SCOTT

Safety & Loss Prevention Program

Updated: January 2024

BUILDERS INC



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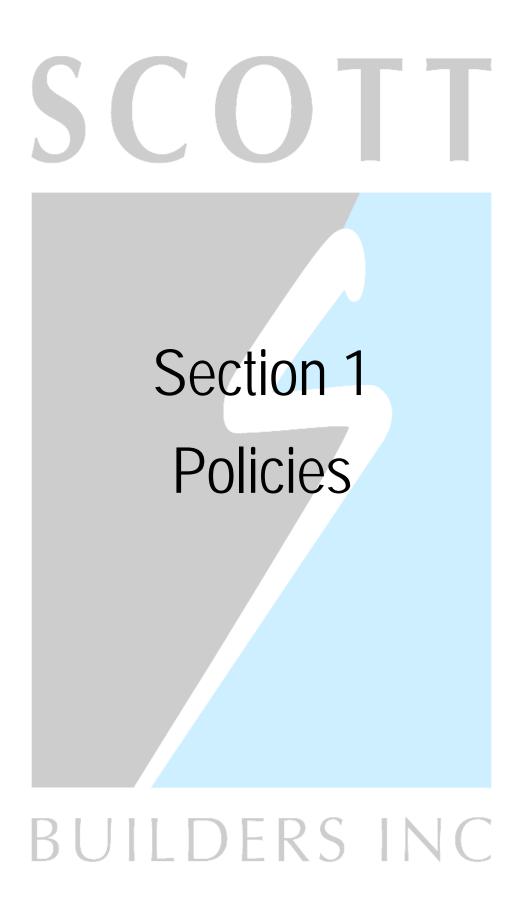
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Corporate Safety Policy

Scott Builders Inc. Senior Management is committed to working with their employees in order to create working conditions that promote safe, healthy and efficient operations and to eliminate or control the hazards that cause incidents, injuries to the workers physical, psychological, and mental wellbeing, or damage to the environment. We believe our success is determined first and foremost by the quality and effectiveness of our Safety and Loss Prevention Program. That is why we say, "Success with Safety".

Every reasonable and practical effort shall be made to follow the principles of good safety management, loss prevention and environmental consciousness in all our activities. To achieve this objective, the company will comply with Provincial OH&S, WCB and WSIB (Ontario) Legislation, industry safety "best practices" as well as Environmental Legislation. It is incumbent upon all Scott Builders Inc. employees and subcontracted employees working under the direction of Scott Builders Inc. to understand their roles and responsibilities to ensure that the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented. All employees have the right to know about health and safety matters, the right to participate in health and safety decisions, and the right to refuse work that could affect their health and safety and that of others.

Adherence to this Safety and Loss Prevention Program is a condition of employment within all Scott Builders Inc. operations.

Management is committed to this program and will provide ongoing support, training, procedures and equipment to ensure safe worksites.

Working safely is every employee's right and responsibility. As individuals we must take responsibility for making every worksite a safe worksite and wherever possible, improving safety measures.

Signed: Murray Cunningham, President & CEO



Disability Management Policy

Scott Builders Inc. is 100% committed to the health and well-being of our employees. We will actively facilitate our disability management program and return-to-work options in order to reasonably accommodate our employees until they are able to return to their normal job duties. We will operate in a manner that retains our employee's dignity and demonstrates Scott Builders' values of respect, integrity, honest and trust.

Administered by Scott Builders Inc. Safety Department, our Return-to-Work Program supplies the injured employee with an approved work environment that will both aid the in employee's full and timely recovery and return to pre-incident duties without the concern of financial burden due to disruption of their capacity of earning full current wages.

Case Coordination

Scott Builders Inc. is a company committed to ensuring that all injury, illness and disability claims are effectively managed in order to promote an early and safe return-to-work.

Communications will be maintained regularly with the injured, ill or disabled employee, their families, health care providers and the provincial Worker's Compensation Board or equivalent.

Physical Demands Analysis and job descriptions are required for all high injury – frequency jobs and modified work positions within the company.

- The progress of any employee returning to normal or modified work duties will be monitored.
- Disability management and communications training will be provided for staff.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



As part of Scott Builders Inc. Safety and Loss Prevention Program, all workers must receive site specific safety orientations and training on general rules, regulations, practices and procedures. In order to maintain safe worksites, our policies, procedures and practices including safety rules must be consistently enforced. The following system will be used to consistently enforce the Scott Builders Inc. Loss Prevention Safety Program.

The discipline policy shall be administered as follows:

• Written documentation shall be kept of all disciplinary actions.

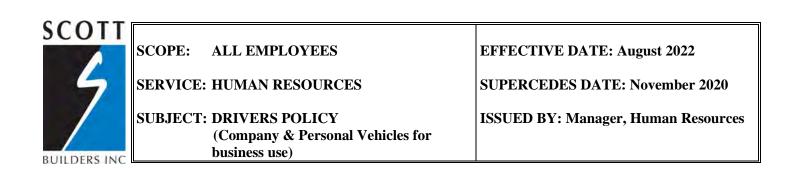
First Offence	The worker will be verbally warned of the unacceptable action and shall correct it accordingly. A written record shall be kept of the warning.	
Second Offence	The worker will receive a written warning of safety violation.	
<u>Third Offence</u>	Should the worker persist in performing unsafe acts or display disregard toward any safety requirements or supervisor, the worker will receive a second written warning and a one day work suspension or at management's discretion be terminated.	
Fourth Offence	The worker will be terminated.	

Progressive Disciplinary Actions

NOTE:

The blatant disregard for any policies, procedures, practices or safety rules, which seriously jeopardize the safety of the individual or others, may result in the immediate removal of that individual from the worksite and/or termination.

Signed Cunningham, President & CEO



POLICY STATEMENT:

The purpose of this policy is to establish clear guidelines and outline the responsibilities for employee's that operate motor vehicles for the purpose of Scott Builders business. It is also to ensure all drivers operating motor vehicles for the purpose of Scott Builders business meet the driving requirements set out in this policy and meet the requirements of government legislation pertaining to the safe operation of motor vehicles. This policy applies to all company and personal vehicles used for business purposes.

POLICY GUIDELINES:

Driver's Responsibilities

- The driver and any authorized passengers of a vehicle are responsible for using the vehicle in a safe manner and are required to abide by all applicable laws, and company policies.
- All individuals operating a motor vehicle for business purposes are required to possess a valid driver's license in good standing, and the license must be valid for the type of vehicle being used. Upon request, employee's must be able to provide their license to their Supervisor and/or Manager at any time. Failure to provide their license upon request will result in the employee being unable to operate the motor vehicle for business purposes.
- Seatbelts shall be worn by all drivers and passengers, at all times, in all moving vehicles
- All driving infractions that occur while operating a company vehicle at any time or while operating a personal vehicle for business purposes must be reported to Management immediately. Speeding tickets, parking tickets and all other vehicle infractions are the responsibility of the person driving the vehicle at that time and they are not considered a reimbursable expense by the company.
- All incidents/collisions **must** be reported to Management and Branch Safety Advisor within four (4) hours of the event occurring.
- Cell phone use while operating a vehicle for business purposes is only permitted when in "hands-free" mode. If an employee is found guilty, via driving infraction or in a court of law, for distracted driving, the company may in its sole discretion revoke the use of a vehicle for business purposes, consider grounds for discipline and/or termination of employment for cause.
- In all cases there is a zero tolerance for drugs and alcohol when it comes to the operation of a motor vehicle for business purposes. This includes being under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.
- Smoking is strictly prohibited in all Scott Builders vehicles

SCOTT		
	SCOPE: ALL EMPLOYEES	EFFECTIVE DATE: August 2022
	SERVICE: HUMAN RESOURCES	SUPERCEDES DATE: November 2020
	SUBJECT: DRIVERS POLICY (Company & Personal Vehicles for	ISSUED BY: Manager, Human Resources
BUILDERS INC	business use)	

<u>Training</u>

Managers, Project Managers, Asset Field workers, Safety Advisors, Superintendents and anyone who currently receives a vehicle allowance or is assigned a company vehicle are required to complete Driver Awareness Training through WorkHub. It is also expected that anyone that operates a vehicle for business purposes will complete the driver awareness training through Workhub.

Employees who are over the maximum allowable demerit points (as stated below) can be given the opportunity to take a Government approved defensive driving course, at their cost, which takes three demerit point off their drivers' license and driver's abstract.

Drivers Abstracts

Scott Builders employees who drive a motor vehicle for business purposes may be required to sign a consent authorizing Scott Builders to obtain a drivers abstract to determine their suitability to operate such vehicles for company business.

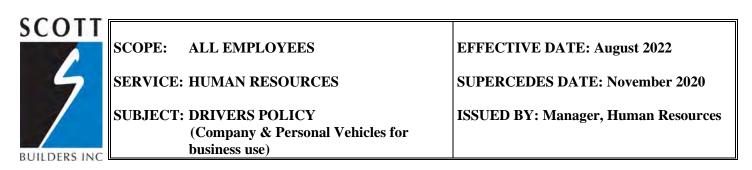
Scott Builders employees who are assigned a company vehicle either temporarily or on a permanent basis may be required to have a current drivers abstract on file with the company.

Drivers Abstracts requested by Scott Builders will be obtained by Human Resources according to the AMVIR (Access to Motor Vehicle Information Regulation) Agreement held between Scott Builders and the respective Alberta Government agency and will be held on the employee's electronic personnel file.

Demerit Points

Due to insurance requirements, individuals with significant infractions and/or restrictions on their license may not be eligible to operate a vehicle for company purposes.

Six demerit points will be the maximum allowed under this policy in order to drive a company vehicle. It will be the employee's responsibility to notify management when they have reached six demerits or more. Employees who have reached this limit will be taken off the company's authorized driver's list and will not be permitted to operate any company vehicles. When employees have had demerit points removed from their drivers abstract, which totals five demerit points or less, they are to notify management who will then consider if the employee will be placed back on the authorized driver's list. Management reserves the right to exempt a driver of the maximum six demerit point's policy on a case-by-case basis.



Suspended/Loss of Driver's License

If an employee's license is suspended during the course of their employment, they will not be able to operate any Scott Builders vehicles. The employee will be required to meet with their manager and depending on the severity of the infraction that caused the loss of license, disciplinary action, up to and including suspension and/or termination for cause may be taken.

TYPES OF VEHICLE USE FOR BUSINESS PURPOSES

Personal Vehicles for Business Use – Mileage Reimbursement

Personal vehicles may be used for company business *with prior approval*. For employees that are occasionally required to use their vehicle for business travel and are not issued a monthly vehicle allowance, the company will provide a mileage reimbursement to the employee as per the <u>Travel</u> <u>Reimbursement and Living Out Allowance (LOA) Policy</u>. Vehicle fuel is not a reimbursable expense. For long distance travel to job sites or company functions outside of the greater Branch area, special mileage reimbursement conditions should be discussed with the Branch General Manager prior to travel or the temporary use of a company vehicle may be provided.

Expense forms for this reimbursement are to be completed following the expense report procedure and submitted to Expense@scottbuilders.com for processing. The expense forms are to indicate the description, mileage, job number (if applicable) and appropriate coding.

Personal Vehicles for Business Use - Vehicle Allowance

At the discretion of senior management, specific management and project staff may be given a monthly vehicle allowance for the use of their personal vehicle for business purposes. These vehicle allowances are issued with the understanding and agreement that the employee's personal vehicle will be available for company business use. Refer to the <u>Travel Reimbursement and LOA Policy</u> for details on fuel and mileage reimbursement. Management may, at any time, in its sole discretion revise, amend or discontinue an employee's vehicle allowance pursuant to the notice provisions of the Alberta Employment Standards legislation.

Vehicle allowances are considered a taxable benefit and will be included in the employee's annual T4 slips as issued through payroll. It is the responsibility of the employee to track all business versus personal mileage for income tax purposes including out of pocket costs associated with that vehicle. Travel from the employee's place of residence to their assigned place of work is considered personal travel.



SCOPE: ALL EMPLOYEES

SERVICE: HUMAN RESOURCES

EFFECTIVE DATE: August 2022

SUPERCEDES DATE: November 2020

SUBJECT: DRIVERS POLICY (Company & Personal Vehicles for business use)

ISSUED BY: Manager, Human Resources

Guidelines for Personal Vehicles for Business Use:

- Employees may be required to provide proof of a valid driver's license prior to being authorized to drive for business purposes.
- Employees may be required to sign an *Abstract Authorization* form allowing Scott Builders to obtain a drivers abstract as they deem necessary for business purposes.
- Employees using their own vehicle for regular business commuting, are required to sign the *Insurance Requirements Business Use* form. Employees are solely responsible to ensure their vehicle has the appropriate <u>business insurance</u> and may be required to provide documentation of such insurance.
- Regular maintenance and/or warranty inspections and associated costs, are the responsibility of the employee and it is expected that the vehicle is appropriately maintained and is in a safe operating condition.
- Glass coverage for chipped or broken front windshields that occur during business travel is the responsibility of the employee and is not considered a reimbursable expense.

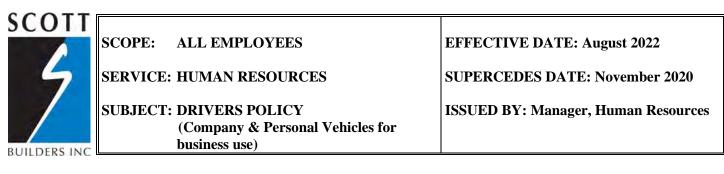
Company Owned and Issued Vehicles for Business Use (Permanent or Temporary)

At the discretion of Senior Management, certain management, project staff, site superintendents or safety personnel may be authorized to use a company vehicle for business purposes. These vehicles are issued to these individuals with the understanding and agreement that the vehicles are available at all times for company business and are to be serviced as per the manufacturer's suggested maintenance schedule and maintained in good, clean and safe working condition.

Company supplied vehicles may be considered a taxable benefit and may be included in the employee's annual T4 as issued through Payroll. In some circumstances, this company supplied vehicle may be given tax free based on the place of work and the Income Tax Laws and Regulations at that time. The costs of business fuel, insurance, maintenance and repairs for this vehicle will be paid for by Scott Builders and charged to the Asset Department.

Guidelines for Use of a Company Issued Vehicle

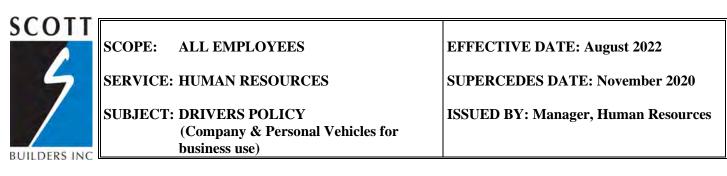
- Employees assigned a company vehicle will be required to complete the *Company Vehicle* Usage Agreement
- Employees are required to sign an *Abstract Authorization* form allowing Scott Builders to obtain a drivers abstract as they deem necessary for business purposes.
- Employees may be required to provide proof of a valid driver's license prior to being authorized to drive for business purposes.
- Employees are responsible to undertake all scheduled and unscheduled maintenance at a company approved facility. Prior to any repairs or maintenance being done, it must be pre-approved by the Asset Manager.



• Employees who drive company vehicles must ensure that the vehicles are presentable at all times keeping in mind the signage on a vehicle is part of our corporate image. Ensuring the cleanliness of the vehicle both inside and out is expected and the costs associated with vehicle

washes should be submitted as an expense.

- Ensure the vehicle is locked and kept in a safe area and that all company equipment (ie. laptops, phones) are hidden or removed from the vehicle to reduce the risk of break in's and/or theft.
- The vehicle is to be driven in a safe and courteous manner at all times, as conducive of a representative of Scott Builders and is to contain the appropriate Safety and First Aid Equipment.
- Personal Use
 - Personal use of the company vehicle is acceptable within the employee's local area (up to 100 km away from their home or place of temporary residence in the case of an out of town project). Personal use is a taxable benefit and personal mileage is to be tracked accordingly and submitted to Accounting by January 15th of every year. If a personal mileage log is not submitted to Accounting, it will be presumed the employee did not use the vehicle for personal use. Fuel consumption for personal use is the financial responsibility of the user. No vacation travel is allowed.
 - No one other than the assigned employee may operate a company vehicle for personal use.
 - Hauling personal holiday trailers or any other trailers, even if the vehicle is equipped to do so is not allowed. Trailer pulling is restricted to company business only.
 - Employees who are assigned a company vehicle on a temporary basis are not permitted to use the vehicle for personal use and cannot appoint other drivers.
- Only Managers, Supervisors and Superintendents can authorize another employee to use their company vehicle to run errands and must ensure the following:
 - The employee must have a valid driver's license
 - Verify the employee has completed driver awareness training
 - Based on observed behaviour, they are deemed competent to operate the vehicle
- If a situation arises where a personal trailer needs to be used for business purposes, the employee must gain the approval of the Branch General Manager and Asset Manager prior to using a company vehicle to pull any personal trailer for business reasons.
- Safety personnel, site superintendents, and other personnel who are assigned a company vehicle and are considered "on-call" for construction site security and safety reasons are encouraged to take their company vehicle home with them at the end of the scheduled workday in case of emergencies. In the case of a security or safety emergency, the safety personnel, site superintendent(s), and related managers are expected to respond when called upon with the appropriate tools and equipment which will be kept in their company vehicles.



- It is expected that individuals with company vehicles will take the most efficient route when travelling for business purposes. For instance, if your first destination of the day is a job site, you are not expected (unless otherwise directed) to report to your reporting branch office prior to driving to the jobsite if it is more efficient to do so.
- Employees with company cell phones and company vehicles may be called upon when in the company vehicle to complete tasks or assignments as directed by their supervisor
- Management may, in its sole discretion, immediately revoke the use of a company vehicle in its entirety in the event the employee misuses the vehicle, has significant driving infractions, fails to comply with this policy, or is found guilty of a driving infraction in the court of law, and may be subject to discipline and/or termination of employment. With the exception of the aforementioned, Management may, in its sole discretion, for any reason, revoke an employee's use of a Company Vehicle pursuant to the notice provisions of the Alberta Employment Standards legislation

Company Vehicle Inspections

A vehicle inspection will be done at the issuance and return of the company vehicle. Any damage that occurs due to the negligence of the employee assigned to the vehicle, the employee may be subject to disciplinary action, up to and including suspension and/or termination for cause.

Monthly Vehicle Maintenance reports are to be submitted by the 5th of each month and shall include all service/repair documents.

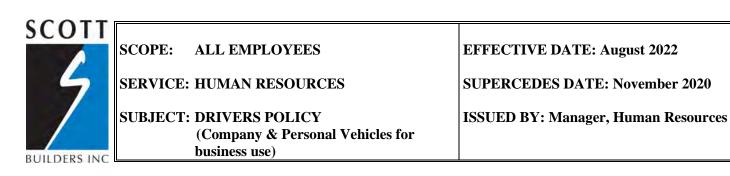
Employees signing out company vehicles for temporary use such as yard/spare trucks must complete a documented walk-around inspection before and after the vehicle is utilized, which is to be submitted to the Asset Department.

Global Positioning System (GPS)

Scott Builders will use GPS to maintain proper scheduled maintenance, track mileage, location, speed, ignition status, recovery of stolen vehicles and other information. GPS tracking systems may be installed in all company vehicles or other property. GPS data will be deemed as reliable and Scott Builders may use this data to make employment and management decisions regarding employees based solely, or in part, on GPS data. See the *GPS Policy* for further details.

Policy Changes

Management may, at any time, in its sole discretion revise, amend or discontinue all or any portion of this policy with or without notice.



Supporting Documents

Travel Reimbursement and Living Out Allowance (LOA) Policy Insurance & Maintenance Requirements – Business Use Company Vehicle Usage Agreement Vehicle Inspection form GPS Policy

Reviewed/Approved By:	Signature:	Date Reviewed:	Revisions Made:
Laura Starchuk – HR Manager	25	Aug 2022	Combined Drivers Policy & Employee Guidelines
Murray Cunningham – President & CEO	Map	January 2024	No Changes – Annual Review of Safety Policies



Education and Training Policy

Scott Builders Inc. recognizes that training and education of the company's employees is a vital part of our Safety and Loss Prevention Program. Scott Builders Inc. provides all employees training in the company's Safety and Loss Prevention Program, along with the authority, knowledge and skills to provide mentorship, to instruct workers in Safe Job Procedures, and to monitor ongoing requirements for safety instruction.

New Hire Safety Orientations will be provided to all field and office employees. It will be completed on their first day of employment and will cover general site and/ or office specific information. All employees are required to receive this instruction as a condition of their employment.

The company is committed to providing all new and reassigned workers with worksite safety orientations, which will occur on their first day at our worksites. All employees shall receive re-orientation as deemed necessary by the safety department, or every 2 years.

New Hire Safety Orientations

New Hire Orientations will be done for all Scott Builders Inc. employees every two (2) years and will include at least the following items:

- Review of the company's Safety & Loss Prevention Program including:
 - Worker familiarization with company policies, their job descriptions, their responsibilities, SWPs, and SJPs.
 - Company rules including PPE requirements.
 - Hazard assessments including Project Hazard assessments, critical tasks and FLHA's
 - Discussion of the worker's three rights: The right to refuse, the right to know, and the right to participate
 - Worksite inspections.
 - Emergency procedures and reporting requirements.
 - Incident investigations and reporting requirements and procedures.
 - Safety meetings
 - Disability management program including modified work options and employee assistance program.
 - Safety training including WHMIS and hazard assessments.
 - Safety committee's purpose and role.
 - Security and housekeeping
 - Safety memos and information correspondence.
- Opportunity for the worker to identify to the supervisor any physical or mental impairment or condition(s) that if they were assigned to particular work, the impairment may endanger themselves or others.
- Opportunity for employee to ask questions.

Worksite Safety Orientations

Worksite safety orientations will include most of the same information as the new hire orientation but will be worksite specific.

Signed:

Murray Cunningham, President & CEO



Emergency Preparedness Policy

Scott Builders Inc. will develop a written emergency response plan for each project worksite and office location, every employee will be trained on Scott Builders Emergency Response Procedures and will review the Emergency Response Plan as part of each site specific orientation. The plan will take the following items into consideration and be updated and reviewed whenever site conditions impact its effectiveness:

- 1. A description of potential emergencies and emergency procedures.
- 2. Location of emergency equipment (first aid kit(s), fire extinguishers, etc.).
- 3. List of workers trained in the use of emergency equipment.
- 4. List of emergency response training requirements.
- 5. Location of emergency facilities including fire, ambulance and police stations as well as the closest hospital and walk-in clinics.
- 6. Considerations for preparation and transport of injured workers including contacting 911 for ground ambulance or STARS air ambulance when required.
- 7. Fire protection requirements and Fire Protection Plan.
- 8. Alarm and emergency communication requirements.
- 9. First aid equipment locations and designated certified First Aiders, jurisdictional minimums to be met and readily available at all times.
- 10. Location of worksite Safety Data Sheets (SDS).
- 11. Procedures for rescue and worksite evacuation.
- 12. Designated Rescue and Evacuation Workers.
- 13. Name and location of environmental clean-up companies and environmental waste disposal sites.
- 14. A list of personal responsible in emergency situations and how to contact them.
- 15. A list of phone numbers for support services (also posted at telephones).

Mock drills will be completed annually at a minimum and at least one time per shorter duration project in which Scott Builders carries prime contractor responsibilities, ideally at peak activity to test the effectiveness of the ERP. Following any activation of the ERP including the mock drill, a review and assessment of the Emergency Response Plan will be performed.

No Scott Builders Inc. employee is authorized to talk to the media in the event of an emergency or incident. Only the President and/or Senior Managers are authorized to issue statements or press releases.

Signed:

Murray Cunningham, President & CEO



The proper safeguard of our environment is important to Scott Builders Inc. While performing our work the appropriate protection of humans, animals, plant life, air, water and soil shall be considered at all times. All Scott Builders Inc. employees will participate in environmental training as required including spill/release prevention and response. Subcontractor workers shall be strongly encouraged to participate in environmental training as well:

- Scott Builders Inc. expects all persons involved in our work to make every effort to prevent harm to the environment.
- Scott Builders Inc. believes that company goals can be met without risking harm to the environment.
- Scott Builders Inc. shall ensure the safe use, storage, and disposal of products in such a manner that will provide appropriate protection to the environment.

Scott Builders Inc. will develop and enforce exemplary environmental waste management and recycling standards in accordance with all relevant Federal and Provincial legislation, including but not limited to the Environment Protection and Enhancement Act and Regulation. All necessary measures will be taken to ensure the development, implementation and ongoing review of an effective waste management program that includes the production, consumption, recycling, and disposal chain.

Scott Builders Inc. will follow the appropriate Federal, Provincial and/or Municipal Guidelines with respect to the breakdown of project responsibilities in order to maintain:

- A clean work space.
- That all materials are properly stored waste is disposed of properly according to Federal, Provincial and Municipal OH&S, WHMIS and TDG Handling Procedures and Environmental Protection and Enhancement legislation and all recyclable materials are collected and returned as promptly as possible.

In addition, Scott Builders Inc. will properly notify clients to previously unknown site conditions which might warrant an environmental audit.

Murray Cunningham, President & CEO



It is the Scott Builders Inc. policy to establish a 100% fall protection goal, meaning that all workers are properly protected from falls when working at heights and that **absolutely no exposure to an elevated** fall is permitted on any Scott Builders Inc. worksite.

Workers must be protected from falling from a temporary or permanent work area if the fall height is:

- A vertical distance of 3 metres (10') or more.
- A vertical distance of less than 3 metres (10') if there is an unusual possibility of injury.
- Into or onto a hazardous substance or object, or through an opening in a work surface.
- A client requires fall protection at a lesser height, 6' is common for industrial construction.

All employees and subcontractor workers who are going to work at heights must be properly trained on fall protection equipment, Provincial OH&S Legislation, fall protection plans, fall protection methods, identification of fall hazards, assessment and selection of anchors, correct use of connecting hardware, effects of a fall on the human body, pre-use inspections, emergency procedures and have practice in using the fall protection equipment as outlined in the training requirements listed in this section.

A worksite specific Fall Protection Plan must be developed and implemented if workers may fall 3 metres (10') or more and the workers <u>are not</u> protected by guardrails. Any task which requires a worker to don a harness requires a Fall Protection Plan including work from an AWP. All persons involved in the development and/or implementation of a Fall Protection Plan must be qualified and competent with the information, procedures and training of the Plan. Each subcontractor will also have to complete a Fall Protection Plan specific for their work activities. Workers must be trained on the Fall Protection Plan and the Plan must be posted at the worksite.

All employees, subcontractors, clients and visitors are required to comply with this Fall Protection policy whenever they are on a Scott Builders Inc. project worksite. Failure to do so will result in disciplinary action including but not limited to immediate work stoppage and/or removal from site.

All fall protection equipment and systems must meet all applicable Provincial OH&S, CSA and ANSI standards for fall protection otherwise they will not be permitted for use on any Scott Builders Inc. worksites.

All fall protection equipment and systems used by anyone involved in work for Scott Builders Inc. will be maintained in accordance with the manufacturer's instructions and requirements.

Company issued Fall Protection Equipment will be inspected by the employee at the time of issue and before each use and removed from service if defective. The inspection is to be documented on the workers FLHA. Employees are to keep their issued fall protection equipment with them when they move between worksites so they always have the appropriate PPE required to complete tasks safely.

No piece of fall protection equipment will be modified or changed contrary to manufacturer's instructions, specifications or Provincial OH&S Legislation. Scott Builders fall protection equipment will under no circumstances be utilized by anyone other than Scott Builders Inc. employees.



IF ELEVATED WORK CANNOT BE PERFORMED SAFELY AND WITHOUT EXPOSURE TO FALL, THEN THE WORK <u>WILL NOT BE PERFORMED.</u>

Signed: Murray Cunningham, President & CEO



Scott Builders Inc. Fire Protection and Prevention Policy shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in our company. The best time to stop a fire is before it starts.

Our Fire Protection Plan intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices and be properly trained in how to operate them in order to respond to fires in the correct manner. A Fire Protection Plan will be developed by the project team based on the specific requirements laid out by the municipality or job scope.

Our effective Fire Loss Prevention Program includes the following objectives:

- 1. To prevent loss of life and personal injury.
- 2. To protect property.
- 3. To provide uninterrupted operations.
- 4. To prevent the opportunity for fire.

"Fires are easier to prevent than to Stop"

Signed:

Murray Cunningham, President & CEO



It is the policy of Scott Builders Inc. to create and maintain a Hazard Management System that is a systematic process of assessing and evaluating hazards in the workplace through continuous reviews so that informed decisions to either eliminate or control those hazards can be made.

It is a condition of employment that all employees and subcontractors participate in the Hazard Assessment Program to eliminate and/or manage all hazards on site.

This policy does not take precedence over any applicable Provincial OH&S Legislation.

Signed: _______ Murray Cunningham, President & CEO



Scott Builders Inc. recognizes the value and importance of Health and Safety Committees and as such is committed to cooperating with the support of Health and Safety Committee decisions or recommendations both Corporately and at the Branch levels as well for specific projects where required. Governed by Roles and Values, Scott Builders Inc. will support the operation of all Safety Committees by providing:

- Representatives from all levels: Management to Field and Office employees. •
- Access to relevant records and statistics. •
- Scheduled quarterly committee meetings •
- Facilities for meetings. •
- The time for worker representatives to attend meetings. •
- Employee access to minutes of safety committee meetings. •
- Committee recommendations and concerns to be reviewed monthly by safety advisors and • communicated in the corporate safety meeting

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



Incident Investigations Policy

Scott Builders Inc. requires employees to immediately report to their supervisor all incidents that result in injury, illness, or property damage and any unsafe work refusals as well as 'Good Catches' which have the potential for serious injury, illness, or property damage. When an incident occurs the person responsible for the site at the time must ensure the scene of the incident is frozen and remains undisturbed until the safety department has given the all clear to proceed. If the incident has created a hazardous situation then the first priority is to safe-out the area and minimize the risk of further damage and injury. Once potential hazards are eliminated the area of the incident should be flagged off pending investigation procedures.

The company will investigate all incidents including but not limited to the following:

- All incidents that result in death or an injury to a worker that requires medical treatment.
- All causes of occupational illness.
- All incidents involving property damage.
- All good catch / report only incidents that have the potential for causing serious injury or property damage.
- All structural failures including those in buildings, cranes, hoists, excavations, or temporary structures.
- Incident trends detected by the Safety Committees and indicated by incident statistics.
- Any releases of toxic substances.
- Any incident that by Provincial Regulation is required to be investigated.
- Any incident causing environmental damage or release of hazardous substances.

All investigations will be initiated as soon as an incident occurs. The incident will be communicated to the client based on project specific requirements. Incidents required to be reported to the Provincial OH&S Authorities and other regulatory bodies must be reported immediately to Safety Department and Senior Management.

Investigations will be carried out by persons knowledgeable about the type of work involved and where practicable, include an employer representative and a worker representative. Investigation team members must be trained on investigation techniques.

Investigations will:

- Determine the cause(s) of the incident.
- Identify the root cause(s) and contributing factor(s) of the incident.
- Make recommendations and undertake corrective actions to prevent similar incidents.
- Obtain witness statements to the incident, where possible.
- Obtain photographs of the incidents, where possible.
- Ensure incidents are reported to the necessary Provincial Regulatory Authority.
- Generate a Preliminary Incident Investigation Notification to be sent out to all Scott Builders Inc. employees to review.
- Utilize a cause mapping template to arrive at root cause where applicable, dependent on the severity and complexity of the incident

An incident report will be completed by the Worksite Supervisor and submitted to the Branch Safety Advisor for review.

Signed:



Scott Builders Inc. will ensure regular inspections are performed for the purpose of identifying and correcting any unsafe work conditions. The inspections will consider premises, worksite(s), buildings, temporary structures, excavations, tools, equipment, machinery, and work methods, practices and behaviors.

Planned inspections will occur on worksites a minimum of weekly and in the branch offices a minimum of monthly and will be supplemented by informal and/or special inspections.

If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied immediately and recorded on the inspection report form. The supervisor or manager involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behavior found.

Signed: _______ Murray Cunningham, President & CEO



Objective:

To provide Scott Builders Inc. employees with a guideline for masonry structure bracing requirements and responsibilities prior to subcontract award and commencement of the work, and during construction.

Guidelines and Notes:

- 1) In accordance with Section 192 of the Occupational Health and Safety Code, an employer must ensure that temporary supporting structures:
 - a. Are used to stabilize a masonry wall that is more than 2 meters high during its erection, and
 - b. Are not removed until the wall is permanently stabilized.
- 2) Employees will adhere to the Safe Job Procedures as provided by their organization.
- 3) Workers will complete daily site specific Hazard Assessments in accordance with OH&S requirements.
- 4) For all masonry structures higher than 2 meters, the employer with responsibility for the bracing scope of work will:
 - a. Employ an engineer to review and determine if and what type of temporary bracing is required,
 - b. Ensure the engineer provides sealed documentation depicting the bracing requirements as determined by the engineer,
 - c. Ensure the engineered bracing is removed according to the approved plan.

End of Policy

Signed:

Murray Cunningham, President & CEO



Noise is one of the most common workplace hazards. Noise or noise levels in many industries, including construction, are so high that a worker's hearing can be damaged. Fortunately, work-related hearing loss is also preventable.

Often described as "unwanted sound", noise affects individuals differently. While some can tolerate it, others will find it irritating. It can also affect our quality of life as there is evidence that high levels of noise affects health, interferes with sleep and increases stress.

It is Scott Builders Inc. policy to have all Scott Builders Inc. employees, contractors, subcontractors, clients and visitors wear appropriate hearing protection in work areas with noise levels above 85 dB (normal conversation is at 60 dB, a lawnmower is at 90 dB). Hearing protection is designed to reduce the level of sound energy reaching the inner ear. The "Rule of Thumb" for hearing protection is **"Use hearing protection when you can't carry on a conversation without raising your voice when you are 1 meter (3 feet) apart"**. Remember, this is only a rule of thumb. Hearing loss is gradual and usually occurs over a number of years.

Scott Builders Inc. is committed to maintaining a Noise Management Program which is necessary when workplace noise levels exceed Provincially Legislated requirements. Our Noise Management Program will include the following seven components:

- 1. Worker education.
- 2. Measuring or monitoring worker exposure to noise.
- 3. Posting warning signs in any work area where the noise level exceeds 85 dB
- 4. Use of noise control methods.
- 5. Selection, use and maintenance of hearing protection devices.
- 6. Audiometric testing.
- 7. Annual program review.

Appropriate hearing protection will be provided by Scott Builders Inc. to all of our employees on our worksites. Our employees are expected to cooperate with our Noise Management Program including assessing their own noise hazards daily on their Field Level Hazard Assessments (FLHA) and wearing appropriate hearing protection when noise levels are above 85 dB.

Hearing Protection Combined with Music Sources

Workers shall not wear muff type hearing protectors, headsets or ear buds which have been designed or modified to accept AM or FM radio, or other music sources. As well, MP3 or I-Pod type audio devices are not permitted as they can be a distraction and completely inhibit the worker's ability to hear necessary sounds.

Subcontractors are responsible for assessing their own noise hazards and supplying their own workers with hearing protection, appropriate for their type of work and noise levels they will be exposed to.

Signed:

Murray Cunningham, President & CEO



It is Scott Builders Inc. policy to have all Scott Builders Inc. employees, contractors, subcontractors, clients and visitors use the appropriate Personal Protective Equipment (PPE) on all work sites.

All are required to wear the appropriate PPE on work sites, as determined by the Project Pre-job Hazard Assessment, including but not limited to:

- CSA Grade 1 Foot protection.
- CSA or ANSI Standard hard hats.
- CSA Approved Eye Protection Safety glasses/goggles.
- High Visibility Vest.
- Hearing Protection.
- Appropriate Hand Protection.
- Appropriate clothing for the work being done.
- Any other specialty PPE required for the job site.

Workers will be trained on the selection, use, and maintenance of required PPE.

All PPE used by this Company will be within the requirements as per Provincial OH&S Legislation and comply with CSA or ANSI standards.

All PPE used by this Company will be maintained in accordance with manufacturer's instructions and requirements.

Company issued PPE will be inspected at time of issue and must be inspected by the user before each use.

All PPE that is of questionable reliability, is damaged, or is in need of service or repair, MUST be tagged out and removed from service immediately.

No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or legislated regulations.

PPE exemptions can only be approved and authorized by the Scott Builders Inc. Branch Safety Advisor, as well as the Project Superintendent and/or Project Manager in accordance to our Personal Protective Equipment Exemption Policy and Procedures.

Scott Builders Inc. will maintain as a minimum three sets of appropriate PPE for clients and visitors. This PPE is not for use by employees, contractors or subcontractors.

Signed:

Murray Cunningham, President & CEO



All tools, equipment and vehicles shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

Equipment Coordinators and/or Supervisors shall ensure that all preventive maintenance is carried out by qualified personnel according to established schedules and those records are being maintained.

All workers shall regularly check all tools and equipment that they are working with. Tools or equipment that pose a hazard due to a need for repair shall be immediately tagged-out to avoid their accidental usage and removed from service. The Equipment Coordinator or Supervisor must be notified of all defective tools and equipment.

All workers who are using powered mobile equipment must complete a documented pre-use inspection of the equipment. Completed inspection forms must be handed into the Site Superintendent for review. Mobile equipment found to pose a hazard must be immediately tagged-out to avoid accidental use and the Site Superintendent must be notified.

Workers who operate company vehicles shall regularly check all fluid levels, belts, tires, glass, etc., as well as complete a Vehicle Maintenance Record on a monthly basis to be submitted by the 5th of each month and shall include all service/repair documents.

Signed:



Prevention of Violence & Harassment Policy

PURPOSE: Scott Builders Inc. is committed to building and preserving a safe, health, and inclusive workplace where all persons are treated with respect and dignity and which values diversity. This is in alignment with our Core Purpose and Values. Scott Builders does not tolerate workplace harassment or violence. These are considered serious matters and shall be addressed in accordance with Scott Builders' legal obligations under the appropriate provincial Occupational Health and Safety (OHS) legislation, Human Rights legislation, other applicable legislation, and other terms and conditions of employment.

Scott Builders (hereinafter referred to SBI) has developed a company-wide policy and procedure intended to prevent workplace harassment and violence of any type, of its employees and to deal quickly and effectively with any incident that might occur. This policy should be reviewed in conjunction with SBI's *Respectful Workplace Policy and the Prevention of Violence & Harassment Procedure.*

Compliance with this policy is required and expected by all Scott Builders' employees.

1.0 GENERAL

- 1.1 All employees, including managers and superintendents, have a shared responsibility to promote and sustain safe and respectful behaviour in the workplace, and are expected to participate in, and work collaboratively towards ensuring a healthy workplace that is free from disrespectful behaviour, discrimination, harassment, and violence.
- 1.2 This Policy and procedure empowers SBI employees (including Managers and Superintendents) to respectfully address and manage conflict with other workers by outlining expectations, responsibilities and available supports. It is recognized that conflict management is a key strategy in preventing disrespectful behaviour, discrimination, harassment, and violence in the workplace.
- 1.3 This Policy and procedure applies to all forms of workplace harassment and violence including harassment or violence between workers, domestic/personal relationship violence, sexual harassment or violence, or harassment or violence from external parties.
- 1.4 SBI is committed to eliminating or controlling workplace harassment and violence, and will make every reasonable effort to ensure that none of its employees are subject to acts of discrimination, harassment or violence.
- 1.5 All reports of concerns shall be made in good faith and shall be taken seriously and addressed in an objective, appropriate and timely manner, without reprisal against workers who report an incident, or who are otherwise involved in the review or investigation of incidents
- 1.6 Scott Builders' recognizes that its employees may be subject to inappropriate behaviour by those not covered by this policy, such as clients, consultants, or sub-trades providing a service to SBI in an SBI site or Facility. Scott Builders' will support and assist the employee affected and encourages the reporting of all incidents of harassment and discrimination regardless of who the offender is.



- 1.7 Details about requirements and processes related to prevention, reporting, response, review and investigation, documentation, communication, and disclosure of information can be found in the procedures.
- 1.8 No element of this Policy limits a worker's right to:
 - Report an incident of harassment or violence to a law enforcement agency;
 - Pursue a concern under any applicable legislation, including the provincial Human Rights Act and the Occupational Health and Safety Act
 - Pursue a concern or comply with the provisions of a professional or government association
 - Exercise any other legal rights the worker may be entitled to.
- 1.9 Non-compliance with this Policy may result in disciplinary action up to and including termination of employment for cause.
- 1.10 This policy will be reviewed on an annual basis, however,Scott Builders maintains the exclusive right to amend this policy at any time without advance notice and all employees will continue to be bound by any amendments and replacement policy or policies as part of the terms of their employment.

2.0 WORKPLACE HARASSMENT AND VIOLENCE GUIDELINES

- 2.1 All SBI branches and worksites are responsible for taking action to prevent harassment and violence through the implementation of this Policy.
- 2.2 All incidents of workplace harassment or violence must be reported, reviewed, investigated, and responded to as per the procedure. Where necessary, corrective action shall be taken to address the incidents in an effort to prevent reoccurrence.
- 2.3 Any allegations of workplace harassment or violence shall be made in good faith. Any worker who is found to have made malicious, knowingly false, or other allegations not made in good faith may be subject to disciplinary action up to and including termination for cause.
- 2.4 Workers may refuse to perform dangerous work and are protected from any form of reprisal for exercising this right, as provided under the appropriate provincial *Occupational Health and Safety Act*. In order to implement a work refusal, a worker must follow the established *Right to Refuse Dangerous Work (Alberta)* Policy.
- 2.5 SBI shall cooperate with investigations conducted by external agencies to the extent required by law.

3.0 HAZARD ASSESSMENT

Harassment and violence are considered workplace hazards. Where risks related to these hazards are identified:



The following factors will be considered in the Hazard Assessment form for the position:

- Hiring procedures
- Potential work or work related sources of violence and harassment;
- Work processes; and
- The physical Environment

The following will be identified in the Hazard Assessment

- Whether there are any aspects of the workplace that could increase the potential for violence or harassment;
- Which individuals are at the highest risk;
- Where there is a need for controls
- Hazard Assessments shall be completed by the safety advisor with involvement from the manager/superintendent and employee.

4.0 RESPONSIBILITIES

4.1 All SBI Employees shall:

- respect the dignity and human rights of all individuals in the workplace including SBI employees, other workers, sub-trades, visitors, consultants and clients
- demonstrate safe and respectful behaviour in line with the SBI Values and in a way which respects diversity and inclusion
- not engage in disrespectful behaviour, discrimination, harassment, violence or retaliatory behaviour towards another individual in the workplace, and
- cooperate with the requirements of this policy and procedure
- Complete all required training and use safety controls/prevention strategies regarding the prevention of harassment and violence as indicted on the Hazard Assessment document or as otherwise required;
- Actively address and attempt to resolve conflict that may affect them in the workplace, and seek assistance from the Manager/Supervisor or other supports (Safety Advisor, Human Resources) where necessary;
- Report incidents of harassment or violence as per this policy and procedure
- Escalate issues of non-compliance with this policy and procedure by the Manager/Supervisor by reporting this to the next level manager, and
- Consider and access supports offered including, but not limited to, the Employee Assistance Program, and/or seek out alternative supports if they have been affected by an incident of workplace harassment or violence

4.2 Superintendents shall:

- Fulfill all the responsibilities of employees in Section 4.1;
- Take appropriate action to ensure that none of the employees under their supervision are subjected to or participate in harassment or violence in the workplace;
- Together with SBI employees, ensure that harassment and violence are addressed as workplace hazards in the hazard assessment document for each position with corresponding prevention strategies;



- Advise workers under their supervision of all known or reasonably foreseeable harassment or violence hazards in the area where workers are performing work; and
- Report to their manager and human resources a concern about harassment or violence, regardless of how they became aware of the concern or incident (whether they received a report of the incident, witnessed the incident, or became aware of the incident through other means)
- 4.3 Managers shall:
 - Fulfill all the responsibilities outlined in Section 4.1 and Section 4.2 above;
 - Advise employees and as needed, other individuals in the workplace including subtrades, consultants, clients and visitors about this policy and procedure
 - Ensure SBI employees are adequately trained and are using safety controls/prevention strategies to protect themselves from harassment violence
 - Ensure that harassment or violence concerns raised by workers, superintendents, or safety advisors are resolved in a timely manner
 - Ensure incidents of disrespectful behaviour, discrimination, harassment or violence are addressed as soon as is reasonably practicable, regardless of:
 - How the manager became aware of the concern or incident; or
 - Whether the concern or incident arose within the area they manage
 - Report concerns arising in another work area to the applicable manager of the other area, or the next level manager of that area as required
 - In partnership with Human Resources, and Health & Safety, review and investigate incidents and reports of harassment or violence in a timely, fair, safe, and respectful manner in order to take appropriate steps to respond;
 - Offer and provide support to workers who are affected by workplace harassment or violence;
 - Implement follow up and any identified corrective actions using the incident management process in an effort to prevent reoccurrence of harassment or violence
 - Escalate unresolved concerns and issues of non-compliance with this policy and procedure by reporting the concern to the next level manager or Human Resources

4.4 Human Resource and Health & Safety shall:

- Lead the implementation of the policy and procedures in SBI to enable compliance by all workers;
- Assist SBI employees by ensuring:
 - The appropriate training, safety controls/prevention strategies, information, and resources are available to allow SBI employees to cooperate with the requirements of this policy and procedure
 - Supports are available for SBI employees who are affected by an incident of workplace harassment or violence;
- Assist Superintendents and Managers by supporting them in:
 - Advising SBI employees about the application of this policy and procedure
 - Assessing harassment or violence concerns to identify appropriate review or investigation, follow up, and/or corrective actions, as appropriate



- Developing associate documentation arising from harassment or violence concerns (ie. Safety reporting, investigation notes and letters, reports, etc) as necessary and;
 - Implementing identified follow up and/or corrective actions
- Escalate issues of non-compliance with this policy and procedure by reporting noncompliance to the appropriate leadership

5.0 TRAINING

Scott Builders Inc. will ensure all employees are trained and educated on violence and harassment in the workplace and that they are clear about the roles and responsibilities, as well as this policy and procedure. The training will cover, at minimum, the following topics:

- How to recognize workplace violence and harassment;
- The policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence and harassment;
- The appropriate response to workplace violence and harassment, including how to obtain assistance; and
- Procedures for reporting, investigating, and documenting incidents of workplace violence and harassment.

In addition, a copy of this policy and procedure will be made available to all employees.

6.0 CONFIDENTIALITY

Any complaint brought or investigation conducted under this policy will be treated confidentially to the greatest extent possible. The identity of the complainant, respondent or witnesses, or the circumstances of the complaint, may be disclosed where disclosure is necessary:

- To review or investigate the incident or to take corrective action
- To inform the individuals involved in the incident, to the extent permissible by SBI's privacy obligations, of the results of the review or investigation and corrective action taken
- To inform workers of a specific or general threat of violence or potential violence, or
- As required by law

SBI shall not disclose medical information about workers who have been affected by harassment or violence in the workplace, except where required

Any unauthorized disclosure of confidential information relating to a complaint may result in disciplinary action, up to and including termination of employment for just cause.

All records of a complaint must be kept separate from the respondent's personnel file except where the complaint is determined to be substantiated.



7.0 DEFINITIONS

Employees means SBI employees employed and paid by SBI and excludes contracted workers such as sub-trades and consultants

Disrespectful Behaviour means any practice, comment or conduct that is known or ought reasonably to be known to be unwelcome and which is related to any protected ground in the applicable *Human Rights Act*

Domestic/Personal relationship violence means threatened, attempted, or actual conduct that causes or is likely to cause physical or psychological injury or harm, and is used to frighten, control, intimidate or humiliate a worker, by a person who is, was or wishes to be in a personal, intimate or domestic relationship with a worker. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include but are not limited to physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking, and using electronic devises to harass and control.

Harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety and includes discrimination and sexual solicitations or advances. Workplace harassment can include incidents that occur outside of the workplace or working hours, but are related to the workplace (for example, inappropriate phone calls, e-mails, social media posts, visits to a worker's home and incidents at luncheons or after work socials) or harassment from clients or customers. Harassment excludes any reasonable conduct of a manger in respect of the management of workers or a workplace.

In good faith means in accordance with standards of honesty, trust, sincerity, and without ulterior motive

Manager means the individual(s) who has the delegated authority for directly planning, monitoring, and supervising direct reports

Next Level Manager means the manager to whom a manager or superintendent reports

Respectful Behaviour means behaviour that shows due regard for the feelings, wishes, rights or traditions of others. Respectful behaviours support a safe, healthy, and inclusive workplace and are aligned with SBI's values.

Respondent means the individual against whom an allegation has been made

Sexual Harassment means any unwelcome conduct or comment of a sexual nature that ought reasonably to be known or expected to cause offence or humiliation to a person, detrimentally affects the work environment, or leads to adverse job-related consequences for the recipient of the harassment. Such conduct or comment includes, but is not limited to:



- Conduct or comment that is related to gender, gender identity, gender expression or sexual orientation; or
- A sexual solicitation or advance including but not limited to where the person making the solicitation or advance is, or is perceived to be, in a position to confer, grant, or deny a benefit or advancement to the worker.

Sexual Violence means the threatened, attempted, or actual conduct of a sexual nature by a person, whether at the workplace or work-related, that causes or is likely to cause physical or psychological harm, including but not limited to:

- Unwanted sexual contact;
- Stalking; or
- A pattern of on-going sexual harassment leading to psychological harm

Superintendent means an SBI employee who has oversight of a SBI worksite and directs the work of SBI employees

Violence means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It is acknowledged that harassment may become violence.

Worker means SBI employees and contract workers working on SBI worksites or facilities

Workplace means a location where a worker is, or is likely to be, while engaged in their work or workrelated activities. The workplace includes all locations where business or social activities organized by SBI are conducted, including but not limited to work in the community and locations of workrelated social events. Workplace includes any vehicle or mobile equipment used by the SBI worker as part of their job.

8.0 REFERENCES & SUPPORTING DOCUMENTS

Occupational Health & Safety Legislation Human Rights Legislation Prevention of Violence & Harassment Procedure Respectful Workplace Policy & Procedure SBI Core Values Right to Refuse Dangerous Work (Alberta) Policy Hazard Assessment procedure

Signed:

Murray Cunningham, President & CEO



PURPOSE: Scott Builders Inc. is committed to building and preserving a safe, health, and inclusive workplace where all persons are treated with respect and dignity and which values diversity. This is in alignment with our Core Purpose and Values. Scott Builders does not tolerate workplace harassment or violence. These are considered serious matters and shall be addressed in accordance with Scott Builders' legal obligations under the appropriate provincial Occupational Health and Safety (OHS) legislation, Human Rights legislation, other applicable legislation, and other terms and conditions of employment.

Scott Builders (hereinafter referred to SBI) has developed a company-wide policy and procedure intended to prevent workplace harassment and violence of any type, of its employees and to deal quickly and effectively with any incident that might occur. This procedure should be reviewed in conjunction with SBI's *Respectful Workplace Policy and the Prevention of Violence & Harassment Policy*.

1.0 PROCEDURE

1.1 Incident Response and Reporting

Any employee who is directly affected by or a witness to any incident of violence in the workplace should report the incident immediately to their manager.

Where an incident of violence occurs, immediate assistance may be obtained by doing one or more of the following:

- Requesting assistance from another worker in the area or their manager
- Calling 911 or law enforcement

In the event an incident of violence occurs, immediate action shall be initiated to ensure the area is safe to continue work prior to the return of workers to the area. Prompt communication of immediate action to other areas in the workplace may be required.

All incidents of violence must be reported to the Safety Advisor by the affected worker, responding worker, or the affected workers manager. Reports should include as much detail as possible including dates, times, witnesses (if any), a detailed description of the events leading up to, during and after the incident, the nature of the behaviour, acts or conduct complained of, and the attempts (if any) to deal with the situation directly. It is the responsibility of the manager to ensure the incident has been reported properly according to SBI's incident management process and where necessary, law enforcement.

Any employee who is directly affected by or a witness to any incident of harassment in the workplace should report the incident to their manager, or to the next level manager or human resources department in circumstances where the designated recipients of harassment complaints is the alleged harasser, if they are unable to resolve the matter informally.

If the harassment remains unresolved, it should be reported to their manager, or to the next level manager or human resources department in circumstances where the designated recipients of harassment complaints is the alleged harasser, as well as the Safety Advisor by the affected worker, responding worker, or the affected workers manager. Reports should include



as much detail as possible including dates, times, witnesses (if any), a detailed description of the events leading up to, during and after the incident, and nature of the behaviour, acts or conduct complained of, and the attempts (if any, and if not then why not) to deal with the situation directly. It is the responsibility of the manager to ensure the incident has been reported properly according to SBI's incident management process and where necessary, law enforcement.

Appropriate assistance will be provided to any employee who is the victim of violence or harassment. If a worker reports an injury or adverse symptom resulting from workplace violence or harassment, or is exposed to workplace violence or harassment, the company will advise the worker to consult a health professional of their choice for treatment or referral.

Health & Safety shall report incidents involving worker injury or illness needing assessment by a physician, or licensed health care professional, to the Workers Compensation Board (WCB). This notification is triggered by the incident report.

An employee who is likely to be exposed to domestic violence at the worksite is encouraged to advise their superintendent or manager. The company is committed to ensuring the protection and safety of the employee and will take reasonable precautions to do so.

Informal Procedure

Any employee who has been the subject of violence and harassment can take the following actions:

- Confront the alleged offender personally, or in writing, clearly stating what the unwelcome behaviour or action was and requesting that it stop immediately; or
- Discuss the situation with the alleged offender's supervisor, the alleged victim's supervisor, or any other supervisor.

Any employee who is the victim of violence and harassment can and should, in all confidence and without fear of reprisal, personally report the occurrence to their manager.

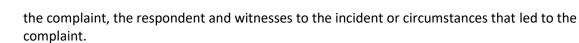
Formal Procedure

An employee who is the subject of violence and harassment can make a written complaint to the management team. The written complaint must be delivered to their manager, or next level manager or human resources if a conflict of interest exists. It must include the following information:

- The date and time of each incident being reported;
- The nature of the violence or harassment;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A full description of what occurred.

Once a written complaint has been received, the company will review and consider the complaint to determine if further investigation is required. The review may include interviewing





SBI will not tolerate any form of retaliation against someone who brings a complaint or participates in the investigation of a complaint made under this policy and procedure. Retaliation will be subject to discipline up to and including termination of employment for just cause.

1.2 Investigation Procedure and Documentation

SBI managers have a duty to review and investigate reports and incidents of harassment or violence in the workplace in a timely, fair, safe and respectful manner in order to take appropriate steps to respond, and in an effort to prevent reoccurrence.

Review or investigation processes may include, but are not limited to:

- Informing the respondent of the complaint;
- Interviewing the complainant, any persons involved in the incident, and any identified witnesses; and
- Interviewing any other persons who may have knowledge of the incident.
- Fact-finding and root cause analysis
- Identification of possible informal resolution or other intervention options (ie. Correct actions)

Upon completion of the investigation, a report will be drafted outlining the following and will include the original complaint and statements from all parties involved:

- Description of the incident and how the investigation was undertaken
- Determine and document root causes, and/or findings pertinent to the incident; and
- Determine and document corrective actions if determined necessary

SBI will notify the complainant and respondent, of the outcome of the investigation. Summaries of the investigation process and conclusions may be provided to the complainant and the respondent.

Scott Builders Inc. will retain investigation reports for a minimum of two years after the incident. In addition, the company will ensure the report is available upon request to an occupational health and safety officer. If necessary, the organization may employ outside assistance or request the use of legal counsel.

Where harassment or violence has been substantiated, corrective and disciplinary action will be taken up to and including termination of employment for just cause, depending on the circumstances. Specific details of the corrective action or discipline may not be shared with the complainant or others in order to respect privacy and confidentiality.





If it is determined that an employee made a false complaint knowingly or in a malicious manner, he or she will be subject to corrective action or discipline up to and including termination of employment for just cause.

In order to comply with statutory obligations to prevent and investigate harassment and violence, SBI must follow the above procedure even when:

- A complaint has been made anonymously or by someone who asks to remain anonymous, or
- There is no specific complaint, but
 - There is a pattern of inquiries or concerns raised over time which suggest the existence of a specific program not already addressed, or
 - There is reason to believe that systemic problem exits in the workplace

If the complainant decides not to lay a formal complaint, senior management may decide that a formal complaint is required, which will be based on the investigation of the incident, and will file such documents with the persons against whom the complaint is laid.

2.0 CONFIDENTIALITY

Any complaint brought or investigation conducted under this policy will be treated confidentially to the greatest extent possible. The identity of the complainant, respondent or witnesses, or the circumstances of the complaint, may be disclosed where disclosure is necessary:

- To review or investigate the incident or to take corrective action
- To inform the individuals involved in the incident, to the extent permissible by SBI's privacy obligations, of the results of the review or investigation and corrective action taken
- To inform workers of a specific or general threat of violence or potential violence, or
- As required by law

SBI shall not disclose medical information about workers who have been affected by harassment or violence in the workplace, except where required

Any unauthorized disclosure of confidential information relating to a complaint may result in disciplinary action, up to and including termination of employment for just cause.

All records of a complaint must be kept separate from the respondent's personnel file except where the complaint is determined to be substantiated.



Records and Statistics Policy

Scott Builders Inc. will maintain adequate records and statistics relating to health and safety as required by Provincial OH&S Authority and/or WCB/WSIB Regulations. Appropriate records and statistics will be maintained and retained for all of the Safety and Loss Prevention program elements that require them. These will be kept as follows:

Ten Year Retention

- OH&S and/or WCB/WSIB notice of projects.
- Planned inspection reports.
- Toolbox Safety Meeting records.
- Records of worker's suggestions.
- Corporate and Branch Safety Committee meeting minutes.
- Subcontractor Orientation records.
- Records of Subcontractor Safety Violations.
- OH&S and/or WCB/WSIB inspection reports, compliance reports, assessments.
- Emergency preparedness documented drills.
- Contaminated Inventory forms.
- Utility locate Reports.
- Fall Protection Plans

Twenty Year Retention

- Monthly injury records.
- WCB/WSIB and/or OH&S claim cost statements.
- First Aid treatment reports.
- Incident and Incident investigations.
- Records of emergencies.

Permanent Retention

- Worker Orientation records.
- Worker Safe Practice Training records.
- Records of Employee Safety Violations.
- Records resulting from employee refusal to work.
- First Aid training and certification records.
- Monitoring data and worker exposure records.
- Medical surveillance records.
- Corrective action records.
- Project and Daily Hazard Assessments

Miscellaneous

• Equipment records – Life of equipment plus 5 (five) years.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



PURPOSE: At *Scott Builders Inc. (SBI)* respect is a core value. We believe that creating and sustaining a respectful, safe, inclusive and welcoming workplace for everyone is necessary for the wellbeing of our workforce and our long-term business success. We are firmly committed to ensuring a positive and professional working environment that embraces the safety, well-being, dignity, diversity and productivity of all.

We believe in a proactive approach to workplace respect and support the objective of providing all individuals with a healthy and safe workplace. It is required that everyone take preventative action to ensure that risks to an individual's health and safety due to violations of respect are eliminated or reported.

This policy prohibits all forms of disrespectful behaviour, unprofessional conduct, bullying, cultural insensitivity and discrimination - hereinafter referred to as violations of respect – by management, supervisors, workers, or any individual who has interaction with our workplace. Violations of respect will be reviewed, and, if substantiated, dealt with expeditiously.

Scott Builders' recognizes that its employees may be subject to disrespectful and inappropriate behaviour by those not covered by this policy, such as clients, consultants, visitors, contractors and other members of the public accessing Scott sites or facilities. Scott Builders' has limited authority and control over persons who are not employees of SBI, however, we will endeavor to take reasonable steps to support and assist employees, and to coordinate with the employer of contractors, consultants, clients and other third parties with respect to addressing any potential violations of this policy.

This policy has been written in conjunction with Scott Builders *Prevention of Workplace Violence & Harassment Policy and Procedure,* and should be referenced together.

RESPECTFUL WORKPLACE

A respectful workplace is any work environment where individuals are polite and considerate of others; communications are thoughtful, transparent and timely; activities are inclusive and sensitive; feedback is immediate and constructive; and disagreements or disputes are resolved by maintaining the dignity of the parties involved and creating developmental resolutions. A respectful workplace:

- Promotes positive communication
- Embraces diversity and equality
- Values dignity of the person
- Encourages fair and respectful treatment
- Encourages thinking about how other people want and deserve to be treated
- Applauds polite, courteous and considerate conduct
- Promotes collegiality and team work
- Supports an inclusive atmosphere

- Promotes active listening
- Promotes the sharing of opinions and ideas in an open-minded environment
- Encourages positive feedback for ideas, suggestions or work that is accomplished well
- Encourages thinking before we act or speak or type
- Encourages considering how our actions affect others



SBI acknowledges that disrespectful behaviour, harassment, and violence exist on a continuum of behaviours and that disrespectful behaviour can be a precursor to harassment or violence. Accordingly, this Policy addresses the expectation of respectful behaviour in the workplace, and should be read in conjunction with the Prevention of Violence & Harassment Policy & Procedure.

SBI supports employees to create a culture of safety and respect through the use of conversations, communication materials, tools, supports and other resources.

All employees are required to participate in, and work collaboratively to ensure a workplace free of disrespectful behaviour, unprofessional conduct, discrimination, harassment and violence in accordance with SBI's Values.

VIOLATIONS OF RESPECT:

Disrespectful Behaviour & Unprofessional Conduct: Behaviours discouraged or prohibited to support and create a respectful workplace. Such behaviour is typically objectionable and/or unwelcome to an individual, serves no valid work related purpose and can create a poisoned work environment. It is conduct, comments, actions or gestures which:

- Are humiliating, offensive, hurtful, rude or belittling
- Are seen as hostile, harassing or unwanted
- Affect the employee's dignity, wellbeing or physical integrity
- Result in a harmful or poisoned work environment
- As single incidents are of sufficient seriousness to have a significant impact on the recipient or the work environment
- When taken in isolation seem minor but when repeated can have a significant impact on the recipient or the work environment

Bullying: Interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person's health, safety or economic status. It is driven by the perpetrator's (the bully's) need to control another individual, not by a legitimate business need.

Discrimination: Defined differences based on the personal characteristics of an individual resulting in some disadvantage to that individual. Discrimination is a form of harassment prohibited under the *Alberta Human Rights Act*. Employers are legally responsible for actively discouraging and prohibiting humiliating conduct or language that results in the working conditions of one employee being less favourable than those of another employee based on the following grounds:

_		
Race	 Gender 	 Sexual orientation
 Age 	 Mental disability 	 Source of income
 Religious beliefs 	 Physical disability 	 Family status
 Colour 	 Ancestry 	
 Place of origin 	 Marital status 	



Examples of disrespectful behaviour, bullying, or discrimination include, but are not limited to:

- Written or verbal comments, actions, gestures or other behaviours or jokes which are humiliating, offensive, hurtful or belittling
- Gossiping and/or attempting to discredit or cause damage to an employee's employment or reputation
- Inappropriate use of technology/communication mediums
- Eye rolling, constantly interrupting, excessive sarcasm, teasing
- yelling, or screaming;
- threats of unwarranted discipline or loss of job;
- intimidating gestures such as slamming doors or throwing objects;
- derogatory remarks;
- cutting the employee out of the communication loop or withholding information they require to perform their job;

- displays of racist or offensive signs, images or material at or about work or your coworkers;
- communications or displays intended to mock someone;
- patronizing or condescending behaviour;
- silent treatment or isolating another;
- persistently criticizing another;
- tampering with another's belongings or workstation;
- excluding, cornering or confining another person through body language or physical barriers;
- engaging in different treatment of employees with that treatment being motivated by one or more protected ground (as articulated in Human Rights legislation). Different treatment includes but is not limited to remuneration, promotion, opportunities to work on files, and participation in marketing opportunities

Cultural insensitivity: Includes behaviour(s) directed towards an individual that is disrespectful or cause humiliation or frustration to that individual based on characteristics such as:

- Communication
- Behaviour

- Class or social beliefs
- Values or beliefs

PREVENTATIVE STRATEGIES

The prevention and management strategies for respectful behaviour include, but are not limited to:

- Fostering a safe, healthy and inclusive workplace which supports workers' physical, psychological and social well-being;
- Providing supports to enable shared accountability between SBI workers, managers and SBI in addressing and resolving conflict between employees;
- Providing training for SBI workers and managers in support of respectful behaviour, effective conflict management, and the prevention of harassment and violence



- Issuing various forms of communication to make workers aware of the various supports available to help them resolve conflict
- Outlining clear behavioural expectations as noted in this policy
- Implementing systems and processes to support accountability and effective performance management of behavioural expectations

CONFLICT MANAGEMENT AND RESOLUTION

SBI recognizes that respectful conflict can lead to greater teamwork and other positive outcomes, and that in most cases, conflict is best addressed through discussion between those who are closest to and affected by the issue(s).

Employees play an important role in creating and sustaining a respectful workplace environment and have a shared responsibility to:

- Promote and sustain respectful behaviour in the workplace in line with SBI Values through actions and words
- Ensuring behaviour is respectful at all times
- Be accountable and accept responsibility for their own actions, reactions, behaviours and impact on others
- Make concerns known promptly if something is troubling them
- Participate in and work collaboratively towards addressing and managing respectful workplace issues with other SBI employees and workers;
- Take appropriate action to address and/or deal with disrespectful behaviour if they are witness to it; and
- Immediately inform a manager if there is an imminent threat or risk of violence that could compromise an individual's safety

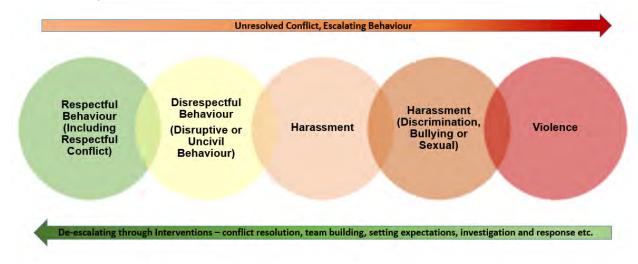
Managers have additional responsibilities in creating and sustaining a respectful workplace environment as leaders with SBI:

- Being a role model for corporate respectful workplace behaviour standards
- Ensuring all employees within your area of responsibility are aware of the expectations outlined in this policy
- Ensuring compliance with the Respectful Workplace Policy within your area of responsibility
- Being accountable for ensuring incidents of disrespectful behaviour, discrimination, harassment and violence are addressed as soon as is reasonably practicable, regardless of:
 - How they became aware of the concern or incident (that being whether they received a report of the incident, witnessed the incident, or became aware of the incident through any other means) or
 - Whether the concern or incident arose with the area they manager or supervisor. They
 are also to report concerns arising in another work area to the applicable manager of
 the other work area, of the next level manager of that work area as required
- Supporting all parties involved in resolving issues under the Respectful Workplace policy



• Ensuring no person suffers reprisal as a result of making a complaint or for providing information

SBI has adopted the following behaviour continuum which guides its assessment of and response to conflict, disrespectful behaviour, harassment, and violence between workers



In line with the continuum outlined above, SBI acknowledges that conflict can contribute to disrespectful behaviour in our working relationships, and that disrespectful behaviour can be a precursor to harassment and violence.

CONFLICT RESOLUTION

The following outlines the process that may be used to resolve conflicts.

Informal Resolution

- Informal Conversation
 - Many conflicts involving disrespectful behaviour and unprofessional conduct can be resolved by having an open and honest conversation with the person or people involved.
 - SBI employees are accountable to address conflict with other workers in a respectful and timely manner in accordance with the SBI Values, unless doing so would put their personal safety at risk.
 - There are many options available to SBI employees to seek help in dealing with conflict or disrespectful behaviour. Where SBI employees are not sure what to do next and need more tools, resources, or coaching, they can contact their manager, next level manager, or human resources for support and guidance



Mediation

- Mediation means that a neutral person who is not involved in the conflict facilitates a conversation between the relevant parties and supports them in finding their own solution to the conflict. SBI Managers, or the HR Manager may conduct mediations to resolve conflict
- Where conflict cannot be resolved by the affected workers, or where addressing the conflict would put a worker's personal safety at risk, the affected SBI employees shall involve their manager to facilitate a conversation to address and manage the conflict
- Where an SBI employee is requesting assistance that requires manager intervention in the situation, the SBI employee shall share all relevant and specific details of their concerns with their manager and what actions the SBI employee has taken to try and address their concerns
- SBI Managers are responsible to provide guidance to SBI employees upon request and, as necessary, support conflict resolution and other interventions between SBI employees

Formal Resolution

The formal resolution process should be used in situations involving repeat offences of disrespectful behaviour, harassment and/or violence and should follow the reporting and investigating process outlined in SBI's **Prevention of Violence and Harassment Procedure**

Formal Complaint

A formal complaint is a description of the conflict experienced by a complainant and a request for an intervention to resolve it. Formal complaints should be made in writing and sent to the employees' manager, or if this person is involved in the conflict, the next level manager or Human Resources.

Investigation

An investigation involves examining an incident or complaint, interviewing all relevant people, reviewing all relevant documents and producing a report for management that may be used to take disciplinary measures. Investigations may be conducted by the employees manager, next level manager or human resources.

External Resolution

No element of this policy limits an employee's right to pursue resolution through any applicable provincial legislation, including the Alberta Human Rights Act, and the Occupational Health and Safety Act (Alberta).



In adherence to this policy, the following statements will apply to all SBI employees:

- Employees are encouraged to report and seek resolution of the incident and are accountable for their own behaviour.
- Employees will resolve respectful workplace issues at the earliest opportunity and with the least formality appropriate to the specifics of the situation
- Employees have the right to report, in good faith, incidents of disrespectful workplace behaviour, without fear of retaliation. SBI will not tolerate complaints made in bad faith nor retaliation by any person against anyone involved in complaint processes. Malicious or false complaints and violations of respect will not be tolerated and appropriate disciplinary action will be taken, up to and including dismissal and ineligibility for rehire.
- Employees are subject to appropriate progressive disciplinary action up to and including dismissal for cause when in violation of this policy, especially when the violations are serious or repeated.
- Employees understand that reasonable action taken by a manager relating to the management and direction of an employee does not constitute disrespectful behaviour, discrimination or harassment.

REFERENCES & SUPPORTING DOCUMENTS

Prevention of Violence & Harassment Policy Prevention of Violence & Harassment Procedure SBI Core Values

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



Return-to-Work Resolution Policy

Scott Builders Inc. realizes that under certain circumstances it may be necessary to form an ad-hoc committee to resolve difficult or sensitive program issues. A conflict resolution process may be considered under the following circumstances:

- The referred employee raises concerns about the fairness of the transitional return-to-work plan.
- There is a conflict between the referred employee and the supervisor that is preventing return to work.
- Where the accommodations are complex requiring significant expenditures, moving the referred employee to another job or creating a permanent modification to the referred employee's existing job.

Signed: Murray Cunningham, President & CEO



Safe Job Procedures Policy

Scott Builders Inc. policy is that all company employees are properly instructed in the safe performance of their duties. Safe Job Procedures will be enforced in the same manner as rules and regulations. The company will determine which Safe Job Procedures are needed and whether they are being followed by reviewing inspection records, incident investigation records, observing jobs, evaluating worker suggestions and safety committee recommendations.

Management in conjunction with Branch Safety-is responsible for the revision and development of Safe Job Procedures. The Corporate Safety team is responsible for approval of Safe Job Procedures.

Supervisor staff is responsible for ensuring worker understanding of and compliance with general Safe Job Procedures.

Date: January 10, 2024

Signed: Murray Cuphingham, President & CEO

Section 4B – Safe Job Procedures Safety and Loss Prevention Manual



A Safe Job Procedure is a written step-by-step description of how to do a job from start to finish. It provides a ready reference particularly to jobs, which are either uncommon or not performed often, jobs requiring uniformity, and jobs which are hazardous and require guidance.

To accomplish this task, our company has promoted worker safety by doing the following:

- Put our Safe Job Procedures in writing.
- Make Safe Job Procedures available to all employees.
- Provide training for individual safe job procedures, as required.
- Provide safe equipment, tools and material.
- Provide specialized PPE required for specific tasks.
- Require that supervisors enforce the use of and compliance with these Safe Job Procedures.
- Give management support.
- Involve workers in the development of the job procedures.

Safe Job Procedures developed by Scott Builders Inc. will comply with or exceed legislated requirements and manufacturer's specifications.

Safe Job Procedures will change from time to time due to new methods and products being introduced. An annual review will be done of selected Safe Job Procedures.

Where work is performed or where the client sets specific job procedures, these Safe Job Procedures shall be used unless they are specified as a lower standard. When this occurs, the higher standard shall be used.

However, in no case will work be carried out in contravention of the current Provincial Occupational Health and Safety Legislation.

Where a question arises, the site copy of the Provincial Occupational Health and Safety Legislation shall be consulted for clarification and/or permission.



Safe Work Practice Policy

At Scott Builders Inc., it is our policy for all company employees to be properly instructed in the safe performance of their duties. Safe Work Practices will be enforced in the same manner as rules and regulations. Our company will determine which Safe Work Practices are needed, and whether they are being followed by reviewing inspection and incident investigation records, observing jobs, and evaluating worker suggestions and Safety Committee recommendations.

Management, in conjunction with Branch Safety, is responsible for the revision and development of Safe Work Practices. The Corporate Safety team is responsible for approval of Safe Work Practices.

It is the responsibility of the Supervisory staff members to ensure that the workers understand and comply with general Safe Work Practices.

Signed:

Murray Cunningham, President & CEO



Scott Builders Inc. (hereinafter the "Company"), its subsidiaries and affiliates recognize the legal and moral responsibility to provide a safe, productive and reliable work environment for Employees and for those whose safety may be affected by its Employees. An essential component of operational safety is a work environment free of impairment arising from any source, including but not limited to: fatigue, mental health issues, physical impairments, and from the use, misuse, and/or abuse of Alcohol, Mood- or Mind-Altering Substances, Illicit Substances, Cannabis, prescription Medications, over-the-counter Medications, and/or other Medication authorized for purchase from a Health Canada approved source.

The purpose of this policy is to address and minimize the risks in the workplace of impairment from all sources, including those listed above. This policy also aims to ensure that all Employees are Fit for Duty.

This policy applies to all workers (Employees and Contractors) working at all company locations, sites and project sites, including sites owned and/or controlled by third parties, along with all travel in companyowned vehicles and vehicles rented or leased for company purposes. When working on sites owned and/or controlled by third parties, Employees and Contractors will be subject to third-party company policies and procedures. These may include searches of worker belongings, submission to drug dogs, requirement for specialized drug testing, and other company-specific requirements. All Contractors will be advised of applicable provisions of this policy through a Statement of Contractor Requirements and any contravention will be considered a breach of contract.

Adhering to this policy is a condition of employment and all employees are required to review and understand this policy and sign the Employee Acknowledgement and Acceptance Form. Failure to comply and adhere to this policy may result in disciplinary action, up to and including termination.

This policy is based on the industry recognized "Canadian Model for Providing a Safe Workplace" best practices, as well as applicable provincial/federal legislation. It is subject to ongoing review and evaluation, with modifications being made as deemed necessary to respond to circumstances and evolving needs.

The following "best practice" work standards are an important part of this policy and will be consistently enforced while workers are on Company Business or at Company Premises:

Workers must:

- Report Fit for Duty and remain Fit for Duty while at work.
- Use Medications responsibly and seek appropriate guidance regarding Medications that may impact safe work performance. If using a Medication that may impact safe work performance, the worker has a responsibility to report it to their Supervisor.
- Advise a Supervisor if a person may not be Fit for Duty, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this policy. Reports must be made as soon as possible.
- Cooperate as required in support of an investigation
- Read, understand and abide by this Policy and its supporting documents

Workers must not:

- Use, Possess, cultivate, manufacture, distribute, offer, or sell Alcohol, Cannabis, Illicit Substances or Drug Paraphernalia.
- Possess or store legal drugs on third-party company sites where permitted by their Policies.
- Distribute, offer, share, or sell prescription Medications.



- Intentionally misuse Medications, both prescription and non-prescription.
- Use Medication that could impact the workers safe work performance without investigating the potential safety impacts and implementing appropriate work restrictions.
- Test positive for alcohol/drugs at concentrations as specified in the Fitness for Duty Requirements section.

The supplemental documents noted below, form the content of this policy and must be reviewed in their entirety.

Supporting Documents Reference:

- SB2 Fitness for Duty: Glossary
- SB3 Fitness for Duty: Roles and Responsibilities
- SB4 Fitness for Duty: Requirements
- SB5 Fitness for Duty: Prevention and Assistance
- SB6 Fitness for Duty: Alcohol / Drug Testing
- SB7 Fitness for Duty: Testing Standards
- SB8 Fitness for Duty: Privacy, Confidentiality and Costs
- SB9 Fitness for Duty: Acknowledgement
- SB10 Exhibit A: Safety Sensitive Decision Matrix
- SB11 Exhibit B: Reasonable Cause Checklist
- SB12 Exhibit C: Post Incident Decision Matrix
- SB13 Exhibit D: Medical Clearance Form
- SB14 Exhibit E: Test Management Flowchart

Signed:

Murray Cunningham, President & CEO



Purpose

The pool vehicle is primarily for use on long distance trips, for multiple people traveling to one location, use by staff traveling to high profile locations (downtown) and for business use by those who do not have a vehicle allowance. The vehicle is not for personal use or commuting and will be equipped with GPS.

Sign-Out

The key and a day timer are located at Reception. The key must be returned after use. Book the day and duration as far in advance as known. If not booking in advance, book the vehicle for the length of time you estimate to have it. The vehicle is to be returned to the office parking lot at the end of the day. Only under prior approval is an employee permitted to take the vehicle to their home. Family members are not permitted to use the vehicle.

Gas

Within reason, replace the gas you have used.

Condition

Please remove your belongings and trash. If you are responsible for getting the car dirty, you are responsible to get it cleaned (inside or out). Pets are not permitted within the vehicle. There may be times when a Client, Consultant or Owner rides in the vehicle, please remember the condition of the vehicle is a reflection on our company. Report any indicator lights or mechanical anomalies to the Tool Asset Manager.

Reporting Traffic Violations & Collisions

Employees must notify management of any incidents (stone chips, dents, scratches, accidents, etc.) involving a company vehicle and all Peace Officer ticketed traffic violations within 24 hours. The Safety Advisor must be notified immediately of all incidents/collisions. This procedure sheet does not replace the Company Vehicle policy.

Maintenance

Responsibility for completing the Monthly Vehicle Maintenance Record and scheduling regular maintenance falls to the Operations Manager or Branch Manager.



Objectives:

To provide Scott Builders Inc. employees with a guideline of site fencing and barrier requirements prior to commencement of the work, and to ensure that Prime Contractor responsibilities are also clearly defined and understood. This direct intent of this policy is to ensure site fencing and hoarding are adequately constructed to provide public protection from overhead and horizontal hazards, provide securement to keep the public from harm and to facilitate safe passage.

Site Fencing Requirements:

- 1) It is a requirement that all worksite areas that may constitute a hazard be enclosed with a form of barrier in order to mitigate the threat of exposure to anyone not directly involved in the tasks at hand.
- 2) In accordance with this requirement the supervisor must ensure that, when access by the public may reasonably be anticipated or a public way is within 2m or more, protection is provided by, but not limited to the following:
 - a. minimum requirements imposed by the jurisdiction having authority, and/or
 - b. the entire site is to be enclosed with a fence that has a minimum height of 1.8m (6 feet) and access is controlled, **and/or**
 - c. the area of immediate hazard is to be enclosed with a fence that has a minimum height of 1.8m (6 feet) and access is controlled, **and**
 - d. gates must be locked and perimeter fencing secured to provide security against public access during off work hours, **and**
 - e. the installation of all fencing be done using reasonably practicable methods to minimize breaches due to changing weather conditions and worksite requirements.
- 3) In accordance with this requirement the supervisor must ensure that, when access by the public may reasonably be deemed improbable, protection is provided by, but not limited to the following:
 - a. minimum requirements imposed by the jurisdiction having authority, or
 - b. the entire site is enclosed with a barrier having a minimum height of 0.9m (3 feet) and access is controlled, **or**
 - c. the area of immediate hazard is enclosed with a barrier that has a minimum height of 0.9m (3 feet) and access is controlled, **and**
 - d. the installation of all barriers be done using reasonably practicable methods to minimize breaches due to changing weather conditions and worksite requirements.
- 4) Revisions to the above may only be granted in writing by Branch Management in consultation with Scott Builders Corporate Safety Department.

Prime Contractor Responsibilities:

- 1. Prior to the construction of a new work site Scott Builders Inc. must complete the following:
 - a. identify existing and potential hazards, and
 - b. eliminate the hazards unless elimination is not reasonably practicable, control the hazard.
- 2. Provide and maintain adequate access into and through the site for the safe delivery and movement of equipment and workers.

Signed:

Murray Cunningham, President & CEO



Objective

To provide Scott Builders Inc. employees and trades with a guideline of Skeleton Structure Erector requirements and responsibilities prior to award and commencement of the work, and to ensure that Prime Contractor responsibilities are also clearly defined and understood. The intent of this policy is to ensure that all work that falls within Section 190 of the Occupational Health and Safety Code including but not limited to structures composed of or are a combination of Steel, Wood, Masonry, Precast, Tilt Up and Structural Panel meet the requirements as outlined in Legislation. All plans are to incorporate sequencing of erection and bracing of all components that support or are supported by other structures.

Erector Requirements

- 1. It is a legal requirement that all Erectors are certified, competent and qualified for the work being performed and meet standards as per the Apprenticeship and Industry Training Act (Section 21) of Regulated Trades along with any other Trade Regulations that pertain to the scope of work.
- 2. In accordance with Section 190 of the Occupational Health and Safety Code, the erector must ensure that erection drawings and procedures for a project are prepared and certified by a professional engineer. These drawings and procedures must include, but are not limited to:
 - a. The sequence in which the structure is to be erected,
 - b. The horizontal and vertical placement of base structures and footings,
 - c. Ensure that the structure is stable during assembly,
 - d. The size and location of temporary bracing, materials used and at what points the bracing is to be installed and removed,
 - e. Description of hoisting equipment,
 - f. Ensure that any erection procedures that have been added or changed on site have been prepared and certified by a professional engineer before they are used,
 - g. Pertinent information from the manufacturer's drawings and erection instructions, and
 - h. Review and be made available to all workers before work begins.
- 3. Prepare a complete Fall Protection Plan in accordance with OH&S requirements which must be made available at the work site before work with a risk of falling begins.
- 4. Provide a site specific Hazard Assessment.

Prime Contractor Responsibilities

- 1. Before erection starts, Scott Builders Inc. must provide the following information and communicate it to the erector:
 - a. Provide a minimum strength of concrete footings, piers, walls and masonry that the concrete has attained based on appropriate CSA standard test method of field-cured samples. Concrete compressive strength must be a minimum of 75% of the intended compressive strength to support loads imposed during steel erection, and
 - b. Notice of any repair, replacement or modification of the anchor bolts for a column (required before the column is erected).
- 2. Provide and maintain adequate access into and through the site for the safe delivery and movement of equipment and workers.
- 3. Conduct a pre-erection meeting with the Erection Crew. To be documented using the Skeleton Structure Pre-Erection Checklist.

Signed:

Murray Cunningham, President & CEO



To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, Scott Builders Inc., shall be entirely smoke free.

Smoking (including vaporizers) is prohibited in all of the enclosed areas within Scott Builders Inc. worksites, without exception. This includes common work areas, construction projects, classrooms, meeting rooms, private offices, hallways, lunchrooms, stairs, restrooms including port-a-potties, employer owned or leased vehicles, and all other enclosed facilities.

Smoking will only be permitted at designated smoking areas outdoors. Each worksite, including our offices, will have at least one designated smoking area. This area will be discussed with you during your orientation. Our construction projects will have all designated smoking areas identified with signage.

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on Scott Builders Inc. premises.

While Scott Builders Inc. makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting clients and customers.

This policy shall be effectively communicated to all workers involved with Scott Builders Inc. operations at either time of hire, during worksite safety orientations or by the Scott Builders Inc. representative who is greeting/accompanying such parties as visitors during worksite visits and inspections.

All non-compliances of this policy shall be managed in accordance with our Enforcement/Discipline Policy.

Scott Builders Inc. encourages anyone interested in quitting smoking or who have questions or concerns regarding this policy to contact their Branch Safety Advisor. Also, Scott Builders Inc. Employee Assistance Program will provide information and assistance to our employees to help them quit smoking.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



Scott Builders Inc. is committed to ensuring that as a large organization, it is critical to be diligent in minimizing and controlling all waste that could pose hazards to the sustainability of our environment.

Scott Builders Inc. will maintain a training program that ensures each employee has the skills and information to make certain that the environmental policy is observed and enforced at all times.

Scott Builders Inc. will work closely with regulatory agencies, industry associations, clients, and subcontractors to minimize the negative effects as a result of our operations. Scott Builders Inc. will conduct audits of our facilities and worksites and respond to all deficiencies identified.

Signed:

Murray Cunningham, President & CEO



WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM / GLOBALLY HARMONIZED SYSTEM

Scott Builders Inc. will ensure that all WHMIS / GHS hazardous materials stored or used by the Company are identified and supplied with applicable labels and up-to-date Safety Data Sheets (SDS's) that meet current Provincial and Federal Legislation.

All information regarding hazardous materials used by the Company will be made readily available to workers at all office locations and worksites. Management will ensure that a program for WHMIS / GHS education and training is established for all employees exposed to workplace hazardous materials. The program will ensure that employees have the information needed and are able to apply it for the safe use, storage and handling of hazardous materials.

Refer to Section 14 for Subcontractor Requirements including SDS and training.

Signed:

Murray Cunningham, President & CEO



Worker Competency Policy

Scott Builders Inc.'s policy is that all company employees are properly instructed in the safe performance of their duties. Further to this instruction all workers must be deemed competent to perform the work assigned to them, including the use of tools or equipment required to fulfill these tasks, prior to performing unsupervised work. Alberta OH&S defines competency as: "adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

Competency, like training, is task-specific, however competency is the demonstrated use of skills and training. Naturally a worker's overall competency with regards to specific tasks will increase with his/her experience and exposure. The purpose of measuring a worker's competency is to identify a baseline set of knowledge and skills to which a worker can safely work without direct supervision.

A person deemed competent in a task and/or skill has the ability to assess another person's level of competence in that activity and determine if they are of adequate skill and training to perform said activity with minimal or no supervision. Competency will be determined in 3 steps;

- 1. Review of appropriate Policies, Practices and Procedures related to the task.
- 2. Task specific training including but not limited to Workhub, Supervisor Demonstration (low risk), Internal Training or 3rd party training (In Person, Virtual or Online).
- 3. Observation of the worker performing the task/skill.

Competency assessments must be completed at the set intervals specified in the Competencies Certificate section in Workhub and workers may require refresher assessments when operational changes require it.

It must be noted that the individual deeming a worker competent in a specific task and/or skill is only able to assess competency based on what they observe at a specific point in time. The onus lies with each individual worker to only perform duties to which they are adequately trained and comfortable completing. If at any point a worker is unclear as to how to move forward or unsure of a process or procedure they are required to stop and ask for direction and/or clarification.

In the event that a competent worker is observed not following policies, practices and procedures outlined in the Scott Builders Inc. safety program, aside from being issued a safety violation notice, the worker's competency may be revoked pending retraining.

Signed:

Murray Cunningham, President & CEO

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Section 2 Responsibilities

BUILDERS INC



Basic Function:

- Receive a new hire safety orientation for their position.
- Lead by example.

Responsibilities:

- Participate in Project Safety Start-up with Project Manager and/or Branch Safety Advisor to determine project safety supply and equipment needs as required.
- Ensure implementation and compliance of all Scott Builders and visitors with all Provincial OH&S and WCB/WSIB Legislation including Industry "Best Practices" as well as Scott Builders Inc. Safety and Loss Prevention Program.
- Complete a Field Level Hazard Assessment when conducting tasks outside of the Asset Personnel Formal Hazard Assessment
- Complete a Field Level Hazard Assessment when conducting work at a worksite or multiple worksites.
- Complete a monthly Vehicle Maintenance Inspection as required for a company issued vehicle.
- Report all incidents to your Branch Safety Advisor as soon as possible, within 4 HOURS of their occurrence. Ensure all incidents are investigated and documentation submitted to your Branch Safety Advisor within 24 hours of their occurrence.
- Participate in the Good Catch program.
- Ensure an adequate supply of Personal Protective Equipment for the activities occurring at yard/warehouse locations.
- Ensure WHMIS hazardous materials are identified and that Safety Data Sheets (SDS) and labels are provided.
- Participate in monthly toolbox safety meetings.
- Participate in inspections of yard/warehouse location safety and emergency response equipment monthly for cleanliness and proper operation, i.e. first aid kits, fire extinguishers, eye wash stations, etc.
- Ensure tools and equipment are inspected and maintained as per manufacturer recommended frequencies.
- Maintain organized and up-to-date files for all safety documentation that is required at shop locations.
- Participate in safety training, as required. It is your responsibility to ensure you attend all scheduled safety training courses.
- Lead by example in the appropriate use of Personal Protective Equipment when visiting worksites.
- Monthly review of yard/warehouse location safety documents for completeness and compliance with Scott Builders Inc. Safety & Loss Prevention Program and all Provincial OH&S Legislation requirements.
 - Field Level Hazard Assessments (for tasks not addressed in asset personnel formal hazard assessment)
 - Good catch reports
 - Inspection reports (yard/warehouse inspection)
 - Toolbox meetings
 - Equipment and Trailer Pre Use Inspections
 - SBI Vehicle Inspections



Basic functions:

- Receive a New Hire Safety Orientation for their position.
- Lead by example.
- Report directly to the branch's General and Operations Managers for all day-to-day activities.
- Report directly to the Corporate Safety Manager.

Action Required:

- Assume the role of Corporate Safety Manager when required or requested, as well as in their absence.
- Participate in Corporate and Branch Safety Meetings and ensure recommended actions are implemented.
- Maintain branch safety training records.
- Participate in updating the Scott Builders Inc. Safety and Loss Prevention Program Manual, as required.
- Stay current with all new safety legislation and inform management of any changes.
- Assist in project safety start-ups with Site Superintendent and/or Project Manager prior to the commencement of work activities.
- Performs a minimum of two (2) monthly documented inspections and review of the Safety and Loss Prevention Program at a minimum of two worksites each month. These inspections will include reviewing a random selection of worksite Safety Records including:
 - Hazard assessments. (Must sign a sampling)
 - Orientations.
 - Inspection reports. (Must be signed)
 - Toolbox safety meetings.
 - Investigation reports.
 - Equipment inspections. (Must sign a sampling)
 - Emergency response plans.
 - Permits.
- Discusses inspection results with worksite supervision.
- Manage and assist in incident investigations, as necessary, or as requested by the Corporate Safety Manager.
- Performs the role of Return-to-Work Coordinator & assists Safety Manager in management of branch worker injury claims.
- Conducts Project Hazard Assessments with project management, as required.
- Attends worksite safety meetings, as required.
- Tracking of Monthly Site Safety Statistic Reports.
- Communicates safety violations to worksite supervision and ensures remedial action is taken.
- Perform Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Participate in safety training, as required.
- Purchase and distribute safety materials and supplies including but not limited to Personal Protective Equipment and First Aid Supplies.
- Comply with Scott Builders Inc. Accounting and Administration procedures for purchasing, communication and reporting. This includes time tracking for project billing.
- Communicate general work plans and activities with the General Manager, Operations Manager and Corporate Safety Manager.



- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Meets with Branch General Manager and Operations Manager weekly.
- Conduct and participate in annual Certificate of Recognition and internal audits to ensure both corporate and personal designations are maintained. Report all results and action plan requirements to the General and Operations Manager(s) and Corporate Safety Manager.
- Ensure the effective implementation and follow-up of all audits, action plans and report progress to Branch Management.
- Attend operational and safety department meetings, as required.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Basic functions:

- Receive a new hire safety orientation for their position.
- Reports directly to the President.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

- Supervises and leads the Branch Safety Advisor(s) and Safety Coordinator(s), providing direction, decision making and mentorship, as required.
- Performs the role of Branch Safety Advisor(s), as required.
- Participates in Corporate Safety meetings and ensure the minutes are distributed and recommended actions are implemented corporately and/or by Branch Safety Advisor(s).
- Stays current with all new Safety Legislation and Safety Best Practices; informing management of any changes.
- Review and analyze monthly, quarterly, and annual statistics and distribute findings/trends company wide.
- Oversees all disability claims and ensures thorough and timely management of all worker injury claims through the appropriate provincial authority.
- Ensures the coordination and ongoing updates of the Scott Builders Inc. Safety & Loss Prevention Program Manual.
- Participates in incident investigations, as required.
- Performs Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Performs a minimum of one (1) monthly documented inspection and review of the Safety and Loss Prevention Program at a minimum of one (1) worksite each month. This inspection will include reviewing a random selection of worksite Safety Records including:
 - Hazard Assessments.
 - Orientations.
 - Inspection reports.
 - Toolbox safety meetings.
 - Investigation reports.
 - Preventative maintenance records.
 - Equipment inspections.
 - Emergency response plans.
 - Permits
- Ensures the compliance of all Scott Builders Inc. employees safety roles and responsibilities and OH&S due diligence. Reports any deficiencies or concerns to the respective branch management.
- Participates in safety training, as required.
- Attends worksite safety meetings, as required.
- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Leads by example in the appropriate use of Personal Protective Equipment at all project sites.
- Maintains third party compliance programs.



Basic Function:

- Receive a New Hire Safety Orientation for their position.
- Reports directly to the President.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

- Provides support to the Corporate Safety Manager and Branch Safety Advisor(s) and authorizes necessary expenditures for the branch Safety and Loss Prevention Program.
- Performs a bi-annual documented inspection and review of the Safety and Loss Prevention Program at a minimum of one worksite each time. This inspection will include reviewing random selection of worksite Safety Records including:
 - Hazard assessments.
 - Orientations.
 - Inspection reports.
 - Toolbox safety meetings.
 - Investigation reports.
 - Preventative maintenance records.
 - Emergency response plans.
 - Permits
- Participates in their branch and corporate safety meetings and ensures recommended actions are implemented for their branch.
- Review Branch Safety Meeting Minutes and ensures recommended actions are implemented.
- Supports the Safety Manager and Branch Safety Advisor(s) in ensuring Superintendents and Project Managers are completing required inspections, toolbox meetings, and good catch reporting monthly.
- Review Monthly Safety Statistical Reports.
- Perform Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Ensure incidents are promptly investigated and prompt correction of any identified hazard(s) is undertaken.
- Review and sign off on all branch major incident investigations.
- Promote and support safety training for Site Superintendents, Project Managers and workers.
- Participates in safety training, as required.
- Submit monthly a Vehicle Maintenance Record as required for a company issued vehicle.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Personal Protective Equipment (PPE) and Appropriate Clothing

- 1. Hard hats, safety boots and eye protection must be worn at all times in work areas.
- 2. Hearing protection devices must be worn as per your hazard assessment when there is excessive noise and when directed by your supervisor.
- 3. High visibility safety vests must be worn by workers who are working in high traffic areas, and those who are around or could potentially come within 25 feet (7 metres) of operating mobile equipment.
- 4. Every worker must wear appropriate clothing for work as per the hazard assessment. <u>No shorts,</u> <u>running shoes or sleeveless shirts can be worn.</u>

General

- 1. Consuming or being in possession of alcohol or illegal drugs on any company worksite and arriving for work or remaining at work when your ability to perform work safely is impaired is strictly prohibited and may result in immediate dismissal.
- 2. Harassment and violence including, but not limited to, abusive language, fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- 3. Workers shall attend toolbox and safety meetings as instructed.
- 4. Use of hazardous products must conform to WHMIS/GHS Legislation and recommendations. A binder of Safety Data Sheets (SDS) must be available on the worksite for all hazardous products. Subcontractors are responsible for providing their own SDS for all their hazardous products.
- 5. If you have any doubt regarding a policy, safe work practice, safe job procedure or the safety involved, consult with your immediate supervisor before proceeding with the task.
- 6. Maintain good housekeeping in your immediate work area.
- 7. Theft, vandalism or any other abuse or misuse of company property is prohibited.
- 8. Observe and obey all warning signs.
- 9. Unsafe shortcuts will not be permitted.
- 10. Use of designated washroom facilities is mandatory.
- 11. Smoking or use of a vaporizer will be allowed only in designated smoking areas. No smoking/vaping is permitted in enclosed buildings, within 5m of an entrance, windows, or ventilation intake.
- 12. Cell phone use -- Not to be used while performing a task or operating equipment.
- 13. Noise canceling headphones and ear buds are NOT permitted on the worksite.
- 14. Radios may be permitted on the worksite at a low volume at the Superintendent's discretion.

Incident Reporting Sub-Standard or Hazardous Conditions

- 1. All incidents that result in damage and/or injury, no matter how slight, must be reported to the Scott Builders Inc. Supervisor immediately and First Aid Attendant if first aid treatment is required.
- 2. All sub-standard acts and conditions including "good catches", are to be reported to Scott Builders Inc. Supervisor promptly so corrective actions and investigations can be initiated.
- 3. All hazardous conditions must be immediately reported to Scott Builders Inc. supervision so appropriate controls can be put in place.

Equipment, Vehicles and Tools

- 1. Company vehicles, equipment and tools may only be operated by authorized and competent workers.
- 2. Do not operate equipment or machinery for which you are not trained.
- 3. Heed all safety guards, barriers, signs and tags and never render safety devises inoperable.



Internal Turnover Checklist

Superintendent/PM	Job Name & Number	Date	Interim Supervisor

ltem	Subject	Description	Super/PM Initials	Interim Initials
1.	Orientation	Full orientation to site- Review Emergency information, Supply locations, Worksite Hazards Notes:		
2.	Project HA	Project Hazard assessment to be reviewed and updated accordingly Notes:		
3.	Contact List	Numbers for Project Manager, Field Operations Manager, Safety, Site Foreman, Relevant Trades, PC, Owners, Consultants Notes:		
4.	Meetings	Possible meetings that need to be held. Including, safety toolbox meeting, construction management meetings, owner/consultant visits Notes:		
5.	Permits	Active permits to be reissued with new supervision: Ground Disturbance, Hot Work, Electrical Control Notes:		
6.	Review Documents	Site As-builts, First Calls, Shop Drawings, Site Instruction & Change Order Log, 4 Week look ahead to be reviewed, Schedule concerns, Milestones Notes:		
7.	Procore & Documents	Is there access to site documents via Procore, Site Supers box or is there access to Edge/Printer? Notes:		
8.	Access To Equipment/Site	Key Change over- Ensure access to building, c-can, trailer. Review Site Hours and Lock up Process Notes:		
9.	Tasks	Tasks to be completed while Superintendent is absent Notes:		
10.	Trades / Deliveries	What trades expected to be working? Difficult trades? What new trades will be coming to site? What deliveries to expect. Notes:		
11.	Additional Comments			

**All employees acting as Site Superintendent are to be familiar with Scott Builders Safety Manual and Procedures. Employees are to be competent and comfortable supervising subtrades and intervening if there is a safety risk. In the case of an emergency turnover the Project Manager is expected to complete and initial the turnover checklist. **

Forward a copy of this document to the Field Operations Manager.



Basic function:

• Office employees in all Scott Builders Inc. offices are responsible for their own Health and Safety.

Action Required:

Office employees are to ensure that they:

- Receive a New Hire Safety Orientation for their position.
- Know and comply with the requirements of Scott Builders Inc. Safety and Loss Prevention Program and all applicable Provincial OH&S and WCB/WSIB Legislation.
- Are trained in and use WHMIS procedures.
- Sign in and out when entering or exiting the office.
- Notify their Supervisor of any work-related injuries, unsafe conditions or acts that may be of danger to other workers or themselves and take corrective action, when practicable, to eliminate potential hazards.
- Participate and assist in worksite investigations, as required.
- Complete a Field Level Hazard Assessment prior to performing heavy lifting, climbing or when completing any other tasks which have the potential for unusual hazard or increased risk.
- Carry out work in accordance with established Safe Work Practices and Safe Job Procedures.
- Maintain good housekeeping in their work area.
- Lead by example in the appropriate use of Personal Protective Equipment at worksite(s), inspect the equipment before use, and maintain it in good working order.
- Attend and participate in monthly office safety meetings, as required.
- Participate in safety training, as required.
- Participate in office safety inspections, as required.
- Lead by example.



Basic Function:

- Receive a New Hire Safety Orientation for their position.
- Report directly to the Branch General Manager
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

- Provide support to the Branch Safety Advisor(s) and authorize necessary expenditures for the branch Safety and Loss Prevention Program.
- Perform a documented inspection and review of the Safety and Loss Prevention Program at a minimum of one worksite each quarter. This inspection will include reviewing a random selection of worksite Safety Records including:
 - Hazard Assessments.
 - Orientations.
 - Inspection reports.
 - Toolbox safety meetings.
 - Investigation reports.
 - Preventative maintenance records.
 - Emergency response plans.
 - Permits
- Participate in their Branch and Corporate Safety meetings and ensure recommended actions are implemented for their branch.
- Review Branch Safety Meeting Minutes and ensure recommended actions are implemented.
- Supports the Safety Manager and Branch Safety Advisor(s) in ensuring Superintendents and Project Managers are completing required inspections, toolbox meetings, and good catch reporting monthly.
- Perform Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Ensure incidents are promptly investigated and prompt correction of any identified hazard(s) is undertaken.
- Review and sign off on all branch major incident investigations.
- Promote and support safety training for Site Superintendents, Project Managers and workers.
- Ensure worksite safety inspections are performed for the purpose of identifying hazards. Hazards are brought to the attention of workers who may be exposed to them and then where or when practicable the hazards are eliminated.
- Participate in safety training, as required.
- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Basic function:

- Receive a New Hire Safety Orientation for their position.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

- Participate in Corporate Safety meetings and ensure recommended actions are implemented.
- Manage corporate safety directives through supervision of the Corporate Safety Manager.
- Promote and support continuous safety training for all personnel at Scott Builders Inc.
- Review Company Safety Reports.
- Ensure incidents are promptly investigated and prompt correction of any identified hazards is undertaken.
- Authorize necessary expenditures for Scott Builders Inc. Safety and Loss Prevention Program.
- Participate in safety training, as required.
- Perform Daily Hazard Assessments when visiting worksites, if not escorted by a Scott Builders Inc. employee that has already completed one.
- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Basic function:

- Receive a new hire safety orientation for their position.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.
- Report directly to their Project Managers and the branch's General and Operations Manager(s).

- Notify branch Safety Advisor(s) of upcoming projects so pre-planning of activities can be conducted.
- Notify subcontractors of Scott Builders Inc. Safety and Loss Prevention Program, of their responsibilities and the requirement to comply with our safety program and all applicable Provincial OH&S requirements.
- Request documentation from subcontractors showing they are in good standing with Provincial OH&S and/or WCB/WSIB when employed by Scott Builders Inc.
- Assist with the completion of Project Safety Start-up with Site Superintendent and/or Project Manager and Branch Safety Advisor prior to the commencement of work activities.
- Ensure through observation and documentation review that Site Superintendents implement the Scott Builders Inc. Safety and Loss Prevention Program for their sites, as required.
- Ensure Site Superintendent(s) or designate complete weekly documented toolbox safety meetings and inspections.
- Participate in worksite safety meetings, as requested.
- Perform Daily Hazard Assessments when visiting project sites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Participate in safety training, as required.
- Submit monthly a Vehicle Maintenance Record as required for a company issued vehicle.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Basic Function:

- Receive a New Hire Safety Orientation for their position.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented and reviewed.
- Report directly to the branch's General and Operations Manager(s).

- Refer to Provincial safety, environmental and other applicable legislation during project pre-planning activities.
- Notify branch Safety Advisor(s) of upcoming projects so pre-planning of activities can be conducted.
- Notify subcontractors of Scott Builders Inc. Safety and Loss Prevention Program, of their responsibilities and the requirement to comply our safety program and all applicable Provincial OH&S requirements.
- Request documentation from subcontractors showing they are in good standing with Provincial OH&S and/or WCB/WSIB when employed by Scott Builders Inc.
- Complete Project Safety Start-up with Site Superintendent and/or Branch Safety Advisor prior to the commencement of work activities. Submit documentation to Branch Safety Advisor.
- Ensure a Site Emergency Response Plan is developed, maintained and posted on all worksites.
- Performs a minimum of monthly documented inspections per site and review of the Safety and Loss Prevention Program. These inspections will include reviewing a random selection of worksite Safety Records including:
 - Field Level Hazard Assessments. (Must sign a sampling)
 - Project Hazard Assessments. (Must be signed)
 - Orientations.
 - Toolbox safety meetings.
 - Preventative maintenance records.
 - Equipment inspections.
 - Permits
 - Inspection Reports. (Must be signed)
 - Investigation Reports.
 - Emergency Response Plans.
 - Fall Protection Plans.
- Ensure through observation and documentation review that Site Superintendents implement the Scott Builders Inc. Safety and Loss Prevention Program on their sites, as required.
- Ensure Site Superintendent(s) or designate complete weekly documented Toolbox Safety Meetings and inspections.
- Review monthly site safety statistics for each project being managed.
- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Attend worksite Toolbox Safety meetings quarterly (minimum).
- Perform Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee that has already completed one.
- Participate in safety training, as required.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Basic functions:

- Receive a New Hire Safety Orientation for their position.
- Lead by example.
- Report directly to branch's General and Operations Manager(s).
- Report directly to the Branch Safety Advisor(s) for day-to-day activities.
- Report directly to the Corporate Safety Manager.

- Participate in Corporate and Branch Safety Meetings and ensure recommended actions are implemented.
- Assist with the maintenance of safety training records, as requested.
- Participate in updating the Scott Builders Inc. Safety and Loss Prevention Program Manual, as required.
- Stay current with all new safety legislation and inform management of any changes.
- Assist with the completion of Project Safety Start-up with Site Superintendent and/or Project Manager and Branch Safety Advisor prior to the commencement of work activities.
- Assist with the completion of incident investigations as necessary or as requested by the Branch Safety Advisor or Corporate Safety Manager.
- Attends worksite safety meetings, as required.
- Participates in documented worksite safety inspections to identify and correct unsafe work practices and conditions. Review Project Safety Records including:
 - Hazard assessments.
 - Orientations.
 - Inspection reports.
 - Toolbox safety meetings.
 - Investigation reports.
 - Preventative maintenance records.
 - Equipment inspections.
 - Emergency response plans.
- Discuss inspection results with site supervision.
- Communicate observed safety violations to site supervision and ensure remedial action is taken.
- Perform Daily Hazard Assessments when visiting worksites if not escorted by a Scott Builders Inc. employee who has already completed one.
- Participate in safety training, as required.
- Assist with the purchasing and distribution of safety materials and supplies. This includes, but is not limited to, Personal Protective Equipment and First Aid supplies.
- Complies with Scott Builders Inc. Accounting and Administration procedures for purchasing, communication and reporting. This includes time tracking for project billing.
- Assist with the development and provision of weekly planning and activity reports to the President, General Manager and Corporate Safety Manager.
- Participate in annual Certificate of Recognition and internal audits to ensure both corporate and personal designation are maintained. Report all results and action plan requirements to the General Manager and Corporate Safety Manager.
- Ensure the effective implementation and follow-up of all audits and action plans. Report progress to Branch Management.



- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Attend operational and safety department meetings, as required.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.



Preamble:

This document is intended to set guidelines for visits and site support we require to be provided on projects. It does not dictate whether these activities are done by the Safety Manager, a Safety Coordinator, a Safety Advisor, or a qualified individual on the team, rather provides the outline so all Operations staff (including Safety) can work a reasonable plan to deliver our outstanding Health and Safety program together.

Objectives:

- 1) Define what qualifications are required to provide Safety Advisor/Coordinator services.
- 2) Outline standards for frequency of site inspections based on projects.
- 3) Outline expectations for attendance at start-up meetings.
- 4) Discuss administration aspects of Safety Advisor/Coordinator services.

Qualifications:

This is not a regurgitation of the roles and responsibilities of the Safety Advisor/Coordinator. For the purposes of this Guideline, the individual who meets these qualifications will be called a Safety Support Person (SSP). Someone meeting these qualifications may not be a Safety Advisor/Coordinator, but we do expect they will have certain training and experience. Scott Builders Inc. (SBI) deems a person qualified if:

- 1) The Safety Coordinator, Safety Advisor, and Safety Manager job titles meet the SSP requirements.
- 2) Other Scott Builders staff must have the following qualifications:
 - a. Deemed by the Safety Manager and Safety Team to be reasonably competent with SBI Health and Safety Programs, First Aid, and Emergency situations so the individual can perform site inspections and contribute to start-up meetings.
 - b. Engaged in safety training or completed safety training outside of SBI, eg NSCO, etc.
 - c. Deemed by the Branch Management to be competent and reliable in performing these services.
- 3) Other Contractors deemed by our Safety Team to meet our requirements.

Guidelines and Notes:

Management to review frequency of site inspections based on project risk.

- 1) Recommended that the SSP attend the start-up meeting. Recommended that the SSP perform a site inspection once per month at minimum. Recommended that the SSP attends specific site meetings (eg Toolbox).
- 2) For Maintenance and Small Projects, operations personnel to complete startup forms and manage safety responsibilities.
- 3) Attendance at the startup meeting means SSP is involved in the field operations startup and job setup. If SSP can attend the start-up turnover meeting from Pre-Construction to Construction as well it is good but not required.
- 4) These guidelines apply to all SBI projects, including self-performed work and subtrade work we do for others.
- 5) SSP to follow all the expectations of the Safety Program (eg. Written safety reports) and follow the branches specific way of submitting and documenting the information.
- 6) If SSP sees an unsafe working condition with an immediate risk, they are empowered to stop the work and contact SBI Management and the Safety Team for next steps.



It is Scott Builders Inc. firm belief that the policies and procedures contained in this Safety and Loss Prevention Program and manual serve the best interest of all persons involved with or that may be affected by the work that Scott Builders Inc. performs. For that reason, all practical efforts must be made to comply with the policies and procedures within at all times.

In the unlikely event that an exemption from any of this program's policies and procedures is required, a plan must be presented to identify the alternative elimination or control measures for all hazards associated with the work and be approved in writing by branch management. The plan must be approved by Branch Management or Branch Safety Advisor and signed below.

Scott Builders Inc. Safety and Loss Prevention Program does not take precedence over the local, provincial and federal legislation for Occupational Health and Safety and therefore, cannot provide exemption to any legislation or requirements provided by these regulatory authorities. Any such exemptions must be applied for and received in writing PRIOR to their permissibility on any Scott Builders Inc. project sites.

Absolutely NO EXEMPTIONS shall be granted without written approval.

Date:	Project Name:
SBI Supervisor:	Project Number:
SBI Project Manager:	
Person(s) & Company Requesting Exemption:	

WORK ACTIVITIES TO BE PERFOR	WORK ACTIVITIES TO BE PERFORMED DURING EXEMPTION:			
Identify ALL activities in order of	Identify ALL activities in order of conduction (use additional paper if more space required)			
1.	2.			
3.	4.			
5.	6.			
7.	8.			
WORK HAZARD(S) – From Hazar	d Assessment			
Identify all existing and potential	hazards associated wit	n the work activities.		
ALL / ALTERNATE PPE AND/OR S	SAFETY SYSTEMS TO BE	USED		
Identify all of the PPE and other	safety systems to be use	d at the worksite to p	rotect workers from the	
identified hazard(s).				
REASON(S) THAT REQUIRED PPE CANNOT EFFECTIVELY BE WORN DURING WORK			ORK	
APPROVAL FOR EXEMPTION - S	ignature and Date			
SBI Supervisor			Date:	
SBI Safety Advisor OR			Date:	
Operations Manager				
All exempt workers MUST sign the second page of this form to acknowledge that they have reviewe				

Copy of Hazard Assessment completed to identify tasks / hazards MUST be attached to this request for exemption



Workers signing this form acknowledge that they have reviewed and understand the information and requirement(s) contained in this exemption.

Date	Print Name	Signature
-		
L		

Copy to Branch Safety Advisor



Basic Functions:

• Report directly to the Site Superintendent and Operations Manager for all day-to-day activities.

- Receive a New Hire Safety Orientation.
- Receive Worksite Safety Orientations for each worksite they work on.
- Know and comply with the requirements of Scott Builders Inc. Safety and Loss Prevention Program and all applicable Provincial OH&S and WCB/WSIB Legislation.
- Report any work-related injuries and health problems to their supervisor immediately.
- Are trained in and use WHMIS procedures.
- Notify their Supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves and take corrective action, when practicable, to eliminate potential hazards.
- Participate in the good catch program.
- Participate and assist in worksite investigations, as required.
- Perform and document Daily Hazard Assessments for each specific work activity and update their Hazard Assessment as their work activities, work conditions or hazards change.
- Carry out work in accordance with established Safe Work Practices and Safe Job Procedures.
- Maintain good housekeeping in their work area.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite, inspect the equipment before use, and maintain it in good working order.
- Attend and participate in weekly worksite toolbox safety meetings.
- Participate in safety training, as required.
- Participate in worksite safety inspections, as required.
- Submit monthly a Vehicle Maintenance Record as required for a company-issued vehicle.
- Lead by example.



Basic Function:

- Receive a new hire safety orientation for their position.
- Lead by example.
- Ensure the Scott Builders Inc. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

Responsibilities:

- Complete Project Safety Start-up including Project Hazard Assessment with Project Manager and/or Branch Safety Advisor prior to the commencement of work activities.
- Ensure implementation and compliance of all Scott Builders and subcontractor employees with all Provincial OH&S and WCB/WSIB Legislation including Industry "Best Practices" as well as Scott Builders Inc. Safety and Loss Prevention Program.
- Review daily all worksite safety documentation for completeness and compliance with Scott Builders Inc. Safety & Loss Prevention Program and all Provincial OH&S Legislation requirements.
 - Field Level Hazard Assessments
 - Good catch reports
 - Orientations
 - Inspection reports
 - Toolbox meetings
 - Equipment inspections
 - Permits
- Review monthly
 - Project hazard assessment
 - Emergency response plans including phone numbers and mock drill
- Complete a Daily Hazard Assessment at the beginning of each shift and update as new hazards are introduced or as tasks change.
- Discuss Project Hazards Assessments at your weekly toolbox meetings, or as necessary.
- Review monthly site safety statistics for the project.
- Submit monthly a Vehicle Maintenance Record as required for a company issued vehicle.
- Report all incidents to your Branch Safety Advisor as soon as possible, within 4 HOURS of their occurrence. Ensure all incidents are investigated and documentation submitted to your Branch Safety Advisor within 24 hours of their occurrence.
- Participate in the Good Catch program.
- Report any government OH&S Inspector/Officer worksite inspections to your Branch Safety Advisor as soon as possible, within 4 hours of the inspection and send a copy of the report to your Branch Safety Advisor and Project Manager within 24 hours.
- Ensure that all employees, subtrades, visitors and clients receive worksite safety orientations in Scott Builders Inc. Safety and Loss Prevention Program and are informed of any foreseeable health and safety hazards before commencing work.
- Ensure an adequate supply of Personal Protective Equipment is provided on the worksite.
- Ensure WHMIS hazardous materials are identified and that Safety Data Sheets (SDS) and labels are provided.
- Conduct weekly toolbox safety meetings and post the minutes on your safety board.
- Conduct informal safety inspections daily and document findings in your daily log.



- Conduct a documented worksite safety inspection weekly and have at least one Scott Builders Inc. worker or subcontractor conduct the inspection with you. Post the inspection report on your safety board and discuss it at your next toolbox safety meeting.
- Inspect safety and emergency response equipment monthly for cleanliness and proper operation, i.e. first aid kits, fire extinguishers, eye wash stations, etc.
- Ensure tools and equipment are inspected and maintained as per manufacturer recommended frequencies.
- Maintain organized and up-to-date files for all safety documentation on each project.
- Participate in safety training, as required. Remember it is your responsibility to ensure your worksite has proper supervision when you are in safety training and it is your responsibility to ensure you attend all scheduled safety training courses.
- Conduct a Mock Drill for each project (minimum requirement is annually).
- Lead by example in the appropriate use of Personal Protective Equipment at the worksite.
- Ensure that an Internal Turnover Checklist is completed for any project supervisory change longer than one (1) week in duration or when high hazard work is taking place.



Subcontractors are responsible to ensure that they:

- Comply with all applicable current Provincial OH&S and WCB Legislation.
- Comply with Scott Builders Inc. Safety and Loss Prevention Program.
- Can demonstrate that they are continually covered by Provincial Workers' Compensation Insurance.
- Immediately report and investigate all incidents and injuries as per Scott Builders Inc. Incident classifications.
- Provide copies of all investigations to Scott Builders Inc. Site Superintendent within 24 HOURS of the occurrence.
- Comply with WHMIS Legislation.
- Provide copies of SDS documentation to Scott Builders Inc. Site Superintendent prior to commencement of use of any hazardous materials at the worksite.
- Ensure all their employees attend Scott Builders Inc. Worksite Safety Orientations prior to starting work on each Scott Builders Inc. worksite.
- Provide and enforce the use of adequate and appropriate Personal Protective Equipment.
- Ensure your employees and subcontractors are competent and trained to perform their tasks safely.
- Provide proof of employee safety training for fall protection, mobile equipment, etc. The Site Superintendent will need copies of safety certificates for each employee.
- Ensure a fall protection plan has been completed prior to commencement of work as required by Provincial OH&S Legislation.
- Provide copies of equipment certification, i.e. crane, concrete pump, etc. to the Site Superintendent prior to commencement of work.
- Ensure one of your supervisors attends all Scott Builders Inc. weekly toolbox safety meetings.
- Hold weekly toolbox safety meetings for all their employees including topics discussed at Scott Builders Inc. weekly toolbox meeting and provide Scott Builders Inc. Site Superintendent with documentation of the meetings. Alternatively, all employees may attend the Scott Builders Inc. Weekly toolbox safety meeting.
- Report to Scott Builders Inc. Site Superintendent or designate all reported or observed unsafe conditions and practices immediately upon finding them.
- Conduct and document Daily Hazard Assessments as per Provincial OH&S Legislation and provide copies to Scott Builders Inc. Site Superintendent or designate daily.
- Perform and document daily equipment pre-use inspections prior to the commencement of work and give copies of the inspections to the Site Superintendent daily or weekly if you are granted permission.
- Participate in safety training, as required.
- Ensure that all your <u>sub</u>-subcontractors comply with all of the above.
- Non-compliance with any of the Provincial OH&S Legislation and/or Scott Builders Inc. Safety & Loss Prevention Program will result in a written violation, possible removal of your employees and/or subcontractors from our worksite, and may be subject to a safety violation management fee.



Subcontractor Unsupervised Work Authorization Form

Project Name:	Project Number:
Location:	
Contractor/Subcontractor:	
Regular Working Hours:	
Planned Extended Hours of Operation:	
Applicable Dates and Times:	

Description of Work:

The Subcontractor named above plans to work on site beyond the regular hours of operation or when a Scott Builders Inc. (SBI) Representative cannot be present on site during regular hours.

I, ______, the Authorized Representative of the Subcontractor agree to the following conditions governing work during planned extended hours/when it is not possible for SBI Representative to be on site:

- 1. The Subcontractor is responsible for site safety, first aid and security for all their workers on site.
- 2. The Subcontractor will ensure compliance of the contractors (SBI) Safety & Loss Prevention Program.
- 3. The Subcontractor will ensure a competent, qualified supervisor will be present on site at all times.
- 4. The Subcontractor will ensure all workers on site are:
 - a. Trained to safely complete their tasks.
 - b. Have or are supplied with and use applicable PPE.
 - c. Know and understand the site hazards and complete their own hazard assessment related to their tasks, identifying the risk and controls (this must be documented).
 - d. Know and understand the emergency response procedure.
- 5. Only with prior approval and after a review of the Unsupervised Work Subcontractors SJP (Section 3B-Safe Job Procedures) will unsupervised work be permitted.
- 6. The Subcontractor will ensure compliance with Occupational Health and Safety Regulations, WCB Legislation and SBI policy/procedures.
- 7. Workers must maintain communication with the Scott Builders Site Superintendent, i.e. communicate at start of work, in the event of an emergency and when contractor is finished for the day.

Additional Information:

i.e. Check-in intervals, lock up procedures...

Agreed to by:		
Subcontractor:		
Authorized Subcontractor Representative:		
Signature:	Date:	



Subcontractor Unsupervised Work Authorization Form

SBI Representative Name:	
Signature:	_ Date:
SBI Manager Name:	
Signature:	_ Date:

Note: Work being conducted must be low risk and excludes any work requiring a harness, any work requiring a permit (hot work/ground disturbance/confined space) any work requiring the use of a crane or picker truck. Task specific details are to be discussed, agreed upon and not deviated from.

