operated in a positive-pressure mode with a tight-fitting half-mask facepiece. Type CE abrasive-blast supplied air respirator operated in a pressure-demand or positive pressure mode with a tight-fitting full-facepiece	
• Removal of lead-containing dust using an air mist extraction system	Supplied air respirator equipped with a tight-fitting half-mask or full-facepiece and operated in pressure demand or positive pressure mode.	

Safe Work Procedure

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

Potential Hazards Present	Required Safety Devices: * may be required based on risk – see FLHA form	
Inhalation of Silica dust • Lung Cancer • Acute Silicosis • Chronic Silicosis • Accelerated Silicosis	 **Safety Boots***	 **Respiratory Protection**
	 **Disposable coveralls**	 **Hard Hats***
	 **Safety glasses***	 **Gloves***

Required Materials & Equipment

- Rip proof poly sheeting
- 2” or 3” tape
- Spray glue
- Lumber for construction of temporary walls and decontamination units
- Temporary lights
- Portable shower with water heater
- High Efficiency Particulate Air (HEPA) negative air unit
- HEPA vacuum
- Water amending agent

Procedure

Before You Start	1. Some commonly used construction materials containing silica include: • Abrasive used in media blasting operation • Brick, refractory brick • Concrete, concrete block, cement, mortar • Granite, sandstone, quartzite, slate • Gunite/shotcrete • Mineral deposits • Rock and stone • Sand, fill dirt, top soil • Asphalt containing rock or stone

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

	Activities of concern where silica is present include: • Chipping, hammering and drilling of rock • Crushing, loading, hauling, and dumping of rock • Sawing, hammering, drilling, grinding, and chipping of concrete or masonry structures • Demolition of concrete and masonry structures • Dry sweeping or pressurized air blowing of concrete, rock, sand or dust • Road construction • Sweeping, cleaning and dismantling equipment involved with silica containing materials • Tunneling, excavation, and earth moving of soils with high silica concentration Review the owner's designated substance survey (DSS) to determine what Silica containing materials are present and identify the location(s). Do not disturb Silica containing materials, unless you are trained, and all applicable safe work procedures have been followed. Workers must not be exposed to an airborne concentration of Silica that exceeds its occupational exposure limit (crytalline silica 0.05 mg/m3, quartz and Tripoli 0.10mg/m3). If workers are likely to be overexposed during work at a project, the workers involved will be offered medical surveillance. 2. Determine what type of Silica containing products are present at the project: • Naturally occurring in stone, soil or sand • Contained in a blended building material such as mortar, concrete 3. Evaluate what activities are required and what work methods will be employed in order to determine what precautions are required for the operation being conducted (type 1, 2, 3 criteria Guideline Silica in Construction in Ontario is located in the appendices of this procedure) 4. Ensure that personnel have the appropriate training: • WHMIS training • The hazards of silica, including health effects and symptom recognition • The recognition of typical operations containing silica

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

	• Personal hygiene, respirator requirements, and work measures and procedures • The use, care, maintenance, cleaning and disposal of personal respiratory protective equipment 5. Workers that are offered the option of participating in a **voluntary** medical surveillance program may opt out of this program. A surveillance program is recommended for workers that will be working where airborne Silica exposure takes place. The surveillance programs includes: • Pre-placement medical exams • Clinical tests – chest x-ray and pulmonary function test at least every 2 years • Periodic medical exams • Health education • Record keeping
During Your Work	**Pre-Abatement Work** 1. Isolate the work area with poly sheeting by constructing an enclosure suitable for the operation being conducted (type 1, 2, 3) and post Silica hazard warning signs. 2. Make safe any electrical services in the work area 3. Block and disable HVAC systems that feed or pass through the work area\ 4. Conduct efficiency testing on all HEPA equipment (vacuum, negative air unit) 5. Install HEPA negative air units for type 3 operations, unless the building will be demolished post abatement. • Arrange the units with air discharged to the outdoors whenever possible. • Use a manometer to measure air pressure within the enclosure relative to outside the enclosure • Add neg.-air units until a negative pressure differential within the enclosure is achieved 6. Install worker decontamination facilities suitable for the operation being conducted

- Type 1 wash station and change room
- Type 2 wash station and change room
- Type 3 (3 chambers) dirty room, wash station or shower (hot/cold running water) and change room

7. Protective clothing must be worn by every worker who enters the work area for Type 2 and 3 operations,
   - Protective clothing must be made of a material that does not readily retain or permit penetration of Silica dust.
   - Must consist of head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent Silica dust from reaching under garments and skin under the protective clothing
   - must be repaired or replaced if torn.

8. Respirators must be selected that are suitable for the operation being conducted. See Appendix

9. Respiratory protective equipment must be worn when the airborne concentration of Silica cannot be reduced below its occupational exposure limit

Abatement Work

1. Any person entering the enclosure must wear the appropriate PPE suitable for the operation being performed (type 1, 2, 3).

2. Each worker that leaves the enclosure FOR ANY REASON, must go through a personal decontamination process as follows:
   - Bulk decontamination of their PPE by wiping or HEPA vacuuming off dust
   - Enter dirty room and remove footwear and clothing
   - Dispose of clothing as waste in supplied disposal bag in the dirty room
   - Enter the wash facility/shower while still wearing respirator.
   - Place filter cap or tape over the respirator filter and then remove respirator and wash respirator.
   - Complete personal wash of hands face or full shower for type III operations

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

	• Proceed to clean room and change into street clothes 3. In order to minimize the generation and spread of dust, apply water whenever practical during any type 2/3 operations. 4. In areas where dust will be re-disturbed after the initial work, clean up of resulting debris and dust should be done promptly as work progresses, leaving the work area clear of debris each shift. Use wet sweeping or HEPA equipped vacuum for clean-up. 5. Inspect the dust barrier enclosure daily or more frequently if necessary to ensure the integrity of the enclosure and negative air pressure in type III operations. 6. In areas that will be re-occupied, clean all surfaces of the work area to a dust free condition by using HEPA vacuums, mopping, and wet wiping. 7. Apply a fibre/dust lockdown agent to capture any airborne dust that might settle after cleaning and allow 24hrs for lockdown to dry. 8. Perform a final visual clearance inspection. • Supervisors must conduct a thorough inspection to determine that cleaning and lockdown has achieved a dust free condition on all surfaces within the enclosure. 9. Tear down the dust barrier enclosure with workers wearing PPE suitable for type 2 operations. 10. All enclosure sheets, drop sheets, cloths/mops, used PPE and vacuum bags/filters must be disposed of as regular waste.
After You Finish	1. Silica containing materials do not require any special disposal. Additional considerations may be required if other contaminants are present such as LEAD or high PH readings.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

Guidance Documents ments/ Standards/ Applicable Legislation/ Other:
• Ontario Occupational Health and Safety Act • Ontario Reg. 490/09 Designated Substance • Ontario Reg. 213/91 Construction Projects • Ontario Reg. 347 General Waste Management • MOL: Silica On Construction Projects
This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

Permissible Operations and Selection Criteria for PPE

Instruction: 1. Select the appropriate work description for the work planned from Column 1 of Table B. The presumed exposure level from Table A is never exceeded by the permissible operations in Table B.
2. See the options for required respirator from Column 2 of Table B.

The classification of typical silica-containing construction tasks is based on available and published exposure data. Type 1, Type 2, and Type 3 operations, are based on the following airborne concentrations of respirable crystalline silica in the form of cristobalite, tridymite, quartz, and tripoli:

Table A – presumed exposure levels

	TYPE 1 OPERATIONS	TYPE 2 OPERATIONS	TYPE 3 OPERATIONS
Cristobalite and Tridymite	> 0.05 to 0.50 mg/m^3	> 0.50 to 2.50 mg/m^3	> 2.5 mg/m^3
Quartz and Tripoli	> 0.10 to 1.0 mg/m^3	> 1.0 to 5.0 mg/m^3	> 5.0 mg/m^3

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

Table B

Permissable Operations and Required Respirators

Operations	Required Respirator
Type 1 **(> 0.05 to 0.50 mg/m^3 of silica in the form of cristobalite and tridymite)** **(> 0.10 to 1.0 mg/m^3 of silica in the form of quartz and tripoli)**	**NIOSH APF = 10**
• The drilling of holes in concrete or rock that is not part of a tunnelling operation or road construction. • Milling of asphalt from concrete highway pavement. • Charging mixers and hoppers with silica sand (sand consisting of at least 95 per cent silica) or silica flour (finely ground sand consisting of at least 95 per cent silica). • Any other operation at a project that requires the handling of silica-containing material in a way that may result in a worker being exposed to airborne silica. • Entry into a dry mortar removal or abrasive blasting area while airborne dust is visible for less than 15 minutes for inspection and/or sampling. • Working within 25 metres of an area where compressed air is being used to remove silica-containing dust outdoors.	Half-mask particulate respirator with N-, R-, or P-series filter and 95, 99 or 100 per cent efficiency.