Note: Branch or Operations Manager and/or Branch Safety Advisor must be informed with adequate notice and issue approval.



Visitors on all Scott Builders Inc. jobsites are responsible for their own health and safety.

Visitors are to ensure that they:

- Report to the site office prior to entering the worksite and are escorted at all times during their visit by a Scott Builders Inc. employee or they must receive a worksite safety orientation prior to being allowed independent access to the site.
- If unescorted on a worksite, the visitor must complete a Daily Hazard Assessment prior to being allowed independent access to the site.
- Receive instructions as to any potential hazards at the workplace.
- Wear Scott Builders Inc. worksite-required Personal Protective Equipment.
- Report all injuries.
- Report any unsafe conditions or practices observed as soon as possible.



Worker's Name: Position: Name of Person Issuing Violation:

Description of Violation:

Immediate remedial action taken:

Signature of Person Issuing Violation

Worker's Signature

*A copy of this must be forwarded to Management for follow-up.

Manager	Use	Only

Violation First Offense Second Offense Third Offense Fourth Offense			Date: Date: Date: Date:
Is further remedial action required? Description of remedial action taken:	Yes 🗌	No 🗌	
Manager's Signature	Worker	's Signature	

*A copy of this must be forwarded to Human Resources after management follow-up.

Worker Safety Violation Notification		
Project Name:		
Project Number:		
Date:		

SCOTT	Worker Safety Violation Notification (Non-Electronic)
	Project Name:
	Project Number:
BUILDERS INC	Date:
Worker Name:	
Desition:	
Description of Violation:	
Immediate remedial action taken:	
Signature of Person Issuing Violatio	on Worker's Signature
*A copy of this must be forwarded to M	anagement for follow-up.
Manager Use Only	
Violation	
First Offense	Date:
Second Offense	Date:
Third Offense	Date:
Fourth Offense	Date:
Is further remedial action required?	Yes 🗌 🛛 No 🗌
Description of remedial action taken):
Manager's Signature	Worker's Signature
*A copy of this must be forwarded to H	uman Resources after management follow-up.



Project Name: Site Address: Location of Work: Project Number:

Person Working Alone

Name	
Phone Number	

Supervisor of Person Working Alone

Name	
Phone Number	

Applicable Dates and Times

Date	Time	
Date	Time	
Date	Time	

The intent of this form is to create and document the procedure between (Two employees)-when working alone and communicate clear checks and balances to ensure the well-being of the person working alone. 2-way communication must be verified before accessing site to begin working alone, during check in intervals and when the worker has completed work and has left site. Working Alone or in Isolation SJP must be reviewed and used in conjunction with developing this plan.

The prioritized method for the Check-In Procedure is between Scott Builders employees.

The 1-877-343-5232 Emergency Contact number may be used with the approval of Management and Safety. The use of this number will require additional steps in the development of this procedure and additional responsibilities by the Site Supervisor or a Designate.

Specific set time intervals between checks:

Procedure to be followed if communication with the worker is not established:

Hazards Identified to be included on the Workers FLHA: Recording of check-in to be documented on FLHA

Agreed to by: Person Working Alone Signature:

Date:

Supervisor of Person Working Alone Signature:

Date:

If 1-877 Emergency Service is to be used, additional measures are required. Branch or Operations Manager and/or Branch Safety Advisor must be informed with adequate notice of request prior to work alone.



SBI Manager Name Name: Signature:

Date:

Note: Work being conducted must be low risk and excludes any work requiring a harness, any work requiring a permit (hot work/ground disturbance/confined space), any work requiring the use of a crane or picker truck. Task specific details are to be discussed, agreed upon and not deviated from.

SCOTT

Section 3 Hazard Assessment

BUILDERS INC



It is the policy of Scott Builders Inc. to create and maintain a Hazard Management System that is a systematic process of assessing and evaluating hazards in the workplace through continuous reviews so that informed decisions to either eliminate or control those hazards can be made.

It is a condition of employment that all employees and subcontractors participate in the Hazard Assessment Program to eliminate and/or manage all hazards on site.

This policy does not take precedence over any applicable Provincial OH&S Legislation.

Date: January 10, 2024

Signed: _______ Murray Cunningham, President & CEO



General

Our Safety & Loss Prevention Program is designed to identify, assess and control hazards. Proper hazard identification and control can help to effectively reduce the risk of injury, property damage and other losses. This section is designed to assist our employees in completing thorough hazard assessments.

"Hazard" is defined as a thing or condition that may expose a person to a risk of injury or occupational disease.

"Risk" is defined as the likelihood that the hazard will lead to injury or the probability of harm actually occurring.

A **"Hazard Assessment"** is a thorough examination of an operation (work tasks, worksite, shop, office, etc.) done for the purpose of identifying what actual and potential hazards are present or could occur during the operation and daily work activities.

Formal Hazard Assessment

A formal hazard assessment involves a detailed look at an organization's overall operations. All worker jobs or types of work are broken down into separate tasks. The formal process is meant to identify and eliminate hazards. Scott Builders has narrowed all job descriptions into three categories: Office Personnel, Field Personnel, or Asset Personnel. These formal hazard assessments are reviewed and updated at least annually, or as new tasks and hazards are identified. Scott Builders will engage all levels of employees during the review process.

Project Hazards Assessment

A Project Hazard Assessment should be completed prior to the start-up of a project and reviewed monthly or as conditions and/or project scope changes. Certain tasks, activities and conditions may increase the risk to employees, contractors or property. Monthly updates to the project hazard assessment will be required to identify these hazards. Project hazard assessments should be completed by Site Superintendent, Project Manager and/or the Branch Safety Advisor. It is advisable to complete this hazard assessment as a team utilizing the Project Hazard Assessment Form.

Whenever a project is being estimated (Pre-construction Phase), the Project Manager and/or Site Superintendent and Branch Safety Advisor should attempt to anticipate hazards that may be encountered during the construction phase(s) and make allowances for remedial actions to minimize the hazards.

Project Hazard Assessments should consider the following:

- Engineering plans, drawings and specifications.
- Complexity of the project.
- Underground hazards such as buried utilities.
- Overhead hazards such as power lines.
- Access and egress.
- Environmental hazards and issues.
- Emergency response planning including communications.
- Waste disposal and recycling.
- Material storage.



- Weather conditions which could be encountered such as temperature extremes, tornados, high winds, flooding, etc.
- Public liability.
- Working at heights/fall protection requirements.
- Housekeeping.
- Remoteness of project.
- Geographical location (high population density versus low population density).

Priority Status for Identified Hazards

Each identified hazard must be given a priority status for risk management of the corrective action. The priority is determined using the sum of the Severity and Probability.

Severity:

- 1. Notable may result in report only incident.
- 2. Minor may result in non-serious injury, illness or damage.
- 3. Serious may result in severe injury/illness, property and/or equipment damage.
- 4. Imminent Danger may result in fatality, widespread/acute illness or loss of facilities.

Probability:

- 1. Extremely Remote unlikely to occur.
- 2. Remote could occur at some point.
- 3. Reasonably Probable likely to occur eventually.
- 4. Probable likely to occur immediately or soon.

Field Level Hazard Assessments

All Scott Builders Inc. employees, management, clients and contractors working on our projects MUST complete or take part in a Field Level Hazard Assessment (FLHA) prior to the commencement of work each day and update it throughout the day <u>as</u> their work tasks, hazards or conditions change. SBI Employees MUST complete an individual FLHA and carry it on their person at all times.

The only exception to this rule is when a visitor is being escorted around the worksite by a Scott Builders Inc. employee who has already completed a FLHA for the day. In this situation only the individual may sign onto the escort's FLHA.

Contractors who have their own hazard assessment process will be encouraged to use their own forms. The Scott Builders Superintendent will require a copy of their hazard assessments for our project records.

Field Level Hazard Assessment Procedures:

Fill out the top section of the FLHA which includes company name, workers name, date, workers signature, PPE inspection, Muster point and Job name & number.

Step 1 - Tasks

Employees must identify each task they will be performing



Step 2 - Hazard Checklist

Use the backside of the FLHA form to assist in assessing your hazards and controls. Check off the hazards that apply to your tasks and identify the control measures to be taken.

Note: Not all your hazards may be listed in this checklist so use this checklist as a guideline to help you complete your FLHA.

Step 3 - Hazards

Identify all hazards associated with your tasks and list them in the hazards column.

Step 4 - Prioritize the hazards

Using the priority scale and chart provided (severity + probability = priority) prioritize the level of risk associated with each identified hazard; the higher the priority the more attention is deserved. 2 to 3 = LOW 4 to 5 = MEDIUM 6 to 8 = HIGH

Step 5 - Plans to Eliminate or Control Your Hazards

For each hazard identified, list your plans to eliminate or control the hazard (action plan). Each identified hazard must have an action plan to eliminate or control that hazard. Answer the Y/N questions below identifying specific types of work which require additional controls as per OH&S legislation and the Scott Builders Safety Management System.

Step 6 - Review of FLHA

The worker is to review their work area for any changes after each break or work stoppage. An area to initial for this review has been provided on the FLHA card.

When a worker's task or job scope may impact other workers, each worker is to review the others FLHA and initial one another's card.

Superintendents and Managers are asked to randomly review workers FLHA's for completeness and accuracy to ensure the hazards identified match the work being performed and that control measures have been implemented. Once the review is completed, they are to sign off on the area provided at the bottom of the card.

Step 7 – Job Completion

At the end of each work day or shift, complete the Job Completion section which includes checking off if there were any incidents or injuries during the day, closing out permits, task clean up and if any hazards are left remaining due to the work completed during the shift.

Note: Sample FLHAs have been included in this section as a resource (FLHA Paper and FLHA Cardstock).

If at any time during the shift an opportunity for improvement in practice or policy, or any sort of "better/safer way to complete a task is observed document a Good Catch. The Good Catch tear away section of the FLHA card can be filled out and given to the Site Superintendent if digital submission is unavailable. This feedback from the front line staff is instrumental in growing and strengthening the Scott Builders Safety and Loss Prevention Program.



Hazard Assessment for Office Employees

Given the relatively low risk associated with office work a daily FLHA is not required. Although the risks are lower there are still hazards that exist and must be identified and controlled.

For occasional tasks that fall outside the scope of the Office Personnel Hazard Assessment an FLHA is required.

	4	5	6	7	8	
Ĺ	3	4	5	6	7	2-3 LOW PRIORITY
ßABI	2	3	4	5	6	4-5 MEDIUM PRIORITY
PROBABILITY	1	2	3	4	5	6-8 HIGH PRIORITY
4		1	2	3	4	
			SEVE	RITY		
	Severity		Proba	ability		
1. Notable - May result in a report only Incident 3. Serious - Severe injury/illness, property and /or equipment damage			3. Reasonably Probable - Likely to occur eventually	This Asset Personnel Hazard Assessment is intended to incorporate all work titles that are regularly involved in th		
2. Minor - N or damage	Non serious injury, illness	4. Imminent Danger - Causing deaths, widespread occupational illness or loss of facilities	2. Remote - Could occur at some point	 Probable - Likely to occur immediately or soon 	Asset setting. These positions include but are not limited to Asset Manager, Asset Coordinatoar, Service Technicia Delivery Driver and may include other work titles temporarily working out of the Asset Locations.	
	TASK	HAZARD	Severity + Probability = PRIORITY	CAUSE		CONTROL
		Verbal abuse	1+2= 3	Aggravated person	Keep your cool, do not re	taliate, ask them to leave or locate a Superintendent for them to speak with. Document and report details to management as soon as possible.
Dealing wit	th the general public	Physical threat	2+1= 3	Armed person	Keep calm, cooperate,	try to alert others to the situation. As soon the person leaves lock the door and phone the police. Review and know the site ERP.
				Poor posture	Maintain good posture wh lower than your hips with	en working. Sit all the way back in the chair against the backrest. Keep knees equal to, or your feet supported.
		Muscle aches and discomfort in neck, 2+3= 5 shoulders and wrist.	2+3= 5	Repetitive motions Prolonged immobility	totate activities, if possible change tasks often and maintain short durations. He sure to take micro breaks and stretch as needed.	
0	use of a computer	shoulders and wrist.		Equipment set up	Ergonomic assessments are available to all staff through Ergomotion. Please contact the Safety Advisor to arrange.	
keyboard and/or mouse	Eye Strain 1+3= 4		Prolonged monitor use	Take visual breaks. Take 1 or 2 minute breaks every 20-30 minutes and 5 minute activity breaks every hour. Every few hours, try to and move around.		
		Eye Strain 1+3= 4	1+5= 4	Equipment set up		gs to maximize comfort & efficiency. Reduce glare by placing monitor away from bright an optical glass filter when necessary.
		Sprain back & shoulders	2+1= 3	Improper lifting Load too heavy	• · · · · · · · · · · · · · · · · · · ·	efer to "Lifting General" SWP in Section 4A of the Safety Manual. eater than 50lbs or above your comfort level.
Manual lift	ing	Slips & falls	3+1= 4	Impaired vision	If the load can not be carri	ed without impeding line of sight, get help.
		Hand injuries	1+1= 2	Sharp edges Pinch points	Use adequate hand protec Keep hands out of pinch po	tion pints and wear hand protection.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
			Open drawers	Close file cabinet and desk drawers before leaving an area
Housekeeping	Slips & falls	1+2= 3	Cords/mats/wet floor	Keep traffic areas clear of cords and/or obstructions. Ensure mats/rugs/carpet are level and secured. Keep floors dry and clean, wipe up any spills immediately.
			Tracking mud/slush	Ensure wet/dirty footwear is removed or boot covers are worn.
	Blocked aisles and exits	1+1= 2	Improper storage	Be sure not to store or pile materials in aisles or blocking doorways
		1	Footing	Keep stairs clean and dry, use handrails, do not store materials in stairwell.
	Cline and falls	2.1.4	Rushing	Take your time and use handrails on stairs, especially with heeled footwear.
Use of stairs	Slips and falls	3+1= 4	Snow and ice	Although SBI offices do not have any outdoor staircases pay particular attention to outdoor staircases when out and about, use extra caution on icy stairs.
	Struck by	1+1= 2	Doorways	Open doors slowly, ensure no one may get stuck and knocked down
			Damaged cords	Inspect all power cords and electrical equipment prior to use.
			Water + electricity	Use caution handling water around electrical appliances, GFI is required in kitchen and washroom receptacles.
Electrical	Shock	2+1= 3	Improper lock out	Only qualified electricians should perform electrical repairs, if a lock is placed on a breaker under no circumstances may you tamper with or remove it. If you find a breaker tripped ensure it was not intentionally turned off with improper lock out procedures prior to turning it back on. Procedures can be found in the safety manual.
	Tripping	2+2= 4	Cords in traffic areas	Extension cords should only be used as temporary power in the short term. Any extension cord which will be used for more than 1 day should be strung up overhead or covered and secured if on the floor. Inspect cords daily.
	Fire	2+1= 3	Circuit overload	Avoid plugging multiple high draw appliances into the same circuit. Always use three prong grounded extension cords and surge protected power bars.
			Electrical fire	Never attempt to use water to extinguish an electrical fire, all office fire extinguishers are ABC and approved for use on electrical fires.
		2+1= 3	Burns	Situational awareness and hand protection as required.
	Electric heaters		Fire	Electric heaters are only to be used in an open area free from combustibles.
			Shock	Follow manufactures instructions with regards to use and care, inspect cords.
	Power outage	1+1= 2	Any reason	Know and follow the office ERP, test office emergency lighting regularly.
	Pinch points	2+1= 3	Line of fire	Be aware of hand positioning relative to moving parts.
afety Documentation- Filing,	Cuts	2+1= 3	Paper edge	Be aware of handling papers and paper cuts.
prientations, inspections, SDS heets, toolbox meetings	Upset cabinet/crush	3+1= 4	Off balance	Only open 1 drawer/tray at a time, multiple drawers open could cause the cabinet to bcome unstalbe and fall over, possibly on yourself or a co-worker.
	Skin irritation	1+1= 2	Chemicals	SDS for cleaning products must be on hand and reviewed, read & follow the manufacturers instructions. Use natural/non-harmful products when feasible.
	/	2+1= 3	Chemicals/splash	Wear eye protection when recommended by the manufacturer.
Cleaning	Eye injury/irritation		Foreign body in eye	Wear eye protection when the possibility of getting dirt/dust in your eye exists.
	Ergonomic Injuries		Repetitive Bending	Utilize tools to aid when picking up garbage repeatedly, i.e. picker tool, etc.
				Ensure wet floors are identified or dried after cleaning.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL	
	Auto accident	3+1= 4	Winter roads/ice/snow	Drive to the conditions, ensure good tires, keep an emergency kit in your car.	
	Slip / fall	3+2= 5	Improper footwear	Wear appropriate footwear for the conditions.	
Winter conditions			Uncleared snow/ice	Ensure all high traffic areas are cleared and salted/sanded regularly to avoid injury.	
	Sprain / strain	2+1= 3	Shoveling snow	Know your capabilities, don't overexert, clear small amounts often, proper clothing.	
	Auto breakdown	1+1= 2	Any Cause	Carry a proper winter emergency kit in your vehicle. SBI will supply to all employees who drive company vehicles or who receive a vehicle allowance.	
Use of a snow blower	Injury/property damage	1+1= 2	Unfamiliarity	Training & competency, manufacturers instructions, complete an FLHA.	
Use of box cutter	Lacerations	2+1= 3	Improper use	Always use caution with bladed instruments, cut away from you, ensure the blade is sharp, and close the blade when done.	
	L			Use your mirrors, honk your horn to warn pedestrians, proceed with caution.	
Backing up a vehicle	Striking a person	2+1= 3	Blind spots	When leaving a parking stall, do a walk around your vehicle prior to starting.	
			Loose clothing	Be aware of loose clothing snagging on drawers, handles & furniture.	
	Caught / Snagged	1+1= 2	Loose / large jewelry	Be aware of loose /large jewelry pieces snagging on drawers & furniture.	
	Cuts / Lacerations	3+2=5	Spinning blades	Be aware of hand placement. Don't touch tool parts until they come to a complete stop and are completely cool.	
	Sprains / Strains	2+2=4	Jammed / Jarred Equipment	Use two hands and handle attachments as per manufacturers specifications	
		2+2=4	Removal of Guards	Guards must remain on the tool as per manufacturers specifications	
	Improper use	2+2=4	Inexperienced operator	Always review any relevant SJP for tools like : Jack Hammer Safety, Chop Saw, Chain Saw, etc. Training and Competency as required	
Operating Power Tools	Faulty Equipment	3+2=5	Damaged equipment	Conduct a pre use inspection on tools and tag out damaged equipment	
	Faulty Equipment	3+2=5	Dull blades, etc.	Always replace dull blades	
		3+3=6	Wet conditions	Avoid using power cords in wet areas	
	Electrical spark etc.	3+3=6	Damaged cords	Inspect power cords for any knicks and abrasions.	
		3+3=6	Insufficient power source	Use proper grounding or double insulation for power tools	
	Hearing Loss	2+1=3	Noisy tools	Wear the appropriate hearing protections	
	Sore Hands	1+1=2	Vibration	Anti vibration gloves can be worn, take breaks, rotate job task with other workers	
	Jammed materials	2+2=4	Unsecured materials	Clamp, secure, and support work materials to a sold work surface. Don't force the tool against the material or to do the work.	
	Improper Use	2+2=4	Inexperienced operator	Training and Competency as required	
Operating Powder Actuated Tools (PAT)	Misfire	1+1=2	Loaded tool, Improper Handling	A PAT should never be loaded until it is ready for use. Never point a PAT at anyone, it should be treated as a firearm.	
([7])	Faulty Equipment	2+3=5	Damaged equipment	Conduct a pre-use inspection on tools and tag out damaged equipment	
	Explosion	1+3=4	Type of atmosphere	Never use a PAT where flammable or combustible atmospheres may be present.	



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
Use of Hand Tools	Sprain / Strain	2+2=4	Repetitive Motion Injury	Select ergonomic tools when work task movements are repetitive and forceful. Tools with longer handles than short ones etc.
	Eye Injuries	3+2=5	Flying debris: Chips of wood or metal	Ensure Eye protection is worn and appropriate for the task.
	Other workers injured	1+2=3	Falling objects	Keep track of tools when working at heights, utilize tool lanyards, never leave a tool on a ladder
	Cuts / Abrasions / Punctures	2+2=4	Sharp Edges / Struck by	Use the right tool for the job i.e. Don't use a wrench as a hammer, etc. Cut in a direction away from your body. Don't use broken, damaged or dull tools.
	Tool Failure	1+1=2	Old, damaged tool	Inspect tools prior to use. Look for signs of repetitive stress.
Community Spread Infection	Transmission of infection	2+2= 4	Exposure to others with infection	Regular maintenance of facility with cleaning and disinfecting, staff disinfecting of their work space frequently, staff to use hand sanitizer often. Follow all guidelines issued by Government resources in the event of a pandemic or community outbreak
	Misuse	2+2=4	Inexperienced operator	Workers to be trained and competent. Competency forms can be completed and competency can be revoked. Inexperienced operators may be supervised from competent workers.
	Distracted Driving	3+3=6	Use of cell phones, etc.	Always wear a seatbelt. Do not use cell phone while operating mobile equipment.
	Equipment Failure	2+3=5	Unidentified damage, etc.	Daily preuse inspections to be completed. Tag out any equipment that requires corrective actions.
	Leaks, Spills	2+1=3	Oil leaks, hydraulic fluids	Ensure a spill kit is available on site for clean up. Always inspect the equipment.
Various work using Mobile Equipment: Zoom Boom, Bobcat	Overloading Equipment	3+3=6	Loads to heavy for equipment	Operate equipment in accordance to the manufacturers specifications, ensure you are aware of the load limits and the general weight of the materials you intend to lift / move.
etc.	Strike/ Struck by	3+4=7	Operating in tight areas, reversing, blind spots	See Spotter Sec.
	Electric shock	3+3=6	Striking overhead lines, etc.	Always inspect the area you tend to operate, avoid work within 7m of an overhead power line.
	Exposure to Carbon Monoxide	2+2=4	Mobile equipment operating indoors	Ensure adequate air flow, utilize gas monitor and log air quality. Review Carbon Monoxide Indoors SJP.
	Falling Loads	3+3=6	Unsecured materials	Prior to lifting ensure the load is stable and secure. Control the area below the materials being lifted.
Inspecting & Servicing Equipment: Generators, lights compressors, cords, power tools, pneumatic tools, fans Note: Continued on following page	Spark / Shocks	3+3=6	Damaged equipment, Electrical hazards	Lock out and tag out any faulty equipment for servicing De-energize equipment when servicing Inspect equipment before putting back into service Utilize PPE- Gloves, glasses, faceshields, etc. Ensure fire extinguishers are available
	Skin/eye/lung irritation	2+4=6	Controlled products, fumes, spills, corrosive materials, improper storage etc.	Collect all data sheets and review for storage and handling measures, Label workplace materials, Store outside, in cans, look into utilizing a flame cabinet Review sds when dealing with fumes, Work outside, opens doors utilize fans, Follow sds disposal procedures, utilize nearby disposal center Clean and decontaminate before switching tasks
	Noise	2+2=4	Power tools, equipment etc.	Wear proper ear protection- ear plug and ear muffs
	Flying Debris	2+2=4	Sparks, materials etc.	Face shield and Safety glasses as per tool SJP and Manufacturers specifications.
		I	1	



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
Inspecting & Servicing Equipment Note: Continued from previous	Unsafe Storage	3+2=5	Stored in pathways etc.	Maintain pathways and keep exits clear Mark laydown areas in yard so laydown areas are visible Secure any materials that can be picked up by wind
page	Sprain / Strain	2+2=4	Awkward positions, repetitive movements	Utilize carts, tables to work on, take breaks, stretch, be mindful of body positioning
		4+4=8	Miscommunication between spotter and operator	Spotter and operator must discuss the task prior to starting. Ensure language is not a barriers.
	Struck by / Property	4+4=8	Wrong hand signals	Spotter and operator must agree upon the hand signals to be used. Review Hand Signals Universal SWP.
Spotter for Mobile Equipment	Damage	4+4=8	Multiple spotters	There should only be One spotter for One driver. If more are needed a safety meeting with all involved is required to discuss the process.
		4+4=8	Losing sight of spotter	When the operator loses site the operator must stop.
	Slips and trips	3+1=4	Uneven ground, not looking where walking	The spotter should ensure the path they are walking is clear and should try to avoid walking backwards when spotting for equipment.
	Road Conditions	4+4=8	Ice, wet, snow, glare	Defensive driving, follow the speed limit, ensure vehicle inspected and ready for road conditions, refuse unsafe work conditions: if roads are hazardous, reschedule
	Other Drivers	3+3=6	Road rage, congestion, speed.	Defensive driving, maintain an appropriate distance from you and other vehicles, see Dealing with General Public Sec.
Pickup and Delivery from warehouse to sites	Sprain / Strain	2+3=5	Awkward, heavy and repetitive lifting.	Use lifting mechanism where possible, ask for help, coordinate with site supers to ensure someone is available to help unload materials
	Working Alone	1+4=5	No communications, unaware of site conditions,	See Working Alone Sec. Ensure someone is aware of travel plans on delivery/return trips.
	Light conditions	2+2=4	Early site hours	Utilize temporary lighting and use generator if needed Wear hi-vis clothing when working in yard during dark hours
Working in Yard	Slip / Trip	2+2=4	Sea Can entryways, icy conditions, misc. materials and equipment on ground, snow conditions	Salt or gravel the yard, use ice cleats when working on icy ground, mark material laydown areas
	Working Alone	1+4=5	Working far distance from others	Set up safety stations, ensure an airhorn is available out in yard if necessary. Review working alone procedures. a
Working Alone	Unable to reach other workers	3+3=6	Workers unaware an individual is working alone.	Review Working Alone or in Isolation Safe Job Procedure and complete the Working Alone form prior to any tasks involving work alone. This will identify contact and emergency procedures for the task at hand. a



TASK	HAZARD	PRIORITY	CAUSE	CONTROL	
	Workers under live loads	2+5=7	Other workers walking	Control the area below, consider swing radius. Use barricades, flagging etc.	
Use of Picker Truck, Crane	Equipment Failure	3+3=6	Crane operator to provide equipment certification and inspect equipment prior to use. Review Crane SWP Prior to task	: a	
	Digging Failura	2+4=6	Load too Heavy	Operator to complete Crane Lift Calculation form, and follow Critical Lift plan as required.	a
	Rigging Failure		Uninspected Equipment	Inspect Rigging equipment prior to use. Review Hoisting and Rigging Safe Work Practices.	a
	Poor Ground Conditions	4+2=6	Crane sinking in mud	Inspect the area prior to consider crane and material loads. Use rig mats as required.	
	Uncontrolled loads	2+3=5	Wind Conditions	Monitor wind conditions. If wind is above 30 km/hr a documented meeting is to take place for a plan.	а
		2+3=5	Workers guiding materials	Use tag lines to guide materials, avoid using hands to place	
	Pinch / Crush points	3+4=7	Line of fire	Be aware of hand positions relative to moving parts, objects with stored energy	
	Fire	3+4=7	Sparks / Open Flames	Hot work permit must be completed prior to conducting any task that may produce Sparks, open flames, etc. Review Relevant SJP for further information: Tiger Torch SWP, Welding Cutting and Burning SWP	a
Hot Work Activities		3+4=7	No Fire watch	Review Fire Protection Plan for Fire Watch requirements and document within the Hot Work Permit.	
	Burns	2+2=4	Hot materials / Equipment	Always follow manufacturers PPE requirements when using tools or equipment that may produce a spark or open flame	a



Construction is generally regarded as a high risk industry given the nature of the work, the size of the equipment and the complicated procedures which are often required to complete a task safely and effectively. Although simply walking through a construction site can impose a great deal of risk, there are certain tasks which require specific administrative control measures that all workers involved must review and sign off on. Often times the workers involved will require task-specific training and be aware of the legislation specific to the task. These are referred to as the "Critical Tasks".

Critical Tasks include but are not limited to:

- 1. Fall Protection Task specific Fall Protection Plan, and fall protection training required.
- 2. Use of a Respirator Code of practice review and fit test is required.
- 3. Concrete Cutting/Coring/Masonry Silica Control Plan is required.
- 4. Excavation Abadata, Utility locate, and Ground Disturbance Permit is required.
- 5. Welding/Cutting/Grinding Hot Work Permit is required.
- 6. Working Alone Working Alone Policy to be reviewed and a check in plan set up.
- 7. Critical Lift (Exceeding 75% of the crane capacity or more than 1 crane taking part in the lift) Critical Lift Plan-to be provided by the Crane Operator.
- 8. Asbestos Abatement Asbestos abatement checklist.
- 9. Confined Space Entry Code of practice review
- 10. Masonry Structure exceeding 2m in height requires an engineer approved bracing plan.
- 11. Hoarded scaffolding Sec 324 (4) http://work.alberta.ca/SearchAARC/1657.html

Individual Field Level Hazard Assessment	Company	Company Name: Workers Name: Date: Workers Signature:												
	Date:					Wo	Workers Signature:						Doc	
PPE Inspected: Y N	Muster Po	pint:		Job Name & Number			nber:							
Has a pre-use inspection of tools and equipment b	en completed?	Y N Ist	he worker	working alon	e?YN			Warning rik	bon n	eeded?	/ N			
Silica Control Plan Required? Y N Hot work pe	rmit? Y N	Ground Dis	turbance p	ermit require	d?YN	Fall Prote	ection Plan r	equired? Y N	N	FP Equi	pment In:	5р 🗆		
Identify and Prioritize the tasks and hazards below	, then identify t	he plans to e	eliminate/c	ontrol the ha	ards.			PR	4	5	6	7	8	
PRIORITY: Severity + Probability=PRIORITY	.g. Worker at hei	ghts without	fall protect	ion imminent	danger (4-	+4=8)		PROBABILITY	3	4	5		7	-
Severity				Prob	ability			- F	2	3	4	5	6	
I. Notable - May result in a report only incident 3. Serious - Severe injury/illness, pi equipment damage Minor - Non serious njury, illness or damage 4. Imminent Danger- Causing dea widespread occupational illness or	ths,	/or 1. Extremely Remote - Unlikely to occur 2. Remote - could occur at some point 3. Reasonably Probable - Likely to occur eventual					∠-3 Low 4-5 Med 6-8 High	1	2 1	3 2 SEV	4 3 ERITY	5 4	-	
TASKS			H.	AZARDS			PRIORITY		PLANS	TO ELIMI	NATE/CO	NTROL		1
														-
						_								
									_			_		
														-
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														-
														0
Job Completion Are all permits cl	osed out? Y N	Was	the area c	leaned up at 1	he end of	f the job / sh	nift? Y N	v	Vere th	nere any ir	ncidents/i	njuries? Y	N	· · · · · ·
Are there Hazards Remaining Y N If Yes, Explai	n:													
Reviewed by worker after breaks, initial Mor	ning	Lunch	_	Afternoon		Dinner		Evenir	ng					14
Reviewed by other workers in the area, Initial									-	-				
Reviewed by Superintendent:				Reviewed	y Manag	ement:			< 3		-	1		
														-

Daily Good Catch Report							
Document and report to site superintendent as they happen							
-							
N							

Date:	
Job Name:	
Job Number:	
Superintendent:	
Worker Reporting:	

Corrective Actions Taken	Date Completed
	-

1. Document all the hazards that apply to your task/Job. List the hazard in the second column with the priority ranking (Other side) 2. Identify the plans to eliminate or control the hazards in the 3rd column. (Other side)

Miscellaneo	us Hazards	Mobile Equipment, Tool	s, and Equipment used	Corrective Actions			
 Uneven ground conditions Slippery/icy conditions Muddy conditions Material Storage in area Other worker(s) in area Noise in work area Dust/Mist/Fumes Extreme temperatures 	Sharp edges Pinch points Working at heights Hot surfaces Environmental hazards Spill potential Working alone Confined space entry	Aerial lift/man basket operator Skid Steer loader operation Forklift operation Heavy equipment operation Ladders Scaffold(s) Hand tools Power tools	Powder actuated tools Grinding Table saw Chop saw Hoisting/lifting operations Crane lifts/critical lifts Concrete cutting Jack hammering	 Watch footing/use caution Housekeeping in areas(s) Review and follow appropriate SWP Review and follow appropriate SJP Communication/eye contact Wear basic PPE (hat, glasses, boots, vest) Use of appropriate hand protection Wear respirator and do field checks 	□ Utility locates identified and marked □ Tag-out/lock-out □ Equipment certification verified □ Crane lift calculations verified □ Scaffold tagged and inspected □ Guardrails installed/holes		
 Windy/wind gusts Controlled products used Others working above/below 	 Excavations Electrical shock Fuel storage 	Pneumatic (air) tools Ergonomic H	Driving and vehicle hazards	Wear specialized PPE	covered Trained in safe use/mentoring Defensive driving and obey		
 Others working above/below Falling items/objects Mobile equipment in use 	 Het storage Hot work (permit required) Inexperienced workers 	 Over extension Prolonged twisting/ 	□ Working above your head □ Repetitive motion □ Body parts in line of fire □ Low overhead	 Use fall protection equipment/tie off Fall protection plan developed/reviewed Inspect tools and equipment Flag/barricade area(s) off 	 Defensive driving and obey road rules Signs installed to inform workers Micro breaks/stretching MSDS reviewed and followed Hot work permit issued Ground disturbance permit issued 		

Every 20 Minutes — Take 20 Seconds — Look 20 Feet

TASKS	HAZARDS	PRIORITY	PLANS TO ELIMINATE/CONTROL

	Compa	ny Name: 🛛 <	54	R	DERS		Workers	Name:						
Individual Field Level Hazard Assessment	Date:	MARCH 8, 2021					Workers Signature:							
PPE Inspected: (Y) N	Muster	uster Point: South OF TRAILER					Job Name & Number: 1234 SAMPLE							
Has a pre-use inspection of tools and equipment been	completer			vorking alo				2	Warning r	ibbonn				
Silica Control Plan Required? Y(N) Hot work permi		Ground Dis		1.5		Fall P	Protectio		uired? Y			pment Ins		
Identify and Prioritize the tasks and hazards below, the			<u> </u>	<u>.</u>	<u> </u>					4	5	6	7	8
		eights without				-4=8)			PROBABILITY	3	4	5	6	
Severity					ability	,				2	3	4	5	6
1. Notable - May result in a report only incident 3. Serious - Severe injury/illness, propered equipment damage 2. Minor - Non serious injury, illness or damage 4. Imminent Danger- Causing deaths, widespread occupational illness or loss	1. Extremely Remote - Unlikely to occur 2. Remote - could occur at some point 3. Reasonably Probable - Likely to occur eventually 4. Probable - Likely to occur immediately or soon						2-3 Low 4-5 Med 6-8 High	, 1 1	2	3 2 SEVE	4	5 4		
TASKS			НА	ZARDS		1	PRIO	RITY		PLANS	S TO ELIM	NATE/CON	TROL	
UNLOAD TRUCK + TRAILER		MOBILE	E EQU	IPMEN	T AN	D	3+3	*6	Spot	TER	the	H VIS	SL	SP
		RIGG										INSP	,	/
		<u></u>	INC									, 1831	cer	Ewon
1.4									AND :					
UNBANDING MATERIAL		SHARF	EDE	ES			2+4	-6	PPE	GLOY	IES G	LASSE	5 5	HIELD
		STORET	ENER	GY					HAND	AS	CUT	TING.		
		SLIP A	ND TRI	PONA	ND OF	F	3+4	-=7	USE	SECI	ARED	LADDE	R FO	R
		TRAILE	R						ACCE	55 +	EGRE	55		
		PINCH :	POINT	s			2+3	= 6	PROPE	RHA	AND AN	ND BOI	DУ	
									Posit					
SITE INSPECTION. 10:45		FALL	FROM	HEIG	HTS		3+4					TECTIO	DA P	AN
SHE INSIDE TO IS		OVERHE		JORK			3+3		BARR					
		Ules III	and I	NORD,			11-1							
Job Completion Are all permits close	d out? Y N	Was	the area cl	eaned up at	the end of	the job) / shift?		omi			ncidents/ir	niuries? \	(N
Are there Hazards Remaining Y N If Yes, Explain:		1						<u> </u>					.,	
Reviewed by worker after breaks, initial Mornin	-	Lunch		Afternoor		Dinne			Even	ina				
Reviewed by other workers in the area, Initial Mornin	9	Lunch	1	ATTERNOOF	1		er		Even	ing				
	_		<u> </u>	Ravioured	by Manager									
Reviewed by Superintendent:				Reviewed	by Manage	ment:								

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Daily Good Catch Report Document and report to site superintendent as they happen HVAC CONTRACTOR DROPPED A WRENCH FROM MEZZANINE WORKERS WERE IN THE AREA BELOW, NO CONTACT BUT COULD HAVE BEEN INJURIES IF SOMEONE WAS HIT.

Date: M	ARCH 8/21
Job Name:	1234
Job Number:	SAMPLE
Superintender	
Worker Report	ing:

Corrective Actions Taken	Date Completed

1. Document all the hazards that apply to your task/Job. List the hazard in the second column with the priority ranking (Other side) 2. Identify the plans to eliminate or control the hazards in the 3rd column. (Other side) **Miscellaneous Hazards** Mobile Equipment, Tools, and Equipment used Uneven ground conditions A Sharp edges □ Aerial lift/man basket operator □ Powder actuated tools Watch footing/use caution Grinding PHousekeeping in areas(s) Slippery/icy conditions Pinch points Skid Steer loader operation Review and follow appropriate Muddy conditions Working at heights Forklift operation □ Table saw PReview and follow appropr Heavy equipment operation □ Chop saw Material Storage in area Hot surfaces Communication/eye conta B Hoisting/lifting operations Other worker(s) in area Environmental hazards ELadders □ Spill potential Crane lifts/critical lifts Wear basic PPE (hat, glasse Noise in work area □ Scaffold(s) Use of appropriate hand p Concrete cutting Dust/Mist/Fumes Working alone Hand tools Extreme temperatures Confined space entry □ Jack hammering Wear respirator and do fiel Power tools Wear face shield Driving and vehicle hazards Windy/wind gusts Excavations Pneumatic (air) tools Controlled products used Electrical shock Wear specialized PPE **Ergonomic Hazards** 🗖 Use fall protection equipm Conters working above/below Defined Fuel storage Awkward body position U Working above your head Fall protection plan develo ,D Falling items/objects Hot work (permit required) Over extension Repetitive motion Inspect tools and equipm Mobile equipment in use Inexperienced workers Prolonged twisting/ Flag/barricade area(s) off Body parts in line of fire bending motion Low overhead Working in tight area Heavy/awkward lifting

Every 20 Minutes - Take 20 Seconds - Look 20 Feet

TASKS	HAZARDS	PRIORITY	PLANS TO ELIMINATE/CONTROL
Remove unneeded stud bolts	Use of grinder	3+3=6	INSPECT, GUARDS INTACT
1:30pm	sparks and hot surface	e 3+3=6	HOT WORK PERMIT
			GLOVES, FACE SHIELD
			NOT COMBUSTIBLE
		V	

Corrective Actions

n	Utility locates identified and marked	
oriate SWP	□ Tag-out/lock-out	
oriate SJP	Equipment certification verified	
act es, boots, vest) protection eld checks	Crane lift calculations verified	
	Scaffold tagged and inspected	
	Guardrails installed/holes covered	
	□ Trained in safe use/mentoring	
nent/tie off oped/reviewed ent	 Defensive driving and obey road rules Signs installed to inform workers Micro breaks/stretching MSDS reviewed and followed Hot work permit issued 	

issued

Ground disturbance permit



	4	5	6	7	8		
~	3	4	5	6	7	This Field Descended Lissend Assessment is intended to incompare all work titles that are	
PROBABILITY	2	3	4	5	6	This Field Personnel Hazard Assessment is intended to incorporate all work titles that are regularly involved in the field setting. These positions include but are not limited to, Site	
3AB	1	2	3	4	5	Superintendent, Site Foremen, Carpenter, Laborer, Steel Worker, Service Worker and may	
õ		1	2	3	4	include other work titles temporarily working out of the Field Locations.	
P			SEVE	RITY		include other work thes temporarily working out of the field locations.	
		2-3 Low Priority	4-5 Medium Priority	6-8 High Priority			
SEVE					PROBABILITY		
-		a Report-Only incident			1. Extremely Remote		
		ury, illness or damage.			2. Remote - Could oce		
		/illness, property and/o				ble - Likely to occur eventually.	
4. Im	minent Danger - Cau	sing death(s), wide-sprea	d occupational illness o	or loss of facilities.	4. Probable - Likely to	occur immediately or soon.	
TASK	:	HAZARD	Severity + Probability =	CAUSE		CONTROL	
Dealir	ng with the general	Verbal abuse	1+2= 3	Aggravated person		ot retaliate, ask them to leave or locate a Superintendent for them to speak with. Document and agement as soon as possible.	
public	5	Physical threat	2+1= 3	Armed person	Keep calm, cooperate police. Review and kn	e, try to alert others to the situation. As soon the person leaves lock the door and phone the now the site ERP. a	
		Muscle aches and discomfort in neck, shoulders and wrist.		Poor posture	a .	re when working. Sit all the way back in the chair against the backrest. Keep knees equal to, or with your feet supported.	
			2+3= 5	Repetitive motions	Rotate activities, if po	ossible change tasks often and maintain short durations.	
Prolo	nged use of a			Prolonged immobility	Be sure to take micro	e sure to take micro breaks and stretch as needed.	
	uter keyboard or mouse			Equipment set up	Ergonomic assessmer	nts are available to all staff through Ergomotion. Please contact the Safety Advisor to arrange.	
			1+3= 4	Prolonged monitor use	Take visual breaks. Ta few hours, try to and	ake 1 or 2 minute breaks every 20-30 minutes and 5 minute activity breaks every hour. Every move around.	
		Eye Strain		Equipment set up		settings to maximize comfort & efficiency. Reduce glare by placing monitor away from bright ising an optical glass filter when necessary.	
		Sprain back & shoulders	2+1= 3	Improper lifting Load too heavy		ues, refer to "Lifting General" SWP in Section 4A of the Safety Manual. a ing greater than 50lbs or above your comfort level.	
Manu	ial lifting	Slips & falls	3+1= 4	Impaired vision	If the load can not be	carried without impeding your line of sight, get help.	
		Hand injuries	1+1= 2	Sharp edges Pinch points	Use adequate hand p Keep hands out of pir	rotection nch points and wear hand protection.	
House	Housekeeping	Slips & falls	1+2= 3	Open drawers Cords/mats/ wet floor Tracking mud/slush	Keep traffic areas clea and clean, wipe up ar	desk drawers before leaving an area ar of cords and/or obstructions. Ensure mats/rugs/carpet are level and secured. Keep floors dry ny spills immediately. wear is removed or boot covers are worn.	
		Blocked aisles and exits	1+1= 2	Improper storage	Be sure not to store c	or pile materials in aisles or blocking doorways	



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
			Footing	Keep stairs clean and dry, use handrails, do not store materials in stairwell.
			Rushing	Take your time and use handrails on stairs, especially with heeled footwear.
Use of stairs	Slips and falls	3+1= 4		Although SBI offices do not have any outdoor staircases pay particular attention to outdoor staircases when out and
			Snow and ice	about, use extra caution on icy stairs.
	Struck by	1+1= 2	Doorways	Open doors slowly, ensure no one may get stuck and knocked down
			Damaged cords	Inspect all power cords and electrical equipment prior to use.
			Damaged cords Water + electricity	Use caution handling water around electrical appliances, GFI is required in kitchen and washroom receptacles.
	Shock	2+1= 3		Only gualified electricians should perform electrical repairs, if a lock is placed on a breaker under no circumstances
			Improper lock out	may you tamper with or remove it. If you find a breaker tripped ensure it was not intentionally turned off with
			Cords in traffic	Extension cords should only be used as temporary power in the short term. Any extension cord which will be used
	Tripping	2+2= 4	areas	for more than 1 day should be strung up overhead or covered and secured if on the floor. Inspect cords daily.
Electrical	Fire		Circuit overload	Avoid plugging multiple high draw appliances into the same circuit. Always use three prong grounded extension cords
		2+1= 3	Electrical fire	Never attempt to use water to extinguish an electrical fire, all office fire extinguishers are ABC and approved for use
			Burns	Situational awareness and hand protection as required.
	Electric heaters	2+1= 3	Fire	Electric heaters are only to be used in an open area free from combustibles.
			Shock	Follow manufactures instructions with regards to use and care, inspect cords.
	Power outage	1+1= 2	Any reason	Know and follow the office ERP, test office emergency lighting regularly.
		2 - 1 - 2	line of fire	Be aware of hand positioning relative to moving parts.
Safety Documentation-	Pinch points	2+1= 3 2+1= 3	line of fire	Be aware of handling papers and paper cuts.
Filing, orientations,	Cuts	2+1= 3	Paper edge	
inspections, SDS sheets,	Upset cabinet/crush	3+1= 4	Off balance	Only open 1 drawer/tray at a time, multiple drawers open could cause the cabinet to become unstable and fall over,
toolbox meetings				possibly onto yourself or a co-worker.
	Skin irritation	1+1= 2		SDS for cleaning products must be on hand and reviewed, read & follow the manufacturers instructions. Use
			Chemicals	natural/non-harmful products when feasible.
	Eye injury/irritation	2+1= 3	Chomicals (splach	
			Chemicals/splash	Wear eye protection when recommended by the manufacturer.
Cleaning	Lye injury/initation		Foreign body in	Wear eye protection when the possibility of getting dirt/dust in your eye exists.
			eye	wear eye protection when the possibility of getting an quast in your eye exists.
	Ergonomic Injuries	2.1.2	Repetitive bending	Utilize tools to aid when picking up garbage repeatedly i.e. picker tool etc.
	Slip / trip	2+1= 3	Wet floors	Ensure wet floors are identified or dried after cleaning.
	Silp / trip		wet noors	
	Auto accident	3+1= 4	Winter	Drive to the conditions, ensure good tires, keep an emergency kit in your car.
	Auto acciaciti	J I - +	roads/ice/snow	
			Improper footwear	Wear appropriate footwear for the conditions.
	Slip / fall	3+2= 5		
Winter conditions	1.7		Uncleared	Ensure all high traffic areas are cleared and salted/sanded regularly to avoid injury.
			snow/ice	
	Sprain / strain	2+1= 3	Shoveling snow	Know your capabilities, don't overexert, clear small amounts often, proper clothing.
	Auto breakdown	1+1= 2	Any Cause	Carry a proper winter emergency kit in your vehicle, SBI will supply to all employees driving company vehicles or who
	laiun (araaartu			receive a vehicle allowance.
Use of a snow blower	Injury/property	1+1= 2	Unfamiliarity	Training & competency, manufacturers instructions, complete an FLHA.
L	damage		I	



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
Fencing and Signage set	Awkward/Heavy Lifting	2+1= 3	Large Fence Panels and signs	Share the workload with other workers, Take breaks, Stretch, Do not overload wheelbarrows etc.
up	Slips/Trips		Uneven ground conditions	Watch Footing, take safe routes, wear appropriate footwear.
			Missing fall protection	All workers require Fall Protections Equipment working at 10' and above
	Falls	4+3=7	Untrained workers	All workers to receive Fall Protection training prior to work at heights
			Equipment Failure	Fall protection equipment certified yearly and inspected prior to use
	Falling Objects	3+3=6	Unsecured materials	Utilize tool lanyards, secure materials, keep objects away from leading edge.
Work at Heights		5+5-0	Area below unsecure	Control area below if risk of falling materials- danger tape, barricades etc.
			No Fall Protection plan	Complete and Review fall protection plans prior to work at heights.
	Missing rescue plans	3+3=6	Uncontrolled leading edge	Where possible use Engineered control: Install a Guard Rail
	Workers too close to edge	4+3=7	Use of Ladders Control zone not visible	Review Ladders General SWP, Ladders Portable SWP and Ladders Step Ladders SWP for more information. When working within 2m of where the control zone is, the control zone must be visible.
Use of box cutter	Lacerations	2+1= 3	Improper use	Always use caution with bladed instruments, cut away from you, ensure the blade is sharp, and close the blade when done.
Backing up a vehicle	Striking a person	2+1= 3	Blind spots	Use your mirrors, honk your horn to warn pedestrians, proceed with caution. When leaving a parking stall, do a walk around your vehicle prior to starting.
			Loose clothing	Be aware of loose clothing snagging on drawers, handles & furniture.
	Caught / Snagged	1+1= 2	Loose / large jewelry	Be aware of loose /large jewelry pieces snagging on drawers & furniture.
	Cuts / Lacerations	3+2=5	Spinning blades	Be aware of hand placement. Don't touch tool parts until they come to a complete stop and are completely cool.
	Sprains / Strains	2+2=4	Jammed / Jarred Equipment	Use two hands and handle attachments as per manufacturers specifications
Operating Power Tools		2+2=4	Removal of Guards	Guards must remain on the tool as per manufacturers specifications
Note: Continued on following page	Improper use	2+2=4	Inexperienced operator	Always review any relevant SJP for tools like: Jack Hammer Safety, Chop Saw, Chain Saw etc. Training and Competency as required
_	Faulty Equipment	3+2=5	Damaged equipment	Conduct a pre use inspection on tools and tag out damaged equipment
		3+2=5	Dull blades etc.	Always replace dull blades
		3+3=6	Wet conditions	Avoid using power cords in wet areas
	Electrical spark etc.	3+3=6	Damaged cords	Inspect power cords for any knicks and abrasions.
		3+3=6	Insufficient power source	Use proper grounding or double insulation for power tools



TASK	HAZARD	PRIORITY	CAUSE	CONTROL	
Operating Power Tools	Hearing Loss	2+1=3	Noisy tools	Wear the appropriate hearing protections	
Note: Continued from	Sore Hands	1+1=2	Vibration	Anti vibration gloves can be worn, take breaks, rotate job task with other workers	
previous page	Jammed materials	2+2=4	Unsecured materials	Clamp, secure, and support work materials to a sold work surface. Don't force the tool against the material or to do the work.	
	Improper Use	2+2=4	Inexperienced operator	Training and Competency as required	a
Operating Powder	Misfire	1+1=2	Loaded tool, Improper Handling	A PAT should never be loaded until it is ready for use. Never point a PAT at anyone, it should be treated as a firearm.	
Actuated Tools (PAT)	Faulty Equipment	2+3=5	Damaged equipment	Conduct a pre use inspection on tools and tag out damaged equipment	a
	Explosion	1+3=4	Type of atmosphere	Never use a PAT where flammable or combustible atmospheres may be present.	
	Sprain / Strain	2+2=4	Repetitive Motion Injury	Select ergonomic tools when work task movements are repetitive and forceful. Tools with longer handles than short ones etc.	
	Eye Injuries	3+2=5	Flying debris: Chips of wood or metal	Ensure Eye protection is worn and appropriate for the task.	
Use of Hand Tools	Other workers injured	1+2=3	Falling objects	Keep track of tools when working at heights, utilize tool lanyards, never leave a tool on a ladder	
	Cuts / Abrasions / Punctures	2+2=4	Sharp Edges / Struck by	Use the right tool for the job i.e. Don't use a wrench as a hammer etc. Cut in a direction away from your body. Don't use broken, damaged or dull tools.	
	Tool Failure	1+1=2	Old, damaged tool	Inspect tools prior to use. Look for signs of repetitive stress.	а
Community Spread Infection	Transmission of infection	2+2= 4	Exposure to others with infection	Regular maintenance of facility with cleaning and disinfecting, staff disinfecting of their work space frequently, staff to use hand sanitizer often. Follow all guidelines issued by government resources in the event of a pandemic or community outbreak	
Heat and Hoarding Installation	Fire, Explosion	4+4=8	Incorrect heater Incorrect heater set up	Review Winter Heat SWP and Heating and Hoarding SWP Review Propane, Natural Gas and Portable Heating SJP for information on correct set up	a
	Carbon Monoxide	3+3=6	CO exposure	Ensure adequate air flow, utilize gas monitor and log air quality. Review Carbon Monoxide Indoors SJP.	ŭ
Demolition: Drywall,	Dust	4+3=5	Various Materials	Prior to any demolition review: Special Projects and Renovations SJP, Demolition of Drywall and Steel Studs SJP. Ongoing housekeeping, try to keep dust down by using- vacuums, dust bane etc. utilize N95 masks.	a
Flooring, Ceiling Tile, Insulations, etc.	Silica	4+3=7	Concrete materials etc.	Silica Control Plan to be completed documenting controls and PPE required.	a
(Note: Continued on following page)	Asbestos	4+4=8	Ceiling & Floor tiles etc.	All buildings 1986 or older to be tested for hazardous materials. Any workers removing asbestos require Asbestos training. OH&S to be notified as required.	
Jonoming page/	Electrical Shock	4+3=7	Power not locked out	Inspect demolition area for potential power sources: in walls, flooring, and shut down power sources prior to demolition. It is always recommended to confirm power is off using a voltage detector.	



TASK	HAZARD	Priority	CAUSE	CONTROL
Domolition: Drawall	Mold	3+2=5	Water Damage	When mold is discovered follow the Mold Removal SJP, if it is a small enough area workers may use a appropriate product and remove mold themselves with appropriate PPE. Professional Remediation may be required.
Demolition: Drywall, Flooring, Ceiling Tile, Insulations, etc.	Sprain/Strain/cuts	3+3=6	Heavy Awkward lifting, sharp edges	Utilize gloves with appropriate cut level. Use buddy system when lifting heavy objects. Take breaks and stretch. Where possible use mobile equipment to help with heavy lifting.
(Note: Continued from previous page)	Falling Materials	2+3=5	Structural Failure	An engineered procedure may be required when demolishing a structure. Complete a Safe Job Procedure detailing the demolition process to ensure structure remains safe.
	Falling Debris	2+3=5	Debris in ceiling tile etc.	Control the demolition area and keep other workers away.
	Sprain / Strains	3+3=6	Repetitive Bending, Heavy Lifting	Share the workload with other workers, Take breaks, Stretch, Do not overload wheelbarrows etc.
	Cuts & Lacerations	3+2=5	Cuts from tie wire, rebar	Wear appropriate clothing: long sleeves etc. Use gloves, and trim / bend excess tie wire ends.
	Slips and Trips	2+2=4	Tripping on rebar, poly	Take safe routes, lay down walkways
Concrete Pour Prep: Laydown Poly, Place and Tie Rebar Cages,	Carbon Monoxide Exposure	2+2=4	From Mobile and finishing Equipment	Ensure proper ventilation withing building, Utilize fans, use Air Monitor and document air quality throughout the process.
Concrete Finishing,	Eye irritation	2+2=4	Concrete splashes	Eye protection must be worn
	Silica Dust	4+3=7	Drilling rebar holes	Complete Silica Control Plan. Review Power tools Section.
	Sparks	3+3=6	Using Chop Saw	Review Power Tools Section. Hot Work Permit to be completed when creating sparks. Face Shields are required for Chop Saws.
	Pinch Points	2+2=4	Laying rebar, using sledgehammer	Be aware of hand and body placement when setting materials. Wear gloves
Install insulation	Skin and eye irritation	3+3=6	Fibre glass	Wear long sleeves and gloves, avoid contact with skin. Wear eye protection.
products: Fibre bats,	Lacerations	2+2=4	Use of Knife	When using a knife always cut away from oneself, ensure blades are sharp and always close the blade when done
Foam board	Unexpected Shots from PAT	1+1=2	Use of Powder Actuated tools	Review PAT section.



TASK	HAZARD	Priority	CAUSE	CONTROL
	Pour Slab	2+2	See Concrete Prep Sec.	See Concrete Prep Sec.
	Use of Mobile Equip	3+3=6	See Mobile Equip Sec.	See Mobile Equip Sec.
	Pinch Points	2+2=4	During placement of Dock Leveller	Be aware of hand positions relative to moving parts, objects with stored energy.
Install Dock Levellers	Property Damage	3+3=6	Concrete damage to dock leveller	Cover dock leveller with poly or 30 day tape.
	Unloading Materials	3+3=6	See Use of Picker Truck / Crane Sec.	See Use of Picker Truck / Crane Sec.
	Electrical	2+2=4	Install conduit for Electricians	See Electrical Sec.
	Fumes	2+2=4	From Mobile Equip operation	Ensure adequate air flow, open doors, utilize blower fans. Use a gas monitor and the air quality monitoring log.
	Falls from heights	4+4=8	Falls while working from lift, inside building window openings.	See Work from Heights Sec.
Install Windows: Cladding, Flashing, Window Backings	Pinch Points	2+2=4	Setting materials in place	Be aware of hand positions relative to moving parts, objects with stored energy.
Window Backings	Cuts / Lacerations	2+2=4	While using knives / power sheers	When using a knife always cut away from oneself , ensure blades are sharp and always close the blade when done. See Power Tools Sec.
	VOC exposure	3+3=6	Primer products , Blueskin	See Applying Hazardous Materials Sec.
Install Doors	Sprain / Strain	3+2=5	Heavy Metal doors	Where possible get help to lift and place doors, use a cart or mobile equipment to move doors to their location.
	Pinch Points	2+2=4	While placing door	Wear gloves and be mindful of hand placement.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
	Falls	3+4=7	Fall from lift	100 % tie off while working in an AWP. A Fall Protection Plan must be completed for workers in AWP's
	Falling Objects	3+3=6	Dropped tools & materials	Utilize tool lanyards, secure materials as much as possible, flag of and control area below for other workers.
	Leaks, Spills	2+3=5	Hydraulic Fluids, oil leak	Always conduct pre use inspections prior to use. Tag out equipment. Where possible utilize electric lifts.
Various work off Aerial Work Platform (AWP)	Ejection	2+4=6	Workers not tied off, uneven ground conditions	100 % tie off in AWP's regardless if working at heights. Monitor ground conditions- muddy wet ground may require rig mats etc.
	Misuse	2+4=6	Untrained, Incompetent worker	Workers operating AWP's must be trained and competent. Competency can be revoked at any time.
	Property Damage	3+3=6	Backing into, running over materials	Utilize spotters in tight areas: See Spotting Vehicles Sec. Inspect area you are working in, move any materials or equipment that may be in the way.
	Misuse	2+2=4	Inexperienced operator	Workers to be trained and competent. Competency forms can be completed and competency can be revoked. Inexperienced operators may be supervised from competent workers.
	Distracted Driving	3+3=6	Use of cell phones, etc.	Always wear a seatbelt. Do not use cell phone while operating mobile equipment.
	Equipment Failure	2+3=5	Unidentified damage, etc.	Daily preuse inspections to be completed. Tag out any equipment that requires corrective actions.
	Leaks, Spills	2+1=3	Oil leaks, Hydraulic fluids	Ensure a spill kit is available on site for clean up. Always inspect the equipment.
Various work using	Overloading Equipment	3+3=6	Loads to heavy for equipment	Operate equipment in accordance to the manufactures specifications, ensure you are aware of the load limits and the general weight of the materials you intend to lift / move.
Mobile Equipment: Zoom Boom, Bobcat etc.	Strike/ Struck by	3+4=7	Operating in tight areas, reversing, blind spots	See Spotter Sec.
	Electric shock	3+3=6	Striking overhead lines, etc.	Always inspect the area you tend to operate, avoid work within 7m of an overhead power line.
	Exposure to Carbon Monoxide	2+2=4	Mobile equipment operating indoors	Ensure adequate air flow, utilize gas monitor and log air quality. Review Carbon Monoxide Indoors SJP.
	Falling Loads	3+3=6	Unsecured materials	Prior to lifting ensure the load is stable and secure. Control the area below the materials being lifted.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
	Unsecure Scaffold	2+4=6	High scaffold system, hoarded scaffolding	Review Scaffolds SWP for requirements when scaffolds need to be secured. Subtrades erecting scaffolding to complete scaffold erection plan.
	Inadequate sills / base plates	2+2=4	Muddy ground conditions	Review Scaffolds SWP for further information.
Install Scaffolding	Fall Hazards	3+4=7	Missing guard rails, scaffold too far from building, hazards during erection.	Scaffolds at 3m or greater require guard rails. No space greater that 10" allowed, Fall Protections plans required during scaffold erection. Review Scaffolds SWP for further requirements.
	Uninspected Scaffold	2+2=4	Missing Tags	Scaffolds to be inspected every 21 days, Review Scaffolds SWp for further requirements
	Inadequate scaffold planks	2=3=5	Inadequate rated wood	Review Scaffolds SWP for further information.
	Unusual scaffold systems	2+5=7	Ladder jack and swing stage scaffold systems	Review Scaffolds SWP and Swing Stage Scaffold systems. Review and Follow all Manufacturers specifications when using an engineered scaffold system.
	Falling from moving scaffolds	3+2=5	Bakers scaffolds, rolling scaffolds	Review Rolling Scaffold SWP
	Dust	3+2=5	Sanding Drywall	Review SDS prior to sanding product, utilize respirator / dust mask as required. Where possible utilize sanding tools with vacuum attachments. Review Drywall Sanding SWP.
	Skin irritation	2+2=4	Drywall mud	Review SDS prior to using product. Where appropriate gloves, clothing when using product.
Drywall Installation,	Falls From Heights	3+4=7	Work off Ladders, Lifts, near leading edge	See Work at Heights Section
Taping and Finishing	Falls from scaffold system	3+4=7	Rolling Scaffolds	When using a rolling scaffold install a guardrail when working at 3m or higher. Guardrails are always recommended. Do not move scaffolding while on the rolling scaffold. Review Rolling Scaffold SJP.
	Pinch points	2+2=4	Line of Fire	Be aware of hand positions relative to moving parts, objects with stored energy
	Cuts / Lacerations	2+1=3	Use of knives	Use the right tool for the job i.e. Don't use a wrench as a hammer etc. Cut in a direction away from your body. Don't use broken, damaged or dull tools.
	Sprain / Strains	2+2=4	Repetitive movements	Try to avoid over reaching, take breaks, stretch, job rotation



TASK	HAZARD	PRIORITY	CAUSE	CONTROL	
		4+4=8	Miscommunication between operator and spotter	Spotter and operator must discuss the task prior to starting. Ensure language is not a barriers.	
	Struck by / Property	4+4=8	Wrong hand signals	Spotter and operator must agree upon the hand signals to be used. Review Hand Signals Universal SWP.	а
Spotter for Mobile	Damage	4+4=8	Multiple spotters	There should only be One spotter for One driver. If more are needed a safety meeting with all involved is required to discuss the process.	
Equipment		4+4=8	Losing sight of the spotter	When the operator loses sight the operator must stop.	
	Slips and trips	3+1=4	Uneven ground conditions, losing sight of walking path	The spotter should ensure the path they are walking is clear and should try to avoid walking backwards when spotting for equipment.	
	Supervisor unaware of task risk	2+4=6	Untrained worker supervising GD activities	Employees are to be competent and aware of hazards involved in the task they are supervising. Review the Site Superintendent Safety Responsibilities and Internal Turnover Checklist for further information.	
Supervising Trades and High Risk Work	Trades not conducting work safely	2+5=7	Working near edge, etc.	Employees are to be competent and comfortable intervening to stop work when observing any unsafe work activities. Review Subtrade Requirements and Violation forms for further information.	a
	Angry confrontations	1+4=5	See Dealing with General Public Sec.	See Dealing With General Public Sec.	
	Access / Egress blocked	2+3=5	Exits blocked by materials, etc.	Always ensure all exit routes remain clear in case of emergency. Ensure clear signage and communication if a door must be blocked due to construction activities.	
	Workers unaware of Muster Location	1+4=5	Missing sign, not communicated	Always ensure signage posted for Muster point location. Muster Point location to be discussed upon worksite orientation	
	Fire Extinguisher missing	2+4=6	Not near hot works, etc.	Fire Extinguishers located every 75' and at stairwells and within 10' of any hot work activities.	
Emergency Response	Fire Extinguisher failure	2+3=5	Uncharged, missing pieces	Fire Extinguishers to be certified yearly and inspected monthly	
Emergency response	Workers not hearing alarm	2+2=4	Air horn locations not adequate	Always conduct a mock drill to ensure adequate Emergency Response Plans.	а
	Missing first aid materials	2+2=4	Materials used up	Regularly inspect First Aid kits and document in weekly site inspection	a
	Untrained workers	2+3=5	Use of fire extinguishers	All SBI workers to receive Fire Safety Training via WorkHub	a
	Incorrect contact numbers	2+3=5	Manpower changes	Review ERP and Contact numbers regularly to ensure contact numbers and emergency locations remain up to date throughout the project.	a



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
	Utility Line Strike	4+4=8	Unidentified Lines	Prior to any Ground Disturbance activities an Abadata, One Call and Private Locates must be completed. As built to be created and maintained on site. All identified utilities must be exposed. Review Scott Builders Ground Disturbance and Excavations Safe Job Procedure for further information on Ground Disturbance Process.
		2+4=6	Poor soil conditions	Review OH&S Requirements and Scott Builders Ground Disturbance and Excavations Safe Work Practise for Soil type Excavation angle requirements. Soil conditions must be continuously monitored as they can change rapidly.
	Trench collapse	2+4=6	Steep excavations	An excavation may only be cut straight for 1.5 m on hard compact soil. Any furth depth requires appropriate cutbacks or benching. Review Ground Disturbance and Excavations Safe work Practise. If due to site conditions cutbacks or benching is not possible Engineered Shoring is required.
	Loose dirt /	2+2=4	Spoil Piles too close to edge of excavation	Loose dire to be contained as much as possible. Spoil piles are to be 1m away from the edge of the excavation. The slope of the pile exceed 45 degrees of the horizontal.
	materials falling on workers	2+2=4	Equipment / tools too close to edge of excavation	Large, moving equipment can cause vibrations loosening soil. Mobile Equipment operators must be competent and mindful when operating equipment near a leading edge. Keep materials at least 1m away from the leading edge of an excavation.
Ground Disturbance	Falls	3+2=5	Unmarked excavations	All excavations are required to be marked. Concrete blocks, snow fencing, flagging and barricades are all acceptable markers.
Activities (Note: Continued on		3+2=5	Deep excavations	Be mindful of Fall Protection Hazards when working around steep excavations deeper than 10' and form of Fall Protection will be required. See Work At Heights Sec.
following page)	Slips and Trips	2+2=4	Uneven ground, dirt piles	Housekeeping is required. Maintain Spoil Piles. Create safe routes for workers.
	Equipment Failure	2+2=4	Sec.	See Operating Mobile Equipment Sec.
	Unapproved Ground Disturbance	1+5=6	Working without an approved Ground Disturbance	Prior to any Ground Disturbance Activities the Site Superintendent must approve and sign off on a Ground Disturbance Permit. Review Ground Disturbance and Excavations Safe Job Procedure.
	Workers can't exit	3+3=6	No ladder or appropriate ramp	Always maintain exits to an excavation. There should always be two routes out. Ladders, Ramps, Excavated stairs may all be acceptable.
	Contaminated soil	1+2=3	Due to past site conditions	If hazardous materials are suspected stop work and notify the safety department as hazardous materials testing may be required. A remediation contractor may be needed.
	Water seepage	1+2=3	Ground Water Levels	Can create poor underfoot conditions for workers, shoring or some stability may be required for workers in the excavation. Keep power tools and cords away from any wet conditions.
	Confined Space	2+4=6	Work affects atmospheric conditions	CO or other products can turn an excavation into a confined space. Review Confined Space Activities Sec.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
		2+5=7	Improper set up	Review Trenches and Shoring Safe Work Practice and Ground Disturbance and Excavations Safe Job Procedure for guidance on how to built temporary shoring. Workers setting up manufactured shoring should be trained and competent in the system and inspected as per manufacturers specifications
Ground Disturbance Activities (Note: Continued from previous page)	Shoring Failure	2+5=7	Structural Failure	For temporary structures used in an excavation 3 meters or less deep, the type of structure to be used is left to the discretion of the employer, as long as the structure is of sufficient strength to protect workers. If an excavation is more than 3 meters deep, the risk of injury to the worker increase dramatically. It is therefore mandatory that any temporary supporting structure be designed and certified by a professional engineer. Engineering design specifications for shoring support structures are to be made available at the excavation site.
	Untrained Workers	3+4=7	Workers without training	Any Scott Builders Employee supervising Ground Disturbance activities needs to have been trained in Ground Disturbance level 2 and maintain their training using the Ground Disturbance Training on Scott Builders WorkHub.
	Silica Dust	4+3=7	Cutting Bricks, etc.	Silica Control Plan to be completed documenting controls and PPE required.
	Masonry wall collapse	2+5=7	Structural failure	Review Masonry Structure Bracing Requirements Policy
Masonry Wall Erection	Falling Materials	3+3=6	Workers working above others	Control work areas below if there is the possibility of falling materials
Supervision	Scaffolding Hazards	3+3=6	Masonry scaffold systems	Review Install Scaffolding Sec.
	Bracing Failures	2+5=7	Missing / Damaged areas	Regularly inspect any bracing systems used. Utilize Masonry Bracing Inspection.
	Falls from heights	4+4=8	Falls from leading edge, open holes etc.	See Work at Heights Sec.
Roof Work: curbs, parapets, handrails,	Falling Objects	4+4=8	Falling objects and materials from leading edge, open holes etc.	See Work at Heights Sec.
scuppers, various roof	Pinch Points	3+3=6	Line of Fire	Be aware of hand positions relative to moving parts, objects with stored energy
penetrations	Cut / Lacerations	3+2=5	Use of knives, hand tools	Use the right tool for the job i.e. Don't use a wrench as a hammer etc. Cut in a direction away from your body. Don't use broken, damaged or dull tools.
	Limited access/egress	3+3=6	Access to roof	See Work at Heights Sec.
	Power tool hazards	3+3=6	Various power tools- drill, skill saw, etc.	See Use of Power tools Sec.



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
	Cut / Lacerations	2+3=5	Sharp edges, use of knives	Use the right tool for the job i.e. Don't use a wrench as a hammer etc. Cut in a direction away from your body. Don't use broken, damaged or dull tools.
	Sprain / Strain	3+3=6	Repetitive movements and bending	Take breaks, be aware of body placement, stretch
	Skin / Eye irritation	2+2=4	Hazardous Product use	See Applying Products Sec.
Forming / Cribbing	Limited access	2+3=5	Tight work area, working in excavation.	See Ground Disturbance Activities Sec.
	Pinch points	2+2=4	Line of Fire	Be aware of hand positions relative to moving parts, objects with stored energy
	Power Tool Hazards	2+2=4	See Use of Power Tools Sec.	See Use of Power Tools Sec.
	Hand Tool Hazards	2+2=4	See Use of Hand Tools Sec.	See Use of Hand Tools Sec.
	Pinch Points	2+2=4	Line of fire	Be aware of hand positions relative to moving parts, objects with stored energy
	Awkward Positions	3+3=6	Tight areas / overhead work	Take breaks, be aware of body placement, stretch
Finishing Carpentry	Flying Debris	1+2=3	Particles from wood, dust, etc.	Where possible reduce amount of the hazard: utilize vacuum attachments etc.
	Skin Irritation	1+2=3	Solvents, paints, stains	See Applying Products Sec.
	Cuts / Abrasions	2+2=4	Knives, tools, sharp edges	Operate equipment in accordance to the manufactures specifications, ensure you are aware of the load limits and the general weight of the materials you intend to lift / move.
	Workers under live loads	2+5=7	Other workers walking	Control the area below, consider swing radius. Use barricades, flagging etc.
	Equipment Failure	3+3=6	Uninspected Equipment	Crane operator to provide equipment certification and inspect equipment prior to use. Review Crane SWP Prior to task
			Load too Heavy	Operator to complete Crane Lift Calculation form, and follow Critical Lift plan as required.
Supervise use of Picker	Rigging Failure	2+4=6	Uninspected Equipment	Inspect Rigging equipment prior to use. Review Hoisting and Rigging Safe Work Practises.
Truck, Cranes on site	Poor Ground Conditions	4+2=6	Crane sinking in mud	Inspect the area prior to, consider crane and material loads. Use rig mats as required.
		2+3=5	Wind Conditions	Monitor wind conditions if wind is above 30 km/hr a documented meeting is to take place for a plan.
	Uncontrolled loads	2+3=5	Workers guiding materials	Use tag lines to guide materials, avoid using hands to place
	Pinch / Crush points	3+4=7	Line of fire	Be aware of hand positions relative to moving parts, objects with stored energy



TASK	HAZARD	PRIORITY	CAUSE	CONTROL
	Fire	3+4=7	Sparks / Open Flames	Hot work permit must be completed prior to conducting any task that may produce Sparks, open flames etc. Review Relevant SJP for further information: Tiger Torch SWP, Welding Cutting and Burning SWP
Hot Work Activities		3+4=7	No Fire watch	Review Fire Protection Plan for Fire Watch requirements and Document within the Hot Work Permit.
	Burns	2+2=4	Hot materials / Equipment	Always follow manufactures PPE requirements when using tools or equipment that may produce a spark or open flame
Working Alone	Unable to reach other workers	3+3=6	Workers unaware an individual is working alone	Review Working Alone or in Isolation Safe Job Procedure and complete the Working Alone From prior to any tasks involving work alone. This will identify contact and emergency procedures for the task at hand.
	Sprains / Strains	2+3=5	Walking through Mud	When possible site should try and complete ground works prior to rainy season, look into options like rig mats on sites, wear appropriate footwear
 Dewatering Site	Shock	2+2=4	Electrical in wet conditions	Protect cords from wet conditions
	Exposure	1+2=3	Cold and Wet conditions	Wear appropriate attire- Rubber boots, rain gear, etc.
	Cord Damage	3+2=5	Cords being driven over / stuck in mud	Ensure cords are visible, protected where possible
	Slips / Trips	2+2=4	Walking through mud	When possible site should try and complete ground works prior to rainy season, look into options like rig mats on sites, wear appropriate footwear
	Untrained Worker	4+4=8	Untrained inexperienced workers in confined space	Prior to any Confined Space activities workers need training in Confined Space. Review Scott Builders Confined Space Code of Practise and utilize Confined Space Entry Permit.
Confined Space activities	Injured Worker	2+4=6	Missing Rescue Plan	Prior to any Confined Space activities the Emergency Response Plan must be updated with a completed plan for rescue activities.
·	Exposed Worker	2+5=7	Inadequate atmospheric testing	When atmospheric conditions will be effecting air quality monitoring must be completed and documented.
	Explosion	2+5=7	Sparks	Based off project hazard assessments intrinsically safe tools may be necessary when working in a potentially explosive atmosphere.

Service Department Mobile Worksite: Hazard Assessment

Company Name: Worker Name: Worker Signature: Work Order #:	Job Number: Job Name: Address: Date:
Supervisor Name: Supervisor Phone:	Supervisor Contact Available: 🗌 Yes 🗌 No
In case of Emergency, call 911 Main Access Point for Emergency Services: Muster Point: Evacuation Signal:	
Facility Contact Person:	Emergency Contact Available: 🗌 Yes 🗌 No
Facility Contact Phone: Facility Sign-in Required: 🗌 Yes 🗌 No	Facility Directed Orientation Required: 🗌 Yes 🗌 No
Distance to: Walk-in Clinic: Hospital: Ambulance:	
Are you working alone: Yes No Check in Intervals: Does your Contact Person know the address: Yes First Aider Available: Yes No	Contact Person: Contact Phone: No
Are the following available? Eye Wash Yes No Fire Extinguisher: Yes No First Aid Kit: Yes No	SDS for our Controlled Products: Yes No SDS for Facility Controlled Products: Yes No
Has Safety been notified if working outside of Office radiu	us work area? 🗌 Yes 🗌 No
Required Documents complete? Fall Protection Plan: Yes N/A Lock Out / Tag Out: Yes N/A Silica Control Plan Required: Yes N/A	Hot Work Permit: Yes N/A Electrical Control Plan: Yes N/A Ground Disturbance Permit Required: Yes N/A
Demolition Required: Yes No If yes, please contact Safety Advisor to review steps taker	n for material testing and action required based on results.
Has a pre-use inspection of tools and equipment been co Warning ribbon needed: Yes No PPE Inspected: Yes	mpleted: Yes N/A

SCOTT

DERS IN



SEVERITY

Service Department Mobile Worksite: Hazard Assessment

Identify and prioritize the tasks and hazards below, then identify the plans to eliminate/control the hazards.

PRIORITY: Severity + Probability = PRIORITY

equipment damage.

E.g. Worker at heights without fall protection imminent danger (4+4=8)



1. Extremely Remote – Unlikely to occur.

2. Remote – Could occur at some point.

PROBABILITY

- 3. Reasonably Probable Likely to occur eventually.
- 4. Probable Likely to occur immediately or soon.
- 4. Imminent Danger Causing deaths, widespread occupational illness or loss of facilities.

1. Notable – May result in a report only incident.

2. Minor – Non serious injury, illness or damage.

3. Serious – Severe injury/illness, property and/or

TASKS	HAZARDS	PRIORITY	PLANS TO ELIMINATE/CONTROL

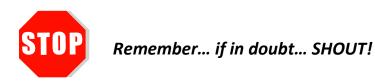
Job Completion

Are all permits closed out? 🗌 Yes 📃 No
Was the area cleaned up at the end of the job / shift? 🗌 Yes 🗌 No
Were there any incidents/injuries? 🗌 Yes 🗌 No
Are there Hazards remaining? 🗌 Yes 📃 No
If yes, explain:

eviewed by Worker after breaks (initial top row). Reviewed by other Workers in the area (initial bottom row).									
Morning Lunch Afternoon Dinner Evening									

Reviewed by Superintendent: _____ Reviewed by Management: _____





Questions to ask before and while performing a task:

1. Identify:

- Do I clearly understand my task?
- Am I physically and mentally prepared to do the task?
- What could go wrong?
- Is there a risk to others or myself?
- What can change that could create a new risk?
- Could other crews, workers, or conditions pose risks to me?

2. Assess:

- How bad could this be?
- How likely is it to happen?

3. Control:

- Who should I contact for help?
- Are permits, written practices, procedures, etc. required?
- What can I do to control the risk?
- Will the control affect another part of the task being done?
- Do I need to tell anyone else?
- Are emergency response plans required?

4. Resume Work.



After a Hazard Assessment has been completed to determine hazards, the employee and/or the project management team will develop an action plan with practical and reasonable procedures to eliminate the hazard when possible, or to minimize the risk to the employee.

Some of the control measures to be considered are as follows:

1. Elimination:

Some tasks are redundant or may duplicate work.

Consider:

- If the task can be avoided?
- Does the task need to be done to achieve the desired results?
- Can it be done in a way so workers are not exposed to the hazard?

2. Control or Substitution:

If the task cannot be avoided, can part of the process employ other materials or methods?

Facts to consider:

- Can less hazardous materials be substituted to reduce the risk?
- Can different work practices be developed to reduce exposure to risk?

3. Engineering Controls:

Engineering controls are physical arrangements, designs or alterations of workstations, equipment, materials, production facilities or other aspects of physical work environment.

Consider:

• Can the workstation or the process be redesigned to reduce exposure to the hazard, i.e. barriers, shields, scrubbers, area fans, local exhaust, etc.?

4. Administrative Controls:

Provision, use and scheduling of work activities and resources in the workplace including planning, organizing, staffing and coordinating.

Consider:

- Can the work be scheduled to provide regular breaks away from the hazard?
- Can the job be expanded to provide greater range of duties or time away from the hazard?
- Can the task be planned and organized to reduce its risk, i.e. working shifts?
- Can a Safe Work Practice or Safe Job Procedure be developed?

5. Personal Protective Equipment (PPE):

- PPE can be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.
- PPE is only to be used when all other methods of eliminating, reducing or controlling a risk are not practicable.
- PPE includes physical equipment, individual engineering controls and specific instruction.

Office Personnel Formal Hazard Assessment

	4	5	6	7	8			
PROBABILITY	3	4	5	6	7	2-3 LOW PRIORITY		
ABI	2	3	4	5	6	4-5 MEDIUM PRIORITY		
ROB	1	2	3	4	5	6-8 HIGH PRIORITY		
Ы		1	2	3	4			
			SE	VERITY	•			
	Severity	,	Proba	ability				
only Ind	or - Non serious injury, illness age	injury/illness, property and /or equipment damage 4. Imminent Danger -	Unlikely to occur 2. Remote - Could occur at	 Reasonably Probable - Likely to occur eventually Probable - Likely to occur immediately or soon 	positions include but limited t	d Assessment is intended to incorporate all work titles that are regularly involved in the office setting. These oo, Branch Safety Advisor, Corporate Safety Manager, General Manager, Office Employee, Operations Manager, oject Coordinator, Project Manager, Safety Coordinator and is to include other work titles temporarly working out of the Office Location		
	TASK	HAZARD	Severity + Probability = PRIORITY	CAUSE		CONTROL		
Dealing	with the general public	Verbal abuse	1+2= 3	Aggravated person	Keep your cool, do not retaliate, ask them to leave or locate a manger for them to speak with. Document and report details to management as soor as possible.			
Deanny	, with the general public	Physical threat	2+1= 3	Armed person	Keep calm, cooperate, try to alert others to the situation. As soon the person leaves lock the door and phone the police. Review and know the office ERP.			
Prolon	Muscle aches and discomfort in neck, 2 shoulders and wrist.		2+3= 5	Poor posture Repetitive motions Prolonged immobility Equipment set up	feet supported. Rotate activities, if possible chan Be sure to take micro breaks and	rking. Sit all the way back in the chair against the backrest. Keep knees equal to, or lower than your hips with your ge tasks often and maintain short durations. I stretch as needed. lable to all staff through Ergomotion. Please contact the Safety Advisor to arrange.		
keyboa	rd and/or mouse	Eye Strain	1+3= 4	Prolonged monitor use	Take visual breaks. Take 1 or 2 m around.	inute breaks every 20-30 minutes and 5 minute activity breaks every hour. Every few hours, try to get up and move maximize comfort & efficiency. Reduce glare by placing monitor away from bright lights and windows, using an		
		Sprain back & shoulders	2+1= 3	Improper lifting Load too heavy	Get help lifting anything greater	o "Lifting General" SWP in Section 4A of the Safety Manual. than 50lbs or above your comfort level.		
Manua	l lifting	Slips & falls Hand injuries	3+1= 4 1+1= 2	Impaired vision Sharp edges Pinch points	If the load cannot be carried with Use adequate hand protection Keep hands out of pinch points a	hout impeding your line of sight, get help. Ind wear hand protection.		
Housek	eeping	Slips & falls Blocked aisles and exits	1+2= 3 1+1= 2	Open drawers Cords/mats/wet floor Tracking mud/slush Improper storage	Close file cabinet and desk drawers before leaving an area Keep traffic areas clear of cords and/or obstructions. Ensure mats/rugs/carpet are level and secured. Keep floors dry and clean, wipe up any spills immediately. Ensure wet/dirty footwear is removed or boot covers are worn. Be sure not to store or pile materials in aisles or blocking doorways			
Use of	stairs	Slips and falls	3+1= 4	Footing Rushing Snow and ice	Take your time and use handrails Although SBI offices do not have stairs.	ndrails. Do not store materials in stairwell. s on stairs, especially with heeled footwear. any outdoor staircases pay particular attention to outdoor staircases when out and about, use extra caution on icy		
		Struck by	1+1= 2	Doorways	Open doors slowly, ensure no on	e may get stuck and knocked down		



Office Personnel Formal Hazard Assessment

TASK	HAZARD	PRIORITY	CAUSE	CONTROL
			Damaged cords	Inspect all power cords and electrical equipment prior to use.
			Water + electricity	Use caution handling water around electrical appliances, GFI is required in kitchen and washroom receptacles.
	Shock	2+1= 3	Improper lock out	Only qualified electricians should perform electrical repairs, if a lock is placed on a breaker under no circumstances may you tamper with or remove it. If you find a breaker tripped ensure it was not intentionally turned off with improper lock out procedures prior to turning it back on. Procedures can be found in the safety manual.
Electrical	Tripping	2+2= 4	Cords in traffic areas	Extension cords should only be used as temporary power in the short term. Any extension cord which will be used for more than 1 day should be strung up overhead or covered and secured if on the floor. Inspect cords daily.
	Fire	2+1= 3	Circuit overload	Avoid plugging multiple high draw appliances into the same circuit. Always use three prong grounded extension cords and surge protected power bars.
		2.2.0	Electrical fire	Never attempt to use water to extinguish an electrical fire, all office fire extinguishers are ABC and approved for use on electrical fires.
			Burns	Situational awareness and hand protection as required.
	Electric heaters	2+1= 3	Fire Shock	Electric heaters are only to be used in an open area free from combustibles. Follow manufacturers instructions with regards to use and care, inspect cords.
	Power outage	1+1= 2	Any reason	Know and follow the office ERP, test office emergency lighting regularly.
	Dinch points	2+1= 3		Po sugge of band positioning relative to moving parts
	Pinch points Cuts	2+1= 3	line of fire Paper edge	Be aware of hand positioning relative to moving parts. Be aware of handling papers and paper cuts.
Filing	Cuis			Only open 1 drawer/tray at a time, multiple drawers open could cause the cabinet
	Upset cabinet/crush	3+1= 4	Off balance	to become unstable and fall over, possibly onto yourself or a co-worker.
	Skin irritation	1+1= 2	Chemicals	SDS for cleaning products must be on hand and reviewed, read & follow the manufacturers instructions. Use natural/non-harmful products when feasible.
Cleaning	Eye injury/irritation	2+1= 3	Chemicals/splash	Wear eye protection when recommended by the manufacturer.
	Lye injury/initation	211-3	Foreign body in eye	Wear eye protection when the possibility of getting dirt/dust in your eye exists.
	Slip / trip	2+1= 3	Wet floors	Ensure wet floors are identified or dried after cleaning.
	Auto Accident	3+1= 4	Winter roads/ice/snow	Drive to the conditions, ensure good tires, keep an emergency kit in your car.
	Slip / fall	3+2= 5	Improper footwear	Wear appropriate footwear for the conditions.
Vinter conditions			Uncleared snow/ice	Ensure all high traffic areas are cleared and salted/sanded regularly to avoid injury.
	Sprain / strain	2+1= 3	Shoveling snow	Know your capabilities, don't overexert, clear small amounts often, proper clothing.
	Auto breakdown	1+1= 2	Any Cause	Carry a proper winter emergency kit in your vehicle. SBI will supply to all employees who drive company vehicles or receive a vehicle allowance.
Use of a snow blower	Injury/property damage	1+1= 2	Unfamiliarity	Training & competency, manufacturers instructions, complete an FLHA.
Accessing the reaf	Personal injury	2+1= 3	Fall from heights	100% tie off within the 10 foot control zone, FLHA & Fall Protection Plan required
Accessing the roof	Slip / trip	2+1= 3	Winter conditions	Appropriate clothing in addition to the requirements above.
	Fire	3+1= 4	Improper clean up Combustibles in area	Grease collection traps must be inspected prior to each use & cleaned as required. Ensure the barbeque is located in a safe area away from combustible materials.
Use of Barbeque	Eye Injury / Burns	3+2= 5	Grease splatter Improper starting	Safety Glasses should be worn while cooking on an open grill. Follow manufacturers instructions, never light the barbeque with the lid closed.
	Explosion	3+1= 4	Improper transport	Ensure propane cylinders are properly secured while being transported.
	Unexpected venting	2+1= 2	Regulator malfunction	In the event of a regulator or valve malfunction resulting in an unexpected release clear the area and shut down any possible source of ignition.
Coffee or tea prep	Burns	2+1= 3	Hot liquids Bump into others	Use caution when handling hot/boiling liquids, do not overfill your glass / mug. When walking with a hot drink watch where your walking, not the drink.
	Electrical shock	2+1= 3	Water + electricity	Always follow the manufacturers instructions, ensure GFI receptacles are used
	Lacerations	2+1= 3	Broken bulbs	Handle light bulbs and tubes with care and dispose of them properly & protected
	Shock	2+1= 3	Power not shut down	Ensure the light is switched to the off position prior to changing the bulb/tube.
Change lightbulb			Use of a stepladder	Inspect ladder before use, ensure it is in the locked position, use a spotter if possible
	Fall from heights	2+1= 3	Use of a stool	Only use a step stool that is designed for this purpose, never use a roll / swivel chair.
	i di nominengi tu	2.2.0	Use of aerial lift	In some cases an aerial lift platform may be required to access outdoor or high ceiling lights. In such a case, a competent operator and FLHA would
			I	be required.

TASK	HAZARD	PRIORITY	CAUSE	CONTROL
Use of box cutter	Lacerations	2+1= 3	Improper use	Always use caution with bladed instruments, cut away from you, ensure the blade is sharp, and close the blade when done.
Backing up a vehicle	Striking a person	2+1= 3	Blind snots	Use your mirrors, honk your horn to warn pedestrians, proceed with caution. When leaving a sparking stall, do a walk around your vehicle prior to starting.
General office tasks	Snagged in caught on	<u>1</u> +1= 2	L	Be aware of loose clothing snagging on drawers, handles & furniture. Be aware of loose /large jewelry pieces snagging on drawers & furniture.
Changing toner	Contamination	1+1= 2	L	Be familiar with the process and the SDS for the toner used. Ensure spent toner cartridges are disposed of properly, according to the manufacturer.
Working alone	Medical emergency	3+1= 4	Variety	If you are the last in the office ensure that someone knows you are there and when you can be expected elsewhere, home, friends, parents. Check In as needed.
	Robbery / Violence	2+1= 3	Intruder	If you are alone ensure all entrances are locked and secure.
Community spread infection	Transmission of infection	2+2= 4		Regular maintenance of facility with cleaning and disinfecting, staff disinfecting of their work space frequently, staff to use hand sanitizer often. Follow all guidelines issued by government resources in the event of a pandemic or community outbreak



 Project Hazard Assessment Form

 Project Name:
 Project Number:

 Date:
 Date:

Assessment Team:					-	
Name		Title			Signature	
Pric	ority Status :	= Severi	ty +	Probabili	ty	
1. Notable – Potential rep					Remote – Unlikely to	
2. Minor – May result in r					 Could occur at some 	
3. Serious – Severe injur					oly Probable – Likely	
4. Imminent Danger – De	eath, widespread i	llness, loss of facilit		4. Probable	 Likely to occur imm 	
lá e ma			Priority		- 12	Date of Action
Item:	Identified Hazar	as	Status	Corrective Pl	an	and By Whom
Underground Hazards /						
Crossing agreements Excavations						
Power Lines / Electrical						
controls						
Overhead Hazards						
Access/Egress						
Environmental Hazards						
/ Issues						
Communications						
Emergency Response /						
Mock Drills						
Waste Disposal /						
Recycling / LEED						
Material Storage / Site						
security						
Weather/Temperatures						
Public Liability	<u> </u>		<u> </u>			

Work at Heights		
Housekeeping		
Masonry Engineering		
Engineering		
Skeletal Structure		
Scaffolding		
Hot work / Fire Plan		
Restricted / Confined		
spaces		
Committee		
Requirements	 	
Mobile Equipment Tools and Equipment		
Tools and Equipment	 	

Reviewed / Updated by:	Date:	Signatures:

SCOTT

Section 4A Safe Work Practices

BUILDERS INC



Safe Work Practice Policy

At Scott Builders Inc., it is our policy for all company employees to be properly instructed in the safe performance of their duties. Safe Work Practices will be enforced in the same manner as rules and regulations. Our company will determine which Safe Work Practices are needed, and whether they are being followed by reviewing inspection and incident investigation records, observing jobs, and evaluating worker suggestions and Safety Committee recommendations.

Management, in conjunction with Branch Safety, is responsible for the revision and development of Safe Work Practices. The Corporate Safety team is responsible for approval of Safe Work Practices.

It is the responsibility of the Supervisory staff members to ensure that the workers understand and comply with general Safe Work Practices.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



General

Scott Builders Inc. strives to complete work efficiently, on time, and safely. To help accomplish this, we have developed specific Safe Work Practices for common construction site activities.

Safe Work Practices (SWPs) are a control. They are the general do's and don'ts of common work activities such as using power tools or ladders. SWPs are commonly found in owner's manuals, industry guides, sample manuals, etc. They can be written text or pictograms, or a combination of both. SWPs are often used to support Safe Job Procedures to reduce repetitive information.

In promoting Safe Work Practices, our company will do the following:

- Put our Safe Work Practices in writing.
- Make them available to all employees by keeping a copy at each worksite.
- Provide safe equipment, tools and material to work with.
- Give management support.
- Requires that Site Supervisors enforce the use of and compliance with these Safe Work Practices.

It is to be noted here that not all situations can be addressed in this manual as they are varied and could require specific practices for specific situations encountered. Much of the material presented in this section is by design, accurate and brief. For more detailed information, contact your Branch Safety Advisor or the safety authority having jurisdiction for guidance and reference material.

In compiling these Safe Work Practices, the following reference material was consulted to ensure accuracy:

- The regulating authority having jurisdiction regarding safety legislation.
- Recognized safety procedures manuals.
- Health hazard data books.
- Employee and worker input and contributions.

All Supervisors are required to be familiar with this section and shall utilize the practices listed for purpose of training workers.



Purpose

Preventing incidents associated with asbestos exposures.

Asbestos is a naturally occurring mineral. The most commonly used types of asbestos are chrysotile, amosite and crocidolite. Asbestos has been and continues to be used in a variety of materials due to its strength and unique fire and chemical resistance properties.

Asbestos products may be friable, i.e. easily crumbled by hand pressure, or non-friable. The asbestos fibers are bound into the product. Since asbestos is a fibrous material, it can be spun and woven like yarn into fabric.

Uses of Asbestos

In the past, asbestos-containing materials were applied to structural steel and concrete for fire protection and as insulation. Asbestos containing products were also used as boiler and pipe insulation. Asbestos was used in many other building materials including wall board, caulking compounds, floor tiles, vinyl floor sheeting, ceiling tiles, plaster, drywall joint compound and decorative texturing products. Asbestos is still used in some products such as cement board and sewer pipe. Asbestos has also been used in a wide variety of other products. These include gaskets, plastics, duct tape, fire curtains and other textile products, i.e. clothing, rope, gloves and wire insulation. Some brake pads, clutch plates and automotive and industrial gaskets and valve packing materials can still contain asbestos. The use of asbestos in these products continues to decline. Asbestos has been and continues to be used in a variety of materials due to its strength and unique fire and chemical resistance properties.

Federal Legislation prohibits the sale and importation of many asbestos-containing products into Canada. The Alberta Occupational Health and Safety Code prohibits the use of crocidolite asbestos, spray-applied asbestos material and asbestos in air distribution systems in a form or location in which asbestos fibers could enter a supply or return air system.

Health Effects

Asbestos can affect the body if the fibers are inhaled. Once inhaled, the fibers settle in the airways and lung tissues. Three diseases that may be caused by inhaling asbestos fibers are asbestosis, lung cancer and mesothelioma.

Asbestosis is a lung disease caused by exposure to high concentrations of asbestos over a long period of time. It takes from 10 to 30 years after exposure begins for the disease to show up. The main effects are scarring of the lung tissues and shortness of breath. These effects develop slowly and can worsen as the disease progresses, even if exposure stops.

Workers exposed to asbestos have an increased risk of developing lung cancer. Workers who smoke and are exposed to asbestos have a much greater risk (70 times greater) of developing lung cancer than nonsmokers who are exposed to the same concentrations of fibers. Lung cancer takes about 15 to 25 years to develop, depending on the amount of exposure.

Mesothelioma is a rare cancer of the chest cavity or abdominal cavity linings. Exposure to asbestos increases the risk of mesothelioma. This disease has no cure and is almost always fatal. The time period between exposure and the onset of disease can range from 15 to 55 years.



Controlling Asbestos Exposure

Asbestos fibers must be inhaled to cause disease. Asbestos-containing products in good condition and that are not disturbed are not a direct health hazard. These products become a potential health hazard only if fibers are released. Workers currently having the highest risk of asbestos exposure are those involved in asbestos abatement projects (removal, enclosure or encapsulation of asbestos-containing products), those doing maintenance on equipment or buildings that use asbestos-containing products, or those who may work in an area where asbestos is being disturbed by others.

Where asbestos-containing products must be disturbed, four principles should be followed in any work procedures:

- 1. Isolate the work area.
- 2. Protect the workers.
- 3. Minimize the release of asbestos fibers.
- 4. Ensure that the area is properly cleaned up after the work is completed.

Detailed recommended work practices for projects involving asbestos-containing materials are provided in the *Alberta Asbestos Abatement Manual*.

Worker Health Assessment

A worker exposed to asbestos must have a health assessment within 30 days of becoming an "exposed worker" as defined by the Alberta OH&S Legislation (the definition appears in Table 1, footnote 2). The initial assessment is called a baseline health assessment. This assessment permits the early detection of any changes from the baseline measurements. Subsequent tests are compared to the initial assessment.

The health assessment consists of exposure and health history information, a chest x-ray, a radiologist's report, a lung function test, and a copy of the physician's interpretation and explanation of the health assessment. Table 1 summarizes the parameters considered in the health assessment for workers exposed to asbestos. The complexity of the health assessment depends on the severity of the exposure to asbestos fibers. The chest x-ray consists of a single back to front (posterior-anterior) view of the chest. The x-ray needs to be interpreted by a radiologist and the resulting report must be sent to the physician. The lung (pulmonary) function test is done by a pulmonary function technician and involves measuring the volume capacity of the lungs and the rate of air flow out of the lungs.

Legislation Occupational Exposure Limits

Alberta's Occupational Health and Safety Legislation sets out employer and worker responsibilities at the work site. The 8-hour Occupational Exposure Limit (OEL) for all forms of asbestos is 0.1 fibers per cubic centimeter (f/cc).

Employer Responsibilities

Employers must:

- Control the release of asbestos fibers to keep the concentration of fibers in the air as low as reasonably practicable.
- Ensure that workers at the worksite are protected from exposure to asbestos and other hazards.
- Develop work procedures to minimize exposure to asbestos.
- Provide suitable protective equipment for workers.
- Train workers in the hazards of asbestos.
- Train workers in the employer's work procedures.
- Ensure that asbestos exposed workers are provided with a health assessment.



Worker Responsibilities

Workers are responsible for taking reasonable care of themselves and others at the work site. Workers must:

- Become aware of the hazards associated with working with asbestos.
- Follow the employer's work procedures.
- Practice good personal hygiene.
- Wear the protective equipment required for the work and use the equipment properly.
- Participate in training programs provided by the employer.

Additional Hazards Discussed:

Additional Instructions:



Purpose

Preventing incidents associated with entering restricted areas, i.e. barricaded, caution or danger flagged without knowing what the hazards or restrictions are.

Key Safe Practices

- Use a barrier tag(s) in any areas which have restricted access to inform workers of what the hazards or restrictions are prior to them entering the area so they can take any precautions needed.
- Area(s) which should have barrier tags include but are not limited to:
 - A need for additional PPE.
 - Slipping or tripping hazard.
 - Overhead work.
 - Welding/Cutting/Grinding.
 - Hoisting/Rigging.
 - Respiratory hazard.
 - Electrical hazard.
 - Noise hazard.
- Install the barrier tag at the access point(s) to the restricted area(s), write on the tag if the area is to be entered, entered with caution or have special conditions for entry. Then identify on the tag what the reason(s) are, contact info, phone number, date and crew (if applicable).

Examp	le	of	Barrie	r Tag
-------	----	----	--------	-------

	BARRIER TAG
	Do Not Enter
-	Enter with Caution
	Special Condition of Entry:
For the	following reason(s):
	Slipping/Tripping Hazard
1 million (Overhead Work
	Welding/Cutting/Grinding Fall Hazard
	Hoisting/Rigging
	Respiratory Hazard
	Electrical Hazard
	Dther:
Contact	t Name:
Phone	4:
Date:	
_	
Crew:	



Purpose

Preventing incidents associated with improper use of bracket scaffolds.

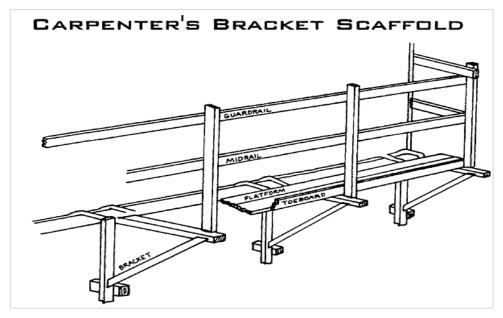
Definition

A type of cantilevered scaffold where brackets are "hung" off of supporting structures and are therefore reliant upon the structure, like a single pole scaffold. The brackets can be hung from (or hooked over) the top of a structure or anchored to the side of a structure, with platforms placed on top.

Bracket Scaffolds are commonly fastened to formwork, in order to provide a working platform for concrete pours.

Key Safe Practices

- Refer to Scaffolding SWP for general requirements
- Refer to Scaffolding Inspection Tags SWP for tagging requirements.
- Inspect brackets and other scaffold components for damage prior to install.
- Ensure scaffold is installed and used in accordance with the manufacturer's specifications or specifications certified by a professional engineer.
- Brackets must be securely attached to the support wall in a manner that prevents them from dislodging.
- Bracket scaffolds can only be used as a light duty scaffold.
- Maximum duty rating for light duty scaffold platform is 122 kg/m² or 25 lb/ft² based on a uniform distributed load.
- Brackets cannot be spaced more than 3 meters (9.8') apart.





Preventing incidents associated with the improper usage of clips and clamping wire rope.

Key Safe Practices

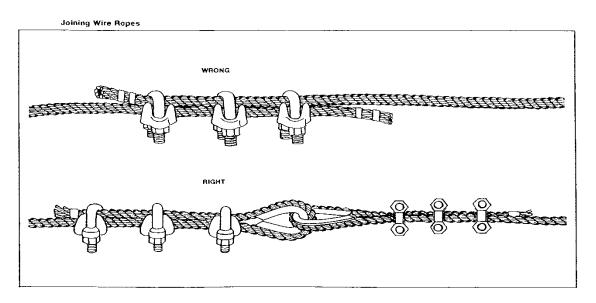
- Wire the thimble to the rope at the desired point, then band the rope around the thimble and secure temporarily by wiring the rope members together.
- First attach the clip farthest from the thimble and tighten <u>(be sure the base of the saddle rests upon</u> <u>the live end of the rope and the "U" bolts on the short end</u>). All clips must be attached in the same manner.
- 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, place some stress on the rope to take up the slack and equalize the tension on both sides of the clip. Do not apply too much stress or the clip attached in Step 1 will not hold. Tighten all clips to recommended torque.
- Ensure you use a thimble when wiring loops to reduce wear and tear of the rope.

SEE ILLUSTRATIONS ON FOLLOWING PAGES

For further information, see the appropriate Provincial Occupational Health and Safety Legislation.

Additional Hazards Discussed



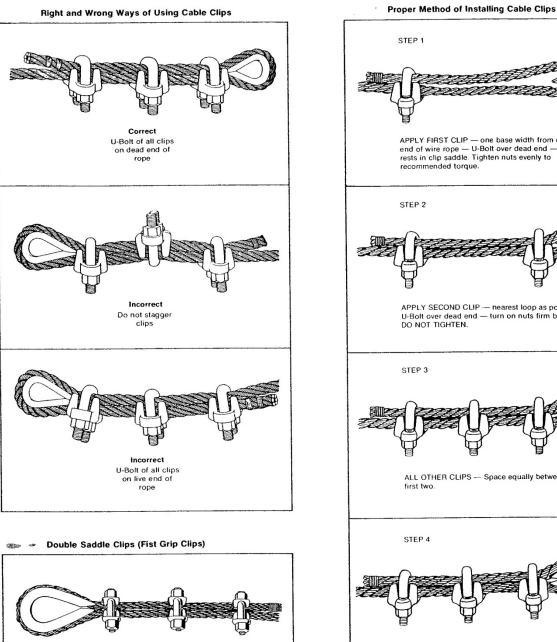


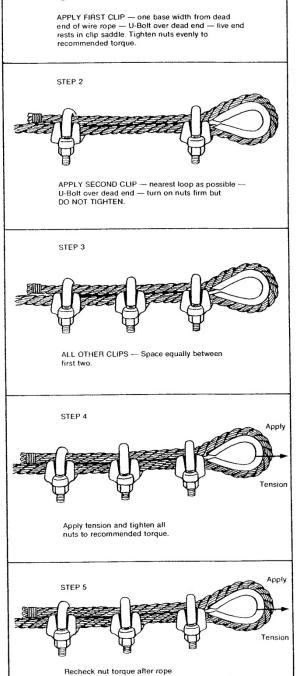
Never use any kind of clip to directly connect two straight lengths of rope. If this is necessary, use the clips to form an eye (with thimble) in each length and connect the eyes together. (Fig. 1.86)

		LATION OF			
Rope Diameter (Inches)	Minimum No. of Clips	Amount of Rope Turn Back From Thimble (Inches)	Torque in Foot-Pounds Unlubricated Bolts		
$\begin{array}{c} 1/8\\ 3/16\\ 1/4\\ 5/16\\ 3/8\\ 7/16\\ 1/2\\ 9/16\\ 5/8\\ 3/4\\ 7/8\\ 1\\ 1/4\\ 13/8\\ 1^{1}/2\\ 1^{5}/8\\ 1^{3}/4\\ 2\\ 2^{1}/4\\ 2^{1}/4\\ 2^{3}/4\\ 3\end{array}$	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	$\begin{array}{c} 3^{1/4} \\ 3^{3/4} \\ 4^{3/4} \\ 5^{1/2} \\ 6^{1/2} \\ 7 \\ 11^{1/2} \\ 12 \\ 12 \\ 18 \\ 19 \\ 26 \\ 34 \\ 37 \\ 44 \\ 48 \\ 51 \\ 53 \\ 71 \\ 73 \\ 84 \\ 100 \\ 106 \\ \end{array}$			

INSTALLATION OF DOUBLE SADDLE CLIPS									
Rope Diameter (Inches)	Minimum No. of Clips	Amount of Rope to Turn Back (Inches)	Torque in Foot-Pounds Unlubricated Bolts						
3/16 1/4 5/16 3/8 7/16 1/2 9/16 5/8 3/4 7/8 1 $1^{1}/8$ $1^{1}/4$ $1^{3}/8$ $1^{1}/2$	2 2 2 2 3 3 3 4 5 6 6 6	$\begin{array}{c} 4\\ 4\\ 5\\ 5^{1/2}\\ 6^{1/2}\\ 11\\ 12^{3/4}\\ 13^{1/2}\\ 16\\ 26\\ 37\\ 41\\ 55\\ 62\\ 66\\ 66\end{array}$	30 30 30 45 65 65 130 130 225 225 225 225 225 360 360 500 500						







has been in operation.



Preventing incidents associated with improper ventilation of hazardous carbon monoxide fumes caused by combustible engines or gas-fired heaters used indoors or in enclosed spaces.

Carbon Monoxide Resource Information

Carbon Monoxide (CO) is a product of incomplete combustion. It is a toxic, odorless, invisible gas. When the symptoms are mild, the victim may not link them to CO poisoning.

The symptoms associated with CO poisoning are:

- Headache.
- Nausea.
- Dizziness.
- Blurred vision.
- Chest pain.
- Shortness of breath.

More severe poisoning symptoms include:

- Previously mentioned symptoms becoming worse.
- Progression to mental confusion.
- Loss of consciousness.
- Coma and death.

CO produces its effects by interfering with ability of the blood to carry oxygen to the tissues and more importantly to the brain. Normally, oxygen is transferred from the lungs to the blood, where it combines with the hemoglobin to form oxygenated red blood cells. CO is also transferred from the lungs to the blood where it forms a carboxyhemoglobin (COHb) or a CO enriched blood cell. The attraction and combination of hemoglobin with CO is approximately 200 times greater than oxygen so that the CO replaces oxygen from blood and then prevents further uptake of oxygen by the blood. As long as CO continues to be breathed in, it progressively blocks more and more of the blood's oxygen carrying capability.

Even a fairly low concentration of CO in air can produce a high blood level of COHb and asphyxiate the exposed worker by cutting off the vital supply of oxygen to the tissues. Fortunately the effects of CO poisoning are not generally considered chronic. CO levels in blood tend to drop as soon as the worker is removed to fresh air and from further CO exposure. More extreme levels of CO poisoning requires immediate medical attention – call 911 - for treatment including treating the worker with medical oxygen and transportation to a hospital for further medical treatment in order to rid the body of Carbon Monoxide. If you have any doubt about a worker's exposure or symptoms – call 911 immediately.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of cell phones while driving or working on site.

Key Safe Practices While Driving:

- Make driving your first priority.
- Utilize a hands-free device only.
- Let your voicemail take your incoming calls, whenever possible.
- Do not engage in stressful or emotional conversations.
- No taking notes or looking up phone numbers while driving.
- No texting while operating a vehicle.
- No checking emails or text messages while operating a vehicle.

Key Safe Practices on Site:

- Cell phone use, texting and emailing are not permitted unless it is part of your job duties.
- Ensure your surroundings are safe if you are required to use cell phones, tablets or other electronic devices as part of your job (*refer to above bullet point*).
- Use of ear buds in conjunction with cell phones or music devices are prohibited on site.
- Cell phone practices may change according to individual site requirements, i.e. Industrial sites.

Additional Hazards Discussed:



Preventing incidents associated with improper usage of chain saws. Chain saws will comply with CSA Standards Z62.1-M-77.

There are many different brands, models and sizes of chain saws. A chain saw must be operated, adjusted and maintained according to the manufacturer's specifications. Kickback is the main cause of chain saw injuries. A kickback is the sudden and potentially violent rearward and/or upward movement of the chain saw. It is often caused by the chain striking wood or other objects, or can be caused by binding or pinching in the cut. All chain saws used at the work site must be designed or equipped with a mechanism that minimizes the risk of injury from kickback when the saw is in use.

Key Safe Practices:

- Personnel who are authorized to use a chain saw on the work site must also be trained in its safe use, operation and safety procedures prior to use.
- The proper PPE must be worn as set out in the manufacturer's manual and local Occupational Health and Safety Legislation. PPE should include hard hat, safety glasses, mesh face shield, ear muffs, and chain saw pants as a minimum.
- Ensure the brake is functioning properly and adequately stops the chain.
- The chain must be sharp, have the correct tension and be adequately lubricated.
- The chain must not be adjusted while the saw's motor is still idling.
- The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used
- The chain saw must not be used for cutting above the shoulder height at any time.
- Fueling must be done in a well ventilated area and not while the saw is running or hot.
- Approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.
- When carrying or transporting a chainsaw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
- Follow the Chain Saw Safe Job Procedure step by step for operation instructions.

Reducing your risk of Kickback:

- Watch the guide bar nose. Do not let it touch logs, branches or the ground when saw is running.
- Cut only one piece at a time.
- Run the saw at full power when cutting.
- Keep the chain sharpened to manufacturer's specifications.
- Hold the saw securely with both hands.
- Ensure that you have firm footing before starting to saw.
- Stand to side of the cutting path of the chain saw.
- Know where the bar tip is at all times.
- Make sure the chain brake functions and adequately stops the chain. The stopping power of a chain brake can be greatly reduced by wear, or by oil, dirt or saw dust in the brake parts.
- Install a safety tip that covers the nose of the guide bar on the saw to prevent contact with the kickback zone. The tip must be removed for making bore cuts (pocket cuts) or for cutting wood thicker than the length or the guide bar.



Additional Hazards Discussed:



The following practices should enable the person responsible for the chop saw, and the person(s) who actually uses this equipment to anticipate and avoid operational hazards. The person responsible for the equipment must ensure that all users understand these and adhere to them.

Key Safe Practices:

- Review the Power Tool SWP.
- Obtain a Hot Work Permit if cutting will create sparks.
- Always wear face shield with safety glasses, hearing and hand protection when operating a chop saw.
- Respiratory protection: Use appropriate respiratory protection as determined by your hazard assessment. Some dust created by this saw might contain chemicals known to cause cancer, birth defects or other reproductive harm. Your risk from these exposures varies depending on what you are cutting and how often you perform the type of work.
- Do not overreach; keep proper footing and balance at all times. Avoid crossing your arms when cutting, arms should be kept parallel.
- Make sure the saw is positioned and secured on a level, stable surface.
- Ensure the proper blade /wheel for the materials being cut is used.
- Follow manufacturer's instructions for lubricating and changing accessories.
- Use only accessories that are recommended by the manufacturer for your make and model.
- Disconnect tools before servicing and changing accessories such as blades, bits, cutters and the like.
- Check for damaged parts before using this tool. Any part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function safely.
- Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced.
- Before using, inspect each cutting wheel for cracks or flaws. If a crack or flaw is evident **discard the wheel**! The wheel should also be inspected whenever you think the tool may have been dropped.
- When starting the chop saw with a new or replacement blade / wheel installed, place saw in a wellprotected area. If the blade / wheel has an undetected crack or flaw, it could burst in less than one minute. Never start the saw with a person in line with the wheel. This includes the operator.
- During operation, avoid bouncing the blade / wheel or giving it rough treatment. If this occurs, stop the saw and inspect the blade / wheel.
- Feed work into a blade or cutter against the direction of rotation of the blade or cutter only.
- Use only with guard in place. The guard protects the operator from cutting debris as well as from broken pieces of the blade / wheel should it break during use.
- If making a cut using one hand to hold the saw, ensure the free hand is clear of the cutting area.
- Never leave the tool running unattended. Turn power off and don't leave the tool until it comes to a complete stop.
- Always use the vise or special fixture to clamp work securely. Other aids such as the spring, bar or Cclamps may be appropriate for certain sizes and shapes of work pieces. It is safer than using your hands and it frees both hands to operate the tool. Use care in selecting and placing these clamps and make a dry run before making a cut.
- Allow cut off parts to cool before handling.
- Never cut magnesium with this tool.
- Turn chop saw off before removing any pieces from the base.



Additional Hazards Discussed:



Preventing incidents associated with the improper usage of hand held circular saws. This type of power hand tool is one of the most commonly used in construction. Because of this common use, there are numerous incidents and injuries due to careless acts.

Key Safe Practices:

- Refer to the Power Tools Safe Work Practice.
- Approved safety equipment such as safety glasses or a face shield must be worn.
- Where harmful dusts are created, ensure adequate ventilation is maintained or use approved respirator protection.
- The proper sharp blade designed for the work to be done must be selected and used.
- The power supply must be disconnected before making any adjustment to the saw or changing the blade.
- Before the saw is set down, make sure the retracting guard has fully returned to its down position.
- Both hands must be used to hold the saw while ripping.
- Maintenance is to be done according to the manufacturer's specifications.
- Ensure all cords are clear of the cutting area before starting to cut.
- Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to kick back.
- When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of cleaning and flammable solvents. Supervisors must be aware of all solvents/flammable material that are used on the job and be sure that all workers who use these materials have been instructed in their proper use and any hazards they pose.

Key Safe Practices:

- Use non-flammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in the area.
- Store flammable material and solvents in special storage areas away from heat, spark, flame and direct rays of sun.
- Check toxic hazards of all solvents before use (SDS).
- Provide adequate ventilation where all solvents and flammable materials are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use the appropriate gloves to protect the hands.
- Wear protective clothing to prevent contamination of workers clothes.
- When breathing hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or vats return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage and field use of solvents or flammable material.
- Where solvents are hazardous products, ensure all employees using or in the vicinity of use or storage, are trained and certified in the Workplace Hazardous Materials Information Systems / Global Harmonized System. Ensure all WHMIS / GHS requirements are met.

Additional Hazards Discussed:



Preventing incidents associated with the improper securement of cargo being transported. The guiding principle of cargo securement is that cargo being transported on public roads must remain secured on or within the transporting vehicle. Proper cargo securement prevents cargo from shifting or leaking, spilling, blowing or falling from the vehicle.

A properly secured load will remain secured:

- Under all conditions that could reasonably be expected to occur in normal driving; and
- When you are responding to an emergency situation (except when there is a crash).

An improperly secured load can result in:

- Vehicle incidents
- Loss of life
- Loss of load
- Damage to cargo
- Damage to vehicles and other property
- Issuance of citations/fines to you and the company
- Higher insurance rates
- Your vehicle being placed out of service.

In Canada, you must comply with National Safety Code (NSC) Standard 10 – Cargo Securement and provincial standards. The standards apply to commercial motor vehicles, including vehicle combinations (truck & trailer), that are operated on a highway and either;

- Have a gross vehicle weight rating (GVWR), gross combination weight rating (GVW) or gross combination weight (GCW) or 4,536 kg (10,000 lbs.) or more, whichever is greater; OR
- Are used in the transporting hazardous materials in a quantity requiring placarding.

Before you can operate a commercial motor vehicle and before the company can require you to operate a commercial motor vehicle, you must be certain that the vehicle's cargo and equipment are properly secured.

- The vehicle's cargo must be properly distributed and adequately secured.
 - The vehicle's structure and equipment must be secured, including:
 - Tailgate
 - Doors

•

- Tarpaulins
- Spare tire
- Other equipment used in the vehicle's operation
- Cargo securing equipment
- The cargo or any other object must not:
 - Obscure the driver's view ahead or to the right or left sides (except for drivers of self-steer dollies)
 - Interfere with the free movement of the driver's arms or legs.
 - Prevent the driver's free and ready access to accessories required for emergencies
 - Prevent the free and ready exit of any person from the vehicle's cab or driver's compartment.



Securement Systems and Components

The securement system chosen must be appropriate for the cargo's size, shape, strength and characteristics. The articles of cargo should have sufficient structural integrity to withstand the forces of loading, securement and transportation. This includes packaged articles, unitized articles and articles stacked one on the other.

Vehicle structures include:

Floors	Walls	Decks
Tiedown anchor points	Header boards	Bulkheads
Stakes	Posts	Mounting pockets
Anchor points		

All anchor points and elements of the vehicle structure must be in good working order with:

- No obvious damage (including cracks or cuts) that would adversely affect performance or reduce the working load limit.
- No distress
- No weakened parts or sections

Securing Devices

A securing device is any device specifically manufactured to attach or secure cargo to a vehicle or trailer. This includes:

- Chain
- Synthetic webbing

Wire rope

- Synthetic rope
- Medal banding material used by the shipper or manufacturer
- Manila rope

Tiedowns

A tiedown is a combination of securing devices that forms an assembly that:

- Attaches cargo to or restrains cargo on a vehicle or trailer
- Is attached to anchor points

All components of each tiedown must be in proper working order, with no defects that reduce that working limit:

- No knots, cracks, cuts or other obvious damage that would adversely affect performance.
- No distress
- No weakened parts
- No weakened sections

Bungee Cords or Tarp Straps

Bungee cords and tarp straps <u>are not</u> a recognized approved cargo securement device; these types of devices have not been rated by the manufacturer for a safe working load limit.



Default Working Load Limits (WLL)

Chain

Size	WLL
7 mm (1/4")	580 kg (1300 lbs.)
8 mm (5/16")	860 kg (1900 lbs.)
10 mm (3/8")	1200 kg (2650 lbs.)
11 mm (7/16")	1680 kg (3700 lbs.)
13 mm (1/2")	2030 kg (4500 lbs.)
16 mm (5/8")	3130 kg (6900 lbs.)

Synthetic Webbing

Width	WLL
45 mm (1 3/4")	790 kg (1750 lbs.)
50 mm (2")	910 kg (2000 lbs.)
75 mm (3")	1360 kg (3000 lbs.)
100 mm (4")	1810 kg (4000 lbs.)

Note: Rule of thumb for synthetic webbing strapping is 1000 lbs/inch (3" strap = 3000 lbs)

Synthetic Fiber Rope

Diameter	WLL
10mm (3/8")	185 kg (410 lbs.)
11 mm (7/16")	240 kg (530 lbs.)
13 mm (1/2")	285 kg (630 lbs.)
16 mm (5/8")	420 kg (930 lbs.)
20 mm (3/4")	580 kg (1280 lbs.)
25 mm (1")	950 kg (2100 lbs.)

Welded Steel Chain – Working Load Limits (WLL): For chains with grade stamps

Size mm (in)	Grade3	Grade 43	Grade 70	Grade 80	Grade 100
	Proof Coil	High Test	Transport	Alloy	Alloy
7 mm (1/4")	580 kg	1180 kg	1430 kg	1570 kg	1950 kg
	(1300 lbs.)	(2600 lbs.)	(3150 lbs.)	(3500 lbs.)	(4300 lbs.)
8 mm (5/16")	860 kg	1770 kg	2130 kg	2000 kg	2600 kg
	(1900 lbs.)	(3900 lbs.)	(4700 lbs.)	(4500 lbs.)	(5700 lbs.)
10 mm (3/8")	1200 kg	2450 kg	2990 kg	3200 kg	4000 kg
	(2650 lbs.)	(5400 lbs.)	(6600 lbs.)	(7100 lbs.)	(8800 lbs.)
11 mm	1680 kg	3270 kg	3970 kg	-	-
(7/16")	(3700 lbs.)	(7200 lbs.)	(8750 lbs.)		
13 mm (1/2")	2030 kg	4170 kg	5130 kg	5400 kg	6800 kg
	(4500 lbs.)	(9200 lbs.)	(11,300 lbs.)	(12,000 lbs.)	(15,000 lbs.)
16 mm (5/8")	3130 kg	5910 kg	7170 kg	8200 kg	10,300 kg
	(6900 lbs.)	(13,000 lbs.)	(15,800 lbs.)	(18,100 lbs.)	(22,600 lbs.)
Chain Marks	3	4	7	8	10
	30	43	70	80	100
	300	430	700	800	1000



Note: 10 mm (3/8") Grade 70 chain is what is required to for Tiedowns for our skid steer loaders.