Table B

Permissable Operations and Required Respirators continued

Type 2 **(> 0.50 to 2.5 mg/m^3 of silica in the form of cristobalite and tridymite)** **(> 1.0 to 5.0 mg/m^3 of silica in the form of quartz and tripoli)**	**NIOSH APF = 50**
• Removal of silica containing refractory materials with a jackhammer. • The drilling of holes in concrete or rock that is part of a tunnelling operation or road construction. • The use of a power tool to cut, grind, or polish concrete, masonry, terrazzo or refractory materials. • The use of a power tool to remove silica-containing materials. • The use of a power tool indoors to chip or break and remove concrete, masonry, stone, terrazzo or refractory materials. • Tunnelling (operation of the tunnel boring machine, tunnel drilling, tunnel mesh installation). • Tuckpointing and surface grinding. • Dry method dust clean-up from abrasive blasting operations. • Dry mortar removal with an electric or pneumatic cutting device. • The use of compressed air outdoors for removing silica dust. • Entry into area where abrasive blasting is being carried out for more than 15 minutes.	Full-facepiece air-purifying respirator with any 100-series particulate filter. Tight-fitting powered air-purifying respirator with any 100-series particulate filter. Full-facepiece supplied-air respirator operated in demand mode. Half-mask or full-facepiece supplied air respirator operated in continuous-flow mode.

Type 3 **(> 2.5 mg/m^3 of silica in the form of cristobalite and tridymite)** **(> 5.0 mg/m^3 of silica in the form of quartz and tripoli)**	**NIOSH APF ≥ 1000**
• Abrasive blasting with an abrasive that contains ≥ 1 per cent silica. • Abrasive blasting of a material that contains ≥ 1 per cent silica.	Type CE abrasive-blast supplied air respirator operated in a positive-pressure mode with a tight-fitting half-mask facepiece. Type CE abrasive-blast supplied air respirator operated in a pressure-demand or positive pressure mode with a tight-fitting full-facepiece.

Safe Work Procedure

Silica – Type 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O17

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 15, 2023		1

Safe Work Procedure

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

Potential Hazards Present	Required Safety Devices: * may be required based on risk – see FLHA form	
• Skin contact with or Inhalation of Mould particles (spores, fragments) • Inhalation of Mould metabolites (gases)	 **Safety Boots***	 **Respiratory Protection**
	 **Disposable coveralls**	 **Hard Hats***
	 **Safety glasses***	 **Gloves**

Required Materials & Equipment

- Rip proof poly sheeting
- 2” or 3” tape
- Spray glue
- Lumber for construction of temporary walls and decontamination units
- Temporary lights
- Heavy duty clear disposal bags
- Portable shower with water heater
- High Efficiency Particulate Air (HEPA) negative air unit
- HEPA vacuum
- Disinfectant/Antimicrobial agent

Procedure

Before You Start	1. Mould can be found in any industrial or residential building in 2 distinct ways: • Dormant/inactive on any surfaces, and in soils. This is a non-hazardous condition. • Actively growing and metabolizing (producing toxins) due to excessive moisture such as high humidity/condensation or from water leaks Mould hazards are increased when Mould is disturbed and made airborne in high concentrations. The hazard level is increased proportionally to the quantity of contamination present and the species of Mould present. Review the owner’s designated substance survey (DSS) and visually inspect to determine if Mould present and identify the location(s).

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

	Workers must not be exposed to an airborne concentration of Mould that could cause illness. Do not disturb Mould unless you are trained, and all applicable safe work procedures have been followed. 2. Determine what type of material has been contaminated by Mould: - soft/porous material such as carpet, drywall, ceiling tiles - solid but porous material such as wood - hard surface contamination such as concrete that is painted or unpainted 3. Evaluate what quantity of contamination is present in order to determine what precautions are required for the operation being conducted (Level 1, 2, 3 criteria from Environmental Abatement Council of Ontario and Canadian Construction Association guidelines on Mould located in the appendices of this procedure) 4. Ensure that personnel have the appropriate training: • WHMIS training • The hazards of Mould and fitness to work in Mould environment (personal health risk factors) • Abatement practices and clean up • Respirator fitting and use • Personal hygiene
During Your Work	**<u>Pre-Abatement Work</u>** 1. Isolate the work area with poly sheeting by constructing an enclosure suitable for the operation being conducted (Level 1, 2, 3 criteria from Environmental Abatement Council of Ontario and Canadian Construction Association guidelines) and post Mould hazard warning signs. 2. Make safe any electrical services in the work area 3. Block and disable HVAC systems that feed or pass through the work area. 4. Conduct efficiency testing on all HEPA equipment (vacuum, negative air unit) 5. Install HEPA negative air units for Level 2 and 3 operations, unless the building will be demolished post abatement.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

- Arrange the units with air discharged to the outdoors whenever possible.
- Use a manometer to measure air pressure within the enclosure relative to outside the enclosure
- Add neg.-air units until a negative pressure differential within the enclosure is achieved of 0.02 inches of water.

6. Install worker decontamination facilities suitable for the operation being conducted
   - Level 1 wash station and change room
   - Level 2 wash station and change room
   - Level 3 (3 chambers) dirty room, shower (hot/cold running water) and change room

7. Protective clothing must be worn by every worker who enters the work area,
   - Protective clothing must be made of a material that does not readily retain or permit penetration of Mould dusts
   - Must consist of head covering and full body covering that fits snugly at the ankles, wrists and neck, in order to prevent Mould dust from reaching under garments and skin under the protective clothing
   - must be repaired or replaced if torn.

8. Respirators must be selected that are suitable for the operation being conducted. See Appendix

9. Respiratory protective equipment must be worn.

<u>Abatement Work</u>

1. Any person entering the enclosure must wear the appropriate PPE suitable for the operation being performed (Level 1, 2, 3 criteria from Environmental Abatement Council of Ontario and Canadian Construction Association guidelines).

2. Each worker that leaves the enclosure FOR ANY REASON, must go through a personal decontamination process as follows:
   - Bulk decontamination of their PPE by wiping or HEPA vacuuming off dust
   - Enter dirty room and remove footwear and clothing

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

- Dispose of clothing as waste in supplied disposal bag in the dirty room
- Enter the wash facility/shower while still wearing respirator.
- Place filter cap or tape over the respirator filter and then remove respirator and wash respirator.
- Complete personal wash of hands face or full shower for Level 3 operations
- Proceed to clean room and change into street clothes

3. Place drop sheets below any Mould that will be disturbed.

4. Prior to disturbing any Mould apply a mist of water to Mould to suppress and minimize dust release.

5. Remove Mould and immediately place in disposal bag/container.

6. Clean up resulting debris and dust promptly as work progresses leaving the work area clear of debris each shift. Use wet sweeping or HEPA equipped vacuum for clean-up.

7. Inspect the enclosure daily or more frequently if necessary to ensure the integrity of the enclosure and negative air pressure in type 3 operations (refer to inspection checklist and neg-air log sheet)

8. Package waste in with proper labels.

9. Perform an initial completion inspection.
   - Supervisors must conduct a thorough inspection to determine that all materials identified in the owner's designated substance survey that are part of the scope of work have been removed.

10. Clean all surfaces to a dust free condition by HEPA vacuuming, wet wiping or mopping.

11. Apply a disinfectant/anti-microbial agent following the manufacturer's instructions.

12. Perform a final visual clearance inspection.

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

	• Supervisors must conduct a thorough inspection to determine that cleaning has achieved a dust free condition on all surfaces within the enclosure. 13. For type 3 operations, an air clearance test may be requested by the owner if the building will be reoccupied. • This is not required in buildings that will be demolished post abatement. 14. Tear down the enclosure with workers wearing PPE suitable for type 2 operations. 15. All enclosure sheets, drop sheets, cloths/mops, used PPE and vacuum bags/filters must be disposed of as Mould waste.
After You Finish	1. Place waste in a disposal bin and transport waste to landfill as per O.Reg.347 General – Waste Management. 2. Although Mould waste is a regular non-hazardous waste, it should never be sent to a transfer station, it must go directly to landfill. 3. Ensure the selected waste hauler has appropriate Ministry of Environment Certificate of Approval/ Environmental Compliance Approval to haul waste. 4. Supervisor must complete a declaration letter after all removals and disposal complete.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Occupational Health and Safety Act
- Ontario Reg. 490/09 Designated Substance
- Ontario Reg. 213/91 Construction Projects
- Ontario Reg. 347 General Waste Management
- Federal Transportation of Dangerous Goods Act and Associated Regulation
- EACO: Mould Abatement Guidelines Edition 3 (2015)
- Canadian Construction Association Document 82 : Mould guidelines for the Canadian construction industry

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Procedure

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

Operations and Selection Criteria for PPE and Measures

Instruction:
1. Select the appropriate work description for the work planned from Column 1 of Table A.
2. See the options for required respirator from Column 2 of Table A.
3. See additional measures required for the planned work in Column 3 of Table A

Table A – Operations and Required Respirators

Operation	Type of Respirator	Additional Measures
Level 1		
Removal or clean up of Mould impacted area of less than 1m2 or 10ft2	half face piece air-purifying Respirator fitted with replaceable filters (N95 minimum) or a Filtering Facepiece Respirator (N95 minimum)	Wear appropriate gloves and full-body dust-impervious coveralls with attached hoods. Secure the coveralls tight at the ankles and wrists. Turn off HVAC systems where possible and seal over any diffusers immediately adjacent to the work area. Where possible, place a drop sheet below the Mouldy materials. Dust Suppression methods should be used where possible, prior to disturbance of the Mouldy materials. Tape a section of plastic sheeting or duct tape over the Mouldy material, or if this is not feasible, lightly mist the Mouldy material with water. Remove any Porous substrate materials (ceiling tiles, drywall, etc.) to a point beyond the immediate areas of visible contamination, for a minimum distance of 30 cm in all directions. Clean the work area and dispose of the waste.