RULES - Minimum Number of Tiedowns Required

The minimum number and type of securement devices required is based on a formula in respect to the **length and weight** of the article of cargo.

• The 1.52 Metre (5 feet) Rule:

Minimum Requirement: 1 tiedown is required where the cargo is 1.52 metres (5 feet) or shorter and weighs not more than 500 kg (1100 lbs.),

2 tiedowns where the article/cargo/freight is:

- 1.52 m (5 feet) or shorter and weighs more than 500 kg (1100 lbs.) or,
- Longer than 1.52 m (5 feet) but not longer than 3 m (10 feet) regardless of its weight

• The 3 metre/10 Foot Rule

Where the article of cargo is 3 metres (10 feet) in length or more

- 2 tiedowns for the first 3 metres of length, and
- 1 extra tiedown for each additional 3 m (10 feet) or fraction of 3 m (10 feet) thereafter.

Example: If a load of pipe was 12 m (40 feet) in length, the required number of tiedown devices would be 5. (2 within the first 3 m (10 feet) and one for each additional 3 m (10 feet) which would be 3 totaling 5 tiedowns.)

Note: The above rules are minimum standards and installing additional tiedowns if anchor points are available are considered a "Best Practice".

<u>The 50% Aggregate Working Load Limit (AWLL) Rule</u> – In addition to the 3 m (10 feet) rule there
is a 50% weight rule.

The working load limit of all devices used (AWLL) must equal 1/2 the weight of the cargo.

Note:

- If you satisfy the 3 m (10 feet) Rule, you in most cases have satisfied the 50% Rule.
- On road enforcement officers can ask the driver for the weight of the cargo. If no weight is available, the driver can be detained until a cargo weight is determined or supplied.

Exemptions

- Construction Equipment and light vehicles <u>Less than 4500 kg (9920 lbs)</u>
 - Light construction equipment and light vehicles are exempt from the 3 m (10 feet) Rule requirements
 - The securement devices used must prevent the equipment/vehicle from moving forward, backward, side to side and vertically by using <u>a minimum of 2 tiedown devices</u>. The aggregate working load limit of securement devices must equal ½ the weight of the equipment or vehicle.



- Heavy Vehicles as Cargo Construction Equipment 4500 kg (9920 lbs) or more
 - Heavy construction equipment or heavy vehicles are exempt from the 3 m (10 feet) Rule requirements.
 - Accessory equipment on heavy vehicles including hydraulic shovels shall be completely lowered and secured to the vehicle.
 - Articulated vehicles shall be restrained in a manner that prevents articulation while the vehicle is on the highway.
 - A heavy vehicle with wheels or crawler tracts must be secured with securement devices that prevent the vehicle/equipment from moving forward, backward, side to side and vertically by using a minimum of 4 tiedown devices (I.e. one for each corner of the vehicle).
 - These tiedown devices must be rated for at least 2268 kg (5000 lbs.) or more.
 - The AWLL of the securement devices must equal ½ the weight of the vehicle.
 - The securement devices must be attached as close as practical, at the front and rear of the vehicle or to mounting points on the vehicle that are specifically designed for that purpose.

Note: Best practices would be to cross chain heavy vehicles/equipment whenever practical to do so.

Material Hangover from Vehicles or Trailers

1.5 m (5 feet) is the maximum permitted material hangover from vehicles or trailers. Material hanging over the box or deck must be flagged and for night driving it also must have flashing light to warm other motorists of the extended length.

Driver Trip Inspections

• Drivers are required to inspect the incidental equipment used in the operation of the vehicle/trailer as part of the pre-trip inspection process. Inspect cargo and securement devices as part of the pre-trip inspection process.

Cargo Securement Inspections

- <u>At point of Loading</u> The driver must inspect cargo and make necessary adjustments at the point of loading the cargo, or if the cargo is already loaded, at the time of the pretrip inspection.
- 80 Km Inspection The driver must re-inspect the cargo and make necessary adjustments at not more than 80 km from the point of loading or not more than 80 km from the location the pre-trip inspection was performed and/or 80 km from where additional cargo was loaded.

240 Km Inspection/3 Hour Inspection/Next Change of Duty Status – The driver must re-inspect the cargo and the cargo securement systems used and make necessary adjustments to the cargo or cargo securement system as necessary, including adding more securing devices, at the earliest of the time when:

- There is a change of duty status of the driver,
- The vehicle has been driven for 3 hours; or
- The vehicle has been driven for 240 km



Reporting to the Vehicle Inspection Station (VIS) - Weigh Scale

In Alberta, highway signage indicates that commercial vehicles must report to the VIS when the vehicle is 4500 kg (9920 lbs.) or more.

Note: Check with your local authorities to find out what the vehicle reporting requirements are for your province.

Training

Cargo securement training is recommended for all workers who will be transporting cargo either in the form of a formal course or on the job mentoring by a competent experienced worker.

The Cargo Securement Handbook for Drivers can be utilized for further reference.



Preventing incidents and penalties associated with driver fatigue for drivers operating commercial vehicles or combinations (truck & trailer) registered for 11,794 kg (26,001 lbs.) or more.

Note: This SWP is based on the Alberta Provincial Hours of Service Regulation. Please refer to your provincial legislation for current requirements in your province.

Definition of a Driver:

A driver is an individual who is authorized by the company to operate commercial vehicles or combinations of commercial vehicles that are registered for 11,794 kg (26,001 lbs.) or more. If a person is operating these types of vehicles, they must be in compliance with their provincial hours of service legislation.

If an individual starts driving a commercial vehicle or combination registered for 11,794 kg (26,001 lbs.) or more, even on a part-time basis, that worker is considered a driver and must continually account for their on duty and off duty time on a driver's daily logbook or 160 radius time record (time sheet).

Work Shift Limits

Definition: The work shift is the period of time between most recent period of 8 or more consecutive hours of off-duty time and the next period of 8 or more consecutive hours of off duty time.

- 1. The driver requires 8 or more consecutive hours of off-duty time to start a new shift.
- 2. The driver cannot drive more than 13 hours in a work shift
- 3. The driver cannot drive after the 15th on duty hour in a work shift.

On Duty Time

Definition: On duty time means the period of time that begins when the driver reports to work or is required by the company to be available to work, except where the driver is waiting to be assigned to work and on duty time ends when the driver stops work or is relieved of responsibility by the company. *Example*: The driver arrives at the worksite and starts working – the driver is considered on duty not driving on the logbook. This on duty not driving time counts towards the 15 hour duty hour.

If the driver is at a restaurant or place of rest, the driver can score off duty on the logbook for that time spent off duty. This off duty time does not count towards the 15th on duty time.

Logbook Statuses

There are 4 duty statuses on the driver's daily logbook:

- 1. Off duty time, other than a sleeper berth
- 2. Off duty time spent in a sleeper berth
- 3. On duty time driving a commercial vehicle registered over 11,794 kg (26,001 lbs.)
- 4. On duty not driving or driving a commercial vehicle 11,794 kg (26,001 lbs.) or less

Maximum of 13 Hours Driving in a Work Shift

After accumulating 8 or more consecutive hours off duty time, the driver is allowed to start a new work shift and drive for a maximum of 13 hours.

• The driver can continue to be on duty and stay working after the 13th driving hour but cannot drive a commercial vehicle until the driver has 8 consecutive hours of off duty time.



Cannot Drive After the 15th Duty Hour

After accumulating 8 or more consecutive hours of off duty time, the driver is allowed to come on duty, start a new work shift and work and drive for the company (working and driving are both considered on duty time). The driver must score on duty not driving time and on duty driving time on the driver's daily logbook.

- After the 15th on duty hour, the driver cannot drive a commercial vehicle, unless the driver takes 8 or more consecutive hours of off duty time to reset the work shift.
- A driver can continue to work after the 15th hour on duty hour but cannot drive a vehicle registered for 11,794 kg (26,001 lbs.) or more.

Possession of Daily Driver Logs

The driver must have in his/her possession:

- A daily log for the current day, completed up to the last change of duty status and
- A copy of the previous 2 days logbooks,
- Drivers must also produce on demand to enforcement any supporting documents (I.e. trip inspection record) or other relevant records that the driver received in the course of the current trip.

Distribution and Keeping of Daily Log

A driver shall, daily or if not working near the branch office within 20 days, after completing a daily log, forward the original daily log and supporting documents (I.e. trip inspection record) to the branch office's designated record keeper. Daily logs and supporting documents shall be kept by the branch office in chronological order for each driver for a period of at least 6 months.

160 Kilometer Radius Exemption - Alberta

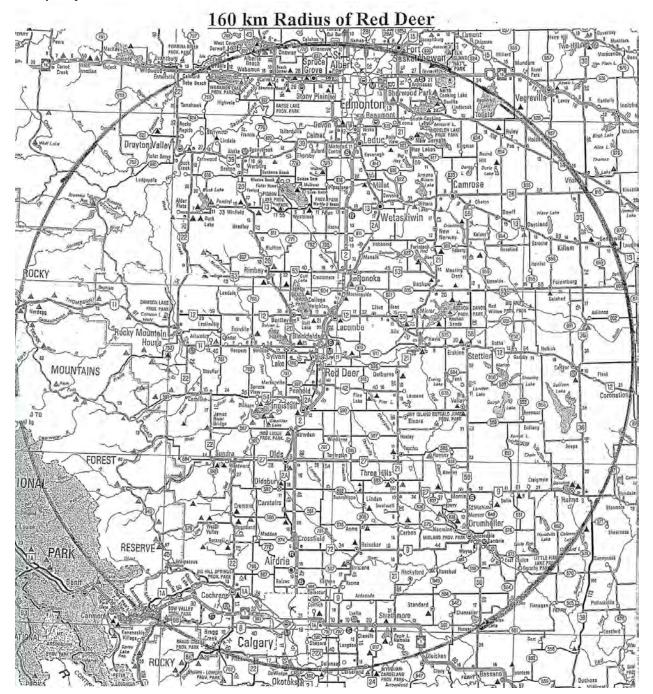
There is a 160 km radius exemption in the Alberta Provincial Hours of Service Regulation (check your provincial hours of service legislation for local requirements). Drivers could be exempt from completing a daily log for a specific work shift if the following conditions are met:

- The driver starts and ends the work shift at the home terminal of the driver and has stayed within 160 km of the home terminal.
- The driver returns home to the home terminal each day to begin a minimum of 8 hours consecutive hours of off-duty time.
- The company maintains accurate and legible records showing each day, the time at which the work shift started, and the time the work shift ended. The driver is limited to a 15 hour work shift when the driver is operating in the 160 radius of the driver's home terminal.

Note: On a 160 radius day, if the driver is stopped by commercial vehicle enforcement and asked for a logbook, the driver would indicate that he/she is operating within the 160 radius of the driver's home terminal. If the officer asked for the previous 2 days logbooks, the driver would simply state the previous day's work are radius days and the time records are back at the main office.



Example of 160 km radius:





Logbook Documentation

The driver must complete a driver's daily logbook to verify that the driver is following the legal limits identified in the Federal Hours of Service Regulation.

The driver must keep the logbook current to the time shown for the last change of duty status. This means the logbook must be up to date at all times.

The top portion of the logbook must be completed and includes:

- Company name and address
- The date (day, month, year)
- The unit or license plate number of the vehicle/trailer
- Odometer reading at the commencement of driving
- Odometer reading after the driver ceases to drive the vehicle
- The total number of kilometers driven by the driver in the work shift/day (government auditors monitor map miles and highway speeds when auditing logbooks for falsification)
- The name and signature of the driver
- The name and signature of the co-driver if applicable

Completing the Logbook 24 Hour Grid

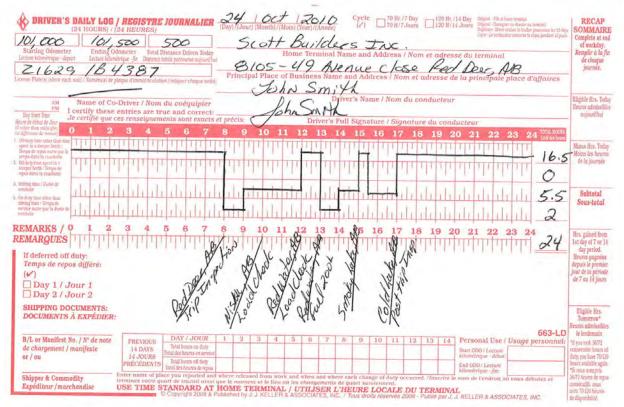
The driver must declare and score the time spent in each duty status by drawing a straight horizontal line in the status indicating the time at which the duty status started and the time the duty status ended. The driver must draw a vertical line from where on duty status ends and the beginning or start of the next duty status.

When a driver makes a duty status change, the nearest town, city or municipality or highway junction must be identified at the change of duty status.

- Towns, cities and municipalities must not be abbreviated; highway junctions and provinces can be abbreviated.
- The logbook is printed in time markers in multiples of 15 minute increments and the driver should score the logbook in 15 minute increments.
- For short duty periods of time less than 8 minutes such as load checks, tire checks, etc., it is only necessary to indicate/score the stop in the remarks section of the daily log by tagging down the activity.
- When the change of duty/stop is 8 minutes or more, the driver should be declared a duty status change of 15 minutes and indicate/record the nearest town, city, municipality or highway junction at that location.
- The 4 duty statuses on the right hand side log of the logbook must be totaled at the end of the day to equal 24 hours.



Example of completed Logbook.





This Safe Work Practice is only applicable to company vehicles and combinations (truck and trailer) with the registered combined weight over 11,794 kg (26,001 lbs.).

Authorized Drivers

All employees authorized by the Scott Builders Inc. Management and/or Safety Advisor(s) to operate company vehicles are required to comply with our Safety and Loss Prevention Program policies and procedures, such as:

- Part-time or occasional drivers.
- Safety staff who train drivers.
- Managers/owners who drive.
- Anyone else authorized to operate a company vehicle.

Rules

Speed Limits

Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

Anyone, while operating or traveling as a passenger in our company vehicles, must use their seatbelt(s) at all times – IT'S THE LAW!

Drug & Alcohol Use

Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment. Refer to our Fitness for Duty section in the Safety & Loss Prevention Manual for more information on our Drug and Alcohol policies and procedures.

Defensive Driving

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

For example: Be aware of your surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in the road, weather and traffic conditions.

Cargo Securement (Note: Refer to our "Commercial Vehicles – Cargo Securement Safe Work Practice)

- Scott Builders Inc. will ensure all drivers operating company vehicles are adequately trained in Cargo Securement National Safety Code Standard 10. A record of training given and the date the training was provided will be retained on the driver's file.
- Drivers must inspect the cargo and its securing devices prior to commencement of trip (trip inspection), within the first 80 kilometers after beginning a trip. Drivers must re-inspect when anyone of the following occurs:
 - Change of duty status, i.e. from "driving" to "on-duty not driving".
 - After driving for 3 hours.
 - After driving 240 kilometers.



Fueling: (Note: Refer to our "Refueling Equipment" Safe Work Practice)

- Before fueling, the driver must:
 - Shut engine off.
 - Not smoke;
 - Check for fuel leaks;
 - Not overfill the tank;
 - Not leave the nozzle unattended; and
 - Replace the filler cap when finished refueling.

Compliance with the Law

Safety Laws

Drivers operating company vehicles will comply with all transportation safety laws as required.

Proper Record Completion

Scott Builders Inc. will educate employees in provincial hours of service, bill of lading/manifests, and dangerous goods and weigh slips, as required. A record will be maintained on each driver's file showing that the company ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

Emergency Equipment

Use of Warning Devices:

During the nighttime, a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- The hazard lights are alight, if functional, and;
- Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres (30 yards) behind and in front of the commercial vehicle.

A person will not permit a commercial vehicle to be stationary outside the limits of an urban area when due to <u>insufficient light or atmospheric conditions</u> objects are not clearly discernable at 150 metres (164 yards) unless;

- The hazard lights have been alight, if functions, and;
- Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres (82 yards) behind and in front of the commercial vehicle.

During the day time, a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- The hazard lights are alight if functional, and;
- Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres (82 yards) behind and in front of the commercial vehicle.



Use of Fire Extinguisher: (Refer to our Fire Extinguisher Safe Work Practice and Safe Job Procedures for more information)

If the need to use the fire extinguisher arises;

- 1. Remember the word **PASS**:
 - Pull Pull the safety pin by breaking the seal;
 - Aim Aim the nozzle, horn or hose at the base of the fire;
 - Squeeze Squeeze the handle;
 - Sweep Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.
- 2. Safety instructions:
 - Remove the fire extinguisher from its bracket
 - Approach the fire from upwind, if possible;
 - Hold the extinguisher in an upright position
 - Continue to use until the fire is out and the fire extinguisher is empty
 - Replace the safety pin and return it to your compartment
 - Ensure to have the extinguisher recharged immediately or replaced before your next run.
 - Inform your branch Safety Advisor of the incident and complete an incident report

Driver Conduct and Discipline

Please refer to Section 1 (Policies) of the Safety & Loss Prevention Manual for our Safety & Loss Prevention Discipline Policy.

Good driver conduct will include:

- To safely operate company vehicles on the highway with a professional attitude and obey posted speed limits.
- Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver.
- Keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions.
- A professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills.
- Drivers must report all significant events on the road including violations, near misses, etc. to their supervisor.

Employee Training and Evaluating Driving Skills

Training: To increase knowledge and reduce violations

Training will cover the following subjects: (as applicable)

- Company Safety and Loss Prevention Program.
- Safe vehicle operation.
- Company maintenance program.
- Provincial Traffic Safety Act and regulations;
 - Hours of service.



- Weights and/or dimensions
- Daily trip inspections.
- Cargo securement.
- Other regulations, applicable to company operations.
- The Dangerous Goods Transportation and Handling Act and regulations made under that Act
- Any other laws, i.e. Occupational Health and Safety or laws of another jurisdiction.

Note: Records of all employees' training must be documented in the employee's file as required by law in most provinces.

Commercial Vehicle Orientation

The company's safety and maintenance policies will be covered on initial hire. In addition, a written road test, knowledge of hours of service (logbooks and/or time records), cargo securement, weights and dimensions and dangerous goods (if applicable) and how to conduct effective Trip Inspections will be part of the orientation process.

Ongoing Training

•

Should cover at least the following;

- Hours of service assess the need for training by conducting daily and periodic internal audits of:
 - Driver's house of service (logbooks) to ensure documents are not falsified,
 - Daily log completion to ensure they meet legislated requirements (form and manner)
 - Other fatigue related issues such as operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Trip inspections ongoing training provided through spot checks and monitoring of vehicle defects.
- Weights and dimensions ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard.
- Cargo securement ongoing training and monitoring of compliance with Cargo Securement Standard #10 through direct spot checks and monitoring the Carrier Profile.
- Other provincial regulations, applicable to company operations.

Evaluating Driving Skills

The company will evaluate and retain written records verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles. Steps used to measure driving skill level, such as driving in traffic, backing up, connecting a trailer, fueling, driving defensively and conducting Trip Inspections, identifying and reporting defects to the company. An ongoing program for evaluating employees' driving skills will be done through:

- Road tests (see driver evaluation form).
- Internal audits of records (logbooks, time records, etc.).
- Driver's abstract review



Written exams to test driver skills and knowledge on (as applicable):

- Hours of service.
- Weights and dimensions.
- Cargo securement.
- Dangerous goods.
- Trip inspections.

Evaluation results will be retained on each driver's file.

Driver Records

The company will maintain individual files of driver records on every employee operating or authorized to operate company vehicles which fall under the National Safety Code Vehicle legislation, containing at least the following information:

- The driver's completed application form for employment with the registered owner.
- The driver's employment history for the three years immediately preceding the time the driver started working for the carrier.
- A copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed dated within 30 days of the date of employment or hire.
- Annual updated copies of the drivers' abstract in a form satisfactory to the Registrar.
- A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years.
- A record of any administrative penalty imposed on the driver under the safety laws.
- A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of the Alberta.
- A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws.
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date of training certificate is issued and continuing until 2 years after it expires.
- A copy of a current medical certificate for all Class 1, 2 or 4 licenses and Class 3 or 5 with a license endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of a valid driver license or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

The company will retain these records at our principal place of business in Alberta; 8105 – 49 Avenue Close, Red Deer, Alberta. These records will be:

- Retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation) and;
- Available for inspection by a peace officer during the company's regular business hours.

Driver Qualifications

The company will ensure all operators have the correct and valid class of license related to the type of vehicle being operated. Drivers must immediately report changes of status to their immediate supervisor and branch Safety Advisor.

Note: Refer to Scott Builders' Driving policy.



Preventing incidents associated with vehicles registered over 4,500 kg.

As of July 1, 2009 all Provinces and Territories across Canada have adopted and legislated a New Driver Trip Inspection Process call Standard 13 of the National Safety Code (NSC) and schedules1, 2, 3 and 4 for commercial trucks/trailers registered for 4,500 kg or more.

Driver Responsibility

The driver is required by law to conduct a documented trip inspection prior to operating a commercial vehicle or combinations of commercial vehicles that are registered for 4,500 kg or more.

Schedule 1

Schedule 1 is for trucks and trailers. This schedule identifies 23 items that must be inspected as part of the trip inspection process. This schedule has a list of items to be inspected by the driver and possible minor and major defects associated with those inspection items identified that the drive may encounter.

Note: The driver must have in their possession the applicable schedule(s) of inspected items and shall provide the schedule(s) on demand of an inspector. This information should be kept in the vehicle binder.

Minor Defects

The driver is allowed to operate the vehicle/trailer with minor defects present, but all defects must be repaired prior to the next required trip inspection (that is why the trip inspection report now requires the location of the inspection and the time of the inspection to be recorded on the trip inspection report).

Major Defects: Vehicles Not to be Operated

When a driver identifies a major defect on the trip inspection process and/or enroute inspection process, the driver must not drive the vehicle and the company must not allow a driver to drive a vehicle/trailer until the major defect is repaired.

Trip Inspection Reports

The driver must create a trip inspection report and document the defects identified on the trip inspection report. The driver must also notify the company or person responsible for the maintenance and repair of the vehicles and trailers, of any defects or concerns the driver has identified.

The driver must be in possession of the required trip inspection report while operating the vehicle. The trip inspection report is valid for up to 24 hours from the time it was created.

If there are no defects identified on the trip inspection, the trip inspection report must state that fact on the report (No defects identified).

The trip inspection reports must be submitted to the head office within 20 days from the date the inspection report was conducted. It is recommended that these reports be handed in at the end of each shift if possible.

Trip inspection reports must be filed by unit number and kept on file for at least 6 months.



In an audit situation, the auditor will want to review work orders/repair invoices to cross reference trip inspections to work orders to verify that the repairs were in fact conducted as required and in the time frame allowed.

Example 1: No defects found

Pre-trip / av Post-trip / ap pr/Truck Lic. No mm. tract./cam	rės-voy	Da	ite:_2	iction / Heure de l'inspection : SAPM Odom 4 Oct 2010 Compteu Jurisdiction Autorité : AB N° d'imm remorque 1 : E	ır kilométrique :	01	, 0	no li	Location of Inspection Lieu de l'inspection : Red Deer, c. No. 2 Jur.	A	ß	
are that the veh	cle(s) s	hown	above has (have) been inspected in accordance with the applicable essus ont été inspectés conformément aux exigences d		edule 1	and/o	or includication	? d'imm remorque 2 : Aulo n legislation.	onte ; ,	-	
o Defects Fo			Joh	~ Smith	Pada Smit	6	ia jun	und Dun.				
ucun défaut	trouvé			's Name Print / Nom de l'inspecteur/du Inspect ctères d'Imprimerie)	or / Driver's Signature re de l'inspecteuridu co	nductor			Driver's Signature (il différent from Inspector) conducteur (si différente de celle de l'inspector)	1 Sigr	zäfun	0 0
r (D) use an X	if item	s not	satisfacto	ry and indicate defect code(s). Schedule 1 Cod	e Example: 21b = Til			216 X	Test Pres Repairer (R) use V when corrected		Vour	r. Is
crire le code d	ier un X le défai	si un ut.	element n	est pas jugé satisfaisant Exemple de code 21b - fuite d'airij					Řéparateur (R) utilisez ✓ est corri	lorsa	ue l'	0
tor/Truck /	Tracte	ur/ca	amion		Tractor/Truck / 7	Tracte	ur/c	am.	Trailer # / Nº semi-rem.	1	1	
Code(s)	D	R	NSC #	Inspection Item / Élément inspecté	Code(s)	D	R	NSC #	Inspection Item / Élément Inspecté	D	R	I
			13	General / Général				1	Air Brake System / Système de freins pneumatiques			1
			2	Cab / Cabine				21	Tires / Pneus			1
			6	Driver Controls / Commandes du conducteur				22	Wheels, Hubs, Fasteners / Roues, moyeux, fixations			
			15	Heater/Defroster / Chaufferette/dégivreur				20	Suspension System / Système de suspension			
			16	Horn / Klaxon				4	Coupling Devices / Dispositifs d'accouplement			
			19	Steering / Direction		-		18	Lamps/Reflectors / Lampes/réflecteurs			1
			7	Driver Seat / Siège du conducteur				5	Dangerous Goods / Matières dangereuses		-	1
			14	Glass and Mirrors / Vitres et rétroviseurs				10	Exhaust System / Système d'échappement		-	-
			23	Windshield Wiper/Washer / Essule-glace, lave-glace				11	Frame and Cargo Body / Chassis et cargaison		-	1
			9	Emergency Equipment and Safety Devices /				3	Cargo Securement / Arrimage			1
				Équipement d'urgence et dispositifs de sécurité				17	Hydraulic Brakes / Freins hydrauliques			1
			12	Fuel Systems / Systèmes de carburant				8	Electric Brakes / Freins électriques		-	7
				ove / Défauts mineurs/majeurs non codés			-		and a second sec		_	-

Authorized Repairer's Signature / Signatur



Example 2: Defects found - minor

ctor/Truck Llc. No d'imm, tract./can clare that the vet		16:	29	5 oct 2010 Compl	B 4387 Auto	orité : . dule 1 i	A	B N	c. No. 2 Jur. ^e d'imm remorque 24 Atho	rité : _		-
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Code(s)	D	R	NSC #	Inspection Item / Élément inspecté	Code(s)	D	R	NSC #	Inspection Item / Élément inspecté	DF	3 1	5
			13	General / Général				1	Air Brake System / Système de freins pneumatiques		T	1
			2	Cab / Cabine				21	Tires / Pneus		T	
			6	Driver Controls / Commandes du conducteur				22	Wheels, Hubs, Fasteners / Roues, moyeux, fixations			Ī
			15	Heater/Delroster / Chaufferette/dégivreur				20	Suspension System / Système de suspension		T	
			16	Horn / Klaxon				4	Coupling Devices / Dispositifs d'accouplement			
			19	Steering / Direction	Rhowbeam	X		18	Lamps/Reflectors / Lampes/réflecteurs			
			7	Driver Seat / Siège du conducteur				5	Dangerous Goods / Matières dangereuses			
			14	Glass and Mirrors / Vitres et rétroviseurs				10	Exhaust System / Système d'échappement			
			23	Windshield Wiper/Washer / Essule-glace, lave-glace				11	Frame and Cargo Body / Chassis et cargaison			
			9	Emergency Equipment and Safety Devices /				3	Cargo Securement / Arrimage			
				Équipement d'urgence et dispositifs de sécurité				17	Hydraulic Brakes / Freins hydrauliques			
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Enroute Inspections

Drivers are required to ensure the vehicle is in safe operating condition throughout the work shift, and not operate vehicles with major defects present. Drivers therefore should conduct walk around inspection/tire check, rear lights, etc. every 2 - 3 hours to ensure all equipment is in good working condition and no serious major defects or load securement issues have developed. See Cargo Securement SWP for more information.

Note: Drivers operating commercial vehicles with numerous equipment defects present could be issued a conviction ticket by on road enforcement.



Preventing incidents associated with the improper usage and storage of compressed gas cylinders.

Key Safe Practices:

- Cylinders must, at all times, be strapped or chained to prevent them from falling over.
- Cylinders must not be allowed to drop or bump together during transport.
- Cylinders must, where practicable, be kept on end. Acetylene cylinders placed in a horizontal position must stand in a vertical position for at least one hour prior to use.
- Cylinders must not be placed near excessive heat.
- Sparks, molten metal, electric current or flames must not be allowed to come in contact with cylinders or their attachments.
- Oxygen cylinders and their fittings must not come in contact with grease or oil, including that from hands, gloves or clothing.
- Oxygen must never be used as a substitute for compressed air.
- Empty cylinders must have the pressure regulator removed, the valve closed tightly, the protecting cap put on (unless integral guards are provided) and be marked "empty". Avoid storing more than one workday's normal supply of compressed gas inside a building or structure.
- All equipment to be used and stored as per the manufacturer's specifications.

Additional Hazards Discussed:



Protection of workers from injuries due to lifting concrete panels and placing them into the proper location.

Key Safe Practices

Site Superintendent is to ensure proper instruction to workers on the protection requirements, determine the type of equipment required and inspect the worksite.

- Approval of Structural Engineer required before lifting can proceed.
- Ensure concrete test results have been reviewed and concrete has come to strength 17mpa and 2.9 flexural strength.
- Review lifting inserts and brace inserts for proper location and alignment.
- Inspect ring clutches and ensure certification is up to date on all required rigging.
- Ensure through review of documentation that both the crane and the operator are certified and that the inspection documents and logbook are on site and up to date. Copy Operator's Certificate and Engineer's Certification for the crane file.
- Crane operators must complete a documented crane lift calculation form prior to any lifting activities. This form must be attached to the crane operator's hazard assessment and is not to leave the worksite.
- Review lifting procedures with all those involved.
- Make sure the area is barricaded off so NO ONE can walk under or behind panels while lifting is in progress or until the lifting is completed.
- There is only one person to signal crane. The signaler and the crane operator must review signals prior to starting the work.
- Try to avoid the need for blind lifts if at all possible.
- Lift cannot take place if winds exceed 55 km/h.
- Clear site if winds gust exceed 100km/h.
- No worker is allowed to go behind panels until bracing is secured and signaler has indicated "all clear".
- When lift is in progress, there will be one worker per brace whose responsibility will be to make sure that the brace does not get hung up on anything.
- Crane shall not release load until signaler directs him and not until all braces are secured and anchored.
- Do not put your hands or fingers under or in between panels when placing them. Use an extension tool to move or guide the panel into place.
- If anyone sees anything that does not look safe, let everyone know immediately. The lift will stop until it can be inspected by the Foreman.
- Proper PPE must be worn at all times: Hard hat, steel toe safety boots, gloves, high visibility safety vest and safety glasses.
- Braces cannot be removed or moved without the Site Superintendent's or Engineer's authorization first.
- All loads must be controlled with tag lines during lifts.



Additional Hazards Discussed:



Preventing incidents associated with the improper use of working with concrete.

Key Safe Practices:

- Workers must wear the proper PPE including hard hat, safety footwear and safety glasses. Specialized PPE may also be required as based on worker's Hazard Assessment.
- Concrete is a hazardous product so SDS sheets for the type of concrete you are using must be onsite prior to the pour.
- All workers who will be working with concrete or in the general area, must know and comply with all safe handling requirements, wear the appropriate PPE and be trained in WHMIS/GHS.
- Exposed skin that contacts wet concrete can become extremely irritated. In some cases, these irritations are serious enough to result in medical and time loss injuries.
- It is advisable to wear a long sleeve shirt to protect against both site hazards and sun exposure.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of concrete pump trucks.

Failures have been known to occur in rotation drive components, an outrigger, a boom linkage, elbows, boom rods, cylinders, welded connection points, a pedestal and a king post tube failure. Most of the equipment failures were on machines that were less than one year old; with many only a few months old. The incidents reported were not limited to one manufacturer.

In Canada and the United States concrete pumping trucks have been involved in overhead power line contacts and have lost stability due to improper placement of outriggers on unstable soil.

Key Safe Practices

- All load bearing components must undergo non-destructive testing at 12 month intervals. Verify that this has been done and take a copy of the certification, if possible.
- Operators must visually inspect all load bearing components and safety and control devices before each use,
- Outriggers must be extended according to the manufacturer's instructions and positioned on firm level ground. Be aware of past ground disturbance activities.
- No worker can be positioned or allowed under a distribution boom or mast barricade this area off to restrict access.
- The worker handling the concrete delivery hose must therefore stand beside it or change the work process so that the worker pushes the hose as the operator booms in (rather than the common practice of pushing the hose as the operator booms out). This requirement also refers to other workers at the worksite.
- Concrete pump truck cannot be moved when the distribution boom or mast is partially or fully extended, unless the truck has been designed to allow this.
- Ensure no worker(s) stand directly over or close to the pump line while line pumping unless absolutely required to in order to move hose or place concrete. Pump hose is at high pressure and could fail resulting in injuries to any worker that is in the line of fire.
- Ensure no worker(s) stand directly in front of the pump line while pumping operations are taking place due to air pockets which can cause concrete to explode out of the line at high pressure.



Concrete Pump Trucks SWP

Additional Hazards Discussed:





Preventing incidents associated with the improper use of concrete saws.

Safety precautions must be followed at all times when operating this equipment. Always read, understand and follow procedures in the operator's manual before attempting to use saw. The following safety guidelines should always be used when operating the saw (or as instructed in the saw's manufacturer's operater's manual).

Key Safe Practices:

- Always be sure the operator is familiar with proper safety precautions and operating techniques before using saw.
- This equipment should only be operated by trained and compentent workers.
- Never use this equipment for any purpose other than those described in the operator's manual.
- Never operate the saw without proper PPE including clothing, eye protection, steel toed boots and other protective equipment required for the job (Hazard Assessment). Avoid wearing jewerly or loose fitting clothing that may snag on the controls or moving parts.
- Never leave the saw unattended while running.
- Always keep clear of rotating or moving parts while the saw is in operation.
- Always clear the cutting area of any debris, tools, etc that would constitute a hazard while the saw is in operation.
- No one other than the operator is to be in the working area when the saw is in operation.
- Never use accessories or attachments which are not recommended by the manufacturer. Damage to the equipment and/or injury to operator may result.
- Never operate this equipment when not feeling well due to fatigue, illness or taking medicine.
- Always check the saw for loosened hardware such as nuts and bolts before starting.
- The engine requires adequate free flow of cooling air. Never operate saw in any enclosed or narrow area where free flow of air is restricted. It will cause serious damage to the saw's engine.
- **Remember:** The saw's engine gives off DEADLY carbon monoxide gas!
- Always refuel in a well ventilated area, away from sparks and open flames.
- Always use extreme caution when working with flammable liquids. When refueling, STOP the engine and allow it to cool.
- Never operate the saw in an explosive atmosphere where fumes are present, or near combustible materials. An explosion or fire could result in severe bodily harm or even death.
- Never smoke around or near the machine.

Saw Transportation Safety

- Do not use the handle bars and/or front pointer as lifting points.
- Always use ramps cabable of supporting the weight of the saw and the operator to load and unload the saw.
- If the saw must be lifted, use the lifting bale and forklift or crane with a rated capacity for the saw. Never attempt to lift the saw by yourself.
- When transporting the saw, place the saw directly inside the truck bed or onto trailer and tiedown securely.
- Never load, unload or transport the saw with the blade mounted unless directed to by operator's manual.



Additional Hazards Discussed:



Preventing incidents associated with the improper use of concrete vibrators.

Benefits resulting from vibrating freshly poured concrete:

- 1. Increases concrete strength by removing air voids.
- 2. Improves appearance by removing air voids.
- 3. Increases bond between concrete and reinforcing bars.
- 4. Fluidizes concrete allowing a stiffer mix with a lower water to cement ratio to be placed. This increases concrete strength.
- 5. Reduces cold joints and honey combing.

Key Safe Practices:

- Workers must be wearing proper PPE at all times including hard hat, safety footwear and safety glasses. Additional specialized PPE may be required as per your hazard assessment.
- Ensure appropriate SDSs are on site for hazardous products you may be working with (concrete).
- Refer to SDS sheets for safe handling requirements and appropriate PPE.
- Read and follow the operator's manual or manufacturer's instruction prior to using this equipment.
- Ensure electrical cords are grounded to prevent accidental electrocution.
- Never fill the engine with gas while vibrator is being carried. If fuel is spilled, wipe it away carefully and wait until the fuel has dried before starting the engine! Report fuel spill to site superintendent.
- No smoking when using or working near the vibrator. Fuel is flammable!
- Always wear hearing protection and eye protection. **No exceptions**.
- Keep hands away from hot metal parts of the engine.

Additional Hazards Discussed:



Entry into and working in a confined space can pose health and safety problems. A concern of a confined space is the presence or possible buildup of a hazardous atmosphere within the confined space. This could take the form of an explosive or toxic atmosphere or a lack of oxygen. Work intended to be done within the confined space must be carefully defined and planning done ahead of the actual entry taking place to ensure that all possible hazards are identified, and preventive action taken. To accomplish this, a hazard analysis is to be carried out by the supervisor to determine specific job needs.

Definitions

Confined Space: Any enclosed or partially enclosed space having restricted access and egress, which is subject to the development of oxygen deficient, flammable or toxic atmosphere does not have an easy means of escape from or rescue of a worker entering it.

Restricted Space: is an enclosed or partially enclosed space, not intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction. It can be thought of as a work area in which the only hazard is the difficulty of getting into or out of the space. All other hazards are either non-existent or have been eliminated or controlled. Restricted spaces are therefore not subject to the permitting, atmosphere testing and tending worker requirements of a confined space in Alberta – check you provincial OH&S legislation for other provinces. Employers and workers must be mindful that a restricted space can become a confined space if conditions or work practices change.

Like confined spaces, restricted spaces have a limited means of entry and exit. Entry points may not be designed for easy walk in. Other limitations include access by ladders or by stairways that provide poor access because of steep slope, narrow width or extreme length. Physical obstructions such as bulkheads, collapsed material, or machinery may impede exit. Limited means of entry and exit can make escape or rescue difficult.

Flammable Atmosphere: An atmosphere which contains more than the "Lower Explosive Limit" (LEL) of a flammable gas or vapor.

I.D.L.H.: "Immediately Dangerous to Life and Health" atmospheres, which include oxygen deficiency and atmospheres approaching LEL.

L.E.L.: "Lower Explosive Limit" means the L.E.L. of flammability of gas, vapor or dust or any combination of these at ambient temperatures.

Oxygen Deficient Atmosphere: An atmosphere where the oxygen content is less than 19.5% oxygen by volume.

Participant Contaminants: Dusts, fibers or mists suspended in air which may be inhaled by a person.

Toxic Atmosphere: An atmosphere which contains greater than the "Threshold Limited Value" (TLV) of a gas, vapor or particulate according to the values established by government regulation, or the American Conference of Governmental Industrial Hygienists (ACGIH), whichever is applicable to the work location.



Gases

One of the major hazards to be found in confined spaces is the presence of dangerous gases. These can be one or more of three general types:

- Gases that displace oxygen.
- Poisonous gases.
- Explosive gases.

All of these gases are IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH).

The following table indicates the properties of gases commonly found in confined spaces:

Gases	Explosive	Odor	Heavier Than Air	Effects	
Hydrogen Sulfide (H ₂ S)	Yes	Yes	Yes	Deadly Poison	
Methane (CH ₄)	Yes	No	No	Asphyxiant	
Carbon Monoxide (CO)	Yes	No	Same as Air	Deadly Poison	
Carbon Dioxide (CO ₂)	No	No	Yes	Asphyxiant	
Nitrogen (N ₂)	No	No	Same as Air	Asphyxiant	
Gasoline Vapours	Yes	Yes	Yes	Asphyxiant & Poison	

Properties of Common Gases

Responsibility

When confined space work is to be performed by workers, responsibility for safety, both at the time of entry and during the entire operation, rests with the immediate supervisor. This includes taking steps to eliminate or control the hazard(s) present.

Training

All workers and supervisors involved in the confined space entry shall be trained, thoroughly familiar with confined space entry and be familiar with the Code of Practice and Procedure as well as the applicable provincial OH&S Legislation pertaining to confined space entry.

Instruction

The work to be performed shall be under the direction of a supervisor who is thoroughly familiar with the hazards that may be encountered.

All workers performing work in a confined space shall before entry, be present at a documented job safety meeting to be informed of the hazards they may encounter, know how the job will proceed, be aware of any necessary precautionary measures and rescue methods required in an emergency.

Permits

The supervisor shall be responsible to ensure that all notifications, permits and liaison with the governing authority at the worksite have been done and completed to the satisfaction of all parties prior to entry.

Personal Protective Equipment

As per the Hazard Assessment, all appropriate Personal Protective Equipment, i.e. clothing, gloves, boots, eye, face and respiratory apparatus shall be worn to meet the requirements of the job.



Where concentrations of combustible gas or vapours are clearly below the lower explosive limit (LEL), entry into a confined space is allowed providing that the appropriate respiratory and/or skin protective devices are used.

WARNING: Chemical cartridge respirators are not to be used in oxygen deficient or explosive atmospheres.

Testing

Prior to any entry into a confined space, qualified personnel shall use portable instrumentation for sampling airborne contaminants in the confined space to do a thorough test of the atmosphere. ALL testing of atmosphere in a confined space MUST be documented using the Air Quality Monitoring Log. This log MUST remain posted and visible at the entrance of the confined space AT ALL TIMES.

**When it is necessary to enter the confined space to conduct testing, <u>self-contained or air supplied</u> <u>breathing apparatus must be worn.</u>

Isolation

The supervisor must arrange for the confined space to be checked to ensure that all blinding, blanking or other effective methods are used to prevent contaminants from entering the confined space. The system of double valving may be used where permissible and the bleed-off is to be located between the valves and be capable of ensuring that pressure cannot build up. Both bleed-off valve and flow line valves are to be locked; the bleed-off valves in the open position and the flow line valves in the closed position. This may require a further permit system review to identify entry points.

Where purging is necessary to prevent the development of hazardous atmosphere in the confined space, then water, steam, fresh clean air or inert gas may be used. When this is completed, a further test shall be done to ascertain the atmospheric content prior to entry.

Before entry, all power-driven internal equipment (such as agitators) and power sources shall be deenergized and locked out to ensure they cannot be operated.

Ensure adequate lighting is present and that the power sources are intrinsically safe.

Ventilation

Where possible, clean-out doors or any other openings shall be positively locked open, and the confined space thoroughly ventilated by a positive method of mechanical ventilation to introduce large quantities of fresh air.

Ensure that the air introduced into the confined space is not in any way accidentally contaminated with harmful substances before it enters the confined space. Immediate areas must be identified and ribboned off to prevent workers and vehicles from coming into the area (approximate 20'x20').

Continuous ventilation with mechanical ventilation equipment shall be used to provide secondary protection in the event that the work in progress produces contamination, heat or toxic fumes.



Additional Hazards Discussed:



Preventing accidents and incidents associated with unsafe/improper coring activities.

The need for coring can be for two reasons:

- In new construction, to either make openings in concrete to accommodate pipes where sleeving was not done or plans have been revised.
- In renovation work where it is necessary to change pipes or add new ones to the system.

At any time coring is done, there is an inherent danger as you are essentially "coring blind".

In renovation work in particular, as-builts may not be as accurate or some lines put in place in concrete may not be recorded at all as they may have been put in as "temporary" but are still active.

Key Safe Practices:

- Obtain and consult as-builts of the area to be worked on.
- Review structural drawings to identify potentially effected components.
- Identify present lines and sources.
- Do a Task Hazard Assessment.
- Set out proposed drill/core locations if in a plant setting, obtain all necessary permits.
- Where possible, use a locator to pinpoint existing lines.
- Erect warning signs to advise of the operation.
- If done in a slab or wall, identify what is on the other side of the slab/wall.
- Provide PPE, i.e. Rubber boots, gloves.
- Plan Emergency Procedures based on findings.
- Conduct a pre-job meeting to warn of hazards and assign specific tasks.

Where water is being used, ensure that all workers in the area are advised of what is to take place and the hazards presented with the introduction of water into the operation, i.e. disposal of water, cores, etc.

Be prepared for unexpected movement and snagging on "Q" decking, re-bar and stones.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage or operation of cranes.

Key Safe Practices:

- The operator shall be trained, qualified and authorized to operate the crane and possess a valid record of training while performing work.
- The operator shall inspect and test the equipment at the beginning of each shift and report any discrepancies.
- Prior to mobilization of any hoisting equipment, copies of all crane inspection certification and operator's certification must be collected and retained.
- The operator must complete a documented crane lift calculation (refer to crane lift calculation form) and include it with their Hazard Assessment.
- Crane outriggers must be set up on stable and firm ground.
- When equipment is used in hoisting operations, a standard signal system shall be used; signals shall be given only by the designated signalman (refer to the Hand Signal Universal SWP)
- The signal code shall be conspicuously posted adjacent to the signalman's and operator's location. Electrical or mechanical signal systems shall be used in cases where the signal cannot be observed by the operator.
- Safe load capacity and traveling speed shall be posted on all equipment and shall not be exceeded.
- If outriggers are installed on a mobile crane, then the operator must ensure the outriggers are extended and supported by solid footings before being used. The outriggers must also be set up on load-bearing floats or pads that are of adequate size, strength and rigidity.
- The presence of high voltage lines must be communicated to the operator and the hazard must be identified and documented on the crane operator's hazard assessment form.
- Equipment shall maintain a minimum operating distance from high-voltage lines (minimum distance of 7m (23') or as per your applicable Provincial Legislation)
- All equipment shall be provided with a braking system adequate to control the movement and to stop and hold the equipment under all conditions of service.
- Riding on equipment by unauthorized persons is prohibited.
- Getting on or off any equipment while it is in motion is prohibited.
- Riding on loads, hooks, hammers, material hoists and buckets SHALL NOT be permitted.
- Loads, booms, buckets, etc. shall not be swung over the heads of workers.
- While a load is suspended from a crane, derrick, hoist, forklift, gantry, or carried on an elevator platform, the operator shall not leave his position at the controls until the load has been landed, or platform has been returned to ground level.
- Accessible areas within the tail swing radius of cranes shall be barricaded.
- No modifications or additions which affect the capacity of safe operation of the equipment shall be made to any crane without written approval of the manufacturer.
- Prior to mobilization of any hoisting equipment and cranes, copies of all crane inspections certification and Operator's certification* must be collected and retained. *Note: Operator's Certification is only required for hoists and cranes 4.5 metric tons (5 tons) or greater.
- Prior to mobilization of any hoisting equipment and cranes, verification of a current logbook must take place to ensure that regular and scheduled inspections and maintenance are being performed.
- Prior to mobilization of any hoisting equipment and cranes, verification that the equipment is equipped with weight charts is required.



- All persons working in coordination with or close proximity to hoisting equipment and cranes must review Scott Builders Inc. Safe Work Practices for Rigging and Hoisting prior to their commencement of work activities.
- All persons working in close proximity to hoisting equipment and cranes shall ensure their increased visibility by wearing a reflective vest or striping at all times.
- Establish eye contact with operators of mobile equipment each time you must encroach within 7.62m (25 feet) of their activities.
- In addition to all the basic Personal Protective Equipment requirements, all workers within 7.62m (25 feet) of mobile equipment must wear hearing protection for noise hazards.
- All persons working in close proximity of hoisting equipment and cranes must be continually aware of audible stopping alarm signals.
- All persons working in close proximity of hoisting equipment and cranes must immediately notify the operator of any concerns or notable deficiencies in the equipment they are operating.
- All persons working amongst hoisting equipment and cranes must immediately report any unsafe operation of the equipment to the operator of that equipment and the Site Superintendent.
- All persons working in coordination with hoisting equipment and cranes shall have an effective means of communication with the operator at all times.
- All persons working in coordination with hoisting equipment and cranes shall immediately inform other persons of dangers and hazards associated with the operation of the equipment should they enter the safe working distance zone of 7.62m (25 feet).

Additional Hazards Discussed:



Crane Unit Number	Capacity of Crane in Pounds	Rigging weight in Pounds	Load Weight in Pounds	Total Lift Weight in Pounds	Percentage of Load Capacity	Operator's Name	Date



Preventing incidents associated with the improper use of cribbing equipment.

Key Safe Practices:

- Workers must wear the proper PPE including hard hat, safety footwear and safety glasses. Specialized PPE may also be required as based on workers Hazard Assessment.
- Grade or ground beams are usually the first part of wall forming, and the rebar dowels will protrude above the beam so that the rebar can be attached to the wall. Protection must be provided to prevent workers from being injured by or impaled on the dowels.
- After the forms have been installed, ladders and work platforms must be used to provide safe access to and around the formwork.
- Stripping of the formwork should be done in an organized way that eliminates hazards such as tripping and nail punctures. For example, nails need to be removed or bent as the stripping takes place. Stripping concrete forms will often result in the release of silica dust. Wear appropriate PPE, when stripping or cutting used forming materials and have a Silica Control Plan in place.
- Formwork bracket scaffolds may be used on wall forms for light duty work.

Additional Hazards Discussed:



Preventing incidents associated with the use of defective tools.

Defective tools can cause serious injuries. If a tool is defective in any way, DO NOT USE IT.

Key Safe Practices

- Never use a defective tool.
- Inspect all tools prior to use.
- Ensure defective tools are tagged-out so they can be either repaired or replaced to prevent other workers from accidentally using them.
- Notify your supervisor immediately of the defective tool.
- Any tool being permanently removed from service must go to the tool rental department for removal from inventory and disposal, do not dispose of tools on site.
- Look for problems such as:
 - Chisels and wedges with mushroomed heads.
 - Split or cracked handles.
 - Chipped or broken drill bits.
 - Wrenches with worn out jaws.
 - Tools that are not complete such as files without handles.
 - Broken, inoperative, missing or modified guards.
 - Insufficient or improper grounding due to damage on double insulated tools.
 - No ground wire (on plug) or cords or standard tools.
 - The on/off switch not being in good working order.
 - Cracked tool blade.
 - The wrong grinder wheel is being used on the tool.
 - The guard has been wedged back on a power saw.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of drywall materials and tools.

Key Safe Practices:

- Workers must wear the proper PPE including hard hat, safety footwear & safety glasses. Specialized PPE may also be required such as respirator, hearing protection and fall protection as based on workers hazard assessment.
- Whenever possible, have delivery of the drywall as close to your work area as possible.
- Ensure delivery area is clear of all slip and trip hazards and placed on a flat surface free of debris and out of potential wet areas.
- Before bringing materials into the work area, make sure stairs or access ramps are provided into the work area and to all levels you will be working.
- Use mechanical lifting devices whenever practicable to handle and lift drywall especially when securing the ceiling.
- When moving or placing sheets must be done manually do it in pairs.
- Consider screw guns with automatic loading devices helps you maintain balance when doing the ceiling and reduce the risk of finger cuts/punctures associated with repeatedly handling screws.
- Sweep the floor before beginning room. Clean up and pick up after yourself as you go; good housekeeping practices on the worksite must be maintained. If bins are supplied use them. If there are no bins, have piles designated for waste.
- Floor opening and stairs must be protected with adequate covers or guardrails.
- Fall protection is required above 10 feet (3 M) when not protected by guardrails.
- Keep all cutting tools sharp and use the right tool for the job. Use a T-square or properly sized straight edge to help guide cuts.
- Always retract the blade as soon as the board is cut never carry drywall or other material with an open knife.
- Dispose of broken blades in a safe and conscientious way to ensure you and others are not injured.
- Power cutter and cut-out saws spin at very high speeds, always ensure you are wearing safety glasses.
- Ensure power cutters and saws do not contact wiring.
- Rotate work position or stretch often to reduce strain on your knees and back (kneeling; squatting; standing, etc.)

Additional Hazards Discussed:



Preventing incidents associated with the improper use of drywall sanding equipment.

Key Safe Practices:

- Workers must be wearing proper PPE at all times including hard hat, safety footwear and safety glasses. Additional specialized PPE maybe required such as respirators or fall protection.
 Note: Workers must be trained in respirator care, use and maintenance plus be fit tested to the respiratory equipment they will be using.
- Ensure appropriate SDS are on site for the hazardous products they are going to use. Silica containing materials will require a Silica Control Plan.
- Refer to SDS sheets for the safe handling requirements and appropriate PPE. Give considerable attention to appropriate respiratory and eye protection when sanding.
- Clean up and pick up after yourself as you go; good housekeeping practices on the worksite must be maintained. If bins are supplied – use them. If there are no bins, have piles designated for waste.
- Use hand sanders that have longer handles to help reach areas and allow better leverage.
- Incorporate or use electric sanders with a vacuum system to help reduce your exposure to drywall dust.
- When dust from sanding may create a hazard to others ensure that the area is flagged and signed identifying the additional PPE requirements.
- Use hearing protection with electric sanders or other loud tools.
- Avoid over-reaching while on a ladder move the ladder to a better position.
- Ensure the ladder or step ladder is tall enough to do the job. Never stand on the top two rungs.
- Rotate work position or stretch often to reduce strain on your back, arms and wrists.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of drywall taping equipment.

Key Safe Practices:

- Workers must be wearing proper PPE at all times including hard hat, safety footwear and safety glasses. Additional specialized PPE may be required such as fall protection.
- Clean up and pick up after yourself as you go; good housekeeping practices on the worksite must be maintained. If bins are supplied use them. If there are no bins, have pile designated for waste.
- Consider utilizing taping tools or tools with longer handles that will allow you to reach areas from the floor to help reduce the risk of falls and slips associated with work platforms, ladders and stilts.
- Floor opening and stairs must be protected with adequate covers or guardrails.
- Fall protection is required above 10' (3m) when not protected by guardrails.
- Avoid over-reaching while on a ladder move the ladder to a better position.
- Ensure ladder or step ladder are tall enough to do the job. Never stand on the top two rungs.
- When stilts are being used, the floor must be cleared of debris that could lead to tripping.
- When temporary heat is used, ensure the placement is away from potential fire hazards and there is adequate ventilation.
- Read the label on the mud or joint compound SDS to determine if they contain a hazardous product such as silica which requires a control plan.
- Workers must receive WHMIS/ GHS training and SDS (Safety Data Sheets) must be on site for all hazardous products being used.

Additional Hazards Discussed:



Electrical work requires all workers involved in the operation to have the proper training and qualifications in the electrical trade and to be able to demonstrate competency in their work activities.

Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.

Procedure

- All temporary wiring must be installed and maintained in accordance with all applicable Provincial Codes and Regulations.
- Temporary electrical cords must be covered or elevated. They are to be kept clear of hallways and other locations where they may be subjected to damage or present a tripping hazard.
- Splices in electrical cords must retain the mechanical and electrical strength of the original.
- Energized wiring in junction boxes, circuit breaker panels, etc. must be protected from accidental contact whenever it is left unattended.
- Electrical wires that need to be cut must be tested prior to being cut to ensure they are in fact dead.
- Temporary lighting lamps that are broken or burned out must be replaced as soon as possible. Bulbs must not be removed from other areas to provide lighting.
- Temporary lighting lamps must have guards over the bulbs to prevent breakage.
- Do not work on any circuits when standing on metal or in water.
- Workers (other than qualified electricians) and equipment shall not touch or handle electrical guarding. Whenever guarding is used, a qualified safety watcher (trained and experienced journeyman electrician) shall be posted to control the approach of equipment, tools and workers in order to prevent contact with the electrical guarding.
- All electrical tools and equipment must be grounded or double insulated.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage or operation of equipment and machinery.

Key Safe Practices

- Equipment and machinery shall have a documented inspection completed prior to use and its Operation Manual(s) must be available at the worksite.
- Only trained, competent and authorized personnel can operate equipment and machinery. Do not operate any equipment or machinery that you are not familiar with.
- Operate equipment and machinery as per manufacturer's specifications and instructions.
- Operate equipment or machinery only with all factory installed or approved guards and control devices in place.
- Check all guards and control devices prior to use.
- Any defective equipment or machinery must be immediately removed using tag-out procedures and reported to the supervisor.
- Never swing suspended loads over workers.

Keep proper clearance from all structures and voltage lines.

Additional Hazards Discussed:



Preventing incidents associated with the improper office workstation set-ups. Ergonomic hazards are to be assessed on an ongoing basis and the office hazard assessment document is to be updated as new hazards are identified and controls implemented. Workers will be trained to identify ergonomic hazards and 3rd party assessment agents will be brought in periodically to assess worker requirements.

Ergonomics can be defined as fitting the job to the worker. Not all workers are the same size, and everyone has limits. Ergonomics aims to design workstations, work processes, equipment, and tools to fit you. As a worker, it is important that you know how to adjust your office workstation to suit your needs.

If a job does not fit a worker, the worker is more likely to be exposed to risk factors that may lead to musculoskeletal injury. The main ergonomic risk factors in the office include the following:

- **Repetition**: Tasks or body movements carried out over and over again.
- **Awkward Postures**: Body positions which deviate from neutral such as twisting your neck to view your monitor or reaching to use your mouse.
- **Static Forces**: Maintaining a position for a prolonged period of time (e.g. prolonged sitting, viewing the monitor with a bent neck, or reaching for the keyboard).

Every person responds to ergonomic risk factors in different ways. For example, one worker may have symptoms of an injury while another worker performing the same tasks may not have symptoms. Ergonomic risk factors should be identified and reduced to lower the risk of injury for all workers. Even those workers who are not experiencing pain should take ergonomics seriously to reduce the risk of developing an injury.

Take appropriate breaks throughout the day!

Multiple short duration breaks provide the body with more rest than a single long duration break. These breaks, often called "Micro-Breaks", last anywhere from 10 to 60 seconds and should be taken throughout the day. During these micro-breaks, look away from the computer screen and focus on objects in the distance, remove your hands from the keyboard and/or gently stretch muscles. An example of an "active micro break" is taking 5 -15 seconds every 5 minutes to rest the eyes and upper body.

Try This...

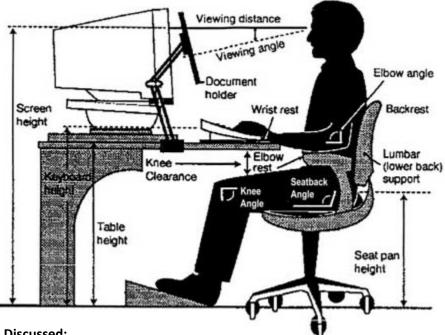
Try to alternate your computer work with other tasks. For example, rather than typing continuously for an hour, stop and deliver a fax or do some filing. When you break up computer work with other office tasks, your arms, neck and back muscles can rest.

Ergonomically Correct Office Set Up:

- Neutral (relaxed) shoulder posture.
- Eye level at the top of the computer monitor so that your eyes are directed 10 30 degrees downward. The distance of the monitor should be positioned at a comfortable distance for your eyes. Because everyone is different with eye health, there is no set rule for this.
- Adequate lumber support and ensure that the hip angle is 100 120 degrees.
- Ensure there is no glare on the computer monitor.
- Document holder placed between keyboard and monitor.
- Mouse located at the same height and beside the keyboard.
- Keyboard can be set at no tilt or a negative tilt angle to ensure neutral posturing of the wrist joint.



- Maintain neutral positioning of the wrist joint when typing and using the mouse.
- Elbow joint should be at 90 100 degrees and utilization of the armrests can assist in maintaining neutral shoulder postures.
- Utilize the backrest and ensure your shoulder blades are pulled together.
- Ensure your feet are flat and supported. If the seat height is higher and does not allow for the feet to be on the floor utilize a foot rest.
- See organization diagram organize your workstation to allow for the most used resources and tools/equipment to be placed closest to your body.



Additional Hazards Discussed:



Facility Owner Contact Record SWP

Date	Time	Company Name	Company Representative's Name	Directions / Instructions Given	None
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Facility Owner Contact Record (Non-Electronic) SWP

Date	Time	Company Name	Company Representative's Name	Directions / Instructions Given	None



Preventing incidents associated with being fatigued at work.

Worker fatigue can be a major safety hazard in the construction industry. Fatigue may arise from both work and non-work related activities and can have an adverse effect on a worker's state of alertness. This may potentially impact the safety of not only the worker but others working in the area.

There are several types of work related fatigue that may be induced by the work environment, the work task or sleep patterns. Specifically, hazards may include, but are not limited to: Falling asleep at work, poor communication, neglecting safety requirements and falling asleep on the way home from work. The concept of "Due Diligence" has meant that workers must take every precaution reasonable in the circumstances to protect the safety and health of themselves, co-workers, customers and the general public. This Safe Work Practice will help workers manage fatigue and therefore eliminate or control the hazard it presents during their work.

Key Safe Practices

- Participate in education and training pertaining to fatigue risk management as requested.
- Utilize breaks provided within and between shifts to rest and recuperate.
- Report all incidents arising from hazards related to their work.
- Recognize the implications of working extended hours and on-call working arrangements.
- Recognize signs of sleep deprivation and/or fatigue and the impact on themselves and others, and report to their supervisor/manager the circumstances in which fatigue and lack of sleep are impacting on individual well-being and workplace safety.
- If you experience symptoms of fatigue while driving, immediately pull over to a safe location and walk around outside for 10-15 minutes. If you are still feeling fatigued then you should consider taking a nap, checking into a local hotel to rest or stopping at a rest stop for a break.
- Understand the implications of voluntarily seeking additional work hours including secondary employment that have the potential to increase risks to individual and organizational health and safety.
- Report for work <u>fit for duty</u>.
- Workers must Work cooperatively with their supervisors and management to effectively manage their fatigue including but not limited to the participation in further training, modified work programs and support programs and assistance.

Additional Hazards Discussed:



Purpose: Prevention of incidents associated with the improper usage of fiberglass insulation.

There are many areas on construction sites that require the use of Fiberglass Insulation. It is used for acoustical and thermal insulation. It comes in many different shapes such as: Blowing wool, Rolls, Foil Back, Rigid Board and Residential Fiberglass Insulation. In handling and use, fiberglass releases glass fibers which can be inhaled into the lungs, causing irritation of the throat, eyes as well as skin irritation. There is evidence of association between exposure to glass fibers and lung cancer.

Key Safe Practices:

1. Special Protective Information:

- Personal Protective Equipment should be used as necessary to prevent irritation to the throat, eyes and skin.
- Safety goggles or safety glasses with side shields are to be used to keep dust and fibers out of the eyes.
- Leather or cotton gloves are to be used to prevent contact and irritation.
- Use a NIOSH approved dust/mist respirator to protect against nuisance dust and fibers.
- Local exhaust should be used at areas of cutting to remove airborne fiber concentrations. General dilution ventilation should be used to keep airborne fiber and dust at the lowest possible limits.
- Worker should wear loose fitting, long sleeved, long legged work clothing. Where practical use vacuum equipment to clean contaminated clothing at the end of the work period. Wash clothing separately and the washing machine should be rinsed before using again.
- Contact Lenses should not be worn while installing, blowing or removing the insulation.

2. First Aid Procedure

- **Eye Contact:** Flush eye with flowing water for at least 15 minutes. If symptoms persist, seek medical attention.
- Skin Contact: Wash with mild soap and cool running water to remove fibers.

Worker Education:

The worker(s) must be provided with training and education regarding the hazards of exposure to glass fibers and dust released from the insulation, proper work procedures and precautions to be taken.

Additional Hazards Discussed:



Fire Extinguishers SWP

Purpose

Preventing incidents associated with small fires. When used correctly, fire extinguishers can help to save lives and property. All Scott Builders staff are to be trained in the use and inspection of fire extinguishers.

What is a fire extinguisher?

A fire extinguisher is a portable device carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire. They are used to put out a small fire in its early stages. They are not designed to fight large fires or spreading fires. Even against small fires, they are useful only under the right conditions.

They are generally designed with the following characteristics:

- Carrying handle.
- Discharge lever.
- Discharge nozzle or hose assembly.
- Usually have a pressure gauge.
- Cylinder or canister.
- Siphon tube.
- Extinguishing agent.
- Expelling means.
- Inspection tag.



Types of fire extinguishers

- There are numerous types of fire extinguishers; each rated for a different fire hazard and containing various extinguishing agents including carbon dioxide, water based agents, wet chemical, dry chemical, dry powder and clean agent gas.
- Type of extinguisher that is used should be matched to the hazard(s) being protected.
- Fire extinguishers are distinguished by their designated ratings, which indicate the fire hazard that they are suitable to be used on.
- Fire extinguisher ratings are provided on the label of the fire extinguisher and generally consist of a letter and a number (numbers are located on Class A and B extinguishers only).
- The "letters" tell you the Classes of fire that the extinguisher is suitable for use on.
- The "number" indicates the effectiveness of the extinguisher by measuring the time it takes to put out a certain size of fire. Generally, the higher the number, the larger the size of fire that can be extinguished up to a certain size as specified in the testing standards.
- A 20 lbs. ABC fire extinguisher shall be used at all our construction worksites.



Classes of Fire – below is updated to the 5 classes



Class K extinguishers may require specific training, including when they should be used or not used. For example, the extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off.

How fire extinguishers work:

Fire extinguishers suppress fires by discharging an agent that will interrupt the combustion process, by removing one of the key elements necessary to sustain a fire. Under the theory of the fire tetrahedron, there are four methods of fire suppression. The agents in a fire extinguisher attempt to remove one or more of these elements.

- 1. Remove the heat,
- 2. Removing the fuel,
- 3. Excluding the oxygen, or
- 4. Stopping the chemical chain reaction.

There are 5 ways that fire extinguishers can operate:

- 1. Self-Expelling the extinguishing agent have sufficient vapor pressure at normal operating temperatures to expel themselves.
- 2. Gas Cartridge or Cylinder expellant gas is confined in a separate pressure vessel until an operator releases it to pressurize the fire extinguisher shell.
- 3. Stored Pressure the extinguishing material and expellant are kept in a single container under pressure.
- 4. Mechanically Pumped the operator provides expelling energy by means of a pump and the vessel containing the agent is not pressurized.
- 5. Hand Propelled the material is applied with a scoop, pail or bucket.



Hazards of using fire extinguishers:

- Extinguishing agents must be used with care. They can damage equipment and materials plus burn your skin or make breathing difficult. Extinguishing agents are considered a hazardous product and need a SDS.
- Using the wrong type of extinguisher for the wrong class of fire could be extremely dangerous and make the fire emergency worse. It is particularly dangerous to use water or a type A extinguisher on a grease fire or electrical fire.
- A novice can cause the fire to spread and endanger life. Proper training and practice are essential before you use an extinguisher in a fire emergency.
- Fire extinguishers make it tempting to stay and fight a dangerous fire emergency. One should only use a fire extinguisher if one is confident in using it. On the whole, firefighting is the job of the fire department. The important thing is to safely GET OUT of the fire emergency and activate the site emergency evacuation procedure.

Locations of Fire Extinguishers:

- Extinguishers should be near fire hazards for which they are suitable.
- A fire extinguisher must be within 10' of hot work locations.
- Install fire extinguishers in an obvious place, near an exit and/or escape route and close to a hazard area(s).
- Use fire extinguishers suitable for more than one class of fire Scott Builders' policy is to have 20 lbs. ABC fire extinguishers on all of our construction sites refer to our Fire Protection Plan.

Inspection, Testing and Maintenance (NFPA 10):

Follow the manufacturer's instructions for care and maintenance.

<u>Daily check</u> – a quick inspection should be done on a daily basis and should include the following checks:

- Appropriate extinguisher in designated location
- Ensure that the extinguisher is fully charged.
- The extinguisher has not been tampered with.

Monthly Inspection – an inspection to be done on a monthly basis and include the following checks:

- The extinguisher is appropriately rated for the area.
- The extinguisher is in its designated location, and its operating instructions face outward.
- Access to the fire extinguisher is not obstructed.
- Operating instructions are legible.
- The pin is in place to prevent accidental discharge.
- Any seals or tamper indicators are not broken, missing, or in need or replacement.
- Ensure that the extinguisher is fully charged
- There is no evidence of corrosion or damage to any components of the extinguisher.

Annual Maintenance Inspection by Qualified Person:

- Rechargeable extinguishers require maintenance on a yearly basis. Maintenance will include an examination of mechanical part, extinguishing agent and expelling means.
- All rechargeable type fire extinguishers shall be recharged after use or as indicated after an inspection or when performing maintenance.



- Rechargeable fire extinguishers should be hydrostatically tested when required. Depending on the type this can be at 5 or 12 year intervals. Refer to the label on the specific fire extinguisher for exact intervals.
- Maintenance, recharging and hydrostatic testing are to be performed by a service agency whose facilities are certified by ULC or Intertek.
- In addition, every fire extinguisher technician must be qualified as required under the Provincial Fire Code.

Additional Hazards Discussed:



Purpose: Preventing incidents associated with improper fire protection and prevention:

- Good housekeeping is essential in the prevention of fires.
- Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.
- Always keep fire extinguishers visible and easy to get at.
- Fire extinguishers have to be properly maintained to do the job where temperature is a factor.
- Ensure that care is taken in selecting the right extinguisher.
- Workers must know the locations of the fire extinguishers in their work area.

Key Safe Practices:

- Smoking is permitted only in designated smoking areas.
- Fire equipment must always be kept accessible and in working condition. Tampering with fire protection equipment is a serious offense and is prohibited.
- Fire extinguishers require monthly visual inspections which shall be logged on the fire extinguishers' inspection tags by a competent worker(s).
- There are five general classes of fires, and each requires a particular type of extinguishing agent. Portable fire extinguishers are labeled as to the types or classes of fires on which they should be used.
 - **Class A:** These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials. Recommended extinguishers: water from a hose, pump type, water can or pressurized extinguisher and soda acid extinguisher. Soak the fire completely; even the smoking embers.
 - **Class B:** Flammable liquids, oil and grease. Recommended extinguishers ABC units, dry chemical, foam and carbon dioxide extinguishers. Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.
 - **Class C:** Electrical equipment. Recommended extinguishers Carbon Dioxide and dry chemical (ABC units) extinguishers. Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.
 - **Class D:** Fires with combustible metals such as sodium and magnesium.
 - **Class K:** Cooking media (Vegetable or Animal Oils and Fats) Extinguished by saponification (producing soap). *Class K extinguishers may require specific training, including when they should be used or not used. For example, the extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off.*
- When a fire occurs, try to extinguish it (if it is safe to do so), summoning the assistance of fellow workers if necessary. If there is any indication that the fire will not be able to be extinguished, the alarm must be raised, and evacuation procedures implemented.
- If an extinguisher runs out before a fire is extinguished do not look for another extinguisher, get out of the area and activate the Emergency Response Procedures.
- The worker who first reported the fire must inform his immediate supervisor of the circumstances of the fire.
- Aisles, passageways, doorways and stairways must never be obstructed.



Additional Hazards Discussed:



Preventing incidents associated with the improper usage and operation of forklifts and variable reach forklifts.

Forklift operators must follow all applicable Vehicle and Mobile Equipment safety rules; manufacturer's operating instructions and current Provincial OH&S Legislation. The equipment operator's manual shall be kept with the forklift at all time while on the worksite. No modifications may be made to the equipment.

Key Safe Practices

- Only trained, competent and authorized personnel will be allowed to operate mobile equipment including forklifts.
- The operator shall remain at the controls while the forks are in the raised position.
- Materials and equipment must be loaded on the forklift in a manner that prevents any movement of the load, which could create a hazard to workers.
- All loads which could be subject to shifting during transportation must be restrained if such shifting would result in the forklift becoming unstable.
- Carry loads as low as possible.
- Do not drive with arms, head or legs outside the confines of the forklift.
- Any operator who cannot clearly see the load or offload points and the full path of travel or is operating in a tight and/or congested area must use a signal person.
- Operator must perform a visual check and honk the horn prior to reversing.
- Operator must wear seatbelt when operating a sit-down forklift.
- Sound horn and slow down when approaching pedestrians, doorways, ramps and other forklifts.
- Forklifts being used indoors must be taken outside for refueling.
- Forklifts used indoors must be shut down when not in use to minimize emissions into the work area.
- Observe and obey the load capacity of the forklift.
- When shutting a forklift down: level and lower the forks, apply the parking brake, put the controls in neutral and ensure the RPM's have come back down to idle.
- Do not elevate anyone on the forks unless it is in an engineered and approved man cage that is secured to the forklift. Those working from a man cage need to be wearing appropriate fall protection as per current Provincial OH&S Legislation.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of framing tools, equipment and materials.

Key Safe Practices:

- Refer to Skeleton Structure Erector Policy.
- Ensure Wood Roof Bracing Inspection and Wood Wall Bracing Inspections are completed.
- Workers must wear the proper PPE including hard hat, safety footwear & safety glasses. Specialized PPE may also be required based on workers hazard assessment.
- Fall protection is required above 10' (3 m) or as per Provincial OH&S requirements.
- Install guardrails on leading edges as well as floor and stair openings.
- Install kick plates (toe boards) to prevent tools and materials from falling where applicable.
- Utilize tool tethers when it is necessary to work above others.
- Floor openings must be covered, secured and marked / signed as per Provincial OH&S requirements.
- Clean up and pick up after yourself as you go; good housekeeping practices on the worksite must be maintained.
- Store materials neatly in a clean, level and easily accessible area away from overhead power lines.
- Do not modify or alter tools and do not use a tool for anything other than its intended purpose.
- Ensure tools are in working order. Tag out any damaged tools and notify the Site Superintendent so the tool can be repaired or replaced.
- Only use extension cords that have ground pins and are free of cracks, cuts or burn marks.
- Keep yourself and cord out of water. Roll up the cord when you are done with it.
- Ensure workers are trained in the proper use of powered-fastening tools.
- Ladders must be inspected prior to use and secured against movement.
- Remove or flatten nails on dismantled lumber.

Lifting Walls:

When lifting walls consider:

- Ensure all workers understand the lifting process. Only one person should give the instruction and direction.
- Raise the wall with mechanical assistance whenever possible. If using workers, make sure you have enough workers to lift the wall in a safe manner.
- Install kickers to prevent the bottom of the wall from slipping.
- Ensure no workers who are not involved in the lifting process are in the immediate work area.
- Do not lift walls in excessively windy conditions.
- Make sure fall protection is worn, when workers are working at heights near an unguarded edge.
- Install temporary braces immediately after the wall is in an upright position.

Framing joists, bridging & Sheathing:

- Fall protection is required above 10' (3 m).
- Install guardrails around the perimeter of the floors and at any openings where a worker may fall 10' (3 m) or more or as per Provincial OH&S Legislation.
- If you cannot install guardrails, use fall protection system.
- Block and brace joists to prevent toppling.
- Use a work platform from below to help install blocking/bridging.
- If you stack material on joists, distribute the load evenly or at different locations.
- To prevent slipping and tripping, do not walk away from unfastened sheathing. Nail as you go.



• Watch out for other workers below you – especially when using an air nailer.

Framing Trusses:

- Fall protection is required above 10' (3 m).
- Install guardrails around the perimeter of the floors and at any openings where a worker may fall 10' (3 m) or more or as per provincial OH&S Legislation.
- Tie all interior partitions and finish all bracing before hoisting trusses.
- Mark truss spacing on the top plate before hoisting trusses.
- Make sure equipment is capable of lifting either individual or bundled trusses.
- Before assembling trusses, make sure all floor openings are covered and fall protection is in place.

Additional Hazards Discussed:



Preventing incidents associated with toxic gases on worksites.

Gas monitors are a very important piece of PPE and are really the only way to ensure you are working in safe atmospheric conditions.

There are many areas in the construction industry that can present atmospheric conditions that are harmful to the site workers and others in the work area. Some hazardous atmospheric conditions can be created during the construction process such as running combustion engines indoors, indoor heating and others can be pre-existing such as excavating contaminated soil.

The purpose of this Safe Work Practice is to ensure through atmospheric monitoring the work area is a safe environment for workers. It is important that atmospheric testing is used in any environment that is or may become hazardous when the oxygen content is less than 19.5% or greater than 23% by volume, hazardous due to the presence of combustible gases or toxic gases.

All work locations where potential atmospheric hazards exist must have gas detection equipment to ensure there is a safe working environment

Pre job planning, reviewing WHMIS/GHS information and a Project Hazard Assessment should ensure that you have the appropriate atmospheric monitoring system in place.

Common Types of Monitors

There are many types of Gas Monitors on the market today for industry use. Gas Monitors may include single or multiple sensor head monitors that detect the presence of:

- Oxygen.
- Combustible hydrocarbon gases, i.e. natural gas, gasoline, propane.
- Carbon monoxide.
- Hydrogen sulfide (H2S).
- Carbon dioxide.
- Organic Vapors, i.e. toluene, Xylene, benzene.
- And sensors specific to various other toxic gases.

Potential Hazards

- Lack of Oxygen.
- Oxygen Enrichment.
- Combustible Gases.
- Toxic Gases.
- Explosions.

Training

Any worker that is or may become responsible for atmospheric testing shall be trained in the proper operation and use of the monitoring equipment as per the manufacturer's instructions and worksite specific procedures.

Your Branch Safety Advisor or your supplier can provide training for the specific monitor that is in use on site.



Components of a Gas Monitor

There are four main components of a Gas Monitor, and they are:

- 1. **Power Source:** There are two common power sources for portable Gas Monitors. One is a rechargeable system you can plug the monitor into the wall or into a charging stand (cradle) for the specified time by the manufacturer. It is best if you charge it at the end of the shift or overnight. The second power source is disposable batteries. When the power is low and/or the indicator alarms, you simply remove the protective cover and replace the batteries with new ones.
- 2. **Sensor:** Sensors vary depending on use. The five most common sensor heads are Oxygen, LEL, Carbon Monoxide, H2S and organic vapour. Each one of these sensors is very specific to the gas it will be reading and they have very different operation from one type to another.
- 3. Alarm: Alarms on most monitors are typically audible, visual and vibration. When the sensor(s) detect a predetermined concentration of gas that the monitor is calibrated to, it will activate the alarms in the unit.
- 4. **Display**: Displays are one of two types. The display can be as simple as an LED light to indicate the unit is either working or alarming. Most commonly the display is a digital or LED screen that will display all the functions of the monitor and with give you the numerical readings of the gas concentrations the unit is exposed to during its use.

Types of Gas Monitors

- **Single Head Personal Gas Monitors**: Single head, personal Gas Monitors are monitors that were designed to be attached to or carried by an individual. They only have one sensor specific to one particular hazardous atmosphere, based on the findings of the pre-job hazard assessment process. You purchase the monitor specifically for the environment you would be working in.
- **Multi-Head Monitors:** Multi-head, personal Gas Monitoring units commonly have 1 to 5 sensor heads that can detect the presence of 1 to 5 atmospheric contaminants. They are also designed to be clipped to the worker or carried in hand to the workspace to monitor the atmosphere in the work area.

Calibration

Gas detection equipment must be calibrated on regular time intervals specified by the manufacturer or based on the history or performance of the monitor. Calibration of the equipment must be done by a trained and qualified individual and have a current calibration sticker on the monitor. Calibration is defined as the application of certified concentration(s) of calibration gas(es) to the gas detection unit to ensure the units accuracy. If the readings are different than that of the specific calibration gas the monitor can be adjusted or tuned for the correct readings set if the sensors are still within specific tolerances.

Function Testing/Bump Testing

A function test/ bump test must be done at the beginning of each shift. To conduct a function bump test you apply a specific concentration of bump gas to the gas monitor and ensure it alarms at the preset low and high alarm settings and that the readings are within +/- 10% of the concentration of the bump gas for all sensor heads tested. (Any time a monitor will be used by another worker to ensure the monitor is working properly and alarms correctly.) The results must be recorded in the Air Quality Monitoring log and kept in the permanent construction archive files.



Record Keeping

All records for calibrations and daily bump test logs must be kept in the permanent construction archive files after the closing of the project.

Key Safe Practices:

Pit falls of the gas monitor.

- The monitor is only as good as the operator. If you do not understand how the monitor works SEEK HELP IMMEDIATELY!
- Always zero the monitor in a KNOWN fresh air environment.
- The atmosphere must contain at least a minimum of 15% oxygen for the LEL sensors to work. Low concentrations of oxygen may result in low inaccurate or no readings on the monitor.
- A LEL sensor will only detect 0 to 100% of the LEL.
- Unnecessary exposure to high concentrations of combustible gases can over ranging a sensor will potentially damage the sensor or freeze the unit until it can be calibrated for use and reduce the life of the sensor.
- Do not expose the monitor to high concentrations of leaded gasoline as it will render the sensor inoperable.
- Interference of chlorinated gases or acid gases can cause inaccurate readings and mask other toxic or explosive gases.
- Avoid exposure to dusty environments as the dust can clog up the pre-filters blocking the gas from the sensor head.
- Most gas monitors are very sensitive to being exposed to moisture and can be damaged.
- Just because the atmosphere is not explosive doesn't mean it is not toxic.
- If the unit alarms it is working, leave the area immediately!
- When you go to work, ENSURE THE UNIT IS TURNED ON.

Always follow the specific manufacturer's instructions for each specific gas monitor. Not all monitors work on the same principle.

Additional Hazards Discussed:



Ensuring workers are protected from the hazards associated with the use of portable grinders.

Key Safe Practices:

- A Hazard Assessment must be conducted prior to the use of all power tools with all hazards being either eliminated or controlled.
- Ensure that manufacturer's specifications are followed at all times.
- Thoroughly inspect each grinder for damage prior to its use. Anything suspicious or questionable should be reported to the supervisor and tagged out-of-service.
- Ensure proper guards are in place at all times and inspect the inside of guards for debris which could affect the operation of the grinder or cause damage to the disk.
- Eye protection, face shield and gloves are the minimum PPE that must be worn while operating portable grinders.
- If the work being performed will cause sparks, ensure a Hot Work Permit is obtained
- Never exceed the maximum wheel speed. Always check the speed marked on wheels and compare it to the speed on the grinder to determine compatibility.
- When mounting wheels, check them for cracks and defects, ensuring that the mounting flanges are clean and the mounting blotters are used. DO NOT over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- DO NOT use grinders in close proximity to flammable materials including some clothing materials.
- NEVER disengage the "dead man" switch.
- Where possible and practicable, use 332 size disks in place of ZIP disks for cutting as ZIP disks can cause serious injury and damage if they shatter.
- Proper storage of wheels, disks and grinders must be observed at all times.

Additional Hazards Discussed:



Ensuring workers are protected from the hazards associated with the use of portable grinders with zip cutting disks.

Key Safe Practices:

Supervisor to ensure proper instruction is relayed to the workers on the contents of this practice and training provided to ensure competency in all tasks requiring the use of a portable grinder.

- Where possible and practicable, a 332 size disk MUST be used in place of a zip disk for cutting activities.
- Where not possible or practicable, a Hazard Assessment must be conducted prior to the use of all portable grinders with zip cutting disks with all hazards being either eliminated or controlled.
- Obtain a Hot Work Permit if sparks are created.
- Ensure that the manufacturer's specifications are followed at all times.
- Thoroughly inspect each grinder and zip disk for damage prior to its use. Anything suspicious or questionable should be reported to the supervisor and/or tagged out-of-service.
- Inspect the inside of the guard for any slag/debris which may come into contact with the disk creating the potential for it to break apart during operation.
- Ensure proper guards are in place at all times.
- Eye protection, face shield and gloves are the minimum PPE that must be worn while operating portable grinders.
- Never exceed the maximum wheel speed. Check the speed marked on the grinding wheel and compare it to the speed on the grinder.
- When mounting wheels, check them for cracks and defects, ensuring that the mounting flanges are clean and the mounting blotters are used. DO NOT over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- DO NOT use grinders in close proximity to flammable materials including some clothing materials.
- NEVER disengage the "dead man" switch.
- Proper storage of wheels, disks and grinders must be observed at all times.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of grinders.

Severe injury may occur if proper Personal Protective Equipment (PPE) is not used and properly maintained.

Key Safe Practices:

- Check the tool for the correct distance from the abrasive wheel, maximum $\frac{1}{8}$ or 3mm.
- Replace the grindstone when adjustment of the rest cannot provide 1/8'' or 3mm.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with safety glasses and a face shield at all times when grinding.
- Remove hanging jewelry.
- Tie or confine long hair.
- Wear appropriate clothing and be aware that sparks can cause clothes to smolder or catch fire so non-flammable or flame resistant clothing should be worn.
- Obtain a Hot work Permit if sparks are created.
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeding the manufacturer's recommendation.
- The flanges supporting the grinding wheel should be a maximum of ¹/₃ the diameter of the wheel and must fit the shaft rotating speed according to the manufacturer's recommendation.
- Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of the grinding wheel when it is first started.
- Unplug or lockout the grinder before doing adjustments or repairs.
- Never leave a grinder unattended while the wheels are turning.
- Use pliers or vice grip to hold small items.
- Allow object you are grinding to cool before handling it.

Additional Hazards Discussed:



Scott Builders Inc. is dedicated to the prevention of damage to any underground facility and will adhere to all legislation and follow industry "best practices". Anyone involved in a ground disturbance and excavations must understand the Scott Builders Inc. procedures and the applicable legislation to prevent injury, damage to the public or self, underground facilities, or the environment.

Any deviations from this SWP must be reviewed and approved by your branch safety advisor and/or **Operations Manager.**

- The Ground Disturbance Excavation SJP and Utility As Built Procedure must be referenced prior to all Ground Disturbance activities.
- SBI Representative that issued Ground Disturbance Permit to be present on site for all ground disturbance activities (a new permit must be issued by the new Representative with reference to existing permit and relevant documents)

Definitions:

Daylighting: A non-destructive technique of excavating for utilities, at certain predetermined, sequential locations, to determine the depth and actual location of the suspected utilities.

Ground Disturbance: The ground is disturbed if a work operation or activity on or under the existing surface results in a disturbance of the soil. There are many activities that disturb the ground and have the potential to contact a buried facility. These include:

- Excavating, digging and trenching;
- Plowing, drilling, tunneling, auguring and backfilling;
- Driving posts, bars, pins, etc., topsoil stripping, land leveling and quarrying; and
- Tree planting, rock picking, grading, blasting and clearing. •

As per Part 32, Section 441 Alberta OHS Code - Disturbing the ground does not include:

- Routine, minor road maintenance, such as patching, street sweeping and the grading of gravel roads.
- Agricultural cultivation to a depth of less than 450 mm (18 inches) below the ground surface over a pipeline, or
- Hand-digging to a depth of no more than 300 mm (12 inches) below the ground surface, so long as it does not permanently remove cover over a buried facility. Buried facilities tend to be more than 300 mm (12 inches) below the surface. This is most applicable to our activities.

Excavation: An excavation is a dug out area of ground but does not include a tunnel, underground shaft or open pit mine.

Hazards:

- Underground utilities.
- Overhead utilities.
- Unstable soil. •
- Toxic vapors. •

- Previously excavated soil.
- Water seepage. ٠
- Confined space. •
 - Flammable vapors and fluids.
- Contaminated soil.
- Falling objects.
- Pipelines.

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- High voltage.
- Structures in proximity to excavation including vaults, retaining walls, etc. •

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- No one can predict accurately if an excavation is safe to enter without a proper support structure being provided.
- A worker does not have to be completely buried in soil to be seriously injured or killed.
- Excavations in, or near, "back filled" or previously excavated ground are dangerous since the soil is loose and doesn't support itself.
- Water will increase the possibility of a cave-in.
- Clay can be extremely treacherous if dried by the sun. Large chunks of material can break off a trench wall.
- Frozen ground is not an alternative to proper shoring.
- An excavation should be considered a restricted space and appropriate evaluations and controls should be undertaken prior to allowing a worker to enter a potentially hazardous atmosphere.
- Shoring must be adequate to overcome additional pressures from piles excavating material, adjoining structures, vehicular traffic and nearby equipment.

Legislation:

- Occupational Health & Safety Regulations. <u>work.alberta.ca/documents/WHS-LEG_ohsc_p32.pdf</u>
- Provincial Pipeline Act and Regulations. <u>www.qp.alberta.ca/documents/Acts/p15.pdf</u>
- National Energy Board Pipeline Regulations. <u>http://laws-lois.justice.gc.ca/eng/regulations/SOR-99-294/index.html</u>

Before any ground disturbance or excavation activities begin, the location of buried facilities that may be encountered during digging must first be located. Buried or underground facilities include anything below the ground that transports or stores products and services such as but not limited to:

- Water
- Sewage
- Oil
- Natural gas
- Chemicals
- Cablevision services
- Electric energy
- Electric, telephonic and telegraphic communications.

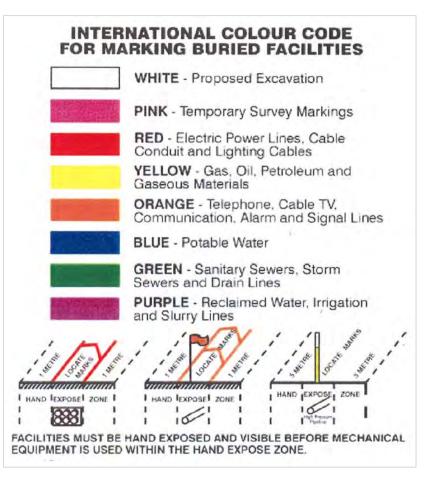
These facilities may be contained in pipes, conduits, ducts, cables, wires, valves, manholes, catch basins, storage tanks and attachments associated with these items. Striking any of these facilities could result in personal injury and injury to other workers, electrocution, explosion or the release of a harmful substance(s). In addition to these health and safety consequences, vital services may be disrupted, and repair costs may be incurred.



Marking Buried Facilities:

Scott Builders Inc. will obtain Alberta 1 call and private utility locates for the project. Subcontractors who will be excavating may utilize the Scott Builders locates unless the requirement for a separate locate is contained within their own policies.

Once a survey has been completed and all appropriate buried or concrete embedded facilities marked, Scott Builders Inc. and the Contractor must ensure that workers have been informed accordingly through a documented toolbox meeting and on the workers' Hazard Assessments. Since the original locate marks can be disturbed or destroyed by activities at the site or with progressive excavation, the marks must be re-established as often as necessary to ensure the safety of workers.



As-built drawings change to reflect modifications to, or maintenance of, installed buried facilities. The asbuilt drawings used by the company must therefore be certified by the Owner as being the most current drawings of record available.

Exposing Buried Facilities:

Before allowing mechanical excavation equipment to be used within the hand exposure zone (3m either side of the located line), the company must ensure that the buried facility is daylighted using a non-destructive technique acceptable to the Owner of the buried facility. In some situations, utility owners may have more stringent requirements that will need to be followed.

New water jet or hydrovac excavation systems for example, can quickly remove soil and under the right operating conditions, and do so without damaging buried facilities. Because of the potential for damage, particularly in the case of water jets cutting through or damaging electrical cables, any non-destructive technique used as an alternative to hand digging must be acceptable to the Owner of the buried facility.

Hand digging requires the use of hand tools. Hand tools are defined as hand held equipment that depends on the energy of the worker for its direct effect and it does not have a pneumatic, hydraulic, electrical or chemical energy source for its operation.

Hand digging to expose buried facilities is an important safe work practice that protects workers from potential injury and reduces the likelihood of facilities being damaged. However, hand digging to expose



buried facilities that are no longer in use can be avoided if the employer ensures that the planned work does not present a hazard to workers and the company has notified and receive the written approval of the facility owner to remove the facility. An electrical cable or conduit can be mechanically excavated only if it is grounded and isolated so that its disconnection is visible.

Written approval is necessary because the Owner may have important knowledge about the facility. For example, a hydrocarbon or gas pipeline could still contain explosive hydrocarbon residue or quantities of a chemical. "Dead" gas mains may contain residual natural gas concentrations in the 5-15% range – this is the explosive range for natural gas – making it potentially more hazardous than a live or operating line. Hand digging is still required in such instances.

Locates by the Utility Owner are to be kept in good standing as per their Stipulations/Requirements

If a high-pressure pipeline (operating pressure of 700 kilopascals or more) falls within the scope of the provincial *Pipeline Act*, then a mandatory 5 metre (16 feet) hand expose zone must be maintained. If the provincial *Pipeline Act* does not apply to the high-pressure pipeline, then the pipeline may be treated like any other buried facility and the 1 metre (3 feet) on each side of the buried facility hand expose zone requirements apply. If the company plans to reduce the hand expose zone to the 1 metre (3) limit, the company must get the written approval of the Owner of the high-pressure pipeline to do so. Even if the planned disturbance lies more than 30 metres (98 feet) away from a buried facility, the operator or licensee of a pipeline right-of-way must be contacted if the disturbance is to take place within that pipeline right-of-way. The Owner or licensee's approval must be obtained before any ground disturbance begins.

Where the use of mechanical equipment is required to excavate within 600 millimeters (24 inches) of a buried pipeline, the activity can only be undertaken under the direct supervision of an Owner's representative. The Owner's Representative is the person most knowledgeable about the characteristics of the buried pipeline. This knowledge will help to ensure that workers and the pipeline are protected from injury or damage. Whenever possible, powered excavation equipment should be operated to dig parallel to the direction of the buried pipeline.

If a pipeline is exposed during a work operation, the pipeline owner must be notified prior to backfilling the excavation.

Soil Characteristics	SOIL TYPE				
	Hard & Compact Soil	Likely to Crack & Crumble Soil	Soft, Sandy or Loose Soil		
Consistency	Hard, very dense in compactive condition	,			
Ability to Penetrate	Only with difficulty by a small sharp object	With moderate difficulty with a small sharp object	With ease.		
Appearance Dry		Damp after it is excavated, has low to medium natural moisture content	Appears solid but flows or becomes unstable when disturbed. Can be dry or wet		

Classification of Soil Types:

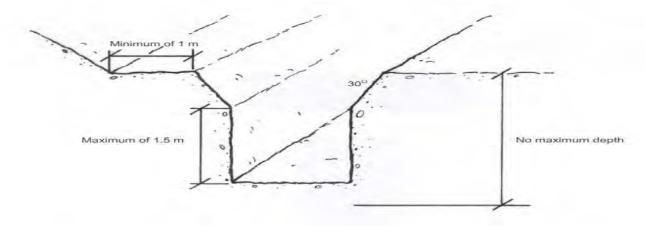


Ground Disturbance & Excavations SWP

Ability to Excavate with Hand Tools	Extremely difficult	Moderately difficult	With Ease
Water Seepage	Shows signs of water seepage	Shows signs of localized water seepage	
Other	Does not include previously excavated soil	Shows signs of surface cracking	 Is granular soil below the water table, unless the soil has been dewatered. Exerts substantial hydraulic pressure when a support system is used.

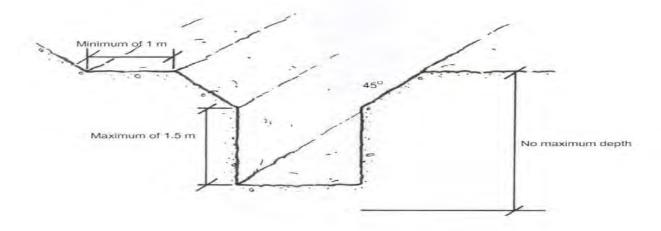
The soil type helps to determine how stable the walls of an excavation will be. When the walls of an excavation are composed of layers, seams of gravel or debris may lie behind seemingly solid walls; the weakest layer is most likely to slump or slide. The total cross-section of soil must therefore be classified as the weakest soil type and the support system designed accordingly. Assume the worst and base precautions on the most unstable soil type that is likely to be present.

Cut back of excavation walls in "hard and compact soil"

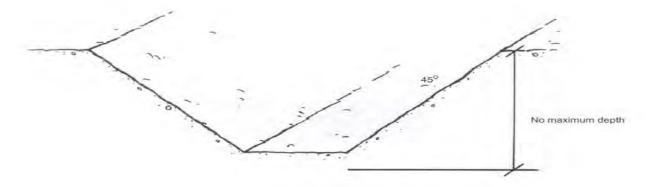




Cut back of excavation walls in "likely to crack or crumble soil"



Cut back of excavation walls in "soft, sandy or loose soil"



Trench Wall Failure

Worker injuries and deaths resulting from trench wall collapse are common and completely preventable. The material removed from the ground to form a hole, trench or cavity is extremely heavy. It may weigh more than 1476 kilograms/cubic metre (100 pounds/cubic foot); the equivalent weight of a car in a space less than the size of the average office desk. Wet soil, rocky soil or rock is usually heavier. Undisturbed soil is kept in place by the horizontal and vertical forces of adjacent soil. Once soil is removed to create a trench, it is no longer available to provide support for the soil left behind in the trench wall. Without support, soil from the trench wall eventually moves downward and inward into the excavation. This creates a serious life-threatening hazard for workers in the trench. Figure 1 - shows the three areas of failure in a trench wall. The first failure occurs in Zone 1 at the base of the trench wall. This movement creates an undercut area, allowing soil in Zone 2 to collapse. The failure of Zones 1 and 2 leaves the remaining trench wall, Zone 3, unsupported. Zone 3 will break away from the wall under its own weight and fall into the trench. How long it takes for Zones 2 and 3 to collapse is unpredictable. Many rescue attempts are unsuccessful because rescuers attempt to save victims before the second and third failures occur. The would-be rescuers are often trapped along with the first victim(s).



Mechanics of trench wall failure involving previously disturbed soil:

Figure 1: Shows where soil that has already been excavated and backfilled is most likely to collapse.

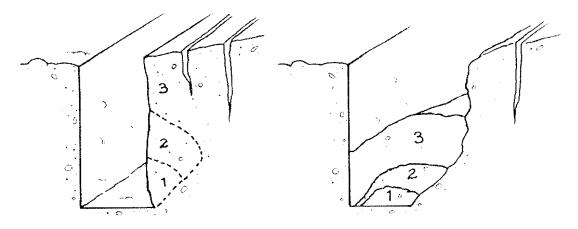
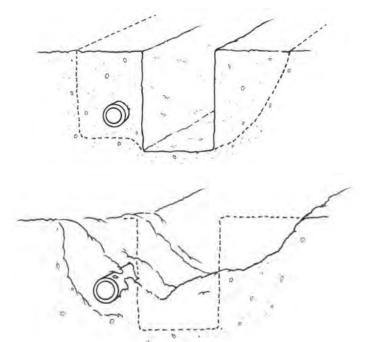


Figure 2: shows areas of a trench in previously disturbed soil most likely to collapse.



A trench wall collapse might involve 2.5 to 4 cubic metres of soil, weighing from 3700 to 7400 kilograms (8100 to 16,300 pounds). The human body cannot support such heavy loads without injury.

A worker buried to a depth of less than one metre of soil experiences enough pressure on the chest to prevent the lungs from expanding and drawing in a breath. Suffocation occurs within approximately three minutes. Even if the worker is quickly rescued, the heavy weight of the soil is likely to cause serious injuries, particularly if the worker's body comes to rest in an awkward position.



Factors that may cause wall collapse:

Moisture in soil reduces its strength. Once an excavation is opened, the walls are exposed to the elements. Moisture content and soil stability can change rapidly.

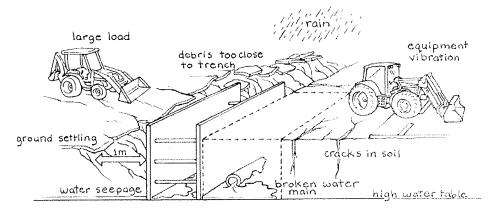


Figure 3: Factors that may cause cave-in of an excavation or trench.

Any large, heavy movement near an excavation causes vibration of the surrounding soils. This movement can result in soil failure; moving machinery, nearby traffic, pile driving and blasting all cause vibrations in the surrounding soils. Vibration-related soil failures can occur in all types of soil. However, certain types of soils are more susceptible to vibration failures than others. For example, sandy soils tolerate less vibration than clay soils. Since soil conditions may be a mixture of more than one soil type, it is better to play it safe when protecting an excavation from wall collapse.

Adjacent buildings and structures can reduce soil stability by placing extra pressure on the walls of an excavation. An excavation can cause nearby building walls to collapse because the soil that otherwise provided support to the walls has been removed.

Spoil piles and supplies placed near the excavation, and mobile equipment operating nearby, can put extra pressure on the walls of the excavation. These sources of pressure or loading should be kept as far away from the excavation as reasonably practicable.

Natural freezing is subject to changing temperature and weather conditions and cannot be controlled. Even if the soil is frozen to a specified depth, fluctuating temperatures could result in unexpected or unplanned thawing of surface layers. As such, the structural integrity of the excavation could be compromised and the risk to workers significantly increased. Natural freezing as a means of soil stabilization is therefore unacceptable under any circumstances.

Marking an Excavation:

An open excavation can present a serious hazard to workers and equipment. Almost any device that clearly marks, blocks or safeguards the opening is acceptable. Examples include barricades formed by aligned concrete blocks, erected snow fencing, guardrails, piles of excavated material or total enclosure/hoarding. In all cases the solution must be effective, and its purpose clearly understood by workers.



Water Hazards:

Water creates a hazard since it can weaken excavation walls, increasing the potential of slope failure or complete collapse. The presence of water can also create poor underfoot conditions for workers, resulting in possible slips, trips and falls. In the worst case, accumulated water presents a drowning hazard. The company must therefore control the accumulation of water and ensure that workers do not enter an excavation until hazardous accumulations are eliminated.

Worker Access

A safe means of entering or leaving an excavation could include a ladder, scaffold or a mechanical device such as a stairway. It could also include appropriate sloping of the ground or soil so that a worker can safely walk into or out of the excavation.

The Site Supervisor must not require a worker to enter, and a worker must not enter, a trench that is deeper than 1.5 metres (4 feet 10 inches) unless it is properly cut back, shored using the methods and materials specified in the provincial OH&SL, or protected by a trench box or cage designed by a professional engineer.

The site supervisor must not require a worker to enter, and a worker must not enter an excavation deeper than 1.5 metres (4 feet 10 inches) and work closer to the wall than the depth of the excavation unless the wall is properly cut back, shored or protected by a temporary protective structure. These requirements do not apply to trenches cut in solid and stable rock, or excavations in a ground formation certified by a professional.

If an excavation is more than 3 meters deep, the risk of injury to workers increase dramatically. It is therefore mandatory that any temporary supporting structure be designed and certified by a professional engineer.

The Site Supervisor must not require a worker to enter, and a worker must not enter an excavation where voice communication is not practicable.

Benching as a safe alternative to cutting back

Based on the results of a report prepared for Workplace Health and Safety by a geotechnical engineer (March 2009), benching is an acceptable alternative to the practice of cutting back the walls of an excavation as required by section 451. If benching is used by an employer, the following practices need to be followed:

Benching can be a safe alternative to the straight cutting back of excavation walls in hard and compact, and likely to crack or crumble soils. Benching is not acceptable for soft, sandy or loose soil;
 The rise and run for hard and compact soil should be at least 1 Vertical: ³/₄Horizontal (or flatter) with a maximum rise of 1.2 metres. The maximum unsupported vertical cut at the base is 1.2 metres rather than the 1.5 metres allowed by section 451 if the walls are sloped. The run of the first bench must be twice that of the succeeding benches. This wide first bench provides a more stable slope base.

(3) The rise and run for likely to crack or crumble soil should be at least 1 Vertical: 1 Horizontal (or flatter) with a maximum rise of 1.0 m. The maximum unsupported vertical cut at the base is 1.0 metre rather than the 1.5 metres allowed by section 451 if the walls are sloped. The run of the first bench must be twice that of the succeeding benches. This wide first bench provides a more stable slope base.

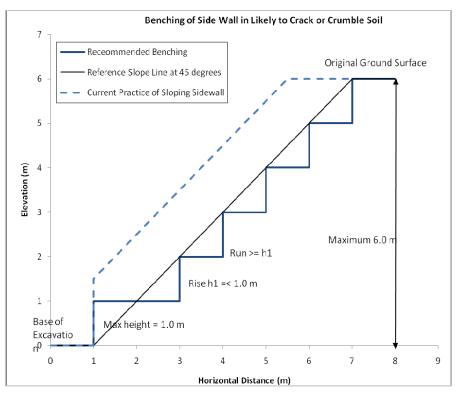


(4) The maximum depth of a benched excavation is limited to 6 metres. Increasing the depth of the excavation or increasing the height of the slope and benches increases the risk of slope failure, compromising the safety of workers within the excavation. Benched excavations deeper than 6 metres need to be certified by a professional engineer;

(5) Heavy equipment and spoil piles of soil should not be allowed within 1.2 metres of the edge of the uppermost bench. Vibration caused by construction equipment may cause instability of the bench;

(6) Although benching may result in an overall more stable slope, it may have some adverse effects on the sidewalls. Benching exposes more surface area which allows more evaporation and drying of the soil. This can lead to cracking and fissures in some soils. Also, water can pool on the horizontal bench surfaces and then infiltrate the slopes and benches. The employer should provide surface drainage such as drainage ditches on benches, minimize the infiltration of water and try to minimize any rise in the ground water table. Horizontal bench surfaces should not be sloped away from the wall to drain water collecting on the bench. Doing so will cause water to cascade over each bench and run down the slope, causing erosion of the soil; and

(7) Benches need to be formed during the excavation process and not by cutting the slope from the bottom. Cutting a slope at its base can momentarily destabilize the slope until the soil at the top is removed. Therefore, top down construction of the benches is required.





Spoil Piles

The distance between the edge of the excavation and the leading edge of any spoil pile must be at least 1 m (3 feet). The slope of the spoil pile cannot exceed 45 degrees from the horizontal. These measures are intended to reduce the possibility of the spoil pile slumping into the excavation and loose materials rolling down the pile into the excavation. Spoil pile materials have rolled into excavations as a result of natural settling and daytime warming of frozen excavated material. Spoil piles should also be located away from the edge of an excavation because the weight of excavated materials can exert unnecessary pressure on the walls of the excavation. Such pressure can cause excavation walls to collapse.

Power Pole Support

The collapse of a power pole could expose workers to both a falling pole structure and to one or more energized power line conductors. The company must therefore ensure that when disturbing the ground in the vicinity of an overhead power line, doing so does not reduce the original pole support provided. When the impact of the planned activity is uncertain, it is suggested that the owner of the power pole or utility be contacted before any work begins. Remember, the safe working distances from overhead power lines must be met when working in the vicinity of overhead power lines.

Access for Powered Mobile Equipment

All excavations are to be flagged and marked to prevent workers or equipment from falling into the opening. This section deals with the access route that is used by powered mobile equipment to enter and leave the excavation. In this case the barrier can be of any construction that is suitable for the purpose intended, although common practice is to use concrete blocks, a large piece of timber or even a pile of excavated material as a berm.

Dumping blocks are required where equipment may back into or over a dump location. The dumping point may include hoppers, stockpiles or waste dumps. Dumps of this type can be very high and a flipover or rollover could cause serious injury. To reduce the risk to workers and their equipment, physical barriers are required to assist in stopping.

Responsibilities:

- Managers Will provide a ground disturbance policy and procedures based on current provincial legislation and best industry practices and enforce it. They will also appoint a ground disturbance supervisor for the project.
- The Site Superintendent will ensure that all identified utilities within 3 meters of work activities are daylighted at intervals of no more than 3 meters to pinpoint exact utility locations. In some situations, utility owners may have more stringent requirements that will need to be followed.
- The location of existing utilities is to be identified on a site services as-built drawing with accurate measurements to permanent landmarks. As new services are installed their location is to be identified on the as-built in the same manner as the existing buried facilities. A properly maintained as-built drawing will eliminate the need for a current locate except for when a subcontractor's internal policy requires them to have one.
- Site Superintendents and Foreman -Will be competent, trained and certified to supervise ground disturbance and shall have all required documentation on site. They will direct work in a safe manner in accordance to all applicable provincial laws and regulations.
- Site Superintendent and subcontractor responsible for ground disturbance activities will complete a "Ground Disturbance Permit" prior to the commencement of any ground disturbance activities. The ground disturbance permit will reference the site locates and current as-built utility drawing.



- Facility companies identified as having service(s) on the Locates MUST be contacted for approval prior to ground disturbance activities. If this approval is given verbally, then it must be recorded on their daily diary/log record.
- Workers will carry out all work under the direction of their Site Superintendent or Foreman by following all safe work practices and safe job procedures in accordance to all applicable provincial laws and regulations.
- Workers who are not competent will be mentored by trained, certified, and experienced personnel.
- Workers on the worksite have the responsibility to recognize ground disturbance hazards and take corrective measures by ensuring that this practice is followed.

Training Requirements

All workers involved in the ground disturbance must be trained and competent. This training can be job specific training on worksite by a person who has received formalized Ground Disturbance training from a recognized institute in conjunction with or supplemented by the Safety Sync ground disturbance modules.

Additional Hazards Discussed:



Preventing incidents associated with the improper installation of guardrails and protective coverings.

Key Safe Practices

- Guardrails must be installed to protect workers from falling from temporary or permanent work area(s) if there is a hazard of falling:
 - A vertical distance of 10 feet (3m) or more.
 - A vertical distance of less than 10 feet (3m), if there is an unusual possibility of injury.
 - Into or onto a hazardous substance or object, or through an opening in a work surface.
- Guardrails must have top rails, mid rails and toe boards that meet current Provincial OH&S Legislation.
 - Top rail must be at a height of 36" to 42" (920mm to 1070mm).
 - Mid rail must be installed mid-way between top rail and base.
 - Toe board must be 6" (152mm) in height.
 - Vertical post cannot be more than 10 feet (3m) apart measured at centers.
- Wire rope used as an alternative to rails must meet current Provincial OH&S Legislation.
- Where it is impracticable to use fall-protection devices such as guardrails, covers or nets then travel restraint or fall arresting devices must be used.
- Where fall protection devices must be removed for work to proceed, permission to remove them must be obtained from the Site Superintendent and workers must be protected by fall protection equipment.
- Workers installing temporary handrail systems should be using fall arrest or travel restraint as well.

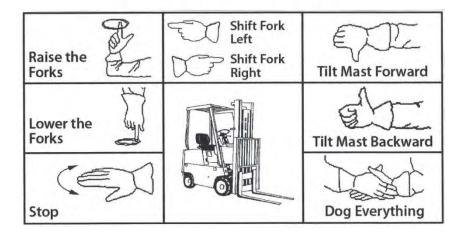
Additional Hazards Discussed:



Retract Boom		Raise Boom	et-	Stop (E	N
Extend Boom	記	Lower Boom	ĘĮ	~~~	ft Fork Left ft Fork Right
Tilt Forks Left				2r	N
Tilt Forks	Right C			Tilt Forks Up	Tilt Forks Down

Telehandler Hand Signals

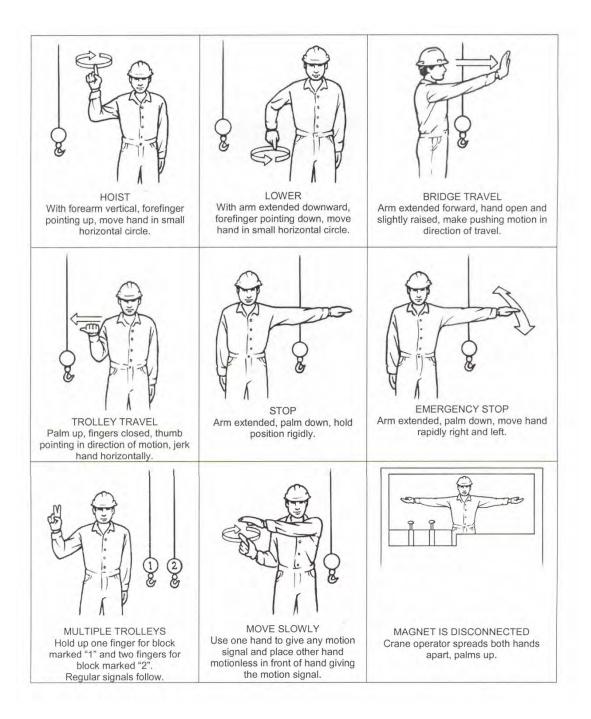
Forklift/ Skidsteer Hand Signals



Additional Hazards Discussed:

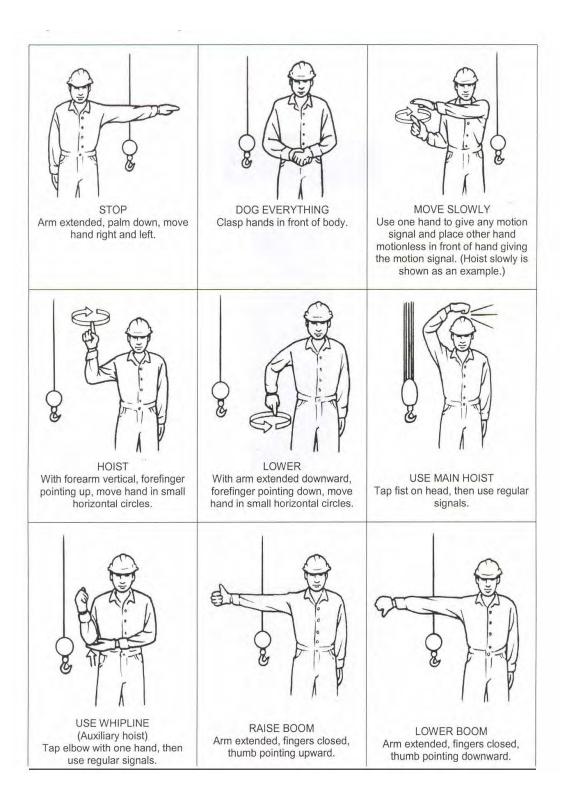


Hand Signals – Universal SWP



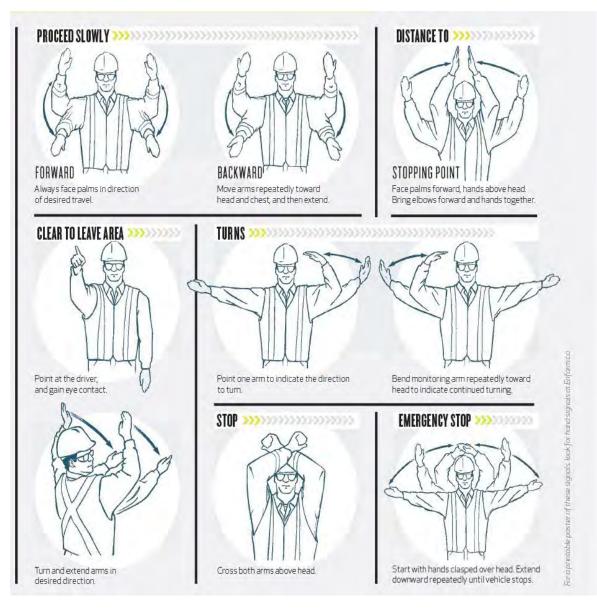


Hand Signals – Universal SWP





Hand Signals – Vehicle Directing SWP



Additional Hazards Discussed:



Preventing incidents associated with the improper use of hand tools.

Key Safe Practices

- Use tools only for the job for which they were intended.
- Do not apply excessive pressure on tools.
- Carry sharp tools in a heavy belt or apron rather than pockets, and hand tools at your sides, not behind your back.
- Carry tools in a manner that does not interfere with using both hands on a ladder, etc.
- Wear appropriate Personal Protective Equipment, i.e. safety glasses, gloves, etc.
- Maintain tools carefully, keep them clean and dry, and store them properly after use.
- Inspect tools for defects prior to use, tag out and remove defective tools from service.
- Replace cracked and broken handles on files, hammers, sledges and screwdrivers.
- Re-dress burred or mushroomed heads of striking tools.
- Live electrical work is to be performed by qualified electricians; they must exercise extreme caution when using tools near live electrical circuits. Do not use tools with cushion grip handles as a replacement for insulated handles. Follow all applicable Safe Work Practices and Safe Job Procedures.
- Pull on wrenches and pliers. Never push unless you are using an open hand.
- Face adjustable wrenches forward, and turn wrench so pressure is against permanent jaw.
- Do not increase leverage by adding sleeves to increase tool length (NO SNIPING).
- Do not cut or chip towards yourself when using cutting tools or chisels.
- Do not re-dress, grind, weld or heat-treat hammer heads.
- Do not use one hammer to strike another.
- Do not use a dull chisel. Re-dress heat-treated tools with a whetstone rather than a grinder.
- Ensure knife blades are sharp and cut away from your body.
- Ensure knives with non-retractable blades are stored with blade retracted when not in use.
- Do not use C-clamps to construct scaffolds or platforms for workers.
- Do not hoist with C-clamps. Use special lifting clamps.

Additional Hazards Discussed:



Preventing incidents associated with improper hoisting.

Determine the weight of the object or load prior to a lift or make sure that the lifting equipment can operate within its capabilities.

Key Safe Practices

- 1. Refer also to Rigging Safe Work Practices.
- 2. Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.
- 3. Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.
- 4. Select only slings appropriate for the lift and never exceed the working load limits.
- 5. Make sure the hoist or crane is directly over the load.
- 6. Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
- 7. Never permit anyone to ride the lifting hook or the load.
- 8. The signaler and operator shall determine their communication method prior to starting work refer to Hand Signals Universal Safe Work Practice for suggested hand signals.
- 9. The signaler shall wear an identifying garment that meets the requirements of Provincial OH&S Legislation and remains in full view of the operator.
- 10. Make sure all personnel stand clear of the load being lifted.
- 11. Never work under a suspended load.
- 12. The operator shall carry proof of training.
- 13. The operator shall remain at the controls while a load is suspended.
- 14. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- 15. Inspect each chair or sling for cuts, nicks, bent links, etc. before each use. Damaged or frayed slings must be removed from service.
- 16. Safety latches must be installed on all sling hooks where there is any danger of dislodgment of the load. Ensure that safety latches on hooks are in good working condition.
- 17. Ensure that the signaler is properly identified and understands techniques of proper signaling.
- 18. Make sure a tagline is used to control the load where appropriate.

Additional Hazards Discussed:



Preventing incidents associated with improper housekeeping.

Good housekeeping is important for safety in the workplace and as well improves on worksite productivity.

Key Safe Practices

- Plan the worksite so that adequate storage areas are available, including the areas allocated to subtrades.
- Work areas must be kept clean and free from obstructions at all times. Keep areas organized so that vehicle and pedestrian traffic can move freely. Tools, loose objects, oil, grease and other materials left lying about are slipping and tripping hazards.
- Check weather forecast for extreme conditions, which may impact material storage and ensure that materials are secured against unintentional movement.
- Work areas must be cleaned daily immediately after finishing a job, or as necessary.
- Spilled toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Safety Data Sheet (SDS).
- Workers must help to keep roads, walks and yard areas clean by depositing refuse in designated containers.
- Place garbage containers in convenient locations and ensure proper use.
- Do not allow the buildup of combustible garbage in any areas.
- Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead.
- Ensure that electrical cords and hoses are kept to one side of stairways and work areas.
- Broken glass and other "sharps" must not be disposed of in regular trash containers.
- All material must be properly stacked and secured to prevent sliding, falling or collapse. Pipe, conduit, and bar stock should be stored in racks or stacked and blocked to prevent movement.
- Garbage can be lowered from one level to another by way of chute, bin or crane.
- All materials must be stacked or stored in a manner that permits safe access to and egress from a work area.
- Maintain a spill kit at the worksite for spilled material.
- Consult SDS sheets and manufacturer's instructions for cleanup WHMIS / GHS hazardous or toxic materials.
- Use recycle bins for appropriate recyclable materials when available or as directed by Site Supervision.
- When cleaning up harmful dust such as silica refer to specific SJP or Code of Practice.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of jack hammers.

This type of concrete demolition job is commonly seen on construction worksites.

Key Safe Practices:

- Complete a Hazard Assessment and silica control plan prior to any jack hammering tasks.
- Wear appropriate PPE as per the task specific hazard assessment.
- Ensure a Utility Locate has been completed and all buried facilities have been identified and marked. Obtain a ground disturbance permit as required
- Worker should be fully trained and competent in the operation of the tools and equipment.
- Ensure a safe working surface.
- Be aware of pinch points and try to position your body parts to avoid them.

Electric tools:

- Check extension cords, switch and other components before use.
- Power feed cords must be three-wire cord with three-prong plugs and grounded three-pole receptacles of acceptable gauge for the tool draw requirements.
- Use ground fault interrupter (GFCI) in wet areas.

Air tools:

- Air hoses must be tethered together using whip checks or other acceptable means to prevent uncontrolled thrashing.
- Secure quick-couplers with wire to prevent disconnecting.
- Always shut off the air supply and release the air in the lines before disconnecting fittings.