Safe Work Procedure

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

Operation	Type of Respirator	Additional Measures
Level 2		
Removal or clean up of Mould impacted area from 1-10m2 or 10-100ft2	elastomeric half face piece air-purifying Respirator fitted with P100 Series Filter cartridges with Organic filters for odours.	Workers shall wear disposable boot covers or separate work boots that can be effectively HEPA vacuumed or wiped clean prior to removal from the work area. Turn-off HVAC systems where possible and seal over any supply and return openings immediately adjacent to the work area. Objective of this engineering control is to maintain negative pressure and prevent the distribution of mould spores and dust from the work area. The Abatement area must be secured and access restricted. Isolate the work area with an enclosure constructed of fibre-reinforced Polyethylene Sheeting or 6 mil Polyethylene Sheeting, taped and supported as required. Provide a temporary roof where an existing ceiling does not complete the temporary enclosure. The Project authority may require a single chamber decontamination/change room. A Competent Supervisor or project authority must inspect the work area for defects in the enclosure, barriers and change room, at the beginning of every shift and at the end of every shift. Records of the inspections should be generated and maintained. Install signs warning of the exposure hazard. Suggested wording: CAUTION, MOULD EXPOSURE, WEAR ASSIGNED PROTECTIVE EQUIPMENT, AUTHORIZED

		PERSONNEL ONLY. Provide continuous Negative Pressure within the enclosure by drawing air from the work area and exhausting it out of the enclosure, either by use of a HEPA vacuum or a portable HEPA-filtered exhaust fan. Provide a minimum Negative Pressure of 5 Pascals (0.02 inches of water column) and at least 4 air changes per hour. Discharge the filtered air outside the building and away from persons wherever possible, and if this is not possible, consider on-site leak testing of the HEPA filtered equipment. Refer to the EACO DOP/PAO Testing Procedure Guideline 2013. Negative Pressure must be maintained until the completion of all Contaminated Work. Remove any Porous substrate materials (ceiling tiles, drywall, etc.) to a point beyond the immediate areas of visible contamination, for a minimum distance of 30 cm in all directions. Clean the work area and dispose of the waste. Before exiting the work area, workers shall fully wipe or vacuum clean all footwear, coveralls and other personal protective equipment and remove and dispose of protective equipment not for re-use. Workers shall then complete personal cleaning.

Safe Work Procedure

Mould – Level 1, 2 & 3 Operations

Safe Work Procedure Number	SWP-O18

Operation	Type of Respirator	Additional Measures
Level 3		
Removal or clean up of Mould impacted area greater than 10m2 or 100f2	tight-fitting full face piece Powered Air Purifying Respirator with high efficiency particulate filters or a non-powered full face piece air purifying Respirator fitted with P100 Series Filter cartridges with Organic filters for odours.	Provide a wash station consisting of at least a basin, fresh water, soap and toweling, in the clean change room. A shower for worker comfort may be provided, but is optional. When going into the Contaminated Work area the worker will don clean coveralls and a Respirator in the clean change room. Prior to exiting the Contaminated Work Area, the worker will use a HEPA vacuum in the work area to remove gross contamination from coveralls and boot covers (or separate dirty work boots). The worker will then enter the dirty change room where the dirty coveralls and boot covers are removed (to be used only once). Work boots used without boot covers will also be removed and stored in the dirty change room. The worker then proceeds to the clean change room to complete clean up. The wash station is to be used by each worker on leaving the work area to clean face and hands. A separate Waste Decontamination Facility, consisting of a double bagging room and a waste transfer room should be provided where large volumes of waste will be removed. Seal the waste into bags (or Polyethylene Sheeting sealed with tape) in the Contaminated Work area, and wipe the exterior of the bags or other containers. Transfer the waste to the double bagging room and place a second bag around

		bagged waste. Seal the second bag. Transfer the double-bagged waste into the waste transfer room for removal by workers entering from the outside of the decontamination facilities. Remove any Porous substrate materials (ceiling tiles, drywall, etc.) to a point beyond the immediate areas of visible contamination, for a minimum distance of 30 cm in all directions. Clean the work area and dispose of the waste. Clean tools and equipment such as vacuums, negative air units or any other items that were exposed during abatement.

		An acceptable condition is indicated when: 1. Concentrations of airborne fungal particles in the work area are not significantly elevated when compared to concentrations in the reference area; and 2. The types of fungal particulate present in the work area do not significantly differ from those present in the reference area. Surface samples should show minimal or no Mould growth remaining at completion. Interpretations of sample results are subject to the professional judgment of the Health and Safety professional with experience performing microbial investigation and remediation.

Safe Work Procedure

COVID-19 Prevention

Safe Work Procedure Number	SWP-O19

Potential Hazards Present	Required Safety Devices: * may be required based on activity risks or client requirements	
As with most common illnesses, the workplace is susceptible to the spread of COVID-19 because of the proximity between workers, and the frequency of contact with shared surfaces and objects. COVID-19 spreads in a similar way to the flu: infected droplets may be deposited on surfaces and objects, and another person may touch contaminated surfaces or objects, and then touch their mouth, eyes or nose. Someone can also catch the virus by breathing in droplets of infected fluid if they do not maintain social distancing.	 **Safety Boots***	 **Respiratory Protection***
	 **Disposable* coveralls**	 **Hard Hats***
	 **Safety glasses***	 **Gloves***

Required Materials & Equipment

- Cleaning supplies including spray bottle
- Surface disinfectant (medi-clean or equivalent)
- Hand sanitizer (alcohol wipes or gel)
- Wash facilities with soap and water
- Posting of this procedure, appropriate signage and information posters

Procedure

General	The best way to stop the spread of COVID-19 is to: • Get vaccinated and get your booster shot • wear a face covering or mask when you are in indoor spaces • Stay home if you feel unwell • Isolate if you have symptoms of covid-19 • Continue to follow all public health measures • Take everyday actions such as:

- Avoiding crowds and maintain physical distance (at least two metres) from people you do not live with
- Washing your hands often with soap and water or use alcohol-based hand sanitizer
- Sneezing and coughing into your sleeve
- Avoiding touching your eyes, nose or mouth
- Avoiding contact with people who are sick

Illness Reporting and Isolation Requirements

Symptoms of COVID-19 and its variants range from mild — like the flu and other common respiratory infections — to severe. If you feel sick, it's important that you stay home or talk with a doctor, if necessary.

Completing a self-assessment will help you determine if you have the symptoms of COVID-19 and if you are required to isolate.

Symptoms of COVID 19 include:

- fever or chills
- cough
- shortness of breath
- decreased or loss of taste or smell
- two or more of:
  - runny nose or nasal congestion
  - headache
  - extreme fatigue
  - sore throat
  - muscle aches or joint pain
  - gastrointestinal symptoms (such as vomiting or diarrhea)

<u>If you have symptoms of COVID-19</u>

Notify your supervisor / Human Resources prior to coming to work, and you will be requested to:

Isolate for five days if you are:

- fully vaccinated and otherwise healthy
- Note: You can end isolation after five days only if you have no fever and your other symptoms have been improving for at least 24 hours (or 48 hours for nausea, vomiting or diarrhea), and all public health and safety measures, such as masking and physical distancing, are followed.

OR

Isolate for 10 days if you are

- not fully vaccinated or are immunocompromised

	Personnel who live with a symptomatic person do not need to isolate, if any of the following applies: • you previously tested positive in the last 90 days and do not have symptoms • you are 18 years old or over and have received a COVID-19 booster dose • you are under 18 years old and are fully vaccinated Instead for 10 days after exposure you must: • self-monitor for symptoms • wear a mask and avoid activities where mask removal would be necessary • do not visit anyone who is at higher risk of illness, such as seniors, or any highest risk settings (unless the person previously tested positive in past 90 days)
Before You Start	All workers and visitors are required to self-assess that they are fit for work and are not displaying the COVID 19 symptoms listed above, on a daily basis prior to entering the workplace. Take time to disinfect and clean your work area prior to starting work in the morning, and after breaks. • Focus on high-touch areas like site trailers, door handles and hoists, lunchrooms and any equipment you may be touching. • Record the cleaning on the cleaning record form.
During Your Work	**Practice Social Distancing** Although capacity and social distancing restrictions may be lifted in certain jurisdictions, physical distance is still encouraged, and may be required on certain client sites. In order to obtain physical distancing on site or in the office, the following may be used: • stagger start times • stagger breaks • stagger lunches • limiting the potential for workers to gather, including personnel in material hoists and site trailers • limit the number of people who use elevators and hoists at one time • hold meetings in spaces large enough to allow physical distancing • limit unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas

	Masks and Personal Protective Equipment The use of respirators (e.g. N-95 respirators) are not recommended, except in healthcare settings when particular high-risk procedures are being performed or in other industries when respirators are routinely used. Wearing a mask is optional on our sites, but may be required on client sites and we must follow those conditions. If you use a mask, the use of a non-medical mask/facial covering is recommended. Nitrile or latex gloves are only recommended when workers will be in direct contact with an ill person, or a contaminated object or environment. Continue to use normal construction hand protection as required. PPE must be used correctly to prevent contamination when taking it on and off. • hand washing remains critical even when using PPE.
After You Finish	Wash / disinfect your hands thoroughly. Wash your clothes as soon as you get home.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- Ontario Occupational Health and Safety Act
- Ontario Reg. 213/91
- Living with and Managing COVID19 - the Province of ON
- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic – Government of Canada

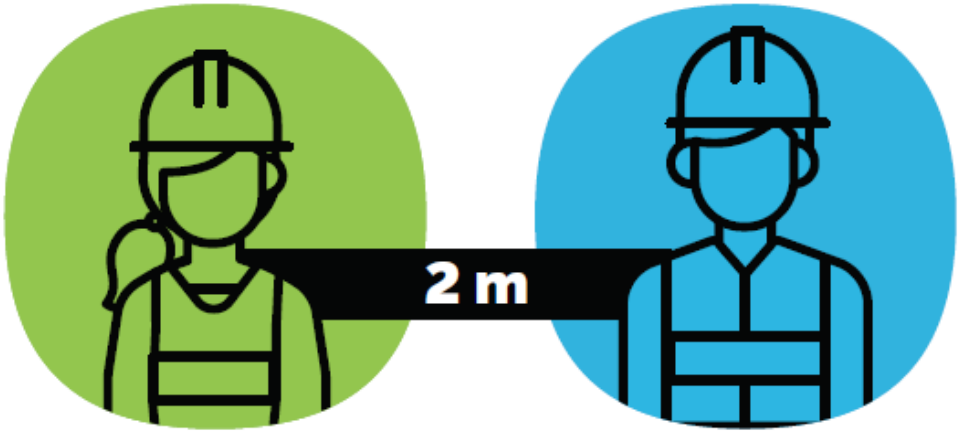
This Safe Work Procedure must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Daily Site Cleaning Record

Date:							
Location/Site:							
Supervisor:							
AM:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Site Office							
Lunch/Break Room							
Equipment #1							
Equipment #2							
Equipment #3							
Equipment #4							
PM:							
Site Office							
Lunch/ Break Room							
Equipment #1							
Equipment #2							
Equipment #3							
Equipment #4							
Any work areas noted above require cleaning /disinfecting daily Identify equiment being cleaned							

Protect against COVID-19



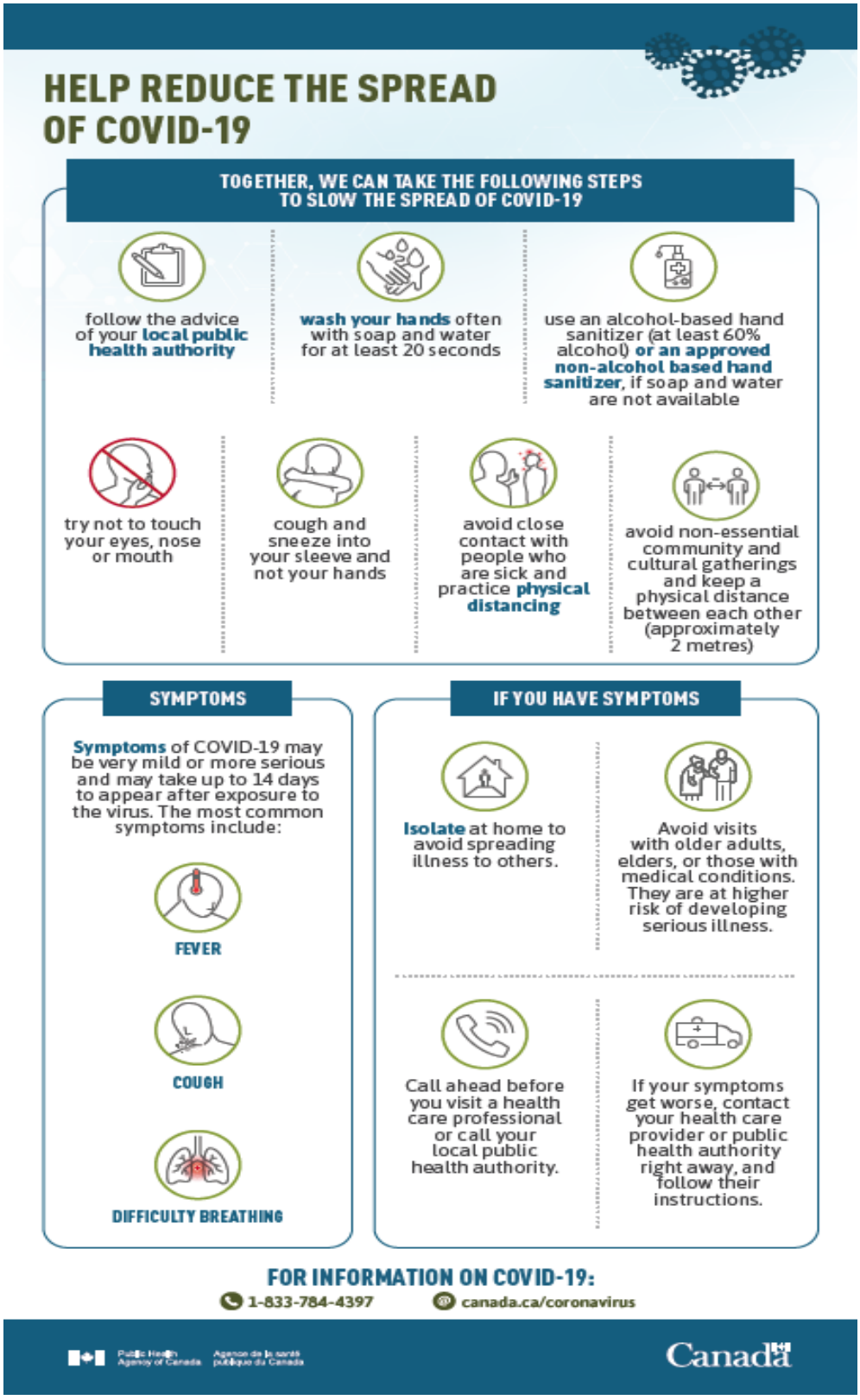
Practice physical distancing and stay 2 metres from other people.

If you have symptoms,
take the self-assessment at **ontario.ca/coronavirus.**
Or call your primary care provider
or Telehealth Ontario at
416-797-0000 (TTY: 416-797-0007)

For more information,
visit **ontario.ca/coronavirus**

Ontario

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0



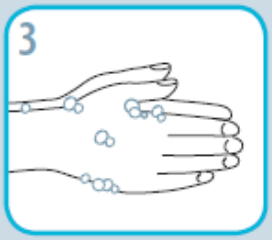
JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

How to handwash

Lather hands for 15 seconds

Wet hands with warm water.

Apply soap.



Lather soap and rub hands palm to palm.

Rub in between and around fingers.

Lather hands for 15 seconds

Rub back of each hand with palm of other hand.

Rub fingertips of each hand in opposite palm.

Rub each thumb clasped in opposite hand.

Rinse thoroughly under running water.

Pat hands dry with paper towel.

Turn off water using paper towel.

Your hands are now safe.