Equipment mounted hydraulic concrete breaker:

• Operator trained in its operation.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of ladders. Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Key Safe Practices

- When setting up a ladder, secure the base and "walk" the ladder up into place.
- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- Before using a ladder, make sure it is secured against movement. A worker shall hold the ladder until it is properly secured.
- Ensure the area below and around elevated work is controlled and tools / materials are not left unattended or unsecured.
- When in position, the ladder should protrude one meter (1m) above the intended landing point.
- Workers shall not work from the top two rungs of a ladder.
- Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
- Always <u>face</u> the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
- Never carry tools or equipment while climbing a ladder if three-point contact at all times cannot be maintained.
- The minimum overlap on an extension ladder should be one meter (1m) unless the manufacturer specifies the overlap.
- Keep both metal and wood ladders away from electrical sources.
- Ensure that the ground area at the base of the ladder is free from slipping or tripping hazards.
- 'Job-built' ladders must meet the requirements set forth in the Provincial OH&S Legislation.
- The maximum unbroken length of the ladder is restricted to 9.1 metres (30 feet) unless a fall protection system complying with applicable provincial OH&S Legislation is used. The 9.1 metre (30 foot) distance is measured from the ground or between working levels. If the ladder attached to the scaffold is more than 6.1 metres (20 feet) in height, it must be equipped with a ladder cage (a ladder cage is *not* considered to be a type of fall protection). A ladder cage provides a structure against which workers can lean and rest, and for some workers it reduces their anxiety or sense of "exposure" by enclosing them. Should a worker in a ladder cage lose his or her footing and handgrip, the worker will most likely plummet to the base of the ladder unless their body becomes entangled in a ladder cage, preventing them from falling to the base of the ladder. The ladder cage must begin within 2.4 metres (8 feet) of the ground or working level from which the unbroken length of ladder begins.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of portable ladders.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Key Safe Practices

- Inspect ladder for defects prior to use. Using tag out procedures, remove from service all ladders with broken rungs, split rails, worn or broken safety feet, frayed or damaged ropes.
- When setting up a ladder, secure the base and "walk" the ladder up into place.
- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- Ladder feet must be placed on a firm surface.
- Before using a ladder, make sure it is secured at top and bottom against movement.
- Workers shall not work from the top two rungs of a ladder.
- Ladders are to be used by one person at a time.
- Ladders used for ascending or descending from one level to another must extend at least 3' (1m) above the upper landing.
- Do not overreach while on a ladder.
- Always face the ladder when using it. Grip it firmly and use the three point contact method when moving up or down.
- Never carry tools or equipment while climbing a ladder if three-point contact at all times cannot be maintained.
- The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies an overlap.
- Keep both metal and wood ladders away from electrical sources.
- Doors must be locked or blocked when ladders are used in front of or behind them.
- Ladder length limits:
 - Stepladders 20' (6m).
 - Trestle ladders, or extension sections or base sections of extension trestle ladders 16' (4.8m).
 - Single ladders 30' (9m).
 - Extension ladders (two sections) 48' (14m).
 - Minimum lap for ladders up to 36' (11m) 3' (1m) lap; 36 (11m) to 48' (14m) 4' (1.2m) lap.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of step ladders.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Key Safe Practices

- Step ladders are to be used only on clean and even surfaces.
- No work is to be done from the top two steps of a stepladder, counting the top platform as a rung.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The stepladder is only to be used in the fully opened position with the spreader bars locked watch out of pinch points.
- Tops of stepladders are <u>not</u> to be used as a support for scaffolds.
- Do not leave tools or materials on the step ladder when moving it.
- Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
- Only CSA Standard ladders will be used.
- Never carry tools or equipment while climbing a ladder if three-point contact at all times cannot be maintained.
- When working from a stepladder beside a raised floor perimeter, the worker shall use a harness and tag line securely attached to the building structure for protection.
- Never use a step ladder to extend your reach on an elevated platform!

Note: Also refer to Ladders – General Safe Work Practice.

Additional Hazards Discussed:



The following information is to ensure that all employees and workers are educated and prepared in the event of a lightning storm.

Don't wait for lightning to strike, pay attention to changing weather conditions. If skies start to darken and the wind picks up, be prepared.

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to all. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching.

Standards:

Lightning is an electrical discharge caused when static electricity builds up between positively and negatively charged areas such as between thunderclouds, or thunderclouds and the ground. Lightning can occur from cloud-to-cloud, within a cloud, cloud-to-ground, or cloud-to-air.

A cloud-to-ground lightning strike begins as an invisible channel or electrically charged air moving from the cloud towards the ground. When one channel nears an object on the ground, a powerful surge of electricity from the ground moves upwards to the clouds and produces the visible lightning strike. Lightning tends to strike higher ground and prominent objects, especially good conductors of electricity such as metal and water.

- Lightning occurs in all thunderstorms; each year lightning strikes the earth 20 million times.
- Most lightning fatalities and injuries occur when people are caught outdoors with no shelter.
- Lightning can strike without rain actually falling.
- Precautions should be taken even if the thunderstorm is not directly overhead.
- **DO NOT** wait for lightning to strike nearby before taking cover.

Key Safe Practices:

- When a thunderstorm threatens, get inside a home or building (that is the best choice) or inside a vehicle (hard top) with the windows rolled up. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. DO NOT touch the sides of the vehicle.
- Stay away from windows, sinks, toilets, tub, showers, electrical boxes, outlets and appliances. Lightning can flow through these systems and "jump" to a person.
- Unplug tools/appliances if possible and avoid their use.
- If you are inside a vehicle and or equipment during a lightning storm, avoid parking under trees or power lines that may fall over during a storm.
- Be aware of downed power lines that may be touching your vehicle and or equipment. You are safe inside however; you may receive a shock if you step outside.
- **DO NOT** stand underneath a natural lightning rod: tall, isolated trees, towers, power lines, telephone poles etc.
- AVOID Solitary trees, hilltops, water, open fields, high ground.
- Stay away from fencing (temp metal fencing, chain link, etc.) metal pipes, sea cans, scaffolding (hoarded and non-hoarded) rails and other paths which could carry lightning towards you.
- Stay away from open water as lightning can strike water and travel some distance from its point of contact.



- **DO NOT** stand in water even if you are wearing rubber boots.
- Ensure all tools are put down as holding something can make you the tallest object and a target for lightning.
- If you are with a group of people, ensure you have several metres between individuals to avoid lightning from jumping from person to person.
- If you feel your skin tingle, your hair stand on end and/or you hear "crackling noises" a strike may be about to happen. If outdoors, immediately remove metal objects and get into the lightning safety crouch.

Lightning Safety Crouch:

• Crouch down on the balls of your feet with your feet close together. Lower your head and wrap your hands over your ears or cover the back of your neck. Make yourself the smallest target possible and minimize your contact with the ground. **DO NOT** lie down on the ground!

30 – 30 Rule:

- **30 seconds:** Count the seconds between seeing the lightning flash and hearing the thunderclap. Each second represents about 300 metres. 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. Preferably in a building or vehicle (not a convertible) or in a low-lying area.
- **#30 Minutes:** After seeing the last lightning flash or thunderclap, 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.

Roles and Responsibilities:

Recognize that personal observation of lightning may not be sufficient. Additional weather information may be required to ensure consistency, accuracy and adequate advance warning.

Plan ahead. Be prepared to have alternate work tasks if you are working outside when thunderstorms are forecasted.

Supervisor – It is the responsibility of the supervisor to ensure:

- All employees know, understand and comply with the safe work procedure.
- The safe work procedure is reviewed by all workers
- Any changes that have been made to the safe work procedure must be immediately communicated to all employees.
- Monitor conditions, alert crews when shelter needs to be taken. Also, ensure people working inside the building are aware of conditions before they unknowingly leave the building.

Employee – It is the responsibility of the employee to:

• Read, understand and comply with the safe work procedure.

When thunder roars, GO INDOORS!



First Aid

- Get emergency help as soon as possible.
- People who have been struck by lightning **DO NOT** carry an electrical charge and are safe to handle.
- Apply first aid, immediately
- Common injuries include burns, wounds and fractures
- If numerous people have been struck treat those who are unconscious first, they are at greater risk of dying.

Remember, if you can hear thunder- you are close enough to be struck by lightning

Additional Hazards Discussed:



This Safe Work Practice is to avoid electrical shock from low voltage. While it may not necessarily result in death, it can lead to serious incidents and in some cases, death.

Scott Builders Inc. workers are expected to work in strict compliance with all current National, Provincial and Regional Legislation published by the organization(s) and governments having jurisdiction.

In all cases, recognized good safe practices and procedures are considered a minimum standard for Scott Builders Inc. workers. Work shall be carried out on de-energized circuits and equipment. Where work is necessitated on an energized circuit, keep in mind that guarding against electric arc burns is not a simple task even at low voltages. Low voltage is generally considered anything under 100 Volts and can still deliver a shock.

Personal Protective Equipment (PPE)

- Hearing protection.
- Safety boots.
- Safety glasses.
- Hard hat.
- Gloves.

Job Planning

No matter what size the job is or the voltages involved are, all jobs require pre-planning. This pre-planning can vary in complexity based on what job is to be done and the circuit(s) involved. In most cases, the electrician doing the work has a very good idea of the right way to proceed as voltages are nearly always marked and depending on the need, the supply service is restricted.

Primary Rules

- Conduct a documented Daily Hazard Assessment.
- Think ahead and pre-plan.
- Recognize the type of system to be worked on.
- Use the correct tools and equipment.
- De-energize.
- Lock out where possible or put up warning tag(s).
- Verify that you have de-energized by testing.
- The worker in charge must ensure that there is only one source feeding the equipment.
- Protect yourself against re-energizing of the system by other persons.
- Ensure the work area has adequate lighting.
- Make sure that you are not wearing any conductive articles of clothing or jewelry, i.e. watches, bracelets, necklaces, etc.
- Use proper personal protective equipment as well as other equipment, i.e insulated tool handles, wood step ladders, eye protection, gloves, etc.
- Ensure that the temporary power supply cords being used are in good condition and have proper grounding.

REMEMBER – LOW VOLTAGE DOES NOT MEAN LOW HAZARD!



Preventing incidents associated with improper lifting techniques.

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on worksites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices. Ergonomic hazards are to be assessed and documented on a worker's FLHA along with adequate controls.

Manual Lifting:

Proper lifting techniques should be employed (i.e. Keep objects as close to the body as possible, lift with legs – not back). Know your limits and ask a co-worker (buddy system) to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

Key Safe Practices:

- Do not lift more than 55 lbs. by yourself!
- Use a squat & maintain the natural curves of your spine keep your low back curve, chin up, tummy tight & knees bent
- Avoid twisting your back during lifting activities ensure your feet, knees and torso are facing the same direction when lifting. Turn your feet!
- Your feet should be shoulder width apart with one foot slightly in front of the other.
- Many lifting situations are not ideal Keep in good physical shape!
- Test the load's weight and stability.
- Use mechanical assistance (hoists, carts, cranes, dollies).
- Take smaller loads at one time.
- Avoid lifting immediately after prolonged sitting limber up!
- Back belts are generally not recommended.

Additional Hazards Discussed:



Purpose: Preventing incidents associated with the improper handling and storage of materials.

Every material handling operation is different. Each part of the construction industry must take care to ensure safety practices are in place at every stage of material handling. Every worker and Site Superintendent has a safety role to play in handling and storing materials. Good housekeeping, proper lifting and loading procedures, and proper packaging are all important.

Material handling and storage-is legislated in part-by the transportation of dangerous goods act and you should refer to the Provincial Legislation for further information. Where required, a Safety Data Sheet (SDS) should be readily available for all hazardous products at the site.

Key Safe Practices

- If uncertain of proper handling procedures for the product, refer to the SDS and Workplace Hazardous Materials Information System (WHMIS) or the SDS and the Global Harmonized System.
- Do not exceed the recommended load limits of vehicles used in handling materials.
- Determine how the material will be transported. Wherever possible, use trucks, book trucks, forklifts, dollies, carts, wheelbarrows, and hoists.
- Ensure the vehicle operator is trained and competent for the job at hand and have good visibility.
- Where possible, palletize materials. Using blocking, support chains, metal bands or wire rope to secure material being transported.
- Do not pile material too high or within 1.8 metres (6 feet) of a floor opening or excavation. Materials must not be susceptible to toppling over or becoming unstable if bumped on the bottom.
- On arrival to the worksite, check for breakage or spillage before off-loading.
- Is there a fire risk? Keep flammable material away from potential ignition sources.
- Check for power line hazards.
- Evaluate the route that materials move through, i.e. tight corners, stairs, obstructions, etc.
- Instruct workers on objectives and procedures for materials handling.
- Ensure there are enough workers to do the job right.
- Ensure there is safe working space for workers, equipment and material.
- Ensure that appropriate personal protective equipment is used.
- When lifting by hand follow Lifting General Safe Work Practice.

Additional Hazards Discussed:





The following practice should enable the worker responsible for the Mitre Saw with laser and the worker(s) who actually uses this equipment to anticipate and avoid operational hazards. The worker responsible for the equipment must ensure that all users understand these directions and adhere to them.

Key Safe Practices

- Review the Power Tool SWP.
- Personal Protective Equipment always wear eye protection and hearing protection.
- Do not overreach. Keep proper footing and balance at all times. Avoid crossing your arms when cutting, arms should be kept parallel.
- Make sure the mitre saw is positioned and secured on a level, stable surface.
- Observe precautions with regard to mitre saws with a laser. Never look into a laser beam as eye damage could result.
- Keep blades sharp and clean for better and safer performance.
- Follow manufacturer's instructions for lubricating and changing accessories. Tool service must be performed only by qualified repair personnel.
- Use only accessories that are recommended by the manufacturer for your make and model.
- Always use blade wrench to tighten the saw blade onto the arbor.
- Always disconnect the plug from power before making any adjustments and before changing attachments or accessories.
- Check for damaged parts before using the tool. Any part that is damaged should be carefully checked to determine that it will operate properly and perform its intended function safely.
- Damaged or warped saw blades must not be used. They may be out of balance and could cause further damage to the saw and possible personal injury.
- Use only with guard in place. The guard protects the operator from flying debris as well as from the blade, should it break or loosen during use.
- Replace the kerf plate when worn. Excessive tear-out increases the likelihood of injury from flying debris. When setting the saw at a new angle, check for misalignments so the blade does not cut into the table insert, rear fence or any other part of your saw.
- Connect your mitre saw to a dust collecting device if possible.
- Use a saw blade suited to the cutting job and the material being cut.
- Always use table extensions and clamps to support the material when sawing long pieces of work.
- Avoid cutting small pieces of material. Try to maintain 6 inch clearance between the hand holding the material and the blade. Or use clamp.
- If the mitre saw has a sliding feature, cut only while sliding the cutting head from front to back. The material should be placed firmly against the fence and the table. The turning of the saw blade should force it down against the table and back against the fence during the cut. Cutting in the other direction, pulling the cutting-head and blade towards you during the cut may cause the blade to climb on top of the work piece and create a kickback. When this happens, the cutting head may jump out of your hand or the work piece fly loose and cause serious injury.
- Do not start the saw with the blade in contact with any surface. This may cause the saw to bounce or kick back violently, which could cause injury.
- If making a cut using one hand to hold the saw, ensure the free hand is clear of cutting area.



Additional Hazards Discussed:



Paint spraying equipment utilizes high pressures to propel liquid material onto the surface to be painted and can be potentially dangerous if miss-used. Toxic material can be propelled with enough force to enter the body through the skin and is especially dangerous if the gun is aimed at the eyes.

Fire and explosion can occur when spraying or flushing flammable fluid in an area where air circulation is poor and flammable vapors can be ignited by an open flame or sparks.

Practices:

- Read and follow manufacturer's instructions and specifications.
- Wear appropriate PPE as per your hazard assessment.
- Identify work area hazards using barricade tape or signage.
- Remove, extinguish or unplug all ignition sources and tape wall switches.
- Spray in a well-ventilated area with good air movement and use non-sparking fans.
- Proper clothing should be worn to prevent accidental contact of toxic material with the skin.
- Use eyewear that will prevent any contact of spray mists or direct sprays.
- Fluid injection is a serious injury. If high pressure fluid pierces your skin, get immediate medical attention.
- To help prevent injection injuries:
 - Use trigger latch when not spraying.
 - Point gun away from you or anyone else.
 - Relieve pressure before checking or repairing any leaks.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of pneumatic tools.

Key Safe Practices

- ONLY authorized, experienced and trained workers may use pneumatic tools.
- A Hazard Assessment must be completed prior to using pneumatic tools.
- Inspect the tool before connecting to the air supply. Ensure the screws and caps are securely tightened.
- Check hoses for cuts or bulges. Replace them if they are defective.
- Pneumatic tools used for nailing and stapling must be held against the work surface before pulling the trigger.
- Safety features must not be disengaged or over-ridden.
- Operating triggers must never be secured in the "on" position under any circumstances.
- The air supply must be disconnected before adjustments or repairs are made to the tool.
- Never exceed the manufacturer's specific air pressure for tools, hoses and fittings.
- Do not point the tool towards yourself or others regardless of whether it is empty or not.
- Ensure your body parts are not in the line of fire. Safe clearance between body parts and material you are nailing is at least twice the length of the fastener.
- Do not use compressed air to blow debris to clean dust from skin or clothes.
- Keep lines / hoses organized to minimize tripping hazards.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of powder (explosive) actuated tools.

The manufacturers of these devices provide detailed instructions which must be reviewed and followed along with the Legislation specifically set out for their use.

Key Safe Practices

- Only properly trained and qualified operators are to use this type of tool. The worker shall carry proof of this training issued by the manufacturer, authorized dealer, authorized distributor or other competent source. The worker must be familiar with all applicable Provincial OH&S Legislation.
- A documented hazard assessment must be completed by the operator, prior to use.
- Appropriate PPE must be worn including hearing & eye protection as per your Hazard Assessment.
- The tool must be CSA Standard approved for "Explosive Actuated Fastening Tools".
- The tool must be properly and safely stored and must not be left unattended when outside of its container.
- Tool should be loaded just prior to use for the job anticipated.
- The explosive load shall be marked or labeled so that the worker can identify its strength.
- The tool should never be pointed at anyone whether it is loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- Powder (explosive) actuated tools must never be used in an explosive or flammable atmosphere.
- When used, the tool must be held firmly at right angles to the surface being driven into.
- Ensure that the material being driven into will not allow the fastener to completely pass through it. Ensure that no one is working behind or below material that fasteners are being shot into.
- A misfired explosive load is to be placed in a water filled container on the project until it is removed from the project.
- Workers must be authorized by the Site Superintendent or supervisor to operate tools.
- Repair of powder actuated tools by unqualified persons is <u>not</u> permitted.

Additional Hazards Discussed:



Preventing incidents associated with the improper use of power tools.

Key Safe Practices

- Always read and follow manufacturer's specifications and recommendations before operating power tools.
- Ensure that all guards are in place and functioning properly.
- Inspect tools, power cords, batteries and electrical fittings for damage. Repair or replace damaged equipment. Never use a defective tool.
- Workers must be trained and competent in the use of each tool they are directed to operate.
- Always disconnect the plug or remove the battery before making any adjustments or changing attachments and accessories.
- Tools must be maintained as per manufacturers recommendations and maintenance records are to be kept as required.
- Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts.
- Switch tools off before connecting them to a power supply.
- Take ergonomics into consideration when selecting a tool. Choose the proper tool for the task based on size, weight, location and/or body position.
- Do not use electric tools in wet or damp locations unless the tool is connected to a ground-fault circuit interrupter (GFCI).
- Power tools are not to be used in explosive atmospheres such as in the presence of flammable liquids, gases or dust.
- Ensure tools are properly grounded (three-prong plug) or are double insulated.
- Keep power cords clear of tools during use.
- Suspend power cords over aisles or work areas when possible to avert stumbling or tripping hazards.
- Do not carry electrical tools by the power cord.
- Be sure not to overload power circuits.
- Wear appropriate PPE (as per Hazard Assessment and Users Guide) when using power tools.

Additional Hazards Discussed:



Preventing incidents and fires associated with the improper usage of propane and propane equipment.

Since propane is heavier than air and invisible, it is a special concern when it is used on the worksite.

All installations and use of this product on the worksite must comply with all applicable provincial legislation set out for its safe use.

Suppliers delivering the product or setting up the equipment at the site MUST be part of the safe work practice.

Key Safe Practices

- Propane is very flammable, and all components of the propane set up including cylinders and tanks, direct-fired vaporizer and heaters must be placed away from combustible materials. Refer to Propane/Natural Gas Heaters Safe Job Procedure for distances and placement.
- Hazard Assessments MUST be completed before working around propane or working with propane cylinders and tanks, direct-fired vaporizers and heaters.
- Workers MUST be trained with a certified construction heaters course and authorized by Scott Builders Inc. Site Supervision before being allowed to work with propane heaters, vaporizers or other components.
- "Lifting lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
- Regulators are to be removed from the cylinders and tanks prior to any movement of them.
- Crane hooks shall be equipped with a "safety latch".
- All trucks, cranes or equipment used to handle propane cylinders and tanks must be equipped with a fire extinguisher appropriate for the size and type of cylinders and tanks being handled.
- Except in an emergency, any movement or re-positioning of cylinders and tanks shall be performed by a competent certified worker.
- Cylinders and tanks are not to be heated to increase flow.
- When in use, propane cylinders are to be securely held in an upright position.
- Cylinders and tanks are not to be hooked up and used without proper regulators.

Additional Hazards Discussed:



To prevent injuries associated with overhead hazards including but not limited to overhead work and dropped objects which is consistently a large cause of workplace injuries. The elevation differential between activities as well as the tools and materials being utilized will play an important part in determining what level of control is adequate, whenever overhead hazards exist a task specific hazard assessment is to be completed.

Key Safe Practices:

General Communication & Warnings

- 1. Ensure that each orientation warns of the potential for overhead work and reminds workers and/or visitors to be observant of overhead work.
- 2. Utilize signage and barricades to restrict access to possible drop zones, be sure to make the safe zone large enough to account for any re-direct or "bounce" a falling object may encounter.
- 3. If access is required into the restricted zone than overhead workers must be informed and permission granted prior to entry. Overhead work can pause until the restricted zone is clear.
- 4. If unable to restrict access to the safe zone below then alternative measures such as tool and material lanyards or netting is to be utilized. This will require a much more in depth hazard control analysis to be performed.

Overhead Loads

- 1. If a worker is lifting a load overhead manually or by use of mechanical lifting device they must ensure that consideration be given to load securement and personal positioning.
- 2. If the load were to shift or a worker were to lose his/her grip on the object where to position oneself to avoid injury should be pre-planned. If slippage is a concern then a better method of lifting is recommended.
- 3. Materials being lifted by means of forklift or boom-lift are to be assessed for stability and when possible secured and or stabilized by use of straps or banding.
- 4. Any area below the swing radius of a crane lift or load path of a boom lift is to be restricted to trained and competent task mandatory personnel only and identified as such.

Engineering Controls

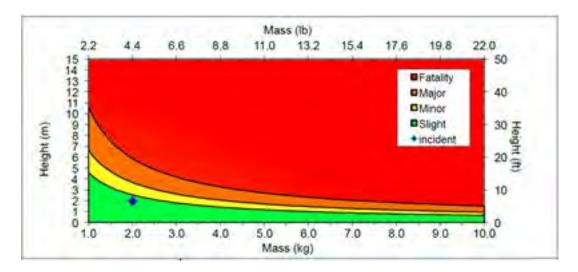
- 1. Toe boards or kick plates are to be installed on any multi-level structure where work is taking place on more than one level consecutively.
- 2. For tasks which require one worker to work directly above another worker, wall panel installation for example, safeguards must be in place to protect the lower worker from dropped objects. Tool lanyards or netting would likely act as an acceptable control.
- 3. When not practical or unsafe to restrict access to an area where overhead work is required the path of travel may be restricted by use of guardrails and overhead protection installed using materials of sufficient strength to protect users from the dangers of a falling object. If the work being completed is of substantial elevation solid sides should be considered as a dropped object may contact another object on its way down and deflect horizontally.
- 4. Attention must also be given to equipment below a drop zone, even if all people are removed and there is no risk of injury potential damage to expensive & key equipment must be avoided.



Consequences of a dropped object

Examples:

- 1. A 3lb wrench dropped from 200' has an impact force of 1062 lbs./sq"
- 2. An 8lb wrench dropped 220' hits a bar 20' off the ground and deflects 419' @ 81 mph



Impact force of a dropped object

Measured in pounds per square inch

1	1	2	3	4	5	6	7	8	9	10
300	434	867	1,301	1,735	2,168	2,608	3,036	3,469	3,903	4,337
200	354	708	1,062	1,416	1,771	2,125	2,479	2,833	3,187	3,541
150	307	613	920	1,227	1,533	1,840	2,147	2,453	2,760	3,067
100	250	501	751	1,002	1,252	1,502	1,753	2,003	2,253	2,504
50	177	354	531	708	885	1,062	1,239	1,416	1,593	1,771
20	112	224	336	448	560	672	784	896	1,008	1,120
10	79	158	238	317	396	475	554	633	713	792
6	61	123	184	245	307	368	429	491	552	613

SERIOUS SEVERE FATAL

Images courtesy of dropsonline.org



The following practice should enable workers working around radiation (x-ray) activities to do so responsibly and without risk of incident and injury. Workers working in close proximity to radiation activities must understand these directions and adhere to them.

Key Safe Practices:

- Observe and adhere to all barrier and identification systems provided by the radiation technician(s) that identify the Radiological Control Area(s) (RCA) including but not limited to flagging, physical barriers, signage.
- All worker(s) working in close proximity within 7 metres (25 feet) to radiation activities shall ensure their increased visibility by wearing a reflective safety vest at all times.
- Establish eye contact with technician(s) of radiation activities each time you must encroach within 7 metres (25feet) of their RCA.
- Workers must immediately report any concerns or deemed unsafe activities to the Site Superintendent.
- Workers shall have an effective means of communication with the technician(s) at all times.
- Under absolutely no circumstances is any worker allowed to enter a Radiological Control Area at any time.
- Any worker(s) questioning the safeness of working in proximity to radiation activities or compliance to both Provincial OH&S Legislation and Nuclear Regulatory Commission must immediately stop work and contact the technician(s) for further information and verification.

Additional Hazards Discussed:



Protecting workers and the environment is a daily task in the construction industry which may be hazardous if not carried out properly.

Protective Mechanisms

- Safe Job Procedure (SJP).
- WHMIS / GHS program.
- Alberta Fire Code.
- Applicable Legislation.
- Personal Protective Equipment (PPE).
- Emergency Response Plan (ERP).

Responsibility

- Ensure you are familiar with regulations.
- The refueling area is ventilated.
- Ensure equipment is shut off prior to refueling.
- Ensure there is no smoking, open flames, or sources of ignition.
- Inspect refueling equipment before usage.
- Avoid spillage on equipment or ground.
- Ensure cellular phones are turned off.
- Ensure a spill kit is in the area of refueling in case of a spill.

Additional Hazards Discussed:



Preventing incidents associated with improper rigging and hoisting.

Determine the weight of the object or load prior to a lift and make sure that the lifting equipment can operate within its capabilities. Remember that any load exceeding 75% of lifting capabilities, which must be clearly marked on all rigging, is defined as a critical lift and requires additional safeguards. Safe working loads for rigging equipment is never to be exceeded. Pre-use inspections of rigging equipment is mandatory and any defective equipment must be tagged and removed from service.

Key Safe Practices

- Appoint one of the crew to act as signalman and instruct the equipment operator to recognize signals from that person only. The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
- Identify the designated signalman by the use of distinctive vests, armlets, etc. Determine a method of communication.
- Each rigger must be sure they are in the clear before giving an "all ready" to the signalman. When you have positioned the sling or choker you are using, release it, if possible, before you give the "all ready" signal.
- Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.
- If you must hold the sling or choker in position, be sure your hand is clear of pinch points. In fact, your hand should be far enough away so there is no possibility of a frayed wire catching a glove and jerking your hand into a pinch point. Frayed cables should never be used.
- Inspect Equipment before use, use slings of proper reach. Never twist or knot slings. With chains, never use bolts or nuts. Look for cuts, nicks, bent links, etc.
- Softeners must be used to prevent slippage, material damage, and damage to choker.
- When using nylon, polyester or any synthetic fiber sling, contact areas will be carefully inspected and appropriate softeners (wear pads) must be utilized to protect the sling from damage.
- Safety Latches must be installed on all sling hooks where there is any danger of dislodgment of the load.
- Watch out for the roll or swing of the load. Since it is almost impossible to position the hook exactly over the load center, there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it.
- **Never** place yourself between the material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swing load.
- **Never** stand under the load, ride the load and try not to stand under the boom if possible. Treat the load as if it will fall.
- The operator shall carry proof of training and remain at the controls while a load is suspended.
- Ensure landing area is clear.
- When lowering or setting the load, be sure your feet and all other parts of your body are clear of the load. Set the load down easily and slowly and check the load stability prior to releasing the rigging.
- Use tag lines to control the load, where appropriate.
- Slings must be stored in a manner that ensures they will not be damaged.

Note: Refer to Universal Hand signal SWP

Note: Refer to Cranes SWP

Additional Hazards Discussed:



To prevent falls, serious injuries and incidents associated with installation of roofing materials and panels.

Key Safe Practices:

Panel Collapse Hazards

- Butler roof panels can be a safe walking surface (except for slipperiness caused by moisture or oil) ONLY when the panels are completely seamed (MR-24 or VSR roof system panels) or fastened (Butlerib II and CMR-24 roof system liner panels) to other panels on each side.
- Panels not completely seamed or fastened on each side are not safe and can collapse suddenly and without warning.
- When installing roof panels, always use fall protection.
- Never step, kneel or place weight on the raised edge of an MR-24 or VSR roof system panel or on the edge corrugation of a Butlerib II or CMR-24 roof system liner panel.
- Use extra care when installing panels with creased or kinked corrugation or edges. Placing weight on any portion of such a panel may cause the panel to collapse.
- Never stand or work within 1.5 metres (5 feet) from the end of a panel that is not fully seamed or fastened.
- When fastening a panel to the structural stand toward the middle away from the raised edge or edge corrugations of the panel and directly over the roof structural.
- Never allow more than one worker to stand or work on the same panel between two roof structural members.
- When walking on a CMR-24 system liner panel that has been fastened to the roof structural, do not step on the side-lap. Step only on the liner panel that is supported by the roof structural.
- Never use unattached roof panels as a work platform for any purpose. This is an extremely hazardous practice and should never be done.

Moisture & Oil Slipping Hazards

- All roof panels, whether painted or unpainted, are slippery to walk on. Unpainted roof panels are coated with a clear fluid to aid in manufacturing and to protect them from rust during shipping and storage. This fluid contains a small amount of oil, which can make the panels very slippery to walk on. The fluid may leave a coating of oil on the soles of your work boots. This coating may cause you to slip and fall even when you are no longer working on a roof panel.
- If a bundle of panels are stored on a slight slope, the oil may run downhill on warm days and collect on the one portion of panels; therefore extra care should be taken. The pitch of the roof can also increase this hazard.
- Dew, frost or any other moisture on roof panels, whether painted or unpainted, greatly increases the slipperiness of the panels; therefore extra caution should be taken.
- Due to these hazardous conditions, it is essential that fall protection be used at all times. It is also recommended that walk boards be used in the flat of the panel when installing roof panels.

Loose Panel Hazards

 Never step on a single roof panel or stack of several roof panels lying unattached on the roof structural members. The bottom side of the roof panels may also have an oil coating. If you step onto a single panel lying unattached on the roof structural members, it may slip, causing you to lose your balance and fall. Even a stack of several roof panels lying unattached on the roof structural members may slip if you step on them.



Scott Builders Inc. DOCUMENT ACKNOWLEDGEMENT SHEET

REGARDING: _____

DATE	NAME (Print)	COMPANY	I have read, understand and will comply with the above mentioned document(s). (Sign below)



PRODUCT	COMPANY	ON SITE DATE	PRODUCT USE / DESCRIPTION				
Petroleum Products							
Paint Products	Paint Products						



PRODUCT	COMPANY	ON SITE DATE	PRODUCT USE / DESCRIPTION				
Insulation Products							
Concrete & Cement Proc	Concrete & Cement Products						



PRODUCT	COMPANY	ON SITE DATE	PRODUCT USE / DESCRIPTION				
Adhesive / Sealant Products							
Cleaning Products	Cleaning Products						



PRODUCT	COMPANY	ON SITE DATE	PRODUCT USE / DESCRIPTION				
Printer Inks							
Miscellaneous	Miscellaneous						



Preventing incidents associated with improper usage of scaffolds.

There are various types of scaffolds, and they all have a right way and a wrong way to be erected.

Every worker who designs, constructs, and inspects a scaffold should be competent and know what the manufacturer's specifications are for that type of scaffold.

The scaffold type best suited for the job and its required load capacity must be determined before the job begins.

Key Safe Practices

- Ensure that the scaffold you intend to use is the correct one for the job.
- Inspect all scaffold parts and locking devices regularly before and during use. Do not inter-mix frames and components manufactured by different companies.
- The location in which the scaffold is to be constructed is level or is capable of presenting secure footing by use of proper mudsills or other device.
- The scaffold shall be erected by a competent worker and appropriate scaffold inspection tag placed at all access points.
- Comply with all applicable Provincial OH&S Legislation and manufacturer's requirements.
- Ensure safe access and egress to both the scaffold and the general work area has been provided. Do not climb cross braces.
- Leveling adjustment screws have not been over extended.
- Tower scaffolds have outriggers or are guyed and have all component parts secured in place, i.e. cross braces, pins, lateral braces.
- Scaffold work platforms at 3 meters or greater require perimeter guardrails designed to withstand 200lbs (890 N) in any direction applied to any point of the top rail.
- Horizontal rail: 107 cm (42 inches) above the platform.
- Intermediate rail: Horizontal rail midway between scaffold platform and top rail.
- Toe board: Horizontal member at platform level no less than 15 cm (6 inches) in height and no more than 13mm (1/2 inch) clear from the lower edge and the platform.
- For workers on platforms above the scaffold floor increase the guard rail to a minimum effective height of 107 cm (42inches) or travel restraint for fall protection.
- Scaffold platforms must be a minimum width of 500 mm (20 inches) except that a nominal 300mm (12 inches) wide platform may be used with ladder-jacks, pump jacks or similar systems.
- Scaffold platforms must not have an open space between the platform and a structure that is greater than 250mm (10 inches) in width.
- Scaffold platforms must be continuous around obstructions that would create openings into or through which a worker might step or fall through.
- Do not use ladders or other devices on top of scaffold to increase working height.
- Do not overload scaffold platform with material.
- Scaffold planks are of number one grade materials with the maximum spans of 3.1m on light duty and 2.3m on heavy duty with a maximum projection beyond the ledger of no more than 30mm.
- Rolling scaffolds shall only be used on level surfaces.
- All tools or materials shall be removed or secured before moving.
- All wheels shall be locked in place while in use.



General Stability of Scaffolding

The ratio of maximum height to minimum horizontal width of an access scaffold must not exceed 3:1 unless lateral support is provided as required below.

External Lateral Supports

External lateral supports must be installed at vertical intervals, not exceeding 3 times the minimum width of the structure, and at every third bay of scaffolding longitudinally. They must consist of a rigid connection to another structure or building, or guy wires or other supplementary devices securely fastened to adequate anchors. External lateral supports must be installed at vertical intervals not exceeding every third tier and every third bay of scaffolding longitudinally, or 6 metres (21 feet), whichever is less.

Sills

A sill is a wood, concrete or metal footing used to distribute the load from a standard or vertical post or base plate to the ground. Sills must be sound, rigid and capable of adequately supporting the maximum load to which the scaffold is likely to be subjected. Any settling or deformation of the sill should not affect the stability of the scaffold. To ensure proper distribution, sills must be continuous at least under two consecutive vertical legs or vertical supporting members as shown in Figure 1. This CSA requirement is considered to apply to scaffolds that use rigid scaffold frames. Although Figure1 shows sills made of wood, sills can also be made of materials such as concrete, i.e. base plates may rest on a concrete slab that serves as a sill, and metal. Regardless of their material of construction, sills must be sound, rigid, and capable of adequately supporting the load to which the scaffold is likely to be subjected. Continuous sills may not be practical, safe, or appropriate in situations where the terrain is uneven and cannot be leveled. A tube and clamp or similar type of scaffold that allows the use of variable lengths legs may be required to compensate for elevation variations in the surface on which the scaffold rests. In such cases the use of a continuous sill is likely impossible.

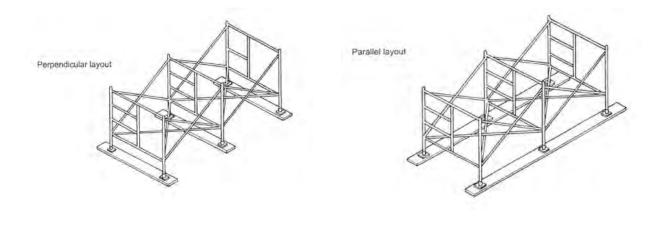


Figure 1: Mud Sill Layout



Areas Requiring Special Attention in Foundation Design

Special consideration needs to be given to the following conditions:

- In the absence of soil tests and a detailed design, topsoil or other unsuitable material must be excavated to obtain an adequate bearing capacity of not less than 75 kilo newtons per square metre (1566 pounds/square foot). Topsoil or other unsuitable material must be excavated if necessary to obtain adequate bearing capacity.
- When frozen ground is used as a foundation for all or part of the sills, thawing must be prevented.
- Sills in areas where variable degrees of foundation compaction and bearing capacity exists, as in previously excavated ground, trenches, and backfilled areas, must be designed to span soft areas, or other appropriate measures must be taken to limit differential settlement to acceptable levels.
- Sills in areas subject to erosion, such as the edges of slopes and terraces, must be protected.
- Reduction of bearing capacity of the foundation due to changes in ground water elevation during construction or due to groundwater flows must be prevented.
- Sills resting on thin concrete slabs, pan or waffle slabs, and slabs containing voids must be designed and located so as to safely distribute the concentrated loads.
- Where the required foundation bearing capacity cannot be safely developed by other means, access scaffolding must be supported on piles providing the required load capacity.

Sills and Foundations

When foundations for access scaffolding are located in areas where the soil bearing capacity is, or is likely to become inadequate to support the loads without detrimental settlement:

- a. The soil beneath sills must be stabilized with cement to an adequate depth,
- b. Soil beneath sills must be removed and replaced with concrete having a low cement content,
- c. Sills must be founded on a layer of compacted gravel 150 to 300mm thick, or
- d. Piles must be driven into the soil beneath the scaffolding supports to provide adequate load carrying capacity.

Base-plates and Mudsills

A scaffold transmits its load through its legs to its base plates and mudsills, and then onto the foundation. By using base-plates and mudsills to control load distribution, workers erecting the scaffold can significantly decrease the likelihood of foundation failure.

Devices such as base plates and jackscrews effectively disperse loads from scaffold vertical members to the scaffold foundation. A vertical member cannot rest directly on a mud sill, board or block of wood without an intervening load dispersing device. The compressive forces created at the end of the vertical member can easily exceed the strength of the sill, board or block, damaging it and making the scaffold unstable.

Base-plates help distribute concentrated leg loads over a larger area. They also connect scaffold standards and mudsills. Base-plates attach to scaffold legs with pins or locking devices. Workers erecting scaffolds often put screw jacks between the scaffold legs and base-plates to allow the scaffold to be leveled (see Figure 4). Base-plates usually contain predrilled nail holes for attaching the plates to a mudsill. A baseplate measuring 150mm (6 inches) by 150mm (6 inches) provides approximately 0.023 square metres (36 square inches) of load distribution area. The load distribution area of a typical scaffold leg is approximately 25 square millimeters (1 square inch). Therefore the base-plate reduces leg load force on the foundation by a factor of 36 by distributing the load over a much larger area. A 0.04 square metre (64 square inch) base-plate reduces the force on the foundation by a factor of 64.



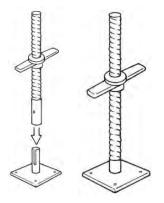


Figure 4: Base-plates help distribute the leg load

Normally, base plates alone are inadequate for load distribution. Good erection practice often includes a timber mudsill under the base plate. Mudsills serve two purposes:

- 1. *They provide a friction surface.* Base plates are smooth metal and can easily slip. A timber mudsill has more texture so it does not allow the base plate to slip as easily. Mudsills also have more surface area than base plates which means they have more contact with the surface they rest on.
- 2. *They distribute loads over a larger foundation.* Because mudsills have more surface area than base plates, mudsills distribute any load placed on them over a larger area of the foundation.

Mudsills are usually made of wood and come in many sizes. Workers erecting a scaffold should choose a size according to the load and the foundation strength required. For typical scaffold work under normal conditions, a 50mm x 250mm (2 inch x 10 inch) wood mudsill is adequate. Table 5 suggests the type of mudsills that should be used under various ground conditions.

Type of Based	Ground Conditions
51mm x 254 mm (2' x 10")	Asphalt surface
	Paths
	Grass
	Clay
	Gravel
	Generally good firm ground
76 mm x 305 mm (3" x 12")	Soft or loose ground
	Made-up ground
	Wet sites
	All heavy loaded scaffolds
	On earth type surfaces
6.4 mm (1/4") Plywood	Flat concrete
	Level stone
	• Steel
	Load bearing
	Brick work or similar work surface

Table 5: Sample Mudsills



6.4 mm (1/4") Plywood with a suitable material	Marble
to protect the surface	Mosaic
	Polished wood
	Linoleum
	Carpets, etc.

Leg Adjustments

Adjustment devices must be provided at the base of all uprights of frames where foundation settlement is uncertain or the support surface is uneven, sloping or stepped. Travel of adjustment devices must be mechanically limited to the maximum travel specified in the manufacturer's specifications. If extension of the device reduces allowable load, such information must also be specified in the manufacturer's specifications and established by test.

Supervision and Erection Procedures

Only competent persons experienced in the erection of access scaffolding are allowed to supervise assembly of the scaffold. This ensures that the erection is carried out according to acceptable practices, such that:

- Requirements of the drawings or suppliers' literature are strictly complied with,
- No unusual settlement of foundations or strains in other external supports occur, and
- Correct components and materials are being used.

Tie-Ins

Tie-ins anchor a scaffold to the structure it serves preventing the scaffold from falling into or away from the structure. Tie-ins also improve a scaffold's lateral stability by bracing the structure. A reveal tie is considered to be a non-positive tie-in as it depends on friction for its holding power. A box tie is a positive tie-in because it encircles an immovable portion of the structure. Anchor bolt ties are yet another alternative.

A particular scaffold or load may require additional tie-ins. The 4.6 metres (15 feet) vertical and 6.4 metres (20 feet) horizontal intervals are the minimum distances at which tie-ins must be placed. Tie-ins must never be placed at intervals greater than these minimum distances.

In some situations there may be an advantage to using tie-ins in combination with outriggers. When used in combination, outriggers can stabilize the scaffold up to a maximum height equal to 3 times the scaffold's smallest base dimension. Beyond that height, tie-ins must be used as described in this section.

Hoarding

Hoarding refers to tarps or other materials used to cover a scaffold. When hoarding is used, the stress on the ties stabilizing the scaffold increases due to wind loading. As a result, the number of tie-ins used must also increase. Rather than the 4.6 metres (15 feet) vertical and 6.4 metres (20 feet) horizontal intervals required for scaffolds that are not hoarded, hoarded scaffolds require tie-ins at 3 metres (10 feet) vertical and 3 metres (10 feet) horizontal intervals. Tie-ins on hoarded scaffolds must never be placed at intervals greater than these minimum distances.



Load

A scaffold must be capable of safely supporting four times the load that may be imposed on it – a 4:1 safety factor. The imposed or intended load consists of two components: The live load and the dead load.

The live load is the maximum combined weight of all workers, tools and materials placed on the scaffold platform at any given time. When estimating the live load, assume a weight of 91 kilograms (200 pounds) for each worker and 22.7 kilograms (50 pounds) for the worker's tools and accessories, resulting in a combined weight of 113.7 kilograms (250 pounds) per worker on the scaffold. Multiply the number of workers on the platform by this value, adding to the result the estimated weight of any material placed on the scaffold.

The dead load is the weight of the scaffold itself and includes the weight of all bases, frames, posts, tubes, clamps, guardrails, toe boards, ladders or stairs, platforms or planks, and any accessories. The dead load is estimated by multiplying the total number of scaffold parts by the weight of each part and taking the sum of the resulting values.

Situations may arise in which a scaffold must support an evenly distributed load exceeding 367 kilograms/square metre or is of a type not described in this practice. To ensure worker safety when this is the case, the company is required to have the scaffold designed and certified by a professional engineer and constructed, maintained and used in accordance with the engineer's certified specifications.

Workers must be aware of the maximum load the scaffold from which they are working is permitted to carry. Doing so ensures that workers use the scaffold as intended and do not exceed its load limit. The method by which workers are made aware of this information rests with the company and may involve signage, verbal instructions or a posted notice.

Vertical Ladders on Scaffold

Workers must safely move up and down ladders by maintaining three-point contact with the ladder at all times and keeping their centre of gravity over the ladder rungs. Ladders are intended for workers to move up or down the scaffold; workers must not perform work from a ladder. These requirements apply to the frame of a scaffold that is designed to look like a ladder and is used as a ladder by workers.

A ladder attached to a scaffold and that provides access to a working level of a scaffold must meet the listed conditions. Ladders must extend at least 1 metre (3 feet) above the uppermost working level of the scaffold to provide workers with handholds when getting on to or off of the ladder.

The maximum unbroken length of the ladder is restricted to 9.1 metres (30 feet) unless a fall protection system complying with applicable provincial OH&S Legislation is used. The 9.1 metre (30 foot) distance is measured from the ground or between working levels. If the ladder attached to the scaffold is more than 6.1 metres (20 feet) in height, it must be equipped with a ladder cage (a ladder cage is *not* considered to be a type of fall protection). A ladder cage provides a structure against which workers can lean and rest, and for some workers it reduces their anxiety or sense of "exposure" by enclosing them. Should a worker in a ladder cage lose his or her footing and handgrip, the worker will most likely plummet to the base of the ladder unless their body becomes entangled in a ladder cage, preventing them from falling to the base of the ladder. The ladder cage must begin within 2.4 metres (8 feet) of the ground or working level from which the unbroken length of ladder begins.



Scaffold Planks

Manufactured scaffold planks are often made of wood laminates or combinations of wood and metal. Because the planks may have properties that differ from those of conventional solid sawn lumber, manufactured planks must be used, stored, inspected and maintained according to the manufacturer's specifications.

Solid sawn lumber scaffold planks must be graded as scaffold grade or better. Scaffold grade planks are assessed against numerous criteria that include density, knots, splits, warps, twists, decay and dimensions. These planks are also subjected to deflection tests and are capable of supporting loads expected during scaffold work. Planks that meet the inspection criteria are stamped as "scaffold grade" and bear a grade stamp.

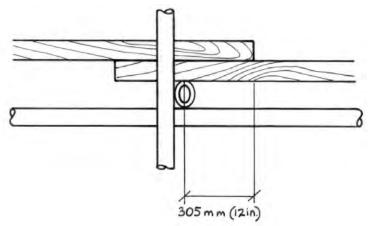
Before installing a scaffold plank on a scaffold, the plank must be visually inspected to ensure it is safe for use. Normal wear and tear and storage can damage a plank to the point that it is unsafe for continued use. Reasons for removing a plank from service include decay, conditions that reduce the thickness or width of the plank, damaged welds in the case of metal planks, and cracks in metal or composite planks.

If visual inspection reveals damage that could affect the strength of the plank, the acceptability of the plank for continued use must be confirmed by load testing or the plank must be tagged out and removed from service.

The minimum 150mm (6 inches) distance reduces the likelihood of a plank slipping off its supporting ledger. Limiting the distance that a plank can extend beyond its supporting ledger to 300mm (12 inches) discourages workers from using the extended area as part of their working platform. This reduces the chance of a worker causing the plank to flip up and out of position.

Planks may be secured in many different ways. Some wooden planks use cleats, some steel or aluminum planks use hooks or recesses into which ledgers are positioned. The securement method must prevent movement of the plank in any direction that may create a danger to a worker.

Scaffold planks are overlapped when scaffolds have multiple bays and a continuous work platform is required. The overlap in such cases must be at least 300mm (12 inches) and occur only over supports as shown in Figure 2.







Scaffold Platform

A scaffold platform is a raised, typically flat, horizontal floor or surface that supports workers, material and equipment. This section establishes the minimum width for the platform of most scaffolds at 500mm (20 inches) in order to provide an adequate working space. Exceptions include ladder-jacks, pump jacks and similar systems where the width of the platform can be no less than 300mm (12 inches). This section also requires that there be no space greater than 250mm (10 inches) in width between any part of the platform and a structure adjacent to the platform. This is typically the wall of a building or similar structure and this space is needed for passing of materials or equipment from one level to another. The 250mm (10 inches) distance is measured at the point of widest separation.

Scaffold platforms should, ideally, be level in order to provide safe footing for workers. Where, for the purposes of accomplishing the work, there is a need to elevate one end of the platform, the surface of the platform must be such that workers do not slip or slide.

Scaffolds are used for a wide range of purposes and are often assembled around pipes or columns or other structures, resulting in an obstruction that workers must work around. In such cases, the platform must be constructed to prevent the creation of openings into or through which a worker might step or fall through.

The requirements that apply to scaffold planks may not always apply to metal scaffolding. Such scaffolding must therefore be erected, used, inspected, maintained and dismantled according to the manufacturer's specifications.

Ladder-jack Scaffolds

Figure 3 shows a typical ladder-jack scaffold. The ladder-jack scaffold brackets must be supported by the side rails of the ladder to which they are attached or have at least 90mm (3 ½ inches) of width resting on the ladder rung. Doing so ensures that the weight of the scaffold is safely transferred onto the ladders. The ladders must be secured at top and bottom.

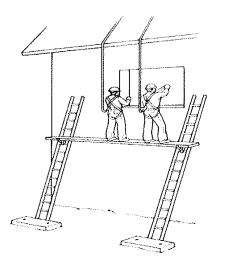


Figure 3: Typical ladder-jack scaffold. Since the working platform is more than 3 metres (10 feet) above the ground the workers are using personal fall arrest systems



Additional Hazards Discussed:



Preventing incidents associated with improperly inspected and tagged scaffolds. Scaffold inspection tags let workers know if a particular scaffold is safe for use, that a potential or unusual hazard is present or the scaffold is unsafe for use. Workers utilizing scaffolds must review this SWP and be familiar with the tagging process and requirements.

Key Safe Practices:

- Scaffolds must be inspected prior to initial use by the scaffold erecting company's competent worker and then tagged with the appropriately colored inspection tag.
- Scaffolds must be re-inspected by the scaffold erecting company's competent worker at least every 21 calendar days after initial inspection while workers work from the scaffold or materials are stored on it.
- Tags must be placed at each point of entry to the scaffold. This includes access points from the ground level and any access points from the structure with which the scaffold is being used.
- A scaffold being modified on a particular level requires a "yellow" tag so the tag can alert workers climbing onto the scaffold of the modifications and any special precautions that might affect them.
- Scaffold tags must include the following information:
 - Duty rating of scaffold.
 - Date on which the scaffold was last inspected.
 - Name of the competent worker who inspected the scaffold.
 - Any precautions to be taken while working on the scaffold.

"Unsafe for Use" or similar wording.

- Expiry date of the tag.
- Scaffolding that is erected but not immediately put into service or not used for more than 21 consecutive calendar days, must be tagged with a red tag until inspected by a competent worker. A scaffold sitting idle may be exposed to weather or other circumstances that could make it unsafe for use. If a scaffold appears to be unsafe, any worker can tag the scaffold red until corrective measures are in place.
- Only the competent worker who was involved in the erection, inspection or dismantling of the scaffold may use a scaffold with a red tag.

Color of Inspection Tags:



– "Safe for Use" or similar wording.

"Caution: Potential or Unusual Hazard" or similar wording.

Additional Hazards Discussed:

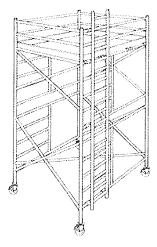


Preventing incidents associated with the improper usage of rolling scaffolds.

Figure 1: Shows a typical manually propelled rolling scaffold. To optimize the stability of the scaffold, its maximum deck height is based on a height-to-base dimension ratio of 3:1. The height of the scaffold is limited to three times the *smallest* base dimension. Properly installed outriggers permit the height of the scaffold to be increased by increasing the smallest base dimension.

Figure 1 (RIGHT): Typical manually propelled rolling scaffold

The scaffold should be checked regularly to make sure that all parts are securely fastened together. Scaffolds needs to be inspected and tagged by a competent worker prior to their first use and at intervals of not more than 21 calendar days thereafter. A worker may not use a scaffold



if: it has a red tag, if the green or yellow tag has expired, or if it has no tag at all. Refer to Scaffold Inspection Tags SWP.

To prevent the scaffold from rolling unintentionally while workers work from the scaffold, locking wheels must be locked and non-locking wheels must be blocked. A worker may remain on a rolling scaffold while it is being moved if: a) the height of the platform is not more than twice its smallest base dimension, and b) the surface over which it travels is firm, level and free of hazards that may cause the scaffold to topple. Hazards that may cause a scaffold to tip include pits, holes, depressions or obstructions. While it is important to be cautious of tipping hazards while moving a rolling scaffold, it is also important to be mindful of overhead hazards.

If the working platform is at a height of 3 meters or greater, a perimeter guardrail system needs to be installed. A worker shall not tie off to a scaffold when using a fall arrest system, unless he/she has approval from an engineer or if the scaffold's manufacturer's specifications indicate that it is OK to do so.

Scaffolds used near floor openings or stairwells may require additional safety measures such as edge protection and/or fall arrest systems.

Additional Hazards Discussed:



To prevent falls, serious injuries and incidents associated with the operation and use of suspended (swing-stage) scaffolds.

Key Safe Practices:

General Guidelines

- If in doubt regarding safety or use of suspended scaffold, consult your scaffold supplier.
- Follow all equipment manufacturers' recommendations as well as all local, provincial and federal codes, ordinances and regulations, pertaining to suspended scaffolding.
- Survey the job site for hazards such as exposed electrical wires, obstructions that could overload or tip the suspended scaffold when it is raised or lowered, unguarded roof edges or openings inadequate or missing tieback anchorages, or the need for overhead protection where exposure to falling objects exist. These conditions must be corrected before installing or using suspended scaffold systems.
- Inspect all equipment before each use. Never use any equipment that is damaged or defective in any way. Tag damaged or defective equipment and remove it from the job site.
- Always use fall arrest equipment when using suspended scaffolds. See the Fall Arrest Equipment Guideline section for further reference.
- Erect, use and dismantle suspended powered scaffold equipment in accordance with design and/or manufacturers recommendations.
- Do not erect, dismantle, or alter suspended scaffold systems unless under the supervision of a qualified person.
- Do not abuse, misuse, or use suspended scaffold equipment for purposes or in way for which it was not intended.
- Users must be trained on how to safely operate equipment and how to handle emergency situations, if in doubt, consult a qualified person.
- Erected suspended scaffolds should be continuously inspected by the users to ensure that they are maintained in a safe condition. Report any unsafe condition to your supervisor.
- Care must be taken when operating and storing equipment during windy conditions.
- Powered platforms must never be operated near live power lines unless proper precautions are taken. Consult the power service company for advice.
- Do not work on scaffolds if you feel dizzy or unsteady in any way.

Rigging Guidelines

- When rigging on exposed roofs or floors, wear fall prevention equipment. When rigging from overhead supports, such as bridges, beams etc. wear fall arrest equipment.
- Roof anchorages, parapet clamps, outrigger beams, or other supporting devices, including tiebacks and their anchorages, must be capable of supporting the rated load of the hoist with a safety factor of four (4).
- Verify that the building or structure will support the suspended loads with a safety factor of at least four (4).
- Overhead rigging, including counterweights, must be secured from unintentional movement in any direction.
- Counterweights used with outrigger beams must be of a non-flow-able material and fastened to the beam.



- Outrigger beams that do not use counterweights must be installed and secured on the roof structure with devices specifically designed for that purpose.
- Tie back all transportable rigging devices with wire rope and hardware that has strength equal to the hoist rope.
- Install tiebacks at right angles to the face of the building and secure without slack to a structurally sound portion of the structure. In the event tiebacks cannot be installed at right angles, use two tiebacks at opposing angles to prevent movement.
- Rig so that suspension points are directly above the hoisting machines.
- The platform must be secured to prevent swaying. Do not tie it to window cleaning anchors.

Wire Rope and Hardware Guidelines

- Use only wire rope and attachments as specified by the hoisting machine manufacturer. Do not use wire rope that is kinked, bird-caged, corroded, undersized, or damaged in any way.
- Be sure that the wire rope is long enough to reach to the lowest possible landing.
- Clean, lubricate and handle wire rope in accordance with the wire rope or hoist manufacturer's instructions.
- Coil and uncoil wire rope in accordance with the wire rope or hoist manufacturer's instructions in order to avoid kinks and damage.
- Use thimbles at all wire rope suspension terminations.
- Use J-type clamps or swaged fittings to fasten wire ropes. Do not use U-Clamps.
- Tighten wire rope clamps in accordance with the clamp manufacturer.
- Wire ropes used with traction hoists must have prepared ends in accordance with the manufacturer's recommendations.
- Inspect wire rope during each ascent and decent. Do not expose wire rope to fire, undue heat, corrosive atmosphere, chemicals, or to passage of electrical currents or to damage by tools or handling.

Power Supply Guidelines

- Be sure your power supply conforms to hoist manufacturer's recommendations.
- Ground all electrical power sources, power cord connections and protect with circuit breakers.
- Use power cords or air hoses of proper size that are long enough for the job.
- Power cord or air hose connections must be restrained to prevent their separation.
- Tie off power cords or air hose to the suspended scaffold to prevent them from falling.
- Protect power cords or air hoses at sharp edges.
- Remember, air hoists require clean, lubricated air.

Fall Arrest Equipment Guidelines

- Each person on a suspended powered scaffold will be attached to a fall arrest system at all times.
- Each lifeline must be fastened to a separate anchorage. When wrapping lifelines around structural members the lines must be protected and a suitable anchorage system must be used.
- Protect lifelines at sharp corners to prevent chafing.
- Rig fall arrest systems to prevent free fall in excess of six feet.
- Lifelines must be suspended freely without contact with structural members or building facade.
- Use a lifeline size and construction that is compatible with fall arrester and complies with applicable safety codes.



- Be sure fall arrester is installed on the lifeline in the proper direction above your head and in accordance with the manufacturers' recommendations.
- Use a body support device that is properly sized and fitted.
- Be sure body support device has lanyard attached to the D-ring at the center of the back.



Preventing incidents associated with the improper usage of wood scaffolds.

Key Safe Practices

- Refer to Scaffolding SWP for general requirements.
- Refer to Scaffold Inspection Tags SWP for tagging requirements.
- The construction of wood scaffolds is closely regulated by Legislation. Materials and material dimensions are specified in detail in applicable Provincial OH&S Legislation. See schedule 6 of the OH&S code for lumber dimension requirements of wood scaffolds in Alberta.
- There are several types of wood scaffolds and each one has different OH&S requirements. Commonly used ones are: Double-Pole, Single-Pole, and Half-Horse Scaffolds.
- A Single-Pole scaffold has platforms resting on cross beams. The outside ends of which are supported on ledgers secured to a single row of posts or uprights, and the inner ends of which are supported on or in a wall.
- A Double-Pole has vertical members to support both ends of the platform(s) along the transoms or ledgers and can be kept as a freestanding structure or anchored to another structure for added stability.
- A Half-Horse Scaffold is a supported scaffold that is kept upright by tilting it toward and resting it against a building or structure.
- See Part 23 in the OH&S Code for Alberta Scaffolds and Temporary Work Platforms regulations.

Additional Hazards Discussed:



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The operator has primary control for the safety of the work process and of the people involved with screw pile operations.

The Swamper assists the operator by changing and fastening augers and piling shafts to the head coupling and by signaling required boom adjustments. Hand signals and verbal instructions to the operator must be consistent with the pictograms and signage found on the control levers. The Swamper also ensures that observers are kept at a safe distance from rotating equipment.

Worker Responsibility

- Upon arriving at a manned customer job site, the operator will report to the person in charge and arrange a safety orientation for the crew.
 - A pre-job or tailgate safety meeting must review:
 - a. The scope of work.
 - b. Any hazards or restrictions.
 - c. Confirm drill locations.
 - d. Ground disturbance procedures have been reviewed and a Ground Disturbance Permit is issued.
 - e. Identify hazards such as heavy traffic, overhead power lines, etc.
 - f. Discuss control measures to deal with hazards.
- Prior to starting the drill, perform a walk-around the truck and excavator for a visual check of the equipment.
- Set up the rig and prepare the installation unit and tools.
- While drilling, the Swamper is required to remain in visual contact with the operator and be aware of the boom and tail swing area.

Hazards

The operator is responsible for minimizing hazards in the work zone, which includes the drill location and boom or tail swing area, to ensure no unnecessary risks are posed to workers or observers.

At the end of each workday, and at the end of each job, the operator must ensure that any required repairs are completed if within his authority or are reported to management.

Falling Hazards

Where there is a potential for a worker to fall a vertical distance greater than 3 metres (10 feet) from a temporary work area, or 1.2 metres (4 feet) from a permanent work area, workers shall protect themselves from falling by using:

- A guard rail around the work area, or
- A fall protection travel restraint system,
- A fall arresting device, or
- A safety net

In the case of an installation truck equipped with a ladder for pinning up piles, the owner's safety requirements or use of a safety harness securely attached to an anchor point will apply.



Where there is potential for falling material, the operator will ensure that the Swamper is aware of their responsibilities to check all safety and to ensure drive pins are in place and secure. To control the hazard of the drive from becoming disconnected from the drive head due to Kelly bar pin failure, safety chains must be connected and checked every time a pile is fitted to the drive head.

Additional Hazards Discussed:



The following safe work practice is intended to enable the skid steer operator to anticipate and avoid operational hazards. The supervisor responsible for the skid steer loader must ensure that all operators understand these directions and adhere to them.

Key Safe Practices

- The operator shall inform the Site Superintendent of their intention to use the skid steer loader so the Site Superintendent can authorize them and ensure the operator is trained and competent.
- The Site Superintendent shall inform the operator of any site specific rules, hazards, and procedures required for each worksite.
- The operator shall conduct a documented inspection of the skid steer loader prior to use and report any problems or damage to the Site Superintendent immediately.
- The operator shall ensure the skid steer loader is operated in accordance with instruction and directions described in Operator's Manual and current Provincial OH&S Legislation.
- No modifications of this equipment shall be done without written approval from the manufacturer.
- Know the capacity and operating characteristics of the machine and attachments you use.
- Always use your seatbelt and other safety equipment (seat bar) before you start.
 - Always carry your load low.
 - Never allow passengers to ride in or on this equipment including in the bucket.
 - Never use the bucket as a work platform.
 - Always ensure there is adequate ventilation when operating in a closed space. Exhaust fumes from diesel, gasoline or LP 44 gas engines may create hazardous conditions.
 - Always use proper shut down procedures and ensure parking brake is engaged.
 - Never get out of this equipment when the lift arms are still raised, unless lift arms are held by a lift arm stop.
 - Always use the 3-point mount or dismount procedures when entering or exiting equipment using the bucket steps, safety treads and grab handles.
 - When operating this machine on hills or slopes, always keep the heavy end of the machine towards the top of the hill or slope.
 - Always ensure you are aware of overhead hazards such as power lines and low clearances as well as underground hazards such as buried utilities before using this machine. Check with the Site Superintendent for ground disturbance requirements.
 - Always use a spotter if working in areas close to other vehicles, equipment and other workers.
 - Allow engine to warm up prior to use. This is extremely important in colder weather.

Refer to Skid Steer Loader Safe Job Procedure for specific start-up and shut-down procedures.



Additional Hazards Discussed:

Additional Instructions:

Section 4A – Safe Work Practices Safety and Loss Prevention Manual



Preventing incidents associated with vehicle and equipment spotting.

Spotters are necessary in the following situations:

- In busy areas or when traffic is present.
- A driver or operator does not have a full view of the intended path of travel.
- Backing up with limited visibility.
- Maneuvering or backing up trailers.
- Maneuvering around with limited space.
- Lifting or moving materials with heavy equipment.
- Maneuvering into or inside buildings or other structures.
- Passing under or near overhead power lines.
- When physical hazards are present.

Key Safe Practices

- Document a hazard assessment and wear the appropriate PPE.
- Spotter and operator must agree upon a standard set of hand signals.
- Path of travel must be inspected for potential hazards including overhead hazards.
- Spotter must maintain a clear view of the intended path of travel.
- Spotter must remain visible to the driver while directing.
- Walking backwards while directing should be avoided.

Driver/Operator Responsibilities

- Must understand hand signals.
- Notify spotter if he/she is not visible.
- Stop the vehicle or equipment if the spotter is not visible.

Additional Hazards Discussed:



Preventing incidents associated with the improper usage of stilts. With safety on the worksite constantly being an issue of concern, it is important to ensure the correct work practices are being employed. Stilts are of particular danger in the plastering trade as they create a number of risks.

Before using stilts, the workers must be aware of any possible hazards in their work environment. The workspace must be "plaster ready" before any work on stilts can commence. This includes being aware of changes in the levels of flooring, railings/guardrails adjacent to edges, wall and ceiling features that may restrict movement, windows, stairwells, floor penetrations and trip hazards.

The design of stilts does not provide the same range of movement as standing on the floor due to foot constraints. This reduces the capacity to recover from a potential fall. Therefore workers must understand that manual handling and bending <u>are not safe practices</u> whilst using stilts.

Key Safe Practices

- Anyone using stilts must be fully trained to do so and made aware of the correct and incorrect uses.
- Tasks that are suitable to be undertaken while using stilts are:
 - Patching, touching up and stopping joints using a trowel
 - Minor hand sanding
- Inspect stilts thoroughly before use, making sure that construction is free from damage and hazards, that there is no excessive wear at the connection points, and that all bolts are tight. Special attention should be given to the entire strut tube assemblies and wing bolts in this respect.
- A walk-through inspection of the work area(s) must be completed by the worker(s) going to use stilts and the site supervisor to ensure all hazards have been identified and all housekeeping issues have been addressed. Ensure any floor openings have been properly covered.
- Worker(s) need to be aware of their work environment and the hazards around them at all times.
- Restricting access to the work areas where stilts will be used is a good work practice.
- Worker(s) must wear all required and mandatory PPE at all times.
- Stilts must only be used for short term work. They <u>are not</u> to be used for installation of drywall sheets.
- Do not use where ceiling height is more than 3 metres (10 feet).
- Do not exceed load limit of 102 Kg (225 lbs.) or as specified by manufacturer.
- Fasten the upper leg strap first when putting on stilts.
- Remove stilts to adjust them unless assisted by another worker.
- Stilts must not be used on stairs, where guardrails are only 3' (1m) in height or where fall protection applies.
- Get help when retrieving objects from the floor. If no one is around, remove the stilts completely.
- Keep all straps tightly fastened and secured.
- Take short steps, making sure that the stilts are raised well clear of the floor with each step.
- Walk forward only, making a "U" turn to change direction.
- Adjust stilts whenever necessary to ensure they are safe.
- Always watch where you are walking.
- Never use stilts on slippery surfaces.
- Never pick up objects that are lower than foot level.



- Never wear stilts that are taller than necessary.
- Never walk on secondary scaffolding, benches, planks, etc. while wearing stilts.

Refer to Stilts – Drywallers Safe Job Procedure

Additional Hazards Discussed:



Preventing incidents associated with vehicle or equipment extraction.

No one ever plans to get stuck, but it happens. When it does most people will react with the attitude that they need to get it out as quickly as possible. Workers will grab the first thing they find without really considering the consequences. You could potentially cause more damage or serious injury from lack of proper planning and tools/recovery strap or rope/chain/larger equipment available:

- Consider how stuck the vehicle/equipment is.
- Can you use gravel or traction aids (kitty litter, sand, melting salt, etc.) to use the equipment's own drive ability to back up or go forward, and if so, are you heading in a beneficial direction that way?
- Will you possibly get into a worse position? (Down slope into a ditch, closer to building with potential for causing property damage, harder to extract with another piece of equipment if you get stuck again)
- Would it be the best and safest thing to do if you called a tow company? If you have any doubt in your ability or access of proper tools, to get the extraction done safely then the answer to this question is YES. People do this professionally and they have the proper equipment and procedures.

Key Safe Practices:

- Report the stuck equipment to the Site Superintendent or Foreman.
- Update your FLHA to include the extraction and potential hazards.
- Refer to Owner's manual for towing stuck vehicle/equipment.
- Check the equipment weight online or specs in the manual.
- Check to see if you have a proper recovery strap or rope (one that has some stretch as you tension it) or ensure you have a chain rated for the Working Load Limit (remember if you're stuck, the mud in the tires/tracks is going to weigh a lot too. Don't max yourself out with the chain rating).
- Visually inspect the chain/rope/strap for any defects. If questionable do not use it.
- Ensure you are securing the recovery strap/chain hook to a sturdy connection point on both the stuck equipment and the equipment pulling. (Avoid the fork cage on skid steers, dig out to the tie down hooks by the tires.)
- Never use the boom extension on a zoom boom to push yourself out! The hydraulics and structural components are not rated for it.
- The operators of each piece of equipment need to communicate exactly what the expected outcome of the extraction is at this point. (Will the equipment slide down a slope at some point, is the pulling equipment going to need to reposition, etc.) Stuck vehicle don't forget to stop driving forward/backward when the pulling vehicle stops.
- Be sure to wear all PPE when inside cabs of vehicles when stressing chain/recovery strap or rope. If something snaps at least there's a chance your hard hat, safety glasses, gloves may help deflect/mitigate the impact of projectiles. Use things like toolbox lids or vehicle hoods to block windshield or rear window.
- Keep all other workers in the area as far away as possible when pulling and be sure to notify other workers in the area of the potential hazards (vehicles driving forward fast across travel paths, chain snapping, tires throwing gravel, etc.)



- Never do running starts or jerks when using a chain or tow rope. Only recovery strap/ropes are made to stretch for this purpose. Chains and tow ropes will break with the jerking action. That's when things will become very dangerous.
- Never increase length of straps or chains by connecting two or more together. Connectors will spread and break. Call Tow Company if more length than you have is required.
- Unload stuck equipment to decrease weight and spill potential.
- Clear away mud or dirt around tires to have stuck vehicle assist in extracting itself.
- Be aware of power lines in the area. Ensure 7 meters distance away.
- Check for buried utilities through drag/pull path.
- Have Fire extinguisher readily available just in case.
- Have emergency response plan in place. Check for cell service.
- After equipment has been successfully extracted, visually inspect chain/rope for any damage caused during stressing. If any damage is found be sure to tag it out and return to office for repairs or disposal. Do not allow the chain /recovery strap or rope to go back into service if there is any doubt of its integrity.
- Properly clean out mud around the tires/tracks and visually inspect the equipment to make sure there is no damage caused from its extraction.

When assessing the risk involved in an extraction it is very important to remember that the cost of calling in a professional to properly manage the situation and successfully recover the stuck equipment with minimal to no damage, will be significantly less than any equipment or property damage as well as the ability to keep other workers and yourself from being injured or worse. Sometimes just because you can do something, doesn't mean you should. Stay calm and make logical decisions before acting.

***Use the charts provided to determine the accumulated working load and size of chain required.

Example: If a Case 440 skid steer weighs 6,980lbs static weight and is stuck in soft gravel up to the rims in a level spot on site:

6,980 lbs. + 1,047 lbs. (15%) + 5,235 lbs. (75%) = 13,262 lbs. working load

Which means I need a chain that is grade $100 \times \frac{1}{2}$ " (15,000 lbs. WLL) or grade $70 \times \frac{5}{8}$ " (15,800 lbs. WLL) because grade 70 will be the most common (easiest to find) and extra room for insurance. Don't max out the chain.

Most sites will have 3/8" gr70 because it's so handy, but it should only be used for lifting or pulling loads less than 6,600lbs (i.e. plate tampers, pipe, dragging small bundles of rebar, etc.) not equipment extractions. FYI, a 20 ' x 27,000 lbs. recovery strap costs less than \$100 and is much lighter and safer.



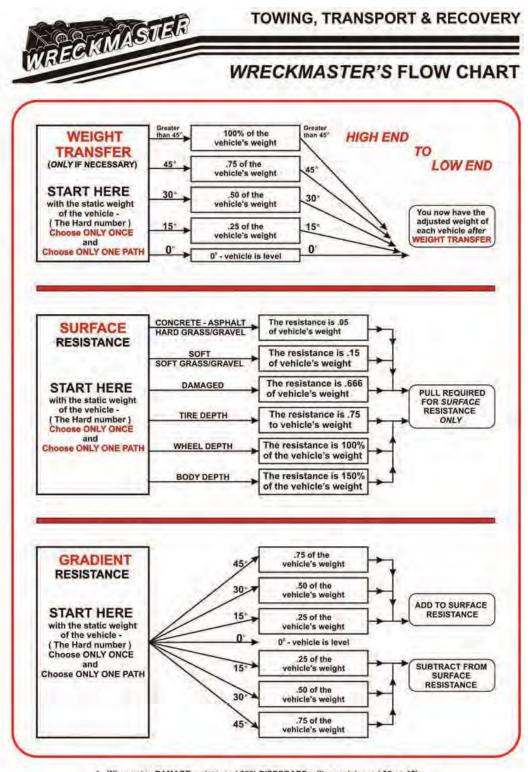
WLL=Working Load Limit Chain Requirement Chart for towing/pulling

Chain Size	Grade 30 Proof Coil (WLL in lbs)	Gr 43 High Test (WLL in Ibs)	Gr 70 Transport/Binder (WLL in lbs)	Gr 80 Alloy (WLL in Ibs)	Gr 100 Alloy (WLL in Ibs)
1/8	400	-	-	-	-
3/16	800	-	-	-	-
7/32	-	-	-	2,100	2,700
1/4	1,300	2,600	3,150	-	-
9/32	-	-	-	3,500	4,300
5/16	1,900	3,900	4,700	4,500	-
3/8	2,650	5,400	6,600 Most sites will have this chain	7,100	8,800
7/16	3,700	7,200	8,750	-	-
1/2	4,500	9,200	11,300	12,000	15,000
5/8	6,900	13,000	15,800	18,100	22,600
3/4	10,600	20,200	0 24,700		35,300
7/8	-	24,500	-	34,200	-
1"	17,900	30,000	-	47,700	-

Additional Hazards Discussed:



Stuck Vehicle / Equipment Extraction SWP



1 - When using DAMAGE resistance (.666) DISREGARD rolling resistance (.05 or .15).

2 - When using MIRE resistance (.75, 100% or 1.5) DISREGARD damage resistance (.666).



To control the potential for electrical shock hazards associated with temporary power installs and temporary generator hookups on construction sites.

Generator Grounding

- Review and confirm if an Electrical Control Permit is required for the work taking place.
- All temporary power and generator hookups must comply with the Canadian electrical code, municipal code and permitting requirements, as well as manufactures specifications.
- Special attention must be given to generator grounding requirements. Improper grounding or lack of grounding can put workers at risk, and grounding requirements vary from generator to generator. In some cases, where a generator supplies only equipment mounted on the generator and/or cord and plug-connected equipment through receptacles mounted on the generator, the generator frame may serve as the ground.
- Always engage the right resources (competent electricians) and information (manufacturer's instructions and pertinent jurisdictional electrical codes) when addressing generator-grounding requirements.

Additional Hazards Discussed:



Construction site theft is a common problem faced by many construction contractors. At Scott Builders we must take necessary steps to ensure our sites are secure and deter thieves wherever possible. There are some items that these individuals will commonly look for, so when they are on our sites, we could become a target. While everything on a construction site can be considered at risk and essential, things that are commonly taken are:

- Lumber
- Copper Wire and Metals
- Handheld Tools
- Large Equipment
- Catalytic Converters
- Electronics

The simplest steps to take to avoid being a target for thieves is:

- 1. Put up a fence: These fences won't keep absolutely everyone away from the property, but they act as a deterrent and make it more challenging to walk away with construction supplies.
- 2. Put tools and equipment away: One of the easiest ways to protect the construction site is putting all your equipment away after using it. It's often tempting to leave items sitting around if you'll be using them again in the morning but locking them up inside a building or mobile storage unit eliminates the chance of them going missing.
- 3. Lock all vehicles and equipment: Some workers might accidentally leave trucks unlocked, inviting overnight theft. Encouraging everyone to lock up and keep valuables hidden away can create enough of a deterrent to discourage potential thieves.

Additional measures we can take are to:

- Set up our building entrances with temporary ways of locking them if we are not able to have permanent doors or locks.
- Store materials and tools in locked Sea Can, lock smaller power tools in toolboxes in the Sea Can
- Store materials in an organized manner within the building if at all possible while ensuring that it does not create additional hazards.
- Cover materials stored outside (out of sight, out of mind), keep materials that may be easily taken away from the fence (fuel containers, batteries, insulation)
- Take laptops and tablets home each day and do not leave them in your vehicle.
- Lock internet hub and other similar items in desk/filing drawers.
- Lock equipment and building keys in lock boxes or in desk/filing drawers.
- Ensure our trades are storing tools and equipment responsibly. If they can, ask them to store them off site in their company yard etc.
- Some sites may require a guard, security system or video surveillance depending on project needs.



Preventing incidents associated with the improper usage of tiger torches.

Tiger torches, although valuable to a worksite, are sometimes misused in a manner that can make them dangerous.

Key Safe Practices

- Hot work permit is required.
- Workers using this equipment must be appropriately trained.
- When a torch is used, an adequate sized and classed fire extinguisher must be present.
- Torches are not to be used for heating of work areas or thawing of lines and equipment, etc. when in use.
- Ensure that the propane bottles are properly shut off.
- Fuel lines must have regulators located between the tank and fuel line.
- Propane bottles must remain in secured upright position.
- Never use the tiger torches to heat the propane bottle(s).

Additional Hazards Discussed:



SBI is committed to providing safe work environments for our employees and minimizing the extent to which they are exposed to hazards during their work, including hazards with any work-related travel. Should you need to travel for work with or without co-workers present during that time, then you must ensure the following practices are followed.

1. Avoid Unnecessary Travel

- Managers, supervisors, and employees are responsible to implement measures to avoid unnecessary work-related travel.
- To determine if work-related travel is necessary or unnecessary, The SBI managers, supervisors and employees will consider the question, "Can we achieve desired work outcomes as effectively without having an employee travel?" When their answer to that question is "Yes", that work-related travel is unnecessary.
- For work-related travel that is necessary, SBI managers, supervisors and employees are responsible to ensure that it is planned and carried out in ways that minimize exposure to hazards. Ex. Traveling during daylight hours, whenever practicable.

2. Routine Travel

In order to qualify as a routine trip, the following criteria must be met:

- The employee is familiar with the intended travel route and destination because they have completed the trip at least three times in similar weather and traffic conditions.
- The trip will have a duration of not more than half of a workday.
- The trip involves no high-risk driving circumstances (e.g., severe weather, poor road conditions, high crash frequency locations or intersections, no reliable means of communications).

3. Check-In Procedure

- Before traveling, notify your supervisor or designated contact that you will be starting your trip, and set a check in time. The check-in contact must be available by phone at all times.
- Travelling employees must carry a working cell phone and charger while they are travelling.
- Check-ins are optional for routine short trips but will be implemented when the employee or their supervisor feels they are warranted. When check-ins are implemented, the supervisor or designated contact and the travelling employee will agree on the frequency and/or designate specific check-in times.
- The travelling employee must review the intended route and tell their check-in contact when they plan to return or reach their intended destination, and check-in with their contact when they have returned or reached their destination. Ensure rest breaks are included when scheduling check-in times.
- You can also call the Scott Builders Inc. After Hours Emergency Contact Number and establish a schedule for periodic checks by that provider. This can be done by calling 1.877.343.5232 and identifying yourself as a Scott Builders Inc. employee who is traveling alone. You will need to determine an appropriate schedule for periodic checks. The length of time between checks will depend on the severity of the hazards related to the travel and needs to be discussed with your supervisor.



4. Late Check-In Response Action

If a travelling employee does not check-in within 20 minutes of the planned check-in time, the supervisor or designated check-in contact will do the following:

- A. Try to contact the employee using the cell phone number provided.
- B. If unsuccessful, try to determine the whereabouts of the employee by contacting a client or co-worker who may have had recent contact with the employee during the trip.
- C. If those attempts are unsuccessful, wait 20 minutes, and repeat step 1.
- D. If unable to successfully contact the travelling employee or otherwise confirm their wellbeing and location, the check-in contact will immediately:
 - notify the supervisor and,
 - initiate internal emergency response, and
 - contact local emergency service providers or call 911.

Check-In Frequency

Employees are required to check-in:

- at the start of the day / trip to confirm the travelling employee has a cell phone, and it is working.
- At the agreed upon intervals as set out by the supervisor or designated contact
- Upon arrival at the destination



Our company recognizes that trenches require extra precaution as there are numerous potential hazards.

Note:

- Refer to our Ground Disturbance & Excavation SWP for more information.
- Refer to applicable Provincial OH&S Legislation for requirements in your province.

Definitions

- **Excavations:** A man made cavity or depression in the earth's surface formed by earth removal, and includes a trench, deep foundation, tunnel, shaft, or open excavation.
- **Trench:** An excavation having a depth which exceeds its width measured at the bottom.
- **Shoring:** A construction procedure used specifically to maintain the stability of the walls and ceiling of an excavation and includes a trench cage.
- **Sheathing:** A continuous row of wood or steel sheets in close contact to provide a tight wall to resist the pressures of the walls of an excavation.
- **Uprights:** The vertical members of shoring that are placed up against and directly resist pressure from a wall of a trench.
- Whaler: A shoring member that is placed against and directly resists pressure from sheathing or uprights.
- **Strut**: A horizontal cross-member of a shoring system that directly resists pressure from a wale or upright.

Trenching incidents are mainly caused by cave-ins but there are other risks to the worker. Some of these are:

- Material falling into the trench.
- Handling and placing of material.
- Falls as workers climb in and out.
- Falling over equipment or excavation material.
- Falling into the trench.
- Exposure to toxic, irritating, or flammable gases.



Excavation Concerns Soil Categories

Figure 1: Cut back of excavation walls in "hard and compact soil"

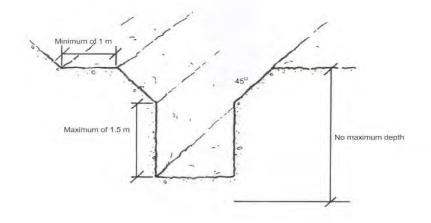
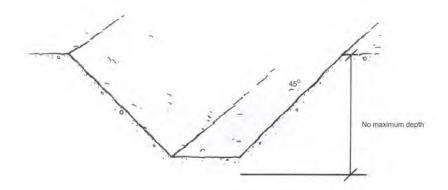


Figure 2: Cut back of excavation walls in "likely to crack or crumble soil"

Soft, Sandy or Loose Soil

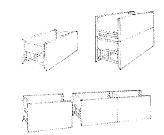


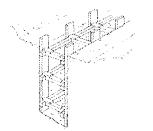
Type of Shoring Material

The majority of wood used in trenches is full dimension polar planks and timbers. Spruce lumber is acceptable as shoring material provided it meets the shoring table requirements. The lumber must be construction grade No. 2 or better. Plywood used as sheathing must be a minimum of 3/4 inch (19mm).

Steel trench jacks may be used as struts as long as they are equivalent in strength to the wood struts specified in the shoring tables. The longer dimension of the trench jack "foot" must be located perpendicular to the grain of the wood on the upright.







Trench Shoring Tables

• See Provincial Occupational Health & Safety Legislation

Shoring of Trench Excavations

• When installing shoring within a trench, proper procedures must be followed.

Additional Hazards Discussed:



The following practice is a guideline for proper vacuum maintenance, and its aim is to prevent improper vacuum use in conjunction with silica and other harmful construction dust. If maintained properly, shop vacuums will last a long time, and can reduce unnecessary airborne dust on our job sites.

Key Safe Practices

- For wet vacuuming operations, remove dry vacuum filter and use a filter designed for wet vacuuming. It is possible to use the vacuum without a filter, but in doing so, the motor is no longer protected against solid debris.
- Use the right filter for the job. There are a variety of filters available for shop vacuums. Some are designed for fine particles such as drywall or concrete dust, and some are not. If you use the wrong filter, particles will become airborne and the vacuum motor will get clogged and eventually burn out.
- Use vacuum bags for dry operations whenever possible. Vacuum bags will extend the life of both filter and motor.
- Do not remove the filter when using the bag, because bags can rip, allowing dust and debris to become airborne and/or burn out the motor.
- Vacuum filters may clog, especially if bags are not being used or if you are using the wrong filter. Gently tap the filter to shake out the dust but be sure to wear a respirator. Also take care not to expose other workers in the area to harmful dust.
- Prior to using a vacuum, ensure it is equipped properly. Check what's inside, do not just turn it on blindly. Harmful dust may be released by doing so. Use respiratory protection when opening the vacuum. You don't always know what's inside!
- Use caution when using a vacuum near stairwells or floor openings, especially if there are no toe boards installed.
- Vacuums can be very heavy, particularly when sucking up water. Do not overfill and use proper lifting technique when emptying.
- Do not operate vacuum in a possibly explosive atmosphere. Motor sparks can ignite flammable fumes and dust.
- Ensure electrical cords are intact and not frayed or damaged. Elevate cords when vacuuming water.
- Unplug the vacuum prior to removing or attaching accessories.

This safe work practice is only a guideline. Refer to manufactures specifications for further instructions and recommendations.



Preventing incidents associated with the improper usage of vehicles and mobile equipment.

Key Safe Practices

- Only qualified and authorized workers can operate company vehicles and mobile equipment.
- All drivers of company vehicles must possess a valid Provincial Driver's License for the class of vehicle being operated.
- Every worker required to drive a company vehicle or operate mobile equipment must have read the safety rules applicable to mobile equipment and vehicles.
- Inspections of vehicles and mobile equipment must be done prior to operating.
- Workers must not operate company vehicles while impaired by alcohol, fatigue, sickness or drugs.
- Smoking is prohibited in the cab of all vehicles and mobile equipment.
- Seatbelts must be worn by drivers and all passengers.
- Operators will be protected from falling objects by an overhead cab or guard when necessary.
- Whenever practicable, pull-through parking techniques should be used in parking lots. Where pullthrough techniques cannot be utilized, operators of motor vehicles should back into the parking spot. This applies to worksites, offices, and public parking areas.
- Operators are encouraged to use running lamps or illuminated headlamps during daytime hours.
- Workers must not operate mobile equipment unless they have been adequately instructed in the safe use of the equipment and have demonstrated to a Foreman or Site Superintendent that they are competent to operate the equipment. This rule does not apply when a trainee is operating the equipment under the supervision of an authorized instructor.
- Unauthorized workers must not be on any part of powered mobile equipment while the equipment is in motion.
- Operators of mobile equipment or company vehicles are responsible for the safe operation of the equipment. They must maintain full control of the equipment and must comply with all laws and rules regarding the operation of the equipment.
- When an operator has reason to believe that the equipment or the load is hazardous, they must stop work immediately and report it to their supervisor.
- Operators must obey all signs governing the movement, operation or parking of vehicles on any worksite or public and private roads.
- The mobile equipment operator is the only worker allowed to ride on the equipment unless seats or other safe facilities for other workers are provided and used.
- Workers must not get on or off a moving vehicle except in an emergency.
- Operators must not leave the controls unless the equipment or vehicle has been secured against movement by setting parking brakes and transmission locks, lowering any blades, buckets or forks to the ground and chocking wheels where necessary.
- Operators must keep the cab, floor or deck of mobile equipment free of material, tools or other objects that could create a tripping hazard, interfere with the operation of controls or interfere with exiting the vehicle.
- Tools, equipment and materials carried in any part of a vehicle or piece of mobile equipment must be placed or secured to prevent injury to workers.
- Workers must not ride with any part of their bodies outside the vehicle or equipment or stand in or on any vehicle or equipment unless protected against being thrown off balance.
- Mobile equipment used for lifting or hoisting must not be operated if the safe working load has been exceeded.



Vehicles and Mobile Equipment SWP

Additional Hazards Discussed:



Preventing incidents associated with improper welding, cutting and burning.

Work involving welding, cutting and burning can increase the risk of fire and hazardous substance exposures. The following should be considered prior to the start of work:

Key Safe Practices

- Welding, cutting and burning are considered "Hot Work" and a Hot Work Permit must be issued by Site Superintendent or designate prior to any work activities. See Hot Work Procedures SWP for more information.
- Always a update the Hazard Assessment prior to commencement of a new task.
- Wear an approved welding hood. Hard hat with welding hood attachment shall be worn in hard hat areas. Wear non-combustible clothing with button collars and cuffs.
- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of "screens" or shields.
- Never start work without proper authorization.
- Always have the appropriate size and class of fire extinguisher within 3 metres (10 feet) before starting welding, cutting or burning.
- Check the work area for combustible material and possible flammable vapors and test all connections (hoses/regulator/tank) before starting work.
- When working in close proximity to any operational sprinkler heads, flash detectors or smoke detection devices ensure they are protected and/or disabled prior to beginning any hot work.
- A welder should never work alone. A fire or sparks watch should be maintained.
- Check cables and hoses to protect them from slag or sparks. Never coil welding cables around your body when welding.
- Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
- Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.
- When working overhead, use fire resistant materials (blankets, tarps, etc.) to control or contain slag or sparks and barricade the area below.
- Cutting and welding must be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- Flash back arrestors are to be used between the torch and regulator.
- Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use. Close cylinder valves when work is finished.
- All work must have a separate and adequate ground.
- Remove or protect combustible materials from the sparks and heat created by the welding operation.
- Thoroughly dry arc welding machine before starting work.



Welding, Cutting and Burning SWP

Additional Hazards Discussed:



Definition

WHMIS/GHS is Workplace Hazardous Materials Information System and Global Harmonized System which is regulated in federal and provincial legislation.

Requirements at the Workplace

There is a wide diversity in the work being done at the various worksites, and because of this, details concerning the structure of a worksite Hazardous Products Program vary. The same basic guidelines will apply to all worksites, and the following outline of the sequential steps to be followed implementing a Hazardous Products Program at the worksite level is recommended.

Complete an Inventory of Hazardous Products

An accurate inventory of all chemical products in the workplace is essential for the success of a worksite WHMIS/GHS program. Not only is an inventory the basis for collection of product information and SDS distribution, it also helps identify potential hazards in the workplace. A procedure must be implemented to update the inventory on an on-going basis.

Obtain the Required Safety Data Sheets (SDS)

Manufacturer information provided on container labels is complemented by further information on the SDS and is necessary for the safe handling of the hazardous products. The SDS also serves a useful purpose when developing safe job procedures and comparing different products so the least hazardous is selected for use.

Note: Suppliers are required by law to provide SDS with all Hazardous Products. Our workers who are purchasing hazardous products are responsible to get an up to date SDS from the supplier. SDS are also readily available on company websites for download.

Review of SDS by Employees

A program must be implemented to allow employees to review SDS's on a regular basis. Employees will be made aware of the location of the SDS's during the "Safety Orientations". It is recommended that binders are available at our worksites and offices for easy access to all workers. To ensure that an on-going review of the SDS's is performed as they are received on worksites, it is suggested to review-them regularly at worksite safety meetings.

Note: SDS's are only valid for 3 years so be sure to check for the date of each SDS. SDS's only require an if the is a change in the product.

Employee Training

Worker education for hazardous products must be provided as an integral part of the WHMIS/GHS information delivery system. Worker education includes all those activities that provide knowledge and skills to workers so that they may work safely with or near hazardous products at the workplace. WHMIS/GHS requires a program of instruction be established that not only provides training in specific work procedures, but also information about requirements for labels, SDS's and information of significance to worker health and safety. Information and instruction must be provided to all workers who work with or in proximity to a hazardous product. A worker who works with a hazardous product is any worker who stores, handles, uses or disposes of a hazardous product or who immediately supervises another worker performing these duties. "In proximity" is the area in which the worker's health and safety could be at risk during storage, handling, use or disposal of the product, maintenance operations or in an



emergency situation such as a spill or fire. The physical area of risk depends on the quantity of product, its form, the extent of enclosure during its use, scheduling of work activities and persistence of the product after its release.

Scott Builders Inc. will provide certified WHMIS/GHS training to all employees. As per Provincial OH&S Legislation, training will include:

- Content required on supplier and worksite labels and the purpose and significance of the information contained on them.
- Content required on an SDS/GHS and the purpose and significance of the information contained on it.
- Procedures for the safe use, storage, handling or manufacture of the hazardous products.
- Methods of identification used in the workplace.
- Procedures to be followed in an emergency.

Supplier Label

It is both Federal and Provincial Legislation that suppliers of hazardous products ensure that appropriate labels be in place on the hazardous product.

Workplace Labels

When you remove a part of the hazardous product from the original container, you must affix a "Workplace Label". These workplace labels are available through the safety department. The workplace label is not required to be as extensive as the supplier label, and you should refer again to the WHMIS/GHS Training Manual for additional information on workplace labels.

Other Labeling

Should you remove a part of the hazardous product from a labeled container and intend only to use this portion for a one-shift duration, then identification of the product must be indicated on that container to be used. The hazardous product must be put back into the labeled container at the end of the shift or a "Workplace Label" will have to be used.

Additional Hazards Discussed:



The purpose of the Wildlife Awareness and Reporting Practice is to provide SBI employees and contractors with general information about large mammals that may pose a safety hazard in the Alberta and British Columbia areas in which SBI operates. This practice focuses heavily on bears as this is one of the higher potential hazard's workers may observe and many of the preventative actions for bears will be applicable for most wildlife. It also provides guidance on:

- Reducing the potential for safety hazards from wildlife-human interactions,
- Reacting appropriately after seeing or encountering a bear, wolf or cougar
- Reporting sightings and encounters
- Ensuring ongoing compliance with the OHS Code (Province of Alberta 2018) and WorksafeBC Regulations.
- <u>www.wildsafebc.com</u>
- <u>https://open.alberta.ca/publications/9780778570431</u>

The Wildlife Awareness and Reporting Practice applies to all stages of SBI operations and activities where employees and contractors may potentially encounter wildlife that potentially pose a high-risk hazard with an emphasis on bears. Mitigative measures available for reducing wildlife-human interactions, as well as the encounter protocol for response by Security, Safety and Environment, may vary between locations and regulatory requirements.

Wildlife Basics:

Bears:

- Black Bears and Grizzly Bears can be found in approximately 75% of Alberta and BC.
- Bears mate in late spring or early summer, but otherwise are typically solitary except for females with cubs.
- Bears emerge from their dens in early April after losing up to 30% of their body weight.
- Early spring food sources are therefore extremely important to their survival. Until berry crops start to develop in July and August, they rely primarily on other types of vegetation including grasses, sedges, and other plants (dandelions and clover are common) for food which may draw them towards open areas, including the edges of industrial operations. However, it is important to note they will take advantage of all calorie-rich food sources (including garbage and human food) throughout their active period.



- A bear's life revolves around food. They must eat enough in approximately seven months to sustain themselves throughout hibernation even more in the case of pregnant sows.
- Bears are predominantly vegetarians, with up to 85% of their diet made up of grasses, sedges, plants and berries. They will also eat insects, especially ants, and will scavenge off carcasses and consume fish where available. Calves are also a source of food during ungulate calving season.
- Bears are extremely curious and may be attracted to a wide variety of smells and tastes, including petroleum products such as gas, oil grease, and hydraulic fluids, as well as antifreeze, paints, plastics, and even cigarette butts.



Behavior:

- Bears are usually shy, passive animals, and depending on their level of habituation, tend to avoid people.
- Bears are intelligent and very curious animals. They can figure out how to gain entrance to unprotected containers, vehicles, and even buildings in search of new foods plus they will remember specific locations of food sources and return to them.
- While most bears are naturally wary of humans and their environments, when they obtain food and have repeated contact without negative experiences or consequences, they begin to associate humans with food and lose their fear of them. This is known as becoming "habituated" and can happen to any wildlife. Once this happens, bears are often destroyed due to the low success rate and high cost of relocation.
- It is important to remember that all bears are individuals and there are a number of factors that can influence their behavior toward other bears, wildlife, and human beings. These factors include time of year, physical and mental condition and previous experiences in similar situations. However, all bears will defend three things:
 - Their personal space (which can vary between individuals)
 - Their cubs
 - Anything considered a food source
- Always be sure to give bears lots of room and a safe way to retreat. Bears should always be treated with the utmost caution and respect because they can seriously injure and even kill human beings.

Wolves:

- Wolves are often grey in color but can vary from white to black, with black wolves being disproportionately high in Alberta. Wolves are social animals and live in packs that average four to ten animals but may be as low as two and as high as twenty-five. A pack is dominated by an alpha male and female. Wolves howl in order to contact and locate their pack members, and they can detect howls up to 10 km away. Territory size varies, but typically ranges between 100 and 500 km². The average weight for male wolves in Alberta is 48 kg (110 lbs.), with females typically weighing 5-10 kg (10-22 lbs.) less. Preferred prey for wolves in Alberta includes moose, white-tailed and mule deer, American bison, woodland caribou and elk. Wolves will also supplement their diet with beaver, snowshoe hare, mice, voles and other rodents, as well as waterfowl and their eggs and some plant material.
- Wolves are normally quite secretive and will often run away when they encounter people. Problems between humans and wolves can occur when the wolf has become habituated as a result of direct or indirect feeding, although attacks on people are extremely rare.

Cougars:

- Cougars are capable of living in close proximity to human activity, and there has been an increase in cougar sightings in northern Alberta in recent years. Despite these increased sightings, conflict between cougars and humans is extremely rare.
- Cougars are considered habitat generalists and are one of the most adaptable and wide-ranging mammals in the world. An adult male cougar weighs between 62 and 90 kg (135-200 lbs.), and a female cougar, between 40 and 50 kg (90-110 lbs.). Cougars are most active at dusk and dawn; however, they will roam and hunt at any time of the day or night and in all seasons. In late spring, two-year old cougars typically disperse and become independent of their mothers. While



Wildlife Awareness SWP

attempting to find a new home range, young cougars may roam widely, and this is when cougars are most likely to conflict with humans. Cougars may benefit from forest openings created by industrial development as it increases the amount of edge habitat, which they use for hunting. Deer are the primary prey of cougars in northern Alberta; however, they will also hunt hare, beaver, raccoons, grouse, elk, and occasionally livestock.

Ungulates:

• There are six species of ungulates found in Alberta and BC: moose, white-tailed deer, mule deer, American bison, woodland caribou and elk. Although often timid and shy, ungulates can be dangerous, and although conflicts with humans are rare, they can be serious. Females are most dangerous in late spring and early summer when they have young and will defend their newborn calves from anything that may pose a threat. They can be very aggressive. Females tend to attack and defend themselves by using their powerful front hooves and have been known to rear up on their hind legs and stomp on predators or other threats. Male ungulates are most aggressive when they go into their rut during the fall mating season. They will appear agitated and may charge and can use their antlers or horns to maul, stab or knock down the perceived threat.

Preparedness:

- Being prepared when working in bear country is one way to ensure all employees and contractors are respectful and confident when there is an interaction with a bear or other potentially dangerous wildlife.
- It is important to incorporate wildlife considerations into project hazard assessments, site orientations, FLHA's and weekly toolbox meetings when working on a remote site.
- The best way to minimize conflict with wild animals is by practicing prevention, planning appropriately and having knowledge to deal with potentially dangerous situations. Being "bear aware" is necessary for anyone working in bear country. The following is a list of considerations to incorporate into your daily routine and safety meetings:
 - Put all waste in an appropriate waste container. If you see garbage, pick it up and dispose of it in the appropriate container.
 - Wildlife learn quickly. If wildlife receives a food reward from a vehicle or building, they will continue to return even if the source of attractant has been removed. It is imperative that they do not learn that humans, buildings or vehicles mean food.
 - Even if bears are not a concern it is a good practice to not leave food lying around your office, building or workspace as squirrels and foxes are known to be a nuisance in and around work areas.
 - Do not pour leftover coffee or juice/pop outside the building.
 - Always be alert and aware of your surroundings. This means being aware of any potential bear attractants near your work site, either natural (berry patches, streams) or human-created (trash cans, lunch foods), which may pose a potential safety hazard.
 - Watch for evidence of bear activity, and any sounds or movements in the forest surrounding your work site. Be aware of your surroundings and have access and escape routes mapped out.
 - Be sure not to corner any wildlife. If wildlife feels trapped or cornered, they will use the quickest escape route they can find.
 - Make noise. The human voice can be an effective means of letting wildlife know you're in the area.



Sighting:

- A sighting is defined as an instance in which a sighted animal does not pose an immediate or potential threat to humans or property.
- For example, if you are travelling in a vehicle along a remote road (for example, Crestbrook logging road) and see a bear or any wildlife running across the road in the distance, this is a sighting and should be reported as such.

ALL WILDLIFE SIGHTINGS MUST BE REPORTED TO THE SITE SUPERINTENDENT AND LOCAL AUTHORITIES.

Encounter:

- While the majority of observations are passive occurrences, there may be situations where a bear's behavior or the presence of certain wildlife is perceived as posing a threat to human life or property. In the event that you come face-to-face with a bear, or any other large wildlife, there are four key steps to take:
 - **Stop.** This is the single most important step. Despite the natural instinct to turn and run in the other direction, the safest movement is to stop so you can assess the situation and decide what behavior is being exhibited by a bear or what the potential threat other wildlife may be posing. Running can entice bears, wolves or cougars to chase after you.
 - Assess. Is this a sighting or an encounter? Does the bear know I am here? For bears, is it acting defensively, non-defensively or passively? Is the animal moving away on its own?
 - **Plan.** Determine what the appropriate action is given the wildlife's behavior and your situation.
 - Act. Carry out the plan you developed in step 3. You may have to reassess your plan if your action doesn't work. Adapt to the situation.

If wolves or cougars do not run away in your presence always consider them aggressive; they do not act defensively when threatened like bears. Follow the same actions you would take for a non-defensive bear: prepare deterrent if you have it, shout, make yourself look larger, wave your arms, and group together If knocked down, fight back.

These actions are also applicable in the rare situation of an aggressive, charging ungulate (i.e., moose or deer).

Additional Hazards Discussed:



To protect workers from injuries associated with the use of temporary heating devices.

Key Safe Practices

- All temporary heating equipment requires a heater permit
- Ensure that workers are trained in the use and inspection of temporary heating devices.
- Ensure barricades and warning signs are in place.
- Ensure Fire Extinguishers are located within 10' of heaters/tanks
- Ensure no presence of flammable items such as wood, plastic, insulation, cardboard, or hydrocarbon products.
- Ensure no presence of any electrical lines either above or below ground.
- Ensure no presence of any infrared fire detection devices.
- Ensure visibility is not restricted for workers and/or vehicles due to smoke and steam.
- Check heater hoses for secure connections and hose punctures.
- Periodically inspect the heaters and the adjacent areas thoroughly to ensure all hazards are identified and controlled.
- Where heating is required during times where personnel may be absent from site, such as evenings and weekends, and where the above inspections are still required, a schedule and detailed description of responsible person(s) for this schedule must be developed and implemented.
- Air monitoring may be required.
- Ensure Scott Builders Inc. 1-800 emergency contact phone numbers are posted and available during all times of site absence.

Note: Refer to Propane Natural Gas Portable Heating SWP and SJP for more information.

Additional Hazards Discussed:



The following practice should enable workers working around powered mobile equipment to do so responsibly and without risk of incident and injury. Workers working in close proximity to mobile equipment must understand these directions and adhere to them.

Key Safe Practices

- Ensure a documented Hazard Assessment is completed before performing any work.
- All workers in close proximity to powered mobile equipment or within 7 metres (25 feet) shall ensure their increased visibility by wearing a reflective safety vest at all times.
- Establish eye contact with operators of mobile equipment each time you must encroach within 7 metres (25 feet) of their activities.
- In addition to all basic Personal Protective Equipment, workers within 7 metres (25 feet) of mobile equipment may need to wear hearing protection for noise hazards.
- All workers in close proximity of mobile equipment must:
 - Continually be aware of audible back up and stopping alarm signals.
 - Immediately notify the operator of any concerns or notable deficiencies in the equipment they are operating.
 - Immediately report any unsafe operation of the equipment to the Site Superintendent.
 - Have an effective means of communication with the operator at all times.
 - Immediately inform other workers of dangers and hazards associated with the operation of the equipment should they enter the safe working distance zone of 7 metres (25 feet).

Additional Hazards Discussed:



The following practices should enable workers working in cold temperatures to do so responsibly and without risk of incident and injury. Workers working in cold temperatures must understand these directions and adhere to them.

Key Safe Practices

- The Site Superintendent or designate is responsible for obtaining current weather conditions including temperature and wind chill factor prior to commencing work. Reference the following guideline table of threshold limit values (exposure limits) for working in cold weather. A work/warm up schedule shall be created and considered.
- Conduct a documented Hazard Assessment including plans for micro breaks, extended breaks, shelter and warm up periods before performing any work.
- In addition to all basic Personal Protective Equipment requirements, all persons working in cold temperatures shall ensure their increased protection by wearing protective clothing at all times including but not limited to:
 - Head Protection: Hat or tube.
 - Ear Protection: Hat that covers ears or earmuffs.
 - Neck Protection: Tube is preferred as scarves can become tangled easily during work activities.
 - Outdoor Clothing: Rated to cold temperatures; Coat, Jacket or Vest and insulated pants or coveralls.
 - Foot Protection: CSA approved boots with liners and/or socks.
 - Underclothing should be layered ensuring that the bottom layers are of cotton material so that they can absorb sweat and be easily removed or changed if required. This is also an excellent way to prevent susceptibility to colds and flues resulting from drastic temperature changes.
- All workers working in cold temperature shall ensure their increased protection by utilizing the "buddy system" while working so as to ensure that if or when they begin to display signs of cold stress that are unrecognizable to themselves, then another worker is in close proximity and likely to identify the symptoms.

Symptoms of Cold Stress are as follows:

- Complaints of sudden and severe fatigue, nausea, and/or dizziness.
- Confusion including euphoria (increased excitement or exhilaration).
- Unaccountable irritability.
- Pain in extremities (feet, ears, etc.)
- Excessive and uncontrollable shivering.
- All workers working in cold temperatures must have an effective means of communication with their supervisor or other workers on the worksite at all times and most immediately notify their supervisor or another worker if they have experienced or observed the symptoms of cold stress.
- All workers experiencing or displaying symptoms of cold stress shall be immediately removed from the cold and placed in a warm area. If the cold stress symptoms do not disappear completely within 20 minutes, the worker(s) must be taken for further medical evaluation or treatment.



Air Temperature Sunny Sky		No Noticeable Wind		5 MPH Wind		10 MPH Wind		15 MPH Wind		20 MPH Wind	
⁰C Approx	⁰F Approx	Maximum Work Period	Number of Breaks	Maximum Work Period	Number of Breaks	Maximum Work Period	Number of Breaks	Maximum Work Period	Number of Breaks	Maximum Work Period	Number of Breaks
-26 to	-15 to	(Normal Bre	eaks)	(Normal Bre	aks)	75	2	55	3	40	
-28 -29 to -31	-19 -20 to -24	1 (Normal Bre 1	eaks)	1 75 Minutes	2	Minutes 55 Minutes	3	Minutes 40 Minutes	4	Minutes 30 Minutes	
-32 to -34	-25 to -29	75 Minutes	2	55 Minutes	3	40 Minutes	4	30 Minutes	5		
-35 to -37	-30 to -34	55 Minutes	3	40 Minutes	4	30 Minutes	5	1 1		Non-emergency work should cease.	
-38 to -39	-35 to -39	40 Minutes	4	30 Minutes	5						
-40 to -42	-40 to -44	30 Minutes	5	Non-emerge	ency work	Non-emergency work should cease		rk should cease.			
-43 and Below	-45 and Below	Non-emerge should cease	•	should ceas	е.						

Guidelines for Working in Cold Weather

Note: This schedule is based on a 4 hour shift.

Table derived from Canadian Centre for Occupational Health and Safety (CCOH&S).

Additional Hazards Discussed:



The following practices should enable workers working in extreme heat to do so responsibly and without risk of incident and injury. Workers working in extreme heat must understand these directions and adhere to them.

Key Safe Practices:

- Conduct a documented Hazard Assessment including plans for micro breaks, extended breaks, shelter and cool down periods before performing any work.
- While working, drink about 250ml (1 cup) of water every 15 20 minutes. Workers should be well hydrated before work in heat begins Workers in hot environments should be encouraged to drink water even if they do not feel thirsty.
- Wear suitable clothing for heat, using protective equipment designed to reduce heat stress.
- Minimize physical activity and allow an adjustment period to acclimatize in hot environments.
- Ensure workers are trained to recognize and provide first aid for heat exposure.
- All workers working in extreme heat conditions shall ensure their increased protection by utilizing the "buddy system" while working so as to ensure that if or when they begin to display signs of heat stress that are unrecognizable to themselves, then another worker is in close proximity and likely to identify the symptoms.

Symptoms of heat Stress are as follows:

Early Warning Signs	As Heat Stress Worsens			
 Headache Dizziness / faintness Irritability / anger / mood change Fatigue Heavy sweating Heat rash Muscle cramps (especially after several days of exposure) Change to breathing and pulse Dehydration 	 Breathlessness A strong rapid pulse changes to a weak rapid pulse Severe headache Severe muscle cramps Confusion Skin goes from feeling cold and clammy to hot and dry Severe dehydration Sweating may stop Exhaustion 			

Note: Intense thirst is not a good sign of heat stress, as acclimatized workers may not experience thirst

• All workers working in hot temperatures must have an effective means of communication with their supervisor or other workers on the worksite always and most immediately notify their supervisor or another worker if they have experienced or observed the symptoms of heat stress.



First Aid for Heat Exposure:

- All workers experiencing or displaying symptoms of heat stress shall be immediately removed from the heat and placed in a cold area (such as air-conditioned building, trailer or vehicle, or into the shade).
- Take off excess clothing (hard hat, boots, shirt, coveralls, etc.).
- Give the person water to drink (Only if they are able to drink it on their own).
- Cool the person with cold compresses and rapid fanning.
- If the heat stress symptoms do not disappear completely within 20 minutes, the worker(s) must be taken for further medical evaluation or treatment.

For heat cramps/heat exhaustion, take the person to a cooler place and have them rest in a comfortable position. Give a half glass of cool water every 15 minutes. Do not let the person drink too quickly. Do not give liquids with alcohol or caffeine as these ingredients can make conditions worse. Remove or loosen tight clothing and apply cool, wet cloths such as towels or wet sheets.

Additional Hazards Discussed:

SCOTT

Section 4B Safe Job Procedures

BUILDERS INC



Safe Job Procedures Policy

Scott Builders Inc. policy is that all company employees are properly instructed in the safe performance of their duties. Safe Job Procedures will be enforced in the same manner as rules and regulations. The company will determine which Safe Job Procedures are needed and whether they are being followed by reviewing inspection records, incident investigation records, observing jobs, evaluating worker suggestions and safety committee recommendations.

Management in conjunction with Branch Safety-is responsible for the revision and development of Safe Job Procedures. The Corporate Safety team is responsible for approval of Safe Job Procedures.

Supervisor staff is responsible for ensuring worker understanding of and compliance with general Safe Job Procedures.

Date: January 10, 2024

Signed: Murray Cuphingham, President & CEO

Section 4B – Safe Job Procedures Safety and Loss Prevention Manual



A Safe Job Procedure is a written step-by-step description of how to do a job from start to finish. It provides a ready reference particularly to jobs, which are either uncommon or not performed often, jobs requiring uniformity, and jobs which are hazardous and require guidance.

To accomplish this task, our company has promoted worker safety by doing the following:

- Put our Safe Job Procedures in writing.
- Make Safe Job Procedures available to all employees.
- Provide training for individual safe job procedures, as required.
- Provide safe equipment, tools and material.
- Provide specialized PPE required for specific tasks.
- Require that supervisors enforce the use of and compliance with these Safe Job Procedures.
- Give management support.
- Involve workers in the development of the job procedures.

Safe Job Procedures developed by Scott Builders Inc. will comply with or exceed legislated requirements and manufacturer's specifications.

Safe Job Procedures will change from time to time due to new methods and products being introduced. An annual review will be done of selected Safe Job Procedures.

Where work is performed or where the client sets specific job procedures, these Safe Job Procedures shall be used unless they are specified as a lower standard. When this occurs, the higher standard shall be used.

However, in no case will work be carried out in contravention of the current Provincial Occupational Health and Safety Legislation.

Where a question arises, the site copy of the Provincial Occupational Health and Safety Legislation shall be consulted for clarification and/or permission.



SAFE JOB PROCEDURE DEVELOPMENT FORM					
Job Name:					
Job Number:					
Location:					
Site Superintendent:					
Foreman:					

#	Job & Steps/Sequence	Materials and Equipment Used	Potential Hazards	Required PPE and Safety Equipment	Comments	Managemen t & Site Super Review Yes / No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Team Members:

Site Superintendent Name (printed)	Site Superintendent Signature	Date	
Management Name (printed)	Management Signature	Date	
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Safe Job Procedure Development Form (Non-Electronic) Job Name: Job Number: Location: Site Superintendent: Foreman:

#	Job & Steps/Sequence	Materials and Equipment Used	Potential Hazards	Required PPE and Safety Equipment	Comments	Management & Site Super Reviewed Yes / No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Team Members:

Site Superintendent Name (printed) Site Superintendent Signature Date Management Name (printed) Management Signature Date Section 4B – Safe Job Procedures Revision 0 Success with Safety Safety & Loss Prevention Manual January 2023 Page 1 of 1



To prevent incidents involving unsafe operation of aerial platform lifts which includes scissor and boom lifts and forklift man baskets.

Key Safe Procedures:

- 1. Operator and all workers who will be using the lift must be trained, qualified and authorized to operate or work on the platform. competent and authorized to operate the platform.
- 2. All workers utilizing an AWP must be trained in the use of fall protection and don a harness prior to entering the basket.
- 3. Prior to operation of the Aerial Work Platform a fall protection plan must be completed.
- 4. The operator will refer to written safety directions, precautions, safe operation methods and roles described in the Operator's Manual.
- 5. The Operator will not operate the aerial platform lifts until they fully understand written safety directions, precautions, safe operations methods and rules described in the Operator's Manual.
- 6. The Operator will ensure the aerial work platform lift is operated in accordance with instructions and/or directions described in Operator's Manual and as per current provincial OH&S Legislated requirements.
- 7. Fall Protection must be worn on <u>ALL BOOM LIFTS</u>. **No exceptions**!
- 8. Fall Protection must be worn on Scissor Lifts. Scott Builders exceeds OH&S requirements and manufacturers specifications and requires 100% tie off in scissor lifts.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Fall Protection harness and lanyard.
- Safety boots.
- Eye protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Starting Procedures

- 1. Update hazard assessments before using this equipment.
- 2. Ensure the area around the lift is free of debris, there are no overhead utilities nearby and that the ground is firm and level, if possible.
- 3. Inspect Fall Protection equipment prior to putting it on.
- 4. Ensure proper PPE is being worn.
- 5. Check the last performed Aerial Work Platform Operator's Daily Inspection Report for any notes or comments.
- 6. Perform a documented Aerial Work Platform Operator's Daily Inspection Report (additional forms available from Superintendent).
- 7. Follow manufacturer's recommended starting procedures.
- 8. Mount properly using the 3-point mount and dismount procedure.
- 9. Ensure all controls (ground and platform) have been tested prior to use.
- 10. Follow safe operating practices outlined in the Operator's Manual.
- 11. Ensure the load being placed on the lift (including weight of personnel) is within the rated capacity of the lift. Utilize any outriggers that may be on the machine.
- 12. Ensure all guardrails and safety equipment is in place and is in working condition.
- 13. Watch out for other-workers and be aware of what is going on around you. Use tool lanyards if workers are walking around the area.
- 14. Place barricades around your work area in high traffic areas or if other hazards exist.



Shut-Down Procedures

- 1. Travel to a suitable parking area, which is firm and level.
- 2. Place platform in stowed position.
- 3. Come to a full stop.
- 4. Place controls in neutral.
- 5. Idle engine for gradual cooling.
- 6. Shut off engine or electrical power connection.
- 7. Take necessary steps to prevent unauthorized use in accordance with the Manufacturer's Operator's Manual.
- 8. Dismount using the 3-point procedure.
- 9. Close LPG fuel valve on the tank when parking.
- 10. Give the key to the Site Superintendent.



Air Quality Monitoring Log SJP

Project	Superint	endent
Date	Name of	Tester

Time of Test	Location/Area	O2 (19.5% to 22.5%)	H2S (10 ppm)	LEL (0%)	CO (50 ppm)



Note: Refer to the Asbestos Abatement Manual (AAM) for additional information.

All asbestos abatement procedures follow four principles:

- 1. Isolate the work area.
- 2. Protect the workers.
- 3. Minimize the release of asbestos fibers.
- 4. Ensure adequate clean-up and decontamination.

Documentation		Response	WHS Code Part/Section	AAM Section
1.	Has OH&S been notified of the project?	☐ Yes ☐ No	Pt 4/Sec 36	
2.	Are there site specific work procedures on site?	☐ Yes ☐ No	Pt 4/Sec 21/26	
3.	Have all workers completed an approved course of instruction (High risk work only)?	☐ Yes ☐ No	Pt 4/ Sec 37	
4.	Is there a respirator code of practice?	Yes No	Pt 18/ Sec 245	
5.	Are there Material Safety Data Sheets for controlled products on site?	Yes No	Pt 29/Sec 407	
6.	Have all exposed workers had health assessments in the past 2 (two) years?	Yes No	Pt 4/Sec 40	
7.	Are signs posted advising the dangers of asbestos?	☐ Yes ☐ No	Pt 4/Sec 29	Sect 5.4.5
Sit	e Condition:		,	•
8.	Is the work area enclosed with an airtight barrier?	Yes No	Pt 4/ Sec 28	Sec 5.4.5
9.	Does the decontamination area have three stages? High Risk Projects	Yes No	Pt 4/Sec 28/23	Sec 5.4.7
10.	Do the entrances/exits to the work area have air locks? High Rick Projects	Yes No	Pt 4/Sec 28	Sec 5.4.7
11.	Does the shower facility have hot and cold water? High Risk Projects	Yes No	Pt 4/Sec 28	Sec 5.4.7
12.	Is the asbestos wet down before removal?	Yes No	Pt 4/ Sec 28	Sec 5.2.6, 5.3.6, 5.4.6
13.	Is the wetting technique done with low pressure (i.e. airless sprayer)?	☐ Yes ☐ No	Pt 4/Sec 28	Sec 5.4.6 (9)
14.	Is the waste bagged in 6-mil poly or placed in rigid containers.	Yes No	Pt 4/Sec 28	Sec 5.2.8, 5.3.8, 5.4.8
15.	Do the bags/containers have proper labeling?	Yes No	Pt 4, Sec 28	Sec 5.2.8, 5.3.8, 5.4.8
16.	Are wet methods and/or HEPA vacuums used for clean-up of waste?	☐ Yes ☐ No	Pt 4, Sec 28	Sec 5.2.6, 5.2.7, 5.3.6, 5.3.7, 5.4.6, 5.4.7



Asbestos Abatement Checklist SJP

17. Is the work area under negative pressure?	☐ Yes ☐ No	Pt 4/Sec 28	Sec 5.4.5(4), (5), (6), (7), (8)
18. Are negative air units ducted directly outside?	Yes No	Pt 4/Sec 28	Sec 5.4.6(3)
19. Are the workers clean shaven?	Yes No		Sec 6.1.4
Monitoring		·	
20. Is the site monitored and inspected by a Health and Safety Consultant? Competency of Health and Safety Consultant.	☐ Yes ☐ No	Pt 4/Sec 16/20	Air: Sec 9.4 Chap 7 Insp: 5.2.10, 5.3.10, 5.4.10
21. Is the work area monitored for airborne asbestos? Moderate Risk and High Risk Work.	☐ Yes ☐ No	Pt 4/Sec 16/20	Sec 5.3.9, 5.4.9, Chap 7
22. Is the area outside the containment or work area monitored for asbestos? Low Risk, Moderate Risk and High Risk Work.	☐ Yes ☐ No	Pt 4, Sec 16/20	Sec 5.2.9, 5.3.9, 5.4.9, Chap 7
23. Will a final air test be used to clear the site? Low Risk, Moderate Risk and High Risk work. Aggressive air sampling.	☐ Yes ☐ No	Pt 4/Sec 16/20	Sec 5.2.9, 5.3.9, 5.4.9, 5.6.2, Chap 7
24. Is the HEPA rated negative air units and vacuums tested on site (In-place Filter Testing)? See testing sticker on unit and paperwork.	☐ Yes ☐ No		Sec 5.6.1, 5.4.5 (8)



Preventing incidents associated with unprotected exposure to environmental hazards.

Buildings built before 1986 can have asbestos and other hazardous materials such as mold in the building materials. They need to be inspected and tested for hazardous materials by a professional consultant trained in the identification and treatment of hazardous material prior to any work commencing.

Personal Protective Equipment (PPE) Required

- Hard hat.
- Hearing protection.
- Respiratory protection.
- Safety glasses.
- Gloves.
- Safety boots.
- Protective clothing.

Procedure

- Scott Builders Inc. Project Manager or Project Coordinator MUST complete a Project Hazard Assessment form and our Pre-demolition/ Renovation Hazard Assessment Checklist (found in the hazard assessment section of this Safety Manual) for the special project prior to job start-up in order to identify environmental hazards or potential hazards associated with the special project. (If the building was built before 1986, and the environmental hazards are unknown or are needing to be verified, then a hazardous materials inspection with testing is required to be done by a professional consultant trained in identification and treatment of hazardous materials.)
- 2. No work can commence until a WRITTEN report has been given to the Project Manager or Project Coordinator that either identifies the work area(s) to be safe or outlines what procedures need to take place to make it a safe work environment.
- 3. If asbestos or another environmental hazard is found in our work area, the Project Manager or the Project Coordinator needs to work with our client to hire an environmental abatement company who can properly and safety remove it as per Federal and Provincial OH&S Legislation.
- 4. If environmental hazards have been identified on your project, immediately notify your Branch Safety Advisor and give them a copy of the written report.
- 5. Once the WRITTEN report has been received, the Project Manager or Project Coordinator needs to hold a documented safety meeting with Scott Builders Inc. Site Superintendent, Scott Builders Inc. workers on-site and all subcontractor foremen for clear communication when discussing locations of any remaining hazards.
- 6. If asbestos or any other environmental hazard is present in our work area but is not presenting any risks to our workers, install barricade tape with "Asbestos Hazard" or similar signage to all areas that contain the asbestos or environmental hazard to make workers aware of its location.
- 7. Hazard assessments MUST be done prior to the commencement of work by all workers onsite.
- 8. If a new Scott Builders Inc. on-site Supervisor takes over the site, the Project Manager or Project Coordinator MUST conduct a safety meeting with them to make them aware of all hazards including the existence and locations of any asbestos or environmental hazards.



Since the list of hazardous materials continues to grow and the ability to detect them is even more advanced, we need to have all building renovation projects tested if they were built before 1986. Testing is to be done by an outside consultant who is to provide us with a written report confirming it is safe PRIOR to any work proceeding on the renovation project. It is strongly advised that extra precaution be displayed when dealing with buildings built between 1986 and 1990 as there are instances where asbestos was used post 1986.

Personal Protective Equipment (PPE) Required

- Hard hat.
- Hearing protection.
- Respiratory protection.
- Safety glasses.
- Gloves.
- Safety boots.
- Protective clothing.

Renovation Project Procedure

- Prior to commencing any building renovation project, where there is the potential for contact with hazardous materials, a Hazardous Materials Assessment and WRITTEN report produced by a professional consultant(s) trained in the identification and treatment of hazardous materials MUST be obtained for the site.
- 2. Under no circumstances should work begin on a suspect renovation project unless the worksite has been given a clean bill of health from the professional consultants. This must be done by obtaining a WRITTEN report. **Verbal confirmation WILL NOT be accepted.**
- 3. Scott Builders Inc. will contract out the abatement and removal of hazardous materials to qualified and licensed contractors. Any Asbestos containing materials removed will be adequately contained, labeled & disposed of as per Alberta Environmental Protection Services.
- 4. Notify your Branch Safety Advisor and inform him/her of the hazardous materials to be removed.
- 5. Use the Asbestos Abatement Checklist.
- 6. Get a copy of the Alberta Asbestos Abatement Manual and review it.
- 7. If any Scott Builders Inc. workers are required to enter the worksite, which is having the hazardous materials removed, they must:
 - a. Be authorized by Scott Builders Inc. Operations Manager to enter the hazardous area.
 - b. Successfully complete the Alberta Occupational Health & Safety course for Asbestos Workers Certification within the last 3 years (certification must be valid) or Provincial equivalent.
 - c. Be fit tested for the proper respirator required for entry.
 - d. Be provided with written procedures.
 - e. Wear the appropriate PPE required for entry.

Discovery of Hazardous Materials at a Worksite

- 1. If workers unexpectedly discover a material in their worksite that is believed to be a hazardous material, they must get out of the area immediately and alert their immediate supervisor as quickly as possible. Medical testing may be required if an exposure is suspected. Notify your Branch Safety Advisor immediately.
- 2. The immediate supervisor will take the following actions:



- a. Alert all workers of the presence of the material
- b. Remove the workers from the environment where exposure may occur.
- c. Install asbestos barricade tape around areas containing hazardous materials to warn workers of its location.
- 3. Project Manager to arrange for specialty asbestos professionals to inspect the hazard and provide SBI with written instructions outlining the procedures needing to be taken to make it a safe work environment.



Preventing incidents associated with improper ventilation and Carbon Monoxide exposures.

Personal Protective Equipment required

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.

Procedure

When working with Petroleum (gasoline, diesel, and propane) Powered Equipment (bobcat, concrete saw, quick cut saw, concrete finishers, etc.) in an indoor environment, there is always a risk of elevated CO levels. A risk assessment should be conducted to determine if there is a potential for the build-up of CO. If there is a risk, then the following procedures MUST be followed:

- 1. If possible, use local exhaust ventilation systems to remove the exhaust to the outside.
- 2. Ensure that there is adequate ventilation. Use dilution ventilation (force fresh air into the work area). This will reduce the build-up of CO.
- 3. Ensure CO monitoring equipment has been calibrated, bump tested and is used according to all manufacturer's directions and instructions. Ensure the individual using CO monitoring equipment has received adequate training.
- 4. Use continuous CO monitoring instrumentation to ensure that the workers are not exposed to elevated levels.
- 5. Monitor CO levels in all work areas including ceiling to ensure worker safety.
- 6. Document all CO levels tested and areas tested on our Air Quality Monitoring Log.
- 7. When, and if the CO monitor indicated elevated levels, the area should be evacuated until levels return to normal.

First Aid Measures

In the event of CO poisoning, the following procedures must be followed:

- 1. Ensure your own safety. Do not enter an area where you suspect CO is present until you know it is safe to enter. Call 9-1-1 for rescue.
- 2. Remove victim to fresh air, ONLY if it is safe to do so.
- 3. Keep victim warm and at rest. Activity may worsen the effects of CO by increasing the demand for oxygen.
- 4. If the victim is not breathing, start CPR and have someone call 9-1-1 if not already done.
- 5. The victim will need to be transported to a hospital by ambulance to receive enriched oxygen to accelerate the removal of CO from the blood.



To prevent incidents associated with the unsafe or improper use of chain saws.

PPE Required

- Hard hat.
- Hearing protection.
- Mesh face shield.
- Safety glasses.
- Earmuffs.
- Chain saw pants.
- Leather gloves.

Procedures

- 1. Complete a documented Hazard Assessment with your Supervisor prior to any use of a chain saw.
- 2. Only use chain saws that you have been trained to use properly and safely.
- 3. Read the Operator's Manual carefully.
- 4. Make sure you understand instructions before attempting to use any chain saw.
- 5. Review pertinent Health and Safety Legislation before operating the chain saw.
- 6. Operate, adjust and maintain saws according to the manufacturer's directions and the CSA Standard Z62.1-95 "Chain Saws" or ANSI Standard B175.1-2000 "Gasoline Powered Chain Saws Safety Requirements". Both standards describe safety requirements for the design of chain saws and include recommendations on how to use chain saws safely.
- 7. Operate the chain saw in well ventilated areas only.
- 8. Wear personal protective equipment (PPE) and clothing. Clothing should not be bulky or loose.
- 9. Ask questions if you have any doubts about doing the work safely. Safety procedures that you follow will also depend on where the sawing is carried out (i.e. on the ground or at height in a tree or elevating device) and on the presence of trip, slip, snag or fall hazards.
- 10. Do not use a chain saw in trees unless you have received specific training to do so.

Before Starting the Saw

- 1. Ensure the Operator's Manual and accessory tools are with the chain saw.
- 2. Check controls, chain tension, and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions.
- 3. Fuel the chain saw at least 10 feet (3m) from sources of ignition.
- 4. Start the saw at least 10 feet (3m) from fueling area, with chain brake engaged and with the chain saw on the ground or otherwise firmly supported.

Safety Tips

DO:

- Know how to use the controls before starting a chain saw.
- Remove the chain guard (scabbard) and inspect the saw and machine for damaged, loose, missing parts or other signs of wear or leaks around the engine before starting. See maintenance section for more information.
- Ensure that the guide bar is tight and chain fits snugly without binding; adjust the chain tension, if required.





Safety Tips...continued

DO:

- Inspect the saw chain to ensure it is properly lubricated and is sharp. Sharpen and lubricate as needed.
- Check air filter and clean when needed.
- Check the muffler spark arrestor screen if present. Spark arrestor screens help reduce the risk of fire, especially in dry forest conditions.
- Inspect the chain catcher it helps reduce the risk of injury when a chain breaks or come off the guide bar.
- Ensure that the chain is clear of obstructions before starting.
- Engage the chain brake before starting.
- Ensure that you have secured footing and that your stance is well balanced.
- Hold the saw firmly on the ground. Point the chain away from your body and nearby obstructions. Use a quick, sharp motion on the starter cord.
- Warm up the saw prior to cutting. The saw should idle without the chain turning. Then adjust the idle as shown in the Operator's Manual.
- Check that the throttle, throttle trigger interlock, master control lever, etc. are operating properly.

DO NOT:

- Do not use a saw if it has damaged loose or missing parts.
- Do not "drop start" (starting a saw in hands) or when a chain saw is touching your body. This method leaves only one hand to control a running saw and can result in leg cuts.
- Do not start a saw unless it is at least 10 feet (3m) from any approved fuel safety containers.
- Do not make adjustments to the chain or guide bar when motor is running.

While Running the Saw

- 1. Keep hands on the handles and maintain secure footing while operating the chain saw.
- 2. Clear the area of obstacles that might interfere with cutting operations or using the retreat path.
- 3. Do not cut above shoulder height.
- 4. Shut off or release the throttle prior to retreating.
- 5. Shut off or engage the chain brake whenever the saw is carried more than 50 feet (15m) or on hazardous terrain.

Safety Tips

Do:

- Plan each job before you start. Arrange to have help.
- Carry the chain saw by its front handle with the muffler away from your body and the guard bar pointing behind you.
- Know the location of the person(s) working with you at all times.
- Use the correct saw. The weight, power and bar length should all be suitable for the job.
- Operate the chain saw in a firm two handed grip with fingers and thumb surrounding the handles. Keep both feet firmly positioned when operating a chain saw.
- Maintain full power throughout each cut.
- Ensure that the chain does not move when the chain saw is idling.
- Turn off the chain saw before refueling or doing any maintenance.
- Wear safety gloves when sharpening the chain.





Safety Tips ... continued

DO NOT:

- Do not start a chain saw when it is resting against any part of your body.
- Do not stand directly behind the saw.
- Do not leave the saw running unattended.
- Do not carry the chain saw while it is running.
- Avoid contact with the muffler. Serious burns may result.
- Do not cut alone.

Handling, Transportation and Storage

- 1. Handle the chain saw safely to prevent injury to yourself or others.
- Shut off the chain saw motor before setting it down or carrying it for more than a short distance (50 feet – 3m). It is extremely dangerous to carry a chain saw when the engine is left running.
- 3. Let the chain saw cool before transporting.
- 4. Use a scabbard or bar guard to cover the chain when carrying or transporting a chain saw.
- 5. Carry the chain saw with the bar to the rear. Ensure the scabbard is on and the muffler is away from the body.
- 6. Use a carrying case to prevent damage to the saw during transit and storage.
- 7. Secure the chain saw and carrying case during transportation to prevent them from moving.
- 8. Drain all fuel into an approved safety container before storing the chain saw for long periods including starting the motor to empty fuel from the carburetor.
- 9. Store the chain saw in a cool, dry place.
- 10. Do not carry the chain saw on your shoulder unless the chain is properly guarded or removed.
- 11. Do not transport a chain saw in the passenger compartment of a vehicle.

Maintenance and Service

Routine maintenance and service can minimize the hazards of working with chain saws.

- 1. Follow the Manufacturer's Instructions for maintenance and repair in the chain saw Operator's Manual.
- 2. Do not use a chain saw that is damaged or not adjusted properly. Have it repaired and adjusted according to the manufacturer's specifications before using it.
- 3. Use only replacement parts that are intended for the chain saw that you are using.
- 4. Turn off the engine before attempting to make any adjustments, clean, do maintenance or repair the chain saw.
- 5. Take the chain saw to a chain saw service centre to be repaired by a qualified technician if the repairs required are not described in the Operator's Manual. In any case, chain saws should be returned to a service centre periodically (every few months to a year depending on usage) to be inspected and serviced by technically trained staff.
- 6. Keep the muffler and air intake filter clean and the spark arrester in place.
- 7. Remove and service the starter if the starter cord does not fully retract.
- 8. Use the correct fuel (gasoline or a gas/oil mix) recommended by the manufacturer. For fuel mixtures, mix gasoline and engine oil according to the manufacturer's recommendations. Too much oil will make the saw run "dirty" while too little oil will damage the engine parts.
- **9.** Do not use a saw in need of repair or that has been tagged out-of-service. Ensure defective saws are tagged out-of-service and inform your supervisor of the issue.





Chain and Guide Bar

- 1. Check the chain for excessive wear and replace when necessary.
- 2. Inspect the drive links, sprockets, cutters and track for damage:
 - a) Repair or replace the badly hammered links.
 - b) If cutters need replacing, file them to the same length as the existing cutters.
 - c) Replace the bar if nicked or distorted.
 - d) Replace the bar and chain if bar is damaged.
 - e) Replace worn or damaged drive sprocket before it damages chain.
- 3. Use the proper size files to sharpen the chain. Two files are necessary:
 - a) A flat file for adjusting depth gauge.
 - b) A round file for uniform diameter for sharpening cutters and maintaining drive links.
- 4. Adjust the tension of the chain saw after it has been in use for 5 to 10 minutes. The chain stretches as it heats up and requires adjustments at intervals throughout its operation.
- 5. Keep the chain lubricated.

Chain Adjustment

A loose chain increases wear on drive sprockets, drive links and bar and endanger the operator if it climbs out of the track. A chain that is too tight will increase wear on components.

- 1. When adjusting chain tension follow manufacturer's instructions. General tips include:
 - a) Shut off the saw.
 - b) Wear gloves to avoid cuts.
 - c) Loosen bar nuts.
 - d) Rest tip of bar on small piece of wood to hold tip up.
 - e) Tighten chain by turning adjustment screws until the chain is snug against the bar but able to be turned freely.
 - f) Tighten bar nuts for correct chain tension by pulling on bar upwards with gloved hand or supporting it firmly from below.
 - g) Check tension frequently and adjust as required.
 - h) Ensure the chain rotates smoothly after tensioning.
- 2. Clean out the chain-oil portal when maintaining the guide bar. Saw dust can block delivery of oil to the cutting chain.

Chain Brakes

- Always test the saw before cutting.
- Apply the chain brake with the saw held firmly in both hands and the engine running to operating power. If the chain does not stop running immediately, tag the saw out of service and do not use. Inform your supervisor of the issue.
- Remove the brake housing periodically and clean out any dirt, oil or saw dust.



The following practice should enable the worker responsible for the Chop Saw, and the worker(s) who actually uses this equipment, to anticipate and avoid operational hazards. The worker responsible for this equipment must ensure that all users understand these directions and that they adhere to them.

Key Safe Procedure

- The operator will refer to the Operator's Manual for questions and concerns regarding safety directions, precautions, safe operation methods and rules.
- The operator will refer to and NOT OPERATE the Chop Saw until they fully understand written safety directions, precautions, safe operation methods and rules described in the Operator's Manual.
- The operator will ensure the Chop Saw is operated in accordance with instructions and directions found in the Operator's Manual.
- Operator will ensure the hot work permit is completed when required

Personal Protective Equipment (PPE) Required

- Hard hat.
- Respiratory protection.
- Safety glasses.
- Face Shield
- Gloves.
- Safety boots.
- Hearing protection.

Procedure

- 1. Conduct a documented Hazard Assessment before using this equipment.
- 2. Always plug this power tool into a properly installed and grounded outlet.
- 3. Extension cords must be of sufficient gauge for their length. When working outside, use extension cords rated for outside (must be marked W-A or W).
- 4. PPE: Operators must always wear safety glasses under a full face shield.
- 5. Respiratory protection: Use appropriate respirator or approved dust masks that are specially designed to filter out microscopic particles. Some dust created by this saw might contain chemicals known to cause cancer, birth defects, or other reproductive harm. Your risk from these exposures varies depending on what you are cutting and on how often you do the type of work.
- 6. Gloves, loose clothing, jewelry, or any dangling objects including long hair should not be worn as they may catch in the rotating parts of the saw.
- 7. Secure work area: Use clamps or a vise to hold the work. It is safer than using your hands and it frees both hands to operate the tool.
- 8. Do not overreach: Keep proper footing and balance at all times. Never reach across or over machines that are running.
- 9. Do not cut electrically live material, wood, or plastic with this tool.
- 10. All guards must be in place and operating. If a guard seems slow to return to its normal position or hangs up, adjust it or repair it immediately. Unplug or lockout power when making repairs.
- 11. Hands and fingers must be kept clear of the path in which the blade travels.
- 12. Clean the lower guard frequently to help visibility and movement. Unplug before adjusting or cleaning.



- 13. Use only the recommended RPM and sizes of blades.
- 14. Regularly check and tighten the blade and the blade-attachment mechanism.
- 15. Prior to installing or changing a blade, be sure to lockout or unplug equipment. Ensure that the blade and its related washers and fasteners are correctly positioned and secured on the saw's arbor.
- 16. To avoid losing control or placing hands in the blade path, hold or clamp all material securely against the fence when cutting. Do not perform operations freehand.
- 17. Never re-cut small pieces. Long material should be supported at the same height as the saw table.
- 18. Never place hands or fingers in the path of the blade or reach in back of the fence.
- 19. Use the brake if one is provided. To avoid contact with a coasting blade, do not reach into the cutting area until the blade comes to a full stop.
- 20. After completing a cut, release the trigger switch and allow the blade to come to a complete stop, and then raise the blade from the work piece. If the blade stays in the cutting area after the cutting is complete, injury can result from accidental contact.



The purpose of this Safe Job Procedure is to ensure the health and safety of all personnel working with or around Sidewall sheets during its installation or removal.

Required Personal Protective Equipment (PPE)

- Cut-proof gloves.
- Eye protection.
- Steel toe boots.
- Face shield and Hearing Protection when using a grinder or cut-off saw.
- Fall protection plan.

Hazards

- Sparks, fire, smoke
- Sharp edges, burrs, hand tools drills cords
- Repetitive work heavy lifting and twisting
- Weather: Wind, ice, snow
- Pinch points slips trips and falls
- Untrained personnel faulty rigging
- Faulty tools, cables and cords

Safety

- 1. Toolbox talk covering tasks at hand.
- 2. Complete daily field level hazard assessment
- 3. Wear full PPE at all times
- 4. Complete any daily inspections for required PPE & equipment, AWP for example
- 5. Restrict access to areas below overhead work to crew members only
- 6. Be aware of other trades and inform site superintendent of proposed work
- 7. Review and sign off on Safe Work Procedure
- 8. If in doubt ask for guidance from supervision

Procedures

- 1. Find all trim flashing and store in a safe place.
- 2. Install trim flashings as required.
- 3. Depending on the job at hand, procedures may vary.
 - a. Height of sheets may require a scissor lift or man lift.
 - b. Whether it is too windy to install or remove sheets
 - c. The length may be too long for one or two employees only to handle.
 - d. Install barrier tape to restrict access to areas below overhead work.
- 4. Remove the old sheets if it is a renovation job using either cordless or power drills. With two workers in the lift and one more on the ground, remove the screws from sheet.
- 5. When everyone is ready, one worker in the lift holds the top of the sheet and the worker on the bottom holds the bottom of the sheet while the third person unscrews the sheet. Once the sheet is loose the worker holding the bottom walks out while the third worker runs the lift, slowly lowering the sheet to the ground.
- 6. Once the sheet is on the ground and placed out of the way, it should be weighed down or tied down to prevent it from blowing away.





- 7. Continue the process until all sheets are down.
- 8. If cutting is required to remove the sheets, all PPE is to be worn including a face shield and a Hot Work Permit must be filled out. Use of snips is preferred if at all possible to prevent sparks.
- 9. Have a fire extinguisher nearby.
- 10. Once the sheet is cut watch for sharp edges!
- 11. When installing the new sheets, measure the length needed and predrill for girt spacing. When cutting is required using a grinder cut-off saw or nibblers a face shield is to be worn along with gloves and hearing protection.
- 12. When ready to install, two workers are in the lift; one is holding the sheets while the other one runs the lift. The third worker is on the ground holding the bottom of the sheet.
- 13. As the lift goes up, the ground worker walks the sheet to the vertical position (a secondary safety device should be used in case the sheet gets dropped, i.e. a hole shall be drilled in the lap and a safety pin and rope shall hold the sheet as the process continues.
- 14. Once the sheet is vertical the top is held in place and the bottom of the sheet is lined up with the holes on the base channel/angle. Once the first screw is in place, the guy in the lift can check for plumb and then screw out the bottom of the sheet.
- 15. The sheet should be secured at the top then plumbed and then the screws installed going down the sheet and the process will repeat till all sheets are installed.
- 16. At the end of the shift, coffee break and lunch break, make sure everything is tied off or weighted down until you can return to continue work.
- 17. Good housekeeping and garbage removal.



Concrete grinding requires that all workers involved in the operation have the proper respiratory equipment, have been fit tested, and have been trained in the proper use and maintenance of the respirator being used.

Personal Protective Equipment (PPE)

- Hard hat.
- Respiratory protection.
- Safety glasses.
- Hearing protection.
- Face shield.
- Safety boots.

Procedure:

- 1. Ensure existing concrete and the worksite is not disturbed or removed until any embedded facilities have been isolated or their location marked.
- 2. Complete a Hazard Assessment and Silica Control Plan prior to starting the task.
- 3. The respirator equipment must meet NIOSH and/or MSHA Standards. Workers will also wear proper eye protection such as safety glasses, face shield, hearing protection and gloves.
- 4. The worker grinding concrete shall be responsible to properly maintain all PPE such as face shields and respirators required to complete the work.
- 5. The workers required to wear respirators shall be clean shaven in accordance with current Provincial OH&S Legislation.
- 6. The worker's Supervisor shall be responsible to ensure that prior to commencing any concrete grinding the work area shall be roped off or barricaded off to prevent other unprotected workers from entering the work area during grinding operations.
- 7. Any other workers, who must work within the area barricaded off, shall wear the same respiratory equipment being worn by the worker operating the grinder.
- 8. Concrete grinding within closed areas: When grinding concrete within enclosed areas such as stair shafts, the interior of an enclosed building, etc., one of the following procedures shall be executed:

Alternate 'A'

- a. The work area shall be roped off as described above and signs posted warning others of the hazard and the type of PPE required to work within the affected area.
- b. The worker grinding concrete shall wear a half mask or full face type respirator to meet WHMIS requirements and Provincial OH&S Legislation.
- c. Only grinder equipped with a localized exhaust or vacuum system shall be used.

Alternate 'B'

- a. The work area shall be roped off and signs posted prohibiting workers not involved in the grinding operation from entering the work area.
- b. Exhaust fans shall be installed to exhaust dust particles from the work area. The fans shall be located in a way to ensure dust exhaust doesn't enter any other work areas and becoming a further hazard.



c. The worker grinding concrete will wear an airline or hose-type respirator as specified by WCB and/or Provincial OH&S Legislation. The worker shall ensure that the generator or air pump providing fresh air is located away from the contaminated area.

Note: Standard type concrete grinders may be used under these conditions.



The following practice should enable the worker responsible for the Concrete Saw and the worker(s) who actually uses this equipment, to anticipate and avoid operational hazards. The worker responsible for this equipment must ensure that all users understand these directions and that they adhere to them.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Safety glasses.
- Safety boots.
- Hearing protection.
- Respiratory protection.

Hazards

- Carbon monoxide gas.
- Poor ventilation.
- Flying debris.
- Sharp objects.
- Heavy machine.
- Slippery surfaces.

Pre-inspection Check

- 1. Read, understand and follow procedures detailed in the operator's manual before attempting to operate this equipment.
- 2. Complete a documented hazard assessment and detail your plans to eliminate or control your hazards prior to using this equipment.
- 3. Complete a Silica Control Plan.
- 4. Check the air filter for dirt or dust.
- 5. Check carburetor for external dirt and dust. Clean with dry compressed air.
- 6. Check fastening nuts and bolts for tightness.
- 7. Check engine oil.
- 8. Remove the gas cap and visually inspect to see if the fuel levels are adequate.
- 9. Check for worn or damaged blades.

Operation Procedures (As Directed by the Operator's Manual)

- Ensure the engine Shutdown Switch and the engine On/Off switch on the engine are both in the OFF position to avoid accidental starting.
 Note: the engine stop switch serves both as an Emergency Engine Shut Off and as a primary Shut Down switch. This allows the operator to shut down the saw safely away from moving parts.
- 2. Place the fuel valve lever to the "ON" position.
- 3. Place the engine Shutdown switch and the engine ON/OFF switch to the "ON" position. Shutting the engine off using this switch confirms that it is functioning properly.
- 4. Place the Choke Lever in the "closed" position.
- 5. Rotate the throttle lever halfway between fast and slow for starting. All sawing is done at full throttle. The engine governor speed is factory set to ensure optimum blade operating speeds.



- 6. Gasp the starter grip and slowly pull it out. The resistance becomes the hardest at a certain position, corresponding to the compression point. Pull the starter grip briskly and smoothly for starting.
- 7. If engine has started, slowly return the choke lever to the "open" position. If the engine has not started, repeat.
- 8. Before the saw is placed into operation, run the engine for several minutes. Check for fuel leaks and noises that would associate with a loose guard and/or covers.
- 9. Rotate the throttle lever toward full throttle.
- 10. To begin sawing, lower the rotating blade allowing it to cut to the present depth.
- 11. When blade has reached full cutting depth, slowly walk behind the saw at a rate that will allow the engine to operate without losing optimum RPM.
- 12. When the end of the cut has been reached, raise the blade out of the cut by pulling back on the handle bars (using downward pressure) until the raise/lower rod drops into its slot with the blade in the raised position.
- 13. If cutting is complete, shut the saw down using the following "shutdown procedures".

Shutdown Procedures

- 1. Place the engine throttle lever in the SLOW position and listen for the engine speed to decrease. Allow the engine to run for 2 to 3 minutes for proper cool down.
- 2. Turn the engine shutdown switch to the "off" position. Shutting the engine off using this switch confirms that it is functioning properly.
- 3. Turn the engine ON/OFF switch to the "off" position.
- 4. Place the fuel valve lever to the "off" position.

Restarting after Interruption

If cutting is interrupted where the engine stops or is turned off while the blade is still in the cut:

- 1. Turn the engine shutdown switch to the "off" position.
- 2. Raise the blade out of the cut.
- 3. Restart the engine.

Blade is stuck in the Cut Procedure

The only acceptable method for freeing a stuck blade is to remove the saw from the stuck or pinched blade. DO NOT try to get the blade unstuck using the raise/lower system or by lifting the saw by the lifting bale, etc.!

- 1. Turn engine shutdown switch to the "off" position.
- 2. Remove the blade guard.
- 3. Remove blade mounting bolt and outer flange.
- 4. Maneuver the saw away from the stuck blade.
- 5. A parallel cut made next to the blade may be necessary to free it.
- 6. Once the blade is freed, inspect the blade for damage; discard if damaged.
- 7. Ensure an undamaged, useable blade is installed on the saw before cutting is resumed with that saw.



This procedure applies to all workers working with concrete vibrators.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.
- Gloves.

Hazards

- Noise.
- Concrete splashing.
- Slippery conditions.
- Extreme weather conditions.
- Engine exhaust.

Procedures

- 1. Workers must be wearing proper PPE at all times including hard hat, safety footwear, safety glasses, and gloves.
- 2. Complete a documented Hazard Assessment for the tasks you will be performing, detailing your plans to eliminate or control your hazards.
- 3. Read and follow all safety precautions given in the Operator's Instruction Manual.
- 4. Inspect tool prior to use for any defects or damage.

Vibrator Insertion

- 1. Insert vibrator vertically, allowing it to penetrate rapidly to the bottom of the lift at least 6 inches into any previous lift.
- 2. Hold the vibrator at the bottom of the lift for 5 to 15 seconds.
- 3. Pull vibrator up at a rate of about 5 seconds per foot.
- 4. Ensure the radius of actions overlap (distance between vibrators 1.5 times the radius of action).

Starting Procedure for Gas Engines

- 1. Always check for gas tank and fuel hose leaks before using engine.
- 2. Ensure fresh fuel is in tank.
- 3. Ensure crank case is properly filled with oil.
- 4. Ensure switch is "ON".
- 5. Push primer 7 to 10 times or as per manufacturer's instructions.
- 6. If the engine is cold, place choke to the closed position.
- 7. Pull the starter rope quickly, but do not pull to the point where additional rope does not come out.
- 8. If engine pops without starting, set choke to ½ open and pull again.



Definition

A confined space is an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy with a restricted, limited, or impeded means of entry or exit because of its construction and may become hazardous to a worker entering it because of:

- a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity,
- b) a condition or changing set of circumstances within the space that present a potential for injury or illness, or
- c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.

Purpose

Confined space entry requires that all workers involved in the operation to be properly trained in confined space entry procedures and rescues plus have the proper respiratory equipment, have been fit tested, and have been trained in the proper use and maintenance of the respirator being used.

Required Personal Protection Equipment (PPE)

- Hard hat.
- Safety Glasses
- Steel Toe Boots
- Specialized PPE depending on the hazards: Respirators, Hearing Protection etc.

Procedure

The following steps must be used each and every time a worker enters a confined space. Where a client has specific confined entry procedures for specific operations, follow them. For specific types of confined space or for confined spaces requiring emergency evacuation teams, written procedures and hazardous assessments will be conducted for each individual job.

- 1. A Hazard Assessment must be completed before entering or working in a confined entry space. Ensure a written work permit is prepared to include all the considerations contained in this procedure.
- 2. A Confined Space Entry Permit must be issued by the Site Superintendent prior to entry on a daily basis.
- 3. A documented safety meeting shall take place to discuss entry operations, hazards, procedure and specific rescue procedures. This meeting shall be attended by all workers taking part in the confined space entry prior to entry.
- 4. Warning signs and barricades must be in place around the opening prior to the start of the confined space entry.
- 5. Before entering the confined space, atmospheric testing with a calibrated instrument must be conducted 15 minutes prior and at the time of entry by a trained and qualified worker to assess the levels of oxygen, explosive, and toxic gases. Testing results must be documented on the Air Quality Monitoring Log. This log MUST remain posted and visible at the entrance of the confined space <u>at all times</u> and be updated periodically when workers are inside the space.
- 6. If any hazardous gases or lack of oxygen is indicated, the confined space must be ventilated. The confined space must be re-tested, and if all hazardous gases have been dispersed and oxygen levels are between 19.5% and 21%, the worker may enter.
- 7. If toxic gases cannot be dispersed, the worker may only enter if they have written procedures including emergency rescue and are equipped with an approved air supplied breathing apparatus



or SCBA and another worker is standing by with emergency rescue equipment that may be deployed if rescue proves necessary. **ENTRANTS MUST NEVER ENTER AN EXPLOSIVE ATMOSPHERE WHERE MORE THAN 10% OF THE LEL IS DETECTED.**

- 8. All entrants and attendants must keep an entry log of time in and out at the entrance of the confined space.
- 9. Communication shall be maintained at all times with workers inside the confined space.
- 10. All workers entering the confined space in which rescue would not be possible without entry by rescue personnel, shall wear a full body harness with back and shoulder "D-Rings" and lifeline attached.
- 11. Top down entries such as underground tanks, vaults, cisterns and other like facilities should use a tri-pod winch and self-retracting lifeline when appropriate. The entrant should remain attached to the system for rescue purposes.
- 12. There shall be a standby worker(s) at the confined space entrance at all times, equipped with respiratory protection and the emergency equipment in place capable of affecting a rescue.
- 13. Entry without respiratory equipment may proceed providing the atmosphere has been tested for contaminant(s), clean air is being continually introduced and the atmosphere in the confined space is monitored or tested for contaminant(s) throughout the job when the confined space is occupied by workers.
- 14. When a job is stopped for any reason and the workers have to re-enter after this work break, then testing must be conducted again before entry or re-entry where work permits are still in place.
- 15. Where for any reason an ignition source is to be introduced into the confined space, a combustible gas test of the atmosphere in the confined space must be conducted immediately and then continuously throughout the job.
- 16. Again prior to entry, this written procedure must be reviewed with workers through a documented safety meeting to ensure their knowledge and awareness of their responsibilities and/or the appropriate work permits have been issued.
- 17. Only intrinsically safety electrical cords and lighting may be used in any confined space.
- 18. Workers must comply with Scott Builders Inc. PPE requirements at all times while working in any confined space.

If you can't assess the risks, If you can't test the air, If you don't have rescue equipment and a continuous gas monitor: DO NOT ENTER!

Entry

Following the review of this procedure and any other additional site specific requirements, entry into the confined space can now proceed.

Job Completion

At the end of the job, a thorough check shall be made by the supervisor to ensure that no tools, equipment or workers have been left behind in the confined space. Always double-check and ensure that all personnel are accounted for before leaving any confined space.

Return the Confined Space Entry Permit(s) to the responsible supervisor for finalization and to ensure that any locks, etc. belonging to the crew are removed.



Confined Space Entry/Exit Log SJP

Project Number:		Project Name:			
Date:		Superintendent:			
Name	Time of Entry	Time of Exit	Name of Watchman	Initials of Watchman	



Confined Space Entry Permit – Daily SJP

Date: Time Valid for: From

to

Yes

No

No

No

No

Job Name:	
Job Number:	
Company Name:	
Site	
Superintendent:	

Yes

Yes

Yes

Yes

Yes

No

No

No

No

| No

Hot Work Hazard Assessment required: Yes No Scope of work:

See Hazard Assessment for hazards and controls!

Preparation Procedures

- Blind and Blank •
- Mechanical Lock out Yes
- Electrical Lock-out Yes No
- Contents removed/purged Yes •
- Ventilation: Time Yes No •
- Other:

Equipment Requirements

- SCBA Yes No •
- Safety Harness Yes No •
- SABA Yes No •
- Tri-pod Yes No •

Yes

- Hand alarm Yes No •
- Respirator

Rescue Details

Safety Watch: **Rescue Team:** Entry Team: **Entry Supervisor:** Attendant(s):

IN CASE OF EMERGENCY

Dial 911, if required. **Call the Project Manager: Call the Safety Advisor:**

Workers have been informed of their duties, Safe Work Practices and Procedures and the Supervisor is to ensure all safety requirements are in place.

Supervisor Signature

Note: This PERMIT is to be used in conjunction with Air Quality Monitoring Log, Confined Space Entry/Exit Log, and Hazard Assessments.

- **Pre-opening Hazards**
- Hydraulic Isolation •
- **Traffic Control**
- Noise/Heat/Cold
- **Fall Protection** •

•

•

- Life line Yes No **Fire Extinguisher** Yes No Goggles Yes No No
- **Chemical Rescue** Yes
- Rescue Equipment No • Yes



Confined Space Entry Permit - Daily Non – Electronic SJP

Permit Number: Date: Time Valid for: From				
		b Number:		
		Company Name:		
То	Sit	e Superintendent:		
Hot Work Hazard Assessme	nt required: 🗌 Yes	No		
Scope of Work:				
See Hazard Assessment fo	or hazards and con	trols!		
Preparation Procedures				
Blind and Blank	🗌 Yes 📃 No	Pre-opening Hazards	🔄 Yes 🔄 No	
Mechanical Lock out	🗌 Yes 📃 No	Hydraulic Isolation	🔄 Yes 🔛 No	
Electrical Lock out	🗌 Yes 📃 No	Traffic Control	🗌 Yes 📃 No	
Contents	🗌 Yes 🔲 No	Noise / Heat / Cold	🗌 Yes 🔲 No	
Removed/Purged				
Ventilation: Time	_ Yes _ No	Fall Protection	🗌 Yes 📃 No	
Other:				
Equipment Requirements				
SCBA	🗌 Yes 🔲 No	Life Line	🗌 Yes 🗌 No	
Safety Harness	🗌 Yes 🔲 No	Fire Extinguisher	🗌 Yes 🗍 No	
SABÁ	🗍 Yes 🦳 No	Goggles	🗍 Yes 🦳 No	
Tri-pod	🗍 Yes 🦳 No	Chemical Rescue	🗍 Yes 🦳 No	
Hand Alarm	🗌 Yes 🔲 No	Rescue Equipment	🗌 Yes 🔲 No	
Respirator	🗌 Yes 🔲 No			
Dessus Dataila				
Rescue Details Safety Watch:				
Rescue Team:				
Entry Team:				
Entry Supervisor:				
Attendants:				



IN CASE OF EMERGENCY

Dial 911, if required.
Call the Project Manager:
Call the Safety Advisor:

Workers have been informed of their duties, Safe Work Practices and Procedures and the Supervisor is to ensure all safety requirements are in place.

Supervisor Signature

Note: This form is to be used in conjunction with Gas Testing Log, Attendant Tracking Sheet, and Hazard Assessment.



The following procedure is to be used for cribbing/formwork operations.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.
- Safety vests, if required.
- Gloves.

Hazards

- Tripping.
- Pinch Points.
- Repetitive motions.
- Awkward positioning.
- Heavy lifting.
- Changing ground conditions.
- Extreme weather conditions.

Procedure

- 1. Workers must be wearing proper PPE at all times including hard hat, safety footwear and safety glasses. Additional specialized PPE maybe required such as fall protection.
- 2. Complete a documented Hazard Assessment for the tasks you will be performing, detailing your plans to eliminate or control your hazards.
- 3. Ensure proper trench access/egress which may include extension ladders, ramps, and stairs cut into side of trench, etc.
- 4. Build batter boards to place above survey pins.
- 5. Pull string lines and watch for the potential tripping hazards.
- 6. Spread out sidewalk pins to appropriate locations.
- 7. Use sledge hammer to pound them in place.
- 8. For the footings, spread out 2 x 10 sleepers to the previously placed pins and set to the required height.
- 9. Carry and spread out rebar and place in footing.
- 10. Tie all laps.
- 11. Pour concrete into footings.
- 12. Use concrete vibrator while pouring footing to prevent honeycomb. Refer to concrete vibrator SWP & SJP.
- 13. Fasten 2 x 4 kickers to either 2 x 4 sleepers or onto footing.
- 14. Place form-ply level and fasten to kicker.
- 15. Install braces from form to ground.
- 16. Carry and install rebar first vertical bars and then horizontal bars.
- 17. Tie pilasters in place.
- 18. Install waller bars and strip-eaze ties and button up inside form.
- 19. Install pilaster boxes.
- 20. Straighten walls with string line and adjust braces to make them straight.



- 21. Install door buck and any other bulk heads as needed.
- 22. Pour concrete for walls.
- 23. Use concrete vibrator while pouring walls to prevent honeycomb. *Refer to concrete vibrator SWP* & *SJP*.
- 24. Ensure that any protruding rebar is bent over or capped.
- 25. Strip all forms after 1 -2 days, as per Superintendent's instruction.
- 26. Pull all nails immediately.
- 27. Scrape and oil forms.
- 28. Stack reusable materials onto trailer.
- 29. Dispose of any construction debris into waste bin provided onsite.



A Critical Lift Plan is required prior to any lift that exceeds 75% of the crane capacity, when there is more than one crane taking part in the lift or when using a crane mounted man basket. The plan is to be prepared by a qualified person such as the crane operator or rigger.

The Critical lift plan should be documented in writing and made available to all personnel involved in the lift.

The critical lift plan should include the following information:

- 1. Description of the lift
- 2. The percentage of the cranes weighted capacity. The plan should be based off the operational limitations specified by the crane manufacturers load chart.
- 3. This size and weight of the load
- 4. The boom length and angle.
- 5. Lift height.
- 6. Load Radius
- 7. Crane position and Configuration
- 8. Personnel involved
- 9. Rigging plan
- 10. Communication Method
- 11. Ground and Environmental Conditions i.e. actable wind speed etc.
- 12. Inspection Procedures
- 13. Procedure for any hoisting personnel.
- 14. Sign off by the crane operator, SBI Site Supervisor, and in some cases, the Owner/Client Representative.

Critical lifts are to be performed by trained and competent operators. A pre lift meeting involving the participating personnel is to be conducted to review the critical lift plan, ensure hazard assessments are completed and to discuss any additional safety measures such as barricades, warning signs and emergency procedures.



To prevent incidents involving unsafe use of a gas powered cut off saw.

Key Safe Procedure

- The operator will refer to the Operator's Manual for questions and concerns regarding safety directions, precautions, safe operation methods and rules.
- The operator will refer to and NOT OPERATE the Gas Cut-off Saw until they fully understand written safety directions, precautions, safe operation methods and rules described in the Operator's Manual.
- The operator will ensure the Gas Cut-off Saw is operated in accordance with instructions and directions found in the Operator's Manual.
- Ensure adequate ventilation when operating saw in doors.
- Silica plan, hot work permit may be required

Personal Protective Equipment (PPE) Required

- Hard hat.
- Respiratory protection.
- Safety glasses.
- Face Shield
- Gloves.
- Safety boots.
- Hearing protection.

Starting Procedure

- 1. Conduct a documented Hazard Assessment before using this equipment.
- 2. Ensure the area around the saw is debris free and no underground utilities are nearby.
- 3. Ensure proper PPE is being worn.
- 4. Place the engine ON/OFF switch to the ON position.
- 5. Using your thumb, press down on the throttle lock lever while squeezing the throttle trigger. This will lock the throttle in the half-throttle position.
- 6. Pull the choke lever all the way out to the closed position.
- 7. Pull the decompression button outward.
- 8. Place the saw on level ground. Make sure the saw blade is free to rotate and will not come into contact with any foreign objects.
- 9. Hold the front handle firmly with your left hand and put your right foot onto the base of the rear handle.
- 10. Grasp the starter grip and slowly pull it out. The resistance becomes the hardest at a certain position, corresponding to the compression point. Pull the starter grip briskly and smoothly for starting.
- 11. If the engine has started, slowly return the choke lever to the open position. If the engine has not started, then repeat the above steps.
- 12. Squeeze the throttle lever trigger to release it from half-throttle position.
- 13. Before the saw is placed into operation, run the engine for several minutes. Check for fuel leaks and noises that would be associated with loose guards or covers.



Note: The closed position of the choke lever enriches the fuel mixture for starting a cold engine. The open position provides the correct fuel mixture for normal operation after starting and for restarting a warm engine.

Operating Procedures

- 1. Always cut with the saw at full throttle.
- 2. To begin sawing, lower rotating blade allowing it to cut to the present depth.
- 3. When the blade has reached full cutting depth, slowly walk behind the saw at a rate that will allow the engine to operate without losing optimum RPM. Do not try to cut faster than the blade will allow.
- 4. When the end of the cut has been reached, raise the blade out of the cut.
- 5. If cutting is complete, turn the engine off and wait for the blade to stop rotating.

Shut-Down Procedures

- 1. Let the engine idle for 3 to 5 minutes.
- 2. Place the engine ON/OFF switch to the OFF position.
- 3. Wait for the blade to stop spinning before handling the saw.
- 4. DO NOT touch the cutting blade is VERY HOT! Allow it to cool.



This procedure applies to all workers who find their tools or equipment to be defective.

Procedures

Tools and Equipment

- 1. All tools and equipment must be thoroughly inspected prior to each use.
- 2. All tools or equipment that is found to be defective or in need of repair shall be tagged-out with
 - a "repair order", "out of order" or equivalent tagging system. The tag must have listed on it:
 - What the fault is.
 - Signature of the worker tagging the item.
 - Date it was tagged out.
- 3. The tool or equipment must then be serviced or returned to a repair shop for repairs.
- 4. Once repairs have been completed, records must be updated to include:
 - Who repaired it?
 - Date of repair.
- 5. Copies of the repair work order or invoice must be kept on file with the tag-out tag for proof of repair.
- 6. If tool can't be repaired, then the tool must be destroyed and the tag-out tag removed and updated to identify that it was destroyed, who destroyed it and when.
- 7. All workers are responsible for ensuring this procedure is followed.

Powered Mobile Equipment

- 1. All powered mobile equipment must be thoroughly inspected prior to each use and documented on the Pre-use Inspection form.
- 2. The Pre-use Inspection form must be submitted for Supervisors review.
- 3. Equipment that is found to be defective or in need of repair shall be tagged-out with a "repair order", "out of order" or equivalent tagging system. The tag must have listed on it:
 - What the fault is.
 - Signature of the worker tagging the item.
 - Date it was tagged out. *Refer to our Lock-Out SJP for additional information.*
- 4. The equipment must then be serviced by a competent technician or returned to a repair shop for repairs.
- 5. Once repairs have been completed, the tag must be updated to include:
 - Who repaired it?
 - Date of repair.
- 6. Copies of the repair work order or invoice must be kept on file with the tag-out tag for proof of repair.
- 7. If equipment can't be repaired and is removed from the worksite and/or replaced, the tag-out tag is then removed and records are updated to identify what happened to the equipment and when.
- 8. All Site Superintendents and Foremen are responsible for ensuring this procedure is followed.



Demolition of drywall and steel studs requires that all workers involved in the operation have received proper instruction and are aware of the hazards involved.

Required Personal Protective Equipment (PPE)

- Hearing protection.
- Safety boots.
- Safety glasses.
- Hard hat.
- Gloves.

Procedure

- 1. Complete a documented Hazard Assessment prior to the commencement of work.
- 2. Ensure there are no environmental hazards such as asbestos in the drywall mud prior to commencement of work. Check with the Site Superintendent or Project Manager for verification.
- 3. Determine which walls and partitions are to be removed.
- 4. Place signs in the area to alert people that demolition is occurring.
- 5. Erect dust barriers to prevent dust from entering clean areas.
- 6. Ensure all electrical hazards have been locked out and have verification by an electrician that no power is being supplied to demolition area(s). Be aware that electrical hazards still may exist from unknown power sources. Always check electrical lines with a live circuit tester to ensure they are dead prior to cutting through them.
- 7. Begin demolition by removing drywall in pieces that are manageable sizes. Work from the top of the wall down to avoid pieces dislodging and falling on a worker.
- 8. Dispose of the material in a garbage bin or pile it away from the work area.
- 9. Disassemble the steel framing system and place the components in a bin, or stack them neatly to avoid an untidy work site.
- 10. Clean the demolition area.



To prevent incidents involving unsafe practices while installing drywall.

Required Personal Protective Equipment (PPE)

- Hearing protection.
- Safety boots.
- Safety glasses.
- Hard hat.
- Gloves

Procedure:

- 1. Complete a documented Hazard Assessment prior to the commencement of work.
- 2. Determine where the layout start started.
- 3. Determine finished ceiling height and what type of drywall is required, i.e. fire-rated, water resistant, $\frac{1}{2}$ " or 5/8" core board.
- 4. Determine if board is to be installed horizontally or vertically if assembly is fire-rated.
- 5. Drywall should be installed so that the minimum amount of joints occur.
- 6. For horizontal installation, lift sheet 3/8" off the floor, level it, hold it in place and fasten. Continue installation of drywall to the end of the wall and carry above the ceiling height.
- 7. Pre-cut all penetrations such as electrical outlets and plumbing fixtures.
- 8. Use caution when using cutting tools. Always cut away from yourself and keep retractable blades retracted when not in use.
- 9. If drywall is installed vertically, use sheets that are at least 6" higher than the ceiling height. Lift sheet 3/8" off the floor, plumb edge with level and fasten. The balance of the sheets should be installed tightly to exposed bevel joint.
- 10. Screws to be placed on center as per drawings and specifications.
- 11. Clean-up and dispose of debris throughout the drywall installation operation. Proper housekeeping practices are very important to incident prevention.



Job Name and	Date:	
Number:		
Superintendent:	Certified	
	Electrician:	

Type of Activity:

□ Energizing a new system

Modify an existing system

□ Demolition of an existing system

Scope of Work Description: Please specify the equipment/fixtures on which the work will be occurring.

Duration of Work:

Are the following Required/ Completed	Y/N	Notes
Is an alternate plan for temporary power needed?		If Yes, document the plan here:
Will any life safety systems be shut down during this work? (Alarm, Sprinklers, Emergency lighting etc.)		If Yes, have relevant parties been notified and additional measures been put in place?
Is specialized PPE required? (fire retardant clothing etc.)		If Yes, please list:
Hazard Assessment completed for the tasks involved and Emergency Response Plan updated.		
Electrical trade SJP and SWP are available and have been reviewed?		If No, has a Safe Job Procedure been created for the task?
Lockout / Tagout Procedure reviewed, and documentation completed daily.		Keep all lockout documentation with this permit. Please list equipment that will be used to control the hazard (voltage detectors, locks signage etc.)
Has system de-energization been confirmed?		If No please explain:
Is an Insulation Resistance Test (Megger test or other means of testing) required?		If No, please explain:
Have all regulatory requirements been met for the local jurisdiction?		If No, please explain:

Note: If there is unusual risk or if you are shutting down service to an occupied building, your PM and Safety Advisor must be notified prior to work occurring.



Permit Closeout Date: ______

Are the following Required/ Completed	Y/N	Notes
Have all locks been removed?		If No, please explain:
Are any hazards remaining?		If Yes, please explain:
Is the system fully operational?		If No, list what further action is required:

Additional Items / Notes

Signatures:

Site Supervisor: ______

Certified Electrician: ______



To prevent incidents associated with unsafe use and operation of equipment.

Required Personal Protective Equipment (PPE)

- Steel toed boots.
- Hard hat.
- Safety glasses.
- Hearing protection.
- Gloves.

Procedure

- 1. A documented pre-use equipment inspection must be completed by the operator prior to use and handed into Site Superintendent for review.
- 2. Site Superintendent who is responsible for the equipment must track the engine hours and coordinate all maintenance with the Equipment Coordinator.
- 3. All maintenance must be completed by a qualified technician.
- 4. Oil changes (servicing) must be completed as outlined in the manufacturer's maintenance requirements.
- 5. For mechanical breakdowns and during maintenance, use SBI Lock-out SJP. Personnel performing the maintenance or repairs must have keys with them at all times.



To prevent incidents associated with the loading, transport and unloading of equipment.

Required Personal Protection Equipment (PPE)

- Hard hat.
- Safety vest.
- Hearing protection.
- Fall protection equipment (as needed)

Procedure

- 1. Ensure a detailed FLHA is completed for the task.
- 2. Put a block on both sides of the trailer wheels; front and rear.
- 3. Confirm that the area behind the machine is clear and slowly back the machine onto the trailer. *Note: Center equipment on trailer to distribute weight.*
- 4. Lower the bucket, attachment or loader arms down all the way.
- 5. Follow equipment shut down procedures.
- 6. Remove the key and give it to the truck driver. Never keep the keys inside the machine.
- 7. Use chains to fasten the equipment to the trailer. Use the tie down locations, front and rear as indicated by the tie down decals.
- 8. Cross chains on both front and rear of machine.
- 9. Remove blocks from trailer wheels.
- 10. When moving equipment off the trailer, use a low driving speed.
- 11. Drive slowly and keep the machine centered on the trailer and ramp.
- 12. Never leave skid steer stored on a transportation trailer.
- 13. Only authorized employees will be permitted to load and transport the equipment. Check with the Equipment Coordinator to find out who is authorized.



The following procedure is to be used when using a fire extinguisher to put out a small or controllable fire.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Safety glasses.
- Safety boots.
- Gloves.
- Respiratory protection.

Hazards

- Extinguishing agent is a hazardous product and worker(s) must be familiar with the manufacturer's SDS.
- Reduced visibility from smoke.
- Toxic smoke and low oxygen conditions.
- Breathing difficulty from extinguishing agent and/or smoke.
- Fire can spread quickly and become uncontrollable.
- Flames and heat can cause burns.

Procedure

- All the requirements listed below must be met before you attempt to use a fire extinguisher. If you have the slightest doubt about whether or not to fight the fire **DON'T!** Instead, get out, closing the door behind you and call the fire department. Ensure the worksite emergency evacuation procedure has been activated:
 - The building is being evacuated (air horn alarm or fire/smoke alarm activated).
 - The fire department has been called (911 in most areas refer to Scott Builders Inc. Emergency Response Plan for emergency numbers in your area).
 - You have sized up the fire. The fire is confined to a small area, no bigger than the size of a wastebasket and is not spreading beyond its starting point.
 - You have the right type of fire extinguisher. The extinguisher is rated for the type and size of fire you are extinguishing.
 - The extinguisher is fully charged and in working order.
 - You know how to use a fire extinguisher.
 - You have an unobstructed escape route.
 - You are strong enough to use a fire extinguisher.
- 2. Only fire a fire if you feel confident to continue. Keep your back to an unobstructed exit and begin by standing 1.8 2.4 metres (6-8 feet) away from fire.
- 3. To operate your fire extinguisher use the acronym <u>PASS</u> Pull, Aim, Squeeze and Sweep.

PULL – the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

AIM – the nozzle toward the base of the fire, not directly into the flame. Aim away from yourself and others. Aim upwind if possible.

SQUEEZE – the handle to discharge the extinguishing agent. If you release the handle, the discharge will stop.



SWEEP – the nozzle from side to side while carefully moving toward the fire. Sweep back and forth from the base of the fire until the flames appear to be out. Never turn your back on the fire, even if you think it is out. Watch the fire area, if the fire re-ignites repeat the process.

- 4. **KNOW WHEN TO GET OUT!** If the fire starts to spread, the area gets too smoky or if your exit is being threatened, **GET OUT!**
- 5. Many fire extinguishers discharge completely in as little as 8-10 seconds.
- 6. Always be sure the fire department inspects the site, even if you think you've extinguished the fire.
- 7. Leave clean up to the fire department or a professional cleaner. The smoke and char from the fire may contain toxins that can harm you.

<u>REMEMBER</u> – IF YOU HAVE ANY DOUBT – CALL THE FIRE DEPARTMENT AND EVACUATE THE BUILDING TO THE 'MUSTER POINT'.



Flagging work requires all workers involved in the operation have the proper training and qualifications and to be able to demonstrate competency in their work activities.

Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety vest.
- Safety boots.
- White coveralls.
- Safety glasses.

Procedures

- 1. Complete a documented Hazard Assessment prior to commencement of work activities.
- 2. Equipment: Orange vest, stop/slow paddle, red flag (for emergencies or short duration).
- 3. Position: Facing traffic, visible but not in vehicle path.
- 4. Stand-alone: A flag person must also distinguish themselves from their surroundings, away from fellow workers, pedestrians and parked vehicles.
- 5. Always stay focused on your surroundings. NEVER look away from oncoming traffic.
- 6. Be prepared to escape should an oncoming vehicle be unable to stop. Plan an escape route prior to the commencement of your activities or shift. Always position yourself in the safest practical location, having a barricade of some sort between you and the moving traffic is ideal.
- 7. Rules of conduct:
 - a. When answering motorists, be quick but polite.
 - b. Do not lean or touch their vehicle.
 - c. Always be prepared for emergency vehicles.



The following practice should enable the worker responsible for the Gas Monitoring, and the worker(s) who actually uses this equipment, to anticipate and avoid operational hazards. The worker responsible for this equipment must ensure that all users understand these directions and adhere to them.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.
- Respiratory protection.

Basic Operation of Electronic Gas Monitor Procedures

- 1. Follow the specific manufacturer's instructions for the unit being used.
- 2. Inspect the unit for visual signs of damage (cracks, water damage or damage to the display).
- 3. Inspect calibration date to ensure it is within manufacturer's requirements. Some monitors have the calibration date stored inside the unit's memory and is displayed each time the unit is turned on. If date is over the recommended period, remove unit from service, tag out and send it in to the supplier for calibration.
- 4. Turn on unit (check calibration date at this time if needed).
- 5. Read battery indicator, if monitor is equipped with one to insure a full charge.
- 6. Zero the monitor in a fresh air environment. You should do this in an open fresh air environment. Do not do this inside the building or a vehicle
- 7. Bump test/function test the monitor and ensure the readings on the display are plus or minus 10% of the bump test gas contents.
- 8. Ensure all alarms activate at the correct concentrations that the unit has been calibrated to.
- 9. Log bump test results on Air Quality Monitoring Log.
- 10. If the monitor fails the bump test, remove the monitor from service, tag it out of service and send unit to the supplier or your Branch Safety Advisor for repair.
- 11. After the bump test ensure the unit is on.
- 12. Place the monitor in the breathing zone and go to work.

Pre-Testing the Work and Continuous Monitoring Procedures

- 1. If you cannot be certain that the environment you are testing has a safe atmosphere, you must wear appropriate personal protective gear to protect yourself from the environment.
- 2. Always pre-test the environment 15 minutes prior to the work commencing.
- 3. Check the whole work area with the gas monitor for hazardous atmospheric conditions. You must check the ground level for heavier-than-air gases and check high for lighter gases. If there are any fluids stir them up to see if any gases have been released from the liquid.
- 4. After the pre-test, continually check the work area for changing conditions always. If the conditions change exit the work area and reassess. Only re-enter the area when you are certain it is safe to do so.
- 5. Log all test results including locations on the Air Quality Monitoring Log.

If the gas monitor alarms, exit the work area to a safe location immediately. The monitor alarms for a reason - to inform you that you are in a hazardous environment.



Scott Builders Inc. is dedicated to the prevention of damage to any underground facility and will adhere to all legislation and follow industry 'best practices'. Anyone involved in ground disturbance and excavations needs to understand the Scott Builders Inc. procedures and the applicable legislation to prevent injury, damage to the public or self, underground facilities, or the environment.

Within this SJP an open excavation is considered any excavation where the width exceeds the depth while a trench is an excavation where the depth exceeds the width.

Personal Protective Equipment (PPE)

- Hard hats.
- Safety glasses.
- Safety boots.
- Hearing protection.
- Gloves
- Safety vests.

Standards

- The Ground Disturbance Excavation SWP and Utility As Built Procedure must be referenced prior to all Ground Disturbance activities.
- SBI Representative that issued Ground Disturbance Permit to be present on site for all ground disturbance activities (a new permit must be issued by the new Representative with reference to existing permit and relevant documents)
- All structures, utilities, fiber optics, pipelines, concrete embedded facilities and any other facilities must be located by an electronic means and physically marked with an industry accepted marker. Abadata, Alberta One Call AND Private locates shall all be utilized to establish the location of underground facilities and a site specific utility As-Built drawing will be developed, maintained and posted on-site.
- Line locating is not considered "exposure", hand exposure means physically exposing the utility by nondestructive excavation techniques acceptable to the owner of the buried utility.
- All Utility Companies MUST be contacted by phone and informed of the work to be done that may affect their services. These companies may wish to be present on site during excavations over their property. All communication with utility companies must be documented.
- Any facility that is regulated by the National Energy Board no equipment shall be operated within 3m (10 feet) without it being located and hand exposed.
- Any facility that is regulated by the Provincial Pipeline Act and Regulations, no equipment shall be operated within 5m (16 feet) without it being located and hand exposed.
- Any crossing agreements required MUST be acquired and onsite prior to the commencement of the ground disturbance.



Open Excavations

- Excavations that are not considered to be trenches, shafts, or tunnels may be classified as open excavations. A basement or foundation excavation for a building or structure is an open excavation.
- If the excavation exceeds 1.5 meters (5 feet) in depth, the walls of the excavation must be vee'd out or a shoring support structure designed and installed.
- A shoring support structure for an open excavation that is deeper than 3 metres must be designed by a professional engineer.
- An open excavation may become a trench as the project proceeds. In this case the same requirements for trench apply and must be followed by shoring or vee'ing out.

Prior to Excavating

- 1. Appoint an experienced Supervisor
- 2. Train workers
- 3. Complete the Ground Distrubance Permit prior to conduction work
- 4. Obtain clearance from the public utilities in writing and document all communications *Refer to Ground Disturbance & Excavations SWP & SJP and Trenching & Excavating SWP*
- 5. obtain engineering approvals, where workers are required to enter an excavation:
 - a) That is a straight-cut trench exceeding 4.6 m (15 feet) in depth
 - b) That is deeper than 3 metres and requires a shoring support structure
 - c) That requires trench cage to be used as a shoring support structure
 - d) That is a shaft or tunnel
 - e) Where the excavation may affect the structural integrity of an adjacent building, foundation, utility pole or other structure
- 6. The Site Superintendent will ensure that all identified utilities within 3 meters of work activities are daylighted at intervals of no more than 3 meters to pinpoint exact utility locations. In some situations, utility owners may have more stringent requirements that will need to be followed.
- 7. Plan for dangerous conditions. A documented Hazard Assessment must be undertaken to determine the risks associated with workers entering an excavation. Possible hazards include:
 - a) Lack of oxygen
 - b) Explosive and toxic atmospheres
 - c) Restricted access and egress
 - d) Flooding
 - e) Utility contacts (gas, electrical, etc.)
 - f) Human factors (phobias, physical conditions)

Procedure

- Project Managers will review all client job packages prior to any job and review all documentation and physically view the worksite to review any hazards that will be present. Project Managers will also assure that any crossing agreements that will be required will be requested and finalized. Any equipment that would be required for the job is also the responsibility of the Project Manager to make sure it is booked.
- 2. No less than two days prior to the commencement of the job, a request for locates must be submitted to Alberta one call and a private utility locator. Locates by the Utility Owner are to be kept in good standing as per their Stipulations/Requirements



- Scott Builders Inc. Site Superintendent will ensure that a site specific utility As-Built drawing is developed based on all utility locates and the information provided by Abadata. The Utility asbuilt is to be posted on the Scott Builders Inc. safety board and must be referenced in the issuing of all Ground Disturbance Permits.
- 4. A site specific Emergency Response plan will be developed that includes:
 - a) Evacuation Muster Points
 - b) Emergency contact phone numbers
 - a. Rescuers
 - b. Medical facilities
 - c. Alarms
 - d. PPE and equipment requirements
 - e. First aid requirements
 - f. Fire Protection Plan
- 5. All Utility Companies MUST be contacted by phone and informed of the work to be done that may affect their services. These companies wish to be present on site during excavations over their property. All contacts with utility companies must be documented.
- 6. Pre-job safety meeting attended by the Site Superintendent, Foreman, and crew will now take place, and a Hazard Assessment will be completed and reviewed and signed by the entire group. All aspects of the job will be covered, i.e. nature of work, depth, environmental issues, hazards, material handling and storage, Emergency Response Plan, emergency contact, PPE, scheduling, soil storage, waste disposal, etc.
- 7. A Ground Disturbance Permit will be issued by the Scott Builders Inc. Supervisor on site prior to commencement of the ground disturbance. A toolbox meeting will be held with the ground disturbance party to ensure that all instructions regarding the activity are clearly understood.
- 8. All environmental controls, such as filter cloth, grate filters, berms, or other controls will be put in place.
- 9. All utilities that have been located must now be hand exposed. The exposure technique must be acceptable by the owner of the facility. *Note: Some utility owners wish to be on-site during exposure.*
- 10. Slab concrete cutting shall be done at this time. Only an operator that meets the municipality's standards will be used. The operator shall have any hazards reviewed with him/her.
- 11. All equipment operators will have in their possession a copy of the site locates. Heavy equipment will now start the excavation with a lead hand to spot for them while digging within 5m (16 feet) either side of a located facility. The lead hand and top man will keep a constant eye on the ground for any cracks that may appear and may result in a cave-in of the excavation. Excavation will be sloped, trenched and or shored based on ground conditions and in accordance with site standards or government regulations.
- 12. The operator will keep a constant vigilance on any facilities in the ground. He and his spotter will ensure all legislative distances shall be maintained at a minimum, unless the owner has a more stringent standard.
- 13. If an excavation is to be more than 1.5m (5 feet) deep, the trench walls must be cut back at a 30° 45° angle depending on soil condition or properly shored as per all applicable Provincial OH&S Legislation.
- 14. The base of a spill pile adjacent to the excavation must be a minimum of 1m (3 feet) from the edge of the trench and the spill pile slope must maintain a maximum of a 45^o slope.



Emergency Procedures

- 1. Upon any contact with a facility, the ground disturbance shall be stopped immediately.
- 2. Equipment is to be shut off immediately if contact is involving a flammable material.
- 3. Emergency services are to be called immediately, if required.
- 4. The person who created the contact will stop all work and report the contact to the Ground Disturbance Supervisor.
- 5. The Ground Disturbance Supervisor shall immediately notify the facility Owner of the facility that has been contacted at the time of incident. Inform them of the type of incident, where the damage lies, and any other pertinent information that may be requested.
- 6. Site Superintendent calls their Scott Builders Inc. Branch Safety Advisor ASAP to notify them of the contact and starts investigation.
- 7. The ground disturbance may recommence only if the facility Owner approves it.

General Shoring Requirements

- 1. All workers doing excavation work must wear appropriate PPE as per their hazard assessment.
- 2. Assign an observer. An observer is required at all times and is responsible to remain on the surface and keep the workers informed of unsafe conditions.
- 3. A suitable means of access and egress must be provided. Ladders must extend 0.91 metres (3 feet) above the excavation and the ladder must be located within 8 metres (26 feet) of the worker.
- 4. All excavated materials must be piled in manner so that the material cannot roll back into excavation. The material must never be closer than 0.91 metres (3 feet) from the edge of the excavation and should placed as far away as possible.

Note: Tools, equipment and heavy machinery shall not be placed or used near where they may fall into or affect the structural stability of the walls of the excavation.

- 5. All excavations where the public has access shall have barriers and signage to protect the general public from falls, falling material and excavating equipment. Proper covers or fencing must be provided to prevent the public from access during "off" hours.
- 6. First aid and emergency supplies must be kept at the excavation project at all times. Ensure appropriate number of qualified first aiders are onsite as per current Provincial OH&S Legislation.
- 7. For temporary structures used in an excavation 3 meters or less deep, the type of structure to be used is left to the discretion of the employer, as long as the structure is of sufficient stregnth to protect workers. If an excavation is more than 3 meters deep, the risk of injury to the worker increase dramatically. It is therefore mandatory that any temporary supporting structure be designed and certified by a professional engineer. Engineering design specifications for shoring support structures are to be made available at the excavation site.

Installation of Shoring

- 1. When shoring is in progress, the bucket of the excavation machine must be placed in the trench directly in front of the shoring being installed. The bucket will serve as additional protection if cave-in occurs.
- 2. A proper ladder must be provided in a trench or open excavation. The ladder must extend 0.91 metres (3 feet) above ground level and be within 3 metres (10 feet) of a worker's position.
- 3. Shoring struts/jacks must be installed from the top down.
 - a) The top or first strut must be 46 cm (18 inches) below the surface.
 - b) The second strut must be placed according to the shoring table.



- c) The installation of the first and second strut to support the uprights stabilizes the excavation walls.
- 4. When plywood is used, the struts/jacks must never be installed directly on to the plywood. Where plywood is used, the jacks must be placed on the uprights that support the plywood.
- 5. Once the worker has a minimum of 2 struts placed on each set of uprights, the worker can proceed to install the bottom strut. There must never be less than 2 struts on each set of shoring.
- 6. This procedure must to be followed with each set of shoring.

Removal of Shoring

- 1. When removing shoring, the reverse procedure is used. The struts are removed from the bottom to the top. There must never be less than 2 sets of uprights in place and the worker must always remain within the shoring.
- 2. If there is undue pressure felt when removing a strut, it means the soil has moved and the trench must be backfilled up to the bottom of the strut/jack before it is removed and so on to the top. Do not try to remove a strut with undue pressure as it may cause a sudden collapse.
- 3. It is preferable to have the worker who installed the struts remove them.

Trench Cages

A trench cage is a self-contained steel structure placed in an excavation (prior to the worker entering) that is designed to withstand soil pressures and protect workers against soil cave-ins.

- Trench cages must be designed by a professional engineer.
- Trench cages shall have continuous sides and extend at least 61 cm (24 inches) above the vertical wall of the excavation.
- No worker is to work outside the protection of the trench cage.



THIS PERMIT IS TO BE COMPLETED PRIOR TO A GROUND DISTURBANCE

For the purpose of this permit "Ground Disturbance" shall be defined as any excavation or construction activity that results in the penetration or the alteration of the ground.

Project Name:			Project Number:	
Location:				
Scott Builders Repre Company Conductin		•		Initial:
Designated Ground	0			Initial:
Permit Valid From:	Date:		Time:	
To:	Date:		Time:	

This permit shall be regarded as "void" and must be re-issued if:

- a) Permit expires
- b) Scott Builders Representative issuing the Permit is not present (a new permit must be issued by new Representative with reference to existing permit and relevant documents)
- c) Utility locates are not present on the worksite or are not in good standing as per the Utility Owners stipulations/requirements
- d) There is a change of the Designated Ground Disturbance Supervisor
- e) Job description or scope changes
- 1. Provide a detailed description of the nature of work covered in the Permit.
- 2. Describe hand exposure techniques (IE. Hydrovac, shovel) which will be used for exposing buried utilities/facilities/services and define locations on sketch.
- 3. Have all conditions of and preparedness for ground disturbance activities as listed on page 2 of this permit been met? If no, please provide details.



4. In the area provided, sketch a detailed layout of scope of work covered in this Permit including location of planned ground disturbance activities, location of buried and overhead utilities/facilities, structures, hand expose areas, etc.

Additional Comments, Instructions or Requirements:

	the condition has been met initial in the box. If the condition is not applicable to rmit put N/A in the box with an explanation in the comment section on page one	
1.	The Scott Builders Inc. Safety and Loss Prevention Manual is readily available for reference.	
2.	Provincial Occupational Health and Safety Legislation is readily available on site, has been reviewed and will be complied with.	
3.	Provincial Pipeline Act/Regulation/Legislation, if applicable is readily available on site, has been reviewed and will be complied with	
4.	All supervisors and equipment operators involved in the ground disturbance have provided proof of training or a competency letter from their employer	
5.	Operators have been given a copy of the Ground Disturbance Permit as issued by the Scott Builders Inc. site supervisor	
6.	Operator(s) and supervisors have reviewed utility locates, as-builts, and Abadata information	
7.	Daylighting approvals and crossing agreements, if applicable, have been obtained and are posted on site. These companies may wish to be present on site during excavations over their property. Contacts must be documented in the table below	
8.	All identified utilities within 3 meters of work activities are daylighted at intervals of no more than 3 meters to pinpoint exact utility locations.	
9.	Supervisors and equipment operator(s) have no difficulty seeing and distinguishing the colours of the markings (Colour blindness). If there is a visual issue, please describe the corrective action plan in the comments section of this permit	



10. The Scott Builders Inc. Ground Disturbance Procedure, and Practice have been reviewed as part of this permit	
11. The SBI Supervisor, Contractor's supervisor, and equipment operator(s) have completed a physical walk of the worksite to ensure locate markings are visible, all parties are aware of the scope of work,	
ground disturbance location, and alignment of utilities within the "controlled zones" and "work zones"	
 The utility owner(s) have been contacted for notification and further direction if their utility/facility is located within the "work zone". These contacts must be documented in the table below (Facility owner contact record 	
13. Other Safe work permits (if applicable) have been issued (IE. Hot Work Permit)	
14. Field Level Hazard Assessment(s) or equivalent have been completed by each contractor listed on this permit. Every worker involved in the ground disturbance has reviewed and signed the Permit	
15. Additional signage, flagging and or staking have been placed over/around all high pressure/high voltage utilities for additional identification	
16. The site Emergency Response Plan has been reviewed and updated to incorporate hazards	
associated with ground disturbance and excavations	

CONDITIONS OF GROUND DISTURBANCE PERMIT

FACILITY OWNER CONTACT RECORD

Date/Time	Company Name	Company Contact	Directions/Instructions Given

The provisions of this permit have been discussed with the Contract Company Supervisor responsible for the ground disturbance.

The requirements of this permit have been discussed with me and I agree to abide by its requirements.

Scott Builders Inc. Supervisor Responsible for issuing the Permit **Contract Company Supervisor** Responsible for Ground Disturbance Activities



To scan and mark resources embedded in concrete prior to cutting or demolition work. GPR scanning requires that all workers involved in the operation have the proper training in using and maintaining the equipment.

Personal Protective Equipment (PPE)

- Hard hats.
- Safety glasses.
- Safety boots.
- Hearing protection.
- Safety vests.

Sutiability of GPR on the job

- As the age of the concrete. You will not be able to scan very deeply into uncured concrete. In general, you should be able to see metal targets to a depth of 6" after 90 days, 9" after 180 days, 12" after 1 year. In very well cured concrete penetration depths of 18"+ are possible.
- 2. In a very congested slab your penetration depth will be reduced because a lot of GPR energy will reflect off of the objects and not penetrate any deeper.
- 3. Ask the composition of the concrete. GPR will not penetrate concrete that has metal shavings in the mix. Fiberglass shavings are okay.
- 4. If reinforced with wire mesh, ask the spacing. Anything tighter than 6" will be difficult to see through.
- 5. Ask about the surface of the slab. Anytime that you are not in contact with the concrete you are losing signal penetration. All foam insulation must be removed. Specify bare clean concrete.
- 6. Data on the screen comes from the area underneath the center of the antenna. The closest you can get to a wall is 6" and still get reliable data.
- 7. Plan decking. Objects in deep troughs of the deck will be invisible. Take a long profile and always move the hold location onto a high point in the deck whereever possible, or X-ray.
- 8. The only way GPR can ID objects is by mapping how they move in the slab. If you have to scan a small area and the client has to positively know if it is rebar, PT cable or electrical conduits, then you should X-ray.

On the jobsite

- 1. Measure twice, cut once. Once you have your locates on the floor, go over them again to confirm.
- 2. GPR cannot size objects. That is just a question of physics.
- 3. Leave a 2" buffer zone on either side of your line since you do not know the size of your object.
- 4. Keep your eyes open for anything odd in the data. If you are looking for a conduit tied to the rebar, take a long profile and look for any hyperbola that looks different in terms of depth, symmetry or brightness.
- 5. 3-D is the safest approach. When in doubt, do a 3-D pad.
- 6. Air-filled plastic can be difficult to see. You can change the orientation or the antenna or do a 3-D pad to imporve your chances.
- 7. When in doubt, move the hole. There will be times that you will be unsure of what your are seeing. The client would much rather go through the inconvenience of moving the hole rather than repairing a damaged cable or conduit.



8. You must understand the relationship between dielectric and depth. Depth in GPR is subject to interpretation. If depth is critical, then you must find some way to figure out the dielectric of the concrete. Either do test dielectric or find an object of measure.

Procedure

- 1. Conduct a Hazard Assessment and a toolbox meeting with contractor on site. Analyze task to be performed on site and review the suitability of GPR to the job. Ask what we are looking for and what is expected to be in the concrete, conduits, cables, electrical conduits, water lines or any other hazards in the concrete. All parties present to sign.
- 2. Ensure slab is dry, clean and free of debris prior to scanning. GPR cannot scan through concrete that is wet or with water on the surface.
- 3. Set up scanner and initialize as per GPR instruction manual.
- 4. Determine probable orientation of rebar in concrete and commence scanning at 90^o angle to rebar.
- 5. Mark target getting a feel for what is in the concrete, i.e. wire mesh, rebar, etc. look for anything different in terms of depth, symmetry, or brightness. Clearly mark targets and follow them through marking depths and directions of targets.
- 6. Clearly mark any problem areas with red paint 12" away from the area to be cut or demolished noting depth of target and mark on the concrete the depth that is safe for cutting.
- 7. Make and keep a record of information obtained for later reference. Record scan file number and include on work order for the job.
- 8. Advise contractor on what was found or suspected to be in the concrete.
- 9. Advise contractor on the importance of de-energizing any energy sources for the safety of the concrete cutting or demoliton crews.
- 10. Brief cutting or demoliton crew on what was found in concrete and clearly state to them the safe depths for cutting or demoliton.



Heater Inspection Permit SJP

Job Name	Site Address	
Job Number	Superintendent	

Description and Location of Heater including immediate surroundings;

When utilizing any heater including Electric, ensure that workers are trained in the use and inspection of the temporary heating device. Ensure that workers are trained in the use of fire extinguishers and a suitable size extinguisher is located within the immediate area but at a safe distance for retrieval. Review site specific fire protection plan, emergency response procedures and heater specific SWP & SJP's prior to installing or relocating portable heaters. Inspect heaters to ensure that all components and shields are in place and in proper working order. Maintain Clearance from combustibles as per manufacturer's specifications and ensure that no materials can come loose or fall on or within the combustible range of the heater. Protect cords from the heat and ensure they are of proper gauge for the heater being used.

For Indirect and Direct flame heaters including vaporizers ensure that fuel supply including hoses and tanks maintain proper clearances from buildings, and are protected by barricades as required by the local authority having jurisdiction. Ensure gas permits are in place, hoses and connections are protected from puncture, kinking and snags and are checked for leaks and/or punctures and only installed by qualified workers. Always be sure that maximum hose length is not exceeded, proper regulators are in place, proper venting is set up and the fresh air & exhaust are free from obstructions.

Inspected By	Inspected By	Inspected By	Inspected By	Inspected By	Inspected By	Inspected By
	By	By By	By By Control By Contr		By By By By Image: Strain Stra	By By By By By Image: Strain St

If Heater check is not required, or the heater will not be continuously monitored explain below.

Daily close out time:				
Responsible person Int.				
Superintendent Int.				

SCOTT BUILDERS SUPERINTENDENT CELL NUMBER:



The following procedure is to be used for the set-up of hoarding for temporary heating.

Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety boots.
- Gloves.
- Safety glasses.
- Fall protection, if required.

Procedures

- 1. A documented Hazard Assessment must be completed prior to the commencement of work.
- 2. Scaffolding shall be erected as per current Provincial OH&S Legislation.
- 3. Wear proper PPE, as listed above.
- 4. Wear fall protection equipment if not protected by guardrails above 3 metres (10 feet).
- 5. All tarps shall be installed securely to the scaffold be aware of "wind load" on scaffolding.
- 6. Follow scaffold tie-off point requirements for wind load as per Provincial OH&S legislation.
- 7. Temporary heaters shall be installed outside of hoarding with plywood enclosure leading into hoarding. Maintain approximately one foot of clearance between cement board or plywood and barrel of heater. (Check with your local fire authority to ensure plywood is allowed as an enclosure.)
- 8. Ensure that the front area of the heater is clear of all combustible materials. Check daily.
- 9. Ensure that sub-trades maintain clean areas around heaters.
- 10. Fresh air intake on heaters must be free of all obstructions and kept clean.
- 11. Utilize Gas Monitor and complete the Daily Air Quality Monitoring Log.
- 12. When setting up heaters, maintain as much space as possible between heaters and propane bottles.
- 13. When using 100 lb bottles, put bottles outside the building, if possible.
- 14. 100lb propane bottles must be secured to existing structure or to each other so they can't be knocked over.
- 15. Every heater must have a 20lb ABC fire extinguisher within 3 metres (10 feet) of the heater.
- 16. When setting up vaporizers, it is recommended that you build three-sided enclosures. This will help maintain the proper working of the vaporizer by protecting the pilot light from blowing out. Every vaporizer must have a 20lb ABC fire extinguisher within 3 metres (10 feet) of the vaporizer.
- 17. Document heater inspections in the Heater Permit SJP.

Note: Heaters <u>must</u> be checked at the beginning, end and periodically throughout the day. Reference Propane / Natural Gas Portable Heating SJP



To prevent incidents as a result of improper installation and equipment failure.

Key Safe Procedures:

- 1. Review manufacturer's instructions prior to use.
- 2. Only trained, competent and authorized employees are permitted to install this horizontal lifeline.
- 3. Employees must have current fall protection training that meets the provincial requirements of the province they are working in before horizontal life line installation or use of horizontal life line.
- 4. Fall protection must be worn if working above 3 metres (10 feet), if there is an unusual risk of injury potential, when working in aerial lifts or as per provincial OHS legislation or worksite requirements.
- 5. Horizontal lifeline maximum span is 60 feet (18.3 metres).
- 6. System Capacity: Single span capacity is 2 persons. The capacity of multiple span systems is 2 persons secured on each span with a maximum of 6 people installed on the system.
- 7. Maximum weight of each person: 310 lbs (141 kg) including tools and clothing.
- 8. Free fall distance (maximum): 6 feet (1.8 metres) when using an energy absorber. Ensure maximum potential free fall does not exceed government regulatory and subsystem manufacturer's requirements.
- 9. Ensure adequate clearance is available to prevent worker from hitting a lower surface or obstacle.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Fall Protection full body harness.
- Fall Protection lanyard with energy absorber.
- Fall Protection lanyard double legged with energy absorber for 100% tie off.
- Safety boots.
- Eye protection.
- Hand protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Starting Procedures

- 1. Conduct a Documented Hazard Assessment before starting any working at heights activities or installation of the horizontal life line.
- 2. Complete a fall protection plan which includes rescue procedures.
- 3. Prior to every use, all components must be visually inspected before use and documented using the Scott Builders Inc. Horizontal Life Line Daily Inspection Checklist.
- 4. Clamp safety brackets onto the rafter section using a hand wrench to check tightness.
- 5. Set brackets a minimum of 1.5 metres (5 feet) than cable (IE: 19.8 metres (65 feet) of cable means brackets are no further than 18 meters (60 feet) apart).
- 6. Use turnbuckle making sure it is backed off and hook it to the thimble end of the cable.
- 7. Feed other end of cable through the de-cellerant link (zorbit) and use a thimble to relieve stress.
- 8. Use 2 fist clamps to secure loose end of line.
- 9. Use turn buckle to tension line to take the sag out of the line.



Removal Procedures

- 1. Release tension on cable by loosening the turnbuckle.
- 2. Release fist clamps and lower cable.
- 3. Remove brackets from rafter section



This procedure is in place for the protection of site personnel, the general public and all property. Prior to the start of any hot work, a proper Hazard Assessment shall be conducted and all measures must be taken to prevent any incident from taking place that may endanger any person or property.

Personal Protective Equipment (PPE)

- Hard Hat
- Safety Glasses
- Safety Boots
- Gloves
- Hearing protection.

Definition:

Hot work: Is any work process in which a flame is used or sparks or other sources of ignition may be produced, including:

- Open flames (i.e. cutting, welding or burning).
- Electrical, friction, or impact sparks, i.e. air gouging, riveting, drilling, grinding, or chipping.
- Sparks resulting from the discharge of static electricity.
- Hot surfaces such as engine manifolds and exhaust systems, brakes, hot bearings, welding or cutting torches, coils and resistors.
- Heated gases.
- Internal combustion engines.
- Temporary heating systems could also be classified as hot work.

Procedure

- 1. The job must be reviewed to ensure that other less hazardous options have been considered prior to using a solution that involves hot work.
- 2. A thorough Hazard Assessment must be completed and documented prior to the start of hot work.
- 3. A Hot Work Permit must be issued by the Scott Builders Inc. Site Superintendent or Site Designate to each crew conducting hot work. Permit is to be reviewed and signed each day the hot work task continues.
- 4. Ensure that the atmosphere in the area is suitable for the work which is going to be carried out. Atmospheric testing may be required under some circumstances.
- 5. Sweep the floors in the area, if necessary and where applicable.
- 6. Remove all combustible materials from the area where possible or cover with fire resistant blankets. Ensure that combustible materials on the other sides of the walls, ceilings or roof are moved away from the work area as well.

Note: Always create the largest safety radius possible around the area of work given the room configuration - 15 metres (50 feet) recommended.

- 7. Remove all flammable liquids, debris, dust, lint, and oily deposits within the area.
- 8. All openings in the flooring and walls must be covered or sealed where sparks could travel.
- 9. All combustible floors shall be wetted down with water, covered with fire resistant blankets, or covered with damp sand depending on the type and size of work.
- 10. Protect and shut down all equipment, i.e. air moving equipment, ducts, mobile equipment, etc. that may carry sparks out of the work area.





11. Ensure that a fire extinguisher (minimum of 1-20lbs) is located within 3 metres (10 feet) of the hot work area.

Hot Work in Confined Spaces or Enclosed Areas

- 1. Enclosed areas must have all combustible materials removed.
- 2. All confined spaces must be purged of flammable liquids and vapors. Note: Some confined spaces may require ventilation to ensure continuous fresh air.
- 3. Pressurized vessels such as propane cylinders and oxy/acetylene will not be permitted in confined spaces refer to Provincial Legislation for more information.
- 4. All confined spaces will have atmospheric testing completed prior to any work being conducted. Areas which are considered confined spaces must be continually monitored.
- 5. All workers involved in the confined space hot work procedure must be trained and competent in these activities.

Fire Watch: During and After Work is completed.

- 1. Fire watch personnel will be provided during and after as documented below in point #5.
- 2. The worker(s) performing the hot work and the fire watch will have knowledge with the proper use of fire extinguishing equipment.
- 3. The worker(s) performing the hot work and the fire watch will have knowledge and will know how to use the emergency communication system in place and the location of the alarms.
- 4. The fire watch will have a fire extinguisher(s) within 3 metres (10 feet) of the location of the work being done and it will be of sufficient size and of the correct class (minimum 20lbs) for the type of work being conducted. Some sites may have a water hose system available within the work area. This system must be reviewed with the worker(s) affected prior to the start of work.
- 5. The fire watch will monitor all areas as stated on the Scott Builders Inc. Hot Work Permit after the work is completed. This will include above or below the worksite and any adjoining rooms that may be affected.
- 6. Depending on the site, upon completion of the work, the person in charge of the work will inform security personnel to continue to monitor the area for an additional period of time during their routine patrols, if applicable.
- 7. At the end of the shift, a final check of the work area must be conducted to ensure the safety of the area.

Other Potential Issues:

Site specific procedures may need to be written to address the possibility that smoke detectors, alarm systems or fire suppression systems may need to be shut down for the hot work process. The local authority must be notified of the shutdown of fire suppression systems and alarm systems prior to the start of the work. A log must be generated to record the ongoing (hourly) inspections of the building to insure the building is safe from fire and fire hazards. Hot work should not be permitted if these systems are shut down for any other reason(s) until the systems are restored and operational.

As soon as practical – all above systems must be reactivated immediately.

Other Related Procedures:

Please review other Safe Job Procedures & Safe Work Practices in the Scott Builders Inc. Safety and Loss Prevention Manual for related topics.



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Job Name & #		Site Address	
Sub-Contractor	S	Superintendent	

Description and Location of work to be done:

Name of Trades Person Responsible: ______.

Indicate day of week:	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Complete each line below daily.					
Indicate- Yes-No-N/A					
All potential hazards and concerns have been identified					
and addressed on a hazard assessment?					
Appropriate fire extinguisher(s) and/or fire hose readily available?					
Are workers trained in use of fire extinguishers or other equipment available?					
Has the Site Specific Fire Protection plan and Emergency					
Response Procedures been reviewed?					
Emergency communication available to quickly notify					
Fire Department and Emergency Response?					
Are protective shields needed?					
Is special ventilation required for the task?					
Are there combustibles within 15m? If so, fire watch is mandatory.					
Fire watch Inspections: (Including Break Times)	Inspected	Inspected	Inspected	Inspected	Inspected
Inspect work areas and adjacent areas i.e. floors, ceilings	By:	By:	By:	By:	By:
Continuous up to 15 minutes after end of work:					
30 minutes after end of work					
1 hour after end of work					
2 hour after end of work					
3 hour after end of work					
4 hour after end of work					
f Fire Watch is not needed please clarify below:	L	I	1	I	1

If Fire Watch is not needed please clarify below:

Indicate Time Permit Closed out Daily:			
Trades Person Initials DAILY:			
Superintendents Initials DAILY:			

IN CASE OF EMERGENCY CALL 911

SCOTT BUILDERS INC. SITE SUPERINTENDENT CELL NUMBER:



A NEW PERMIT MUST BE ISSUED ON A DAILY BASIS UNTIL THE WORK IS COMPLETE

		Jobsite			
Date:		Address: Job Name:			
Job Number:					
Scott Builders Inc.					
Superintendent					
Issuing Permit:		Time:			
Trades Person Respon	sible				
During:		Signature:			
Trades Person Respon	sible				
After:		Signature:			
/	Hamo				
Description of Work to	be Done:				
•		identified in the work area and	□ Yes □ No		
addressed on the hazard assessment?					
Fire watch to be provided during and after (as documented below)?		🗌 Yes 🗌 No			
Appropriate fire extinguisher(s) and/or fire hose readily available at immediate place of work?		🗌 Yes 🗌 No			
•	s) performing hot work	have knowledge of how to use			
fire extinguishers and o	, i e	C C	🗌 Yes 🗌 No		
•	• • • • •	e to quickly notify the Fire			
Department and Emergency Response Team(s)?			🗌 Yes 🗌 No		
Protective shields in place during work?			🗌 Yes 🗌 No		
Specified ventilation operation during work?			🗌 Yes 🗌 No		
Are there combustibles	•	watch is mandatory.	🗌 Yes 🗌 No		
IN CASE OF EMERGEN	ICY CALL 9-1-1				
		una la la re			



Work area and adjacent area(s) to which sparks and heat may spread, i.e. floors, areas above and below, opposite sides of walls, interior of walls, ceiling or floors, have been inspected as follows:

INSPECTIONS	TIME INSPECTED	INSPECTED BY
During, and up to 15 minutes after the end of work.		
30 minutes after end of work		
1 hour after end of work		
2 hours after end of work		
Time Permit Closed Out:	Cignoture	
Trades Person Name:	Signature	:
Scott Builders Inc. Superintendent: Signature:		Time:



Demolition work using a Jack Hammer requires that all workers involved in the operation have the proper training in using and maintaining the equipment. Jack hammers are only to be used by a worker physically capable of operating them.

Personal Protective Equipment (PPE)

- Hard hat.
- Safety glasses.
- Safety boots.
- Hearing protection.
- Safety vest.
- Gloves.

Safety Cautions

- 1. Ensure jack hammer is fit for purpose and in good working order. Check bits are securely attached to the tool and check periodically.
- 2. Use both hands on the jack hammer and keep arms close to your body; not allowing arms to become extended. Do not use jack hammers above chest height.
- 3. Jack hammers are to be used at ground level or from poper lifts or scaffolds certified for use. Jack hammers are not to be used from a ladder.
- 4. Electric jack hammers must be properly grounded, electrical cords in good condition with no breaks or fraying, and cord connection must be kept out of water. Air driven pneumatic tools must have airlines in good conditon and all connections have propeor whip check safety cables.
- 5. When using jack hammers around any possible electric source, proper dry non-conductive PPE must be used. Avoid using wet equipment and PPE.
- 6. Operator must take brief rest periods to keep from becoming fatigued.
- 7. Hold a toolbox meeting for all high hazard procedures or any time the job scope changes significantly.
- 8. Record and report any incident no matter how minor to the Site Superintendent.

Procedure

- 1. Conduct a Hazard Assessment. Analyze tasks to be performed, potential hazards and procedures to be used to eliminate the hazards. All parties to sign.
- 2. Locate any embedded facilities. Recommend that the concrete be scanned prior to work commencing. Follow all directions given by GPR scanning crew. Take extreme care around any identified hazards. Use a smaller jack hammer around any hazards in the concrete to be demolished.
- 3. Have contractor de-energize any gas, pressure, electrical or energy sources before proceedign with any demolition work. If energy sources cannot be de-energized, contact Site Superintendent before proceeding.
- 4. Assume and treat all gas, pressure, electrical or energy sources as being live and fully energized.
- 5. Ensure that prior to any concrete jack hammering that the area is barricaded or taped off to prevent other unprotected workers from entering the area during jack hammering operations.
- 6. Keep your work area clean and free from rubble to avoid covering any warning marks.



This procedure applies to all workers working with jointer equipment.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.

Procedure

- 1. Complete a documented Hazard Assessment prior to commencing work activities.
- 2. Check the machine to see that the guard is in place and swings completely over the cutter head when not in use and that the cutter knives are sharp.
- 3. Adjust the fence so that $\frac{1}{2}$ " to $\frac{1}{2}$ " of the knives show below the stock.
- 4. Set the infeed table to take off the desired amount of material.
- 5. Make sure the vent is open for the dust collector system and start the dust collector.
- 6. Start up the jointer.
- 7. Push the material through the machine in a smooth continuous motion without stopping. USE THE PUSH STICK. Do not push the material excessively fast and overload the machine.
- 8. Make as many passes as required to surface the stock.
- 9. Turn off the jointer, dust collector and clean up the area.



The purpose of this Safe Job Procedure is to ensure the health and safety of all personnel working with or around liner panel installation or removal.

Required Personal Protective Equipment (PPE)

- Cut-proof gloves.
- Eye protection.
- Steel toe boots.
- Face shield and Hearing Protection when using a grinder or cut-off saw.
- Fall protection plan

Hazards:

- Sparks, fire, smoke
- Sharp edges, burrs, hand tools drills cords
- Repetitive work heavy lifting and twisting
- Weather: Wind, ice, snow
- Pinch points slips trips and falls
- Untrained personnel faulty rigging
- Faulty tools, cables and cords

Safety

- 1. Toolbox talk covering tasks at hand.
- 2. Complete daily Field Level Hazard Assessment
- 3. Wear full PPE at all times
- 4. Complete any daily inspections for AWP, etc.
- 5. Be aware of other trades and inform Site Superintendent of proposed work
- 6. Review and sign off on Safe Work Procedure
- 7. If in doubt, ask for guidance from supervision

Procedures

- 1. Find all trim flashing and store it in a safe place.
- 2. Install trim flashings as required.
- 3. Depending on the job at hand, procedures may vary.
 - a. Height of sheets may require a scissor lift or man lift.
 - b. Whether it is too windy to install or remove sheets
 - c. The length may be too long for one or two employees only to handle.
- 4. Remove the old sheets if it is a renovation job using either cordless or power drills. With two workers in the lift and one more on the ground, remove the screws from sheet.
- 5. When everyone is ready, one worker in the lift holds the top of the sheet and the worker on the bottom holds the bottom of the sheet while the third person unscrews the sheet. Once the sheet is loose, the worker holding the bottom walks out while the third worker runs the lift, slowly lowering the sheet to the ground.
- 6. Once the sheet is on the ground and placed out of the way, it should be weighed down or tied down to prevent it from blowing away.
- 7. Continue the process until all sheets are down.
- 8. If cutting is required to remove the sheets, all PPE is to be worn including a face shield and a Hot Work Permit must be filled out. Use of snips is preferred if at all possible to prevent sparks.



- 9. Have a fire extinguisher nearby.
- 10. Once the sheet is cut watch for sharp edges!
- 11. When installing the new sheets, measure the length needed and pre drill for girt spacing. If cutting is required using a grinder cut-off saw or nibblers a face shield is to be worn along with gloves and hearing protection.
- 12. When ready to install, two workers are in the lift; one is holding the sheets while the other one runs the lift. The third worker is on the ground holding the bottom of the sheet.
- 13. As the lift goes up, the ground worker walks the sheet to the vertical position (a secondary safety device should be used in case the sheet gets dropped, i.e. a hole shall be drilled in the lap and a safety pin and rope shall hold the sheet as the process continues.
- 14. Once the sheet is vertical, the top is held in place, the bottom of the sheet is lined up with the holes on the base channel/angle and the first screw is in place, the worker in the lift can check for plumb and give the go ahead to screw out the bottom of the sheet.
- 15. The sheet should be secured at the top then plumbed and then the screws installed going down the sheet and the process will repeat till all sheets are installed.
- 16. At the end of the shift, coffee break and lunch break, make sure everything is tied off or weighted down until you can return to continue work.
- 17. Good housekeeping and garbage removal.



This procedure is in place to protect site workers working on any equipment and for the protection of that equipment from possible damage. Prior to the start-up and operation of any machinery or equipment, measures must be taken to prevent accidental movement that could endanger a worker.

There may be a variance in specific procedures for specific equipment on specific worksites and that makes it absolutely essential that the Owner, Contractor and Worker act as a team to accomplish certain jobs.

Lock-Out

Lock-out requirements come into effect when a system or pieces of equipment represent a potential hazard to life and property. It applies to all Energy Sources, i.e. compressed air, hydraulics, steam, gravity, electricity, piping and vessels.

Required Personal Protective Equipment (PPE)

- Hearing protection.
- Safety boots.
- Safety glasses.
- Hard hat.

Equipment

- Scissor type "gang lock".
- Individual worker lock(s) (locks to be individually identified).
- Keyed lock(s) (note-combination locks shall not be used).
- Log book (number and worker to whom it was issued).
- Information tags with our notification of work written on it.

Lock-Out Procedure

- 1. Principal or contractor supervisors shall determine what has to be locked out.
- 2. No worker will work on any equipment that represents a safety hazard, unless it is locked out.
- 3. The principal/contractor and workers shall designate a responsible worker to assist in locating the necessary switches, drives, etc. that have to be locked out.
- 4. A documented pre-job safety meeting must be held with all workers involved in the operation (including the principal contractor) to discuss the operation and procedures.
- 5. A supervisor or designate that will be working on the equipment will install a scissor type gang lock on the isolating device.
- 6. The supervisor or designate shall satisfy themselves that the piece of equipment is correctly locked out.
- 7. Each worker who will be working on the equipment shall place their own lock on the isolating device(s).
- 8. Information tag(s) to be attached to advise others that the equipment has been isolated and locked out (note: tags are to have company name, supervisor's name and the date).
- 9. Workers must remove their locks when they are no longer working on the equipment.



Lock-Out Procedure...*continued*

- 10. When the work is completed and after personal locks have been removed, the supervisor will make a final check of the equipment before removing his/her lock to assure that it is safe to operate before proceeding with the clearing of lock-out. If a worker has left the site (quit, discharged or injured), the personal lock(s) must be removed from service until the keys are recovered.
- 11. No one shall remove any personal lock other than his/her own. Unauthorized removal of a lock means immediate dismissal from the worksite.
- 12. A master key for all personal locks shall be kept by the Scott Builders Inc. Supervisor in a secure location and shall only be used by that Supervisor or designate using the procedures below.
- 13. Double shift workers leaving the worksite are to remove their locks and the workers coming on shift are to replace them immediately with their own locks.

Lock Removal by Others

- 1. The Owner of the personal lock must be positively identified.
- 2. All reasonable efforts have been made to contact the worker who placed the lock, i.e. camp, home, and have him/her come back and remove the lock.
- 3. If the worker cannot be contacted or is incapable of removing his/her lock, the Scott Builders Inc. representative must ensure that no process or machinery will be damaged.
- 4. A Scott Builders Inc. Supervisor must be present when the locks are removed.
- 5. Lock removal should be done with the master key, with cutting the lock off being the last resort.
- 6. All information regarding the personal lock removal must be documented on the Lock Removal Form, which can be found in this Safety Manual.
- 7. If you are in doubt about lock-out procedures, contact your supervisor or your Branch Safety Advisor.

STOP IT – LOCK IT – TEST IT

These requirements are intended to supplement but not replace any requirements set out by the applicable Provincial OH&S Legislation, or the contractor's contractual requirements.

In some cases, the client will require that their existing lock-out procedure be used, but in <u>no case</u> are Scott Builders Inc. workers to work to a lesser standard than what is set out in this procedure.

LOCK-OUT LOG

The Lock-Out Log is intended for use in conjunction with the Lock-Out procedures. The log is to be kept by the Supervisor in a secure location and entries shall be made only by the Supervisor or designate.

- 1. All entries shall be made in ink.
- 2. Do not erase or make corrections over existing writing.
- 3. Do not remove spoiled pages.



Project Name:

SCOTT

Project Number:

Supervisor:

Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number: Lock Number:	Date Locked:	Date Unlocked:
	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:
Equipment Number:	Date Locked:	Date Unlocked:
Lock Number:	Worker:	Worker:

Locks issued to an individual worker must be operated by that worker's key ONLY and by a master key for emergency use, which shall be kept by a Scott Builders Inc. delegate. The delegate is the Scott Builders Inc. Site Superintendent indicated above.



Note: Completion of this form is mandatory on removal of a lock or tag by persons other than the worker or individual who initially installed the lock or tag on the device or equipment.

Date:

Time:

Reason for Removal:

Equipment Description Requiring Lock or Tag Removal:

Name or Initial Lock or Tag Installed:

Reason(s) For Other Party Removal:

Worker was not on site and cannot be contacted.
 Other:

Name of New Lock or Tag Holder:

Should a transfer of the key or tag not be necessary, then a complete check of the subject electrical equipment or system shall be completed to ensure they can be operated safely:

Signed: _____

- Safety check completed
 Date Completed:
- System or Equipment Check Supervisor or Designate
 Name: Signed: ______
- Approved by Company Supervisor
 Name: Signed: ______

Approved by Company Supervisor:

Name:



Lock Tag Removal by Others Form SJP

Note: Completion of this form is mandatory on removal of a lock or tag by persons other than the worker or individual who initially installed the lock or tag on the device or equipment.

Date:		Time:	AM 🗌 PM 🗌
Reason for Removal:			
Equipment Description	Requiring Lock or Tag	Removal:	
Name or Initial Lock or	ag Installed:		
Reason(s) For Other Pa Worker was not on si Other:	r ty Removal: e and cannot be contacte	ed.	
Name of New Lock or T Should a transfer of the k electrical equipment or sy	ey or tag not be necessa		
Safety check complete	ed 🗌 Date		
Completed:			
System or Equipment	Check Supervisor or De	signate	
Name:		Signed:	
Approved by Company	Supervisor:		
Name:		Signed:	



To prevent incidents/exposure during mold removal. The presence of mold does not mean health problems will occur, however for some people inhalation of the mold or spores can lead to health problems or make certain health conditions worse.

Mold will often be found during renovations of buildings, but molds can grow almost anywhere and on any substance provided moisture is present.

Commonly Reported Symptoms:

- Eye, nose and throat irritation
- Cough or congestions
- Aggravation of asthma
- Fatigue
- Headaches

Required Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.
- Respiratory protection.
- Hand protection

Procedure

- 1. Complete a visual inspected of the area, common signs include: discoloration, dark spots and staining. For renovation projects look in or under; ceiling tiles, walls, cardboard, floors, windowsills, carpet and insulation.
- 2. Areas with high contamination (greater than 3 square meters/100 square feet) should be remediated by trained professionals.
- 3. For medium areas (1-3 Square meters/ 10-100 square feet), workers are to wear provided respirators with the proper cartridges (p100 + organic vapor).
- 4. The work area should be unoccupied except for those directly involved in the removal.
- 5. Seal off the moldy area from the rest of the work area. In some cases, it may be necessary to shut down the HVAC to properly seal the vents.
- 6. Spray the affected area with a Mold Control Spray (Concrobium for example) avoid homemade solutions, bleach is not an effective remediation product.
- 7. Review the MSDS for the product and follow the recommended procedures for the spray.
- 8. Clean the area with a cloth or brush or cut out the affected areas entirely.
- 9. When disposing of moldy materials, it is recommended that they be sealed in plastic bags.



To prevent injury, property damage or roof failure during installation.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Foot protection
- Eye protection.
- Hand protection
- Fall Protection harness and lanyard.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Key Safe Procedures:

- 1. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 2. Ensure all workers have reviewed the fall protection plan and have signed off on it.
- 3. Monitor weather and wind conditions throughout the day to ensure safe working conditions.
- 4. Ensure all materials are properly secured throughout the day and at the end of the day to prevent materials from being blown off roof.
- 5. By working out of aerial lifts or by being tied off to the structure, spread out the first run of roof insulation. Ensure workers are tied off at all times.
- 6. Once insulation is secured at eave and ridge, place roof panels on top of insulation.
- 7. Starting at the bottom strut, use pre-punched holes in eave to align first panel.
- 8. Using pre-punched holes in purlins align the top of the sheet.
- 9. Install roof clips with manufacturer's specified fasteners.
- 10. Repeat this procedure with second sheet.
- 11. Roll out next run of insulation and place out on purlins.
- 12. Staple insulation tabs together, making sure there is no gaps in insulation when complete.
- 13. Place next set of roof panels on insulation.
- 14. Install panels.
- 15. Repeat process until roof is installed.
- 16. Create and identify the control zones, 10' from the leading edge and identify approved tie off points.



Noise exposure areas will be measured with a noise dosimeter that has been calibrated and maintained, in the event that workers may be exposed to potentially harmful levels of noise or when information indicates that the workers may be exposed to levels between 82dBA Lex and 85dBA Lex.

Workers will be informed of the results of the noise exposure measurement and the significance of the results to the worker's risk of hearing loss. At the request of the worker, the purpose, proper use and maintenance of hearing protection as well as testing will be provided.

Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.

Procedure

- 1. Workers are not to be exposed to noise levels above 85dBA Lex daily or 135dBA Lex peak sound levels. Refer to your applicable Provincial OH&S Legislation for provincial requirements.
- 2. When the noise in the workplace exceeds the Provincial OH&S Legislated exposure limits, the following must be addressed in writing:
 - a. Noise Management Program including:
 - Noise measurement including methods and procedures to be used when measuring or monitoring worker exposure.
 - Education and training of hazards to excessive noise and correct use of control measures and hearing protection.
 - Posting suitable warning signs where noise is above 85dBA.
 - Method of noise control used.
 - Selection, use, care and maintenance of hearing protection devices worn by workers.
 - Requirements for audiometric testing and maintaining test records.
 - Annual program review of policies and procedures to address:
 - Effectiveness of education and training plan.
 - Need for further noise measurements.
 - Adequacy of noise control measures.
 - b. Workers subject to noise management must cooperate with their employer in implementing policies and procedures.
- 3. A noise dosimeter must be set with a criterion level of 85dBA and a threshold level at or below 80dBA. The measurement results must be recorded and made readily available for reference by Provincial OH&S Authority, Management or Branch Safety Advisor.



Noise Management SJP

Table 1BNoise Exposure Limits whenCriterion Level = 85 dB(A)		
3 dB(A) Exchange Rate	Maximum Permitted Daily Duration (hours)	5 dB(A) Exchange Rate
Allowable Level dB(A)		Allowable Level dB(A)
85	8	85
88	4	90
91	2	95
94	1	100
97	0.5	105
100	0.25	110

- 4. Where practical, the following methods may be used to control noise:
 - Substitution with less noisy equipment.
 - Modification of the process or equipment.
 - Enclosure of the noise source.
 - Isolation of the worker from the noise source.
 - Acoustical design and treatment of the work area.



Purpose: Preventing incidents and injuries associated with improper use and operations of a packer.

Personal Protective Equipment

- Hard hat.
- Safety glasses.
- Safety boots.
- Hearing protection
- Gloves anti-vibration recommended.

Proper Use

The machine must only be used for the following purposes:

- Compaction of soils.
- Compaction of asphalt.
- Shaking in of paving stones.

Procedures

- 1. Complete a detailed hazard assessment.
- 2. Read and understand all instructions contained in the manufacturer's operator's manual.
- 3. Start preparation.

Before you start the engine, check the following:

- Fuel level the tank should be at least half full.
- Motor oil level.
- Air filter.
- Fuel lines for leaks.
- External screw connections for tightness.
- 4. Starting the engine.
 - Open the fuel tap.
 - Cold start: Close the choke.
 - Warm start: Open the choke.

Note: The engine is hand warm or hotter with warm start.

- Set the engine switch to "ON".
- Push the throttle lever to the left.
- Pull out the starter rope (e) until compression resistance can be felt and then.
- Let it roll back in again.
- Pull the starter rope with force, but not suddenly.
- 5. The engine starts.
 - Let starter rope slowly roll back in.
 - Open the choke while the engine is warming up.
 - Open the throttle lever completely for operation.
- 6. Operating in the forward and reverse direction.
 - Press the control handle in the direction of travel.

Note: The forward and reverse speed can be continuously varied.

- 7. Turn off the engine
 - Push the throttle lever to the right to idle operation.
 - Set the engine switch to "OFF".
 - Close the fuel tap.



Protecting workers and the environment from hazards associated with painting operations.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Safety glasses.
- Safety boots.
- Respiratory protection (respirators ½ mask or full face).

Hazards

- Hazardous product (SDS)
- Fumes
- Splashing
- Repetitive motions

Procedures

- 1. Review SDS to determine PPE and controls required.
- 2. Complete a Hazard Assessment for tasks being performed.
- 3. Inspect tools.
- 4. Ensure your work area(s) have proper lighting and ventilation.
- 5. Ensure fall protection plans are in place and appropriate equipment is used when working at heights.
- 6. Inform other workers of your tasks so they are aware of hazards and wet paint.
- 7. Install "Hazard Wet Paint" signage around work area(s).
- 8. Place drop sheets down in work area(s).
- 9. Mix paint.
- 10. Place paint tray on floor and pour paint into tray.
- 11. Prepare paint brush(s), rollers, cage & pole (use 3" brush for cutting in).
- 12. Roll straight up and down.
- 13. Sand walls with 120 150 sandpaper between coats.
- 14. Apply the second coat of paint.

Cleaning Painting Supplies

- 1. Wash painting tools with warm water or paint thinner.
- 2. Store in a safe location at room temperature.
- 3. Ensure all hazardous products are cleaned and disposed of according to the SDS.



Powerlines are closely regulated by Legislation. Provincial Occupational Health and Safety Legislation require you to stay clear of powerlines. Do not get too close with people, equipment or material.

The limits are outlined in the Provincial OH&S Legislation. Depending on the voltage of the powerlines, you will need to establish a safe working distance and make sure that everyone follows those guidelines.

Personal Protective Equipment (PPE)

- Hearing protection.
- Safety boots.
- Safety glasses.
- Hard hats.

Procedure

- 1. Do a Hazard Assessment. What equipment will you be using? If constructing a building, will it be too close to the power lines? Are the materials and building components being used awkwardly and at risk due to powerline closeness?
- 2. Notify the power company for disconnection or relocation of the line if needed or have the line isolated or de-energized.
- 3. UNDER <u>NO</u> CIRCUMSTANCES ARE WORKERS TO WORK IN, MATERIALS BE STACKED BY, SCAFFOLDS BE ERECTED BY, OR TOOLS AND EQUIPMENT BE OPERATED IN PROXIMITY TO POWERLINES WITHIN THE LIMITS OF APPROACH SPECIFIED IN THE FOLLOWING TABLE.

VOLTAGE	MINIMUM DISTANCE
V to 75 KV	3 metres (10 feet)
Over 75 KV to 250 KV	4.5 metres (15 feet)
Over 250 KV to 550 KV	6 metres (20 feet)
Unknown or 550 KV and above	7 metres (23 feet)

- 4. Sufficient distance is to be added to the specified distance to prevent unplanned or accidental movements bringing the worker, tools, equipment or materials within the specified distance. The specified distance used applies to all parts of the equipment including booms, hoisting cables and any part of the load being raised. Distances shall be increased to provide for any change in boom angle, swing of the hoisting cable and the load while it is being raised, lowered, or moved laterally to ensure that safe distance is maintained at all times. Operators must consider the probability of hazard from switching surges, altitude, humidity, wind, line configuration, etc.
- 5. When powerlines are encountered within a work area, alert your supervisor. The supervisor will ascertain the voltage which dictates the minimum distance required.



- 6. When job circumstances require that work be done closer than the limits of approach stated above, the following procedure MUST be followed prior to commencing the work:
 - a. An assurance in writing must be obtained from and signed by the person(s) controlling the electrical system. The assurance must state that during the work period, the electrical conductors will be de-energized or effectively guarded against contact or displaced/rerouted from the work area. The assurance must be available for inspection on the project site.
 - b. Use a trained signaler.
 - c. Keep an eye on overload at all times.
 - d. Look out for uneven ground that may cause your vehicle to bounce or weave.
 - e. Never ride or climb on equipment or a load when near a powerline.
 - f. Do not ground your equipment around a power line.
- 7. Remember, electricity is invisible. Don't take chances.

Emergency Procedures

- If you contact a powerline:
 - Call the power company right away and report the details of the incident.
 - The power company will inspect and repair the area.
 - Report the incident to your supervisor and Branch Safety Advisor.
 - Report the incident to the applicable provincial Authority, if required.
 - Investigation of the incident must take place.
 - If your vehicle comes in contact with a power line STAY IN THE VEHICLE UNTIL HELP ARRIVES.
 - If you must leave the vehicle hop off the vehicle with both feet touching and continue to hop away from the vehicle until at a safe distance (>25 feet).



Never leave a heater of any type unattended for an extended period of time and always ensure that heaters are not placed too close to people, equipment or materials that could catch fire.

Personal Protective Equipment (PPE) Requirements

- Hearing protection.
- Hard hat.
- Neoprene gloves.
- Safety boots.
- Eye protection.

Procedures

- 1. Review local regulatory requirements prior to set-up.
- 2. Before set-up and during daily inspections, consider environmental concerns including weather and wind conditions.
- 3. Hazard Assessments MUST be updated before any work near or on a propane set-up can be started.
- 4. All temporary heaters must be located on a stable non-combustible surface.
- 5. Propane cylinders less than 100 lbs. may be used indoors during temporary construction.
- 6. The maximum number of L-P cylinders (Pig) per heater is three if a manifold system is used.
- 7. A first-stage regulator is required at the propane tank end to reduce the high pounds down to the low pounds for the heater. Regulators shall be provided with the propane tanks/cylinders.
- 8. L-P cylinders (Pig) can be located close to structures and combustible materials.
- 9. Temporary heaters MUST be at least 3 metres (10 feet) away from the fuel cylinders and tanks.
- 10. Hose length is to be a minimum of 8 meters 25 feet and a maximum of 15 meters (50 feet).
- 11. Direct-fired vaporizers MUST be a minimum distance of 3 meters (10 feet) from L-P 250 gallon (946 L) tanks, structures or combustible materials as per code.
- 12. Fire extinguishers (20 lbs. ABC) MUST be located within 3 metres (10 feet) of direct-fired vaporizers and heating units. **1 fire extinguisher per unit is required.**
- 13. All L-P 250 gallon (946 L) tanks shall be stored outside in a well-ventilated area at a minimum distance of 8 meters (25 feet) away from any structure(s) or combustible materials.
- 14. Scott Builders Inc. is not to connect or reconnect hoses from a 1000L tank to a vaporizer, as it involves liquid propane. It must be completed by a certified propane technician.
- 15. Connecting and reconnecting of hoses and heaters may be done by Scott Builders Inc. or propane company's worker(s) trained, certified and authorized to do so.
- 16. Once a temporary propane heating system has been set up, barricades MUST be placed around set-up to restrict access from equipment, vehicles and workers.
- 17. Trained spotter MUST be utilized when mobile equipment, vehicles or work is being done within the barricades.
- 18. Propane hoses MUST be marked for location identification by tying danger tape around the hoses so if they are buried in snow or ice, they are easier to locate. Keep propane hoses elevated above snow/ice if possible so they are always visible.
- 19. If a propane hose is buried under snow or ice, then it should only be exposed by "hand exposure" using a method that will not damage hose.



- 20. Lock-out or stop usage tags MUST be installed on the vaporizer in a visible location stating "Only authorized and trained personnel from Scott Builders Inc. or the propane company are allowed to operate and move propane equipment".
- 21. The maximum number of L-P cylinders per heater is 3 (three) if a manifold system is used.
- 22. All L-P cylinders/tanks must rest on a non-combustible stable base or be secured when in use or storage.
- 23. Carbon monoxide (CO) poisoning is a potential hazard of temporary heating. The most obvious symptom of CO poisoning is headaches. If you suspect high levels of CO, notify your foreman. *Refer to Carbon Monoxide SWP & SJP for more information.*
- 24. Propane and natural gas shall not be used in the same building.
- 25. When using a gas heater inside a building, the regulator must be vented to the outside. Use either a garden hose or a black hose.
- 26. Tape inlets of the gas line and regulator if heating unit is not in use for a period of time.
- 27. If the heating unit becomes unplugged and will not start, PUSH the stop button, then PUSH the start button. This should reset the unit and allow it to start.
- 28. Always inspect propane set-ups that are going to be operational overnight/weekends for correct placement, environmental factors and conditions as well as other safety concerns before leaving the site. Note: This is the Site Superintendent's responsibility.
- 29. Heater inspections permit SJP to be completed based on hazard assessment.



Protecting workers and the environment from improper use of fueling equipment, which may be hazardous if not carried out properly.

Personal Protective Equipment (PPE) Requirements

• As per site requirements

Material Required

• SDS for fuel being used.

Procedure:

- 1. Complete a Hazard Assessment detailing refueling hazards and plan to eliminate or control the hazards.
- 2. Inspect all refueling equipment, i.e. battery, hose, pump, nozzle, slip tank, etc. to ensure it is in proper working condition and grounding requirements are met.
 - a. Be aware that not all fuel hoses are rated for cold weather and should be replaced with a proper rated hose if using in cold weather.
 - b. Be aware of all ignition sources; smoking, cell phones, etc.
- 3. Ensure a 20 lbs. ABC fire extinguisher and a spill kit is close by in the event of a spill or fire.
- 4. Ensure equipment you are refueling is shut-off prior to refueling and notify all affected workers of the interruption, i.e. generator shut-down, prior to shutting the equipment off.
- 5. Open fuel cap on equipment being refueled.
- 6. Position fuel nozzle in equipment being refueled.
- 7. Start fuel pump. DO NOT LEAVE NOZZLE AREA DURING REFUELING.
- 8. Press fuel nozzle trigger to start refueling. DO NOT TRUST AUTOMATIC FUEL NOZZLE TO AUTOMATICALLY SHUT-OFF. SUPERVISE REFUELING AT ALL TIMES.
- 9. Shut-off nozzle once fuel tank is full.
- 10. Place nozzle back on fuel pump and shut-off pump.
- 11. Place fuel cap back on equipment being fueled and secure it.

Note: In case of fuel spill, follow SDS recommended procedures and also refer to Section 12: Environmental Policies in Scott Builders Inc. Safety and Loss Prevention Manual.

Note: ALL spills MUST be reported to your Site Superintendent immediately.



Note: This document has been updated to be compliant with changes to Alberta's Occupational Health and Safety Act resulting from Bill 30.

Intent

In accordance with the *Occupational Health and Safety Act*, if an employee of Scott Builders Inc. believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person, the employee shall have the right to refuse any work that they believe to be dangerous.

The Right to Refuse Dangerous Work Policy applies to Scott Builders Inc. employees who are on the company's premises or acting on behalf of the company at all times and without exception.

Guidelines

Any Scott Builders Inc. employee can refuse to work if they have a reasonable belief that there is:

- A dangerous condition at the work site; or
- That the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.

Work Refusal Procedure

If work is refused or stopped, the following actions are required of employers and employees:

Employees

- 1. Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal. This is to be documented in the Unsafe Work Refusal Form.
- 2. Notify the branch safety advisor prior to investigation.
- 3. Stay nearby in a safe place until an investigation has been completed.
- 4. If you are dissatisfied with the results of the investigation, you may continue to refuse the work provided you have reasonable grounds to base the continued refusal on.

Management/Supervisors

- 1. When a work refusal occurs, Scott Builders Inc. management shall remedy the dangerous condition immediately if possible. The refusal is to be documented in the Unsafe Work Refusal Form.
- 2. If the dangerous condition is not remedied immediately, management will inspect the working condition in the presence of the employee as long as it is safe to do so. The inspection must take place in the presence of:
 - The Branch Safety Advisor
 - A member of the joint work site health and safety committee or health and safety representative; or
 - Another worker selected by the employee refusing to do the work.
- 3. Upon completion of an inspection, the manager or supervisor shall prepare a written report of the refusal to work, the inspection, and action taken, if any. The report shall not contain any personal information related to the worker who initiated the work refusal. A copy of the report shall be provided to the employee who initiated the work refusal and the joint work site health and safety committee or health and safety representative.



- 4. If an employee is dissatisfied with the resolution and continues to refuse the work, Scott Builders Inc. management or supervisors must contact an OHS officer and notify them of the situation, and request that they provide assistance.
- 5. While awaiting the arrival and findings of the OHS officer, Scott Builders Inc. management or supervisors may assign other reasonable work during normal work hours for the employee who has refused work.
- 6. The OHS officer will conduct an investigation to determine whether the work is safe or unsafe. The findings of the investigation must be provided in writing to the employee, the manager or supervisor, and the member of the joint work site health and safety committee or health and safety representative. If the work is determined to be safe, the employee shall be expected to return to work.

Continuing Work That Has Been Refused

- If work has been refused and the manager or supervisor has investigated the situation and determined that the work does not constitute a danger to the health and safety of any person or that a dangerous condition does not exist, and the worker continues to refuse the work, then the manager or supervisor may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.
- 2. Where a second worker is asked to perform work that has been refused, the second worker must be informed in writing of the following information:
 - The first worker's refusal;
 - The reasons for the refusal;
 - The reason why, in the opinion of the employer, the work does not constitute a danger to the health and safety of any person or that a dangerous condition is not present; and
 - The worker's right to refuse to do dangerous work under the *Occupational Health and Safety Act*.
- 3. The second worker also has the right to refuse the work if they have reasonable grounds to believe that the work is unsafe.