JUST CLEAN YOUR HANDS

Catalogue No. 011875 13M March 2009 © Queen's Printer for Ontario

For more information, please contact handhygiene@oahpp.ca or visit publichealthontario.ca/JCYH

Ontario

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 23, 2023		0

Safe Work Practice

Chemical and Biological Hazards

Safe Work Practice Number	SWP-O20

Potential Hazards Present	Required Personal Protective Equipment * may be required based on risk	

• Chemical Exposure
  ○ Are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas).
• Biological exposure
  ○ Blood and other body fluids
  ○ Fungi/mold
  ○ Bacteria and viruses
  ○ Plants
  ○ Insect Bites
  ○ Animal and bird droppings
	 **Safety Boots***	 **Gloves ***

	 **Hard Hat***	 **Eye Protection***
	 **Hearing Protection***	 **High Visibility Clothing***
	 **Wash Station***	 **Skin Protection***

DO	DO NOT

✓ Workers may not be exposed to a concentration of a harmful substance that exceeds its Occupational Exposure Limit.
✓ The measures to control the hazard shall include the provision and use of,
  ○ Engineering controls
  ○ Work practices
  ○ Hygiene facilities and practices
  ○ Personal protective equipment.
✓ Workers shall be trained in
  ○ The specific procedures to be followed in the handling, use, and storage of the agent
	× Do not forget to label containers containing chemical substances. It is essential to ensure safe handling of chemicals. Poor labeling, mislabeling, or no labeling at all could lead to accident, injury, unintended mixing of chemicals, or inappropriate handling.
	× Do not overfill containers. The general rule of thumb is that containers meant for chemical substances (manufactured, waste, or otherwise) should never be more than 90-95% full, depending on the contents.
	× Do not assume that "smelling" the toxic material will indicate when to change a respirator cartridge.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

○ In the proper use and care of required personal protective equipment ○ In the proper use of emergency measures and procedure ✓ Always consult the SDS for any specific storage, PPE, disposal emergency recommendations from the manufacturer/supplier. ○ A worker exposed to the hazard of injury from contact of the worker's skin with a noxious liquid shall be protected by wearing apparel sufficient to protect the worker from injury ○ Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided. ○ Where a worker is exposed to a potential hazard of injury to the skin due to contact with a substance, a quick-acting deluge shower shall be provided.	

Guidance Documents/ Standards/ Applicable Legislation/ Other:

- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS
- PNC Standard S.01 Personal Protective Equipment
- PNC Standard S.12 WHMIS
- Refer to PNC SWP available for specific hazards i.e. Mould, Asbestos, Lead, Bugs & Insects etc.

This Safe Work Practice must be reviewed any time the task, equipment, or materials change, and at minimum every three years.

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
Original Signed	Chris Letkeman	May 18, 2023		0

Section 4:
Supporting Documents

Version 0
Last Revised: May 30, 2023
Revised by: HSE Department

The following standards are found in this section:

4.1. Activities

- Applicable legislation List
- FLHA Form
- Company Overall Risk Assessment
- Critical Task List
- Employee Safety Training Matrix
- JHA Template
- JHA Review
- KISSFLOW Incident Report Form
- KiSSFLOW Quick Reference GuideSWP-A25, Pressurized water

Applicable Safety Legislation

Health, Safety & Environmental | Man001

Materials Resources retrieved from the following:

- Federal legislation can be retrieved from http://laws.justice.gc.ca/eng/.
- Ontario legislation is available at http://www.e-laws.gov.on.ca.
- Municipal By-Laws are available at (examples):
  - http://www.brampton.ca/EN/residents/By-Law-Enforcement/Pages/Welcome.aspx.
  - https://www.hamilton.ca/government-information/by-laws-and-enforcement/city-hamilton-by-laws

All employees contain access to electronic copies of relevant legislation via Microsoft Teams Group, under "Safety > Document > General." – Safety - Applicable Legislations

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

https://www.ontario.ca/laws/statute/90o01/v7

O. Reg. 381/15: Noise

https://www.ontario.ca/laws/regulation/150381

O. Reg. 297/13: Occupational Health and Safety Awareness and Training

https://www.ontario.ca/laws/regulation/130297

O. Reg. 490/09: Designated Substances

https://www.ontario.ca/laws/regulation/090490

O. Reg. 278/05: Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations

https://www.ontario.ca/laws/regulation/050278

O. Reg. 632/15: Confined Spaces

https://www.ontario.ca/laws/regulation/050632

O. Reg. 213/91: Construction Projects

https://www.ontario.ca/laws/regulation/910213

R.R.O. 1990, Reg. 860: Workplace Hazardous Materials Information System (WHMIS)

https://www.ontario.ca/laws/regulation/900860

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

https://www.ontario.ca/laws/statute/05a11

Employment Standards Act, 2000, S.O. 2000, c. 41

https://www.ontario.ca/laws/statute/00e41?_ga=2.45538468.1036399860.1499883731-1828853667.1496086667

Environmental Protection Act, R.S.O. 1990, c. E. 19

https://www.ontario.ca/laws/statute/90e19

O. Ref. 1/17: Registrations Under Part II.2 of the Act – Activities Requiring Assessment of Air Emissions

https://www.ontario.ca/laws/regulation/170001

O. Ref. 463/10: Ozone Depleting Substances and Other Halocarbons

https://www.ontario.ca/laws/regulation/100463

O. Ref. 102/94: Waste Audits and Waste Reduction Work Plans

https://www.ontario.ca/laws/regulation/940102

R.R.O. 1990, Reg. 362: Waste Management – PCB's

https://www.ontario.ca/laws/regulation/900362

Highway Traffic Act, R.S.O 1990, c. H.8

https://www.ontario.ca/laws/statute/90h08

O. Reg. 199/07: Commercial Motor Vehicle Inspections

https://www.ontario.ca/laws/regulation/070199

Construction Lien Act, R.S.O. 1990, c. C.30

https://www.ontario.ca/laws/statute/90c30

Nuclear Substances and Radiation Devices Regulations (SOR/2000-207)

http://laws-lois.justice.gc.ca/eng/regulations/SOR-2000-207/

R.R.O. 1990, Reg. 834: Critical Injury – Defined

https://www.ontario.ca/laws/regulation/900834

O. Reg. 675/98: Classification and Exemption Of Spills And Reporting Of Discharges

https://www.ontario.ca/laws/regulation/940102

O. Reg. 224/07: Spill Prevention and Contingency Plans

https://www.ontario.ca/laws/regulation/070224

Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A

https://www.ontario.ca/laws/statute/97w16

R.R.O. 1990, Reg. 1101: First Aid Requirements

https://www.ontario.ca/laws/regulation/901101

Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4

https://www.ontario.ca/laws/statute/97f04

O. Reg. 213/07: Fire Code

https://www.ontario.ca/laws/regulation/070213

Field Level Hazard Assessment (General)

To be completed before start of work and updated when conditions or tasks change.
Review with all workers involved.

PROJECT INFORMATION

Date:	Project Name	Project Number:
Supervisor:	Muster Point Location:	

1

PLANNED WORK | Detail the tasks to be completed.

Task 1. _____ Task 3. _____

Task 2. _____ Task 4. _____

2

IDENTIFY HAZARDS | Identify all hazards that apply to the tasks identified.

Biological	Chemical	Physical		Safety	Ergonomic
☐ Mold	☐ Corrosive	☐ Temperature	☐ Overhead Work	☐ Slips/Trips	☐ Repetitive Work
☐ Wildlife/Insects	☐ Asbestos	☐ Noise	☐ Nearby Utilities	☐ Heavy Equipment	☐ Body Positioning
☐ Excrement	☐ Lead	☐ Fire / Torch	☐ Fall from Heights	☐ Visibility	☐ Manual Lifting
☐ Blood	☐ Silica	☐ Confined Space	☐ Falling Material	☐ Mobile Equipment	**Violence**
☐ Bodily Fluids	☐ PCB	☐ Vibration	☐ Pinch Point	☐ Extended Work Hours	☐ Public/Location
☐ Sewage	☐ Dust	☐ Elevated Work		☐ Public / Pedestrians	☐ Working Alone
☐ Virus / Disease	☐ Exhaust/Torch Fumes			☐ Vehicle Traffic	☐ Late/Early Hours

3

SELECT CONTROLS | Check all that apply.

Safety Requirements and Permits

☐ Emergency Response Plan (reviewed/posted)	☐ Daily Equipment Inspection	☐ Daily Fall Arrest Inspection
☐ Air Gap Confirmation	☐ Confined Space Plan / Permit	☐ HEPA Filters / Negative Air
☐ Utility Locates	☐ Excavation Permits	☐ Warning Signs and Barricades

PPE Requirements

☐ Safety Glasses	☐ Faceshield ☐ Hard Hat	☐ Hi-Vis Clothing	☐ Gloves for task	☐ Face Coverings (COVID)
☐ CSA Safety Boots	☐ Hearing Protection	☐ Respirator	☐ N95 Masks	☐ Metatarsal Covers
☐ Fire Blankets	☐ FR Coveralls/Clothing	☐ Tyvek Suits	☐ Fall Protection	☐ Fall Restraints

ADDITIONAL | Identify any additional hazards and controls not listed above for the identified tasks in section 1.

Hazards	Controls

4

EMPLOYEE REVIEW AND SIGN OFF | Initial after every break.