Payment for Refused Work

- Under the Occupational Health and Safety Act, any worker who initiates a work refusal is entitled to payment at their appropriate rate despite the work refusal.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- Scott Builders Inc. is not required to continue payment to a worker who continues to refuse to perform work after the refused work has been inspected and ruled safe by an officer.

Discipline for Refusal to Work

- Employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.
- Employees are required to work in accordance with the regulations set forth by the *Occupational Health and Safety Act* and have the rights to seek their enforcement.
- The organization shall not penalize, dismiss, discipline, suspend, or threaten to do any of these things to a worker who has obeyed the act and its regulations.



- If a work refusal was made in bad faith, or if the worker continues to refuse the work after an officer finds that the work is unlikely to endanger the worker, Scott Builders Inc. may elect to apply disciplinary action up to and including termination of employment.
- No person shall be disciplined for any of the following actions:
- Acting in compliance with the OHS Act, the regulations, the OHS Code or an order given under the act, the regulations, or the code or the terms, conditions, or requirements on an acceptance under section 55 of the act or on an approval under section 56 of the act;
- Being called to testify, intending to testify, or testifying in a proceeding under the act;
- Giving relevant information about work site conditions affecting the health and safety of any
 worker engaged in work or any other person present at the work site to an employer or a
 person acting on behalf of an employer; an officer or another person concerned with the
 administration of the OHS Act, the code, or the regulations; or a member of the joint work site
 health and safety committee or the health and safety representative;
- Performing duties or exercising rights as a member of a joint work site health and safety committee or as a health and safety representative;
- Assisting or having assisted with the activities of a joint work site health and safety committee or health and safety representative;
- Refusing to do work under section 31 (1) of the act;
- Seeking to establish a joint work site health and safety committee or have a health and safety representative designated;
- Being prevented from working because of an order under the act, the regulations, or the OHS Code; or
- Taking reasonable action to protect the health and safety of that worker or any other person.



Right to Refuse Dangerous Work Policy (Alberta) and Refusal Form

Job Name & Number	
Date & Time Reported	
Employee Name	
Signature	

Has the Site Superintendent been notified of the work refusal? Has the Safety Advisor been notified of the work refusal?

Yes	No
Yes	No

Section A: Details of Work Refusal

Location of Refusal:
Reason for unsafe work refusal:
Events leading up to the refusal:
Names of Persons initially notified:
Is this the first time the problem was identified? Yes No
If No, please explain:
Alternative work or other directions given:



Additional Information:

Section B: Resolution of Work Refusal

Investigation Conducted by:	Date & Time:
Description of Investigation, factors considered and photos or materials):	I reasons for the decision (attach any relevant
Decision of the Employer: Danger No D	anger
Describe any corrective actions taken:	
Employee satisfied and returned back to work?	Yes No (If no, further investigation is required)
Employee Signature:	
Investigator Signature:	
Other Employee(s) offered the same work (attach t advised of the refusal):	hat (those) worker-signed statements of being
Upon completion forward a conv to the Branch's Fie	Id Operations Manager and Safety Advisor Reports

Upon completion, forward a copy to the Branch's Field Operations Manager and Safety Advisor. Reports forwarded to an existing Health and Safety Committee or Representative shall not contain any personal information related to the worker who refused the work.



To prevent injuries and incidents associated with the use of a router table.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.

Procedure

- 1. Complete a documented Hazard Assessment prior to commencing work activities.
- 2. Observe any tags indicating that the machine is in use and the set-up is not to be changed.
- 3. Determine which profile is needed and choose the appropriate router bit.
- 4. Insert the bit in the machine and tighten using the wrenches supplied with the machine. Remove the wrenches before starting the machine.
- 5. Adjust the fence and the height of the feed table to achieve the correct profile.
- 6. Adjust the mechanical feeder to feed the stock to travel through the router from beginning to end.
- 7. Adjust the dust collector vacuum head to collect all the chips.
- 8. Start the dust collector system making sure that the intake vent is open.
- 9. Start the overhead route.
- 10. Feed the material into the feeder wheels until it feeds the material continuously under its own power. Keep hands and clothing away from the cutter head during the operation.



To prevent the spread of Hepatitis, HIV or other diseases as well as needle stick injuries to staff and citizens.

Required Personal Protective Equipment (PPE)

- Safety Boots
- Safety Glasses
- Gloves puncture resistant
- Tool-tongs, pliers or a picker tool are recommended.
- Sharps Container puncture resistant, color coded with red. A container made to hold used sharps is best. You can get one from your local public health authority, a medical supplier, a drugstore or online.

Procedure

- 1. When working in an area where needles/sharps will be expected ensure you have all required PPE on hand.
- 2. Complete the Field Level Hazard Assessment. Sweeping the work area look for needles and other sharps.
- 3. Ensure PPE is on and open the Sharps Container.
- 4. Do not kneel when picking up the needle.
- 5. Pick up the needle with your "tool". Never touch the needle with your hands or try to put the cap back on a needle.
- 6. Pick up the needle with the point facing away from you.
- 7. Put the needle into the Sharps Container with the point going in first. Don't force them in. Never put your fingers or hands inside the container. Close the lid.
- 8. Don't overfill the container. Stop at the fill line if your container has one. If it doesn't, stop when the container is three-fourths full.
- 9. Never put used sharps in the recycling bin, trash, or toilet. Sharps can't be recycled. Neither can sharps containers. Loose sharps put in the trash can hurt waste workers.
- 10. Wash hands with warm soapy water or use Hand Sanitizer.
- 11. Follow your area's rules for getting rid of your Sharps Container. Some areas have laws requiring special disposal of sharps containers. In other areas, you can throw them away in your household trash. Check with your local public health authority for the rules in your area.

If you do not have the correct PPE or Equipment for disposal mark the site where the needles are with a cone, flagging tape, etc. Remove the needles only when you are fully and safely equipped.

If you are not comfortable picking up the needle you can call your local Fire Rescue Services or Alberta Health Services, and someone will come and collect it. This may take some time if there are other emergencies.

When should you call?

- 1. If you are too nervous to pick it up.
- 2. If you see many needles in a pile.
- 3. If you see broken needles scattered on the ground.



PROCEDURES TO FOLLOW INCASE OF NEEDLESTICK INJURY OR BLOOD/BODY FLUID EXPOSURE

- 1. Squeeze out as much blood as you can. Punctures or cuts should be allowed to bleed.
- 2. Wash hands thoroughly with soap and water or disinfectant.
- 3. Any splashes to the eyes, nose or mouth require immediate flushing/rinsing.
- 4. Contact your Safety Advisor and seek medical attention promptly.
- 5. Call Health Link- 780-408-5465. They may recommend taking the needle with you so the doctor can complete a risk assessment.



Scott Builders Inc. DOCUMENT ACKNOWLEDGEMENT SHEET

REGARDING: _____

DATE	NAME (Print)	COMPANY	I have read, understand and will comply with the above mentioned document(s). (Sign below)



Scaffold Erection Plan SJP

Date:	Job Name
Company Erecting Scaffold:	Job Number
Person(s) responsible for scaffold maintenance and inspection:	

Type of scaffold system and duty rating:

Type of work to be performed on scaffold:

Are the manufacturers specifications available for review? Yes – Please provide No – Please explain

Final height of scaffold: If height exceeds 4.6 meters or the 3:1 ratio, describe tie-in system, guy wires, or outriggers:

Is the scaffold being hoarded and heated? (Hoarded scaffolds have more stringent tie-in requirements and may require additional engineering.)

Describe ground conditions where scaffolding is to be erected: (soil conditions, frozen or thawed ground, level or uneven ground)

Describe scaffold access: (ladders, stairs, etc.)

How are workers protected against falling material? (toe boards, flagging, etc.)



Describe the fall protection system for the erection of the scaffold: (Workers can tie off to the scaffold frame when using a fall arrest system if the scaffold is anchored into a solid structure. Where a fall arrest system or guardrail system is not feasible, a step by step procedural based fall protection plan must be submitted with this document.)

Is lifting equipment being used for the erection of the scaffold or to lift material up and down? (spotter and flagging may be necessary)



Scaffold Erection Plan SJP

Date:	Job Name
Company Erecting Scaffold:	Job Number
Person(s) responsible for scaffold maintenance and inspection:	

Type of scaffold system and duty rating:

Type of work to be performed on scaffold:

Are the manufacturers specifications available for review? Yes – Please provide No – Please explain

Final height of scaffold:

If height exceeds 4.6 meters or the 3:1 ratio, describe tie-in system, guy wires, or outriggers:

Is the scaffold being hoarded and heated? (Hoarded scaffolds have more stringent tie-in requirements and may require additional engineering.)

Describe ground conditions where scaffolding is to be erected: (soil conditions, frozen or thawed ground, level or uneven ground)

Describe scaffold access: (ladders, stairs, etc.)

How are workers protected against falling material? (toe boards, flagging, etc.)

Describe the fall protection system for the erection of the scaffold: (Workers can tie off to the scaffold frame when using a fall arrest system if the scaffold is anchored into a solid structure. Where a fall arrest system or guardrail system is not feasible, a step by step procedural based fall protection plan must be submitted with this document.)

Is lifting equipment being used for the erection of the scaffold or to lift material up and down? (spotter and flagging may be necessary)



This procedure outlines the processes followed during the safe installation of screw piles or anchors.

Personal Protective Equipment (PPE) Requirements

- Hard hats.
- Safety boots.
- Hearing protection.
- Safety glasses.
- Gloves

Responsibility

- The crew Foreman is responsible for the training of field crew members in regards to operating installation equipment and screw pile installation. The crew Foreman also oversees the scheduling of equipment for installation projects.
- The Installer is responsible for overseeing the installation of product.
- The Swamper assists the installer in the installation of product.
- The Engineering Manager is responsible for approving any installation changes and for approving adequate pile torque and depth.

Procedures

- 1. Complete a documented Hazard Assessment prior to the commencement of work activities.
- 2. The crew Forman must ensure they have obtained a ground disturbance permit prior to installing piles.
- 3. Crews are to have all necessary tools and equipment in proper working order available to them.
- 4. Upon arriving at the installation site, the Field Crew (Installer and Swamper) will perform a visual inspection of the installation grounds to ensure customers' specifications were correct and that installation is possible. Any issues or changes will be taken up with the customer and approved with sales or engineering before proceeding with the installation.
- 5. The crew Forman and/or installer must perform a toolbox safety meeting, with their crew and the site supervisor, to go over any safety concerns or issues that may be pertinent to the location and operation.
- 6. For each pile the following routine will be performed:
 - The truck is parked over the installation point and appropriate supports and safety devices are positioned.
 - The pile is raised to the torque head and pinned into place.
 - The boom is extended, and the pile is placed over the installation point.
 - While using the downward force of the boom, the pile is turned and installed to required depth as specified on the work order.
 - The Swamper ensures the pile is inserted level or to the proper specified angle and ensures that pile placement is maintained with no major ground heave occurring.
 - The Swamper will be the eyes for the Installer for helping to align vertical correctness of the installation. This generally is done by holding a level on the side of the pile and giving hand signals to the Installer for boom adjustments.
 - Pile placement is maintained by use of reference lines.



- The Installer takes care not to over extend the boom or shear the pile. During the operation of the torque head, the Installer monitors the torque chart to ensure proper torque readings are occurring.
- When installation torque is the limiting factor in the installation, pile advancement must continue until adequate torque values are achieved.
- When the proper depth and torque value (if specified) are achieved, the installation ceases. The Swamper removes the torque head from the pile.
- If the design calls for depths in excess of single section lengths, then additional pile length is needed and welding will need to be performed.
- When a weld on extension section is added in the field, proper beveling procedures should be followed. Installation holes on lead sections should always be removed prior to extension add-on.
- Repeat pin-up and installation steps above for adding on and installing extensions.
- 7. Once the installation is complete, the Installer is responsible for creating a pile record that identifies each pile by location, depth, and installation torque. Clear, concise records for all piles are necessary.
- 8. Scott Builders Inc.'s representatives must be present and oversee all piling activities.



Preventing incidents and injuries associated with signage installation on fences or other outdoor locations. Signage that has blown off outdoor locations can become a slipping hazard for our workers and/or the public.

Procedure

- 1. Install signage on a fence by securing the sign at:
 - All four corners a minimum of 2 inches (5 cm) from the edge.
 - All side edges a minimum of 2 inches (5 cm) from the edge.
 - A minimum of 2 locations in the middle of the sign. For larger signs, secure in more locations, 2' center is advisable.
 - Be aware that when tie wiring signs to a fence, the sign can rip and still blow off. Consider using wood backing first (1 x 4 strapping) to help keep it securely in place.
- 2. For temporary fencing, use proper bracing on the fence such as t-posts, extra fence panel at a 90 degree to the fence, etc. to help prevent the fence from blowing over.
- 3. Install signage on office trailer by removing siding screws and placing screws through sign and back through original siding hole. Ensure sign is secured properly by enough screws or by additional means depending on the size of the sign.
- 4. Install signage on a wooden stand by:
 - Screwing the sign to the wood using screws and washers to help prevent sign from becoming loose from screws.
 - Ensuring the base of the stand has been secured from blowing over a few options are available including tying the stand to concrete blocks, or installing posts into the ground (may require ground disturbance permit), etc.
- 5. Inspect signage weekly to ensure it is still properly secured and tighten any areas that have become loose.
- 6. Inspect signage before and after any severe storms involving conditions that could damage or loosen signage.
- 7. Replace any damaged signage with new signs.

Missing Signage

- 1. Look for any signage that has blown off the fence or other outdoor location.
- 2. Follow incident reporting procedures including if the sign was located or not found.



Preventing incidents and illness associated with silica exposures.

Silica is the second most common mineral on earth and makes up nearly all of what we call "sand" and "rock". Silica exists in many forms—one of these, "crystalline" silica (including quartz), is the most abundant and poses the greatest concern for human health.

Some common materials that contain silica include:

- Rock and sand
- Topsoil and fill
- Concrete, cement, and mortar
- Masonry, brick, and tile
- Granite, sandstone, and slate
- Asphalt (containing rock and stone)
- Fibrous-cement board containing silica
- Fire spray

How Workers Can Be Exposed

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during many construction activities, including:

- Abrasive blasting (i.e. of concrete structures)
- Jackhammering, chipping or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete
- Tuck point grinding
- Road construction
- Loading, hauling and dumping gravel
- Demolition of structures containing concrete
- Sweeping concrete dust
- Drywall Dust
- Grout

Unprotected workers performing these activities, or working in the vicinity, can be exposed to harmful levels of airborne silica.

Health Effects

Crystalline silica dust can cause a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.

A worker may develop any of three types of silicosis, depending on the concentrations of silica dust and the duration of exposure:

• Chronic silicosis—develops after 10 or more years of exposure to crystalline silica at relatively low concentrations



- Accelerated silicosis—develops 5 to 10 years after initial exposure to crystalline silica at high concentrations
- Acute silicosis—develops within a few weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, a worker may experience:

- Shortness of breath
- Severe cough
- Weakness

These symptoms can worsen over time and lead to death.

Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

Controlling Silica Exposure

The Alberta Occupational Exposure Limit (OEL) is 0.025 mg/m(3) for respirable crystalline silica which is difficult to accurately measure, making zero exposure the only practical goal. Scott Builders will reduce or eliminate worker exposure to silica dust by selecting a combination of the following controls listed in order of preference:

- 1. Elimination and substitution
- 2. Engineering
- 3. Administrative
- 4. Personal protective equipment

Please see the Silica Control Table located in the Silica Safe Job Procedure

Elimination and Substitution

We recognize the importance of planning the work in order to minimize the amount of silica dust generated.

- During the project planning phase, we will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces (e.g., formwork planning).
- Whenever possible, we will schedule work when concrete is still wet, because we know that much less dust is released at that time.

Engineering

Our dust control systems may employ three well-established techniques:

- Local exhaust ventilation (LEV)
- Wet dust suppression (WDS)

Restricting or isolating the work activity with barriers or full enclosures (this may be the only option where LEV or WDS is not practical or effective).

Administrative

We will follow these safe work practices:

• Exposure control plans and the job hazard assessment will be submitted to the Scott Builders Inc. Site Superintendent prior to the start of work.



- We will establish procedures for housekeeping, restricting work areas, personal hygiene, worker training, and supervision.
- As part of the project planning, we will assess when silica dust may be generated and plan ahead to eliminate or control the dust at the source.
- Warning signs will be posted to warn workers about the hazards of silica and to specify any protective equipment required (for example, respirators).
- Work schedules will be posted at the boundaries of work areas contaminated with silica dust.
- Work that generates silica dust will be conducted after hours, when access to other unprotected workers cannot be restricted.
- The Silica Exposure Control Plan must be completed by a Scott Builders Inc. competent person, and the sub-trade competent person responsible for the silica exposure.

Legislation Occupational Exposure Limits

Alberta's Occupational Health and Safety Legislation has general and specific requirements related to crystalline silica. Occupational Exposure Limits (OELs) for crystalline silica are provided in Table 2, Schedule 1 of the OH&S Code. These limits apply to workers directly involved with tasks using crystalline silica, and also to workers in the workplace who may be exposed to dust indirectly from these operations. Specific requirements include:

- Definition of an "exposed worker" a worker who reasonably may be expected to work in a "restricted area" at least 30 days in a 12-month period. (A "restricted area" is an area of the worksite where there is a reasonable chance that the concentration of crystalline silica exceeds the OEL.)
- Minimizing the release of crystalline silica to the air and keeping the worksite clear of unnecessary accumulations of silica dust
- Training workers about the health hazards associated with exposure to crystalline silica
- Health assessments for exposed workers
- Requirements for personal protective equipment.

Employer Responsibilities

Employers must:

- Control the release of silica dust to keep the concentration of fibers in the air as low as reasonably practicable.
- Ensure that workers at the worksite are protected from exposure to silica and other hazards.
- Develop work procedures to minimize exposure to silica.
- Provide suitable protective equipment for workers.
- Train workers in the hazards of silica.
- Train workers in the employer's work procedures.

Worker Responsibilities

Workers are responsible for taking reasonable care of themselves and others at the work site. Workers must:

- Become aware of the hazards associated with working with silica.
- Follow the employer's work procedures.
- Practice good personal hygiene.
- Wear the protective equipment required for the work and use the equipment properly.
- Participate in training programs provided by the employer.



Silica Code of Practice SJP

Prime contractor:			Superintendent:			
Project manager:		First aid attendant:				
Project:			I			
Company completing work:						
Contact:						
On-site supervisor(s):						
Worker(s):						
Scope of work to be completed:						
Work start date:			Duration:		U Weeks D	Months
Scott Builders Inc. Supervisor responsib	alo for:		Duration.			WORKING .
Sub-trade Supervisor responsible for:						
Worker responsible for:						
Workers trained in (training records must b	be available	e for review):				
Proper use of grinding equipment		YD ND	Proper disposal metho	ods		YD ND
Proper use of PPE		YD ND	Proper use of enginee	ring controls		YD ND
Proper use of respirator		YD ND	Proper use of admin c	ontrols		YD ND
Respirators						
Required: Y□ N□	Available	: Y🗆 N🗆		Fit-tested: YE		
PPE required for scope of work (other the	an respirate	or)				
□ Coveralls □ Gloves □ Rubber boots □	∃ Eye prote	ection 🗆 Ref	flective vest D Hearing	protection		
Scott Builders Inc. Supervisor			Position:		Date:	
Contractor Supervisor Signature			Position:		Date:	



Silica Code of Practice SJP

#	Date/Duration	n Task -		Controls		
#	Date/Duration	Engineering	Administrative	PPE	Equipment	
_						
No	tes (For task/risk i	management matrix above. Us	e # to indicate which task th	ne note relates to.)		

TA	BLE 1 (Codes for task/risk	manage	ement matrix)					
-	Engineering controls		Administrative controls		PPE		Supplies/Equipment	
1	Exhaust fan	1	1 Signage		Respirator	1	Hand grinder	
2	LEV	2	After hours work	2	Gloves	2	Ceiling grinder	
3	Wetting	3	Scheduling	3	Coveralls	3	Floor grinder	
4	Partial enclosure				Hearing protection	4	Disposal bags	
5	Full enclosure				Eye protection	5	HEPA filter (vacuum)	
6	Shroud			6	Reflective vest	6	HEPA filter (respirator)	
7	Barriers			7	Rubber boots (CSA)	7	Shovel	
				8	Fall arrest	8	Lifeline	



Preventing incidents and having good communication during special projects and renovations is important since they usually don't have full-time supervision.

Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety boots.
- Safety glasses.
- Work gloves.

Procedure

- 1. Scott Builders Inc. Project Manager or Project Coordinator must complete a documented Project Hazard Assessment form and the following checklist for all Special Projects including renovations.
- 2. If environmental hazards are unknown or suspected then follow our Asbestos and Other Environmental Hazards Safe Job Procedure.
- 3. Scott Builders Inc. Project Manager or Project Coordinator MUST notify their Safety Advisor of the project so discussion can take place regarding scope of work, hazards and required safety equipment prior to commencement of work.
- 4. Scott Builders Inc. Project Manager or Project Coordinator and Site Superintendent MUST complete a Project Safety Start-up Checklist to ensure all safety policies and procedures including emergency preparedness are in place prior to commencing work.
- 5. A copy of the Project Safety Start-up Checklist MUST be sent to your Safety Advisor to confirm it has been completed.

Prior to starting a Demolition or Renovation Project, you should have at your disposal an Environmental Assessment that identifies the hazardous materials existing on the project. Be aware that the Environmental Assessment may not identify all materials present such as materials behind walls, buried materials, etc. In the event that you start a project without an Environmental Assessment, review the following checklist to identify any possible hazards, which may exist on the project.



Special Projects and Renovations SJP

Project Number: _____ Project Name: _____

Date:

1. Asbestos (may be found in the following)				
Present	N/A	Tested	Removed	Item
				Drywall Joint Compound
				Ceiling Tile
				Spraytex Ceilings
				Vinyl Asbestos Floor Tile
				Pipe Insulation, Elbows and Joints
				Boilers – Gaskets
	$\overline{\Box}$			Window Putty and Caulking
				Transite Wall Paneling (Cladding material from
	_			Asbestos. It was widely used in the 1950's)
				Sprayed Fireproofing Materials
				Mastic / Coatings
				Roofing Felt
				Asbestos Cement Pipe
2. PCB's:		•	•	· · ·
Present	N/A	Tested	Removed	Item
				Fluorescent Lighting Fixtures
				Transformers and Capacitors
3. Halon:				
Present	N/A	Tested	Removed	Item
				Computer Room Fire Suppression Systems
4. Chemic	als:	•	•	
Present	N/A	Tested	Removed	Item
				U/G Fuel and Chemical Tanks
				Above Ground Fuel and Chemical Tanks
				Oil Interceptors
				Acid Neutralizers
				Battery Charging Areas
				Printing Inks
				Dry Cleaning Compounds
				Paints (Lead)
				Solvents
				Mineral Spirits
				Pest Control Products
5. Excava	tion / Sit	e Work		
Present	N/A	Tested	Removed	Item
				Petroleum Spills
				Buried A/C Pipe
				Contaminated Soils: Smelter slag, mine tailings,
				sandblasting grit, etc.

Name: _____

Signature: _____



This procedure applies to all workers working with spray painting equipment and supplies.

Required Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.
- Respiratory protection (respirators half mask or full face).

Hazards

- Hazardous product (SDS).
- Fumes.
- Splashing and mist.
- Repetitive motions.
- Working at heights.
- Flammable product around open flame or ignition sources.

Procedures

- 1. Review SDS to determine PPE and controls required.
- 2. Complete a Hazard Assessment for tasks being performed.
- 3. Inspect tools, equipment and PPE.
- 4. Ensure your work area(s) have proper lighting and ventilation including exhaust and fresh air fans.
- 5. Inform other workers of your tasks so they are aware of hazards and wet paint.
- 6. Install "hazard wet paint" signage around work area(s).
- 7. Mix paint.
- 8. Connect all spray gun parts and equipment.
- 9. Put spray gun nozzle in bucket of paint.
- 10. Ground the spray unit and solvent pails to prevent static electricity sparks.
- 11. Plug in compressor and turn it on.
- 12. Inspect gun for leaks or other problems.
- 13. Hold gun firmly to the side of a grounded pail when triggering into a pail.
- 14. Select proper tip for spraying requirements.
- 15. Put on respirator and complete fit testing on respirator equipment to ensure proper fit and select proper cartridges.
- 16. Be aware of surroundings.
- 17. Clear area of other workers if they are going to stay in your work area, the other workers may require respirators.
- 18. Press trigger on spray gun.

Note: For any overhead work or when using Dryfall – a full face respirator must be used.



Cleaning Spray Gun

- 1. Place setting on compressor to reverse to clean gun, use water or paint thinner.
- 2. Put tip of gun in reverse of spray (straight spray) and narrow.
- 3. Clean into a pail until liquid coming out is clear.
- 4. Take gun and tip apart and clean as per manufacturer's instructions.
- 5. Clean filters (3).
- 6. Wrap paint intake spout with cloth for protection.
- 7. Wrap cords on tools.



To prevent falls, serious injuries and incidents resulting from unsafe steel decking installation procedures.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Fall Protection equipment
- Safety boots.
- Eye & face protection.
- Hand protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Key Safe Procedures:

- Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change. Observe work area(s) for observable hazards, such as a congested area, other workers working either under your work area or above it, weather conditions, etc.
- Flag or barricade work area(s) off which are directly underneath the work zone to restrict other workers from entering your work zone. Install a barricade tag on your flagging/barricade to inform workers of the hazards if they enter your work zone and consider installing signage stating, "overhead work".
- 3. Assemble and inspect all required tools.
- 4. Ascend to the iron by using either a ladder or an aerial work platform. Operators of the aerial work platform must be trained and authorized to use the equipment. A spotter must be used when operating an aerial work platform in tight spaces. All workers in an aerial work platform must use 100% tie off. The operator(s) must be familiar with SBI's Aerial Work Platform SJP.
- 5. When working above 3 metres (10 feet), when there is an unusual risk of injury or as per applicable provincial OHS legislation, workers must have current fall protection training and use appropriate fall protection in order to be tied off 100%.
- 6. Spread out the steel decking being used, being sure to watch for pinch points. Also watch for slippery conditions and uneven surfaces.
- 7. Ensure materials are positioned or secured to prevent falling objects or from being blown off work area by wind or weather conditions.
- 8. Cut the steel decking to fit. Obtain a "Hot Work Permit" from the SBI supervisor for cutting activities. Ensure no flammable materials are within or under your "hot work zone" Watch for sparks and flying debris during steel deck cutting activities.
- 9. Fix the steel decking to the structure by using a powder actuated tool, welding it or using a screw gun to install appropriate screws of sufficient strength.



To prevent serious injury, property damage and structural failure. Steel erection is one of the most dangerous operations Scott Builders Inc. performs and requires all steel erection workers to be under the supervision of a Journeyman Iron Worker (Metal Building Systems Erector) and follow apprentice to journeyman ratio of 2 to 1 at all times.

Personal Protective Equipment (PPE) Requirements

- Hard hat.
- Eye protection
- Foot protection.
- High visibility safety vest.
- Hearing protection.
- Hand protection.
- Torso protection.
- Welder's helmet, as required.

<u>Note:</u> Refer to the <u>Project Specific Engineered Temporary Bracing Plan and Erection Procedures</u> for detailed erection procedures. The following procedures are a guideline to complement the Engineer's Erection Drawing but <u>do not override</u> them. <u>If there are any discrepancies, please</u> follow-the Engineered Steel Erection Drawing.

Key Safe Procedures:

- 1. Review Engineered Temporary Bracing Plan and Erection Procedures and verify it has an engineer's stamp prior to proceeding.
- 2. Complete the Skeleton Structure Pre-Erection Checklist with the steel erection supervisor and Scott Builders' Site Superintendent. This includes discussing all worksite hazards with the steel erector.
- 3. Review required permits and review the erection procedure with the steel erection crew.
- 4. Ensure the steel erection crew completes a documented field level hazard assessment (FLHA) prior to starting any work.
- 5. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 6. Check anchor bolt elevation and placement.
- 7. Discuss positioning of crane or rough terrain forklift/telehandler & designate a competent signal person. (Review all Crane SWP's and SJP's)
- 8. Secure work zone, install barricades and signage as required.
- 9. Review Hoisting & Rigging SWP, Hand Signal SWP and Fall Protection Plan with all workers involved on erection crew.
- 10. Complete documented inspections for all mobile equipment to be used.
- 11. Monitor weather and wind conditions throughout the day to ensure safe working conditions. If wind speed gets above 30 km/hr., then a documented safety meeting should be held to discuss if it is safe to continue erection operations.
- 12. Rig up iron with tag lines for placement. Watch out for pinch points and sharp edges.
- 13. Have crane or forklift operator lift the steel under the guidance of the designated signal person. Ensure workers are kept out of the line of fire. If communication is lost between the signal person and the crane/forklift operator then all work immediately stops.





- 14. Connectors should be as close to the work point as possible, preferably with a clear view of the operator.
- 15. Signal the crane/forklift operator to position piece near connection. Perform a visual check to ensure the piece will fit.
- 16. Ensuring the seating is secure, grasp piece and while signaling crane, guide into place. Watch out for pinch points, tool failure and falling objects.
- 17. Align bolts holes with spud wrench or connecting bar. Install proper bolts according to the Engineered Erection Drawing. Snug bolts with a wrench, making sure plates are in good contact. Ensure at least a full nut is threaded on. Watch out for pinch points, tool failure and falling objects.
- 18. Once the piece has been secured at both ends, carefully move to rigging and prepare to unhook.
- 19. Have crane or forklift operator slowly lower the hook or rigging and pause to check stability of piece and structure before disconnecting.
- 20. Disconnect rigging and sling up to the master link of the crane if applicable. Carefully hoist up until rigging is clear of structure. Alert operator when rigging is clear.
- 21. Install temporary bracing (i.e. tirfirs) as per Temporary Bracing Plan and Erection Procedures.
- 22. Repeat steps until all primary steel is stood.
- 23. Connections must be impacted or torqued to specifications and check for tightness of anchor bolts. Double hearing protection must be worn by all workers using impact tools or working close by. A minimum of single hearing protection should be worn by other workers working in the surrounding area(s).
- 24. Slack off temporary bracing (DO NOT REMOVE) and use cross bracing to plumb walls first, then plumb roof.
- 25. Temporary bracing may only be removed as per the conditions outlined in the Temporary Bracing Plan and Erection Procedures.
- 26. Secondary framing can now be installed for doors and windows.
- 27. Building is now ready for wall and roof cladding.



To prevent serious injury or property damage during shaking out steel operations and to ensure steel is properly secured while being transported and stored in a safe area.

Personal Protective Equipment (PPE) Requirements

- Hard hat.
- Hearing protection.
- Foot protection.
- Eye protection.
- Hand protection.
- Safety vest

Key Safe Procedures:

- 1. Discuss with Scott Builders' Site Superintendent where the steel shake out area(s) will be located and any hazards which may be encountered in the shake-out area.
- 2. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 3. Conduct a physical walk through of the work area to confirm soil conditions, visibility and lighting. Update your FLHA if any hazards are identified.
- 4. Select and inspect proper rigging & hoisting equipment for the materials being handled.
- 5. Designate a competent signal person and use hand signals.
- 6. Maintain visual contact with the forklift or crane operator.
- 7. Observe load stability on the forklift.
- 8. For cranes, have operator complete the crane lift calculation form.
- 9. Watch for pinch points and sharp edges and keep your body parts out of the line of fire.
- 10. Place steel and materials on dunnage.



The following procedure is to be used for layout and erection of steel stud partitions. Workers using powder actuated tools must be trained.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.
- Gloves.

- 1. Completed a documented Hazard Assessment prior to the commencement of work activities.
- 2. Wear appropriate PPE for work activities.
- 3. Broom clean work area.
- 4. Layout according to blueprints.
- 5. Chalk wall lines.
- 6. Mark openings.
- 7. Install hollow metal door frames, if required.
- 8. Fasten bottom track using powder actuated tool, using proper sized shots and pins.
- 9. Erect appropriate scaffold.
- 10. Align laser level on wall line, make sure that the laser is in self-plumbing mode and is reading accurately.
- 11. Align top track with laser line and fasten with the appropriate fastener.
- 12. Lay out studs as per drawings and specifications.
- 13. Crimp and screw one side of the bottom of the studs on the appropriate centers.
- 14. Plumb studs in wall line, crimp and screw the top side of the studs.
- 15. Fasten studs to metal door frames and plumb.
- 16. Frame in any additional openings required, i.e. windows, pass through, etc.
- 17. Install horizontal stiffener channel if required.
- 18. Install backing as required, for installation of wall hung fixtures.
- 19. Clean up and dispose of debris.



To prevent serious injury or incident if improper procedures are not observed.

Key Safe Procedures:

- 1. Meet the truck at the staging area and ensure the driver has been orientated, completed a hazard assessment and has the necessary PPE.
- 2. Escort the truck to the lay down area being sure to obey all speed limits and traffic signs.
- **3.** Spot truck and trailer on level ground as close to the lay down area as practical. Pads should be placed under the legs if the trailer is dollied off. Take into consideration soil conditions, other objects in the area, visibility and lighting.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Safety boots.
- Eye protection.
- Hand protection.
- Safety vest, high visibility

Starting Procedures

- 1. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 2. Conduct a visual inspection of the load to see if any shifting has occurred. A load may fall without warning as the driver releases his tie downs and removes them from the load.
- 3. Complete a documented pre-use inspection of the telehandler. Ensure operator(s) are trained and authorized to use the telehandler and are familiar with the Manufacturer's Operator's Manual and load chart.
- 4. Access the top of the load being sure to watch for slips and trips. Always keep your body out of the line of fire.
- 5. Review and follow SBI's Hoisting and Rigging SWP.
- 6. Begin to unload steel. Be alert of the possibility of the load shifting on the truck and on the zoom boom. Do not overload the telehandler. Watch for any hook-ups that may cause a spill.
- 7. Be cautious of pinch points and be sure to have the signal person always within the vision of the telehandler operator.
- 8. Proceed with the steel to the lay down area.
- 9. Continue in this manner until the truck is unloaded.
- 10. Secure the lay down area and ensure steel is stable and blocked.
- 11. When job is complete, tidy up the work area(s) and assist the truck driver in leaving the jobsite, if necessary.



The following procedure should enable the worker(s) who will be using stilts on our worksites to anticipate and avoid operational hazards. The worker(s) responsible for this equipment must ensure that all users understand these directions and adhere to them.

Key Safe Procedure

- The operator will refer to the Manufacturer's Instruction Manual for questions and concerns regarding safety directions, precautions, safe operation methods and rules.
- The worker(s) will refer to and NOT use stilts until they fully understand written safety directions, precautions, safe operation methods and rules described in the Instruction Manual.
- Anyone using stilts must be fully trained to do so and made aware of the correct and incorrect uses.

Personal Protective Equipment (PPE) Required

- Hard hat.
- Respiratory protection.
- Safety glasses.
- Gloves.
- Safety boots.
- Hearing Protection.

- 1. Conduct a documented Hazard Assessment before using this equipment.
- 2. Inspect stilts thoroughly before use, making sure that construction is free from damage and hazards, that there is no excessive wear at the connection points, and that all bolts are tight. Special attention should be given to the entire strut tube assemblies and wing bolts in this respect.
- 3. A walk-through inspection of the work area(s) must be completed by the worker(s) going to use stilts and the Site Supervisor to ensure all hazards have been identified and all housekeeping issues have been addressed. Ensure any floor openings have been properly covered and be mindful when working near a guardrail that additional fall protection may be required.
- 4. Strap Tightening Sequence (when mounting your stilts):
 - With help from a co-worker, strap on your stilts.
 - Attach leg straps first.
 - Then attach foot straps.
 - Stand with your legs comfortably apart, collect your balance and relax.
 - If needed, re-adjust the strut tubes and clamps until your stilts and legs are straight and comfortable.
 - When dismounting, always unbuckle leg straps last, after unbuckling foot straps.
- 5. Walking always take short, deliberate steps and walk with your stilts well apart. Large or overextended steps can cause the action springs to bottom out and place excess stress on the stilt components. Excess stress could drastically reduce the life of the stilts or result in component breakage.
- 6. Forward/Rearward Balance When standing erect, your stilts should be in a neutral and vertical position. If they have a tendency to lean forward or backward, make the following adjustments with the help of a co-worker or after removing your stilts:



- If stilts lean forward loosen the tube clamps and rotate the leg bands and strut tubes toward the rear and tighten clamps. This adjustment is to insure proper forward and backward balance. If this adjustment requires the leg bands to be rotated to where it is comfortable, the mounted shoes should be relocated or the heel brackets be adjusted in the same direction as the needed rotation. Do not bend or "size" leg bands.
- 7. Adjustment for walking if you have a tendency to lean forward or backward while walking, you should adjust the action springs. Make the following adjustments after removing your stilts.
 - Leaning forward tighten the upper spring adjuster.
 - Leaning backward tighten the lower spring adjuster.

Never tighten adjusters more than 1/5 of the way down or approximately 15 turns, as it will limit the stilt action and impose excess stresses on the components.

Disclaimer

Refer to applicable Provincial Legislation for your Province's Regulations and requirements.



Should a Subcontractor be required to work alone after hours or weekends without Scott Builders Inc. Site Supervision on site during that time, the Site Superintendent must ensure, prior to allowing any afterhours work, that the specific subcontractor meets all requirements of our Safety and Loss Prevention Program, our Instructions to Bidders (Request for Proposal), the safety requirements as noted on the signed subcontract and all Provincial OH&S requirements.

Procedures

- 1. Work being conducted should be low risk work, i.e. no working at heights, no hot work, no crane lifts, no confined space work, etc.
- 2. Documented individual Hazard Assessments must be completed and updated by each worker for the shift.
- 3. Workers must wear their appropriate PPE as per Scott Builders Inc. policy.
- 4. A single worker is not permitted to work alone.
- 5. Workers must be directly supervised by a competent supervisor.
- 6. Workers must have a means of outside communication, i.e. cell phone, landline phone, etc.
- 7. Workers must maintain communication with the Scott Builders Inc. Site Superintendent supervisor (Forman, labourer), i.e. communicate at start of work, during work, and when contractor is finished for the day.
- 8. Workers must have access to First Aid care and supplies on site.
- 9. Workers must be WHMIS trained and have access to SDS sheets for products they will be using.
- 10. Workers must have a current copy of the Provincial OH&S Legislation available for review.
- 11. Workers must have a copy of their own safe work practices and safe job procedures or access to a Scott Builders Inc. Safety and Loss Prevention Manual.
- 12. Work area is to be cleaned up and all hazards must be made safe at the end of the shift.
- 13. The Subcontractor is to leave the worksite in a secured state.
- 14. Branch and/or Operations Manager must be made aware of the situation.

Should more than one Subcontractor be required to work after hours or on weekends on a concurrent basis, then Scott Builders Inc., "if" acting as the Prime Contractor, is to have one of our Supervisors or competent designate on site to satisfy our Prime Contractor's responsibilities.

If after hours or weekend work is requested by the Owner or Developer, then the costs for Scott Builders Inc. to provide the after hour or weekend Site Supervision is to be passed on to the Owner or Developer by way of a Change Order.



Table saws can be dangerous tools if not used properly and safely at all times. Workers using table saws must be adequately trained and always refer to the manufacturer's specifications on use, care and maintenance before using it.

Personal Protective Equipment (PPE)

- Hard hat.
- Gloves.
- Safety glasses.
- Respiratory protection, if needed.
- Hearing protection.
- Safety boots.

- 1. Complete a documented Hazard Assessment before using this equipment.
- 2. Make sure power controls are in an off position and unplug the electric cord before changing saw blades.
- 3. Make sure that the saw and motor frame are properly grounded.
- 4. Ensure the area around the saw is debris free.
- 5. Have a pusher stick handy and easy to reach.
- 6. Check to see that the correct blade is installed in the saw for the type of materials being cut. Ensure that it is sharp and doesn't have any cracks or missing teeth.
- 7. Ensure that the guard is in place and that the anti-kickback mechanism is installed.
- 8. Check to see that there is a tab on the throat plate to ensure that the rotation of the blade will not dislodge it, and that it is adjusted to the correct height.
- 9. Have your cutting list nearby to eliminate excessive movement.
- 10. Adjust the height and angle of blade and fence. Keep blade 3mm (0.12") above material.
- 11. Set the fence at the required setting.
- 12. If the material is more than 122 cm (4 feet) long, get help or use an outfeed table positioned tight and level to the table saw.
- 13. Ensure that you have enough room to push the stock through the saw from beginning to end. Be sure that no one is standing directly behind the saw in case of material kicking back.
- 14. If two people are required to handle the stock, have the helper ready before starting your cut.
- 15. Wear appropriate PPE including eye and hearing protection.
- 16. Turn on the saw.
- 17. Set material to be cut onto table, and make sure material is tight to the fence before you feed it into the blade slowly but steadily. Keep material tight to the fence for the duration of the cut.
- 18. Keep your body out of line with the material being cut.
- 19. Move material slowly and firmly into blade without stopping.
- 20. Only the worker feeding the material should put hand pressure on the material.
- 21. When the material is near the end, use the push stick to complete the cut.
- 22. Remove the stock from the table, being careful not to touch the moving blade, and then shut off the saw.
- 23. Place waste material into the garbage.
- 24. Use a brush or stick to remove scrap or sawdust from the table saw.



Cutting Dado's or Rabbets

If cutting dado's or rabbets you will have to remove the blade guard, the kickback fingers, the splitter and the throat plate. Be sure the saw is unplugged before you do so. Install the dado set according to manufactures instructions and lower the blades. Make a temporary throat plate out of MDF or plywood. Insert the temporary throat plate into the table and ensure that it is seated flush with the table. Cut a new blade kerf by slowly raising the blades into the seated temporary throat plate. **TABLE SAW GUARDS SHOULD NEVER BE REMOVED OTHERWISE. RE-INSTALL GUARDS IMMEDIATELY IF YOU ARE RETURNING TO CONVENTIONAL CUTS.**



This procedure applies to all workers working with taping and filling materials, supplies and equipment.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Hearing protection.

- 1. Complete a task specific FLHA.
- 2. Use material at recommended temperature and specifications.
- 3. Review the product SDS to ensure proper precautions are in place. Some compounds may contain silica and require a silica control plan.
- 4. Check walls and ceiling for broken boards, cut outs, and patches.
- 5. Spot nails and screws. Make sure they are in to the proper depth.
- 6. Apply tape to all joints and inside corners.
- 7. Cover tape with two coats of joint filler and feather to at least 36 cm (14 inches). Cover corners with three coats of filler and feather to at least 36 cm (14 inches).
- 8. Sand all joints, inside angles, nail runs, and corner beads.
- 9. Scrape and clean floors.



Protection of workers from injuries due to the lifting of concrete panels and placing into proper location.

Key Safe Practices

Supervisor to ensure proper instruction to workers on the protection requirements as well as determine the type of equipment required and inspect the work site:

- 1. Approval of Structural Engineer required before lifting can proceed.
- 2. Ensure concrete test results have been reviewed and concrete has come to strength 17 MPa and 2.9 flexural strength.
- 3. Review lifting inserts and brace inserts for proper location and alignment.
- 4. Inspect ring clutches and ensure certification is up to date on all rigging required.
- 5. Ensure a thorough review of documentation that both crane and operator are certified and inspection documents and logbook are on-site and up to date. Copy Operator's certificate and Engineer's certification for the crane for file.
- 6. Review lifting procedures with all those involved.
- 7. Make sure area is barricaded off so NO person can walk under or behind panels while lifting is in progress or until lift is completed.
- 8. There is only one person to signal crane and one signals shall be gone over with the Crane Operator and Signal Man. Signaler must wear blue visibility vest or only a rigging gauntlet for identification.
- 9. If there is a need for a second crane only one signal person is to be used to direct both cranes.
- 10. Try to avoid the need for blind lifts if at all possible.
- 11. Lift cannot take place if winds exceed 55km/hr.
- 12. Clear site if wind gusts exceed 100 km/hr.
- 13. No worker is allowed to go behind panels until bracing is secured and Signaler has indicated it is clear.
- 14. When lift is in progress there will be one worker per brace and his responsibility will be to make sure the brace does not get hung up on anything.
- 15. The Signalman must watch both the panel and the people paired with braces to ensure nothing gets caught and no one has problems with their brace.
- 16. If the braces are too heavy utilize wheel dollies to help space the braces as they get set into place.
- 17. Crane shall not release load until signaler directs him and not until all braces are secured and anchored.
- 18. Do not put your hands or fingers under or in between panels when placing a panel. Use an extension tool to move or guide the panel into place.
- 19. If anyone sees anything that does not look safe let everyone know immediately. The lift will stop until it can be inspected by the General Foreman.
- 20. Proper PPE must be worn at all times: Hard hat, steel toe safety boots, gloves, high visibility safety vest and safety glasses.
- 21. Braces cannot be removed or moved without the Superintendent's or Engineer's authorization first.
- 22. All loads must be controlled with tag lines during lifts.
- 23. Daily inspections every morning of installed bracing by competent person.



Hooking up and hauling a trailer requires that all workers involved in the operation have received proper instruction and are aware of the hazards involved. Worker(s) have to be authorized to operate company vehicles and equipment.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Gloves.

- 1. Complete a documented Hazard Assessment prior to the commencement of work.
- 2. Complete a documented inspection of both truck and trailer to ensure they are in good working condition.
- 3. Ensure your hitch ball and trailer hitch are the same size, or the trailer can come disconnected.
- 4. Line up the hitch ball to the trailer hitch, using a spotter.
- 5. Slowly lower the trailer hitch on to the hitch ball by using the trailer's jack.
- 6. Ensure the hitch coupler has been properly seated on the hitch ball.
- 7. Secure hitch onto the hitch ball.
- 8. Complete a "pull test" on the hitch/ball connection by using the trailer jack to try and lift the trailer off the ball.
- 9. Secure the two trailer safety chains on to the truck in a crisscross pattern. The left chain will be secured to right side and right side chain will be secured to left side.
- 10. Connect the trailer's light wiring assembly.
- 11. Secure the break-away cable to the truck hitch.
- 12. Turn on lights and check the trailer to ensure all lights including the brake lights and signal lights are in working order.
- 13. Ensure the load has been properly placed on the trailer for even weight distribution.
- 14. For load weights that are unknown, go to the nearest commercial weigh scale to confirm the load is within legal weight limits.
- 15. Any materials that overhang from the trailer need to be flagged to warn other motorists. The overhang of material from the trailer is to be no more than 35% of trailer wheelbase.
- 16. Secure load in place using ratchet straps.
- 17. Re-check connections, load positioning, straps, and lights after approximately 2 blocks to ensure everything is functioning correctly.
- 18. Check load and trailer after 100 kms of travel and every 200 km, thereafter.



To prevent injuries and incidents associated with the improper installation of a building's trim package.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Fall Protection harness and lanyard.
- Safety boots.
- Eye protection.
- Hand protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Starting Procedures

- 1. Ensure control zone has been identified to protect workers from all overhead hazards.
- 2. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 3. Prior to installing gutter, make sure wall flashing and bird closure strips are installed out of an aerial platform.
- 4. Workers on the roof will install eavestroughing using brackets and screws supplied by the manufacturer. Ensure all workers are trained in fall protection and are 100% tied off.
- 5. Install gable trim and fasten the top to the finishing roof edge and use Butler power seamer to connect to roof.
- 6. Using an aerial work platform, workers will install the bottom of the trim to the wall.



Purpose: This procedure applies to all workers working who are involved in roof fabrication and erection operations.

Required Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hat.
- Gloves.
- Safety vests.
- Fall protection equipment including proper anchors and Y lanyards.
- Hearing protection, as required.

Hazards

- Working at heights.
- Slipping/Tripping.
- Mobile Equipment.
- Reduced visibility.
- Rigging Failure.
- Extreme weather and wind conditions.
- Pinch points.
- Poor communication.
- Heavy materials.
- Out of balance materials.

- 1. Complete a documented Hazard Assessment for the tasks you will be performing, detailing your plans to eliminate or control your hazards.
- 2. Ensure a fall protection plan for work activities has been developed and ensure all workers who will be working at heights have received Fall Protection Training (workers must have fall protection certification onsite).
- 3. Assemble roof on the ground as per manufacturer's instructions.
- 4. Brace roof as required by manufacturer's instructions and/or engineered bracing plan.
- 5. Lifting points and supports to be installed as per engineered erection plan
- 6. Hold documented safety meeting to discuss lifting procedures, designate workers to tasks, etc.
- 7. Assign 2 workers to hold the tag lines and keep the section in alignment with the lift.
- 8. Assign 2 roof workers to receive the lifted section and place and secure it with fasteners on the wall as per detailed installation instructions.
- 9. Ensure the forklift or crane has been inspected and proper documentation is onsite prior to lifting.
- 10. Designate one of the roof workers to be the signal man for the crane or forklift operator.
- 11. Ensure roof workers are safely positioned in roof area and are tied-off.
- 12. Lift sections with 2 slings evenly spaced on lift bar.
- 13. Lift sections with two tag lines attached to section end corners.
- 14. Take your time and stay alert of your surroundings.
- 15. Tension is to be kept on tag lines until the roof section is properly secured until the designated signal man has given the 'all clear'.
- 16. Roof workers will remove slings and tag lines from the secured section.
- 17. Repeat procedure until all sections have been placed and secured.



Objective

To establish a living document that assists in the location and identification of utilities on an on-going basis.

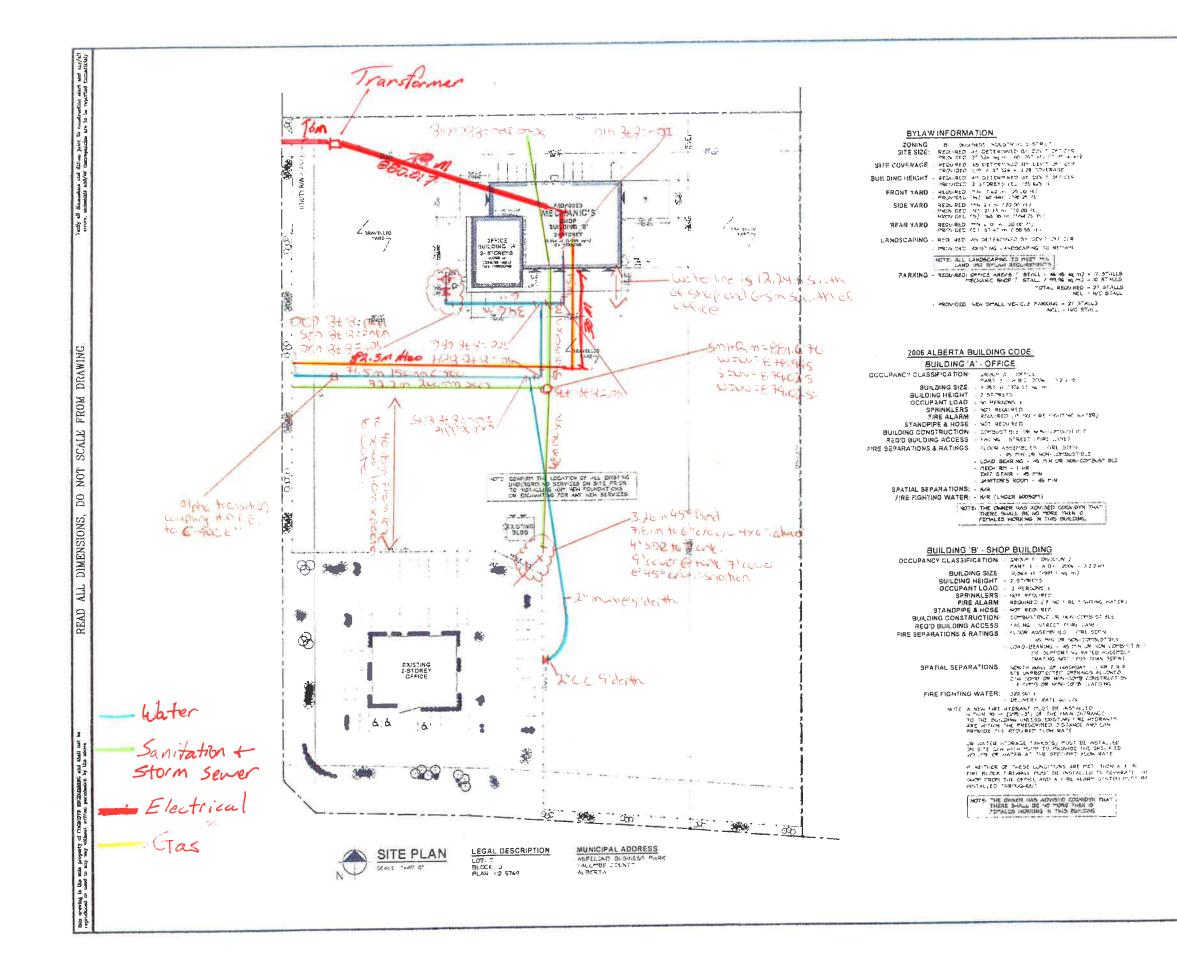
Procedure

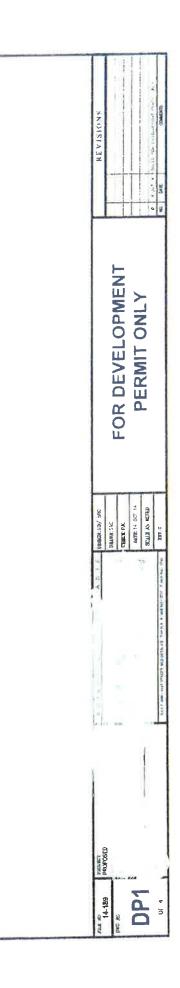
- 1. Contact SBI AbaData[™] coordinator to receive AbaData[™] information.
- 2. Preview AbaData[™] and plot as-built with known utilities.
- 3. Blind sweep of site with Alberta One Call and private locator of entire site.
- 4. Add any underground utilities located to the as-builts (plan to be visible on the wall or safety board within site trailer $-11^{"} \times 17^{"}$ or larger).
- 5. Measure all located undergrounds and utilities to a fixed reference point on as-built (curb/power pole, physical permanent landmark, etc.).
- 6. Add new underground utilities to as-builts immediately upon installation and install physical marker (high vis painted 2 x 4, etc.) prior to backfill and label what utility lies beneath.
- 7. As-builts to be updated every time ground disturbance permits are issued.
- 8. Updated as-builts to be given to whomever is completing ground disturbance. Upon job completion, the Utility As-Built is to be scanned into our electronic files for future reference as well as a copy is to be included in the Operation & Maintenance Manual (O&M).
- 9. Ground disturbance permits and as-built to be referenced in orientations.
- 10. As-built color coding should match industry standards as referenced in Ground Disturbance Permit.

Notes

- 1. To have SBI supervision (constant presence on site monitoring ground disturbance as it happens).
- 2. Although it is important to identify underground utilities any as-built drawing is encouraged to
- include overhead powerlines as well.
 3. SBI Representative that issued ground disturbance permit to be present on site for all ground disturbance activities.
- 4. Please reference the Utility As-Built example attached.

	ERNATIONAL COLOUR CODE MARKING BURIED FACILITIES	
	WHITE - Proposed Excavation	
	PINK - Temporary Survey Markings	
	RED - Electric Power Lines, Cable Conduit and Lighting Cables	
	YELLOW - Gas, Oil, Petroleum and Gaseous Materials	
	ORANGE - Telephone, Cable TV, Communication, Alarm and Signal Lines	
	BLUE - Potable Water	
	GREEN - Sanitary Sewers, Storm Sewers and Drain Lines	
415136	PURPLE - Reclaimed Water, Irrigation and Slurry Lines	







Vehicle Breakdowns (Company owned or leased vehicles)

- 1. If a vehicle breaks down, operators must get the vehicle off and away from the traveled portion of the road, if possible. If they can't move it, then they must:
 - Activate vehicle emergency flashers.
 - Set out safety triangles, flares or flashers supplied with the company vehicle as per Provincial Commercial Vehicle Legislation.
 - Set safety triangles, flares or flashers 30 metres (100 feet) behind and 30 metres (100 feet) in front of the vehicle.
- 2. All breakdowns involving company vehicles must be immediately reported to your supervisor and Asset Department.

Vehicle Incidents

In case of an incident, the operator must:

- 1. Pull off the road, if possible, to avoid obstructing traffic.
- 2. Activate vehicle emergency flashers and set out safety triangles on the road as necessary.
- 3. Contact emergency services.
- 4. Render First Aid to any person(s) who may be injured if you are trained, and it is safe to do so.
- 5. Report the incident to your supervisor and Branch Safety Advisor as soon as possible.
- 6. Refrain from entering into any argument or dispute with the driver of the other vehicle, pedestrians or bystanders.
- 7. Make no admission of liability or offer any settlement of claims.
- 8. Record the license plate numbers and Driver's License numbers of any other involved persons.
- 9. Report the incident to the necessary authorities or make arrangements with the office to report it.
- 10. Take notes including all the details possible, such as width of roads, length of skids, presence of traffic signs, vision obstruction, names and address of persons involved and any witnesses.
- 11. Take pictures, if possible.
- 12. Complete a Vehicle Incident Report.



To prevent serious injuries or incidents associated with improperly installing windows and doors on a metal building.

Personal Protective Equipment (PPE) Requirements

- Hard Hat.
- Hearing Protection.
- Fall Protection harness and lanyard (as required).
- Safety boots.
- Eye protection.
- Hand protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Window Procedures

- 1. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 2. Frame openings in walls before cladding and flash.
- 3. As cladding is installed, cut to fit neatly in pre-assembled flashings. Workers on the ground or in an aerial lift will complete this work. Workers in an aerial lift must be trained in fall protection and be tied off 100%.

Door Procedures

- 1. Complete a documented field level hazard assessment (FLHA) prior to any work activities. Update your FLHA if your task or conditions change.
- 2. Install door and frame in framed opening before cladding.
- 3. Install flashing.
- 4. Cut and install cladding to fit neatly into associated flashings.
- 5. Frame and flash overhead door and miscellaneous wall openings before cladding.
- 6. Install cladding to fit flashing.
- 7. Ensure all sharp/raw steel edges are guarded, and hazards are controlled when leaving the work area or finishing the task.



Prior to any worker being allowed to work alone or to work in an isolated area, notice is to be given to all workers on the site to ensure that everyone is aware of what is going to take place and the procedures that will be used for the duration of that portion of the project. A meeting involving the worker and their immediate supervisor must be conducted to ensure that all information necessary to maintain worker safety is communicated prior to giving permission to work alone on any Scott Builders Inc. projects or properties. The following is a list of examples of conditions and duties that shall be considered a hazard to an employee "Working Alone":

- Confined space entry.
- Working with:
 - High voltage electrical equipment.
 - High energy materials (radioactive, high temperature).
 - Toxic gases, liquids or solids.
 - High pressure systems.
 - Moving equipment or machinery.
- Working in extreme weather conditions.
- Handling or transferring flammable or toxic liquids.
- Maintenance and service work (low risk).
- Medical history or conditions of the worker.
- Knowledge of high risk criminal activity in the area or vicinity.

- 1. The following steps are to be taken and are to be reviewed at the pre-work meeting consisting of specific worker assigned to work alone, the worker assigned to do the checks and recording, as well as any other workers that may be affected :
 - The time frame that this condition will occur in.
 - The location(s) that it will be necessary for workers to be present in.
 - Any specific concerns or hazards that will or may be encountered, i.e. H²S area, high pressures, fire, temporary heat watch, etc. are to be brought out in a Project Hazard Assessment.
 - Set up times and means of communication for checking on the worker. (Radio, Cell Phone)
- 2. Steps that <u>MUST</u> be included in the Individual Site Procedures:
 - There must be a procedure in place for checking on a worker's well-being (procedures shall follow this guide but are to be site specific, which may include further details).
 - The procedure must include these basics:
 - A pre-job safety meeting to review all aspects of the proposed procedure is to be held with all persons provided with the written procedure.
 - Specifically set time intervals between checks.
 - The procedure <u>MUST</u> be followed in the event the worker cannot be contacted.
 - Procedure regarding provisions for emergency rescue.
 - Specify who is going to be designated to establish contact with the worker at the predetermined intervals.
 - Determine the method to be used to record the results of the contact(s) and who will be doing the recording, i.e. date, time and by whom.
 - A check-in at the end of the work shift is to be done by the worker to announce their completion of work and leaving the project or property.



• If a reliable communication system cannot be established or cannot be proven reliable working alone activities will not be allowed to take place – revert to buddy system.

Periodic Check by Scott Builders Inc. Emergency Contact Service (Low to Moderate Risk)

When a worker is required to work in an area where there is little or no contact with fellow workers, i.e. crawl space, boiler room, attics, etc., then they should use the Scott Builders Inc. Emergency Contact Service and establish a schedule for periodic checks by that provider. This can be done easily by calling the emergency contact number of 1.877.343.5232 and identifying themselves as working alone on a Scott Builders Inc. project or property. Together with the telecommunications operator of the emergency service, they can determine an appropriate schedule and contact number for periodic checks. The length of time between checks will depend on the severity of the hazards related to the job.

Buddy System (High Risk)

The "Buddy System" is generally used when workers are required to work in confined spaces. This system can be used effectively to maintain close contact with workers dealing with live conductors or high voltage electricity as well as hazardous or toxic liquids, gases, and solids.

The "Buddy System" requires a designated watch-person. This person must be trained in the hazards related to the job, emergency rescue procedures, and emergency first-aid.

A written procedure will be developed and implemented by the company prior to any work, job, or task that may be or has been assessed as high risk.



Should you need to work alone after hours or weekends without co-workers present in the office during that time, then you must ensure the following procedures are followed.

Procedures

- 1. Before going to office, notify an outside party where you will be, and set a check in time. This individual must be available at all times while you will be working alone. Also see Scott Builders Inc. Emergency Contact Service below.
- 2. Provide this individual with a copy of the Staff phone list.
- 3. Be sure this individual has your office phone and extension number as well as the number to your cellular phone.
- 4. When you arrive at the office, lock the door behind you and make sure your cell phone is turned on.
- 5. Check in periodically with your outside contact at times you have both agreed upon; every hour is acceptable but should be based on a Hazard Assessment.
- 6. In the event your outside contact has not heard from you at the agreed upon time, instruct them to phone you at the office. If you are not answering your office line, then try the cellular.
- 7. If they are unable to reach you at either number, they should phone one of the contact names on the staff phone list.
- 8. If you are a staff member receiving a phone call from an outside party, it is your responsibility to come down to the office and look for anything suspicious.
- 9. If, when you arrive at the office something appears to be wrong, i.e. broken windows, etc., do not enter the building. Contact the authorities immediately and wait for them to arrive.
- 10. If not, enter the building, start calling the individual's name and looking for the individual starting in their office. If the individual is found in need of medical attention, call 911. If the individual is found to be in good condition then an incident report should be completed as to why the individual didn't answer their check in phone calls.

Periodic Check by Scott Builders Inc. Emergency Contact Service (Low to Moderate Risk)

When an office worker is required to work in an area where there is little or no contact with fellow workers then they should use the Scott Builders Inc. Emergency Contact Service and establish a schedule for periodic checks by that provider. This can be done easily by calling the emergency contact number of 1.877.343.5232 and identifying themselves as working alone on a Scott Builders Inc. project or property. Together with the telecommunications operator of the emergency service, they can determine an appropriate schedule and contact number for periodic checks. The length of time between checks will depend on the severity of the hazards related to the job.

SCOTT

Section 5 Personal Protective Equipment

BUILDERS INC



It is Scott Builders Inc. policy to have all Scott Builders Inc. employees, contractors, subcontractors, clients and visitors use the appropriate Personal Protective Equipment (PPE) on all work sites.

All are required to wear the appropriate PPE on work sites, as determined by the Project Pre-job Hazard Assessment, including but not limited to:

- CSA Grade 1 Foot protection.
- CSA or ANSI Standard hard hats.
- CSA Approved Eye Protection Safety glasses/goggles.
- High Visibility Vest.
- Hearing Protection.
- Appropriate Hand Protection.
- Appropriate clothing for the work being done.
- Any other specialty PPE required for the job site.

Workers will be trained on the selection, use, and maintenance of required PPE.

All PPE used by this Company will be within the requirements as per Provincial OH&S Legislation and comply with CSA or ANSI standards.

All PPE used by this Company will be maintained in accordance with manufacturer's instructions and requirements.

Company issued PPE will be inspected at time of issue and must be inspected by the user before each use.

All PPE that is of questionable reliability, is damaged, or is in need of service or repair, MUST be tagged out and removed from service immediately.

No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or legislated regulations.

PPE exemptions can only be approved and authorized by the Scott Builders Inc. Branch Safety Advisor, as well as the Project Superintendent and/or Project Manager in accordance to our Personal Protective Equipment Exemption Policy and Procedures.

Scott Builders Inc. will maintain as a minimum three sets of appropriate PPE for clients and visitors. This PPE is not for use by employees, contractors or subcontractors.

Date: January 10, 2023

Signed:

Murray Cunningham, President & CEO



It is Scott Builders Inc.'s firm belief that the Personal Protective Equipment policies and requirements contained in the Safety and Loss Prevention Program and manual serve the best interest of all persons involved with or who may be affected by the work that the company performs.

For that reason, all reasonable efforts must be made to comply with the Personal Protective Equipment policies and requirements at all times.

In the unlikely event that an exemption from any of this section's policies and requirements is required to safely perform work activities, it must be presented along with a complete hazard assessment identifying the alternative elimination or control measures for all hazards associated with the work for approval to the Scott Builders Inc. Branch Safety Advisor, as well as the Project Superintendent and/or Project Manager.

Scott Builders Inc. Safety and Loss Prevention Program does not take precedence over the Local, Provincial and Federal Legislation for Occupational Health and Safety and therefore cannot provide exemption to any regulations or requirements provided by these regulatory offices. Any such exemption must be applied for and received in writing PRIOR to their permissibility on any Scott Builders Inc. project and site.

Absolutely NO Personal Protective Equipment exemption shall be granted without written approval as noted above.



Date: Project Number: Scott Builders Inc. Supervisor: Project Number:

Scott Builders Inc. Supervisor.

Person(s) & Company Requesting Exemption:

		PERFORMED DURING EXCEMP		-				
	ity ALL activities in or	der of conduction (use back if	more	space require	20)			
1			2					
3			4					
5			6					
7			8					
WOR	K HAZARD(S) – From	Hazard Assessment		L				
Ident	ify all existing & pote	ntial hazards associated with t	he wo	ork activities.				
ALL / ALTERNATE PPE AND/OR SAFETY SYSTEMS TO BE USED Identify all of the PPE and other safety systems to be used at the worksite to protect workers from the identified hazard(s).								
REAS	ON(S) THAT REQUIR	ED PPE CANNOT EFFECTIVELY	BE W	ORN DURING	WORK			
APPROVAL FOR EXEMPTION – Signature & Date								
SBI S	upervisor				Date:			
SBI P	roject Manager				Date:			
All exe	mpt workers MUST s	ign the following page to ackno	owled	lge that they h	nave reviewed and understand this			

All exempt workers MUST sign the following page to acknowledge that they have reviewed and understand t exemption.

<u>Copy of Hazard Assessment completed to identify tasks / hazards MUST be attached to this request for exemption.</u>



Workers signing this form acknowledge that they have reviewed and understand the information and requirement(s) contained in this exemption.

Date	Print Name	Signature



Eye and Face Protection

Scott Builders Inc. is required to ensure that a worker wears appropriate eye protection to prevent a worker's eyes from becoming injured or irritated at a worksite. The Company is also required to ensure that the eye protection equipment selected is appropriate to the work being done and the hazard(s) involved, and the worker wears eye protection equipment that is approved to CSA Standards. For compliance purposes, at least one component of an assembled product or system must bear the mark or label of a nationally accredited testing organization such as CSA, UL, SEI, etc.

Situations can arise in which the eyes are exposed to multiple hazards all at the same time. When this happens, protection must be provided against the highest level of each hazard. For example, if the work involves both flying particles and the possibility of an acid splash, using spectacles is not good enough. At a minimum, Class 2B goggles must be used.

It is the policy of Scott Builders Inc. to have all workers at our construction projects to wear approved safety glasses at all times when working and when in work areas. In the event that a foreign body enters a workers eye or eyes Scott Builders will provide eye wash equipment and first-aid supplies on each project.

Note: Refer to Provincial OH&S Legislation for requirements in your province.

CSA Classification of Eye and Face Protectors

The CSA Standards classify eye and face protection into seven classes. Here are the most common in our industry: (*Refer to the Alberta OH&S Code Explanation Guide for further info on the other classes*).

<u>Class 1</u> — Spectacles (see Figure 1)

- Class 1A: Spectacles for impact protection with side protection.
- Class 1B: Spectacles for impact and radiation protection with side protection.



Figure 1: Spectacles

<u>Class 2</u> — Goggles (see Figure 2 right)

- Class 2A: Goggles for impact protection with direct ventilation.
- Class 2B: Goggles for impact, dust and splash protection; non-ventilated and indirectly ventilated.
- Class 2C: Goggles are Class 2A or 2B goggles with radiation protection.

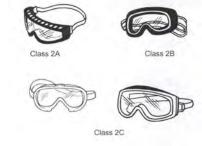


Figure 2: Goggles



Eye and Face Protection

<u>Class 6</u>— Face shields (see Figure 3 right)

- Class 6A: Face shields offer impact and splash protection.
- Class 6B: Face shields offer radiation protection.
- Class 6C: Face shields are intended for high-heat applications.



Figure 3: Face shields

Basic eye protection should always be worn with face shields. Face shields alone are not enough to fully protect the eyes from work hazards. When eye and face protection is required, consult the Safety department, SDS, or safety supplier for additional information.

Prescription Eye Protection

Even if prescription eyewear is made with "impact resistant" plastic lenses, the eyewear still does not protect the eyes like safety eyewear.

For those who need it, prescription safety eyewear is available from optometrists. Such eyewear meets the requirements of the referenced CSA Standards by using certified lenses and frames. Acceptable prescription safety eyewear has the following characteristics:

- Lenses are etched or marked with the manufacturer's identification; and
- Frames are marked with the manufacturer's trademark and the mark or label of the nationally accredited testing organization that evaluated and approved the eyewear to one of the listed CSA Standards.

Contact Lenses

If a worker is wearing contact lenses and using chemicals, then the worker must:

- Refer to the SDS and complete a Hazard Assessment for the identified hazards.
- Wear appropriate eye protection as per SDS, i.e. goggles.

Key Safety Practices:

- Ensure your eye protection fits properly.
- Clean your eye protection daily, more often if needed.
- Store safety glasses in a safe, clean, dry place when not in use.
- Replace pitted, scratched, bent or poorly fitting PPE.
- Wear eye protection when working in the area of welding operations and being exposed to a flash.
- DO NOT modify eye or face protection.



Safety footwear is designed to protect against foot hazards in the workplace. It protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols. Tag color tells the amount of resistance the toe will supply to different weights dropped from different heights.

For Scott Builders Inc. field projects, CSA approved (Green Triangle) with ankle support are required for all workers.

Category 1

The hazards present require footwear approved to:

- CSA Standard Z195-02, Z195-14 Protective Footwear, or
- ASTM Standard F2413-05, Specifications for Performance Requirements for Protective Footwear.

Because safety footwear is only approved to the specific hazards listed in the standards, the company must be aware of hazards to which workers are exposed and against which the footwear provides protection. If a hazard requires metatarsal protection, i.e. protection to the top surface of the foot, metatarsal protectors must be an integral part of the footwear. This form of protection is typically required in foundries and heavy manufacturing where steel plate, beams or rails are handled, but it is not normally required in construction. Metatarsal protectors that only attach to the laces or are only strapped in place do not meet the requirements of the referenced CSA standard. Such protectors must not be used because there is no assurance that they will be properly supported by the toecap.

Key Safe Practices

- Lace up boot and tie laces securely.
- Choose footwear that has soles and heels made of material that will not create a danger of slipping.
- Ensure boots are kept in good repair and maintained as per manufacturer's specifications.



Protective Footwear Markings (Updated with new Picture)

Marking	Criteria	Intended Application					
R	Green triangle indicates sole puncture protection with a Grade 1 protective toecap.	For heavy industrial work environments, especially that of construction where sharp objects (such as nails) are present.					
R	Yellow triangle indicates sole puncture protection with a Grade 2 protective toecap.	For light industrial work environments requiring puncture protection as well as too protection.					
R	Blue rectangle indicates a Grade 1 protective toecap with no puncture-resistant sole.	For industrial work environments not requiring puncture protection.					
R	Grey rectangle indicates a Grade 2 protective toecap with no puncture-resistant sole.	For industrial and non-industrial work environments not requiring puncture protection.					
Ω®	White rectangle with orange Greek letter omega indicates electric-shock protective footwear.	For industrial work environments where accidental contact with live electoral conductors can occur. Warning: Electrical shock resistance deteriorates with wear and in a wet environment.					
SD®	Yellow rectangle with black SD letters indicates static-dissipative footwear.	For industrial work environments where a static discharge can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.					
SE+®	Yellow rectangle indicates sole puncture protection with a Grade 2 protective toecap. (super-static dissipative footwear)	For industrial work environments where a static discharge can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.					
C®	Red rectangle with white C letter indicates electrically conductive footwear.	For industrial work environments where low-power electrical changes can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.					
M®	Dark grey rectangle with M letter indicates metatarsal protection. Note: Toe protection is required for all metatarsal protective footwear.	For industrial work environments where heavy objects can hurt the metatarsal region of the foot.					
	White label with green fir tree symbol footwear provides protection when using chainsaws.	For forestry workers and others who work with or around hand-held chainsaws and other cutting tools.					

NOTE: Footwear will also be marked to indicate the level of slip resistance. These markings may be on the packaging, the footwear, or on a product sheet.

Note: Certain CSA Group standards are available for online viewing. To access these, you must first create an account with "CSA Communities". Go to: https://community.csagroup.org/login.jspa?referer=%252Findex.jspa

Once you are logged in, click on the text below the "OHS Standards / View Access" graphic.

Click on the jurisdiction of your choice to see the CSA Standards as referenced in that legislation.

Standards may also be purchased from CSA Group: https://store.csagroup.org/



Personal Protective Equipment (PPE) for hands includes finger guards, thimbles and cots, hand pads, mitts, gloves and barrier creams. Choose hand PPE that will protect against the job hazard(s). Gloves should fit well and be comfortable. This type of PPE has to protect against cuts, chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves are the most commonly used in the construction industry and are made from leather, cotton, rubber, synthetic rubbers, Kevlar and other man-made materials or combinations of materials. Vinyl coated, Kevlar or leather gloves are good for providing protection while handling wood or metal objects.

and and







Cotton Wire mesh

Kevlar

Welding

Leather Anti-vibration

Key Safe Practices:

- Look for anything at the worksite that may be a hazard to your hands.
- Select the proper type of glove for the job to be done, inspect and maintain them properly.
- The Safety Data Sheet (SDS), safety supplier and your Branch Safety Advisor can assist you in the selection of hand PPE.
- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off gloves before removing them.
- Ensure that gloves fit properly.

Leather gloves are a good choice for many activities but there are better options for cut resistance. While it is true that an extremely thick leather glove will provide some degree of cut resistance, in order to have any degree of protection, the leather has to be so thick that it becomes a very uncomfortable glove that leaves you with little dexterity. The primary reason you need cut resistance gloves is because your skin cuts very easily and, since leather is just skin of an animal, it cuts just about as easily.

Guide to New ANSI and EN388 Cut Levels Which ANSI Level Do I Choose?

200 – 499 grams to cut

Light cut hazards: Material handling, small parts assembly with sharp edges, packaging, warehouse, general purpose, forestry, construction



500-999 grams to cut

Light/Medium cut hazards: Material handling, small parts assembly with sharp edges, packaging, warehouse, general purpose, forestry, construction, pulp & paper, automotive assembly





1000-1499 grams to cut

Light/Medium cut hazards: Material handling, small parts assembly with sharp edges, packaging, warehouse, general purpose, forestry, construction, pulp & paper, automotive assembly.



1500-2199 grams to cut

Medium cut hazards: Appliance manufacturing, bottle and light glass handling, canning, dry walling, electrical, carpet installation, HVAC, pulp & Paper, automotive assembly, metal fabrication, metal handling, packaging, warehouse, aerospace industry, food prep/processing



2200-2999 grams to cut

Medium/Heavy cut hazards: Appliance manufacturing, bottle and light glass handling, canning, dry walling, electrical, carpet installation, HVAC, pulp & paper, automotive assembly, metal fabrication, metal handling, packaging, warehouse, aerospace industry, food prep/processing



3000-3999 grams to cut

High cut hazards: Metal stamping, metal recycling, pulp & paper (changing slitter blades), automotive assembly, metal fabrication, sharp metal stampings, glass manufacturing, window manufacturing, recycling plant/sorting, HVAC, food prep/processing, meat processing, aerospace industry



4000-4999 grams to cut

High cut hazards: Metal stamping, metal recycling, pulp & paper (changing slitter blades), automotive assembly, metal fabrication, sharp metal stampings, glass manufacturing, window manufacturing, recycling plant/sorting, HVAC, food prep/processing, meat processing, aerospace industry



5000-5999 grams to cut

High cut hazards: Metal stamping, metal recycling, pulp & paper (changing slitter blades), automotive assembly, metal fabrication, sharp metal stampings, glass manufacturing, window manufacturing, recycling plant/sorting, HVAC, food prep/processing, meat processing, aerospace industry



6000+ grams to cut

High cut hazards: Metal stamping, metal recycling, pulp & paper (changing slitter blades), automotive assembly, metal fabrication, sharp metal stampings, glass manufacturing, window manufacturing, recycling plant/sorting, HVAC, food prep/processing, meat processing, aerospace industry



Which EN3888 Level Do I Choose?

2 newtons = 203 grams to cut

Light material handling, small parts assembly without sharp edges



5 newtons = 509 grams to cut Packaging, warehouse, light duty general purpose



10 newtons – 1019 grams to cut Light duty metal handling, metal stamping, HVAC, light duty glass handling, plastics, material handling



15 newtons = 1529 grams to cut

Light duty metal handling, appliance manufacturing, bottle and light glass handling, canning, dry walling, electrical, carpet installation, HVAC



22 newtons = 2243 grams to cut Metal stamping, sheet metal handling, glass handling, automotive assembly



30 newtons = 3059 grams to cut

Heavy duty metal stamping, metal recycling, food processing, pulp and paper



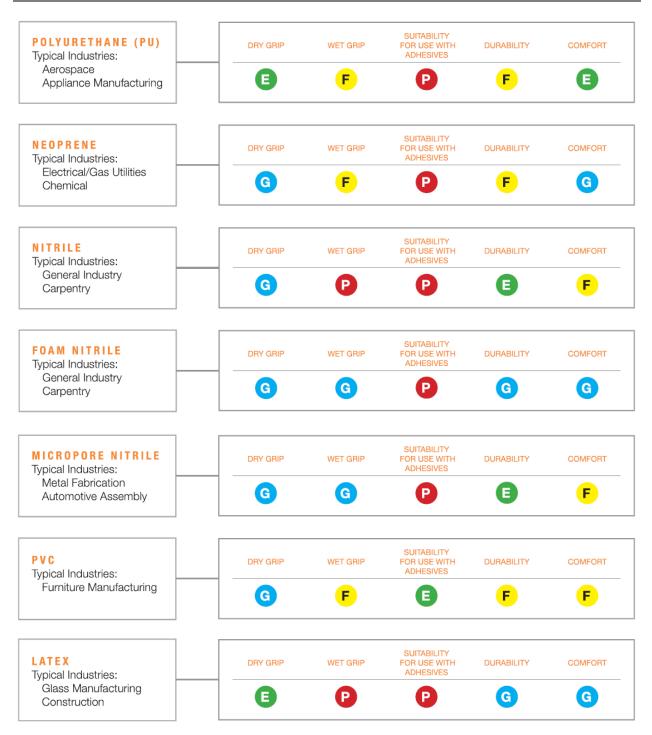


Hand Protection

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Hand Protection





Safety headgear shall be worn at all times by every worker while on a project. Proper headgear can protect workers from head injuries due to impact (including lateral), flying, falling or thrown objects; splashes from chemicals or harmful substances, and contact with energized objects and equipment. Workers exposed to electrical hazards shall wear non-conductive safety headgear.

Protective Headwear Use

Industrial headwear is designed to absorb some of the energy of a blow through partial destruction of its component parts. Headwear that has experienced a severe impact should be replaced even though it may not appear to be damaged. Unless permitted by the manufacturer, headwear must not be painted or cleaned with solvents, and the adhesive used on decals applied to the headwear must not interact with the headwear material to reduce its strength.

For maximum head protection, the headwear's shell and suspension should be checked according to the manufacturer's instructions before each use. If the shell or linings are found to have a crack, dent, or hole or if the suspension is torn or broken, the headwear should either be discarded, or the particular part replaced with an identical part from the original manufacturer. Unless permitted by the manufacturer, headwear users should not carry or wear anything inside their protective headwear. A cap or object may contain metal parts that reduce the dielectric protection provided by the headwear. A clearance distance must be maintained between the wearer's head and the headwear's shell for the protection system to work properly. A cap or other object may limit this clearance. Products such as fabric winter liners or cotton sunshades are designed to work in conjunction with the headwear and their use is acceptable.

All safety headgear shall meet approved CSA or ANSI standards and must be worn according to manufacturer's specifications for these standards. Most head protection is made of two parts:

- 1. The shell (light and rigid to deflect blows).
- 2. The suspension (to absorb and distribute the energy of the blow).

Both parts of the headgear must be compatible and maintained according to manufacturer's instructions. Service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding).

Bump Hats

Unlike industrial protective headwear, bump hats are not equipped with a shock absorbing liner and suspension system that can absorb the energy of an object striking the headwear. Bump hats are intended for use in situations where the danger of injury is limited to striking the head against stationary objects therefore, bump hats will not be permitted on our worksites.

Key Safe Practices

- Replace headgear that is pitted, cracked, or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer's instructions.
- Consult OH&S or your supplier for information on headgear.
- Ensure that headgear is secured in place by chin strap or lanyard, where required, as per Provincial OH&S legislation and in compliance with CSA or ANSI standards.



Worker Education

The success of a noise management program largely depends on effective worker education. Workers need to understand the reasons for, and requirements of, the program. Workers must also understand their role in the program. Worker education needs to be ongoing to meet the specific exposure and prevention needs of each worker or group of workers.

Our worker education component of the program will include the following elements:

- The company's Noise Management Policy;
- Provincial regulatory requirements and responsibilities
- Provincial occupational exposure limits what they are and why they are needed;
- Health effects of noise on hearing;
- Identification of hazardous noise sources at the workplace;
- Training in the use of hearing protectors:
 - Supervised, hands-on practice in the proper fitting of hearing protectors;
 - Audiometric testing (i.e. its role in preventing hearing loss, a description of the test procedure, interpretation and implications of test results); and
 - Individual responsibilities for preventing hearing loss (i.e. compliance with the program, noise exposure and hearing loss in non-occupational settings).

Occupational Exposure Limits

Occupational Exposure Limits (OELs) define a worker's maximum permitted daily exposure to noise without hearing protection. OELs take into consideration the loudness of the noise exposure (measured in decibels - dBAs) and the duration of exposure to that noise (measured in hours per day). Companies are responsible for making sure that workers are not exposed to noise that exceeds the OELs and 85 dBA Lex.

Lex is the worker's level of total exposure to noise in dBA, averaged over the entire work day and adjusted to an equivalent 8 hour exposure (based on a 3 BA exchange rate). In other words, a worker exposed to 88 dBA for 4 hours or 91 dBA for 2 hours would be exposed to 85 dBA Lex (an exposure equivalent of 85 dBA for 8 hours).

Exposure Level (dBA)	Exposure Duration
82	16 hours
83	12 hours & 41 minutes
84	10 hours & 4 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 & greater	0

Occupational Exposure Limits for Noise Table



* Scott Builder Inc.'s occupational exposure limit for noise is based on Alberta's OH&S Code. Check your provincial occupational exposure limits for limits allowed in your province.

Health Effects of Noise on Hearing

Are your ears ringing after a day at work? On the way home from work, having to turn the volume on your vehicle radio higher than it was on the way into work? These are both signs of hearing loss; the result of exposure to too much noise. At first, noise induced hearing loss affects the person's ability to hear higher frequency sounds but since normal speech does not use these higher frequencies, little hearing change is noticed.

With continued exposure, hearing deteriorates and eventually the loss spreads into those lower frequencies involved in speech. Affected individuals tend to automatically compensate by getting clues from reading lips without realizing it. Significant hearing loss is often experienced before it is even noticed.

The body's reaction to noise is similar to its response when under stress. Blood pressure and heart rate can increase, and hormone and blood cholesterol levels can change. Exposure to too much noise can make a person feel tired. High noise levels can also interfere with being able to hear important messages in some jobs, causing potential safety problems unless alternate methods of communication are used.

Once hearing is lost, it cannot be replaced or repaired. It is vital that work-related hearing loss be prevented.

Identification of hazardous noise sources

Noise at construction worksites can come from numerous sources and include but are not limited to the following examples:

- Power tools (impact drills, saws, etc)
- Air compressors
- Concrete cutting
- Jackhammers
- Grinding/cutting with a grinder
- Air tools
- Impact tools
- Mobile equipment (excavators, packers, etc)
- Generators
- Hammering metal

Since in construction it is often difficult to implement engineering and administrative controls to our temporary and ever changing workplace environments, noise levels need to be assessed daily on every worker's field level hazard assessment and re-assessed throughout the day if noise levels change. Workers need to wear appropriate hearing protection for the levels of noise they are exposed to. Our worksite supervision along with our branch safety advisors, will monitor noise levels and educate workers about hearing protection requirements.



Noise exposure can also occur during non-working hours. Some examples are:

- Using headphones or earbuds
- Concerts / nightclubs
- Mowing the lawn
- Using firearms
- Motorcycles / ATV's
- Driving with the windows down

Measuring or Monitoring Worker Exposure to Noise

What needs to be done to protect workers depends on the level and type of noise they are exposed to at the workplace. Measuring sound levels identifies noise sources and those workers most likely to be exposed to noise exceeding the provincial occupational exposure limits - See table below:

Noise Range	Tasks	Comment
(Based on 8 h. work day)		
110 dBA +	Work involving impact tools for steel erection activities	The noise from the steel erection activity can carry throughout the worksite and not only affect the erection crew but all workers onsite.
100 to 110 dBA	Work involving cutting into concrete, such as floor cutting.	On large sites this could be done by the one person for most of the day with the only breaks being the time necessary to move and set up at the next area.
95 to 105 dBA	Work involving cutting and chipping concrete, such as use of a jack hammer	On large sites it is quite common for this task to be undertaken by the one person for most of the day with the only breaks being the time necessary to move and set up at the next location.
90 to 100 dBA	Work involving cutting and sawing lumber Work involving a considerable amount of metal grinding	Even on the smaller sites it is possible for the one person to spend most of the day using power tools for cutting and sawing lumber. Metal grinding is usually for lesser time periods.
85 to 95 dBA	Work involving cutting of concrete blocks and bricks	The operator could spend about half the day actually cutting with the remainder of the day spent measuring, stacking, etc.
80 to 90 dBA	Use of most power tools Work such as driving excavators	While many of the noise levels for individual tasks may be high, the time duration for these tasks can be quite short and the noise exposure depends on the number of times they are repeated during the day.
less than 85 dBA	Most general laboring work	Main risk is the proximity of other noisy activities.

Example of Ranking Tasks by Noise Exposure Based on the Types of Tasks Table



Noise Management Program

Posting warning signs

Warning signs must be posted at the periphery of any work area where the noise level exceeds 85 dBA. The signs should include a statement that hearing protectors must be worn while in the area. Signs should present their warning graphically and in words. The words should be written in English and if workers are unable to read English, the words should also appear in the predominant language of the workplace. See example below.



Use of Noise Control Methods

When reducing worker exposure to noise, engineering controls are preferred, then administrative controls, and finally appropriate personal hearing protection.

- Engineering controls try to minimize or eliminate exposure by altering or removing the source;
- Administrative controls try to control exposure by modifying the circumstances of the worker's exposure;
- Personal hearing protection reduces exposure when the other approaches have not reduced the hazard to an acceptable level.

Selection, Use and Maintenance of Hearing Protectors

Hearing Protectors

The purpose of hearing protectors is to help prevent noise-induced hearing loss caused by exposure to loud and prolonged noise, when noise cannot be controlled by the use of engineering and administrative controls. The effectiveness of hearing protection is reduced greatly if the hearing protectors do not fit properly or if they are worn only part time during periods of noise exposure. To maintain their effectiveness, they should not be modified. Remember, radio headsets are not substitutes for hearing protectors and should not be worn where hearing protectors are required to protect against exposure to noise.

Note: Headphones and ear buds are not permitted on our Scott Builder Inc. worksites.

When selecting hearing protectors ensure the hearing protectors are:

- Correct for the job. Refer to the Canadian Standards Association (CSA) Standard Z94.2-02 (Reaffirmed 2007) "Hearing Protection Devices Performance, Selection, Care and Use".
- Provides adequate protection. Check the manufacturer's literature.
- Comfortable enough to be accepted and worn.

Maximum Equivalent Noise Level (dBA Lex)	CSA Class Hearing Protection	CSA Grade of Hearing Protection
≤ 90	C, B or A	1, 2, 3, or 4
≤ 95	B or A	2, 3, or 4
≤ 100	A	3 or 4
≤ 105	A	4
≤ 110	A earplug & A or B ear muff	3 or 4 earplug + 2, 3 or 4 earmuff
> 110	An earplug & A or B ear muff and limited exposure time to keep sound reaching the worker's ear drum below 85 dBA Lex.	3 or 4 earplug + 2, 3, or 4 earmuff and limited exposure time to keep sound reaching the worker's ear drum below 85 dBA lex.

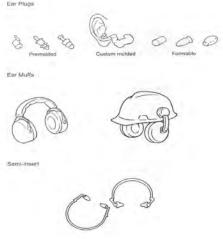
Selection of Hearing Protection Devices Table



There are 3 main types of hearing protectors:

- 1. Ear plugs are inserted to block the ear canal. They may be pre-molded (preformed) or moldable (foam ear plugs). Ear plugs are sold as disposable products or reusable plugs. Custom molded ear plugs are also available.
- 2. Semi-insert ear plugs which consist of two ear plugs held over the ends of the ear canal by a rigid headband.
- **3.** Earmuffs consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a head band.

The choice of hearing protectors is a very personal one and depends on a number of factors including level of noise, comfort, and the suitability of the hearing protector for both the worker and his environment. Most importantly, the hearing protector should provide the desired noise reduction. It is best where protectors must be used, to provide a choice of a number of different types to choose from. If the noise exposure is intermittent, earmuffs are more desirable since it may be inconvenient to remove and reinsert earplugs.



Manufacturers provide information about the noise reducing capability of a hearing protector as an NRR (noise reduction rating) number. The NRR ratings are based on noise reduction obtained in laboratory conditions.

Noise Reduction Rating (NRR)

NIOSH recommends using subject fit data based on ANSI S12.6-1997 [or most current edition] to estimate hearing protector noise attenuation. If subject fit data are not available, NIOSH recommends de-rating hearing protectors by a factor that corresponds to the available real-world data. Specifically, NIOSH recommends that the labeled NRRs be de-rated as follows:

- Earmuffs Subtract 25% from the manufacturer's labeled NRR
- Formable earplugs Subtract 50% from the manufacturer's labeled NRR
- All other earplugs Subtract 70% from the manufacturers labeled NRR
- 1. When the noise exposure level in dBC is known, the effective A-weighted noise level (ENL) is: ENL [dB(A)] = Workplace noise level in dBC derated NRR
- 2. When the noise exposure level in dB(A) is known, the effective A-weighted noise level is: ENL = Workplace noise level in dB(A) (derated NRR -7)

There are other single number ratings available. For details refer to the Canadian Standard CSA Z94.2. Another single number rating is based on (Subject Fit) Real Ear Attenuation measurements, known as Single Number Rating (Subject Fit 84th percentile) and abbreviated as SNR (SF 84) (for details see ANSI Standard S12.6). "SF 84" indicates that 84% of the users in a well-run hearing conservation program are expected to receive at least that much protection.



Single Number Rating (SNR)

An SNR is a single number rating system determined according to International Standard ISO 4869. The tests are carried out by commercial laboratories that are independent of the manufacturers. Like NRRs, SNRs are expressed in dB's and are used as a guide for comparing the potential noise reduction capability of different hearing protection devices. Since the procedures for measuring NRRs and SNRs are different, the NRR and SNR values for an individual hearing protector are different. For further details please refer to the Canadian Standard CSA Z94.2 or American Standard ANSI S12.6.

Advantages and Limitations of Ear Plugs and Earmuffs

There are advantages and disadvantages associated with the use of either earmuffs or ear plugs.

Ear plugs can be mass-produced or individually molded to fit the ear, and they can be reusable or disposable. On the positive side, they are simple to use, less expensive than muffs, and more comfortable in hot or damp work areas. On the negative side, they provide less protection than some muffs, and should not be used in areas having noise levels over 105 dB (A) (A-weighted decibels). They are not as visible as muffs and a supervisor cannot readily check to see if workers are wearing them. They must be properly inserted to provide adequate protection.

Earmuffs can vary with respect to the material and depth of the dome, and the force of the headband. The deeper and heavier the dome, the greater the low-frequency attenuation provided by the protector. The headband must fit tightly enough to maintain a proper seal, yet not be too tight for comfort. On the positive side, earmuffs can usually provide greater protection than plugs, although this is not always true. They are easier to fit, generally more durable than plugs, and they have replaceable parts. On the negative side, they are more expensive, and often less comfortable than plugs, especially in hot work areas. In areas where noise levels are very high, muffs and plugs can be worn together for better protection.

Comparison of Hearing Protection		
Ear Plugs	Earmuffs	
Advantages	Advantages	
Small and easily carried.	• Less attenuation variability among users.	
• Convenient to use with other PPE (can be	• Designed so that one size fits most head sized.	
worn with earmuffs)	• Easily seen at a distance to assist in the	
• More comfortable for long-term wear in hot,	monitoring of their use.	
humid work areas.	• Not easily misplaced or lost.	
• Convenient for use in confined work areas.	• May be worn with minor ear infections.	
Disadvantages	Disadvantages	
Requires more time for fit.	Less portable and heavier.	
More difficult to insert and remove.	• More inconvenient for use with other PPE.	
Requires good hygiene practices.	• More uncomfortable in hot, humid work area.	
May irritate the ear canal.		

The following table summarizes the differences between ear plugs and earmuffs.

The human aspects of hearing protection are particularly important since the only useful kind of protection is the protection that is actually worn. Some people do not accept particular kinds of protectors; every human being is different, and the anatomy of the ear and ear canal can vary significantly from person to person. The bottom line on hearing protection is worker preference. If the workers do not like the type of protection (for example, if it is uncomfortable, does not fit well, or is impractical), they will not wear it.



Fitting hearing protectors

- Follow manufacturers' instructions. With ear plugs, for example, the ear should be pulled outward and upward with the opposite hand to enlarge and straighten the ear canal and insert the plug with clean hands.
- Ensure the hearing protector tightly seals within the ear canal or against the side of the head. Hair and clothing should not be in the way.

What happens to the protection level when hearing protectors are removed for short periods of time? In order to get full benefit, hearing protectors must be worn all the time during noisy work. If hearing protectors are removed only for a short duration, the protection is substantially reduced. The following table gives a maximum protection provided for non-continuous use of an ideally fitted "100%" efficient hearing protector. For example if one takes off his/her hearing protector for 5 min in an 8-hour shift, the maximum protection will be 20 dB. The following table gives other examples.

Maximum Protection provided by Non-continuous Use of Hearing Protection	
Percent Time Used	Maximum Protection
50%	3 dB
60%	4 dB
70%	5 dB
80%	7 dB
90%	10 dB
95%	13 dB
99%	20 dB
99.9%	30 dB

Ear protectors must be used ALL THE TIME to get full benefit.

Care for hearing protectors

- Follow the manufacturer's instructions.
- Check hearing protection regularly for wear and tear.
- Replace ear cushions or plugs that are no longer pliable.
- Replace a unit when head bands are so stretched that they do not keep ear cushions snugly against the head.
- Disassemble earmuffs to clean.
- Wash earmuffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that sound-attenuating material inside the ear cushions does not get wet.
- Use a soft brush to remove skin oil and dirt that can harden ear cushions.
- Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry. (Check the manufacturer's recommendations first to find out if the ear plugs are washable.

Audiometric (Hearing) Testing

Workers exposed to noise levels exceeding 85 dBA Lex and the provincial occupational exposure limits must undergo audiometric testing. The purpose of testing is to establish a baseline measurement of the worker's hearing by testing in years 1 and 2 of employment and to then provide follow up testing every 2 years to detect changes in hearing ability. Any person can become "exposed" to unreasonable levels of noise both at work or on personal time, it is for this reason that Scott Builders will provide ongoing



audiometric testing to ALL EMPLOYEES at 2 year intervals. When any abnormality is discovered in the testing a worker will be required to re-test annually.

Audiometric testing of workers' hearing is important to the success of our noise management program since it is the only way to actually determine if occupational hearing loss is being prevented. Because occupational hearing loss happens gradually over time, workers often fail to notice changes in their hearing ability until a relatively large change occurs. By comparing audiometric tests from year to year, hearing damage can be caught earlier, and appropriate protective measures implemented to prevent further damage. When a worker is or may be exposed to noise in excess of the provincial exposure limits, the worker must receive a baseline audiogram as soon as practicable, but no later than six months after the start of employment.

The requirement for a baseline audiogram also applies if a worker is exposed to such noise due to a change in activities (the introduction of new equipment or processes for example) or duties (reassigned to a new job or a new, noisier area within the workplace). It is usually best that this test be done after a minimum 12 hour period during which the worker is not exposed to any noise. The baseline audiogram is conducted in a noise-free environment when the worker has been away from noise for 14 hours, including noise exposure away from work. For workers who have audiometric testing conducted during their work shift, hearing protection may be used to meet the no noise requirement. Additional tests are then required 12 months after the baseline test and every second year thereafter. Ideally, these subsequent tests should be scheduled at the end of or well into the work shift so that temporary changes in hearing can be noted. The results can then be compared with the baseline audiogram to check for changes in hearing sensitivity and identify a temporary hearing loss before it becomes permanent. The company will bear the costs of testing, including time from work, if that is required.

The audiometric test consists of pure-tone-air-conduction threshold testing of each ear at 500, 1000, 2000, 3000, 4000, 6000 and 8000 Hz. At each frequency, the threshold recorded for the ear is the audiometer's lowest signal output level at which the individual responds in a specified percentage of trials. Noise exposure increases hearing thresholds, resulting in threshold shifts toward higher values (poorer hearing). Exposure to noise usually causes gradual development of hearing loss over time. During each overexposure to noise, the ear develops a temporary reduction in sensitivity, called a temporary threshold shift. This shift reverses over a period of hours or days if the ear is allowed to recover in a quieter environment. If the exposure is to a sufficiently high enough level of noise, of sufficient duration or repeated, the temporary threshold shift may not reverse completely and a permanent threshold shift begins to develop.

Record Keeping

The audiometric technician must record the results of the hearing test as well as maintain the calibration log books. Audiograms are confidential medical records and cannot be given to the company. The company must ensure that the audiogram and the worker's medical history are under the sole control of a health professional designated by applicable provincial legislation. Audiograms can only be released with the worker's written consent. The audiometric technician must keep the audiogram and health history for at least 10 years.



Test Results

The audiometric technician must give the worker a copy of the results of the audiogram. The worker is encouraged to keep a record of audiometric test results in case the worker develops a hearing loss. Because employers are only required to keep audiometric test results for 10 years, the worker needs to be responsible for documenting his or her hearing over the course of his or her working life. If the results of the audiogram are abnormal, the audiometric technician must advise the worker of the test result and request the worker to provide a health history related to hearing. The audiometric technician must send the results of an abnormal audiogram or an audiogram showing an abnormal shift, the baseline audiogram, and the health history to the physician or audiologist designated by the company to review audiograms.

Annual Program Review

The noise management program must be reviewed on a regular basis to make sure it is effective. The extent of the review should include review of the training program, an assessment of the need for further noise measurement and the adequacy of control measures.

The key measure of a program's success is whether it prevents work-related noise induced hearing loss. The company will consider information from the physician or audiologist when evaluating the effectiveness of the education and training programs related to noise, and the effectiveness of noise control measures. Overall results can be compared from year to year to identify trends among individuals, within occupations, and for various processes. It is easier to identify specific problems when results are grouped in this way. All components of the program should be reviewed for compliance with the company's policies and procedures, for completeness and accuracy, and for compliance with provincial regulatory requirements.



Qualitative Fit Test Report

Date:	Contaminant:	
Tested by:	Conc. Level:	
Employee's Name:	PPM:	
Position:	MG/M3:	

	Respirat	tor Information	
Туре	1/2 Mask	Full Face	Cartridge:
Make	North	Other:	
Model			NIOSH Approval #:
			TC-
	Employ	ee Limitations	
Facial Hair	Dentures	Glasses	Medical Conditions
Explain:			
	Test	ing Results	
Satisfactory	Satisfactory Irritant		Satisfactory
Positive	Smoke Test	Pressure Test	Isoamyl Acetate Test
Pressure Test			
Unsatisfactory	/ Test Reason:		
		rator Comfort	
□Very	Comfortable	Barely Comfortable	Uncomfortable
Comfortable			
Intolerable	Reason:		
Comments			

Employee's Statement: I understand that my use of this respirator must be in accordance with Scott Builders Inc. rules, manufacturer's instructions and applicable Provincial OH&S Legislation and standards

Employee's Signature

Date

Tester's Signature

Date



Purpose

Workers may be required to wear respirators when engineering or administration controls don't provide enough protection for a worker if exposed or potentially exposed to hazardous atmospheres. Workers will at no point be exposed to substances at levels above jurisdictional occupational exposure limits.

Workers using this equipment must be trained in the inspection, fitting, proper use, limitations and maintenance of respiratory protection equipment prior to use. Respirators will be provided by Scott Builders Inc.

It is highly recommended that respiratory protective equipment be worn during many construction duties. There are certain environments, such as asbestos abatement, that a worker may need to enter from time to time. In such circumstances, it is *mandatory* for the worker to wear respiratory protection. Hazard Assessments are the best way to determine what hazards do or could exist and from that point, what information or protection is required for a worker to enter into the hazardous working environment safely.

Your Branch Safety Advisor is responsible for the selection of respiratory equipment and maintenance of the corporate program. Each Site Superintendent will be responsible for the enforcement of the program.

Conditions for Respiratory Use

Only workers in good mental and physical health will be permitted to wear respiratory protection. A preexisting medical condition may affect a worker's safety when using respiratory equipment. To ensure the continuous safety of Scott Builders Inc.'s workers, each will be required to complete a confidential medical questionnaire prior to the provision of respiratory training and the use of respiratory protection (see page 10). Health concerns such as respiratory disorders, cardiovascular disorders, diabetes or fainting may cause concern. Any indications of such or other mental/physical issues that may affect a worker's ability to safely use respiratory protection will require medical clearance prior to using the equipment. Please refer to the Medical Assessment Form.

A worker that is required to wear respiratory protective equipment must have the ability to taste and smell. These senses are critical in warning a worker when their respiratory protection is not providing enough defenses in some atmospheres, thus ensuring the safe and prompt evacuation of the hazardous area.

FIELD FIT TEST

It is imperative that a worker is clean shaven where the respirator face seal contacts the skin for an effective face seal.

Field Fit Checks must be conducted **each time** the user dons the respirator. The Field Fit Check is <u>not a</u> <u>substitute</u> for proper fit tests.

The Field Fit Check is conducted as follows:



Negative Pressure Check

While wearing your respirator, the user blocks off the air inlets by placing their hands over the cartridge or pre-filter, effectively seal the inlet to prevent the passage of air.

- Inhale gently and hold for about 5-10 seconds.
- If the face piece collapses slightly, holds to the face, and no inward leakage is detected, it can be reasonably assumed that respirator is properly positioned, and the exhalation value is properly seated.

Positive Pressure Check

- Block off the exhalation valve with the palm of the hand, with slight pressure on the mask.
- Exhale gently.

A slight pressure should build up inside the face piece without any detection of leakage. It can be assumed again that the face piece is positioned properly, and that the inhalation valves are properly seated.

No one mask fits all. Each worker has distinctive facial features, such as size of face and facial structure. It is common to provide more than one brand and size of respirator to the workers being fit tested.

Fit Testing

There are two acceptable methods of respirator fit testing; qualitative and quantitative. A Fit test is used to determine the ability of a worker to obtain a satisfactory fit with an air purifying respirator. Workers MUST successfully prove that they have a satisfactory fit before entering a hazardous atmosphere. To do otherwise presents personal risk.

All Fit Testing must be conducted by a qualified and competent person, at least every 24 months.

Qualitative Testing

There are several types of Qualitative Fit Tests. The Fit Tests that have been chosen by Scott Builders Inc. are the North Products Irritant Smoke Test.

Irritant Smoke Test

- The worker will put on the respirator and conduct a Positive and Negative Field Fit Check (see above).
- The worker will then close their eyes to prevent the smoke from irritating the eyes.
- The worker will then be required to perform actions that simulate work activities such as talking, bending over, nodding and reaching.
- While the worker is performing these activities, irritant smoke will be introduced around the respirator's face seal.
- If the worker does not cough due to inhalation of chemical or irritant smoke, it is a pass.
- If the worker does cough this may indicate an improper seal and both the Positive and Negative Field Fit Check Test and the Irritant Smoke Test will be repeated.
- If the worker coughs again, it is considered a fail and the worker must use a different size mask or a different brand of mask.



Quantitative Testing

These tests are typically performed for workers who work repeatedly or for long periods of time in hazardous work environments such as asbestos abatement, or in immediately dangerous to life and health environments. Certain atmospheres by a CSA Standard require that this testing be done prior to the worker entering the environment.

Instruments such as Dynatech-Nevada Fit Tester or MSA Porta-count are portable Fit Testing Units that measure either a particulate aerosol inside the mask or air pressure in the mask while performing a series of six breathing and positional exercises.

The units give a quantitative, weighed measurement of the user's fit with a pass or fail threshold based on a protection factor.

RESPIRATORY SELECTION

Each worker will be tested appropriately as per the environment they may work in. After the worker is fitted with the proper respirator, the correct NIOSH approved cartridges for that particular environment will be supplied to the user.

All NIOSH approved respiratory protective equipment can be easily recognized by the NIOSH marking. NIOSH approval number example: TC-XXX. Equipment <u>without this distinctive marking shall not be used.</u> <u>Return it into the Scott Builders Inc. Branch Safety Advisor immediately.</u>

Information for the proper protection from the products the worker will be handling can be found on the Safety Data Sheet (SDS) or directly from the manufacturer.

Proper respiratory protective equipment selection can be easily determined using the North EZ Guide Program. This information will be provided during training. There are occasions where an environmental consultant may be called in on site to direct the activities and the proper use of the Personnel Protective Equipment required for that particular job.

When in doubt, always consult your Branch Safety Advisor for information regarding any environments you may be working in for the proper selection of respiratory protection. There could be occasions where more specific worksite training is required due to unforeseen hazards. Each occasion will be evaluated on a case basis and type of training will be specific to the particular hazard.

Common Environments

Some environments may be controlled by administrative controls or by engineering controls. If these controls will be ineffective, then respiratory protective equipment is required.



Work Activity	Airborne Hazard	Type of Respirator	Type of Cartridge	Is RPE use mandatory?
General clean-up	Nuisance dust	Disposable dust masks or ½ mask respirator	P-95/P-100 cartridge	No
Paint and Solvents	Organic vapors	Mask respirator	Organic vapor cartridge	Yes
Concrete grinding	Potential silica dusts	½ mask respirator	P-100 cartridge	Yes
Asbestos low risk	Asbestos particulates	½ mask respirator	P-100 cartridge	Yes

Protection Factor

A protection factor is an assigned number that a worker may need to select the correct type of respirator. The higher the number the higher degree of protection is provided by the respirator. These numbers are based on the design of the respirator and that the worker has had pass on a Quantitative Test with the respirator.

The protection factor is derived by knowing the airborne concentration of the contaminants in the worker's construction breathing zone divided by the concentration of the contaminants inside the respirator face piece.

Other factors that may affect the protection factor are: Does the respirator maintain a seal during the activities such as movement or talking? Is the worker clean shaven?

Consult your Branch Safety Advisor for further information regarding the protection factor.

The following table provides assigned protection factors to a number of different types of respirators.

Туре	Sub-type	Assigned Protection Factor	Limitations
Particulate Filter			Unacceptable for protection in IDLH conditions or oxygen-deficient atmospheres.
Chemical Cartridge or Canister	Half-face piece	10	Choice of filter depends on identity of contaminant and for particulate respirators, on the presence of oil. ⁽¹⁾
Combination Particulate/Chemical			Service life depends on factors such as the type and amount of filtering medium, concentration of contaminant,
	Full face piece	100 ⁽²⁾	temperature and humidity
Powered Air-Purifying Respirator	Half face piece	50	
	Full face piece	1000	
	Helmet/Hood ⁽³⁾	1000	
	Loose fitting face piece ⁽³⁾	25	



Notes: (1) NIOSH has classified air-purifying particulate filters as "N" (<u>N</u>ot oil resistant), "R" (oil <u>R</u>esistant), or "P" (oil <u>P</u>roof). You can obtain these filters with filtering efficiencies of 95%, 99% or 99.97%.

(2) Assigned protection factors listed are from CSA Standard Z94.9-02 for a respirator that has been fitted using quantitative fit test methods according to the standard. If qualitative fit testing, 10 is the assigned protection factor for a full face piece air-purifying respirator.

(3) Need not be fit tested.

Inspection and Use

Prior to donning your mask, a moment should be taken to inspect your unit to ensure proper function:

Your cartridges should always thread on easily.

Note: NEVER attempt to attach cartridges to the face piece of a different manufacturer and NEVER "jerryrig" or force cartridges onto a mask if they do not easily attach!

- 1. Inspect the exhalation and inhalation valves inside your mask to ensure they are flush with no cracks or creases.
- 2. Inspect your head harness to ensure straps are not frayed and parts are not worn or broken.
- 3. Inspect the body of the mask, looking for cracks and hardness. The outer edge of the mask (that seals on your face) should be supple. There should be no gaps or cracks around the inhalation or exhalation valves.

Cleaning

Respirators should be cleaned and disinfected on a regular basis and sanitized occasionally (depending on the exposure to contaminant). Good hygiene will ensure that no bacteria or germs (colds, dermatitis, etc.) have the opportunity to contaminate your mask and that contaminants do not penetrate the parts. Each respiratory equipment manufacturer has specific cleaning procedures. It is important to follow the manufacturer's maintenance instructions included with each piece of respiratory protective equipment and use the recommended cleaning and disinfection products as some off the shelf products may damage the respirator.

Respirator *cleaning* can be done by dismantling the respirator:

- Hygienic respirator wipes. You do not need to dismantle.
- Washing with disinfectant or mild soap and water but remove cartridges first.
- Allow the respirator to air dry.
- Reassemble.

Sanitizing - Some manufacturers may allow respirator to be sanitized in a domestic dishwasher. The cartridges must be removed from the respirator can be placed in the dishwasher. Sanitizing is important because it removes deep seated dirt and containments.

Caution

It is best if the valves and diaphragms are removed and cleaned by hand. The heat from the dishwasher distorts the diaphragms so they are no longer functional.



Storage

After your respirator has been cleaned or sanitized it is important to store it properly until it is used again.

Your respirator should be stored in a sealed container or bag, i.e. zip-lock (most respirators come in them) and away from dust, heat, cold, and light as UV rays break down rubber and silicone.

If you are going to re-use the cartridges, it is important that they are stored sealed as mentioned above to prevent any contaminants from migrating into the breathing side of the respirator until the next use. Some cartridges, once opened, are subject to slow loss of the active sorbent properties. Store them in a sealed bag – *particularly away from the contaminant they are being used against*! HEPA filters and pre-filters are also strong attractants to dust (some are ionized) and should be in a sealed container or bag.

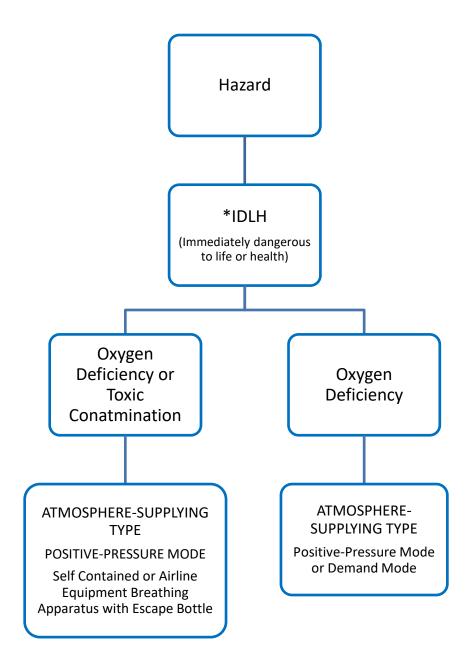
Respiratory Terms

Gas	Any substance that is in gaseous state at room temperature (carbon monoxide, chlorine).
Vapor	Gaseous state of a substance that is normally a solid or liquid at standard room temperature (solvents, gasoline).
Mist	Suspended droplets of an atomized mist (paint).
Fume	Solid particulate of metallic origin generated by heat or chemical treatment of metals, .1- 1 micron in size (welding fume).
Smoke	Solid particulate generated by heat or chemical, $.1 - 1$ micron (airborne toxins from plastics, etc.)
Dust	Fine solid particulate, generated mechanically or by friction, 1 – 10 microns in size (drywall dust, grain dust).

Respiratory Abbreviations

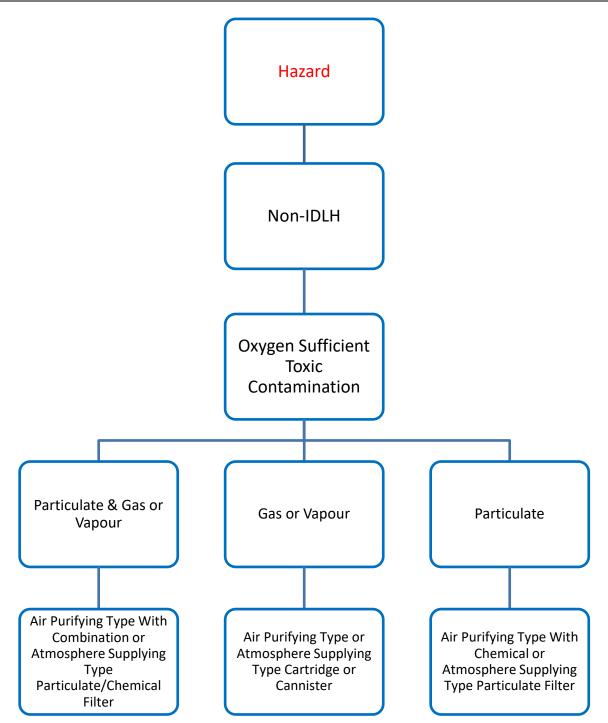
TLV	Threshold Limit Value: Refers to permissible time weighted concentrations of airborne substances that a worker may be exposed to based on an eight (8) hour workday.
TWA	Time Weighted Average: Refers to the average concentration of a toxic substance in air when continuously tested over a specific period of time.
PPM	Parts Per Million.
Mg/m³	Milligrams per Cubic Meter: Presently the most common measurement of airborne particulates.
STEL	 Short Term Exposure Limit: The maximum contaminant concentration in air to which workers can be exposed for a period of up to 15 minutes continuously without suffering: Irritation.
	Chronic or irreversible tissue damage.
	Narcosis or impairment.
HEPA	High Efficiency Particulate Aerosol: Refers to particulate filters.
IDLH	Immediately Dangerous to Life
TOXICITY	Describes the quantitative ability of a chemical agent to cause injury, sickness or other unwanted effects on a person.
TOXIC	Toxic materials can act on the body in three ways: Ingestion, Inhalation and Absorption.







Respiratory Protection, Code of Practice





Medical Questionnaire

A pre-existing medical condition may affect a worker's safety when using respiratory protective equipment. The purpose of this questionnaire is to determine if a worker should be examined by a health care professional prior to using respiratory protective equipment. <u>All workers required to wear respiratory protective equipment must complete the medical and fitness questionnaire.</u>

All information on this questionnaire will remain private and confidential. It will only be used or accessed by the Scott Builders Inc. Safety Department unless otherwise authorized or directed by the worker who completed it. <u>Refusal to complete the questionnaire will result in dis-allowment of training required to use or wear respiratory protective equipment while working for Scott Builders Inc.</u>

Note: A positive or yes response to any of the following questions could indicate a pre-existing medical condition that may affect a worker's safety when using respiratory protective equipment and may require approval from a health care professional.

Have you or do you currently have... (Please check all that apply)

☐ Yes □ Yes	□ No □ No	Any breathlessness or chronic cough? Asthma or wheezing with breathing?
☐ Yes	No	Wheezing with physical activity?
🗌 Yes	🗌 No	Any lung injuries or lung disease?
🗌 Yes	🗌 No	Heart disease?
🗌 Yes	🗌 No	Heart attack or surgery?
🗌 Yes	🗌 No	Angina?
🗌 Yes	🗌 No	Any medical condition that affects the sense of smell or taste?
🗌 Yes	🗌 No	Diabetes?
🗌 Yes	🗌 No	Fainting or blackouts?
🗌 Yes	🗌 No	Migraine headaches?
🗌 Yes	🗌 No	Seizures, convulsions or medications to prevent them?
🗌 Yes	🗌 No	Neurological disorders?
🗌 Yes	🗌 No	Anxiety attacks?
🗌 Yes	🗌 No	Claustrophobia?
🗌 Yes	🗌 No	Other:

The information that I have provided is accurate and to the best of my knowledge.

Signature of Worker

Date

Printed Name

SCOTT

Section 6 Preventative Maintenance

BUILDERS INC



All tools, equipment and vehicles shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

Equipment Coordinators and/or Supervisors shall ensure that all preventive maintenance is carried out by qualified personnel according to established schedules and those records are being maintained.

All workers shall regularly check all tools and equipment that they are working with. Tools or equipment that pose a hazard due to a need for repair shall be immediately tagged-out to avoid their accidental usage and removed from service. The Equipment Coordinator or Supervisor must be notified of all defective tools and equipment.

All workers who are using powered mobile equipment must complete a documented pre-use inspection of the equipment. Completed inspection forms must be handed into the Site Superintendent for review. Mobile equipment found to pose a hazard must be immediately tagged-out to avoid accidental use and the Site Superintendent must be notified.

Workers who operate company vehicles shall regularly check all fluid levels, belts, tires, glass, etc., as well as complete a Vehicle Maintenance Record on a monthly basis to be submitted by the 5th of each month and shall include all service/repair documents.

Signed:



Purpose

Preventative maintenance is an important part of our Safety & Loss Prevention Program. Keeping our tools and equipment in safe operating conditions will not only reduce incidents and injuries but will also increase productivity.

Company Vehicles Operated for Company Business

- 1. All vehicles used for company business are to be maintained in good, clean and safe working condition.
- 2. Vehicle maintenance shall follow the manufacturer's suggested maintenance schedule.
- 3. The user(s) of each vehicle is responsible for ensuring that regular maintenance and records are kept, and that the necessary safety equipment is present and operable.
- 4. All vehicles used for company business shall carry the following safety equipment:
 - ABC Fire Extinguisher (min 2.5 lbs.).
 - AB #1 First Aid Kit (or provincial equivalent).
 - Warning Triangles (min of 3), flares not recommended due to fire and injury hazards.
 - Safety Vest.
 - Flashlight.

Tools and Equipment

- 1. All tools and equipment must be thoroughly inspected prior to each use.
- 2. All tools or equipment that is found to be defective or in need of repair shall be tagged-out with a "repair order", "out of order" or equivalent tagging system. The tag must have listed on it:
 - What the fault is.
 - Signature of the worker tagging the item.
 - Date it was tagged out.

Note: Refer to Figure: 1 Examples of Tag-Out Tags.

- 3. The tool or equipment must then be returned to a repair shop for repairs and service.
- 4. Once repairs have been completed, the tag must be updated to include:
 - Who repaired it.
 - Date of repair.
- 5. Copies of the repair work order or invoice must be kept on file with the tag-out tag for proof of repair.
- 6. If the tool can't be repaired, then the tool must be returned to the tool coordinator to be destroyed and the tag-out tag removed and updated to identify that it was destroyed, who destroyed it and when. Do not dispose of tools onsite as this will disrupt inventory numbers.
- 7. All Site Superintendents and Foremen are responsible for ensuring this procedure is followed.