Name: Print	1st	2nd	3rd	Name: Print	1st	2nd	3rd

Hazard Identification and Risk Management Tool

Person(s) completing: Chris Letkeman

Assessment date: May - 23

Work area / department: **All**

JHSC review date:

Management signature:

Date:

*note: violence is a separate risk assessment

Recognize / Identify Hazards			Assess Risk with No Controls			Controls			Assess Risk With Controls			Action Item
Identify major activities by job title in your group	**What hazard group can cause injury or illness**	**What specific hazards can cause injury or illness**	**How likely is the hazard to cause injury or illness**	**How serious can the harm be**	**Risk level**	**What are the legally mandated controls**	**What controls are currently in place**	**What, if any, additional controls are required**	**How likely is the hazard to cause injury or illness**	**How serious can the harm be**	**Risk Level**	**Practice or Procedure Required**
Office	Ergonomic	Repetitive strain Awkward positioning	Possible	Moderate	Moderate		Awareness	Ergonomic assessments on demand	Unlikely	Moderate	Moderate	Practice
	Safety	Fire / explosion	Unlikely	Major	Moderate	Ontario Fire Code	Fire Wardens Emergency Response plan Fire Extinguishers Sprinkler system		Very unlikely	Moderate	Low	
	Safety	Vehicle traffic	Possible	Moderate	Moderate	Qualified operators / drivers	Designated walkways Speed limits posted		Very unlikely	Moderate	Low	Practice
	Safety	Environmental conditions i.e. CO, humidity, temp	Possible	Minor	Moderate		Maintained HVAC system	Monitoring as required Guidelines include: ACGIH TLV's, CSA Z412-17 Office Ergonomics, ASHRAE Standard 55-2013	Unlikely	Minor	Low	Practice
	Safety	Lighting	Unlikely	Minor	Low		Ongoing maintenance Blinds as required	Monitoring as required	Very unlikely	Minor	Very Low	Practice

	Safety	Slip / trips	Possible	Moderate	Moderate		Housekeeping Snow clearing	salting as required	Unlikely	Moderate	Moderate	Practice
Driving	Safety	3rd party collision / pedestrians	Likely	Major	High	Highway Traffic Act Motor Vehicle Safety Act	Valid drivers licence Insurance Mechanically sound vehicle GeoTracking	Drive according to lighting and weather conditions Obey Speed limits Means of commuincation	Unlikely	Major	Moderate	Practice
	Psychosocial	Road rage / confrontation	Unlikely	Major	Moderate		Allow plenty of time to reach your journey	Means of commuincation	Very unlikely	Major	Low	
	Safety	Single vehicle collision	Possible	Major	Moderate	Highway Traffic Act Motor Vehicle Safety Act	Valid drivers licence Insurance Mechanically sound vehicle Geo Tracking	Drive according to lighting and weather conditions Obey speed limits Means of commuincation	Unlikely	Major	Moderate	
Warehouse activities	Safety	Slip / trips	Possible	Moderate	Moderate		Housekeeping Snow Clearing Grading	spill clean up as required	Unlikely	Moderate	Moderate	Practice
	Safety	Materials that are stored at height	Possible	Moderate	Moderate	Rated racking system	No overloading Trained forklift personnel	load limit signage	Unlikely	Moderate	Moderate	Practice
	Chemical	Chemical storage	Possible	Moderate	Moderate	Chemical inventory	WHMIS training SDS available Labels	specialised storage as required	Unlikely	Minor	Low	Practice

	Chemical	Carbon Monoxide	Possible	Major	Moderate		Ventilation	Controls on ridling vehicles	Unlikely	Moderate	Moderate	Practice
	Safety	Forklift operation	Possible	Moderate	Moderate	Trained operator Preventative maintenance program	Delineated walkways	Stand Protection for racking	Very unlikely	Moderate	Low	Practice
Interior demolition activities	Physical	Release of energy: Electrical, pneumatic, hydraulic or mechanical energy	Possible	Major	Moderate	Isolation of energy	Air gap procedure LOTO (if air gap not possible)	Onsite planning to include the need for the identification of all energy sources - for application of air gap JHA CARs	Very unlikely	Moderate	Low	Practice
	Safety	Vibration	Possible	Moderate	Moderate		Correct tool selection	Work rotation	Very unlikely	Moderate	Low	Practice
	Chemical	Chemical spill	Possible	Major	Moderate	Designated Substances Report	Clean up kits Trained personnel Site specific JHA		Unlikely	Moderate	Moderate	Practice

	Physical	Falling objects / Flying debris	Likely	Moderate	Moderate	Tether tools Toe plate	Delineation/barricade of the area Signage Spotter(s) Communication Drop zones	Housekeeping	Unlikely	Moderate	Moderate	Practice
	Physical	Dust / airborne hazards	Very likely	Moderate	High	Appropriate respiratory protection	Delineation/barricade of the area Signage Spotter(s) Communication	Client / third party stakeholder requirements	Possible	Minor	Moderate	Practice
	Physical	Noise exposure	Very likely	Moderate	High	Appropriate Hearing protection	Restricted access Tool selection Administrative controls	Double hearing protection in high noise areas	Possible	Moderate	Moderate	Practice
	Safety	Elevated work platforms / scaffolds	Possible	Major	Moderate	Rated scaffold equipment Training installers Trained users	Tagging system	Any client requirements	Unlikely	Moderate	Moderate	Practice

	Safety	Working at heights	Possible	Major	Moderate	Working at Heights training	Appropriate PPE i.e. Harness, lanyard etc.	Proper maintenance / inspections of PPE	Unlikely	Minor	Low	Practice
	Safety	Interaction with machines / mobile equipment	Possible	Moderate	Moderate	Equipment maintenance within OE specs Equipment inspections High visibility PPE Back up alarms	Trained / competent personnel	Personnel to maintain eye contact with operators when working in swing radius or path of travel	Unlikely	Moderate	Moderate	Practice
	Safety	Slip / trips	Possible	Moderate	Moderate		Housekeeping Spill clean up Snow removal	Sanding / salting as required	Unlikely	Moderate	Moderate	Practice
	Safety	injury / stresses from working with manual tools	Likely	Moderate	Moderate		CRA JHA		Possible	Moderate	Moderate	

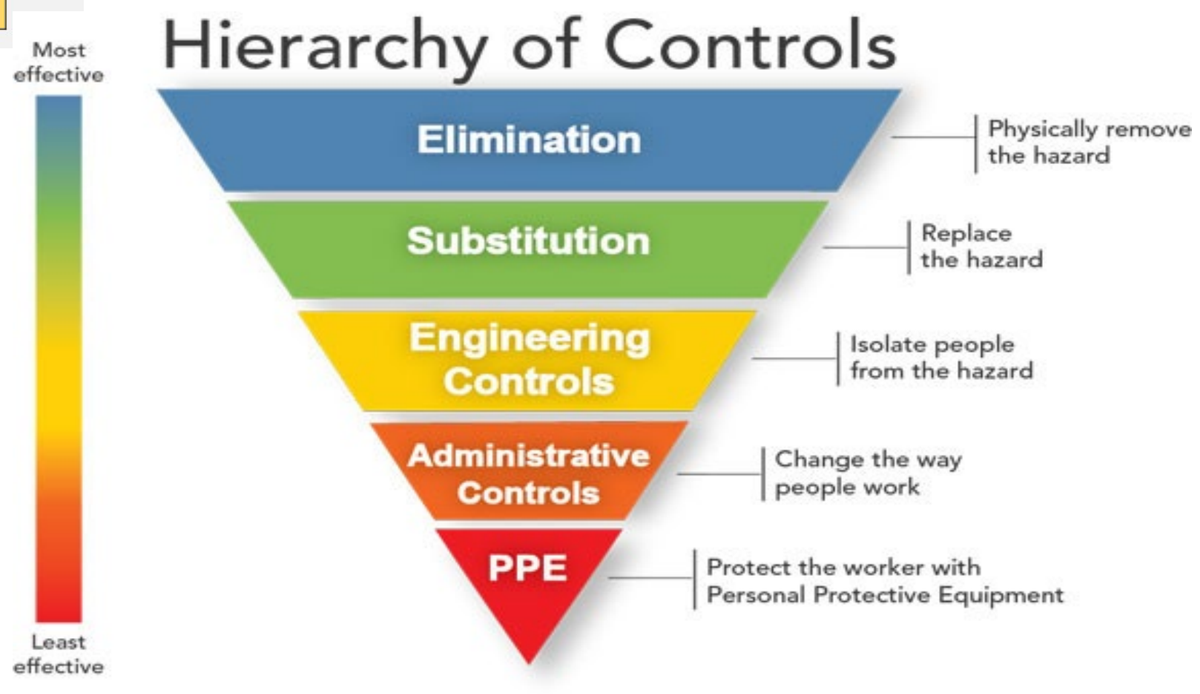
	Ergonomic	Lifting of heavy or awkward objects	Likely	Moderate	Moderate		Trained / competent personnel	Availability of mechanical devices	Possible	Moderate	Moderate	Practice
Torching / cutting	Physical	Fire / explosion Propane Welding gases	Likely	Major	High	Flashback arrestors Approved storage cylinders	Hot Work Permits Fire watch Fire extinguishers Fire blankets	Client site requirements i.e. fire detection systems turned off	Unlikely	Major	Moderate	Practice
Hazardous material removal	Health	Lead	Possible	Moderate	Moderate	Designated Substances Report Reg. 833: CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS	Trained / competent personnel WHMIS		Unlikely	Moderate	Moderate	Procedure
	Health	Asbestos	Likely	Major	High	Trained personnel Designated Substance Report Ontario Regulation 278/05 (Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations)	JHA CARs WHMIS	Asbestos awareness	Unlikely	Moderate	Moderate	Procedure
	Health	Biological agents i.e. animal, insects, biological wastes	Possible	Moderate	Moderate	Trained personnel Designated Substance Report	JHA CARs		Unlikely	Moderate	Moderate	Practice
	Health	Silica	Possible	Moderate	Moderate	Trained personnel Designated Substance Report R.R.O. 1990, Reg. 833:	JHA CARs WHMIS	Dust control	Unlikely	Moderate	Moderate	Practice
	Health	Chemical exposure	Possible	Moderate	Moderate	Trained personnel Designated Substance Report R.R.O. 1990, Reg. 833: CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS	JHA CARs WHMIS Respiratory protection	PPE as required	Unlikely	Moderate	Moderate	Practice