Powered Mobile Equipment

- 1. All powered mobile equipment must be thoroughly inspected prior to each use and documented on the pre-use inspection form. This includes verification that maintenance & service is up to date as per scheduling outlined in the manufacturer's specifications. All lifting equipment requires annual certification.
- 2. The Pre-use inspection form must be handed in to the Site Superintendent daily unless you are advised that handing it in weekly is acceptable.
- 3. Equipment that is found to be defective or in need of repair shall be tagged-out with a "repair order", "out of order" or equivalent tagging system. The tag must have listed on it:
 - What the fault is.
 - Signature of the worker tagging the item.
 - Date it was tagged out. Note: Refer to Figure 1: Examples of Tag-Out Tags and Refer to our Lock-Out SJP for additional information.
- 4. The equipment must then be serviced by competent technician or returned to a repair shop for repairs.
- 5. Once repairs have been completed, the tag must be updated to include:
 - Who repaired it
 - Date of repair
- 6. Copies of the repair work order or invoice must be kept on file with the tag-out tag for proof of repair.
- 7. If equipment can't be repaired and is removed from the worksite and/or replaced, the tag-out tag is then removed and updated to identify what happened to the equipment and when.
- 8. All Site Superintendents and Foremen are responsible for ensuring this procedure is followed.

Rented Equipment

When equipment rented by Scott Builders Inc. arrives at the worksite, it is the responsibility of the Site Superintendent to check the equipment log book (if required) as well as to do a visual inspection and documented inspection of that equipment.

Rental equipment delivered to the worksite shall be tagged as ready for use. Rental equipment arriving without proper ready to use or identification tagging MUST be returned to its supplier immediately.

Note: Where equipment certification is required prior to commencement of work, it must be done before the equipment is used on site.

Worksite Office and Lunch Trailers (Where Applicable)

These are to be inspected on the return to the warehouse, and prior to being sent out to a worksite.

Check for the following items:

- 1. Keys and locks present and operable.
- 2. Windows and screens are in good repair and operable.
- 3. All doors secure and function properly.
- 4. All electrical fixtures intact and operable.
- 5. Heating lines and units are intact and functional.
- 6. Damage or holes in the ceiling, linoleum, walls, doors, floors and exterior cladding.
- 7. Roof is to be checked for leaks caused by snow shoveling, attachments of signs, etc.



- 8. Structural damage due to negligence, improper setup or transport.
- 9. Any other deficiencies that are also observed shall be noted and rectified as required.

Monthly Tools & Equipment Inspections

The Equipment Coordinator or designate must complete a Tools & Equipment Maintenance Record of all tools and equipment being taken from the office/yard and when it is returned back to the office/yard.

All deficiencies found during tool & equipment inspections are to be documented on the Tool & Equipment Maintenance Record.

Maintenance Records

Maintenance records will be maintained by the asset department and will include:

- 1. All tool and equipment inventories completed.
- 2. Documented equipment inspections.
- 3. Copies of all maintenance work done, when and by whom including copies of work orders and/or invoices.

Figure 1: Examples of Tag-Out Tags (front & back of tags)







Monthly Vehicle Maintenance Record

Month Ending:	Make/Model:
Operator:	Unit Number:
Next Service	Mileage:
Due:	

Fluid Levels	 Driver's Compartment	OK or Not Applicable	Body Exterior	OK or Not Applicable
Motor Oil	Windshield Wipers		Head Light Operation	
Oil Change Required?	Windshield		Signal Lights	
Radiator Fluid Level	Seat Belts		Tail Lights	
Windshield Washer Fluid	Vehicle Registration		Tire Pressure	
Transmission Fluid Level	Proof of Insurance (Pink Card)		Date of next Annual Inspection	

Safety Equipment:					
Safety Triangle	Elach Light	Fire			
Kit (flares)	Flash Light	Extinguisher			
First Aid Kit	Safety Vest				

Description of Maintenance (Attach copies of all repair receipts – For company vehicles only)				
Date	Description	Cost		
	•	\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Operator's Name

Operator's Signature

Management's Name

Management's Signature

SCOTT

Section 7 Training and Safety Meetings

BUILDERS INC



Education and Training Policy

Scott Builders Inc. recognizes that training and education of the company's employees is a vital part of our Safety and Loss Prevention Program. Scott Builders Inc. provides all employees training in the company's Safety and Loss Prevention Program, along with the authority, knowledge and skills to provide mentorship, to instruct workers in Safe Job Procedures, and to monitor ongoing requirements for safety instruction.

New Hire Safety Orientations will be provided to all field and office employees. It will be completed on their first day of employment and will cover general site and/ or office specific information. All employees are required to receive this instruction as a condition of their employment.

The company is committed to providing all new and reassigned workers with worksite safety orientations, which will occur on their first day at our worksites. All employees shall receive re-orientation as deemed necessary by the safety department, or every 2 years.

New Hire Safety Orientations

New Hire Orientations will be done for all Scott Builders Inc. employees every two (2) years and will include at least the following items:

- Review of the company's Safety & Loss Prevention Program including:
 - Worker familiarization with company policies, their job descriptions, their responsibilities, SWPs, and SJPs.
 - Company rules including PPE requirements.
 - Hazard assessments including Project Hazard assessments, critical tasks and FLHA's
 - Discussion of the worker's three rights: The right to refuse, the right to know, and the right to participate
 - Worksite inspections.
 - Emergency procedures and reporting requirements.
 - Incident investigations and reporting requirements and procedures.
 - Safety meetings
 - Disability management program including modified work options and employee assistance program.
 - Safety training including WHMIS and hazard assessments.
 - Safety committee's purpose and role.
 - Security and housekeeping
 - Safety memos and information correspondence.
- Opportunity for the worker to identify to the supervisor any physical or mental impairment or condition(s) that if they were assigned to particular work, the impairment may endanger themselves or others.
- Opportunity for employee to ask questions.

Worksite Safety Orientations

Worksite safety orientations will include most of the same information as the new hire orientation but will be worksite specific.

Signed:

Murray Cunningham, President & CEO



Worker Competency Policy

Scott Builders Inc.'s policy is that all company employees are properly instructed in the safe performance of their duties. Further to this instruction all workers must be deemed competent to perform the work assigned to them, including the use of tools or equipment required to fulfill these tasks, prior to performing unsupervised work. Alberta OH&S defines competency as: "adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

Competency, like training, is task-specific, however competency is the demonstrated use of skills and training. Naturally a worker's overall competency with regards to specific tasks will increase with his/her experience and exposure. The purpose of measuring a worker's competency is to identify a baseline set of knowledge and skills to which a worker can safely work without direct supervision.

A person deemed competent in a task and/or skill has the ability to assess another person's level of competence in that activity and determine if they are of adequate skill and training to perform said activity with minimal or no supervision. Competency will be determined in 3 steps;

- 1. Review of appropriate Policies, Practices and Procedures related to the task.
- 2. Task specific training including but not limited to Workhub, Supervisor Demonstration (low risk), Internal Training or 3rd party training (In Person, Virtual or Online).
- 3. Observation of the worker performing the task/skill.

Competency assessments must be completed at the set intervals specified in the Competencies Certificate section in Workhub and workers may require refresher assessments when operational changes require it.

It must be noted that the individual deeming a worker competent in a specific task and/or skill is only able to assess competency based on what they observe at a specific point in time. The onus lies with each individual worker to only perform duties to which they are adequately trained and comfortable completing. If at any point a worker is unclear as to how to move forward or unsure of a process or procedure they are required to stop and ask for direction and/or clarification.

In the event that a competent worker is observed not following policies, practices and procedures outlined in the Scott Builders Inc. safety program, aside from being issued a safety violation notice, the worker's competency may be revoked pending retraining.

Signed:

Murray Cunningham, President & CEO



WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM / GLOBALLY HARMONIZED SYSTEM

Scott Builders Inc. will ensure that all WHMIS / GHS hazardous materials stored or used by the Company are identified and supplied with applicable labels and up-to-date Safety Data Sheets (SDS's) that meet current Provincial and Federal Legislation.

All information regarding hazardous materials used by the Company will be made readily available to workers at all office locations and worksites. Management will ensure that a program for WHMIS / GHS education and training is established for all employees exposed to workplace hazardous materials. The program will ensure that employees have the information needed and are able to apply it for the safe use, storage and handling of hazardous materials.

Refer to Section 14 for Subcontractor Requirements including SDS and training.

Signed:

Murray Cunningham, President & CEO



Date: __

AERIAL WORK PLATFORM COMPETENCY VERIFICATION

Worker's Name: _____

r			
	Competent	Needs Coaching	In order to qualify for this Competency Verification, the worker must hold a certificate in Fall Protection as well as Elevated Work Platform. If certificates are expired, worker may still be deemed competent if he/she completes demonstration successfully. Demonstration- The operator is required to maneuver the aerial work platform to gain access to 5 pre-established locations. This task must be done smoothly and without incident. In accomplishing this task, the operator will have displayed a clear understanding of the Aerial Work Platform and its controls.
1.			Worker has completed a fall protection plan.
2.			Worker familiarized him/herself with the equipment's operations manual and conducted a Scott Builders pre-use inspection of the aerial work platform as per manufacture's instruction.
3.			Worker familiarized him/herself with the equipment's operations manual fueling and/or charging information and applicable Scott Builders practices/procedures
4.			Worker assessed his/her work area, eliminated or controlled hazards wherever possible, and updated his/her FLHA.
5.			Upon accessing the equipment, worker affixed his/her fall protection equipment to the appropriate anchor point.
6.			Worker successfully performed raising, lowering, extending operation of the boom/platform
7.			Worker successfully navigated AWP to pre-established marker points without incident. Operation was continuous and smooth.
8.			Worker was continually observant of surroundings and avoided exposing him/herself and others to potential pinch and crush points.
9.			Tools and materials on the AWP were secured against movement.
10.			AWP was not overloaded.
11.			AWP was not used for pushing or pulling other objects, craning material, or any other
			function it was not intended for, as outlined in the operations manual.
12.			Worker maintained 3 point contact when accessing or egressing the equipment.

Equipment Used:

I _______ (worker's name), hereby acknowledge that I have reviewed Scott Builders' Fall Protection Policy and Part 9 of the Occupational Health and Safety Code and reviewed Scott Builders AWP SJP along with Preventative Maintenance Policy and Procedure, as part of this Competency Verification.

Summary:

The above named worker is hereby deemed competent in the use of Aerial Work Platform.

The above named worker requires further training in the use of Aerial Work Platform.

Comments:

Supervisor/ Evaluator Name: _____

Supervisor/ Evaluator Signature: _____

Worker Signature: ____

Please upload certificate in your Workhub portal under <u>COMPETENCY – Aerial Work Platform</u> for Safety Advisor Approval



AIR QUALITY MONITORING COMPETENCY VERIFICATION

Date:			Worker's Name:
	Competent	Needs Coaching	Demonstration- The worker is to perform a series of functions of the gas monitor, in order to demonstrate the use of the gas monitor in accordance with the manufacturer's instructions. These functions must include setting time and date (if applicable), fresh air set-up, bump test, and verifying calibration. Gas monitors can save lives, but if used improperly may compromise the user's life and the lives of others.
1.			Worker was able to describe the display functions of the unit.
2.			Worker was able to set the time and date on the instrument (if applicable).
3.			Worker performed a fresh-air set-up.
4.			Worker performed a bump test as per manufacturer's instructions (brand and model specific literature and videos can be sourced from your Safety Advisor)
5.			Worker confirmed that instrument was calibrated.
6.			Worker demonstrated familiarity with manufactures specifications regarding bump test, fresh-air set-up, calibration requirements, and troubleshooting.
7.			Worker monitored air quality and recorded results using the SBI Air Quality Monitoring Log.
Ι			(worker's name), hereby acknowledge that I have

completed the Workhub Gas Hazards and Monitoring course, reviewed Scott Builders Gas Monitors Safe Job Procedure and Safe Work Practice, as part of this Competency Verification.

Summary:

- The above named worker is hereby deemed competent in the use of an Air Quality Monitor.
- The above named worker requires further training in the use of a gas monitor.

Comments:

Supervisor/ Evaluator Name: _____

Signature: _____

Worker Signature: _____

Please upload certificate in your Workhub portal under <u>COMPETENCY – Air Quality Monitoring</u> for Safety Advisor Approval



Applies to: New employee, transferred employee and subcontractor orientation.

Purpose

The purpose of employee orientation is to familiarize each individual with the Scott Builders Inc. Safety and Loss Prevention program. This will include a review of their rights and responsibilities under the provincial safety legislation having jurisdiction over their worksite, and hazards associated with the job of each employee regarding task and site specific safety.

Scott Builders New Hire Procedure

- 1. Scott Builders Inc. will provide "new employee orientation" to all new hires. Each and every person working on site or in an office shall first go through this training before commencing work for Scott Builders Inc. in any capacity.
- 2. New Employee Orientation will cover as a minimum:
 - Emergency procedures and site or office emergency plan.
 - Reporting procedures regarding accidents, incidents and injuries.
 - Employee responsibility as laid out by the Scott Builders Inc. Safety and Loss Prevention Program, the client and Provincial Occupational Health & Safety.
 - Required Documentation and its intent.
 - The availability and use of personal protective equipment.
 - Site or office specific work conditions.
- 3. Orientation will be documented.
- 4. Orientations to be conducted by a Safety Advisor, a supervisor or designate.

Orientation comprehension will be verified immediately following each company employee orientation using the Safety Orientation Quiz.

Subcontractor Orientation Procedure:

When Scott Builders Inc. is acting as a Prime Contractor, or has subcontractors under their direction, then Scott Builders Inc. will ensure that before commencing work, all workers receive the Scott Builders Inc. Safety and Loss Prevention orientation.



FALL PROTECTION COMPETENCY VERIFICATION

Date: Worker's Name: _____ In order to qualify for this Competency Verification the worker must hold a certificate in Fall Protection. If certificate is expired, the worker may still be deemed competent if he/she completes demonstration successfully. Demonstration – The end user shall demonstrate a level of knowledge by way of display. These tasks should be completed without error. Properly worn fall protection equipment saves lives. In accomplishing these tasks, the end-user will display a clear understanding and respect for fall protection equipment. Improperly used equipment is an identifiable hazard and must be eliminated. Scenario Suggestions: An ideal scenario for this competency verification would be a rooftop or mezzanine with various options for anchor points. The demonstration should include a procedural based fall protection plan for the initial inspection of the work area, followed by the installation of various fall protection systems (fall arrest and travel restraint). Once the systems are in place, the worker can Needs Coaching then be given a task like setting up a guardrail system or control zone. Competent Throughout this process, hazards must be re-assessed, and the fall protection plan updated as required. Review the site emergency response plan before beginning the demonstration and ensure a rescue plan is in place. 1 Worker conducted and documented a pre-use inspection of harness as per manufacturer's instructions. Worker verified yearly inspection of the harness. 2 3 Worker demonstrated his/her ability to don a harness: All buckles connected and excess straps passed through keepers. • No twisting in straps. • D-Ring lies down the center of the spine between the shoulder blades. • Chest strap approximately 6' below shoulders. • Leg straps fit snugly. Sub-pelvic strap lies directly below and not across buttock. Worker correctly completed a fall protection plan as well as a fall clearance 4 requirement calculation. Worker conducted an inspection of energy absorber and: 5 • Verified that the energy absorber met his/her weight range (E4, E6) for the system being used. Connected energy absorber so that it is closest to the harness. Did not include two personal energy absorbers within the same fall arrest • system unless manufacturer's instructions state that it is okay to do so. 6 Worker conducted an inspection of a Self Retracting Lanyard (SRL) and verified yearly inspection. 7 Worker demonstrated his/her ability to use SRL in accordance with manufacturer's instructions.



8		Worker conducted an inspection of a safety rope and rope-grab, verified that
		the two components are compatible with one another, and that yearly
		inspection was up to date.
9		Worker demonstrated his/her ability to use a safety rope and rope grab in
		accordance with manufacturer's instruction.
10		Worker secured fall arrest system to a certified engineered anchor point.
11		In the absence of an engineered anchor point, worker was able to secure a
		temporary anchor point to an unquestionably strong structure.
12		Worker has completed the Fall Prevention WorkHub course or equivalent.

I, ______ (worker's name), hereby acknowledge that I have reviewed Scott Builders' Fall Protection Policy and Part 9 of the Occupational Health and Safety Code as part of this Competency Verification.

Summary:

The above named worker is hereby deemed competent in the use of fall protection equipment. The above named worker requires further training in the use of fall protection equipment.

Comments:

Supervisor/Evaluator Name:	 		
Supervisor / Evaluator Signature:	 		
Worker Signature:	 		

Please upload certificate in your Workhub portal under <u>COMPETENCY – Fall Protection</u> for Safety Advisor Approval



Date:

FIRE EXTINGUISHER COMPETENCY VERIFICATION

Worker's Name:_____

	Competent	Needs Coaching	Demonstration- The worker is to describe how a fire extinguisher puts out a fire (fire tetrahedron theory), list the 5 classes of fire, and explain the PASS method. The worker will also be asked to perform the PASS method using a mock fire and must explain how to complete a monthly fire extinguisher inspection.
1.			Worker described the fire tetrahedron theory.
2.			Worker listed 5 classes of fire.
3.			Worker knew what the PASS acronym stands for.
4.			Worker demonstrated the PASS method in a mock scenario.
5.			Worker demonstrated a monthly fire extinguisher inspection.

I _______(worker's name), hereby acknowledge that I have reviewed Scott Builders' Fire Extinguisher Safe Work Practice, Fire Extinguisher Safe Job Procedure, Fire Protection and Prevention document and completed the Workhub Fire Safety Course as part of this Competency Verification.

Summary:

- The above named worker is hereby deemed competent in the use of fire extinguishers.
- The above named worker requires further training in the use of fire extinguishers.

Comments:_____

Supervisor/ Evaluator Name: _____

Supervisor/ Evaluator Signature: _____

Worker Signature: _____

Please upload certificate in your Workhub portal under <u>COMPETENCY – Fire Extinguisher Operation</u> for Safety Advisor Approval



Toolbox Safety Talks are one of the most effective ways for Superintendents or Foremen to exhibit their own and the company's commitment to safety. All toolbox safety meetings should be conducted with a specific topic or topics for discussion, such as a new safety rule, procedure or a recent incident.

Toolbox Safety Talks should be held on site at a minimum of once per week and in the offices at a minimum of one per month at a set time, i.e. when commencing new work activities, or as required for specific upcoming potential hazard(s). Toolbox Safety Talks are held for the purpose of discussing health and safety matters, identification, prevention and correction of unsafe conditions and behaviors as well as maintaining interest in the safety of the work force.

When practicable (as determined by the Site Superintendent) all workers on a project must attend. Where not practicable given the current activities or situation on a project, at a minimum the Supervisor of all crews must attend and deliver the information from the toolbox meeting promptly to all workers under their authority.

Consider using online resources for topics such as the Alberta Construction Safety Association, WCB, and OH&S Websites.

Examples of Toolbox Safety Meeting topics:

- a. All recent preliminary incident investigation notifications and memos distributed by the Safety Department.
- b. Safe Work Practices.
- c. Safe Job Procedures.
- d. Lifting and back care.
- e. Care of PPE.
- f. Defensive driving.
- g. Eye protection.
- h. Fall protection.
- i. Guards on equipment.
- j. Housekeeping on the worksite.
- k. Equipment inspection before use.
- I. Keep out of danger areas.

- n. Management's commitment to safety.
- o. Noise destroys hearing.
- p. A recent worksite incident.
- q. Operating equipment safely.
- r. Participating in the safety program.
- s. Worksite first aid attendants.
- t. Reporting incidents and hazards.
- u. Scaffold safety.
- v. Tagging out equipment.
- w. Up keep of power tools.
- x. Wearing appropriate PPE and clothing.
- y. Yielding right of way.
- z. Zones of safety.
- aa. Recent worksite inspections.

m. Ladder safety.

Preparation

- 1. Think of your own experiences, observations and beliefs.
- 2. Think of your area of control; repeated problems you've had, recent accomplishments, and any needs for improvement.
- 3. Think of your workers; their wants, needs, opinions, abilities and attitudes.
- 4. Review hazards for upcoming work activities.
- 5. Review general safety rules and policies.
- 6. Keep notes of day-to-day occurrences that could form a basis for interesting safety talks.
- 7. Read safety-related material and clip articles for later discussion.
- 8. Limit the number of topics to whatever can be presented in the time allotted.
- 9. Know what you are going to say.



- 10. Assemble SWPs and SJPs.
- 11. Write down the key points, facts and examples.
- 12. Review material before presenting it to your workers.

Delivery

- 1. Make sure your audience can hear you and see you during your talk. Use brief demonstrations, simple graphs, displays, posters or new articles.
- 2. Involve your audience by encouraging questions and discussions.
- 3. Keep the message clear and concise.
- 4. Answer spoken and unspoken questions.

Records

Use the Toolbox Safety Meeting Record to document the workers attending, the topics discussed, SWPs and SJPs, potential hazards, any suggestions, unanswered questions for later comment as well as any corrective actions recommended or already being taken.



Orientation – Delivery Personnel / Visitor

Name:	Orientation Date:	
Employer:	Job Name &	
	Number:	

Information	Please initial each box as your trainer discusses the information to show that you understand. If you
	do not understand, please ask your trainer for clarification
Scott	Everyone must comply with the Scott Builders Inc. Safety & Loss Prevention Program at ALL
Builders Inc.	TIMES.
Program	Follow the direction of Scott Builders' Employees at all times.
Review	Lead by example – SAFETY IS EVERYONE'S RESPONSIBILITY!
Emergency and First Aid	 Identify the name of First Aid Attendant(s) and location of first aid kit(s) and eye wash station(s). Discuss and identify the location of emergency contacts, evacuation procedures, muster point and medical services.
Jobsite Hazard Assessments	 Discuss hazards specific to the worksite and worker's specific activities on site. If you are required to operate ANY mobile equipment to load or unload a full orientation and FLHA is required.
Rules Review	 Show where rules are posted and discuss site-specific, or client-requested rules. Alcohol and Drug – Zero Tolerance! Harassment – Zero Tolerance! Smoking or use of a vaporizer is permitted in <u>outside</u> designated areas ONLY. No smoking or use of a vaporizer inside site trailers, company vehicles or buildings – NO EXCEPTIONS!
Enforcement / Discipline	Violation of safety policies, procedures or rules by workers will result in progressive disciplinary action and/or removal of the worker from the worksite.
Incident Reporting	Report ALL incidents, damage, spills and environmental damage to Scott Builders Inc. Supervisor immediately. Investigation reports MUST be submitted to the Scott Builders Superintendent within 24 hours.

Voluntary Medical/Physical Limitations Acknowledgement. Below you may choose to provide information which may prove useful in the event of an emergency. This information may be discreetly communicated to Emergency Responders.

Emergency Contact, please provide name, relation and phone number:

Please indicate your safety training certification by checking the applicable shaded boxes:

First Aid & CPR		Aerial Work Platform
Fall Protection		Respirator
		Bobcat/Skid Steer Loader
Forklift		Other:
		Other:

I have received site specific Delivery Personnel orientation on Scott Builders Inc. Safety & Loss Prevention Program as indicated above and I will adhere to the policies and procedures outlined in this program and all applicable Provincial OH&S Legislation, Environmental and WCB Legislation. I further understand that failure to comply with safety requirements can and may result in my removal from the worksite.

Worker's Name (please print)

Worker's Signature

Trainer's Signature



Orientation – Worksite Safety

Name:	Orientation Date	:
Employer:	Job Name &	
	Number:	

Information	Please check off each box as your trainer discusses the information to show that you understand. If
	you do not understand, please ask your trainer for clarification
Fitness for	All workers and visitors must arrive at work fit for duty which includes but is not limited to being
Duty	free of impairment arising from: fatigue, drugs and alcohol, certain prescription and over-the-
	counter medications as per the Scott Builders Inc. Fitness for Duty Policy. As well as any
	infectious illnesses as referenced in the Scott Builders Inc. Respiratory Virus Exposure Control
	Plan.
	Upon daily sign in, you are acknowledging your compliance with the fitness for duty requirements
	stated above.
Scott Builders	All workers must receive this Scott Builders Inc. worksite specific safety orientation.
Inc. Safety &	All workers must meet the minimum age requirement of 18, unless enrolled in a RAP Program and
Loss	approved by Scott Builders management.
Prevention	Review Scott Builders Inc. Corporate Safety Policy and its location.
Program	Discuss location of Scott Builders Inc. Safety & Loss Prevention Program Manual binder.
Review	Scott Builders Inc. employees and subcontractors must comply with the Scott Builders Inc. Safety
incorrection and incorection and incorrection and incorrection and incorre	& Loss Prevention Program at ALL TIMES.
	All workers MUST report all unsafe conditions to their Scott Builders Inc. Supervisor.
	Discuss worker's three rights: The right to refuse work in which they feel imminent danger exists
	(as per Provincial OH&S Legislation), the right to know about workplace hazards and basic health
	and safety information, and the right to participate in health and safety discussions and
	committees.
	No borrowing of equipment and/or tools without Scott Builders Inc. Supervisor's permission – no
	exceptions!
	Lead by example – SAFETY IS EVERYONE'S RESPONSIBILITY!
	Explain role of Scott Builders Inc. Branch Safety Advisor.
Emergency	Identify the name of First Aid Attendant(s) and location of first aid kit(s) and eye wash station(s).
and First Aid	Report all injuries to the First Aid Attendant immediately.
Procedures	Discuss emergency contact numbers and their location.
Review	Discuss location of emergency response and fire protection plans.
	Discuss location of hospital and walk-in medical center and location of map.
	Discuss location of Muster point and emergency evacuation procedures.
	Discuss location of fire extinguishers and fire prevention on worksite.
Jobsite	Discuss hazards specific to the worksite and workers.
Hazards and	
Hazards and Hazard	Discuss Daily Hazard Assessments requirements: Each Scott Builders Inc. employee and
	subcontractor onsite MUST complete a Hazard Assessment detailing their tasks and the hazards associated with those tasks and formulate a corrective action plan for the identified hazards prior
Assessments	
	to starting work each day. This HA must be updated as tasks or conditions change throughout the
	day.
	Hazard Assessments MUST be handed into the Scott Builders Inc. Supervisor by the end of each
Safe Work	day.
Practices	SWPs and SJPs must be followed at all times. Where one is not available, it must be developed, reviewed and accepted prior to the commencement of work activities.
(SWP) and	All applicable SWPs and SJPs MUST be located at the worksite.
Safe Job	
	Notify Scott Builders Inc. Supervisor of all work procedures that may affect other workers at the
Procedures	worksite prior to commencing work.
(SJP)	Any Ground Disturbance activities must be done under a valid ground disturbance permit issued
	according to a current utility as-built and supervised by an SBI representative trained in ground
	disturbance.



Personal	PPE must meet all applicable CSA Standards, Provincial OH&S Legislation, and WCB
Protective	requirements.
Equipment	Hard hats, safety footwear and eye protection MUST be worn at all times.
(PPE) Review	 Hearing protection MUST be worn at all times where noise is excessive and as per Provincial
(1 1 2) 1(011011	OH&S Legislation.
	Gloves are expected to be worn as per Hazard Assessment.
	Safety vests to be worn when working within 25' of operating mobile equipment, on busy worksites
	or as directed by Scott Builders Inc. Supervisor.
	Fall protection MUST be worn when working above 10' or in aerial lifts.
	Workers using fall protection equipment MUST be trained and have their training certification(s) or
	competency letter onsite.
	Fall protection plans must be completed prior to working at heights unless protected by guardrails
	or as per Provincial OH&S Legislation.
	This Orientation is considered a first warning, failure to comply may result in a written violation or
	removal of the worker from worksite.
Rules Review	Review Scott Builders Inc. general safety rules; discuss worksite specific rules and location of
	posted rules.
	Show where rules are posted.
	Scott Builders Inc. general safety rules must be followed at all times or disciplinary actions will be
	taken and/or you will be removed from site.
	Review Fitness for Duty Policy – Zero Tolerance!
	Review Harassment Policy – Zero Tolerance!
	Smoking and/or use of a vaporizer is allowed in <u>outside</u> designated areas ONLY . No smoking
	and/or use of a vaporizer inside site trailers or buildings – NO EXCEPTIONS!
Enforcement /	□ Violation of safety policies, procedures or rules by workers will result in disciplinary action and/or
Discipline	removal of the worker from the worksite.
Policy	
Jobsite	You may be asked to participate in a worksite safety inspection occasionally to help us identify any
Inspection	safety deficiencies in order to make our worksites safer.
Incident	Report ALL incidents, near misses, damage, spills and environmental damage to Scott Builders
Reporting and	Inc. Supervisor immediately.
Investigations	Incidents and Good catches must be documented, and further investigations will be at the discretion of Scott Builders Safety and Management Team.
WHMIS AND	
SDS	 WHMIS / GHS procedures MUST be followed at all times. Discuss location of SDS binder in the site office.
505	 Discuss location of SDS binder in the site once. Copies of ALL hazardous products must be on site and reviewed prior to use.
	Workers using hazardous products must be WHMIS / GHS trained.
Safety	Meetings will be held minimum weekly on at AM PM.
Meetings	All site personnel MUST attend meetings regularly.
Security and	Theft, vandalism or any other misuse of company property is prohibited.
Housekeeping	ALL workers are responsible for housekeeping for all of their work area(s).
Equipment	Use of ALL equipment on site must be authorized by the Scott Builders Inc. Representative.
Inspections	ALL equipment must be inspected prior to use and these inspections documented and submitted
and Use	to Scott Builders Inc. Supervision DAILY as per applicable Provincial OH&S Legislation.
	All workers on the site MUST review Spotter SWP and Hand Signals SWP (Telehandler Skid
	Steer, Universal, Vehicle Directing) prior to vehicles and/or equipment being used on site.
	Spotting of vehicles and moving equipment MUST be assessed and Documented on your Daily
	Hazard Assessment.
	Discuss the need for Spotting of Vehicles and Equipment
Site Specific	
Rules and	
Requirements	



Environmental Requirements	 All workers and subcontractors must adhere to our Environmental Policies and Practices contained within the Scott Builders Inc. Safety & Loss Prevention Program as well as those specifically developed for this project. All waste must be disposed of in accordance to the Waste Management Plan. If unsure, ask your supervisor. All recyclable materials must be disposed of in the provided recycling bins. Failure to follow Environmental Policies and Procedures is considered a serious safety violation and will be managed accordingly.
Subcontractor	This section is for Subcontractor Employees Only
General Information	 Subcontractor is responsible for the provision of all PPE for their employees. Copies of all subcontractor investigation reports MUST be submitted to the Scott Builders Inc. Superintendent within 24 hours.
Security	Subcontractor is responsible for own material, equipment and tools.
All Site Personne	el, Visitors, etc.
Other	 The use of headphones, earbuds, etc. is not permitted on site. All workers and visitors are required to sign in and sign out from the worksite.

Voluntary Medical/Physical limitations Acknowledgement. Below you may choose to provide information which may prove useful in the event of an emergency. This information may be discretely communicated to affected Scott Builders employees.

Emergency Contact-Please provide name, relation and phone number.

I have received orientation on Scott Builders Inc. Safety & Loss Prevention Program as indicated above and I will adhere to the policies and procedures outlined in this program and all applicable Provincial Legislation. I further understand that failure to comply with safety requirements can and may result in my removal from the worksite.

Worker's Name (please print)

Worker's Signature

Trainer's Signature

Superintendent's Signature

Please indicate your safety training certification by checking the applicable shaded boxes:

First Aid & CPR Type:
 Standard (2 days)
 Emergency (1 day)
 Fall Protection
 WHMIS / GHS
 CSTS (Construction Safety Training System)
 Forklift



POWDER ACTUATED TOOL COMPETENCY VERIFICATION

Date:_			Worker's Name:
	Competent	Needs Coaching	In order to qualify for this Competency Verification, the worker must hold a certificate in powder-actuated tools. If certificate is expired, worker may still be deemed competent if he/she completes demonstration successfully Demonstration- In order to demonstrate competency in the use of a powder actuated tool, the worker must: disassemble the tool, inspect it for damages, clean it if necessary, and upon reassembly fasten a piece of lumber or plywood to a solid surface. Worker must wear the appropriate PPE and follow SBI's safe work practices and procedures regarding this tool while performing these tasks. Worker must also be able to list a variety of materials that are unsuitable for fastening into, such as: slate, tile, brittle stone and bricketc.
1.			Worker documented a hazard assessment before using the equipment and was wearing the appropriate PPE.
2.			Worker was able to disassemble, inspect, clean, and reassemble the tool as per manufactures specification.
3.			Worker notified others in the area of noise levels exceeding 85 decibels prior to firing. Manufacturers usually recommend signage.
4.			If necessary, worker installed flagging and signage around the working area and behind the material being fired into, in order to protect others.
5.			Worker loaded tool as per manufacture's instruction.
6.			Worker made sure not to walk around with a loaded tool.
7.			Worker did not point a loaded tool at himself/herself or any person in the area.
8.			Worker performed test shots into the material, beginning with the weakest power level cartridges available, at the lowest setting on the tool.
9.			Having performed test shots, the worker managed to find the appropriate cartridges, tool setting, and fastener for the task.
10.			Worker kept body parts out of line of fire. Others in the area were well out of the firing line as well.
11.			Worker made sure not fire a fastener through a pre-existing hole, or too close to the edge of the material.
12.			In case of misfire, worker followed manufacture's instructions. If no misfire occurred, worker was able to explain misfire procedures.
13.			Upon completion of demonstration, worker stored unused cartridges as per manufactures specifications.
14.			Worker cleaned and inspected tool after use.

_(worker's name), hereby acknowledge that I have reviewed Scott Builders Powder Actuated Tools SJP and SWP as part of this Competency Verification.

Summary:

Ι_

The above named worker is hereby deemed competent in the use of powder-actuated tools.

The above named worker requires further training in the use of powder-actuated tools.

Comments:

Supervisor/ Evaluator Name:

Supervisor/ Evaluator Signature: _____

Worker Signature: _____

Please upload certificate in your Workhub portal under <u>COMPETENCY – Powder Actuated Tools</u> for Safety Advisor Approval



As the employer, we are responsible to deem the competence of all employees and ensure our operators training is specific to the equipment and safety gear they will be using, as well as the situation in which that equipment will be used. Training engaged by Scott Builders for our Employees meets CSA and OH&S requirements for classroom training. To be in complete compliance, regulations dictate that operators must also be found to be competent by means of a practical operation evaluation of the machine.

This practical evaluation is the employer's opportunity to observe the employee in a safe environment that is specific to your industry and assess whether or not they show the skills necessary to be deemed competent as an operator of that machine. Operators should also demonstrate an understanding of voice and hand signals used on their site and their corresponding functions. It is also very beneficial to go over the evaluation with the employee to provide any guidance or recommendations necessary. (If evaluating a new operator make sure to choose a safe location away from other people and hazards.)

While regulations do not specifically outline the extent of the practical evaluation, OH&S does require that employers meet the due diligence required to supervise employees in regards to the jobs they will be performing on a daily basis. Our Competency evaluation sheets will also inform supervisors and safety personnel about what is important to watch over in their required daily supervision of the site.

Scott Builders practical evaluation sheets will assist in determining and documenting an employee's competence in practical operation of the machine. Most supervisors and safety personnel will find that they already naturally perform many of the evaluation points in their daily supervision duties without even thinking about it. Different worksites vary greatly and performing this evaluation in-house rather than having it done at a training course will result in better training and in turn make things safer for the operator and other employees.

We have made using these evaluations a very simple process:

- 1. Simply observe the workers knowledge based on the machine and its use, confirming their competence with the machine.
- 2. Go down the list, checking off that they satisfactorily performed each task.
- 3. Go over the evaluation with the employee to help them become a safer operator.
- 4. When done, sign it and file the documentation of the evaluation.

It's that simple. Performing an industry site/job specific evaluation ensures your workers receive the highest level of training possible.



SKELETON STRUCTURE **PRE-ERECTION CHECKLIST / MEETING**

Project Name:	
Project Number:	
Date:	
Erection Company:	

	Attended	Distributed
Site Superintendent:	Yes 🗌 (Req.)	Yes 🗌
Project Manager:	Yes 🗌	Yes 🗌
Safety Advisor:	Yes 🗌	Yes 🗌
Erection Supervisor:	Yes 🗌 (Req.)	Yes 🗌

NOTE: This checklist is to be completed in reference to our Skeleton Structure Erector Policy and is in addition to the Quality Control & Assurance Plan installation checklists (PEMB, Conventional Steel, Conventional Steel Deck, Wood Frame, Steel Stud, etc.). All items must be met prior to commencement of work.

Ensure any erection procedures that have been added or changed on site have been prepared and certified by a professional engineer before they are used.

Ensure the engineered temporary bracing plan has accounted for scenarios that require multiple trades or additional materials which may impact the temporary bracing requirements. Additional erection plans may be necessary and will need to work in conjunction.

Scope of Work

Type of Skeleton Structure

Start / Finish dates

Footings, Piers, Walls and Anchorbolts Has written proof of strength of concrete been issued (min 75%)?

Has written proof of strength of concrete been issued (min. 75%)?	Yes 🗌	N/A 🗌
Have all anchorbolts that have been repaired, replaced or modified been approved?	Yes 🗌	N/A 🗌
Has grade of anchorbolts been confirmed and documented:		
By General Contractor and Erection Contractor Supervisors?	Yes 🗌	N/A 🗌
Has the size and layout of the anchorbolts been verified:		
By General Contractor and Erection Contractor Supervisors?	Yes 🗌	N/A 🗌
Has the stability of individual columns been addressed?		
 For example, less than 4 anchor bolts or off-centered anchor layout (off-balanced) may require additional engineering bracing or written Procedures. Requirements of column stability or 		
free-standing must be noted by the Engineer.	Yes 🗌	

Additional items noted:



Site Layout

Is there adequate access to the site, is the laydown area firm, properly graded and accessible, are there any obstruction (adjacent buildings, power lines, buried tanks, etc.)? Yes No

How are the obstructions being addressed?

Date to commence shake-out: Additional items noted:

Temporary Bracing and Sequence of Erection Activity

To be certified by a Practicing and Professional Engineer.

Has the Manufacturer (i.e. Pre-Eng., Open Web Steel Joist, Wood Truss, Wood Joist, etc.) provided detailed handling, installation and Temporary Bracing Instructions?	Yes 🗌	N/A 🗌
Have the Manufacturer's Instructions been reviewed and understood by the General Contractor's Supervisor and Erection Contractor's Supervisors?	Yes 🗌	N/A 🗌
Have all components arrived on site and been accounted for?	Yes 🗌	No 🗌
Have the Engineer's drawings and procedures been reviewed by erectors and management?	Yes 🗌	
Timing of installation & removal of temporary bracing is identified in the engineered temporary bracing plan:	Yes 🗌	
Timing of installation of permanent bracing is identified in the engineered temporary bracing plan:	Yes 🗌	
The method, including material and sizing, of all components within the temporary bracing system is identified in the engineered temporary bracing plan:	Yes 🗌	

Plan to accommodate / prepare for weather impacts:

Additional items noted:

Fall Protection

A site-specific fall protection plan is required. Attach a copy along with this checklist.

Cranes

Crane type: Crane capacity:



SKELETON STRUCTURE PRE-ERECTION CHECKLIST / MEETING

How is the site prepared for the crane?		
How is the lift zone identified and controlled?		
Are there any critical lifts? (75% of capacity or mulitple crane)	Yes 🗌	No 🗌
Describe the critical lifts that will take place (Critical Lift Plan to be provide Operator):	∍d by the C	Crane
The yearly crane certificate must be on site. A daily crane inspection must be done by the operator. Crane operator certification must be available on site. Complete 'Crane Lift Calculation' form (located in Safety Manual).		
SWP / SJP Has the Erector developed SWP's and SJP's for the tasks involved to safely erect the Skeleton Structure Attach all task specific job procedures.	Yes 🗌	
Erection Team Requirements (i.e. Iron Worker) Is the required 2:1 ratio of apprentices to journeymen being met? Attach documentation of certificates.	Yes 🗌	N/A 🗌
List of Qualified and Competent Persons Engineer for site specific erection plan Qualified Rigger (copy of certificate) Qualified Crane Operator (copy of certificate)		

SBI Site Supervisor

Erection Supervisor



SKID STEER COMPETENCY VERIFICATION

Date: ____

Worker's Name: ____

	Competent	Needs Coaching	 In order to be deemed competent in basic skid steer operations, a worker must complete the following demonstration smoothly and without incident: Perform an inspection of the equipment. Move the equipment to an open area to test controls. Use the bucket attachment to load and move material to an established point. Switch bucket attachment for fork attachment, adjust forks if necessary, and pick up and move a pallet from one point to another. Obstacles, such as pylons can be used to increase the difficulty of the exercise, while posing little or no risk of damaging the equipment.
1.			Worker has completed a hazard assessment and was wearing the appropriate PPE.
2.			Worker familiarized him/herself with the equipment's operations manual and conducted a Scott Builders pre-use inspection of the skid steer as per manufacture's instruction.
3.			Worker familiarized him/herself with the equipment's operations manual fueling and/or charging information and applicable Scott Builders practices/procedures
4.			Worker tested controls and ensured attachments were secured.
5.			When operating the equipment, worker carried bucket or attachments low to the ground and demonstrated smooth/controlled lifting operation while loading, curling/dumping material.
6.			Worker operated machine smoothly while maneuvering with safe travel speed in forward and reverse
7.			Worker demonstrates understanding of stability/slope travel
8.			Rated operating capacity was not exceeded.
9.			Worker was continually observant of surroundings and avoided exposing him/herself and others to potential pinch and crush points.
10.			When parking equipment, worker engaged parking brake and put attachments flat on the ground.
11.			Worker used seatbelt and maintained 3 point contact when accessing or egressing the equipment.

Equipment Used:

I ______(worker's name), hereby acknowledge that I have reviewed Scott Builders' Skid Steer SWP and Preventative Maintenance Policy and Procedure, as part of this Competency Verification.

Summary:

- The above named worker is hereby deemed competent in basic skid steer operation.
- The above named worker requires further training in basic skid steer operation.

Comments:

upervisor/ Evaluator Name:	
upervisor/ Evaluator Signature:	
/orker Signature:	

Please upload certificate in your Workhub portal under <u>COMPETENCY – Skid Steer Loader</u> for Safety Advisor Approval



SPOTTER COMPETENCY VERIFICATION

Date:____

Worker's Name:_____

			Demonstration The expetter is required to direct a talebandler as shid steps
			Demonstration - The spotter is required to direct a telehandler or skid steer operator in picking up a pallet or load and lifting it onto a racking system or
			elevated surface. Obstacles, such as pylons can be used to increase the
			difficulty of the exercise, while posing little or no risk of damaging the
			equipment. In accomplishing this task, the spotter will have demonstrated
		ing	his/her ability in directing a telehandler or skid steer with loading/unloading.
		Coaching	Demonstration- The vehicle and/or equipment spotter is required to direct a
	ent	oa	vehicle as it is backing up and positioning in tight areas in forward and reverse.
	ete		Obstacles, such as pylons should be used to increase the difficulty of the
	Competent	Needs	exercise, while posing little or no risk of damaging the vehicle or equipment. In
	S	Ne	accomplishing this task, the spotter will have demonstrated his/her ability to
	-		direct a vehicle.
1.			Spotter documented a hazard assessment and was wearing the appropriate PPE.
2.			Spotter and operator agreed upon a standard set of hand signals to be used.
3.			Spotter inspected path of travel for potential hazards such as ruts, power lines,
			overhead clearance, pinch points, and other workers.
4.			Spotter was confident and precise with his/her hand signals.
5.			Spotter positioned him/herself so as to maintain clear view of the intended path.
6.			Spotter remained visible to operator while directing.
7.			Spotter avoided walking backwards.
8.			Spotter signaled the operator to stop if person or object entered the
			equipment's path, or if spotter needed to change position.
9.			Worker has completed the Directing Vehicles Workhub course or equivalent.

Equipment Used:

l	(worker's name), hereby acknowledge that I
have reviewed Scott Builders Spotter SWP, Hand Sig	gnals Telehandler-Skid Steer SWP and Hand
Signals Vehicle Directing SWP as part of this Compe	etency Verification.

Summary:

The above named worker is hereby deemed competent in directing equipment/vehicles.

	The above named worke	requires furt	her training ir	n directing	equipment/vehicles.
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Comments:			

Supervisor/ Evaluator Name:_____

Supervisor/ Evaluator Signature:_____

Worker Signature:_____

Please upload certificate in your Workhub portal under <u>COMPETENCY – Spotter</u> for Safety Advisor Approval



TELEHANDLER COMPETENCY VERIFICATION

Date: _			Worker's Name:
	Competent	Needs Coaching	 In order to be deemed competent in basic Telehandler operations, a worker must complete the following demonstration smoothly and without incident: Perform an inspection of the equipment. Move the equipment to an open area to test controls. Adjust forks if necessary and pick up and move a pallet from one point to another. Use the fork attachment to load and move material to an elevated established point and using outriggers if equipped. Return forks to the ground and then retrieve the load from its elevated position then returning to a lower position to travel with. Obstacles, such as pylons can be used to increase the difficulty of the exercise, while posing little or no risk of damaging the equipment.
1.			Worker has completed a hazard assessment and was wearing the appropriate PPE.
2.			Worker familiarized him/herself with the equipment's operations manual and conducted a Scott Builders pre-use inspection and walkaround of the Telehandler as per manufacture's instruction.
3.			Worker familiarized him/herself with the equipment's operations manual fueling and/or charging information and applicable Scott Builders practices/procedures
4.			Worker tested controls and ensured attachments were secured.
5.			When operating the equipment, worker carried forks or attachments low to the ground and demonstrated smooth/controlled lifting operation
6.			Worker operated machine smoothly while maneuvering around and loading and unloading materials from forks.
7.			Worker understands and uses the load chart, operating capacity was not exceeded.
8.			Worker was continually observant of surroundings and avoided exposing him/herself and others to potential pinch and crush points.
9.			Worker demonstrated the use of different steering modes and frame leveling while maneuvering equipment on inclines and other various terrain as well as frame leveling while loading and unloading material.
10.			When parking equipment, worker engaged parking brake and put forks or attachments flat on the ground.
11.			Worker used seat belt and maintained 3 point contact when accessing or egressing the equipment

Equipment Used:

I, ______ (worker's name), hereby acknowledge that I have reviewed Scott Builders Telehandler (Forklift) SWP along with Preventative Maintenance Policy and Procedure, as part of this Competency Verification.

Summary:

The above named worker is hereby deemed competent in basic Telehandler operatio

The above named worker requires further training in basic skid steer operation.

Comments:

Supervisor/ Evaluator Name:	_
Supervisor/ Evaluator Signature:	_
Vorker Signature:	

Please upload certificate in your Workhub portal under <u>COMPETENCY – Telehandler</u> for Safety Advisor Approval



Toolbox Safety Meeting Record

Site Superintendent:	Job Name:	
Date:	Job Number:	

Meeting Attendees:

(Print first and last name, attach additional list if required)

Name	Signature	Name	Signature

Safe Job Procedures and Safe Work Practices Discussed:

(Attach copies to Toolbox Meeting Record)

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ſ		
ſ		

Additional Items Discussed:

(Workers' concerns and suggestions, upcoming work, etc.)

Inspections and Good Catches Discussed:

(Review recent worksite inspections reports, include dates of the reports, Good Catch numbers and trends)

Incidents, Memos & Training Reviewed:

Site Superintendent's Signature

Post a copy of this meeting record on the worksite safety board.

Courses	Course Length	Executive Manager	Operations Manager	Project Manager	Project Coordinator	HR Manager	Office Employee, IT	Office Employee, IT with First Aid	Superintendent	Carpenter	Laborer	Iron Workers	Asset Field Worker	Corp. Safety Mgr. Safety Advisor	Health & Safety Committee
SBI Orientation & Quiz	23 min	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	
WHMIS	81 min	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	
Workplace Harassment & Violence	38 min	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	
Occupational Health & Safety	55 min	DOH	DOH	DOH	6M	1Y	1Y	1Y	DOH	6M	6M	6M	6M	DOH	
Safety Supervision	72 min	6M	3M	DOH		1Y			DOH	1Y	1Y	1Y	1Y	DOH	
Hazard Management	67 min	3M	3M	DOH	DOH	1Y			DOH	DOH	DOH	DOH	DOH	DOH	
Crisis Management & Media Relations	32 min	DOH	DOH	3M	6M	DOH	1Y	1Y	6M	1Y	1Y	1Y	1Y	DOH	
Common Worksite Injuries	97 min	6M	6M	3M	3M	3M	3M	3M	DOH	DOH	DOH	DOH	DOH	DOH	
Drug & Alcohol Awareness	53 min	DOH	DOH	DOH	6M	DOH			DOH	6M	6M	6M	6M	DOH	
Fitness for Duty	29 min	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	
Workplace Inspections	36 min								DOH					DOH	
Incident Investigation	45 min	6M	6M	DOH	1Y				DOH	1Y	1Y	1Y	1Y	DOH	
Fire Safety	35 min	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	DOH	
Directing Vehicles	23 min								3M	3M	6M	3M	DOH		
Safe Driving Practices	100 min	DOH	DOH	DOH		DOH			DOH				DOH	DOH	
Commercial Vehicles	92 min												DOH		
Behavior Based Safety	13 min													DOH	
Gas Hazards & Monitoring	41 min			3M	6M				3M	3M	6M	3M	3M	DOH	
Joint Health & Safety Committees	39 min														3M
Cranes, Hoists, Lifting Devices	63 min											DOH	DOH		
First Aid & CPR* 2 day	16 hrs			6M	1Y	1Y		DOH	3M	1Y	1Y	3M	6M	3M	
Fall Protection Prevention?	8 hrs								DOH	3M		3M		DOH	
Ground Disturbance 201 Training	8 hrs								DOH					DOH	
Ground Disturbance Awareness	2 hours 27 min			DOH											
AWP Training	4-8 hrs											3M			
Asbestos Awareness	4 hrs			1Y					1Y					1Y	

SCOTT

Section 8 Inspections

BUILDERS INC



Scott Builders Inc. will ensure regular inspections are performed for the purpose of identifying and correcting any unsafe work conditions. The inspections will consider premises, worksite(s), buildings, temporary structures, excavations, tools, equipment, machinery, and work methods, practices and behaviors.

Planned inspections will occur on worksites a minimum of weekly and in the branch offices a minimum of monthly and will be supplemented by informal and/or special inspections.

If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied immediately and recorded on the inspection report form. The supervisor or manager involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behavior found.

Date: January 10, 2024

Signed: _______ Murray Cunningham, President & CEO



A safety inspection is an observational tour of the workplace to check for compliance with safety legislation, established Safe Work Practices and Safe Job Procedures, and safety rules. It should identify any situation that has the potential to cause personal injury or property damage, including substandard conditions on the worksite and substandard practices on the part of the workers. The majority of incidents are caused by substandard practices, frequently combined with substandard conditions, which have been allowed to exist uncorrected.

A good inspection program is essential to maintaining safety on the worksite. However, it should be viewed as a <u>fact finding</u> rather than a fault finding exercise.

Inspection Purpose:

- Identity existing and potential hazards,
- Identify safety legislation violations,
- Determine underlying causes of hazards,
- Monitor hazard controls,
- Determine corrective action to minimize or eliminate hazards,
- Reinforce and promote safe work practices and safe job procedures.

All employees of Scott Builders Inc. must perform Inspections as per their roles and responsibilities outlined in Section 2 of the Safety and Loss Prevention Manual.

Informal Inspections

Informal inspection is an important daily activity all Workers and Site Supervision should be conducting as they perform their tasks. Safety problems <u>do not</u> wait for a planned inspection and the Site Supervisor and workers must be constantly watching for acts and conditions. Informal inspections are essential to keep small problems from developing into major ones. They include identifying and correcting unsafe conditions that are found around the worksite during normal day-to-day activities. Unsafe conditions should be corrected as soon as possible and always be reported to the site supervisor for proper follow-up.

Informal Inspections have significant limitations as they commonly identify obvious problems only and do not take a systematic approach. Informal Inspections cannot replace Planned Inspections.

Planned Worksite Inspections

There are several forms of planned inspections:

- **Periodic Inspections** Conducted at regular and/or scheduled intervals. The greater the incident severity potential, the more often these inspections should be conducted.
- Intermittent Inspections: Conducted at irregular intervals. It is important that you don't just inspect at planned intervals. Workers have the tendency to clean up their act or their worksite if they know an inspection is coming.
- **General Inspections** Conducted in places (not included in the periodic inspections) such as nonwork areas that are assumed to be non-hazardous, i.e., storage areas, port-a-potties, etc.

Pre-Inspection Preparation

Set up a team of workers and supervisors. Review previous inspection reports for recommended corrective action to follow-up on. Plan your route carefully and be sure to schedule enough time to allow for a thorough examination.

Conducting the Inspection

Your inspection should examine all aspects of the workplace – people, physical, environment, equipment, materials being used and the actions taking place.

Section 8 – Inspections

Revision 0 January 2023

Look for:

- 1. Potential hazards.
- 2. Existing hazards.
- 3. Violations of safety legislation.
- 4. The causes behind the problems.

Give the inspection your full attention and continually ask seven questions:

- 1. Who?
- 2. What?
- 3. Where?
- 4. When?
- 5. Why?
- 6. How?
- 7. What if?

Principles to observe:

- Warn workers of immediate danger to life and health (IDLH) situations.
- Shut down and lock-out/tag-out any equipment or tools that will remain hazardous until it is repaired.
- Do not operate equipment yourself unless qualified and authorized.
- If you do not have enough knowledge of the situation to make an accurate safety judgment, consult with someone who does.
- Look at things from every angle.
- Where appropriate, measure the levels of chemicals, noise and/or biological agents in the atmosphere.
- Clearly describe each hazard and its location on the inspection report.
- Try to make your observations without disrupting normal work activities.
- Examine equipment both when it is stopped (static) and when it is running (dynamic).
- Photograph hard to describe situations or problems.

Key things to look for:

- 1. **Critical equipment parts.** These include parts that would cause the most serious problems if they became substandard. Look for problems that might be caused by stress wear, impact, vibration, heat, corrosion, chemical reaction, misuse, etc.
- 2. Evidence of structural, functional and ventilation problems. For example: Jagged edges, worn areas, leakage, improper pressure, noxious fumes, unusual noise, etc.
- 3. **Personal protection equipment (PPE).** This includes eye, ear, foot, head, hand, respiratory and body protection. Check to see whether the correct PPE is available (and in good repair) for each worker, whether each worker is wearing the appropriate PPE as it was designed to be worn and whether it fits properly.
- 4. **Deviations from safe work practices or safe job procedures**. For example: Using machinery or tools without authority, using the wrong tool for the job, removing or dismantling guards or other safety devices, repairing or adjusting equipment while it is in motion, maintaining electrical equipment that is not disconnected or locked out, etc.
- 5. **Housekeeping**. For example: Protruding nails, improper storage, blocked exits, accumulations of combustible materials, spills, items that could cause slips or trips.
- 6. **Signs.** Include caution/danger tape, barricades, warning or danger signs, alarms and other devices used to identify a known hazard or limit access to a work area.





Hazard Classifications:

- **Class "A" Hazard** A condition or practice with the potential for permanent disability, loss of life or body.
- **Class "B" Hazard** A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive but less severe than CLASS "A".
- **Class "C" Hazard** A condition or practice with potential for minor (non-disabling) injury or illness, or non-disruptive property damage.

During Planned Worksite Inspections:

- 1. Identify any actual or potential problems by using all five senses.
- 2. Record all detected hazards or unsafe conditions on the Inspection Checklist Report. Describe the items, their location, and whether it has been corrected.
- 3. Classify items according to their potential for injury or damage using the classification system found on the bottom of the Inspection Report.
- 4. Rectify or follow-up with A and B priority unsafe items immediately.
- 5. Look for basic causes of substandard conditions, practices and procedures.
- 6. Notify site Superintendent of any remaining hazards.

Note: The purpose of the Inspection Checklist Report is to take a safety inventory, not to catch guilty people; therefore, the report should only identify substandard acts, not the names of workers or companies seen doing them.

Follow-up and Monitoring:

It is essential that management follows-up to see that the corrections are made in a timely manner based on classifications. Not to do so would defeat the purpose of the inspection.

The Inspection Checklist Report should also be analyzed, along with previous reports, to get a larger picture of safety on the worksite. The comparison may give you insights into why incidents are occurring in certain areas or point to simple solutions you had not thought of.

SCOTT					Aerial Platform Operator's Dai Inspection Report Job Name:					ily				
BUILDERS INC					JOD I	lumbe	er.							
Operator's Name:	Model:													
Company:	Serial I	Numb	er: _											
Special Attachments:	Jnit Nu	umber	:											
	r	Mon	1	ues	V	Ved	TI	hurs		Fri		Sat	5	Sun
Week of , 20	OK	Needs Attn.	OK	Needs Attn.	ок	Needs Attn.	oK	Needs Attn.	ок	Needs Attn.	ОК	Needs Attn.	ок	Needs Attn.
Fuel & Oil: Check for fluid levels and leaks.														
Ignition & Controls: Engine start up (warm up), shut down, ground/platform switch works correctly. Ground/Platform Controls: Automatically go to NEUTRAL position. Engine idle switch / rabbit/turtl switch.)													
Hydraulics: Check for fluid levels as well as leaks on hoses and cylinders.														
Engine: Check radiator fluid levels, clear debris, battery connections, hoses, belts and leaks. Has unit been greased as required by maintenance schedule and/or manufacturer's recommendation?														
Leaks: Report any leaks to Supervisor														
Warning Devices: Alarms, horn, rotating lights, etc.														
Platform: Clear of debris, operator's manual, rails, door/safety chain, etc.														
Chassis: Check for structural condition, cracks, dents, decals and placards.														
Tires: Check condition, air pressure, rims, stud bolts and nuts. Damage: Explain in remarks section, incident report completed														
Main Boom: Moves up and down with ground and platform controls.														
Emergency Shut Down and Power: Ensure emergency shut down switch works, and controls work with emergency power.														
Fall Protection: Required for boom lifts. Scissor lifts – check operator's manual.														
BOOM LIFTS ONLY														
Foot Switch: Check to see if functions operate when engaged.														
Booms: Raise and lower the main, riser, jib booms.														
Boom Extension: Move extensions in and out.														
Platform Movements: Move platform side to side, and up and down.														



Aerial Work Platform Operator's Daily Inspection Report

		Mon		Tues		N	/ed	Tł	Thurs		Fri	Sat		Sun	
Week of , 20	ž	¥0	Needs Attn.	оК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.
Spill Kit: Available															
Hour Meter Reading:															
Hour of Next Service:															
Date of Next Annual Inspection:												1			,

Comments: Report any problems or damage to Supervisor immediately.

Operator's Signature

Generator Daily Inspection Report Job Name: Job Number: Model: Operator's Name: _____ Serial Number: _____ Company: _____ Unit Number: Special Attachments: _____ Mon Tues Wed Thurs Fri Sat Sun Week of _____, Attn. Attn. Attn. Attn. Attn. Attn. Attn Needs / Needs / Needs / Needs / Needs Needs Needs 20 ¥ ş Ş Ş ð ş ş **Oil:** Check for fluid levels and leaks. Antifreeze: Check for fluid levels and leaks. Fuel: Check for fluid levels and leaks. Engine: Check radiator, fluid levels and for leaks. Check battery connections, hoses, belts. Has unit been greased as required by maintenance schedule and/or manufacturer's recommendation? Tires: sidewall / tread / pressure / lug nuts Guards: Load and overhead guards / doors. Warning Devices: Lights and indicators. Ignition and Gauges: Key present, key pad, safety and warning gauges present and working, gauges show all systems normal. Equipment Operation: Emergency shut-down switch, abnormal engine noise, etc. Exterior: Damage, warning labels. Damage: Explain in remarks section. Include when, how did it happen, who was involved Spill Kit: Available Hour Meter Reading Hour of Next Service: Date of Next Annual Inspection:

Comments: Report any problems or damage to Supervisor immediately

Operator's Signature

SCOTT



Horizontal Life Line Daily Inspection Report

Job Name: Job Number:

nspector's Name:	
Foreman's Name:	

	Мо	Mon Tues		es	We	d	Thurs		Fri		Sat		Sun	
Week of, 20	ок	Needs Attn.	ок	Needs Attn.	оК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.	ОК	Needs Attn.
Stanchions – visually inspect:														
 All welds, look for cracks or breaks. 														
 All bolts for any damaged threads or rounded heads 														
Wire Rope – visually inspect all:														
 Wire rope(s) for frays, burs, or broken wires 														
- Slack in the wire rope														
Turnbuckles – visually inspect:														
- Excessive wear or any damage														
Zorbit Energy Absorbers – visually inspect:														
 Look for any stretched out, breaks or damage 														
Cable Clamps and shackles/carabiners – visually inspect:														
 All threads, nuts & u-bolts for excessive wear or damage 														
Clearance:														
 Ensure proper clearance is available for falls and no equipment or materials are unsafely stored in fall zone(s) 														
Documentation:														
 Verify "User Instructional Manual" and current Annual Equipment Certification is available for review at the worksite. 														
Annual Equipment Certification required by:		ii							t	i	i	i	i	

Inspector's Position: _

Comments: Report any problems or damage to Supervisor immediately

Inspector's Signature



Masonry Bracing Systems Daily Inspection Report								
Project Name								
Project Number								
Date								

Note: This inspection must be completed by mason supervisor/project supervisor daily at start of shift.

Mason Supervisor's Name:	
Company:	
Scott Builders Inc. Superintendent	
Is the method/system engineered?	Yes No
Description of Bracing:	
Cable type:	
Size:	
Number of Cable Clamps	
Number of Strong Backs	
Size:	
Soil Conditions	
Soil Report on Site	Yes No
Metal Anchors	
Deadmen	
Cable Spacing	
Horizontal:	
Vertical:	

Week of: ,20

	Mor	n.	Tue	s.	Wed	Ι.	Thu	ırs.	Fri.		Sat.			•
Masonry Bracing Systems	ОК	Needs Attn:	ок	Needs Attn:	ОК	Needs Attn:	ОК	Needs Attn:						
Anchors Tight														
Cables Tight														
Cable														
Warning Flags on Cables														
Other:														
Other:														
Other:														
Other:														

Remarks:

REPORT ANY PROBLEMS OR DAMAGE TO SUPERVISOR IMMEDIATELY!

Mason Supervisor's Signature

Project Superintendent's Signature



Mobile Equipment Operator's Daily Inspection Report Job Name:

Job Number:

Operator's Name: _____

Model: _____

Company: _____

Special Attachments: _____

Serial Number: _____

Unit Number:

	Mon Tues Wea		ed	ed Thurs		Fri		Sat		Sı	ın			
Week of, 20	ок	Needs Attn.	ок	Needs Attn.	ОК	Needs Attn.	ок	Needs Attn.	ок	Needs Attn.	ок	Needs Attn.	ок	Needs Attn.
Tires/Tracks: General condition, pressure, tread and sidewalls, wheel nut secure, track tightness, free of debris?														
Steps/Ladders: Free of obstructions, damage, bent rails.														
Guards: Load and overhead guards.														
Bucket, Forks, Attachments: Damaged, loose or missing bolts, proper adjustments, cracks.														
Fuel & Oil: Check for fluid levels and leaks.														
Engine: Check radiator, hydraulic and transmission, fluid levels and for leaks. Check battery connections, hoses, belts. Has unit been greased as required by maintenance schedule and/or manufacturer's recommendation?														
Warning Devices: Back-up alarm, horn, lights, rotating lights and indicators.														
Driver Safety – Operator's Cab: Seat secure, seat belt operational, cleanliness, glass and windshield, warning labels legible, pedals free from obstruction, operator's manual in cab.														
Ignition and Gauges: Key present, gear shift in neutral and operational, safety and warning gauges present and working, gauges show all systems normal.														
Equipment Operation: Pedals, hand controls, tilt / lift arm, brakes in forward and reverse, parking brake, steering, emergency shut-down switch, abnormal engine noise, etc.														
Exterior: Damage, warning labels.														
Damage: Explain in remarks section. Include when, how did it happen, who was involved, incident report completed														
Spill Kit: Available														
Hour Meter Reading														
Hour of Next Service:														
Date of next Annual Inspection:														

Comments: Report any problems or damage to Supervisor immediately

Operator's Signature



Office Inspection

	Print Name	Signature	Title	
INSPECTION TEAM:				
DATE:		TIME:		AM/PM

LOCATION: _

Note: Before starting the inspection, refer to the last inspection report conducted on this project and confirm that all actions have been completed. If they have not, add them to the current inspection as Action Items.

GENERAL COMMENTS:

		_	Please record substandard items on the last page of this document.	
ОК	Action Required	N/A	ltem	Additional Comments
Safet	y Board	and Sig	gnage	
			The safety board has current information posted.	
			The safety board is organized and easy to navigate.	
Floor	S		· · · · · · · · · · · · · · · · · · ·	
			The floors are clear of loose material, debris, and worn carpeting.	
			The floors are free of slippery substances such as water, snow, mud.	
Stairv	vays and	Emer	gency Exits	
			The stairways and exits are free of any obstructions.	
			Access to the roof is accessible.	
Equip	oment			
			Office chairs are in working order.	
			Desks and cabinets are free of sharp edges.	
			Workstations are set up for each worker based on their ergonomic needs	
Emer	gency E	quipme		
			All fire control equipment is regularly inspected, tested and certified.	
			Fire extinguishers are appropriate for the type of fire they must control	
			Emergency lighting is in place and working.	
Buildi	ng			
			Doors are operating as intended.	
			Roof access door is closed and latched.	
			Ladders, stairways and ramps have required guardrails and are in working condition.	
			Materials are stored in a clean and organized manner.	
Haza	rdous Pr	oducts		
			Hazardous products are properly labeled.	
			Hazardous products have a current SDS found in the SDS book.	
			Workers are trained in the safe handling of hazardous products.	
			Hazardous products are safely stored both inside and outside the office.	
Sanit	ation			



Office Inspection

УО	Action Required	A/N	Item	Additional Comments
			Washrooms and food preparation areas are clean.	
			Means for sanitizing surfaces are readily available.	
			Hand sanitizing stations are available throughout the building.	
Lightin	ng			
			Lamp reflectors are clean.	
			All light bulbs are installed and working.	
			Parking lot lights are working as intended.	
Materi	al Stora	ge		
			Materials are stored neatly and safely piled.	
			Stepladders or stools are available to reach materials on higher shelving.	
			Storage shelves or cabinets are not loaded beyond their capacity.	
			Large and heavy objects are stored on lower shelves.	
			Filing cabinets are loaded with the heaviest drawers on the bottom.	
Gener	al		· · · · · · · · · · · · · · · · · · ·	
			Extension cords are in good condition and used appropriately.	
			Cords do not pose a tripping hazard.	
			Electrical wiring is properly concealed.	
			Wall and ceiling fixtures are fastened securely.	
			Paper and waste is disposed of properly.	
			Desk and file drawers are closed when not in use.	
			Personal heaters are not on when unattended.	
First A	vid		A	-
			First Aid kits seal is not broken, or are all the required supplies available.	
			Eye wash station available and clean.	
Infectio	ous Illne	ss Job	Site Preparedness	
			No workers, sub-trades or visitors are showing symptoms such as cough, fever,	
			shortness of breath, runny nose, or sore throat (not related to a pre-existing illness	
			or condition).	
			Cleaning measures to ensure that high risk contact areas and touch points are	
			being regularly disinfected are taking place.	
			All workers have been made aware of hand washing/sanitizing and disinfecting	
			protocols on the jobsite.	
			Adequate numbers of hand washing stations or hand sanitizing stations are present	
			and stocked.	
Other				
			Other:	
			Other:	
			Other:	

Scaffold Daily Inspection	
Job Name:	
Number:	
Time:	

Company:

SCOTT

Wed Mon Tues Thurs Fri Sat Sun Attn. Attn. Attn. Attn. Attn. Needs Attn. Attn. Week of _____, 20____ Needs Needs / Needs / Needs / Needs / Needs ĕ б б бĶ Š Š ð Scaffold Erection: Coordinated by a competent worker? Is it square, straight and plumb? Are all components present, tight, secure and in place? **Plank/Member:** Are they over extended or hazardous – overhang? Base Plates and Screw Jacks: Firmly supported on all legs – mudsills? Leveling Adjustment Screws: Extended into fastener? Tower: Tied to rigid support horizontally? Free-standing tower or single hole scaffold steadied with guy as per Provincial OH&S Legislation? Platform Planking: Check to ensure it is cleated on underside at each end with wood or angle iron and tied down securely, and the maximum span is within Provincial OH&S Legislation. Access: Ensure access are obstacle free, clean and ladders are securely fastened. Tag System: Ensure proper colored tags (expires after 21 days) are secured to all access points as per Provincial OH&S Legislation. Perimeter: Ensure toe boards and hand rails are in place as per Provincial OH&S Legislation. Material Handling System: Ensure separate rope or hand line is in place at all platforms to raise and lower tools and materials. Warning Devices/Signals: Required if erected over walkways or roadways. **Overhead Hazards:** Ensure minimum clearances are maintained from power lines as per Provincial OH&S Legislation. **Wind Load:** Consider for when hoarding is being used – engineered. Rolling Scaffolding: Ensure wheel brakes are locked and outriggers are extended to maintain maximum height ration as per Provincial OH&S Legislation. **Construction and Maintenance:** Done according to certified engineered drawings. Light and Heavy Duty: Built and being used appropriately for light duty (25 lbs/sq. ft.) and heavy duty (75 lbs/sq. ft.). Inspection Schedule: In place? **Daily Hours**

Comments: Report any problems or damage to Supervisor immediately

Operator's Name:

Special Attachments:

Worker's Signature



Service Department Vehicle Inspection

	Print Name	Signature	Title	
INSPECTION TEAM:				
DATE:		TIME:		AM/PM

Unit Number or Description

		_		
Ý	Action Required	N/A		
Vahid			Item	Additional Comments
venic	cle Condi		Overall Vehicle Condition and Cleanliness	1
┝-┝╤┥				
	i 🛄		Has the Monthly Vehicle Maintenance Inspection been completed for this Month?	
Manu	als and I			
<u>⊢</u>		<u> </u>	Scott Builders Safety and Loss Prevention Manual present and in good condition.	
<u>L.</u>			OHS manual present and in good condition.	
			SDS binders present and includes copies of hazardous products commonly used	
			and carried in the vehicle.	
<u> </u>		<u> </u>	Scott Builders Orientations available.	
. <u> _</u>	<u> </u>	<u> </u>	Scott Builders Hazard Assessments available.	
			Scott Builders Hot Work Permits, Ground Disturbance Permits, Equipment Inspections and Fall Protection Plans available.	
			Lock out / Tag out, repair order and barricade tags available.	
			Have documents been submitted to Manager then Safety for review and retention.	
			Emergency Contact List available	
Safet	y Equipm	nent an	d Supplies	
			Extra gloves available for protection of various tasks.	
			Extra safety glasses available for protection of various tasks.	
			Glasses wipes available.	
			Face shield bracket and extra shields	
			Ear plugs and ear muffs available.	
			Respiratory Protection available for protection of various tasks.	
			Respiratory wipes available.	
			Caution and Danger tape available.	
			Eyewash available.	
			Extra Hi-Vis Vest available	
			Visitor hard hat available	
			Personal fall protection equipment available (harness, lanyard, rope, rope grab,	
			anchor point).	
			Does any fall protection equipment require annual inspection within the next month	
			Overhead worker signage available	
			Spill kit available and all required contents accounted for and in good condition.	
Tools	; ;	. <u></u>	· · · ·	
			Hand tools in good condition	
	17		Power tools in good condition and Monthly Inspection complete and submitted to	
			Asset Department.	
			Cords in good condition	
	<u></u>			



Service Department Vehicle Inspection

ОК	Action Required	N/A	Item	Additional Comments
			Ladders in good condition	
Other				

SCOTT BUILDERS INC

Trailer Inspection Record

 Date:

 AM
 PM

License Plate #:

Location: _____

Unit Number:

	ок	Needs Attn	Problem & Corrective Action					
Lights								
Tail Lights								
Marker Lights								
Brake Lights								
Signal Lights								
Tires								
Pressure								
Tread/Side Wall Condition								
Lug Nuts Tight								
Trailer Hitch								
Pins and Cotter Pins								
Hitch Ball								
Ball Locking Mechanisms								
Plug and Wire Condition								
Condition of Jack								
Deck/ Frame/ Fenders								
Cleanliness								
Damage/Dents								
Damage/Denis								
Storage Bin								
4 Straps								
Wheel Chocks								
Which Receiver Sleeve Use	ed? H	igh 🗌	Low 🗌 Returned: Yes 🗌 No 🗌					
Date of next Annual Inspection	on:							
Problems reported to Supervisor? Yes 🗌 No 🗌								
f yes, to whom Date reported:								
Comments:								
Inspected by:			Supervisor:					



Warehouse / Yard Inspection

	Print Name	Signature	Title	
INSPECTION TEAM:				
DATE:		TIME:		AM/PM

LOCATION:

Note: Before starting the inspection, refer to the last inspection report conducted on this project and confirm that all actions have been completed. If they have not, add them to the current inspection as Action Items.

GENERAL COMMENTS:

	Please record substandard items on the last page of this document.					
OK	Action Required	N/A	ltem	Additional Comments		
Safet	y Informa	ation Bo				
			Emergency Response Plan is posted.			
			Monthly inspections completed and posted.			
			Work Permits (Hot Work, etc.) completed as required.			
			Fire Extinguishing apparatus properly placed, visible and inspected.			
			Emergency air horn properly placed and visible.			
			Safety equipment and First Aid supplies available and in working condition.			
Rules	, Regula	tions a	nd Written Procedures			
			SBI Safe Work Practices and Procedures are available for the work being			
			conducted.			
			Hazard Assessments are being completed and available for review.			
			Appropriate PPE worn by workers.			
			Smoking in designated areas only.			
Hous	ekeeping	J				
			All doorways free from obstruction, allowing for safe means of access and egress.			
			Work areas clean and free of debris.			
			Materials and equipment stored in a safe manner.			
			Racking system is secured and inspected for cracks, dents, fatigue.			
			Yard is clear for vehicles to park.			
			Yard storage area free from obstruction, and visually marked.			
			Outdoor lunch areas free from materials and equipment.			
Conta	ainers					
			Labelled as per WHMIS/GHS Legislation.			
			Hazardous and flammable materials stored and transported as per manufactures			
			recommendations.			
			Spill kit is available.			
			Adequate ventilation and respiratory equipment utilized when working with			
			hazardous vapours and dust in or around the building.			
			Hazardous waste disposal of in accordance with manufacturers specifications.			



Warehouse / Yard Inspection

ý	Action Required	N/A		
Taala			Item	Additional Comments
	and Equ			
	<u> </u>		Tools are inspected monthly and documented.	
_ <u></u>			Defective tools and equipment tagged / locked out.	
			Tools and equipment operated and maintained in accordance with manufacturers specification, as well as SBI Safe Work Practices and Procedures.	
			Tool and equipment maintenance documented and available for review.	
			Mobile equipment and tools are being operated by competent individuals.	
			Spotter is used when necessary (tight spaces, etc.)	
			Flagging, signage and barricades used to protect other workers in the area.	
			Deliveries are announced to the front desk to allow for appropriate control measures (Sea Can Deliveries / Pick up).	
			Equipment inspections conducted daily.	
Lifting	<u></u>	i		
\square	ÍΠ		Mechanical aids or the Buddy system is being used for heavy lifting.	
			Area is flagged off when lifting materials onto and off of any racking systems, sea cans, etc.	
			Rigging equipment loaded in accordance with allowable workloads and rated capacities.	
			Rigging equipment is inspected and documented.	
Infect	tious IIIne	ss Job	Site Preparedness	
			No workers, sub-trades or visitors are showing symptoms such as cough, fever, shortness of breath, runny nose, or sore throat (not related to a pre-existing illness or condition).	
			Cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected are taking place.	
			All workers have been made aware of hand washing/sanitizing and disinfecting protocols on the jobsite.	
			Adequate numbers of hand washing stations or hand sanitizing stations are present and stocked.	
Other		ii		i
			Other:	
— —			Other:	
			Other:	
	·	·····	L	



Wood Roof Bracing Systems Daily Inspection Report					
Project Name					
Project Number					
Date					

Note: This inspection must be completed by framing supervisor and project supervisor daily at end of shift.

Framing Supervisor's Name:			
Company:			
Scott Builders Inc. Superintendent:			
Is the method/system engineered?	Yes	🗌 No	Manufacturers Guide:
Has BCSI (Building Component Safety			
Information) Canada practices	Yes	🗌 No	
been reviewed?			
Temporary Top chord lateral support:			
(spacing, material, fastener type, lap)			
Temporary Top chord diagonal brace:			
(spacing, material, fastener type, lap)			
Temporary Bottom chord lateral support:			
(spacing, material, fastener type, lap)			
Temporary Bottom chord diagonal brace:			
(spacing, material, fastener type)			
King post diagonal bracing: (spacing,			
material, fastener type)			
Web member plane bracing: (spacing, material, fastener type):			
-T- Bracing installed and blocked?			
Truss clip: spec, fastener type			
יועסט טוף. ארכי, ומטובוופו נארב			

Week of: ,20

	Mon.		Tues.		Wed.		Thurs.		Fri.		Sat.		Sun.	
Wall Bracing Systems	ок	Needs Attn:	ОК	Needs Attn:	ОК	Needs Attn:	ОК	Needs Attn:	Ok	Needs Attn:	ОК	Needs Attn:	OK	Needs Attn:
Top Chord Bracing														
Top Chord Diagonal Bracing														
Bottom Chord Bracing														
Bottom Chord Diagonal Bracing														
King Post Diagonal Bracing														
Web Member Bracing														
Truss clips														
Photos Documented of above														

Remarks-

All bracing must be installed in such a way that framing can be shut down at any time due to weather or emergency.

REPORT ANY PROBLEMS OR DAMAGE TO SUPERVISOR IMMEDIATELY!

Framing Supervisor's Signature

Project Supervisor's Signature



	Wall Bracing Systems Daily Inspection Report
Project Name	
Project Number	
Date	

Note: This inspection must be completed by framing supervisor and project supervisor daily at end of shift.

Framing Supervisor's Name:	
Company:	
Scott Builders Inc. Superintendent:	
Is the method/system engineered?	Yes No
Description of Bracing:	
Wall brace type:	
Length/Working load @ length:	
Spacing of braces:	
Wall anchor ledger height & description:	
Size and description of top anchor:	
Soil Conditions:	
Soil Report on Site:	Yes No
Metal Anchors:	
Deadman Description (Concrete blocks):	
-Screw piles used?	
Deadman Spacing:	
Fastener to base: size, type, quantity:	
Degree of bracing angle:	
Sequencing with roof:	
Week of: ,20	

Week of:

	Mor	۱.	Tue	s.	Wed	I .	Thu	rs.	Fri.		Sat.		Sun	•
Wall Bracing Systems	ок	Needs Attn:	ok	Needs Attn:	оК	Needs Attn:	оК	Needs Attn:						
Base anchor: size/quantity, location														
Base anchor fastener: size, tight														
Wall anchor ledger: detail, location														
Wall anchor fastener: size, type, tight														
Brace: type, condition, extension pin														
Brace: degree of angle														
Bottom plate anchors complete														
Photos to document the above														

Remarks:

All bracing must be installed in such a way that framing can be shut down at any time due to weather or emergency.

Wall bracing may only be removed with Engineer approval

REPORT ANY PROBLEMS OR DAMAGE TO SUPERVISOR IMMEDIATELY!

Framing Supervisor's Signature

Project Supervisor's Signature



	Print Name	Signature	Title	
INSPECTION TEAM:				
DATE:		TIME:		AM/PM
PROJECT:		PROJECT #:		

Note: Before starting the inspection, refer to the last inspection report conducted on this project and confirm that all actions have been completed. If they have not, add them to the current inspection as Action Items.

LOCATION	HAZARD/UNSAFE BEHAVIOR OBSERVED	HAZARD A OR B OR C	CORRECTIVE ACTION	DATE OF ACTION & BY WHOM

COMMENTS:

 Superintendent's Signature:
 Project Manager's Signature:

 Safety Signature:
 Management Signature:

 Class "A" Hazard:
 A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

 Class "B" Hazard
 A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than CLASS "A".

 Class "C" Hazard
 A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage.



	Please record substandard items on the last page of this document.						
	q						
	Action Required						
¥	Action Requir	N/A					
0		Z	Item	Additional Comments			
Office	• 🗌 N/A	•					
			Emergency numbers posted at telephones and on Safety Board.				
			Rubbish and waste disposed of properly.				
			Outlets, cords, and appliances in good condition.				
			Smoking in designated areas only.				
			Fire extinguishing apparatus properly placed, visible and inspected.				
	<u> </u>		Floors clean and clear of tripping hazards.				
			Lunch areas are clean including small appliances.				
		<u> </u>	Safety equipment available and in working condition.				
	<u> </u>	Ľ	Safety files organized and available for review.				
Rules	, Regula	tions a	nd Written Procedures				
	<u> </u>	<u> </u>	Orientations completed for all workers on-site.				
			Hazard Assessments completed prior to work by workers and subcontractors.				
┝┝┝╡			Toolbox safety meetings completed weekly and include review of SWPs and SJPs.				
			Worksite inspections completed weekly by Site Superintendent and monthly by				
			Project Manager and posted on Safety Board. Emergency response plans posted on Safety Board.				
	<u> </u>		Project Hazard Assessments have been completed and are updated as required				
			Workers, visitors and sub-trades are signing in and out as required				
	nt Repor	t Form					
			Scott Builders Inc. Investigation Report forms available.				
First /		المح		I			
			First aid kits seal is not broken or are all required supplies available.				
		H	Eye wash station (2 bottles) available and clean.				
Perso		ective F	Equipment and Clothing \square N/A				
			Appropriate PPE worn by workers (hearing, respiratory, face protection, etc.).				
Acces	s and Eg	aress		i			
			Safe means of entrance and egress.				
		Π	Workers are using safe means.				
Atmos	spheric C	Conditio	ons 🗌 N/A	i			
			Dust, fumes, vapours, etc. controlled at source.				
			Workers protected against extreme heat or cold.				
			Blowers and fans required for adequate ventilation are operating.				
Traffic	: □ N/A		غ،	·····•			
			Warning signs in place.				
			Control devices (barricades, flags, or cones).				
			High visibility vests worn.				
Auton	notive Ve	hicles					
			Parked in safe location(s).				
Air To	ols 🗌 N	J/A					
			Hearing protection worn.				
			Hoses do not present tripping hazard.				
Grind	ers 🗌 N	I/A	·	·····			
	_ <u></u>		Safety glasses, face shield and hearing protection worn.				
			Wheel guards in place.				
Powd	er Actuat	ted Too					
└─└──	<u> </u>	<u> </u>	Hearing and Eye protection being worn.				
			Operator authorized and certified.				
Powe	r Tools	<u>N/A</u>					
<u> </u>	<u> </u>	<u> </u>	In good working condition.				
┝┝┫	<u> </u>	<u> </u>	PPE being used as required.				
			Pre-use inspection completed				



			1
	pe		
	on Iuir		
Я	Action Required		
	<u>`</u>	- Item	Additional Comments
Hot V	Vork/Eiro	Protection N/A	
		Protection I N/A Hot work permits are issued for all hot work.	
- - 		Fire Protection Plans completed and posted on the safety board.	
		 Fire extinguisher located within 10' of any hot work taking place. 	
		Monthly and annual fire extinguisher inspections are completed.	
Cont	ainers	N/A	
		Labelled as per WHIMS / GHS Legislation.	
		Gasoline and other flammable liquids are stored in approved safety containers –	
		well-ventilated area(s).	
		Not leaking.	
Conc	rete Grin	ding and Cutting 🔲 N/A	
	<u> </u>	Silica Control Plan completed.	
┝┝┙	Ц	Restricted area (barricaded)	
┝┝┥		Adequate lighting and ventilation.	
		Adequate respirator protection worn.	
		work and Falsework N/A	
- 		 Protruding reinforcing rods at eye level removed or guarded. Dismantled formwork safely stacked in non-hazardous location. 	
		Gas Cylinders N/A	
		Strapped or chained and standing on end.	T
		Away from heat and sparks.	
		Empty cylinders have regulators removed, are capped and tagged.	
Elect	rical 🗆 N	I/A	
		Cords are intact.	
		Cords elevated or covered, do not present tripping hazard.	
		Three-prong plugs are used.	
		Electrical Control Plan in place	
		Energized junction boxes and electrical panels are covered.	
		Ground fault circuit interrupters (GFCI) used in temporary panels.	
		Temporary lighting does not have broken or missing bulbs or guards.	
Exca	vations a	nd Trenches 🔲 N/A	
		Sloped and/or shored as required.	
		Ladder provided in immediate work area and extended at least 3' above ground level for access/egress.	
		Spoil pile is at least 1m (3') away from edge of excavation.	
	† H	Ground disturbance permit has been issued and is current.	
		Utility locates and/or utility as-builts are current and displayed on Safety Board.	
Fall F	rotection		
		Fall protection equipment provided and used properly where falling hazard exists.	
		Lifelines attached to an adequate anchor point as per Provincial OH&S Legislation.	
		Fall protection equipment has been inspected prior to use.	
		Fall protection plan(s) have been written by each company working at heights and	
		posted on Safety Board.	
		Copies of workers' fall protection certification are available on site.	
Powe	red Mobi	le Equipment 🔲 N/A	
┝-┝┥		 Spill kit on site and all required contents are available and in good condition Refuelled in safe location – well ventilated. 	
 	<u> </u>		
 - 		Forks lowered and levelled when not in use.	
┝┝╤┥		Operated by competent and authorized personnel. Back-up signal operational.	
- - 		Pre-use documented inspections taking place.	
- - -		Fire extinguisher available.	
	<u>і Ц</u>		



	7			
	Action Required			
\checkmark	tion equ	A		
ХÓ	A Re	N/A	Item	Additional Comments
			Spotters are being utilized as required.	
Guard	Irails/Ope	ening	□ N/A	
			Installed where there is a falling hazard.	
			Floor and roof openings covered, secured and marked or guarded.	
			Made of approved materials, as per Provincial OH&S Requirements.	
Hazar	d Contro	ls 🗌	N/A	
			Lock-out or tag-out systems used.	
			Signs, tags, and caution/danger tape available and used.	
House	ekeeping	<u> </u> N/		
<u> </u>			Work areas clean and free of debris.	
<u> </u>		<u> </u>	Adequate garbage containers available.	
<u> </u>	<u> </u>	<u> </u>	Nails bent over.	
			Materials and equipment stored in a safe manner.	
	ers 🗌 N/	A		
	<u> </u>		The appropriate ladder is selected for the task.	
	<u> </u>		Rungs, rails, and ropes in good condition.	
	- <u></u>		Placed ¼ of ladder length away from base of structure. Extend 1 m (3') above platform being accessed.	
		<u> </u>	Barricaded when used in passageways and stairwells.	
+	Η	- <u>H</u>	Secured to prevent movement (top and bottom).	
	Η		Workers not working on top two rungs.	
Machi	nery Gua	ards [
			Guards and safety devices have not been removed or made ineffective.	
Repai	rs 🗌 N/	Ά		I
			Locked out or tagged-out when equipment is shut down.	
Ħt	Π	Π	Sources of power are locked out.	
		Π	Record of all repairs being recorded.	
Riggin	ng Equipi	ment [☐ N/A	
			Loaded in accordance with allowable workloads and rated capacities.	
			Inspection certificate on site.	
			Pre-use inspection completed	
Stairw	/ays 🔲 🛛	N/A	· · · · · · · · · · · · · · · · · · ·	
			Free of obstruction.	
			Guardrails adequately secured.	
Scaffo	olding 🗌] N/A		
			All braces in place.	
			All connectors on.	
			Firm base and mud sill used, as required.	
		<u> </u>	Planks (doubled), no defects, 6-12" overhang.	
		<u> </u>	Tied to structure. Additional ties to structure and loads for hoarding in place	
			Tags placed at access points and are current within 21 days.	
Concr	ete Pum	ping T		
<u> </u>	<u> </u>	<u> </u>	Copy of annual certificate available.	
		<u> </u>	Access under boom(s) restricted.	l
Crane	<u>s □</u> N//	4		
	<u> </u>		Adequate barriers around swing radius.	
	<u> </u>		Adequate clearance from power lines.	
	<u> </u>	<u> </u>	Logbook present on site.	
++++			Copy of crane operator's certification onsite. Copy of crane annual certification onsite.	
				l
Tome	orany Ua	ating (Propane/Gas) 🗌 N/A (Refer to Propane/Natural Gas Portable Heating SJP)	



ОК	Action Required	N/A	Item	Additional Comments
			Tag out installed on vaporizer(s) and heater(s) stating only Authorized and Trained Personnel can operate or move equipment.	
			Fire extinguishers with 10 feet (3m) – 1 FE/Unit.	
			Heaters are at least 10' away from fuel cylinders an L-P cylinders are a minimum distance of 25' (8m) away from any structures.	
			Temporary heating devices provided with adequate clearance.	
			Heater permits are open and being completed for any active heaters	
Infect	ious IIIne	ss Job	Site Preparedness 🗌 N/A	
			No workers, sub-trades, or visitors are showing symptoms such as cough, fever, shortness of breath, runny nose, or sore throat. (not related to a pre-existing illness or condition)	
			Cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected are taking place	
			All workers have been made aware of hand washing/sanitizing and disinfecting protocols and told where to find washing stations or hand sanitizing stations on the jobsite	
			Adequate numbers of hand washing stations or hand sanitizing stations are present and stocked	

SCOTT

Section 9 Incident Investigations

BUILDERS INC



Incident Investigations Policy

Scott Builders Inc. requires employees to immediately report to their supervisor all incidents that result in injury, illness, or property damage and any unsafe work refusals as well as 'Good Catches' which have the potential for serious injury, illness, or property damage. When an incident occurs the person responsible for the site at the time must ensure the scene of the incident is frozen and remains undisturbed until the safety department has given the all clear to proceed. If the incident has created a hazardous situation then the first priority is to safe-out the area and minimize the risk of further damage and injury. Once potential hazards are eliminated the area of the incident should be flagged off pending investigation procedures.

The company will investigate all incidents including but not limited to the following:

- All incidents that result in death or an injury to a worker that requires medical treatment.
- All causes of occupational illness.
- All incidents involving property damage.
- All good catch / report only incidents that have the potential for causing serious injury or property damage.
- All structural failures including those in buildings, cranes, hoists, excavations, or temporary structures.
- Incident trends detected by the Safety Committees and indicated by incident statistics.
- Any releases of toxic substances.
- Any incident that by Provincial Regulation is required to be investigated.
- Any incident causing environmental damage or release of hazardous substances.

All investigations will be initiated as soon as an incident occurs. The incident will be communicated to the client based on project specific requirements. Incidents required to be reported to the Provincial OH&S Authorities and other regulatory bodies must be reported immediately to Safety Department and Senior Management.

Investigations will be carried out by persons knowledgeable about the type of work involved and where practicable, include an employer representative and a worker representative. Investigation team members must be trained on investigation techniques.

Investigations will:

- Determine the cause(s) of the incident.
- Identify the root cause(s) and contributing factor(s) of the incident.
- Make recommendations and undertake corrective actions to prevent similar incidents.
- Obtain witness statements to the incident, where possible.
- Obtain photographs of the incidents, where possible.
- Ensure incidents are reported to the necessary Provincial Regulatory Authority.
- Generate a Preliminary Incident Investigation Notification to be sent out to all Scott Builders Inc. employees to review.
- Utilize a cause mapping template to arrive at root cause where applicable, dependent on the severity and complexity of the incident

An incident report will be completed by the Worksite Supervisor and submitted to the Branch Safety Advisor for review.

Date: January 10, 2024

Signed:



Generally the person(s) responsible and accountable for investigating an incident or good catch is the Branch Safety Advisor and worker's immediate Supervisor. Valuable information is lost when workers who were involved in an incident or who witnessed it do not participate in the investigation. To help prevent recurrence, where practical, all involved workers and witnesses will be included in the investigation.

Pre-investigation Activities

In the event of an incident the person responsible for the site at the time must ensure the scene of the incident is frozen and remains undisturbed until the safety department has been notified and given the 'all clear' to proceed. If the incident has created a hazardous situation, then the first priority is to safe out the area and minimize the risk of further damage and injury however once potential hazards are eliminated the area of the incident should be flagged off pending investigation procedures.

Investigation Activities

The Site Superintendent or person responsible for the site should freeze the scene, report the incident to the Branch Safety Advisor and initiate the incident report. Once notified the Branch Safety Advisor can lead the investigation. Taking lots of pictures can help preserve the quality of the investigation should the scene need to be disturbed.

Three stages of an incident should be investigated:

- 1. **Pre-incident Stage:** The factors that permitted the sequence of events leading to the incident. These may include employer characteristics (trade, size, safety program, supervision, equipment, maintenance, etc.), employee characteristics (age, gender, occupation, health, experience, training, etc.).
- 2. Incident Stage: The immediate factors or root causes of the incident. These may include what the victim was doing (task, specific activity, posture, location, etc.), materials and equipment directly involved (type, brand, size, guarding, condition, etc.), actions and movements that led to the incident (fall, trip, slip, horseplay, etc.), and environmental characteristics (weather, lighting, noise, temperature, vapors, ventilation, etc.).
- 3. **Post-incident Stage:** The factors occurring after the actual incident that minimized or increased the seriousness of the incident. These may include the response time of Emergency Personnel, first aid available on site, location and condition of emergency equipment, evacuation plans, personal protective equipment worn or not being used or the scene being unnecessarily disturbed.

Visit the incident location. Make yourself thoroughly familiar with the area, machinery and equipment involved. Gather the necessary data: Photos, measurements, notes, drawings, witness names, etc.

Note: It is important to take numerous photos from every angle working from the outside of the incident into the inner circle of the incident.

Incident Reporting

The incident report form shows the information required by Scott Builders Inc. and Provincial OH&S Legislation and in most cases will be completed by the Branch Safety Advisor. Additional factors that should be considered during the investigation include:

- The exact location of the incident.
- Equipment, machinery, tools, or materials involved.
- The environmental conditions.



- Injuries or damage incurred.
- The job being performed.
- The Safe Job Procedure (or lack of).
- Unsafe acts involved.
- The ability of the Worker's immediate Supervisor to supervise.
- The time period between occurrence and reporting of the incident.
- The Worker's occupation and experience.
- The protective equipment required and used.
- The Worker's age.
- The Worker's pre-incident physical and mental condition and capability.
- The Worker's previous incident record.
- Anyone else involved and their employer.
- Remedial actions.
- Incident trends indicated.
- The job or company morale.
- The Safety & Loss Prevention Program.

Collect witness statements and interview witnesses and any other persons who have details about the incident. Interviews require you to be fair and open minded; look for facts not someone to blame for the incident. During the interview you should:

- Put the individual at ease.
- Keep the interview private.
- Advise the individual of the purpose of the interview, i.e. to establish facts; not to place blame.
- Obtain the individual's version of how and why the incident occurred. Don't look for confirmation of your own opinion and never argue with the interviewee. Ask questions that require more than a 'yes' or 'no' answer.
- Repeat the individual's story back once you have heard it. This is a good time to make notes. Attempt to clear up inconsistencies in facts that may become evident. Do not make assumptions; use diplomacy and consideration to determine what occurred.
- Ask for suggestions for corrective action.
- Let the individual know by what date the report will be complete.
- End the interview by thanking the person.

Post-investigation Activities - Branch Safety Advisor and Management

- 1. Review and analyze the information gathered including pictures, hazard assessments, toolbox meetings, orientations, permits and inspections.
- 2. Generate and distribute an Incident Notification to inform other sites/branches of the general circumstances regarding the incident so they can assess their own projects to determine if similar hazards and/or contributing factors exist.
- 3. Complete an Incident Investigation Report including the following information:
 - a. The place, date and time of the incident.
 - b. A brief description of the incident.
 - c. The names and jobs of the injured and the witnesses.
 - d. The events preceding the incident.
 - e. The cause of the incident, including root cause(s), contributing and incidental factors.



- f. The names of all persons who investigated the incident.
- g. Corrective actions, if any, and when they will be implemented and by whom.
- 4. All incident investigations must be followed-up to ensure recommended corrective actions have been completed. Identify who is responsible for countermeasures as well as the predicted completion date.
- 5. All incident investigations must be kept on file for reference in a secure location where they are not accessible to persons other than the Site Superintendent, Management, and Branch Safety Advisors. Records must be kept for twenty years following the completion of the project.

SCOTT			Incident Investig	ution Poport						
6		Branch								
		Job Nam	e:							
		Job Num	ber:							
BUILDERS INC										
SBI Incident Contractor/Subcontractor Incident Other Explain:										
Estimated Cost:										
Site Superintendent's Name: Contractor/Subcontractor Compa Contractor/Subcontractor Super	-									
Date of Incident Day of the Week: Date and Time Incident Reported	Month: Date: d: at AN	: Tin M 🗌 PM 🔲	ne: To Whom:							
Worker's Name(s)	Age Length of I Years/Mor	Employment hths	Length of Experience Years/Months	Work / Trade Classification (carpenter, mason, etc.)						
		/ledical Aid Report Only	 Environmental Property Dama 	Lost Time ge						
Select Incident Category(ies)										
Safety Hazardous Condition Injury Illness Vehicle Incident Property Damage Equipment Damage Fire/Explosion Equipment Failure Regulatory Order Occupational Exposure (disease) Environmental Damage Other: Other:										
Environment Community Complaint Release Other:	 Hazardous Condi Spill 	tion	Noise	tory Order						
Risk & Security Theft/robbery Vandalism Other:		/iolence 3omb Threat	Security Breach Labor Disruptio							
Hazard Assessment Was a Field Level Hazard Asses	sment (or equivalent)	completed pri	or to the commencemen	t of job related activities?						

If No, explain:

Duties & Responsibilities

At the time of the incident, was the worker(s) performing work activities which were part of their regular duties and responsibilities?

Yes No If No, explain:



Incident Investigation Report

CONTRIBUTING CIRCUMSTANCES	
JOB FACTORS Safe Work Procedures & Practices Not A Not developed Procedure or practice not followed Inadequate assessment of risk Other:	pplicable Inadequate procedure or practice Inadequate communication of procedure Not implemented
Tools & Equipment Not Applicable Availability Inadequate maintenance Tool used incorrectly Other:	 Defective No inspection Inadequate assessment of tools for the task
Work Design Not Applicable Inadequate hazard assessment Inadequate programming Inadequate assessment of ergonomic factor Other:	 Design process not followed Inadequate assessment of operational capabilities
MANAGEMENT FACTORS Planning Not Applicable Inadequate work planning Conflicting work plans Inadequate assessment of needs and risks Other:	 Inadequate management of change Inadequate documentation
Communication Not Applicable Unclear responsibilities and accountabilities Inadequate direction or information Other:	 Lack of communication Misunderstood communications
Personal Protective Equipment Not Appl Appropriate PPE not worn. No PPE worn.	icable Appropriate PPE not available. Faulty PPE.
 Knowledge &Skill Not Applicable Inadequate training/orientation Lack of coaching Inadequate assessment of tools for the task Other: 	 Training needs not identified Inadequate assessment of needs and risks
Work Design Not Applicable Inadequate hazard assessment Inadequate programming Other:	 Design process not followed Inadequate assessment of ergonomic factors
PERSONAL FACTORS & NATURAL FACTOR Capabilities Not Applicable Physical capabilities (height, strength, weight) Sensory deficiencies (sight, sound, balance, Language barrier Other:	t, etc.)



Judgment Not Applicable Failure to address hazard Emotional stress Extreme judgment demands Failure to recognize hazard Other:	🔲 Fati	flicting demands gue stance abuse	s/priorities
Natural Factors Not Applicable Fire Flood Example Other: Other: Difference	xtreme Weather	Tornado	Earthquake
Incident Summary	na dunina and atta	an tha in side at	

Describe in detail what happened before, during, and after the incident.

Root Cause

Describe the factor(s) that were the most direct cause of the incident:

Cost of the Incident

Please indicate whether actual or estimate: \$

Emergency Services Called

Ambulance	Yes 🗌 No 🗌	Time
Police	Yes 🗌 No 🗌	Time
Fire	Yes 🗌 No 🗌	Time
OH&S Authority	Yes 🗌 No 🗌	Time
Environmental Authority	Yes 🗌 No 🗌	Time

Name of Attending OH&S Officer:

Was permission given to continue work? Yes
No

Permission was given by:

Name of emergency service operators that responded to the worksite:

Ambulance:

Police:

Fire:

Environmental Spill/Release Reporting

If the incident you have investigated involved an environmental spill or release, please refer to Section 12 – Environment, in the Scott Builders Inc. Safety & Loss Prevention Manual for reporting and clean-up procedures.

Reported to Environmental Authority on Name of Responding Officer:	at	AM 🗌 PM 🗌
Third Party Participants		
Were there any third party investigators (of	her than re	aulatory) involved wit

Were there any third party investigators (other than regulatory) involved with this incident? Yes ___ No ___ Please list their name(s), position and company:

Witness Statements

Have witness statements been taken?
Have these statements been properly signed by the witness?
Has an Incident Sketch been completely by the witness(es)?
Are the original witness statements attached to this report?

Yes	No	
Yes	No	
Yes	No	
Yes	No	



Incident Investigation Report

If witness statements have been completed but are not attached, identify where they can be obtained: Name of Witness(es) and their Employer

Site Evacuation

Was there a site evacuation?	Yes 🗌	No 🗌
Comment:		

Drug & Alcohol Testing

Was there any reasonable cause testing as a result of the incident?	Yes [No	
Explain:			

If YES, where was the worker taken for testing?

Media/Lobbyist Group Relations

Were there any media relations involved with this incident? Yes D No
Name of SBI Manager who handled media relations:
Have any special interest groups become involved as a result of this incident? Yes 🗌 No 🗌
Who:

Insurance Considerations

Was it necessary to contact our insurance carrier (other than WCB)?	Yes 🗌	No 🗌
Who contacted the insurance company?		
Date and time insurance company was contacted:		
Name of insurance agent contacted:		

Assistance Rendered

Was medical assistance administered on site? Yes	No 🗌
If YES, please complete injury section of this form.	

Immediate Action

What immediate action(s) were taken?

Corrective Actions

#	Corrective Action	Assigned To & Date Due: (name & position)	Completed by:	Date Completed:
1				
2				
3				
4				

Investigator(s)

Name	Position	Signature



Incident Investigation Report

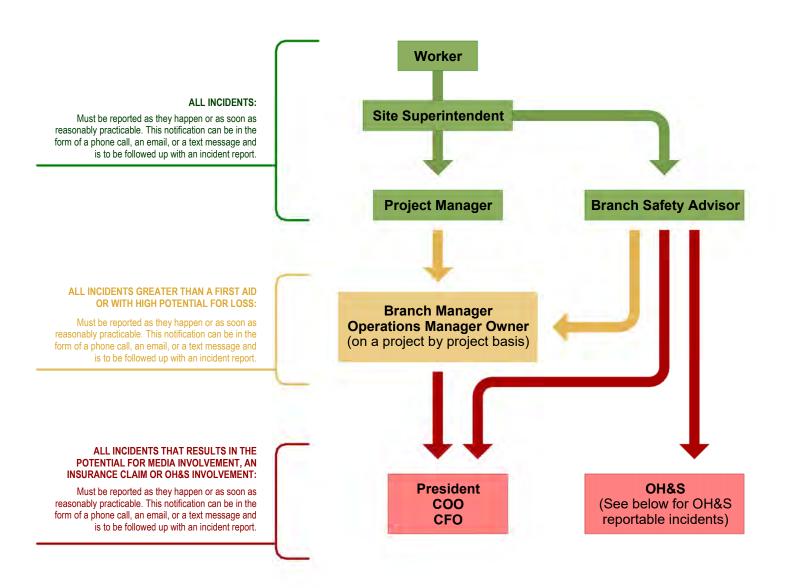
Investigation commenced:	20	at	AM 🗌 PM 🗌	
Investigation completed:	20	at	AM 🗌 PM 🗌	
Site Superintendent's Signature			Date	
Project Manager's Signature			Date	
Branch Safety Advisor's Signatur	e		Date	
Manager's Signature (Branch or 0	Deretion		Date	
ivialiager 5 Signature (Dranch of C	sperations	5)	Dale	



INJURIES Complete this section for <u>each</u> injured worker. Employee's Name: Injuries Reported:
Modified Work Was the modified work form submitted to the attending doctor? Yes No I If YES, what modified work was agreed to? How long will the worker be on modified duty?
How did the injured worker get to the medical facility? (Ambulance, company vehicle, etc.) Name of the medical facility: Did someone from the worksite accompany the injured worker? Yes INO II If YES, who:
Did the employee have any pre-incident injuries or disabilities contributing to this event? Yes 🗌 No 🗌 If YES, explain:
Was First Aid treatment provided to injured worker(s)? Yes D No Describe First Aid treatment:
First Aid attendant: Employed by: <i>Note: First Aid Record Must Be Completed By First Aider.</i>
Worker's Injury Insurance Information Was the WCB Report (or similar agency's report) completed and sent to WCB (or agency) within the legislated time limit (72 hours in Alberta)? Yes No Not Applicable
Date and time WCB (or similar) report was sent: 20 at AM D PM D
First Aid Record Date of injury or illness: Time: AM PM
Date of injury or illness reported: Time: AM PM
Full Name of injured or ill worker:
Description of the injury or illness:
Description of where the injury or illness occurred / began:
Cause of the injury or illness:
Was First Aid provided? Yes No
First Aider qualifications:

Keep this record confidential and retain for at least 20 years from the date the injury/illness is reported!

INCIDENT NOTIFICATION STRUCTURE



OH&S Reportable Incidents:

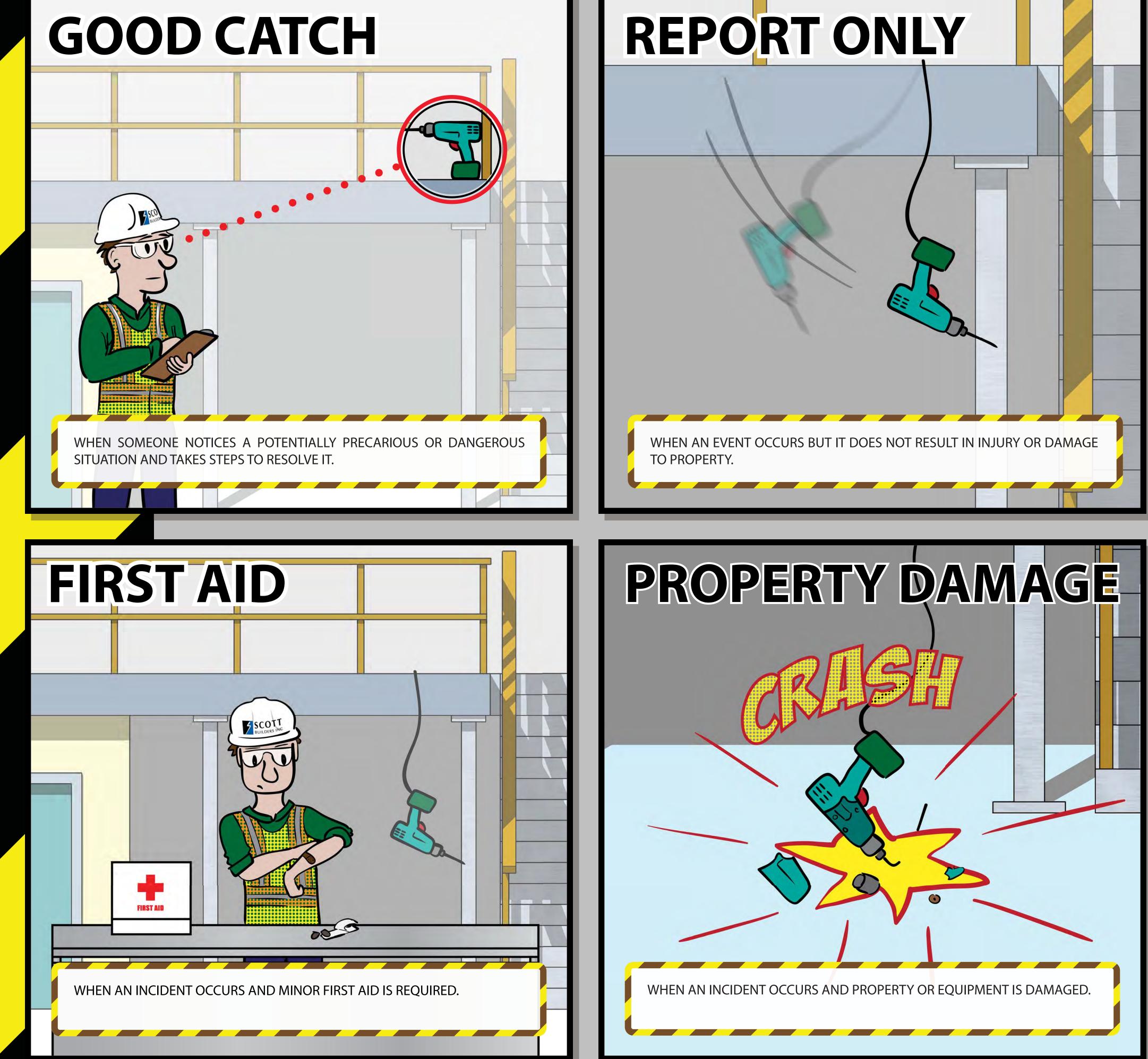
1. Death

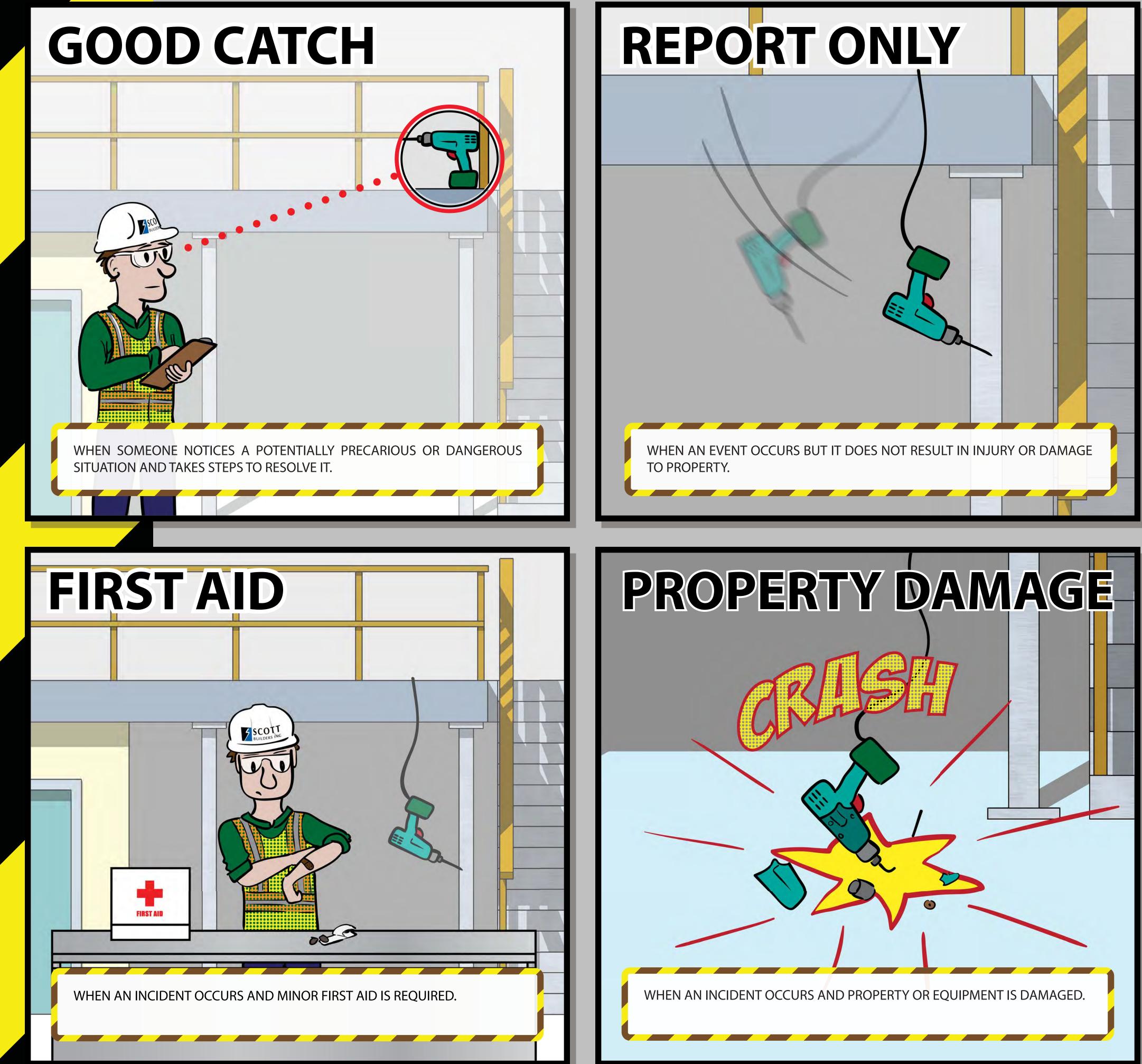
2. A worker has been or will be admitted to a hospital as a result of a workplace injury, illness or incident (note that hospital admission does not include treatment at an emergency room or urgent care centre)

- 3. <u>A person has been injured or becomes ill from:</u>
 - an unplanned or uncontrolled explosion, fire or flood
 - the collapse or upset of a crane, derrick or hoist
 - the collapse or failure of any component of a building or structure

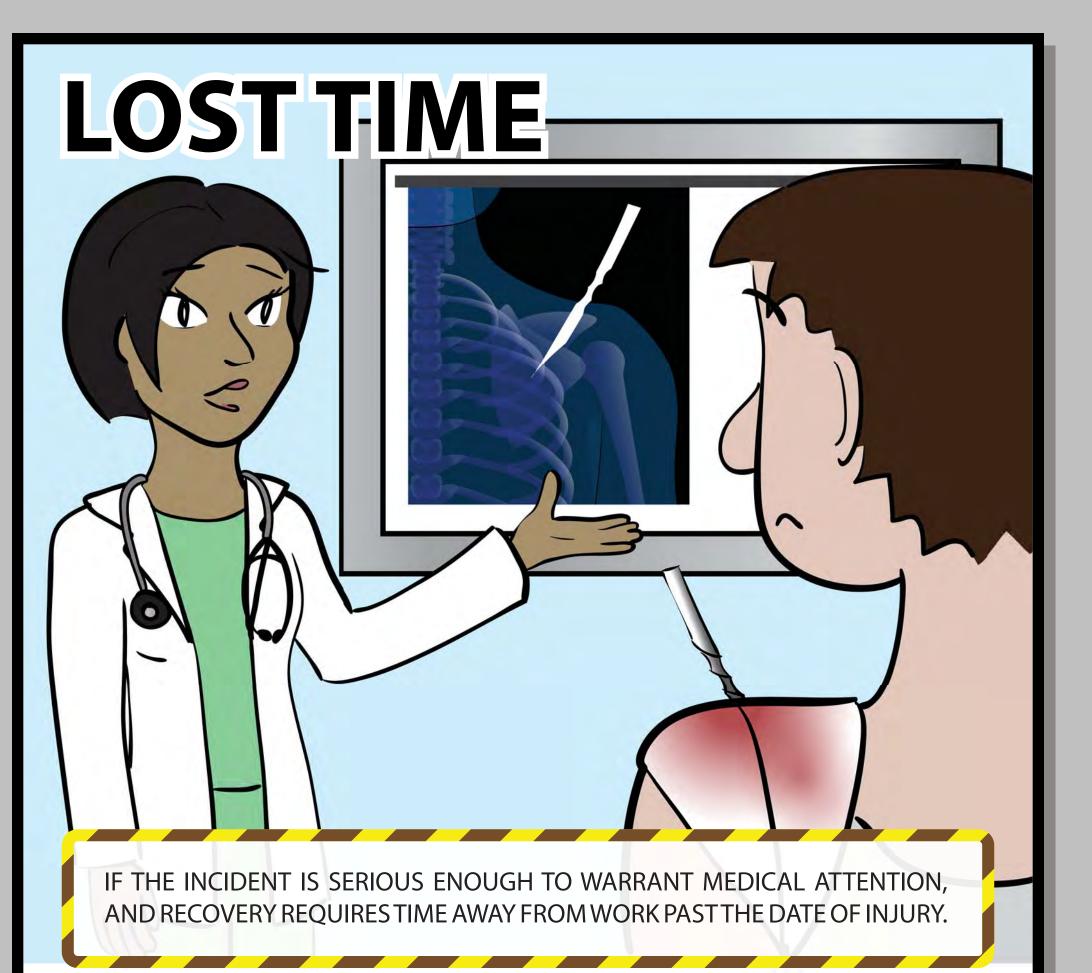














In the event of an incident the person responsible for the site at the time must ensure the scene of the incident is frozen and remains undisturbed until the safety department has given the 'all clear' to proceed. If the incident has created a hazardous situation, then the first priority is to safe out the area and minimize the risk of further damage and injury however once potential hazards are eliminated the area of the incident should be flagged off pending investigation procedures.

As a Site Superintendent or General Foreman, you are required to assist in completing the following forms:

- Initial incident notification
- Incident Investigation Report.
- Worker Hazard Assessment form review.
- All Provincial Worker Injury Reporting Forms, where required, will be completed as directed by your Branch Safety Advisor.

For All Injury Incidents:

Worker Injury Reporting Forms (WCB) must be completed by both the employer and employee. Complete online or fax completed forms to the Provincial Worker Injury Reporting Agency <u>within 72 hours or as per</u> the Provincial Agency's Regulations if:

- Worker seeks medical attention (sees Doctor) other than onsite first aid.
- Work related injuries are likely to cause your worker to be off work beyond the day of the injury.
- Injuries require modified work beyond the day of the injury and the worker was seen by a Doctor.
- The injury required ongoing medical treatment.
- The injuries result in a permanent disability.

Note: Your Branch Safety Advisor will assist you in the reporting procedures.

REPORTING INCIDENTS TO OCCUPATIONAL HEALTH AND SAFETY

The Provincial Occupational Health and Safety Agency MUST be informed of ALL INCIDENTS that meet any or all of the following criteria:

Please contact your Safety Advisor prior to reporting to a regulator.

- Injury or incident that results in death,
- A worker has been or will be admitted to a hospital as a result of a workplace injury, illness or incident (note that a hospital admission does not include treatment at an emergency room or urgent care center)
- Unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- Collapse or upset of a crane, derrick or hoist, or
- Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Check your Provincial OH&S Authority's Legislation for any other reportable incidents in their jurisdiction.



This is a Hazard ID / Incident Reporting Document ONLY. It is NOT an Investigation. Inform the Branch Safety Advisor of any incident as soon as possible, text / email / phone.

Person Reporting:	Branch:
Date of Incident:	Time of Incident:
	Company:

People Involved:	Job Task(s) being Performed:

Incident Description: Describe what happened – Who, What, Where, When, How, Include property damage				
description. Be as specific				
Check appropriate box:	Vehicle Incident	Environment or Property Incident		

Good
Theft

Vehicle Incic
First Aid

Environmer	t or Propert
Medical Aid	

Report Only

Other:

Immediate Action Taken	Completed by	Completion Date	

Category Rating	Description	
	Minor property damage	1
Possible Consequences: Under different	Minor injury	2
circumstances, what are the possible consequences	Serious injury or major property damage	3
	Fatality or catastrophic property damage	4
Task Occurrence: How often is the worker exposed to the hazard	Quarterly or rarely	1
	Monthly or occasionally	2
	Daily or frequently	3
Diale: Deale shifts alwine a period of activity that a	Low risk	1
Risk: Probability during a period of activity that a hazard will result in an accident	Medium risk	2
	High risk	3
	Total	

Critical Incidents that pose a substantial RISK to workers and / or assets will require a complete and thorough investigation be conducted by the appropriate Investigation team members.

Superintendent's Signature

Safety Advisor's Signature



Incident Sketch			
Page	of		
Date:			
Incident:			

Note: Put dimensions on all sketches, sign and date all photos.

Name: _____

Signature: _____

Date: _____

Section 9 – Incident Investigations Safety & Loss Prevention Manual

Revision 0 January 2023



VEHICLE INCIDENT REPORT		
Date of Incident:		
Time of Incident:	AM 🗌 PM 🗌	

Instructions:

In case of an incident involving a company-owned or employee driven vehicle, the driver of the vehicle must:

- 1. Report the incident promptly to the local law enforcement agency and obtain a copy of the police report.
- 2. Contact your Supervisor and Branch Safety Advisor as soon as practical to report the incident.
- 3. Within 24 hours of the incident, submit this completed and signed form to your Branch Safety Advisor.