Transport of heavy equipment	Safety	Contact / crush hazard	Possible	Major	Moderate	Qualified operators	Equipment inspections Trained / competent personnel Preventative maintenance	PPE as required	Unlikely	Moderate	Moderate	Practice
Loading and unloading heavy equipment	Safety	Contact / crush hazard	Possible	Major	Moderate	Qualified operators	Equipment inspections Trained / competent personnel Preventative maintenance	PPE as required	Unlikely	Moderate	Moderate	Practice
Rigging and hoisting	Safety	Failure of lift	Possible	Catastrophic	High	Qualified riggers	Equipment inspections Trained / competent personnel Preventative maintenance	PPE as required Restrictions for personnel under loads	Unlikely	Catastrophic	Moderate	Practice
Confined space entry	Safety	Asphyxiation, entrapment from a free flowing solid or liquid	Possible	Catastrophic	High	O. Reg. 632/05: CONFINED SPACES	Permit system rescue equipment / personnel Monitoring LOTO	Identification of any confined spaces (normally be clients / owners)	Unlikely	Catastrophic	Moderate	Procedure
Excavating / trenching	Safety	Trench collapse	Possible	Major	Moderate	O. Reg. 213/91: CONSTRUCTION PROJECTS, Part III		Client requirements as required	Unlikely	Major	Moderate	Practice
Equipment operation	Safety	Unintended collapse of structure during sheering activities	Likely	Catastrophic	Critical	Engineered demolition plan	CARs JHA Qualified operators		Unlikely	Catastrophic	Moderate	Practice
	Safety	Electrical contact with overhead electric lines	Possible	Major	Moderate		CARs JHA Limits of approach Qualified operators	Signage where appropriatte	Unlikely	Major	Moderate	Practice
	Safety	Struck by material while Piling and sorting material	Possible	Major	Moderate		Delineation of work areas Trained and competent operators		Unlikely	Major	Moderate	Practice
	Safety	Struck by material while storing of material	Possible	Major	Moderate		Delineation of work areas	Proper securement / tarping of materials	Unlikely	Major	Moderate	Practice
Fueling equipment	Safety	Fire / explosion	Possible	Major	Moderate		Bonding of equipment Trained personnel Fire extinguishers		Unlikely	Minor	Low	Practice

Outdoor activities	Physical	Hot / Cold Stress	Possible	Moderate	Moderate	ACGIH TLV	Proper attire for the conditions Work rest periods	Monitoring of weather conditions	Unlikely	Minor	Low	Practice
	Physical	Ulta Violet / Sun	Likely	Moderate	Moderate		Shirts with sleaves Hard Hats	availability of sunscreen Awareness	Unlikely	Moderate	Low	Practice
	Safety	lightning	Unlikely	Catastrophic	Moderate		30/30 rule	Monitoring of weather conditions Identify adequate shelter	Very unlikely	Catastrophic	Moderate	Practice
Yard Activities	Safety	Vehicular traffic	Possible	Major	Moderate	licensed drivers	High visibility Vests Speed limits	Designated walking areas	Unlikely	Major	Moderate	Practice
	Safety	Manual material handling	Likely	Moderate	Moderate		Team Lifts Mechanical lifting devices Proper PPE		Unlikely	Moderate	Moderate	Practice
Crushing activities	Safety	Struck by Equipment during set up and tear down	Possible	Catastrophic	High		Proper PPE Mechanical assistance Competent personnel	Owners manual	Unlikely	Catastrophic	Moderate	Practice
	Physical	Noise exposure	Likely	Moderate	Moderate		Ear plugs / muffs	Double hearing protection where required	Unlikely	Minor	Low	Practice
	Safety	Rotating equipment	Possible	Major	Moderate		Factory guards		Unlikely	Major	Moderate	Practice
	Health	Dusts	Likely	Moderate	Moderate	DSS Report	Respiratory protection Dust minimisation / wetting		Possible	Minor	Moderate	Practice
	Health	Vibration	Likely	Moderate	Moderate		Job Rotation Adequate breaks		Possible	Minor	Moderate	Practice
Chainsaws	Safety	Struck by / lacertaion by chain	Possible	Moderate	Moderate		PPE CARs Anti-kick back devices Proper training		Unlikely	Minor	Low	Practice
Wildlife	Safety	Physical Attack	Unlikely	Moderate	Moderate		CARs		Unlikely	Minor	Low	Practice
Working Alone	Safety	Emergency with no assistance readily availble	Possible	Catastrophic	High		CARs Commuincation devices		Unlikely	Moderate	Moderate	Practice

Risk Assessment Matrix

Severity	Likelihood: Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic e.g. Fatal	Moderate	High	Critical	Critical	Critical
Major e.g. Lost time or disabling	Low	Moderate	High	Critical	Critical
Moderate e.g. Medical treatment	Low	Moderate	Moderate	High	Critical
Minor e.g. First aid	Very Low	Low	Moderate	Moderate	High
Superficial e.g. No treatment required	Very Low	Very Low	Low	Low	Moderate



Critical Task List

Department	Safe Work Practice Number No.
Health, Safety &Environmental	N/A

Activity	Critical risk
Interaction with public, co-workers and clients	Violence in workplace
Driving	Interaction on public roads
Crane mobilzation and set up	Interaction with heavy equipment
Rigging and hoisting	Falling objects
Crane operation	Lightning
Crane Mobilization	Crush / Pinch points
Crane Demobilization	Crush / Pinch Points

JH&SC Review:	Approved By:	Date Created:	Date of Last Review:	Rev. No.
	Chris Letkeman	May 23, 2023		1

Training Required - October 2, 2023 - Version 1.0

Positions (All work types)	AODA	WHMIS	Violence & Harassment	4 Step	5 Step	Cybersecurity	Safety Orientation (Demolition)
Training Frequency:	No expiry	Annually	No expiry	No expiry	No expiry	No expiry	No expiry
Crane Apprentice (You can use the same as Crane Operator for now)							
Crane Operator							
Head Office							
Health and Saftey Administrator							
Health and Saftey Coordinator							
Health and Safety Manager							
HR Coordinator							
HR Manager							
Office Administrator							
Operations Excellence Manager							

Job Hazard Analysis

Person(s) completing: _____

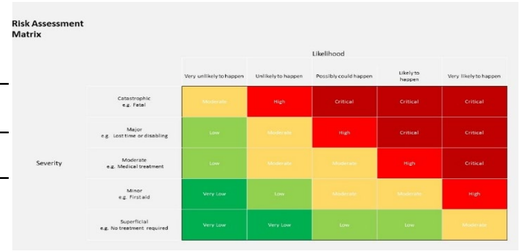
Project Management signature: _____

Approval date: _____

Project #: _____

Project Name: _____

Date: _____

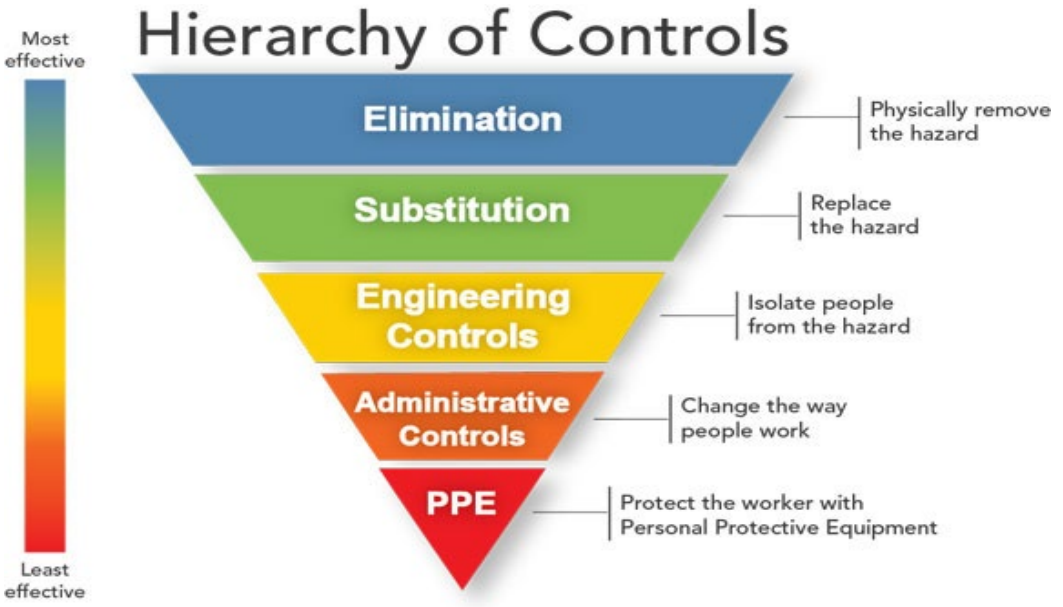


Recognise Hazards			Assess Risk with No Controls			Controls			Evaluate Risk With Controls		
Identify tasks in order	**Hazard Group**	**Specific hazards**	**How likely is the hazard to cause injury or illness**	**How serious can the harm be**	**Risk level**	**What are the legally mandated controls**	**What controls are currently in place**	**What, if any, additional controls are required**	**How likely is the hazard to cause injury or illness**	**How serious can the harm be**	**Risk Level**
Interaction with public and co-workers, including during access and aggress	Psychosocial	Violence Sexual Harassment	Possible	Major	High	Occupational Health & Safety Act, Part III.0.1 Violence and Harassment	Priestly Demolition Harassment Policy Priestly Demolition Violence Policy PDI SWP A23 - Working in High Risk Areas		Unlikely	Minor	Low

Recognise Hazards			Assess Risk with No Controls			Controls			Evaluate Risk With Controls		
Identify tasks in order	Hazard Group	Specific hazards	How likely is the hazard to cause injury or illness	How serious can the harm be	Risk level	What are the legally mandated controls	What controls are currently in place	What, if any, additional controls are required	How likely is the hazard to cause injury or illness	How serious can the harm be	Risk Level

Risk Assessment Matrix

Severity	Likelihood: Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic e.g. Fatal	Moderate	High	Critical	Critical	Critical
Major e.g. Lost time or disabling	Low	Moderate	High	Critical	Critical
Moderate e.g. Medical treatment	Low	Moderate	Moderate	High	Critical
Minor e.g. First aid	Very Low	Low	Moderate	Moderate	High
Superficial e.g. No treatment required	Very Low	Very Low	Low	Low	Moderate



Job Hazard Assessment Review

Project No.: _____ **Job/Task Description:** _____

Signature of competent person reviewing the material with the crew: _____

All workers will receive pre-job training on JHSAs that apply to their work and the principals of the Recognize-Assess-Control-Evaluate (R.A.C.E.) system of hazard identification and control.
The foreman or supervisor is considered the competent person to conduct the review.
The JSA applicable to the work being performed must be noted on the daily CARS form and reviewed with the crew at that time.
A copy of the JSA must remain in the vicinity of the work being completed for ease of reference for workers completing the task.

	Name	Title	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Job Hazard Assessment Review

Project No.: _____ **Job/Task Description:** _____

Signature of competent person reviewing the material with the crew: _____

All workers will receive pre-job training on JHSAs that apply to their work and the principals of the Recognize-Assess-Control-Evaluate (R.A.C.E.) system of hazard identification and control.
The foreman or supervisor is considered the competent person to conduct the review.
The JSA applicable to the work being performed must be noted on the daily CARS form and reviewed with the crew at that time.
A copy of the JSA must remain in the vicinity of the work being completed for ease of reference for workers completing the task.

	Name	Title	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

2023-1 Incident Report , [ ]

Current step	Status	Progress	Printed on
Start	Draft	0%	**30/05/2023**, 4:20 PM

Initial On-Site Reporting

To be completed as soon as possible following incident

Report No.

2023-1

Date & Time of Incident *

Company *

Project Number: *

Manager *

Project Manager or Department Manager

Foreman/ Supervisor *

Foreman, Superintendent or Direct Supervisor

Is there more than one foreman/ supervisor?

No

Was this incident involving a third party/ sub-trade?

No

Employee Involved *

Witness(es)

Type of Incident *

Potential Severity *

Was there an injury?

No

What happened? Include information relating to who was in the area, task(s) being performed during the incident, nature of injury or damage, etc... *

What immediate corrective action was taken at the scene? *

Has the client or owner been notified?

No

Initial Pictures

No attachments

Attachment

Attachment

No attachments

Progress

0%

Start	Jasmine Ordonez	Draft
Major Severity		Not started
Investigation Manager/Superintendent	Unassigned	Not started
Other Severity		Not started
Investigation - Foreman/Manager	Unassigned	Not started
Safety Coordinator Review	Unassigned	Not started
Final Safety Review	Chris Letkeman	Not started
Final Executive Management Review	Brian Priestly	Not started
Completed	Jasmine Ordonez	Not started

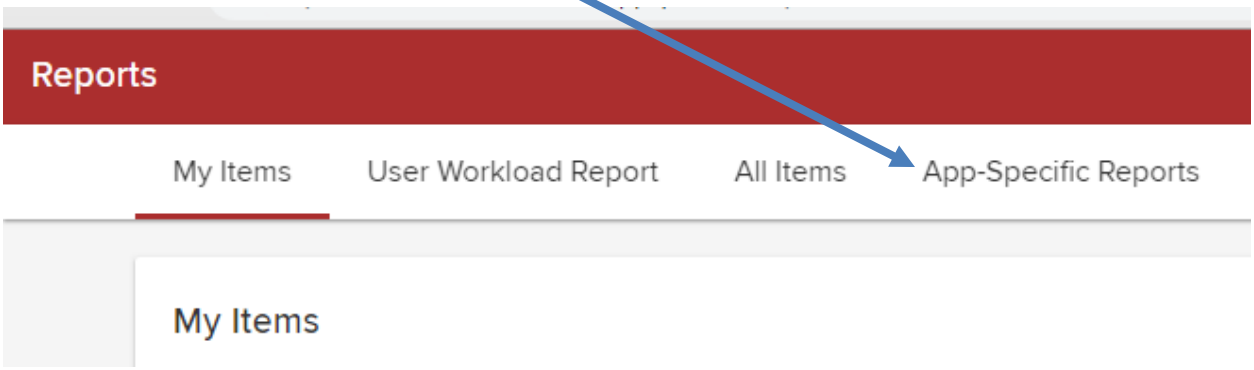
Comments

No comments

KiSSFLOW Reporting

Finding the report:

1. In the top right corner, click on “REPORTS”
2. Click on “App-Specific Reports”



3. Choose the ‘app’ that you want to get the report from.
4. Once you select an app, there should be two types of options for reports. Select one of the reports:
    a. “App Metrics”: this gives metrics for how the report is used; how often; how long it takes to complete certain steps; etc…
    b. All other reports: show as a grid that allows you to filter the data.

Filtering Reports for Data:

To get weekly data and/ or filter by a certain date:

- Click on the funnel ( ) above the column with the dates
- Add in the following for:
    - Change the OR to the AND (AND should be red) OR AND
    - Please select operator: Choose the option “greater than or equal to”
    - Enter your value here: A calendar should appear. Choose the earliest date that you want to filter the list by.
    - Click the + Add New rule button
    - Please select operator: Choose the option “less than or equal to”
    - Enter your value here: A calendar should appear. Choose the latest date that you want to filter the list by. [You may have to scroll down to see this option]
    - Click the “Apply” button and your list will filter by these parameters.

Other Filter Options:

- Click on the funnel ( ) above the column you want to filter
- Please select operator: Choose “Contains”
- Enter your value here: enter what you want to filter by that would be in that column

Exporting Reports

- Click the symbol once you are in the report you want to export.
- You will receive an e-mail with the exported data.
    - Note: It will only export the data that is in the contents of the columns and rows – not a PDF of the actual report

Getting a Copy of the Completed Report

- Click the symbol beside the completed form you want a copy of
- Click the symbol in the right hand corner
- Follow the print instructions

2023 Health and Safety Manual

Revision Record

Version #	Revisions	Date	H&S REP Co-Chair Off	H&S Management Co-Chair
1	Initial version	2023-05-30