Location of the Incident

Street/Highway: City:		Province:	
Scott Builders Inc./Employ Vehicle Owner: Model: VIN#: Reason for Vehicle Use: Describe Damaged Parts:	ee Vehicle Information Color:	Year: Mileage:	Make: Plate Number:
Information on Driver of Co Driver Name: Work Phone: Birth Date: E-mail Address: Work Address:	ompany/Employee Vehicle	Home Phone Number Cell Phone: Drivers License Numb	
City: Home Address: City:		Province: Province:	Postal Code: Postal Code:
Information on Vehicle Occ Were there any passengers If YES, list names:	-		
Did they sustain any injuries: Were they wearing seatbelts Were any of the vehicle pass List which Passengers	:Yes 🗌 No 🗌	•]

SCOTT
5
BUILDERS INC

Other Party(s) Involved		
Please indicate what type of property was damaged: Automobile	oment 🗌 Material	Pedestrian
Property Owner (if different from driver): Work Phone: Birth Date: E-mail Address: Home Address:	Home Phone Number Cell Phone: Drivers License Numl	
City: Make/Model: VIN:	Province: Year:	Postal Code: Plate Number:
Insurance Company's Name: Insurance Company's Address: Policy Number:	Agent Name:	
Driver Name: Driver Address: City: Home Phone: Cell Phone: Driver's License: Were there passengers in the vehicle? Yes No Vore any passengers injured? Yes No Vore any passengers injured? Yes Vore No Vore any passengers injured? Yes Yes Vore No Vore any passengers injured? Yes Vore No Vore Advectory	Driver Injured? Yes Province: Work Phone: Birth Date: No No	□ No □ Postal Code:
Agency: Name of Investigating Officer: Citations issued? Yes No To Whom?:	Case Number: Badge Number:	
Were photographs taken at the scene? Yes D No		
Road Conditions: Wet Dry Icy Slippery Additional comments: Did other vehicle have lights on? Yes No	Mud 🗌 Gravel 🗌	Pavement Rain Snow
Outdoor conditions: Sunny Cloudy Fog Describe:		Snow 🗌 Rain 🗌
At what speed were you travelling? Posted speed limit:	Other vehicle speed:	
What traffic controls were in effect? For whom? What signals were given by you? What signals were given by the other driver?	Who had the right of v	way?



Explain what you did to avoid the incident: What did the other driver do to avoid the incident?

Witness Information

Name: Address: City: Province: Postal Code: Phone Number:

Diagram of Incident

Please complete a diagram including names of street, direction of vehicle travel, position of vehicle(s), point of contact, obstacles, pedestrians and signs. Use a solid line —to show vehicle(s) path before incident and a spaced line - - - - - to show vehicle(s) path after the incident. Sign and date all photos.

Completed by:

Time:



VEHICLE INCIDEN	T REPORT (Non-Electronic)
Date of Incident:	
Time of Incident:	AM 🗌 PM 🗌

Instructions:

In case of an incident involving a company-owned or employee driven vehicle, the driver of the vehicle must:

- 1. Report the incident promptly to the local law enforcement agency and obtain a copy of the police report.
- 2. Contact your supervisor and Branch Safety Advisor as soon as practical to report the incident.
- 3. Within 24 hours of the incident, submit this completed and signed form to your Branch Safety Advisor.

Location of the Incident Street/Highway:

City:	Province:			
Scott Builders Inc./Employee				
Vear:		Mileane:		
Make.		Plate Number:		
Model		Color:		
\/INI#·				
Reason for Vehicle Use:				
Describe Damaged Parts:				
Information on Driver of Con Driver's Name:		e Iome Phone Number:		
Work Phone:		Cell Phone:		
Birth Date:		Privers' License		
		lumber:		
E-mail Address:				
Work Address:				
City:	Province:		Postal Code:	
Home Address:			_	
City:	Province:		Postal Code:	
Information on Vehicle Occu	ipants			
Were there any passengers in If YES, list names:		s 🗌 No 🗌		
Did they sustain any injuries:	Yes 🗌 No 🗍			
Were they wearing seatbelts:	Yes 🗌 No 🗌			
Section 9 – Incident Investigation Safety & Loss Prevention Manual	Revisio January			Success with Safety Page 1 of 4



Vehicle Incident Report (Non-electronic)

List which Passengers		cal facility? Yes No
Other Party(s) Involved		
Please indicate what type of prope Automobile Fence Describe parts damaged:		d: Equipment 🗌 Material 🗌 Pedestrian 🗌
Property Owner (if different fron	n driver)	
Ownor's Namo:	i anvor,	Home Phone Number:
Work Phone:		Cell Phone:
Birth Date:		Drivers' License
		Number:
E-mail Address:		
Work Address:		
City:	Province:	Postal Code:
Home Address:		
City:	Province:	Postal Code:
		Year: Plate No.:
Insurance Company's Name:		
Insurance Company's Address:		
Policy Number:		Agent's Name:
		Driver Injured? Yes 🗌 No 🗌 Cell Phone:
Home Phone: Work Phone:		Cell Phone: Drivers' License
work Phone.		Number:
Rirth Date:		—
Birth Date:		
Birth Date: Driver Address: City:	Province:	Postal Code:



Vehicle Incident Report (Non-electronic)

Was the accident investigated by Law Enforcement? Yes 🗌 No 🗌
Agency: Case Number: Investigating Office Name: Badge Number: Citations issued? Yes No No To Whom: Vere photographs taken at the scene? Yes No
Road Conditions Wet Dry Icy Slippery Mud Gravel Pavement Rain Snow Additional comments:
Did other vehicle have lights on? Yes D No
Outdoor Condition Sunny Cloudy Fog Dusk Dawn Snow Rain Describe:
At what speed were you travelling? Other vehicle speed: Posted Speed Limit:
What traffic controls were in effect? For whom? Who had the right of way?
What signals were given by you?
What signals were given by the other driver?
Explain what you did to avoid the incident:
What did the other driver do to avoid the incident?



Witness Information

Name:		
Address:		
City:	Province:	Postal Code:
Phone Number:	Cell Number	r:

Diagram of Incident

Please complete a diagram including names of street, direction of vehicle travel, position of vehicle(s), point of contact, obstacles, pedestrians and signs. Use a solid line —to show vehicle(s) path before incident and a spaced line - - - - - to show vehicle(s) path after the incident.

Sign and date all photos.

Completed by: _____ Date: _____ Time: _____



Witness Statement			
Page	of		
Date of Incident:			
Project Name:			
Incident:			

Witness Full Name:	
Personal Address:	
Personal Phone Number:	
Company Name:	
Company Address:	
Company Phone Number:	

Witness Report: Please be specific when describing who was involved; what yourself and others were doing before, during and after the incident occurred; where the incident occurred; when the incident occurred; condition of the tools, equipment, machinery and materials involved; weather; site conditions; other witnesses:

If additional pages or sketches are required please use the reverse side of this form. Attach and sign additional pages, photos or other evidence.

I, ______ believe the information contained here and/or on the attached sheets signed by me, to be a truthful representation of what I observed, felt, heard, sensed, or smelled.

Witness Signature

Date and Time of Witness Statement

Received by: Name and Signature

Date and Time Received



Witness Statement		
Page of		
Date of Incident:		
Project Name:		
Incident:		

Witness Full Name:	
Personal Address:	
Personal Phone Number:	
Company Name:	
Company Address:	
Company Phone Number:	

Witness Report: Please be specific when describing who was involved; what yourself and others were doing before, during and after the incident occurred; where the incident occurred; when the incident occurred; condition of the tools, equipment, machinery and materials involved; weather; site conditions; other witnesses:

If additional pages or sketches are required please use the reverse side of this form. Attach and sign additional pages, photos or other evidence.

I,	believe the information contained here and/or on the
attached sheets signed by me, to be a trut	thful representation of what I observed, felt, heard,
sensed, or smelled.	

Witness Signature

Date and Time of Witness Statement

Received by: Name and Signature

Date and Time Received

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Section 10 Emergency Preparedness

BUILDERS INC



Emergency Preparedness Policy

Scott Builders Inc. will develop a written emergency response plan for each project worksite and office location, every employee will be trained on Scott Builders Emergency Response Procedures and will review the Emergency Response Plan as part of each site specific orientation. The plan will take the following items into consideration and be updated and reviewed whenever site conditions impact its effectiveness:

- 1. A description of potential emergencies and emergency procedures.
- 2. Location of emergency equipment (first aid kit(s), fire extinguishers, etc.).
- 3. List of workers trained in the use of emergency equipment.
- 4. List of emergency response training requirements.
- 5. Location of emergency facilities including fire, ambulance and police stations as well as the closest hospital and walk-in clinics.
- 6. Considerations for preparation and transport of injured workers including contacting 911 for ground ambulance or STARS air ambulance when required.
- 7. Fire protection requirements and Fire Protection Plan.
- 8. Alarm and emergency communication requirements.
- 9. First aid equipment locations and designated certified First Aiders, jurisdictional minimums to be met and readily available at all times.
- 10. Location of worksite Safety Data Sheets (SDS).
- 11. Procedures for rescue and worksite evacuation.
- 12. Designated Rescue and Evacuation Workers.
- 13. Name and location of environmental clean-up companies and environmental waste disposal sites.
- 14. A list of personal responsible in emergency situations and how to contact them.
- 15. A list of phone numbers for support services (also posted at telephones).

Mock drills will be completed annually at a minimum and at least one time per shorter duration project in which Scott Builders carries prime contractor responsibilities, ideally at peak activity to test the effectiveness of the ERP. Following any activation of the ERP including the mock drill, a review and assessment of the Emergency Response Plan will be performed.

No Scott Builders Inc. employee is authorized to talk to the media in the event of an emergency or incident. Only the President and/or Senior Managers are authorized to issue statements or press releases.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



Scott Builders Inc. Fire Protection and Prevention Policy shall embrace all measures relating to safeguarding human life, preserving property and continuing operations in our company. The best time to stop a fire is before it starts.

Our Fire Protection Plan intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices and be properly trained in how to operate them in order to respond to fires in the correct manner. A Fire Protection Plan will be developed by the project team based on the specific requirements laid out by the municipality or job scope.

Our effective Fire Loss Prevention Program includes the following objectives:

- 1. To prevent loss of life and personal injury.
- 2. To protect property.
- 3. To provide uninterrupted operations.
- 4. To prevent the opportunity for fire.

"Fires are easier to prevent than to Stop"

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



In the event that Emergency Services are required: Call 911 and the Facility Contact Immediately Promptly report all incidents to the Safety Advisor

Emergency Contact Numbers

Services	Phone Number	Services	Phone Number
Fire / Police / Ambulance	911	Dangerous Goods / Disaster Services	1.800.272.9600
Environmental Protection Agency	1.800.222.6514	Scott Builders Inc. Working Alone	1.877.343.5232
OH&S Provincial Dispatch	1.866.415.8690	Weather - Environment Canada	1.800.239.0484
Scott Builders Inc. Emergency After Hours	911	Poison Control Centre	1.800.332.1414
Employee Assistance (salary) Employee Assistance (hourly)	1.800.268.5211 1.800.661.8246	Alberta One Call	1.800.242.3447

Edmonton: Emergency Response Team

	Name	Cell #:
Service Department Supervisor		
Service Department Manager		
Safety Advisor		
Field Operations Manager		
Operations Manager		
Branch Manager		
Corporate Safety Manager		

Red Deer: Emergency Response Team

	N	
	Name	Cell #:
Service Department Supervisor		
Service Department Manager		
Safety Advisor		
Field Operations Manager		
Operations Manager		
Branch Manager		
Corporate Safety Manager		

Calgary: Emergency Response Team

	Name	Cell #:
Service Department Supervisor		
Service Department Manager		
Safety Advisor		
Field Operations Manager		
Operations Manager		
Branch Manager		
Corporate Safety Manager		



Emergency Phone Numbers and Contact Information

Job Name:	
Job Number:	
Job Address:	

Emergency Response Team

	Name	Cell #:	Office #:
Site Superintendent			
Project Manager			
Safety Advisor			
Field Operations Manager			
Operations Manager			
Branch Manager			
Corporate Safety Manager			

Emergency Contact Numbers

Services	Phone Number	Services	Phone Nu
Fire / Police / Ambulance	911	Dangerous Goods / Disaster Services	1.800.272.
Environmental Protection Agency	1.800.222.6514	Public Safety	
OH&S Provincial Dispatch	1.866.415.8690	Weather - Environment Canada	1.800.239.0
Electrical Services		Poison Control Centre	1.800.332.1
Gas Services		Alberta One Call	1.800.242.3
Water Services		Employee Assistance (salary) Employee Assistance (hourly)	1.800.268.5 1.800.661.8
Telephone Provider		Scott Builders Inc. Emergency After Hours	911
Cable 24 hr. Emergency Number		Scott Builders Inc. Working Alone	1.877.343.52

Nearest Hospital & Medical Walk-In Clinic Information

Hospital:	Address:	Phone Number:
Medical Walk-In Clinic	Address:	Phone Number:
OIS Clinic (Alberta Only)	Address:	Phone Number:
Drug & Alcohol Testing Facility	Address:	Phone Number:



In the event of a natural disaster, electrical storm or terrorist attack:

- 1. **REMAIN CALM** if you identify or are informed of a disastrous or terrorist situation.
- 2. In the case of tornado or terrorist attack, move away from the window and doors and towards an interior room or one surrounded by concrete. If this is not possible, move under a desk, behind a hill or dirt mound or any other protective source so that you will not be injured by glass or other flying fragments/particles.
- 3. In the case of a flood, seek out an area of height where you are sure that you can be protected from the water and proceed there.
- 4. In the case of electrical storms, remain inside a building or vehicle that is grounded.
- 5. Assist others who may require support only if the situation is not immediately dangerous to life and health (IDLH) for you. Make them comfortable.
- 6. **DO NOT MOVE** from your area of shelter or protection until you are either positive that the disaster/attack has ceased or emergency personnel have instructed you to do so.
- 7. Proceed to designated Muster Point and report to the Warden, Site Superintendent or designate so you can be included in the head count.
- 8. **DO NOT USE TELEPHONES OR COMPUTERS** during this type of emergency.
- 9. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- 10. REMEMBER Never be the second casualty. If danger is present, protect yourself first!
- 11. Notify your Warden, Site Superintendent or Manager of incident and injuries, as soon as possible.

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BUILDERS INC

EMERGENCY RESPONSE PLAN		
Job Name:		
Job Number:		
Site Address:		

Potential Emergencies (Based on Hazard Assessment)	The following are identified potential emergencies:			
Emergency Procedures	 In the event of a FIRE occurring within or affecting the worksite, the <u>SITE SUPERINTENDENT</u> makes the following decisions and ensures the appropriate key steps are taken: Activate emergency air horn, as per procedure. Call 911 or designates someone to call 911. Ensure all site personnel have evacuated to Muster Point by conducting a head count. Notify emergency responders if any site personnel are unaccounted for so Search & Rescue can be initiated. 			
Location of Emergency Equipment	 Emergency equipment is located at: Fire Extinguishers: Air Horn: First Aid Kits: Other: 			
Muster Point Location				
Emergency Response Training	Type of Training	Workers Trained		
Requirements	Fire Extinguisher			
	AED (if applicable)			
	Evacuation Procedures			
	AWP (if applicable)			
	First Aid			
Location and Phone Numbers of Emergency Facilities	The nearest emergency services are located at: Fire Hall: Ambulance: Police: Hospital: Walk-in Medical Clinic: OIS Clinic (Alberta): Employee Assistance Program: 1-800-268-5211			
Fire Protection Requirements	20 lbs ABC Fire ExtinguishersSee Fire Protection Plan			
Alarm and Emergency Communication Requirements	Air Horn Blasts – Three blasts in a row with a three second delay in between blasts until all site personnel have evacuated to the designated Muster Point. Complete head count.			
First Aid	First Aid Supplies are located at: Scott Builders Inc. First Aiders are:			
Designated Smoking Area(s)	The following area(s) are designated for smoking:			
Safety Data Sheets (SDS)	 No smoking allowed in office trailer or enclosed buildings. SDS are located at: Site office trailer • 			



Procedures For Rescue & Evacuation	 For evacuation and rescue: Sound Air Horn Evaluate and direct all site personnel to the designated Muster Point and account for everyone including subcontractors, visitors, and clients. Assist ill or injured workers to evacuate the worksite, if safe to do so. Provide First Aid to injured workers, as required. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility, if required.
Environmental Contact Numbers & Locations	 For Environmental emergencies, contact: Alberta Environment 1.800.222.6514. BC Emergency Coordination Centre 1.800.663.3456 Saskatchewan Spill Control Centre 1.800.667.7525 For Environmental Clean-up Companies: For Environmental Waste Disposal:
Scott Builders Inc. After Hours / Working Alone Phone Number	1.877.343.5232

Date Completed: Completed by:

Site Superintendent's Name

Site Superintendent's Signature

Project Manager's Name

Project Manager's Signature

Safety Advisor's Name

Safety Advisor's Signature



EMERGENCY RESPONSE PLAN (Non-electronic)				
Job Name:				
Job Number:				
Site Address:				

Detential Emergensies	The following are identified as	stantial amorganaica:		
Potential Emergencies (Based On Hazard Assessment)	The following are identified potential emergencies:			
	•			
	•			
Emergency Procedures	 In the event of a FIRE occurring within or affecting the worksite, the <u>SITE SUPERINTENDENT</u> makes the following decisions and ensures the appropriate key steps are taken: Activate emergency air horn as per procedure. Call 911 or designates someone to call 911. Ensure all site personnel have evacuated to Muster Point by conducting a head count. Notify emergency responders if any site personnel are unaccounted for so Search & Rescue can be initiated. 			
Muster Point Location				
Location of Emergency Equipment	Emergency equipment is located at: • Fire Extinguishers: • Air Horn: • First Aid Kits: • Other:			
Emergency Response Training	Type of Training	Workers Trained		
Requirements	Fire Extinguisher			
	AED (if applicable)			
	Evacuation Procedures			
	First Aid			
Location and Phone Numbers of Emergency Facilities	The nearest emergency servi	ces are located at:		
	Ambulance:			
	Police:			
	Hospital:			
	Other:			
Fire Protection Requirements				



Alarm and Emergency Communication Requirements	Air Horn Blasts – Three blasts in a row with a three second delay in between blasts until all site personnel have evacuated to the designated Muster Point.		
First Aid	First Aid Supplies are located at: First Aiders are:		
Designated Smoking Area(s)	The following area(s) are designated for smoking:		
Safety Data Sheets (SDS)	SDS are located at: Site office trailer 		
Procedures For Rescue and Evacuation	 For evacuation and rescue: Evaluate and direct all site personnel to the designated Muster Point and account for everyone including subcontractors, visitors, and clients. Assist ill or injured workers to evacuate the worksite, if safe to do so. Provide First Aid to injured workers, as required. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility, if required. 		
Environmental Contact Numbers	 For environmental emergencies, contact: Alberta Environment 1.800.222.6514. BC Emergency Coordination Centre 1.800.663.3456 Saskatchewan Spill Control Centre 1.800.667.7525 		
Date Completed:	Completed by:		
Site Superintendent Name	Site Superintendent Signature		
Project Manager Name	Project Manager Signature		
Safety Advisor Name	Safety Advisor Signature		



If an emergency exists in which workers need to be notified of an emergency and start to evacuate their worksite(s), the following steps must be followed:

- 1. <u>Initiate Emergency Notification Procedure:</u>
 - Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - Repeat that sequence until all workers have been accounted for.
- 2. Dial 911 to summon emergency services as soon as possible. Be prepared to give the following information.
 - a. Police, Fire or Ambulance required.
 - b. Nature of the emergency or what happened.
 - c. Number of injuries and casualties.
 - d. Nature of injuries and medical condition.
 - e. Exact location of the emergency.
 - f. What help is being given.
 - g. Your name and contact information including phone number.
- 3. Stay calm.
- 4. Notify Site Superintendent of emergency situation so they can direct emergency personnel to proper location.

This Emergency Notification Procedure will activate the Field Evacuation Procedure.



- 1. Break the contact- If the machinery being operated contacts an energized line, move it away from the line to break contact, but only if it doesn't cause more risk to yourself or others.
- 2. Stay put and keep others away by at least 10m. If you cannot break contact, remain in the machine.
- 3. Call for help- Call 911 or the utility owner emergency number
- 4. Only in case of a fire do you exit the vehicle. When you do so:
 - Open the door as wide as possible.
 - Jump from the vehicle with both feet together. When jumping make sure to avoid touching the vehicle and the ground at the same time.
 - With your legs together shuffle or hop at least 10m away. Do not touch anything until you are clear.
- <u>Initiate Emergency Notification Procedure:</u> Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait) Repeat that sequence until all workers have been accounted for.
- 6. Quickly check work areas as you are moving towards the muster point to ensure there are no injured person(s) or remaining person(s) and ensure workers stay at least 10m away from the affected area.
- 7. Superintendent will complete a head count at the Muster Point.
- 8. Remain at the Muster Point and DO NOT return to work under any circumstances until you have been given the 'all clear' by the superintendent.
- 9. Site Superintendent calls their Scott Builders Inc. Branch Safety Advisor ASAP to notify them of the contact and starts investigation.
- 10. Site Superintendent to contact utility owner to report the incident.
- 11. Do not commence work until the utility owner and safety advisor has given the 'all clear' to do so.



- 1. Evacuate yourself and fellow workers out of trench or affected area.
- 2. <u>Shut off all equipment and vehicles.</u> Movement or vibration could cause further collapse.
- 3. Keep everyone away from the collapsed site to prevent further collapse and for their safety.
- 4. Quickly check work areas as you are moving towards the Muster Point to ensure there are no injured person(s) or remaining person(s).
- 5. Initiate Emergency Notification Procedure:
 - Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - Repeat that sequence until all workers have been accounted for.
- 6. Inform the Site Superintendent or Supervisor immediately.
- 7. Once you've reached the Muster Point, report to the Site Superintendent for head count so that it can be determined if someone is trapped or missing.
- 8. Remain at your Muster Point and DO NOT return to your work area under any circumstances until you've been given the 'all clear' by the Site Superintendent.
- 9. <u>Dial 911</u> to summon emergency services as soon as possible. Be prepared to give the following information:
 - a. Police, Fire or Ambulance required?
 - b. Nature of the emergency tell what happened.
 - c. Number of injured and casualties.
 - d. Nature of injuries and their medical condition.
 - e. Exact location of the emergency.
 - f. Describe what help is being given.
 - g. Your name and contact information including phone number.
- 10. Administer First Aid to maintain life (only if safe to do so).
- 11. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- 12. Clean-up should not be attempted until clearance has been given by the Site Superintendent and Branch Safety Advisor or the Provincial Authority having jurisdiction.
- 13. All site Ground Disturbance Permits will be rendered null and void and will need to be re-issued.
- 14. REMEMBER Never be the second casualty. If danger is present, protect yourself first!



Explosions include those caused by leaking gas, faulty heating equipment and flammable vapors, just to name a few.

- 1. **Drop to the ground or floor and take immediate shelter** under tables, desks, equipment or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
- 2. Evacuate the area or the building to designated Muster Point after explosion has subsided.
- 3. <u>Dial 911</u> to summon emergency services as soon as possible. Be prepared to give the following information:
 - a. Police, Fire or Ambulance required?
 - b. Nature of the emergency tell what happened.
 - c. Number of injured and casualties.
 - d. Nature of injuries and their medical condition.
 - e. Exact location of the emergency.
 - f. Describe what help is being given.
 - g. Your name and contact information including phone number.
- 4. Initiate Emergency Notification Procedure:
 - Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - Repeat that sequence until all workers have been accounted for.
- 5. Once you've reached the Muster Point, report to the Site Superintendent for head count.
- 6. Remain at your Muster Point and DO NOT return to your work area under any circumstances until you've been given the 'all clear' by the Site Superintendent.
- 7. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- 8. REMEMBER Never be the second casualty. If danger is present, protect yourself first!



- 1. Immediately Shut off All Equipment or Vehicles and any other sources of ignition.
- 2. Do not attempt to pinch off the line or stop the flow of gas. Allow the gas to vent into the air.
- 3. Do not use cell phones in the area,
- 4. Evacuate yourself and fellow workers out of the area.
- 5. Initiate Emergency Notification Procedure:
 - Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - Repeat that sequence until all workers have been accounted for.
- 6. Quickly check work areas as you are moving towards the muster point to ensure there are no injured person(s) or remaining person(s)
- 7. Superintendent will complete a head count at the Muster Point.
- 8. Remain at the Muster Point and DO NOT return to work under any circumstances until you have been given the all clear by the superintendent.
- 9. Call utility owner or 911 immediately. (Refer to emergency contact list)
- 10. Site Superintendent calls their Scott Builders Inc. Branch Safety Advisor ASAP to notify them of the contact and starts investigation.
- 11. Site Superintendent to contact One Call Centre to report the incident.
- 12. Some Gas Releases require reporting to Environment Canada. Confirm with the utility owner who will be reporting the release. Call : 1-800-222-6514
- 13. Do not commence work until the utility owner and safety advisor has given the 'all clear' to do so.



Immediately upon a hazardous substance release or a chemical spill, steps should be taken to implement the Spill Plan. The following are the basic steps of a Spill Plan.

Small Spill Plan

- 1. Refer to Safety Data Sheets (SDS) for detailed procedures.
- 2. Secure the affected area.
- 3. Contain spill by using absorbing material or building a dike.
- 4. Clean-up contaminated material by placing in leak-proof container.
- 5. Dispose of material in safe manner, as per local environmental policies and procedures.

Large Spill or Release Plan

- 1. Secure affected area to avoid further contamination.
- 2. Initiate emergency notification and emergency evacuation procedures if dangerous or health hazards exist to workers or the public.
- 3. Dial 9-1-1 to active emergency services and hazard response team.
- 4. Notify Site Superintendent or Supervisor and company emergency response team.
- 5. Contain spill or release by using absorbing materials or by building a dike, if possible.
- 6. Cooperate and assist local authorities and emergency services to determine best method to contain and control the spill or release.
- 7. Notify provincial environmental agency if spill or release is reportable. *Refer to section 12 in this Safety Manual for more information.*
- 8. Take photographs of affected area(s) and the containment and clean-up progress. Mark each picture in the order taken with location, date and time.
- 9. Take good notes on progression of response and times everyone (local authorities, company management, environmental, etc.) were notified including any discussion regarding the spill or release, anyone who visited the site and what tests are being done, etc.
- 10. Keep in regular contact with company management and update management on progress.

Note: In most cases, clean-up procedures should start as soon as possible to prevent further spread of the substances into flowing water or ground water.



- 1. Stop all sources of ignition Turn off all equipment, engines and tools immediately!
- 2. **Protect yourself first**, then others.
- 3. If possible, <u>contain the blaze with a fire extinguisher (if you are trained to do so)</u> or shut off leaking gases or fluids.
- 4. Stay as low as possible to try to avoid inhalation of smoke (possibly toxic).
- 5. Should clothes catch fire **STOP, DROP AND ROLL**!
- 6. <u>Dial 9-1-1</u> to summon emergency services as soon as possible. Be prepared to give the following information:
 - a. Police, Fire or Ambulance required.
 - b. Nature of the Emergency. Explain what happened.
 - c. Number of injuries and casualties.
 - d. Nature of injuries. What is their medical condition?
 - e. What is the exact location of the emergency?
 - f. What help is being given.
 - g. Your name and contact information including phone number.
- 7. Initiate Emergency Notification Procedure if situation cannot be contained.
 - a. Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - b. Repeat that sequence until all workers have been accounted for.
- 8. Know where the exits are and be sure that they are not locked or blocked off.
- 9. Once you've reached the Muster Point, report to the Site Superintendent or designate for head count.
- 10. Remain at your Muster Point and **DO NOT** return to your work area under any circumstances until you've been given the 'all clear' by the Site Superintendent or designate.
- 11. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- **12.** REMEMBER Never be the second casualty. If danger is present, protect yourself first!
- 13. IF you must rescue a victim, use the following procedure:
 - a. Keep upwind in the event of hazardous goods, spills, leads or fire.
 - b. Administer First Aid to maintain life.
 - c. Keep unnecessary people away.

NOTE: Keep out of low areas.

- 14. Do not feel compelled to control the hazard. Use your powers of observation and hearing to detect:
 - a. Hazards hissing sounds of gases.
 - b. Warning placards leaking fluids.
 - c. Downed wires flames, smoke, steam, etc.



In the event of an emergency requiring worksite evacuation the following steps must be followed:

- 1. Activate Field Emergency Notification Procedure.
 - Three short blasts followed by a three second pause. (Blast, blast, blast, wait, wait, wait)
 - Repeat that sequence until all workers have been accounted for.
- 2. Move calmly and quickly towards the building or worksite exit to the designated Muster Point location. **DO NOT** use any elevators stairs only.
- 3. Quickly check work areas as you are moving towards the exit and Muster Point to ensure there are no injured person(s) or remaining person(s).
- 4. **IF** an injured or trapped person(s) is found and the situation is not immediately dangerous to life and health (IDLH) for you, assist them or make them comfortable without moving them and reassure them that help is on the way.
- 5. **DO NOT** attempt to extinguish any fires unless you are trained to do so and confident that they can be eliminated with available fire extinguisher(s). Leave it for the Fire Department.
- 6. Once you've reached the Muster Point, report to the Site Superintendent or designate for head count.
- 7. Remain at the Muster Point and **DO NOT** return to the building or worksite under any circumstances until you've been given the 'all clear' by your Site Superintendent or designate.
- 8. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- 9. REMEMBER Never be the second casualty. If danger is present, protect yourself first!



Fire Protection Plan		
Project Name:		
Project Number:		
Site Address:		
Date:		
Prepared By:		

This plan and the standards/procedures within are intended to prescribe the minimum safeguards for new building construction and/or existing building renovations or significant alterations in order to provide a reasonable degree of safety to life and property in the event of fire. This plan shall not be interpreted to be in lieu of any other applicable Federal or Provincial laws or regulations related to construction site safety and loss prevention.

The Prime Contractor or other designee of the Building Owner shall be responsible for compliance and enforcement of these standards. All standards/procedures within this Fire Protection Plan are mandatory requirements and a condition of employment on any Scott Builders Inc. worksite. <u>Any questions or concerns</u> regarding this plan must be directed to your Scott Builders Inc. Site Supervisor or Project Manager.

Personnel trained in confining and controlling fires:

Name: Role/Title:

EMERGENCY PREPAREDNESS

Field Emergency Notification Procedure (using an air horn and/or fire pull stations)

If an emergency exists in which Workers need to be notified to start evacuation procedures, the following steps must be followed:

- 1. or someone they designate will engage the fire pull station and sound the air horn 3 times in a row as follows:
 - a. Three short blasts followed by a three second pause. (Blast, blast, blast Wait, wait, wait)
 - b. Continue this procedure until all Site Personnel have been accounted for.
 - c. Workers are to go directly to the Muster Point and stay there until directed otherwise by the Site Supervisor or designate.
- 2. or someone they designate will dial 9-1-1 to summon Emergency Services as soon as possible. Be prepared to give the following information:
 - a. Are Police, Fire or Ambulance required?
 - b. Nature of the emergency. What happened?
 - c. Number of injured/casualties.
 - d. Nature of injuries and medical condition.
 - e. Exact location of the emergency.
 - f. What help is being given.
 - g. Your name and contact information including phone number.
- 3. A Worker will wait outside at to meet the emergency responders and guide them with information on what the situation is and where they need to go.
- 4. A worker will open the unlocked temporary gate to allow access to emergency responders.
- 5. Stay calm



Emergency Response Plan

Please refer to the worksite's ERP for:

- 1. Emergency contact information.
- 2. Potential hazards.
- 3. Location of emergency equipment.
- 4. Worksite First Aiders.
- 5. Designated smoking areas.
- 6. Location of SDS binder on site.
- 7. Environmental contacts.
- 8. Designate Rescue and Evacuation Personnel.

Fire Drills

Fire Drills shall be conducted and documented at least annually.

Safety Meetings

Toolbox safety meetings shall incorporate fire safety topics and be documented as per Scott Builders Inc. policies.

SITE SECURITY

List provisions for site security when workers are absent from site:

ACCESS AND PARKING

Fire Department/Emergency Services Access Roadways:

All Scott Builders Inc. project sites shall be accessible by the Fire Department and/or Emergency Services by means of roadway having all-weather driving service of no less than 20' (6m) unobstructed width. The roads shall have the ability to withstand the live loads of fire apparatus, and a minimum 14' (4.26 m) of vertical clearance. Dead-end fire roads in excess of 150' (47m) in length shall be provided with approved turnarounds.

Note: Where permanent roadways are not available, temporary roadways may be provided and utilized <u>upon</u> <u>the approval of the local Fire Department and/or Emergency Services</u> until permanent roadways become available.

Location of Primary Access Point:

Location of Secondary Access Point:

PROJECT IDENTIFICATION

The address numbers of all projects shall be clearly visible and legible from the street or road fronting the project property at the fire apparatus access point or as otherwise approved by the local Fire Department and/or Emergency Services.

FIRE PROTECTION SYSTEMS

Fire Hydrants:

Where underground water mains and hydrants are required for the building(s) under construction they shall be installed, completed and in service prior to combustible materials accumulating on site.



Standpipes:

Where standpipes are required, the standpipes shall be installed when the progress of construction is not more than 25' in height above the lowest level of fire department access. Standpipes shall be provided with the fire department hose connections and outlets at accessible locations adjacent to usable stairs.

The standpipe system shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring. Each floor shall be provided with a standard valve outlet for Fire Department's use. Where construction height requires installation of another specific class of standpipe, fire pumps and water main connections shall be provided to serve the standpipe.

Fire Separation in Partly Occupied Buildings:

NFC-2019 AE5.6.1.12(1)

Where a part of a building continues to be occupied the occupied part shall be separated from the part being demolished or constructed by a fire separation having a fire resistance rating of not less than one hour.

Fire Sprinkler/Suppression Systems

For buildings equipped with fire sprinkler systems that are undergoing alterations, the sprinkler system(s) shall remain in service at all times except when system modifications are necessary. Fire sprinkler systems undergoing modifications shall be returned to service at the end of each work day unless otherwise approved by the Fire Department. Scott Builders or their designee shall check the sprinkler control valve(s) at the end of each work day to confirm that the system has in fact been restored to service.

Fire Alarm Systems

Fire alarm systems shall be maintained operational at all times during building alterations. When an alteration requires modification to a portion of the fire alarm system, the portion of the system requiring work shall be isolated and the remainder of the system shall be kept in service whenever practical. When it is necessary to shut down an entire fire alarm system, a fire watch or other mitigation approved by the Fire Department shall be implemented by Scott Builders until the system is returned to full service.

Fire Extinguishers

Portable fire extinguishers shall be provided and be mounted on a wall or post at each useable stairway and such that the travel distance to any extinguisher does not exceed 75'. Mounting height to the top of the fire extinguisher shall not exceed 5'. Extinguishers shall not have less than an ABC rating and be no less than 20lbs. The Prime Contractor or their designee shall ensure that an adequate number of individuals are trained in the proper use of portable fire extinguishers.

- 1. Sufficient numbers of fire extinguishers must be maintained on the worksite.
- 2. Extinguishers must be inspected monthly and serviced annually. All extinguishers on site must be up-to-date and in working order.
- 3. When mounted, proper signage shall be installed to identify its location.
- 4. When not mounted, either proper signage shall be installed, or an identifying cover should be placed over the extinguisher for better visibility.
- 5. Extinguishers must be located within 10' (3m) of gas or propane fuel operated equipment.
- 6. Extinguishers must be located within 10' (3m) of hot work operations as per our hot work procedures.



Smoking

Smoking is prohibited anywhere inside or on the roof of new buildings under construction or in the project work area of buildings undergoing alterations. A suitable number of "No Smoking" signs shall be posted to ensure that smoking is controlled. A designated smoking area shall be assigned for each project at start-up and effectively communicated to all persons accessing the project site.

Telephone Service

Provisions shall be made at all projects sites for emergency notification of the Fire Department and Emergency Services via telephone. Where permanent land lines are not available, cellular phones are required.

EXIT REQUIREMENTS

Minimum number of Exits

All new buildings under construction shall have at least one unobstructed exit. All exits shall be identified in the Project Emergency Procedures and communicated effectively to everyone accessing the project site.

Multi-Storey Buildings

Each level above the first storey in new multi-storey buildings shall be provided with at least two useable exit stairs after the floor decking is installed. The stairways shall be continuous and discharge to grade level. Stairways servicing more than two floor levels shall be enclosed (with openings adequately protected) after exterior walls/windows are in place. Exit stairs in new or existing occupied buildings shall be lit and maintained clear of debris and construction materials at all times.

Assembly Points (Muster Points)

Designated exterior assembly points shall be established for all construction personnel to relocate upon evacuation. The assembly points shall be identified in the Project Emergency Procedures.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Storage Areas

The following requirements shall apply to storage areas for flammable and combustible liquids:

- 1. Storage areas shall be kept free of weeds and extraneous combustible materials.
- 2. Open flames and smoking is strictly prohibited in storage areas.
- 3. Storage areas are to be vented and secured.
- 4. A 20 lbs. ABC fire extinguisher shall be located within 10' (3m) of storage area.

Containers

Metal containers for hazardous products/liquids shall be in accordance with local regulatory requirements or of an approved design. Discharge devices shall not cause internal pressure on the container. Individual containers shall not be interconnected and shall be kept closed when not in use.



Secondary Containment

Secondary containment or a means of spill control, drainage control, and diking shall be required for containers and tanks as approved by the Fire Department and, if applicable, a local Hazardous Materials Program Agency. A shared Spill Containment Kit is available on site for all phases of construction.

Marking/Labeling

Tanks and containers shall all be visibly marked according to applicable WHMIS / GHS Legislation. A current list of dangerous goods must be on site.

Tank Installation Plans/Permit

Plans for the installation and use of any above ground storage tank greater than 13 gallons (50 L) shall be submitted to the Fire Department and if applicable, a local Hazardous Materials Program Agency for review and permit prior to the proposed tank arriving on site.

OTHER COMBUSTIBLE MATERIALS

Combustible Material Storage

Combustible construction materials shall be stored a minimum of 25' (7.62m) from buildings under construction or undergoing alterations and renovations.

Combustible Debris

Wood, cardboard, packing material, form lumber and similar combustible debris shall not be accumulated within buildings. Such debris, rubbish and waste material shall be removed from buildings on a regular but not less than daily basis.

Oily Rags

Oily rags and similar material shall be stored in metal or other approved containers equipped with tight-fitting covers.

COMPRESSED GASES

Protection of Gas Containers

Gas containers/cylinders shall be protected as follows:

- 1. Combustible materials shall be kept a minimum of 10' (3m) from gas containers.
- 2. Containers and cylinders shall be kept in a vented and secured area.
- 3. Cylinders shall be protected against physical damage.
- 4. Cylinders shall be stored upright and shall be secured to prevent falling.
- 5. Cylinders shall not be placed near elevators, unprotected platform edges or other areas where they would drop more than 2'.
- 6. Cylinders shall not be placed in areas where they may be damaged by falling objects.
- 7. When cylinders are not in use, valve protective caps shall be in place.
- 8. Containers and cylinders shall be stored away from egress and access routes on the worksite.
- 9. Ropes, chains or slings shall not be used to suspend gas cylinders unless the cylinder was manufactured with appropriate lifting attachments.

Separation

When stored, gas cylinders shall be separated from each other based on their hazard classes.

Marking

Gas cylinders shall be marked with the name of the contents as per WHMIS / GHS labeling procedures.



LIQUIFIED PETROLEUM GAS (LP-GAS)

Use in Buildings

Propane containers may be used in buildings under construction or undergoing major alterations or renovations as a fuel source for temporary heating for curing concrete, drying plaster and similar applications in accordance with the following:

- 1. Heating elements (other than integral heater-container units) shall be located at least 6 feet from any LP-gas container.
- 2. Integral heater-container units specifically designed for the attachment of the heater to the container or to a supporting standard attached to the container may be used provided they are designed and installed so as to prevent direct or radiant heat application to the LP-gas container.
- 3. Heat producing equipment shall be installed with clearance to the combustibles in accordance with the manufacturer's installation instructions.
- 4. Cylinders shall comply with local WHMIS and/or other cylinder specifications and shall be secured in an upright position.
- 5. Regulators shall be approved for use with LP-gas. Fitting shall be designed for a minimum of 250 psi service pressure.
- 6. Hose shall be designed for a working pressure of at least 350 psi (unless limited to 5 psi) and be a maximum of 6' in length.
- 7. Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas to the main burner and to the pilot in the event of flame extinguishment or combustion failure. Portable heaters with an input of more than 50,000 Btu/hr shall be equipped with either a pilot that must be proved before the main burner can be turned on or an approved electronic ignition system.

Occupied Buildings

In addition to the above, for LPG storage and use in buildings undergoing an alteration or renovation and that are partially or fully occupied, the following shall also apply:

- 1. Specific approval must be obtained from the Fire Department prior to bringing LP-gas containers on site.
- 2. The maximum water capacity of individual containers shall be 6.6 gallons (25 L) water capacity and the number of containers in the building shall not exceed the number of workers assigned to using the LP-Gas.
- 3. Containers having a water capacity greater than 1.5 kg shall not be left unattended.

HOT WORK POLICY AND PROCEDURE

This policy is in place for the protection of site personnel, the general public and all property. Prior to the start of any hot work, a proper Hazard Assessment shall be conducted and all measures must be taken to prevent any incident from taking place that may endanger any person or property.

Definition of "Hot Work" is a follows:

"Hot work is any work process in which a flame is used or sparks or other sources of ignition maybe produced, including:

- Open flames, i.e. cutting, welding or burning.
- Electrical, friction or impact sparks, i.e. air gouging, riveting, drilling, grinding or chipping.
- Sparks resulting from the discharge of static electricity.
- Hot surfaces such as engine manifolds and exhaust systems, brakes, hot bearings, welding or cutting torches, coils and resistors.
- Heated gases.
- Internal combustion engines.
- Temporary heating systems could also be classified as hot work.



Procedure

- 1. The project must be reviewed to ensure that other less hazardous options have been considered prior to using a solution that evolves hot work.
- 2. A thorough Hazard Assessment must be completed and documented prior to the start of hot work.
- 3. A Daily Hot Work Permit must be issued by the Scott Builders Inc. Site Superintendent or site designate to each crew conducting hot work. A new permit must be issued at the beginning of each shift if the work is continuing over multiple days.
- 4. Ensure that the atmosphere in the area is suitable for the work which is going to be carried out. Atmospheric testing maybe required under some circumstances.
- 5. Sweep the floors in the area if necessary and where applicable.
- 6. Remove all combustible materials from the area where possible or cover with fire resistant blankets. Ensure that combustible materials on the other sides of the walls, ceilings or roof are moved away from the work area as well.

Note: Always create the largest safety radius possible around the area of work given the room configuration – 50' (15m) recommended.

- 7. Remove all flammable liquids, debris, dust, lint, and oily deposits within the area.
- 8. All openings in the flooring and walls must be covered or sealed where sparks could travel.
- 9. All combustible floors shall be wetted down with water, covered with fire resistant blankets or covered with damp sand depending the type and size of work.
- 10. Protect and shut down all equipment, i.e. air moving equipment, ducts, mobile equipment, etc. that may carry sparks out of the work area.
- 11. Ensure a minimum of 1 20 lbs. fire extinguisher is located within 10' of the hot work area

Hot Work in Confined Spaces or Enclosed Areas

- 1. Enclosed areas must have all combustible materials removed.
- 2. All confined spaces must be purged of flammable liquids and vapors.
 - Note: Some confined spaces may require ventilation to ensure continuous fresh air.
- 3. Pressurized vessels such as propane cylinders and oxy/acetylene will not be permitted in confined spaces as stated in the Alberta Workplace Health & Safety and the Compressed Gas Association Regulations.
- 4. All CONFINED SPACES will have atmospheric testing completed prior to any work being conducted. Areas which are considered confined spaces must be continually monitored.
- 5. All workers involved in the confined space hot work procedure must be trained and competent in these activities.

Fire Watch: During and After Work is Completed

- 1. The fire watch personnel will be provided during and after as documented below in point #5.
- 2. The worker(s) performing the hot work and the fire watch will have knowledge with the proper use of fire extinguishing equipment.
- 3. The worker(s) performing the hot work and the fire watch will have knowledge and will know how to use the emergency communication system in place and the location of the alarms.
- 4. The fire watch will have a fire extinguisher(s) within 10 feet of the location of the work being done of sufficient size and correct class (minimum 20 lbs.) for the type of work being conducted. Some sites may have water hose system available within the work area. This system must be reviewed with the worker(s) affected prior to the start of work.
- 5. The fire watch will monitor all areas as stated on the Scott Builders Inc. Hot Work Permit for a 2 to 4 hour period after the work is completed. This will include above or below the worksite and any adjoining rooms that may be affected.



- 6. Depending on the site, upon completion of the work the person in charge of the work will inform security personnel to continue to monitor the area for an additional period of time during their routine patrols, if applicable.
- 7. At the end of the shift, a final check of the work area must be conducted to ensure the safety of the area.

Other Potential Issues

Site specific procedures may need to be written to address the possibility that smoke detectors, alarm systems or fire suppression systems may need to be shut down for the hot work process. The local authority must be notified of the shutdown of fire suppression systems and alarm systems prior to the start of the work. A log must be generated to record the ongoing (hourly) inspections of the building to insure the building is safe from fire and fire hazards. Hot work should not be permitted if these systems are shut down for any other reason(s) until the systems are restored and operational.

As soon as practical – all above systems must be reactivated immediately.

Other Related Procedures:

Please review other Safe Job Procedures & Safe Work Practices in the Scott Builders Inc. Safety & Loss Prevention Manual for related topics.

SPECIAL EQUIPMENT

Motorized Equipment

Motorized equipment including internal-combustion-powered construction equipment shall be used in accordance with the following:

- 1. Fuel for equipment shall be stored in an approved area outside of the building.
- 2. Equipment shall not be refueled while in operation.
- 3. Equipment shall be located so that exhaust does not discharge against combustible materials.
- 4. When possible and practicable, exhaust should be piped to the outside of the building and/or scrubbed.

Temporary Heating Equipment

Temporary heaters such as those that are LPG fueled shall be listed and shall be installed, used and maintained in accordance with the manufacturer's instructions (see LPG storage and use above). Heating devices shall be secured properly and kept clear from combustible materials. Refueling operations shall be conducted in an approved manner.

Asphalt and Tar Kettles

Asphalt kettles shall not be located within 25' (7.62m) of any combustible material, combustible building surface or building opening. With the exception of thermostatically controlled kettles, an attendant shall be within 100' (30m) of any kettle when the heat source is operating. Ladders or similar obstacles shall not form a part of the route between the attendance and the kettle. Kettles shall be equipped with tight-fitting covers. A minimum 20lb ABC rated portable fire extinguisher shall be located within 30' (9.1m) of each asphalt kettle when the heat source is operating. Minimum 20lb ABC rated portable fire extinguishers shall also be kept located on the roof during asphalt coating operations.



Mock Drill Record

Project Name:	Date of Drill:	
Project Number:	Time:	AM 🗌 PM 🔲
Location:		

Who organized this Mock Emergency Drill?

Name	Position	Company
What was used to alert onsite personnel		
How many workers including manageme		
What time was the head count complete		
How long did it take for all onsite person	-	
Were all onsite personnel accounted for	?	
Give a brief description of the events	that occurred during the site evacua	tion:
Are there any recommendations or ar	eas that could be improved? Explain	n:
Have the recommendations been com		od
Has a mock drill been held on this job If yes, when?		
ii yes; when?		
Superintendent Name	Signature	
Project Manager Name	Signature	
Safety Advisor Name	Signature	



Scott Builders Inc. has zero tolerance for violence or harassment in the workplace.

- 1. If an employee becomes involved in an uncomfortable or threatening situation, they need to immediately:
 - a. If possible, the employee should try to leave the situation and go to a safe location which could include the office of another employee. Immediately shut the door and lock it if possible.
 - b. If the employee cannot use their phone then "Yell" for help until someone can assist.
- 2. If the situation is escalating or becoming threatening, call 911 immediately. Employees overhearing the situation can call 911 from their offices.
- 3. The agitated individual needs to be instructed to leave the building immediately and if he/she does not comply, then the police must be called.



In the event of an emergency requiring office evacuation, the following steps must be followed:

- 1. Move calmly and quickly to the nearest safe exit, closing your office door when you leave if you are positive that no person(s) is trapped inside.
- 2. Quickly check offices and work areas as you are moving towards the exit to ensure there are no injured persons or remaining persons.
- 3. If an injured or trapped person is found and the situation is not immediately dangerous to life and health (IDLH) for you, assist them or make them comfortable without moving them and reassure them that help is on the way. Continue on your way out of the building.
- 4. **DO NOT** attempt to extinguish any fires unless you are confident that they can be eliminated with the available fire extinguisher(s); leave it for the Fire Department.
- Once outside the office building, proceed to the designated Muster Point: Calgary Muster Point: Located in the parking lot along the SW fence line. Edmonton Muster Point: Located at the fence corner by the electrical transformer. Red Deer Muster Point: Located at the North fence in the parking lot beside the picnic table.
- 6. Once you've reached the Muster Point, report to the Warden for a head count.
- 7. Remain at your Muster Point and **DO NOT** return to the office building under any circumstances until you've been given the all clear by the warden. Smoking / use of a vaporizer is prohibited during an emergency evacuation.
- 8. Provide assistance to Emergency Responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
- 9. REMEMBER Never be the second casualty. If danger is present, protect yourself first!

Calgary Office Warden – Individual(s) designated by branch Edmonton Office Warden - Individual(s) designated by branch Red Deer Office Warden - Individual(s) designated by branch

The Office Emergency Evacuation Procedure must be tested annually at a minimum.



In the event of an office emergency or incident:

- 1. Dial 911 to summon emergency services as soon as possible.
- 2. Be prepared to give the following information:
 - a. Police, Fire or Ambulance required.
 - b. Nature of the emergency and what happened.
 - c. Number of injured and casualties.
 - d. Nature of injuries and medical condition.
 - e. Exact location of the emergency.
 - f. What help is being given.
 - g. Your name and contact information including phone number.
- 3. Keep calm.
- 4. Notify Office Warden of emergency so he/she can direct the emergency personnel to the proper location.
- 5. Reassure any victim(s); try to keep them as comfortable as possible until help arrives.
- 6. Assist injured person(s). *NOTE: NEVER move an injured person unless they are in danger of further injury.*
- 7. Notify personnel in adjacent areas of potential hazards.
- 8. Render appropriate first aid to victim(s) if trained to do so.
- 9. Notify Branch Manager and Safety Advisor of the incident as soon as possible.

Note: Do not attempt to transport seriously injured persons to the hospital and do not hang up until the 911 dispatcher hangs up or tells you to hang up.

If building evacuation is required, follow the OFFICE EMERGENCY EVACUATION PROCEDURE.



In the event of an office emergency, the Office Warden is to:

- 1. If you identify or are informed of an office emergency, remain calm.
- 2. Notify all office staff of an emergency and/or evacuation.
 - a. Discuss with Managers the notification procedures specific to your branch
 - b. Use emergency pull stations or sound air horn 3 times in a row, wait 3 seconds and then sound it again another 3 times.
- 3. Dial 9-1-1 if the emergency is not immediately dangerous to your life and health (IDLH). Provide the 911 Dispatcher with the following information:
 - a. What type of assistance is required: Police, Fire or Ambulance?
 - b. Your name and the office address.
 - c. Tell them the nature of the emergency or what happened.
 - d. Any special considerations (i.e. the injured worker is located at the back and the easiest access is through the back door).
- 4. Take the visitor and employee sign-in log and go to the Muster Point and conduct a head count to verify all staff members and visitors have evacuated.
- 5. Notify Emergency Services of any unaccounted for staff members or visitors and their last know location/office.
- 6. Provide assistance to Emergency Responders only when asked to do so otherwise stay calm and out of the way of emergency crews.
- 7. REMEMBER Never be the second casualty. If danger is present, protect yourself first!
- 8. Only give the "All Clear" to return into the office building once the Fire Chief or Senior Officer has told you it is safe to return into the office building.
- 9. Notify the Branch Safety Advisor of the incident as soon as possible.
- 10. Assist with the investigation, as required.

Office Warden(s) is designated by branch.



Project Safety Start-up Checklist

Project Name:	Start Date:	
Project Number:	Estimated Completion:	
Location:	Prime Contractor?	Yes 🔲 No 🗌
Site Superintendent:	Today's Date:	
Project Manager:	Time:	

CHECK EACH ITEM IF IT IS REQUIRED TO VERIFY IT HAS BEEN COMPLETED:

SAFETY SUPPLIES REQUIRED:		DOCUMENTS POSTED ON SAFETY BOARD:	
Eye Wash Station with min. 2 bottles & extra eye wash fluid		Corporate Safety Policy	
# 3 First Aid Kit		Company Rules	
Air Horn – minimum 1 or 2 for large project		Superintendent & Subcontractor Responsibilities	
Safety Glasses – minimum 12 pairs		Worker & Visitor Responsibilities	
1 – Box Glass Wipes		WCB Poster	
1 – Roll Danger Tape or 2 for large projects		Drug & Alcohol Policy	
1 – Roll Caution Tape or 2 for large projects		COR Certificate	
3 – Safety Vests		SAFETY DOCUMENTS REQUIRED:	
3 – Visitor Hard Hats (orange)		Superintendent Safety Box (has all safety forms)	
2 – 20lb Fire Extinguishers (ABC) minimum		SBI Safety & Loss Prevention Program Binder	
1 – Box Dust Masks		OH&S Binder or Handi Guide	
1 – Box Hearing Protection/Earmuffs (2 pair)		SBI SDS Binder	
1 – Hand Sanitizer & Dispenser		Orientation Stickers	
1- Face Shield Bracket with 2 replacements		EMERGENCY PREPARDENESS:	
1 – Box Respirator Wipes		Emergency Response Plan - Posted	
1 – Water Cooler and 2 Full Bottles		Emergency Phone List & Contacts - Posted	
Fall Protection Equipment Required YES NO		Map to Local Hospital Route - Posted	
AED on site		Fire Protection Plan - Posted	
4 – Delineators (Discuss if additional are required)		Fire Department notified of location & type of work?	
Spill Kit Required? YES NO		ENVIRONMENTAL HAZARDS	
SAFETY SIGNAGE		Environment Hazard Assessment Required?	
Construction Zone & PPE Mandatory		Asbestos Hazards Tape Needed?	
1-877 After Hours Emergency		Out of Province extra start-up requirements (NOP – BC)?	
Muster Point		PROJECT HAZARDS	
No Smoking		Project Hazard Assessment completed by PM and SS	
Designated Smoking Area		OTHER	
Emergency Horn Signal			
Hazard Assessment			
First Aid Cross			
No Trespassing / Construction Zone			

Site Superintendent's Signature

Project Manager / Coordinator's Signature

Safety Advisor's Signature



It is Scott Builders' policy that all projects will have at minimum the following items prior to the commencement of work activities. Smaller renovation projects operating out of a mobile office where the full scope of equipment is not possible or practical will perform a project needs assessment as part of the project hazard assessment.

- CSA Type 3 Medium (Large if needed based on project start up) First Aid Kit or Provincial equivalent.
- 20 lb. ABC Fire Extinguishers (as per fire • protection plan).
- Provincial OH&S legislation •
- SBI Safety & Loss Prevention Manual •
- Hazard Assessment Cards
- 1 Red Danger barricade tape. •
- Hand sanitizer ٠

Scott Builders Inc. Safety Signage

- Gate: PPE & Report
- Muster point
- Designated Smoking Area(s) •
- Hazard Assessment

PPE

- 12 pair Safety Glasses.
- 1 2 bottle Eye Wash Station with • replacement solution
- 1 Box Ear Plugs.
- 2 Pairs of Earmuffs •
- 3 High Visibility Reflective Safety Vests •

Scott Builders Inc. Safety Info Board shall include the following:

- Corporate safety policy
- Drug & Alcohol policy •
- Fall protection plans •
- Emergency contacts & response team •
- Emergency response plan •
- Investigations
- Inspections •
- Memos •
- WCB poster
- COR Certificate

All Scott Builders Inc. Company Owned Vehicles must contain the following safety equipment: Minimum 2.5 – 5 lb. ABC Fire Extinguisher

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- CSA Type 2 Small First Aid Kit or Provincial Equivalent
- Safety Triangles
- Safety Vest

- 3 Emergency Blankets. •
- 1 Yellow Caution barricade tape •
- Emergency Sounding Device Air Horn or • Alarm System.
- Scott Builders Inc. SDS binder
- **Orientation Forms**
- Drinking water.
- AED •
- Disinfectant
- 1-800 Emergency •
- No Smoking •
- **Emergency Horn Signal**
- **First Aid Cross**
- 1 Box Glass Wipes
- 1 Face shield with hard hat bracket with replacement shield
- 1 Box Dust Masks.
- 1 Box Respirator Wipes **3** Visitor Hard Hats
- Company safety rules
- Responsibilities (Superintendent, Workers, Subcontractors and Visitors)
- Fire protection plan •
- Map to the hospital
- **Project Hazard Assessments**
- **Toolbox safety meeting minutes**
- Corporate and Branch Safety Committee meeting minutes
- Utility locates (As-Builts)

Flashlight

Booster Cable



Safety Equipment for Service Department Vehicles Mobile Worksites

It is Scott Builders' policy that all projects will have at minimum the following items prior to the commencement of work activities. Smaller renovation projects operating out of a mobile office where the full scope of equipment is not possible or practical will perform a project needs assessment as part of the project hazard assessment. The following items are required for all Vehicles used as a mobile office for the Service Department

- CSA Type 3 First Aid Kit or Provincial equivalent
- 20 lb. ABC Fire Extinguisher (as per fire protection plan or Hazard Assessment)
- Provincial OH&S legislation
- SBI Safety & Loss Prevention Manual
- Hazard Assessment Cards
- 1 Red Danger barricade tape
- Flashlight
- •

Scott Builders Inc. Safety Signage

- Overhead Worker
- •

PPE

- 4 extra pair Safety Glasses
- 1 2 bottles Eye Wash (Summer in Vehicle, Winter identified on HA)
- 1 Box Ear Plugs
- 2 Pairs of Earmuffs
- 1 spare High Visibility Reflective Safety Vest
- 4 extra pair of Gloves
- •

- 3 Emergency Blankets (compact foil)
- 1 Yellow Caution barricade tape
- Emergency Sounding Device Air Horn or Alarm System
- Scott Builders Inc. SDS binder
- Orientation Forms & Stickers
- Booster Cable
- Safety Triangle
- •
- •
- •
- •
- 1 Box Glass Wipes
- 1 Face shield with hard hat bracket with replacement shield
- 1 Box Dust Masks
- 1 Box Respirator Wipes
- 1 Visitor Hard Hat
- •



Upon sign-in you are confirming your compliance with the Scott Builders 'Fitness for Duty' and 'Respiratory Virus Exposure Control Plan requirements' per the Worksite Orientation.

Date	Name (Print)	Company	Phone Number	Signature	Time In	Time Out	Hazard Assessment Completed	First Aider
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No
							🗌 Yes 🗌 No	🗌 Yes 🗌 No



Office First Aider List

Name	Certificate Expiry Date	Training Type
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
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		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)
		Standard First Aider (SFA)
		Emergency First Aider (EFA)

SCOTT

Section 11 Records and Statistics

BUILDERS INC



Records and Statistics Policy

Scott Builders Inc. will maintain adequate records and statistics relating to health and safety as required by Provincial OH&S Authority and/or WCB/WSIB Regulations. Appropriate records and statistics will be maintained and retained for all of the Safety and Loss Prevention program elements that require them. These will be kept as follows:

Ten Year Retention

- OH&S and/or WCB/WSIB notice of projects.
- Planned inspection reports.
- Toolbox Safety Meeting records.
- Records of worker's suggestions.
- Corporate and Branch Safety Committee meeting minutes.
- Subcontractor Orientation records.
- Records of Subcontractor Safety Violations.
- OH&S and/or WCB/WSIB inspection reports, compliance reports, assessments.
- Emergency preparedness documented drills.
- Contaminated Inventory forms.
- Utility locate Reports.
- Fall Protection Plans

Twenty Year Retention

- Monthly injury records.
- WCB/WSIB and/or OH&S claim cost statements.
- First Aid treatment reports.
- Incident and Incident investigations.
- Records of emergencies.

Permanent Retention

- Worker Orientation records.
- Worker Safe Practice Training records.
- Records of Employee Safety Violations.
- Records resulting from employee refusal to work.
- First Aid training and certification records.
- Monitoring data and worker exposure records.
- Medical surveillance records.
- Corrective action records.
- Project and Daily Hazard Assessments

Miscellaneous

• Equipment records – Life of equipment plus 5 (five) years.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



All Lost Time and Recordable illnesses or injuries are to be included in the calculations.

Injury rates are to be calculated quarterly and annually as the information becomes available. Scott Builders will track LTI and TRIF as per accepted industry standards.

- Annual frequency rates should be based on all recordable injuries and illnesses that occurred within the calendar year. Quarterly frequency rates should be based on all recordable injuries and illnesses that occurred within the quarter.
- 200000 is an industry standard and is based on 100 workers working a 40 hour work week for 50 weeks a year. This number does not change unless you are reporting for a quarter which you would then replace with 50000, multiplied by your YTD reportable incidents, then divided by your YTD company hours.
- Days charged for reported cases in which disability continues beyond the closing date of the calendar period should be determined by the Provincial OH&S Authority or WCB/WSIB Legislation.

The following formulas are standard for calculating severity and frequency rates:

Lost Time Frequency Rate & Total Recordable Frequency Rate (TRIF)

Relates the injuries to the hours worked during the period and expresses them in terms of two hundred thousand hour units: For TRIF replace # of LTI with total recordable incidents.

Lost Time Frequency Rate =	Number of Loss Time Injures X 200,000
	Total hours worked by all employees during calendar period
Total Recordable Frequency F	Rate= Total Recordable Incidents for the year x 200000
	Total man hours worked for the year

Recordable Incident: Any incident resulting in a fatality, lost time, medical aid, or modified work.

Lost Time Severity Rate

Relates the days charged due to injuries to the hours worked during the period and expresses them in terms of two hundred thousand hour units:

Severity Rate = <u>Number of Loss Work Days X 200,000</u> Total hours worked by all employees during calendar period

Average Severity Rate

The frequency and severity rates show, respectively, the rates at which disabling injuries and illnesses occur and the rate at which time is charged. A third formula can show the average severity of the disabling injuries.

Average Days Charged per Disabling Injury = <u>Severity Rate</u> Frequency Rate

Note: "Total hours worked by all employees" includes those in clerical, administrative, sales and other departments in the division.

Frequency and Severity Rates shall be compared against industry average rates for your division.



Good Catch

Any situation, unsafe act, condition or deficiency that could have resulted in an incident had the circumstances been different. For example, a tool left at an unguarded edge or a piece of lumber left on the ground with a nail not bent over.

Report Only

A report only incident is simply a good catch that was not caught, where the situation or deficiency was not identified prior to an unplanned event happening. It may include a minor injury which does not require treatment however has the potential to become an issue at a later date such as a rolled ankle, bumped shoulder or minor irritation, this ensures the incident is documented as a workplace occurrence in the event it worsens. Another example would include a tool at the unguarded edge being knocked over but does not strike anyone or become damaged, or a worker steps on the nail but it just sticks in his/her boot.

First Aid

Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care. Such treatment and observation are considered First Aid even if provided by a Medical Doctor or Medical Professional and results in no follow up required. For example, the tool left at the unguarded edge scratches a worker's arm as it falls or the nail in the lumber pokes a worker's hand as he attempts to pick it up resulting in a minor cut. A tetanus shot is not considered medical treatment.

Medical Aid

A work-related injury or illness that does not include lost workdays, modified/restricted workdays but which requires treatment by a physician or other medical professional.

Medical treatment does not include:

First aid treatments (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters and so forth) which do not ordinarily require medical care even though they may have been provided by a medical professional.

Diagnostic procedures such as x-rays or laboratory analysis are not considered medical treatment unless they lead to further treatment.

Medical Aid does include:

- Issuance of prescription medication
- Suturing/wound closing (other than bandages)
- Removal of foreign bodies from a wound (complicated)
- Removal of foreign bodies from an eye (except irrigation and cotton swab)
- Treatment of infection
- Treatment of a bruise via blood drainage
- Treatment of 2nd/3rd degree burn
- Positive x-ray diagnosis
- Issuance of a cast
- Amputation/permanent loss of usage
- Vaccine (except tetanus)



Modified Duty

Any occupational injury or illness other than a fatality or lost time injury (LTI) which results in:

- 1. Assignment to another job on a temporary basis.
- 2. Working at regular job on less than full-time basis.

Restricted Duty

Restricted work duty occurs when, as the result of a work-related injury or illness, an employer needs to restrict an employee from doing their routine functions of their jobs or working the full workday based off restrictions from a health-care professional.

Lost Time Accident

Incident resulting in days an employee would have worked but could not because of a work-related injury or illness after the date of injury. The focus of this definition is the employee's inability, as a result of an injury or illness, to be present in the work environment during their next normal work shift after the date of injury. For example, the tool left at the unguarded edge causes a concussion and the doctor prescribes 3 days of bed rest.

Fatality

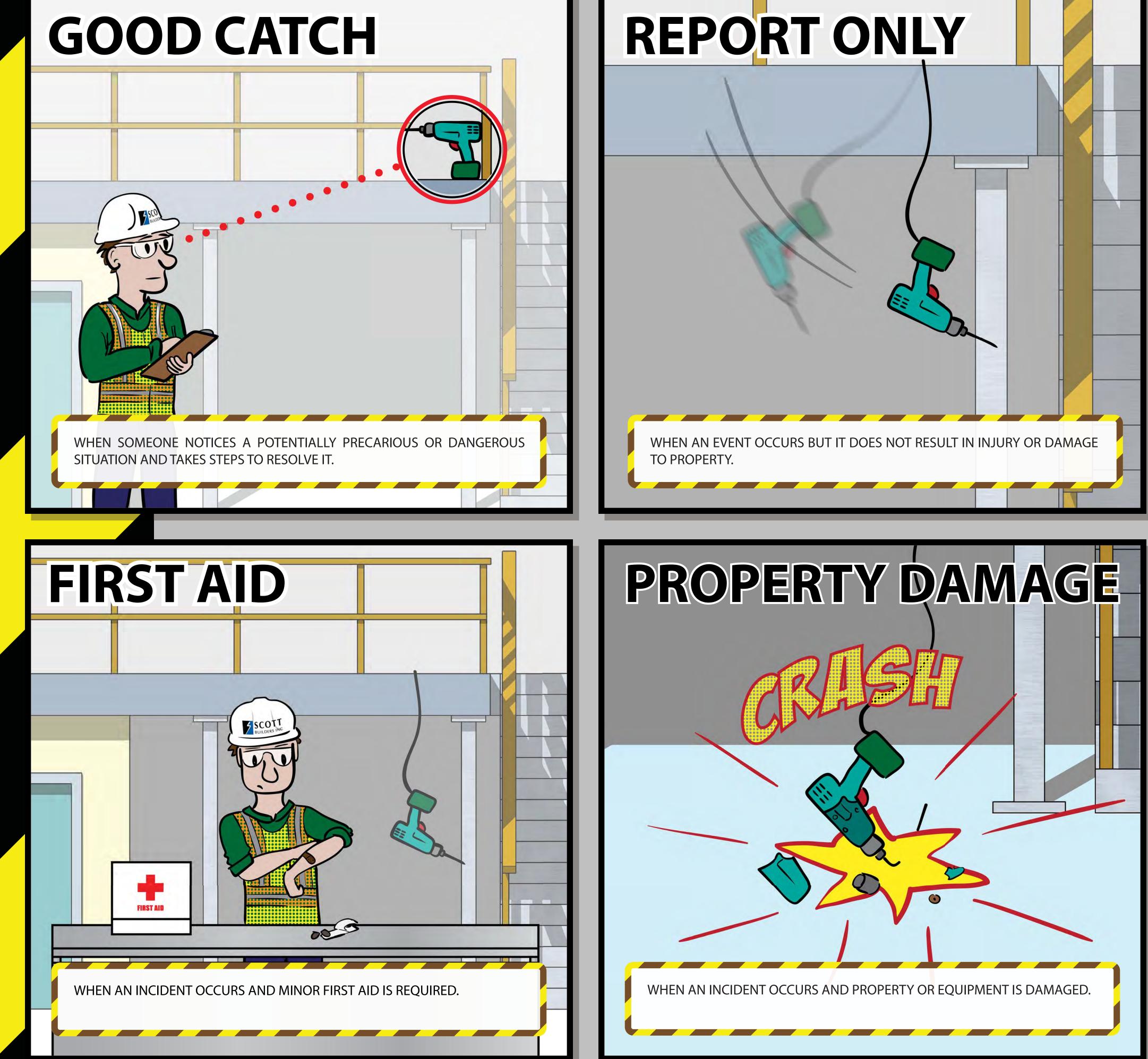
Loss of life due to a work-related incident.

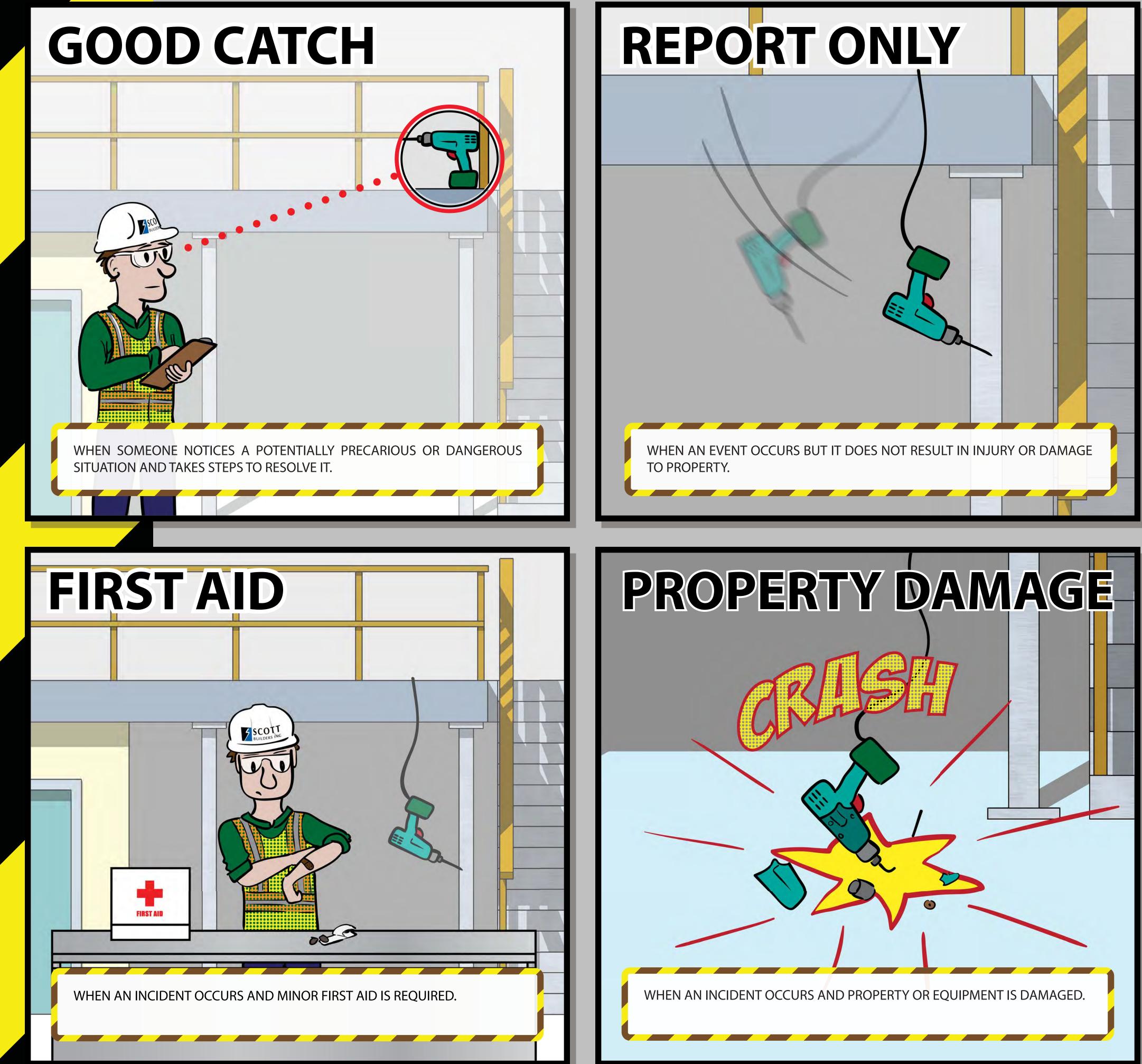
Property/Environmental Damage

Any damage to property or to the environment, both reportable and non-reportable to local authorities, is recorded as Property/Environmental Damage. For example, the tool at the unguarded edge falls and breaks or the nail in the lumber punctures a truck tire.

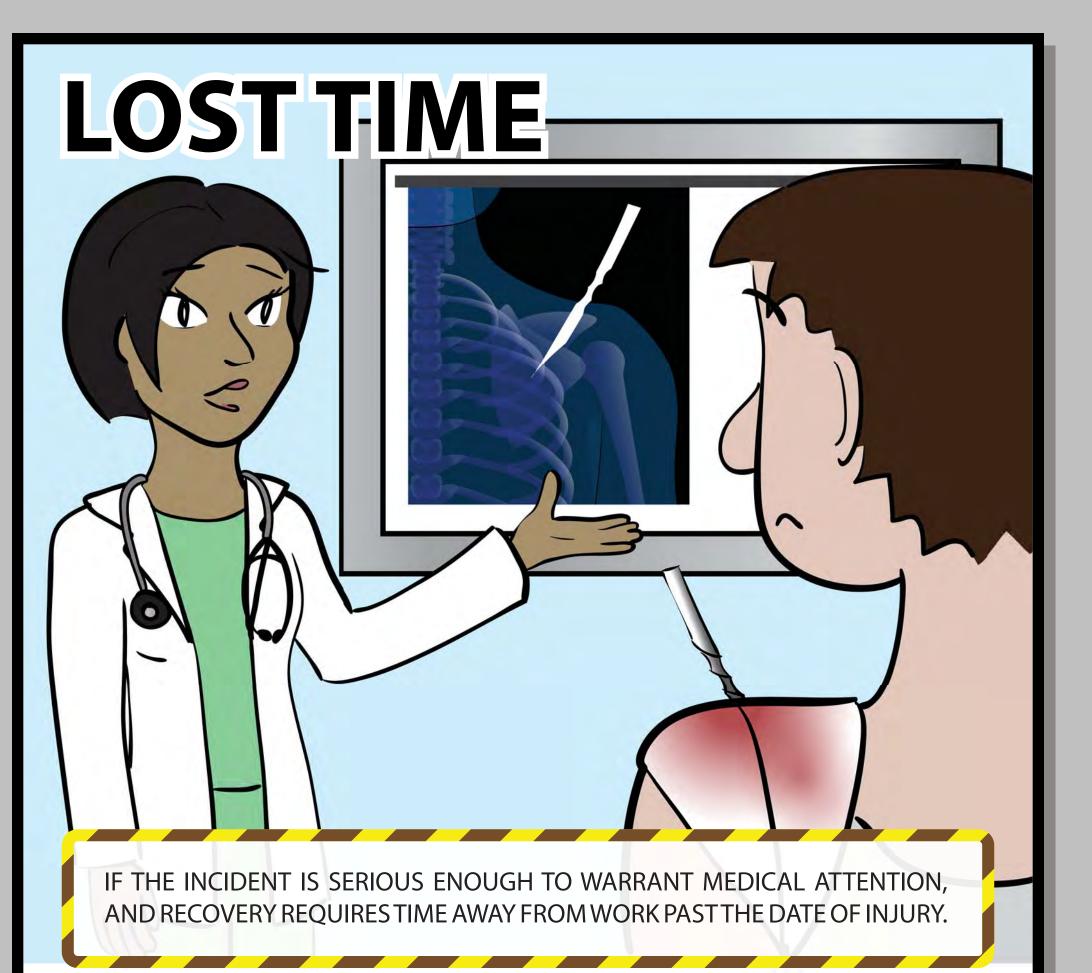














Job Name & Number	
Site Superintendent	
Month / Year	
Project Manager	

LAGGING INDICATORS	SCOTT BUILDERS	SUBTRADE
Monthly Project Team Review of ERP & Project Hazard Assessment	🗌 Yes 🗌 No	Not applicable
Good Catches (#)		
Report Only Incidents (#)		
Vehicle Incidents (#)		
Environment or Property Incidents (#)		
Theft		
First Aids (#)		
Medical Aids / Modified Work (#)		
Lost Time Incidents (#)		
# of Safety Meetings Completed		
# of Worksite Inspections Completed		
Were Corrective Actions Completed	🗌 Yes 🗌 No	🗌 Yes 🗌 No
Did Project Manager Complete Inspection	🗌 Yes 🗌 No	Not Applicable

Scott Builders Superintendent:

(Please sign and submit to Project Manager)

Scott Builders Project Manager:

(Please sign and submit to Safety)

Scott Builders Safety Advisor: _____

This form is to be completed if Safety Monitoring software (Procore, etc.) is unavailable ~ Attach and send all copies of incidents, good catches, first aid/ medical aid reports ~



Good Catch

Any situation, unsafe act, condition or deficiency that could have resulted in an incident had the circumstances been different. For example, a tool left at an unguarded edge or a piece of lumber left on the ground with a nail not bent over.

Report Only

A report only incident is simply a good catch that was not caught, where the situation or deficiency was not identified prior to an unplanned event happening. It may include a minor injury which does not require treatment however has the potential to become an issue at a later date such as a rolled ankle, bumped shoulder or minor irritation, this ensures the incident is documented as a workplace occurrence in the event it worsens. Another example would include a tool at the unguarded edge being knocked over but does not strike anyone or become damaged, or a worker steps on the nail but it just sticks in his/her boot.

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Issuance of prescription medication Suturing/wound closing (other than bandages) Removal of foreign bodies from a wound (complicated) Removal of foreign bodies from an eye (except irrigation and cotton swab) Treatment of infection Treatment of a bruise via blood drainage Treatment of 2nd/3rd degree burn Positive x-ray diagnosis Issuance of a cast Amputation/permanent loss of usage Vaccine (except tetanus)



Modified Duty

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Fatality

Loss of life due to a work-related incident.

Property/Environmental Damage

Any damage to property or to the environment, both reportable and non-reportable to local authorities, is recorded as Property/Environmental Damage. For example, the tool at the unguarded edge falls and breaks or the nail in the lumber punctures a truck tire.

SCOTT

Section 12 Environmental

BUILDERS INC



The proper safeguard of our environment is important to Scott Builders Inc. While performing our work the appropriate protection of humans, animals, plant life, air, water and soil shall be considered at all times. All Scott Builders Inc. employees will participate in environmental training as required including spill/release prevention and response. Subcontractor workers shall be strongly encouraged to participate in environmental training as well:

- Scott Builders Inc. expects all persons involved in our work to make every effort to prevent harm to the environment.
- Scott Builders Inc. believes that company goals can be met without risking harm to the environment.
- Scott Builders Inc. shall ensure the safe use, storage, and disposal of products in such a manner that will provide appropriate protection to the environment.

Scott Builders Inc. will develop and enforce exemplary environmental waste management and recycling standards in accordance with all relevant Federal and Provincial legislation, including but not limited to the Environment Protection and Enhancement Act and Regulation. All necessary measures will be taken to ensure the development, implementation and ongoing review of an effective waste management program that includes the production, consumption, recycling, and disposal chain.

Scott Builders Inc. will follow the appropriate Federal, Provincial and/or Municipal Guidelines with respect to the breakdown of project responsibilities in order to maintain:

- A clean work space.
- That all materials are properly stored waste is disposed of properly according to Federal, Provincial and Municipal OH&S, WHMIS and TDG Handling Procedures and Environmental Protection and Enhancement legislation and all recyclable materials are collected and returned as promptly as possible.

In addition, Scott Builders Inc. will properly notify clients to previously unknown site conditions which might warrant an environmental audit.

Date: January 10, 2024

Murray Cunningham, President & CEO



Scott Builders Inc. is committed to ensuring that as a large organization, it is critical to be diligent in minimizing and controlling all waste that could pose hazards to the sustainability of our environment.

Scott Builders Inc. will maintain a training program that ensures each employee has the skills and information to make certain that the environmental policy is observed and enforced at all times.

Scott Builders Inc. will work closely with regulatory agencies, industry associations, clients, and subcontractors to minimize the negative effects as a result of our operations. Scott Builders Inc. will conduct audits of our facilities and worksites and respond to all deficiencies identified.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



As required, Scott Builders Inc. projects will take the steps necessary to ensure that any materials which are recyclable are properly sorted, stored and returned to the appropriate collection facility as promptly as possible.

The acquisition of sorting and collection containers and/or services to support this requirement shall be determined at the project planning stages and implemented accordingly.

Materials that are to be sorted, collected and returned include but are not limited to the following:

- Used paper and cardboard.
- Paints, oil based products and solvents.
- General construction materials such as doors, light fixtures, windows, drywall, etc.
- Metals.
- Food or garden waste.
- Electronics.
- Biodegradable waste.

Any materials not considered recyclable will be deemed as salvage and disposed of as waste according to local guidelines and procedures in the vicinity of which it was collected.



Adverse Effect

An adverse effect is the **impairment of**, or **damage to** the environment, human health, safety, or property.

Environment

The components of the earth including:

- Air, land, and water.
- All layers of the atmosphere.
- All organic and inorganic matter and living organisms.
- The interacting natural systems that include components referred to above.

Owner of a Substance

The owner is defined as the person who owned the substance immediately before or during the release of the substance.

Person Having Control of a Substance

The Person Having Control of a Substance is defined as the person having charge, management or control of the substance.

Release

Includes:

- Spill
- Discharge
- Dispose of
- Spray
- Inject
- Inoculate
- Abandon
- Deposit
- Leak
- Seep
- Pour
- Emit
- Empty
- Throw
- Dump
- Place
- Exhaust



Environmental Hotline - Alberta



24 Hour Environmental Hotline

1-800-222-6514

If you have information about a spill, release or emergency that could damage the environment, call 1-800-222-6514, 24 hours a day, seven days a week.

Every suspected violation that comes to the attention of Alberta Environment will be assessed and responded to in an appropriate and timely manner. Remember, all Albertans have a role to play in ensuring our environment and natural resources are protected. Know the rules, know your responsibility and know when to report.

Alberta



Spills kits are an important first line defense in the case of an environmental spill. Scott Builders Inc. will provide one spill kit on all "Big" jobs and on "special" projects if required. Subcontractors are responsible for supplying their own spill kits for their work activities. If our spill kit needs to be used by a subcontractor, then the subcontractor will be charged for the replacement of the spill kit.

Spill kits shall contain the minimum of the following supplies:

- 205 L (55 gal) drum approved for storage and transportation of dangerous goods
- 50 Sorbent pads (17" x 19")
- 2 Sorbent socks (3' x 48")
- 4 Sorbent booms (5" x 10')
- 1 bag Sorbent granular material
- 1 Neoprene drain cover
- 1 Disposable bag
- 1 package Repair putty
- 1 Telescopic shovel
- 2 Pairs Nitrile gloves
- 2 Pairs Safety goggles chemical resistant

Spill kits are to be inspected monthly for content and condition and the standardized supply list will be reevaluated as improved products and technologies are released, when incident investigations provide learnings, or as industry best practice dictates.

Note: Check with your Provincial Legislation for Provincial Requirements.



Immediately upon a release or spill, steps should be taken to implement the Spill Plan. The following are the basic steps of a Spill Plan.

Large Spill Plan

- 1. Secure affected area(s) to avoid further contamination.
- 2. Initiate emergency notification and emergency evacuation procedures if dangerous or health hazards exists to workers.
- 3. Dial 9-1-1 to activate Emergency Services and Hazard Response Team.
- 4. Notify Site Superintendent or Supervisor.
- 5. Notify Company Emergency Team (Project Manager, Safety Advisor, Branch Manager, and President).
- 6. Refer to Safety Data Sheet (SDS) for detailed procedures.
- 7. Contain spill or release by using absorbing materials or by building a dike, if possible.
- 8. Notify Provincial Environmental Authority. Refer to "When and How to Report a Release" document
 - a. In Alberta call Alberta Environment 1.800.222.6514.
 - b. In BC call the Emergency Coordination Centre 1.800.663.3456
 - c. In Saskatchewan call the Spill Control Centre 1.800.667.7525
- 9. Cooperate and assist local authorities and Emergency Services to determine the best method to contain and control the spill or release.
- 10. Take numerous photographs of affected area(s) and the containment/clean-up progress each day and throughout the day. Number each picture in the order taken with location, date and time. Refer to pictures in your notes.
- 11. Take good notes on progression of response and times everyone (local authorities, company management, environmental, etc.) were notified including any discussion regarding the spill or release, anyone who visited the site and what tests are being done, etc.
- 12. Keep in regular contact with company management and update management on progress.
- 13. File a written report with Alberta Environment within 7 (seven) days. Refer to How to Report section.

Note: In most cases, clean-up procedures should start as soon as possible to prevent further spreading of the substances into flowing water or ground water.



Immediately upon a release or spill, steps should be taken to implement the Spill Plan. Notify Provincial Environmental Authority. *Refer to "When and How to Report a Release" document.*

The following are the basic steps of a Spill Plan.

Small Spill Plan

- 1. Refer to Safety Data Sheets (SDS) for detailed procedures.
- 2. Secure the affected area.
- 3. Contain spill by using absorbing material or building a dike.
- 4. Clean-up contaminated material by placing in leak-proof container.
- 5. Dispose of material in safe manner as per local environmental policies and procedures.
- 6. Notify Site Superintendent or Supervisor as soon as possible.

Note: In most cases, clean-up procedures should start as soon as possible to prevent further spreading of the substances into flowing water or ground water.



The Provincial Environmental Legislation (can vary between provinces) requires any release of substances that could cause an adverse effect to the environment be reported to your Provincial Environmental Agency.

Check with your Provincial Environmental Agency for reporting phone number, requirements and procedures.

When to Report

- Releases of a substance into the environment that **may cause**, is causing, or has caused an adverse effect must be reported to the Provincial Environmental Agency.
- The amount exceeds the quantities or emission levels set out for the substance see SDS.
- The release is into a watercourse or into the groundwater or surface water in any quantity.
- The release falls under the Transportation of Dangerous Goods (TDG) Legislation. Refer to the table below.

Class	Quantity
1 Explosives	Any quantity that could pose a danger to public safety or 50kg.
2 Gases	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more.
3 Flammable Liquids	200L
4 Flammable Solids	25kg
5.1 Oxidizing Substances	50kg or 50L
5.2 Organic Peroxides	1kg or 1L
6.1 Toxic Substances	5kg or 5L
6.2 Infectious Substances	Any quantity that could pose a danger to public safety or 1kg or 1L.
7 Radioactive Material	Any quantity that could pose a danger to public safety.
8 Corrosives	5kg or 5L
9 Miscellaneous	25kg or 25L

Table of Quantities or Levels for Immediate Reporting (Alberta)

How to Report

Releases must be reported to the Provincial Environmental Agency at the **FIRST AVAILABLE OPPORTUNITY** as soon as the person responsible knows or should know about the release.



Reports can be made by calling:

- a. In Alberta call Alberta Environment 1.800.222.6514.
- b. In BC call the Emergency Coordination Centre 1.800.663.3456
- c. In Saskatchewan call the Spill Control Centre 1.800.667.7525

Information Required when Reporting

- Location and time of the release.
- Description of the circumstances leading to the release.
- Type and quantity of substance released.
- Details of any action proposed or taken at the release site.
- Description of the immediate surrounding area.

Note: A reference number may be issued by the Provincial Environmental Agency to confirm the report was made.

Written Reports (Alberta Standard)

A written report must be submitted to the appropriate Provincial Environment Director within 7 (seven) days after the immediate report.

Written reports must include the following information:

- Date and time of the release.
- Location of the release.
- Duration of the release and the release rate.
- Concentration, total weight, quantity or amount released.
- Detailed description of the circumstances leading to the release.
- Steps or procedures which were taken to minimize, control, or stop the release.
- Steps or procedures which will be taken to prevent similar releases in the future.
- Any other information required by the Director.

SCOTT

Section 13 Health and Safety Committee

BUILDERS INC



Scott Builders Inc. recognizes the value and importance of Health and Safety Committees and as such is committed to cooperating with the support of Health and Safety Committee decisions or recommendations both Corporately and at the Branch levels as well for specific projects where required. Governed by Roles and Values, Scott Builders Inc. will support the operation of all Safety Committees by providing:

- Representatives from all levels: Management to Field and Office employees. •
- Access to relevant records and statistics. •
- Scheduled quarterly committee meetings •
- Facilities for meetings. •
- The time for worker representatives to attend meetings. •
- Employee access to minutes of safety committee meetings. •
- Committee recommendations and concerns to be reviewed monthly by safety advisors and • communicated in the corporate safety meeting

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



The purpose and mission of the Health and Safety Committees within Scott Builders is to discuss, propose and accept revisions of the Safety and Loss Prevention Program so as to ensure the continuous improvements, effective implementation and practicality for the overall safety operations of the company. Scott Builders Inc. is committed to having involvement from all levels in the development, implementation and continual maintenance of their Safety and Loss Prevention program. Governed by the following Roles and Values, Scott Builders will ensure that all Health and Safety Committees are formed with representation from all levels of employees within the company.

Roles and Values for Health and Safety Committee

Roles

Our primary role is to identify hazards and discuss issues and concerns then recommend workable solutions to management.

Values

- We respect the views of others.
- We believe that all persons involved in our business operations want and deserve a safe and healthy workplace.
- We believe that innovation and creativity are equally distributed in the work force.
- We will strive to make each meeting meaningful and productive by being prepared.
- We will support the initiatives adopted by the committee as if they were our own.
- We believe we can make a difference.

Corporate Health and Safety Committee

Meeting once per fiscal quarter (every 3 months) via conference call and as elected by the President, the Corporate Health and Safety Committee shall consist of the following representatives/members:

- President.
- General Manager/Operations Manager from each branch office.
- Corporate Safety Manager.
- Safety Advisor from each branch office.
- Designated representative(s) from Branch Health and Safety Committee.

Minutes of these meetings shall be recorded and distributed to all Scott Builders Inc. employees and all project sites for information and discussion amongst personnel as required as well as posted on each branch offices' and worksites' safety information board.

Branch Health and Safety Committee(s)

Reporting to the Corporate Health and Safety Committee, and meeting each month as elected by the Branch General Manager/Operations Manager, each branch office of Scott Builders Inc. will host a Health and Safety Committee that consists of the following representatives/members:

- General Manager/Operations Manager.
- Branch Safety Advisor.
- Project Manager Representative.
- Superintendent Representative.
- Employee (Field and Office) Representative(s).



Minutes of these meetings shall be recorded and distributed to all Scott Builders Inc. employees and all project worksites within that branch for information and discussion amongst personnel as required. Meeting Minutes will also be posted on each branch offices' and worksites' safety info board.

Project or Joint Health and Safety Committee – follow your Provincial Legislated Requirements

On projects where manpower exceeds 100 persons or as per Provincial OH&S Requirements, a Project Health and Safety Committee must be established. The Branch Safety Advisor in coordination with project management and supervision will organize, lead and attend all Project Health and Safety Committee meetings and it is mandatory that each subcontractor provides at least one (1) representative for all meetings. This will ensure that all contractors and personnel involved with the project are offered an opportunity to discuss relevant safety issues and concerns. They can also make cooperative recommendations and decisions to ensure the continued effectiveness and efficiency of Scott Builders Inc. Safety and Loss Prevention Program. All Project Health and Safety Committee Meetings shall be recorded on a Scott Builders Inc. Toolbox Meeting form and distributed amongst each contractor/personnel on the project as well as posted in the project's office trailer for information and accessibility. Additionally, each contractor and/or personnel conducting their own Project Health and Safety Committee meetings are required to submit copies of these meetings to their Scott Builders Inc. Site Supervisor within one (1) day of its completion.

For more information on any Project Health and Safety Committee or to obtain a copy of any meeting minutes please feel free to contact your Scott Builders Inc. Site Superintendent.



☐ 1224 34th Avenue NE Calgary, Alberta T2E 6L9 Ph: 403.274.9393 Fax: 403.274.9395

□ 9835-60 Ave NW Edmonton, Alberta T6E 0C6 Ph: 780.463.4565 Fax: 780.463.5211

□ 8105 – 49th Avenue Close Red Deer, Alberta T4P 2V5 Ph: 403.343.7270 Fax: 403.346.4310

Health and Safety Committee Meeting Minutes

Committee Branch:			
Date:			
Meeting Number:			
Location:			

BUILDERS INC

Attendees / Distribution to:

D	Name	А	D	Name
		D Name	Image: constraint of the second sec	Image: select

A: Attended the meeting D: Distributed a copy of the minutes to them

Ground Rules for Committee Members: Members should set an example and demonstrate their dedication to our safety program, attend Safety Committee meetings regularly or find a replacement if unable to attend, and treat everyone on the committee as an equal.

Item	Subject	Description	Action By	Date
1.1	Committee	Worker and Employer Representatives:		
	Organization			
1.2	Review of Committee	Committee Members have reviewed the Terms of Reference		
	Documents and	and Rules of Procedure:		
	Training	Training Requirements for Committee Members:		
1.3	Acceptance of			
	Previous Meeting			
	Minutes			
		Action Items		
2.1				
		New Business		
3.1				

We consider the above to be an accurate record of items discussed and decisions made at the above noted meeting. Should any errors or omissions be noted, please notify Scott Builders Inc. in writing within three (3) days of the date this document was issued.

Prepared by:



HSC FORMATION CHECKLIST

Location:			
Date:			
Name	Target Date	Assigned To	Completed
Determine the Size of the Committee			
Minimum membership (at least 4 persons)			
50% worker representatives			
Considerations			
Total number of employees			
Degree of hazard at the work site			
Number of unions, worker groups, departments			
Shifts (day & night)			
Rules of Procedure			
Name of the committee:			
Composition of the committee			
Purpose			
Duties and functions			
Meetings			
Agenda and meeting report			
Composition Role of Co-chairs			
Terms of Office			
Recommendations to the employer			
Resolution of disagreements			
Terms of Reference			
Appropriate representation			
Replacing a committee member			
Dispute resolution			
Coordination with other HSCs			
Selection of Worker Representatives			
Workers who do not perform managerial duties			
Union (select as per the union procedures)			
Non-Union (select by secret ballot)			
Determine number of union and non-union			
representatives			
Number is representative of the work groups at			
the work site and level of risk of their work.			
Selection of Employer Representatives			
Management and Supervisors (different levels			
of authority)			
Determine number of representatives			
Number is representative of the work groups at			
the work site and level of risk of their work.			

Posting of Contact Information		
Locations:		
🗌 Names		
Email / Phone number		



HSC FORMATION CHECKLIST

First Meeting Set-Up		
Date		
Location		
Agenda Items		
Selection co-chairs (1 worker & 1 employer)		
Review rules of procedure (are revisions		
required?)		
Education and Training		
Review of sample agenda and meeting report		
(are revisions required?)		



HSC MEETING AGENDA

Location:	
Date: Time: to	
Agenda prepared by:	
Item	Allotted Time (Minimum)
Call to order and take attendance	
Acceptance of previous meeting minutes	
Outstanding items from previous meeting	
Review of inspection report(s)	
Review of incident report(s) if applicable	
New items	
Recommendations to employer	
Training and communication	
Other items	
Adjourn	
Total Time	



HSC MEMBER TRAINING CHECKLIST

Member Names	Group / Area / Department / Union	
Type of Member 🗌 Worker 📄 Employer	Co-chair	
Type of Training	Provided By:	Completion Date:
Alberta OHS Legislation		
JWSHSC member duties		
Hazard identification, assessment, and control		
Incident Investigations (including causation)		
Inspections		
Communication		
Other:		



HSC RECOMMENDATION FORM

То:		
cc:		
Branch HSC Location:		
Date:		
From: Health and Safety Committee		
Co. chair Signatura - Warker Denroes	ntativa Ca Chair Signat	tura Employer Depresentative
Co-chair Signature – Worker Represe	Intative Co-Chair Signat	ture-Employer Representative
Please respond by:		
Health and Safety Issue	parintian of the include	a what where why when and whe
Provide a short, clear, and complete des	scription of the issue. Include	e what, where, why, when, and who
(if applicable).		
HSC Recommendations:		
Provide a clear and complete description	n of the recommendation to	receive the health and safety issue
outlined above. Provide justification for t		
and suggested timeframes for completion	-	
	n. Allach a separale sheel c	bi paper il necessary.
Employer Response:		
Provide a timeframe for completion of a	ccented recommendations	Provide reasons for rejected
recommendations. Attach a separate sh	•	
	cer in necessary.	
Name-Employer	Signature-Employer	Date Returned
Committee Comments:		
Note any follow-up or additional actions	that may be required:	
	and may be roquirour	



1. Name of the Committee

The name of the committee should be reflective of the branch location it represents.

2. Constituency

The constituency identifies the different departments or groups represented on the committee. Members are elected in a manner to provide appropriate representation of all departments, groups, or areas to address all relevant occupational health and safety concerns at the work site.

Example:

Representative Name	Group / Area / Department / Union	
Worker Representative #1	Carpenters	
Worker Representative #2	Iron Workers	
Worker Representative #3	Operators	
Worker Representative #4	Administrators	
Employer Representative #1	Project Management	
Employer Representative #2	Project Supervision	

Members are elected in a manner where all departments / areas are represented. Also see Section 1 – Appropriate Representation in the Terms of Reference.

3. Purpose

The primary purpose of the HSC is to identify and resolve safety concerns. The committee should also promote health and safety at the work site.

The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

4. Duties and Functions

The duties and functions of the committee are identified in the OHS Act, s.19, and include the items below:

- a) Receive and consider concerns regarding health and safety
- b) Respond to and find solutions for worker concerns
- c) Participate in hazard assessments
- d) Develop corrective actions
- e) Monitor and follow-up corrective actions
- f) Promote overall health and safety at the work site
- g) Cooperate with OHS officers
- h) Establish and promote worker training and education programs
- i) Make recommendations regarding health and safety
- j) Inspect the work site
- k) Participate in investigations regarding health and safety
- I) Maintain records of matters related to the duties of the committee



m) Other duties as may be specified the OHS Act, Regulations, and Code

Duties shall be performed during normal working hours.

5. Records

The committee will keep accurate records of all activities conducted by, and all items addressed by the committee.

Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.

6. Meetings

The committee shall meet in accordance with OHS Act, s.22. The requirements are stated below:

- a) Meet within 10 days of being established.
- b) Meet at least quarterly.
- c) Meet if requested by a co-chair.
- d) Meet if requested by an OHS Officer.

Meetings shall be held during normal working hours. A quorum is required to hold a meeting.

7. Agenda and Meeting Minutes

Meeting agendas and minutes will adhere to the guidelines below:

- a) Agendas and minutes will follow the approved templates
- b) Agenda will be prepared by the co-chairs and distributed to members prior to the meeting
- c) The co-chairs must ensure meeting minutes are recorded
- d) The co-chairs must ensure meeting minutes are approved and given to the employer within 7 days of the meeting
- e) The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

8. Composition

The committee's composition will follow the requirements below:

- a) The committee shall consist of _____members.
- b) One worker representative will be elected from each of the following groups / areas / departments / unions. (Include list of all applicable groups/ areas / departments / unions)
- c) One employer representative will be appointed/elected from each of the following groups / areas / departments / unions. (Include list of all applicable groups / areas / departments / unions).



9. Co-Chairs

Two co-chairs will be selected by the members of the committee.

- a) The worker representatives shall select one co-chair.
- b) The employer representatives shall select one co-chair.

The co-chairs have specific requirements under the OHS Act (s.22, s.25, s.27). Co-Chair responsibilities are listed below:

- a) Alternate in serving as chair at committee meetings.
- b) Participate in all decisions of the committee
- c) Prepare the agendas for the committee meetings
- d) Ensure that meeting minutes are recorded
- e) Ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.
- f) Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

Either co-chair may call a special meeting.

10. Quorum

The composition of the quorum shall follow the requirements below.

- a) Consist of _____ members (one-half of the members)
- b) Both worker and employer members must be present
- c) At least one half of members present are workers.

A quorum is required to conduct a meeting or make valid recommendations and decisions.

11. Terms of Office

The OHS Act, s.24, states the duration of a member's term on a HSC. The durations in the OHS Act are specified below:

- a) Normally not less than one year
- b) May be longer than one year until a successor is selected or appointed
- c) Determined as per the union's agreement
- d) If there are multiple unions, determined via an agreement amongst all the unions



12. Replacing a Member

The procedure for replacing a member of a HSC is specified below. If there is a union at the work site, members will be replaced as per the union (or unions') agreement.

- a) Announce the departure of the leaving member of the committee
- b) Determine the demographic represented by the leaving member
- c) Announce the departure to the work site
- d) Hold an election to replace the member (ensuring the appropriate demographic)
- e) Announce the new member to the HSC and the work site
- f) Amend any documentation to reflect the change

If there is a union, and the union (or unions') agreement indicates how a member is to be replaced, the HSC will follow the agreement.

13. Coordinating with Other HSCs

When the employer (or Prime Contractor) establishes multiple HSCs, the committees will coordinate with each other. The process is outlined below.

- a) Committees will determine who will be the liaison between committees
- b) The employer (or Prime Contractor) will ensure contact information is shared amongst the HSCs
- c) The liaison will ensure appropriate documentation is shared amongst the committees
- d) The liaison will ensure relevant recommendations are shared amongst the committees
- e) The liaison will ensure educational and health and safety initiatives will be shared amongst the committees

14. Recommendations to the Employer

Recommendations to the employer will follow the requirements stated below:

- a) Written using the approved template
- b) Directly related to health and safety
- c) Reasonable
- d) Clear and complete (ensure the employer will not need more information to make a decision)

15. Dispute Resolution

With the Employer / Prime Contractor

As per s.21 of the OHS Act, when a matter cannot be resolved after written reasons are given by the employer, the employer, the HSC, or a member of the HSC may refer the concern to an OHS Officer.

Amongst the HSC (failure to reach consensus)

When the committee is unable to reach an agreement regarding a health and safety matter (recommendation) the committee will Review With Safety Department_ (This may include having the co-chairs contact OHS or a third-party consultant)

16. Amendments

These Rules of Procedure may be amended by vote of the committee members.



17. Status of Rules of Procedure

Status	Created / Approved By	Date (MM/DD/YYYY)
Drafted		
Reviewed		
Amendment #1		



1. Appropriate Representation

Section 2 (Constituency) of the HSC Rules of Procedure refers to the requirement to provide appropriate representation of all departments, groups, or areas, to address all relevant occupational health and safety concerns at the work site. Each department, group, or area is to be taken into consideration when choosing the appropriate number of members for the HSC.

HSC Formation Considerations for Appropriate Representation Degree of hazard Number of employees Number of departments Type of shifts Type of employees (full-time, part-time)

2. Replacing a Member During a Term of Office

The procedure for replacing a member of the HSC is specified below. If there is a union at the work site, members will be replaced as per the union (or unions') agreement.

- a) Announce the departure of the leaving member to the committee
- b) Determine the demographic represented by the leaving member
- c) Announce the departure to the work site
- d) Hold an election to replace the member (ensuring the appropriate demographic votes)
- e) Announce the new member to the HSC and the work site
- f) Amend any documentation to reflect the change

If there is a union, and the union (or unions') agreement indicates how a member is to be replaced, the JWSHSC will follow the agreement.

This is also noted in Section 12 of the HSC Rules of Procedure.

3. Dispute Resolution – Failure to Reach Consensus

When the committee is unable to reach an agreement regarding a health and safety matter the committee will _____

(This may include having the co-chairs contact OHS or a third-party consultant)

This is also noted in Section 15 of the HSC Rules of Procedure.

4. Coordination with Other HSCs

When the employer (or Prime Contractor) establishes multiple HSCs, the committees will coordinate with each other. The process is outlined below:

- a) Committees will determine who will be the liaison between committees
- b) The employer (or Prime Contractor) will ensure contact information is shared amongst the HSCs
- c) The liaison will ensure appropriate documentation is shared amongst the committees



- d) The liaison will ensure relevant recommendations will be shared amongst the committees
- e) The liaison will ensure educational and health and safety initiatives will be shared amongst committees

This is also noted in Section 13 of the HSC Rules of Procedure.

5. Amendments

These Terms of Reference may be amended by vote of the committee members.

6. Status of Rules of Procedure

Status	Created / Approved By	Date (MM/DD/YYYY)
Drafted		
Reviewed		
Amendment #1		

SCOTT

Section 14 Subcontractor Requirements

BUILDERS INC



Welcome to Scott Builders Inc.! We look forward to the safe, expedient and quality execution of your Subcontract. As you are aware, it is your obligation when performing work for Scott Builders Inc. on all of our projects that such work activities be performed in accordance with Provincial Occupational Health and Safety Regulations and Legislation as well as Scott Builders Inc. Safety and Loss Prevention Program. If you would like more information about our safety program, please contact your Scott Builders Inc. Representative or Branch Safety Advisor.

Along with the expectation that all work be performed in a safe manner, each individual contractor, their subcontractors and employees will ensure that their workers are trained and competent to perform their work activities, are equipped with all of the necessary PPE and safety equipment they will require during the course of their activities and be cooperative in our efforts to maintain an incident-free workplace. You will need to provide our Site Superintendent with proof of training for all your workers and subcontractors' workers, who will be:

- Working at heights (fall protection training),
- Operating mobile equipment (operator safety training),
- Using hazardous products (WHMIS training) / (GHS training).
- Using respirators (respirator training with fit testing documentation)

Worksite Safety Orientations

All subcontractor workers will be required to attend our worksite safety orientation prior to being permitted to work on our worksite(s). Please contact the Site Superintendent to arrange orientations for your workers. Your workers will be required to attend a worksite safety orientation for each Scott Builders Inc. worksite they will be working at.

Mandatory Personal Protective Requirements (PPE)

The following PPE is mandatory on all of our worksites – no exceptions:

- Hard hats.
- Steel toed (CSA approved) work boots.
- Safety glasses.
- Hi-visibility safety vests (mandatory on some Scott Builders Inc. worksites and when working close to mobile equipment.

Additional PPE may be required depending on your tasks and hazards such as hearing protection, respirator protection, and hand protection.

All subcontractors must supply their workers with appropriate PPE. Scott Builders has the right to charge for PPE we supply to subcontractors.

Worker's Compensation Board (WCB) Requirements

Our subcontractors are required to maintain and keep current their Provincial WCB account(s) for the provinces they work in. Our policy is to have WCB clearance letters or equivalent issued prior to awarding contracts. If your WCB account is not current, you will not be permitted to work on our worksites until your account has been verified to be in good standing. We also have the right to withhold payment(s) until your account is in good standing.



Subcontractor Pre-qualification (Questionnaire)

Subcontractors may be required to complete and submit a Subcontractor Questionnaire for approval by Scott Builders Inc. Management Team prior to awarding of any contract work with Scott Builders Inc.

Contractor Health and Safety Program

Subcontractors working for Scott Builders Inc. are encouraged to develop and implement a written Health and Safety program that either equals or supersedes Scott Builders Inc. Safety and Loss Prevention Program as well as any provincially applicable WCBand/or applicable OH&S Legislation.

Scott Builders Inc. Safety Department and Branch Safety Advisors are committed to ensuring the success of each subcontractor's safety performance by being available and willing to provide the education, support, and auditing (required) making certain all safety requirements are satisfied.

Scott Builders Inc. encourages our subcontractors to use their own safety forms but will supply the appropriate safety form(s) for your work activities on our worksites if your company does not have your own. Safety forms you may need are:

- Hazard Assessments.
- Fall Protection Plan.
- Mobile Equipment Pre-use Inspection forms.
- Scaffold Pre-use Inspection form.
- Toolbox Safety Meeting form.
- Incident Investigation form.

Safe Work Practices (SWP) and Safe Job Procedures (SJP)

Subcontractors may be required to provide Safe Work Practices and Safe Job Procedures upon request for work activities for which they are necessary. Scott Builders Inc. reserves the right to reject any Safe Work Practice and/or Safe Job Procedure that is not considered complete, safe or complementary to the project as a whole.

Hazard Assessments

Documented Hazard Assessments must be completed each day prior to commencement of work activities by all subcontractor workers. Hazard Assessments must include the following:

- Task(s) being performed.
- Hazards associated with each task.
- Plans to eliminate and control identified hazards.

Hazard Assessments will be reviewed by our Site Superintendent. If the Hazard Assessment is incomplete, you will be asked to re-do it to ensure all hazards have been identified and corrective actions are in place to control the hazards.

Hazardous Products

Subcontractor must provide a list of all hazardous products they will be bringing to our worksites including current copies (within 3 years) of their Safety Data Sheets (SDS) for each hazardous product. Please give this information to our Site Superintendent prior to working with hazardous products. Any workers who will be working with hazardous products must be trained in WHMIS / GHS.



Safety Meetings

Subcontractors are required to attend our weekly worksite toolbox safety meetings and participate in these meetings. If all of the subcontractors' workers are not in attendance at each week's meeting, then the subcontractor is required to hold a documented safety meeting with their workers to discuss the same information, so all their workers are informed. You will be required to give a copy of your completed safety meeting record to the Site Superintendent for their verification and records.

Inspections

Scott Builders Inc. conducts weekly worksite safety inspections to help identify any safety deficiencies and positive observations. Your worker(s) may be asked to participate in one of our inspections to get their input and observations of our worksite activities. Your cooperation is appreciated.

Unsafe Conditions or Practices

All unsafe conditions or practices must be corrected immediately and reported to the Site Superintendent as soon as reasonably possible so corrective actions can be verified and/or completed in a timely manner.

FALL PROTECTION REQUIREMENTS

100% Tie Off in Scissor Lifts

All workers and/or subcontractors will be required to provide our Site Superintendent with proof that they received fall protection training. 100% tie-off by all workers in scissor lifts at all times.

Fall Protection Systems (approved anchorage points)

Approved Fall Protection Systems and a Fall Protection Plan must be in place PRIOR to the commencement of any work activities above three meters (10 feet) or at any time there is an unusual risk that a worker could be injured in a fall less than three meters (10 feet). Failure to comply will result in immediate work stoppage and corrective action will be taken with any associated costs being directly billed to you, the Subcontractor until all necessary systems and plans are in place and accepted by Scott Builders Inc.

Fall protection plans

A fall protection plan is required by all contractors who will be working above 3 metres (10 feet) and not protected by guardrails. This plan must be completed and approved by our Site Superintendent prior to the commencement of any "working at heights" activities. All workers who will be working at heights must review this plan and sign off on it.



POWERED MOBILE EQUIPMENT REQUIREMENTS

Mobile Equipment Operator Requirements

A worker must not operate powered mobile equipment unless the worker:

- is trained to safely operate the equipment,
- has demonstrated competency in operating the equipment to a competent worker designated by the employer,
- is familiar with the equipment's operating instructions,
- is authorized by the employer to operate the equipment,
- reports to their employer any conditions affecting the safe operation of the equipment,
- operates the equipment safely,
- maintains full control of the equipment at all times,
- uses the seat belts and other safety equipment in the powered mobile equipment,
- keeps the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.

Mobile Equipment Inspections - daily

All powered mobile equipment (skid steer loaders, aerial lifts, forklifts, heavy equipment, etc.) must have a documented pre-use inspection completed prior to the operation of this equipment. This inspection must include the operator completing a visual inspection of the equipment and the surrounding area to ensure that the powered mobile equipment is in safe operating condition and that no worker(s) including the operator is endangered when the equipment is started up.

SUBCONTRACTOR SAFETY VIOLATIONS

Failure to comply with Scott Builders Inc. Subcontractor Requirements

All subcontractor safety violations will be documented using our progressive disciplinary actions including verbal, written and/or removal from the worksite. Scott Builders Inc. reserves the right to remove subcontractor worker(s) from our worksites at the verbal warning stage depending on the severity of the safety violation (i.e. Failure to utilize fall protection equipment). The following individuals will be notified of all subcontractor safety violations: Scott Builder Inc. Project Manager, Operations Manager, Branch Safety Advisor and the subcontractor management.

Failure to comply with any or all of the above mentioned safety requirements will result in Scott Builders Inc. charging your contract as follows for our time, supply and management of your workers' and/or subcontractors' safety. Where there is considered to be no alternative choice, Scott Builders Inc. also reserves the right to retract your contract and replace it with all additional costs incurred being charged to your contract.

Charges for Supplying Personal Protective Equipment Items:

- Hard Hat \$75.00
- Eye Protection (Glasses) \$40.00
- Safety Vest \$60.00
- Hearing Protection \$25.00
- Safety Footwear immediate removal from site + \$100.00 management fee for time loss

Note: Fall protection equipment will not be loaned out - NO EXCEPTIONS!



Safety Violation Management Fees:

- OH&S Order issued by Officer \$500.00
- Removal of worker from project for safety violation(s) \$500.00
- Safety Management fee \$500.00

We trust that in consideration of the health and welfare of all workers on our projects, along with these fees for non-compliance, that you will ensure your workers are both prepared and cooperative prior to their arrival on our project worksite(s). We look forward to the safe completion of your Subcontract.

Incidents and Near Misses / Report Only

For any incidents including near misses that your workers and/or subcontractors have on our worksites, they must be reported immediately to our Site Superintendent. We will require a copy of your investigation report within 24 hours of the incident upon request.

Please note that these requirements are also applicable to all 3rd party Contractors, and it is the sole responsibility of the individual / company with whom Scott Builders Inc. has entered into a contract with to ensure compliance as above.

Safety Policies

Please review the following safety policies included in this package:

- Subcontractor Responsibilities
- Corporate Safety Policy
- Drug & Alcohol Policy
- Personal Protective Equipment Policy
- General Rules
- Smoking Policy

- Harassment Policy
- Violence In The Workplace Policy
- Fall Protection Policy
- Safety & Loss Prevention Discipline Policy
- Environmental Policy

Thank you for your support in helping us to maintain an incident-free workplace.

Date: January 3, 2023

Signed:

Murray Cunningham, President & C.E.O.



Subcontractor Clean-up Notice		
Project Name:		
Project Number:		
Date:		
Time:	AM 🗌 PM 🗌	

Given to:

Company: Name: Title:

Given by:

Name: Title:

In accordance with your contract agreement, each contractor is required to clean-up and dispose of all debris generated by the performance of its work. Failure to complete the clean-up as notified, in which the clean-up is then completed by Scott Builders' employees, will result in a deductive Change Order to be issued for the cost.

Reason of Notice

Safety Hazard: Must be cleaned up immediately.

Delay to other contractors: Must be cleaned up immediately.

Note: Clean-up within 24 hours pursuant to Loss Control Requirements.

Second Notice

Previous notice dated was not complied with. The work will be done by Scott Builders Inc. and backcharged to your contract.

Contractor Signature

Scott Builders Inc. Supervisor

cc: Scott Builders Inc. Project Manager, Safety Advisor, Subcontractor General Manager or Head Office

SCOTT	Subcontractor Cle	an-up Notice (Non-Electronic)
5	Project Name:	•
	Project Number:	
	Date:	
BUILDERS INC	Time:	AM 🗌 PM 🗌
Given to:		
Company:		
Name:		
Title:		

Given by:

Name:	
Title:	

In accordance with your contract agreement, each contractor is required to clean-up and dispose of all debris generated by the performance of its work. Failure to complete the clean-up as notified, in which the clean-up is then completed by Scott Builders' employees, will result in a deductive Change Order to be issued for the cost.

Reason of Notice

- Safety Hazard: Must be cleaned up immediately.
- Delay to other contractors: Must be cleaned up immediately.

Note: Clean-up within 24 hours pursuant to Loss Control Requirements.

Second Notice

Previous notice dated ______ was not complied with. The work will be done by Scott Builders Inc. and back-charged to your contract.

Contractor Signature

Scott Builders Inc. Supervisor

CC: Scott Builders Inc. Project Manager, Safety Advisor, Subcontractor General Manager or Head Office



Subcontractor Safety Program Requirements SUBCONTRACTOR COMPETENCY LETTER

(Company) and has been adequately trained and deemed

As Prime Contractor Scott Builders Inc. needs to ensure reasonable steps are taken to verify that workers on our projects are adequately trained and competent to complete the contracted scope of work. Scott Builders recognizes that an employer will often provide in house training and instruction to employees which does not result in a "certificate". In the absence of a training certificate, where a certificate is not required under OH&S legislation the employer may provide a Competency Letter signed off by senior management verifying that a worker is adequately trained and competent. The template below can be completed and submitted for review in lieu of a training certificate.

This letter confirms that ______ (Employee) is an employee of

competent in;

I, _____ (Senior Manager) of _____ (Company)

declare the above information to be true and accurate.

Signature

Date

*Competency letters cannot be used where certification is required by legislation such as First-Aid, Asbestos removal, trade certification or engineered approval.

SCOTT



Issued to:

Company: Name: Position/Title:

Issued by:

Name: Title:

This notice is to advise you that the following safety non-compliances have been discovered in work areas or with workers under your control and supervision. You are hereby requested to immediately correct these non-compliances in accordance with Scott Builders Inc. Safety and Loss Prevention Program as received during contract signing and/or site orientation as well as WCB/WSIB and/or OH&S Legislation. Failure to comply with these requests promptly will result in further company action as per subcontract agreement. Thank you for your cooperation in this matter.

Non-compliance Identified

Safety Program non-compliance. PPE not utilized. Safety rules non-compliance. Guardrails not installed properly. No fall protection utilized or improper use. Safety documentation is not being completed and/or submitted. Unsafe tool operation. Unsatisfactory housekeeping. WHMIS/SDS non-compliance. Scaffolding non-compliance. Trenching violation. Unsafe equipment operation. Mobile equipment inspections not being completed and/or submitted. Other: Other:

Location and Description of Violation:

Explain:

Personal Protective Equipment (PPE) Supplied to Subcontractor noted above:

Quantity	Description	Unit Price	Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$

All supplied PPE costs will be directly charged to your company with which the non-compliant worker is employed by way of back charge to the contract agreement. As always, repeat offenders will be terminated from the project with no chance for return. All schedule delays associated with labour shortages due to these terminations will also be charged accordingly to the worker's employer.

Worker's Signature

Scott Builders Inc. Supervisor

Worker's Signature

Scott Builders Inc. Project Manager

cc: Scott Builders Inc. Branch Operations Manager, Project Manager, Safety Advisor, Subcontractor General Manager or Head Office

Subcontractor Safety Violation Notification			
Project Name:			
Project Number:			
Date:			
Time:	AM 🗌 PM 🗌		

SCOTT		
	Subcontractor	Safety Violation Notification (Non-Electronic)
	Project Name:	
	Project Number:	
	Date:	
	Time:	AM 🗌 PM 🗌
BUILDERS INC		
Issued to:		

Company:		
Name:		
Position/Title:		
ssued by:		

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•	Title	۰.

This notice is to advise you that the following safety non-compliances have been discovered in work areas or with workers under your control and supervision. You are hereby requested to immediately correct these non-compliances in accordance with Scott Builders Inc. Safety and Loss Prevention Program as received during contract signing and/or site orientation as well as WCB/WSIB and/or OH&S Legislation. Failure to comply with these requests promptly will result in further company action as per subcontract agreement. Thank you for your cooperation in this matter.

Non-compliance Identified

140	
	Safety Program non-compliance.
	PPE not utilized.
	Safety rules non-compliance.
	Guardrails not installed properly.
	No fall protection utilized or improper use.
	Safety documentation is not being completed and/or submitted.
	Unsafe tool operation.
	Unsatisfactory housekeeping.
	WHMIS/SDS non-compliance.
	Scaffolding non-compliance.
	Trenching violation.
	Unsafe equipment operation.
	Mobile equipment inspections not being completed and/or submitted.
	Other:
	Other:

Location and Description of Violation: Explain:

Personal Protective Equipment (PPE) Supplied to Subcontractor noted above:

Quantity	Description	Unit Price	Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$

All supplied PPE costs will be directly charged to your company with which the non-compliant worker is employed by way of back charge to the contract agreement. As always, repeat offenders will be terminated from the project with no chance for return. All schedule delays associated with labour shortages due to these terminations will also be charged accordingly to the worker's employer.

Worker's Signature

Scott Builders Inc. Supervisor

Worker's Signature

Scott Builders Inc. Project Manager

cc: Scott Builders Inc. Branch Operations Manager, Project Manager, Safety Advisor, Subcontractor General Manager or Head Office

SCOTT

Section 15 Fitness for Duty

BUILDERS INC



Scott Builders Inc. (hereinafter the "Company"), its subsidiaries and affiliates recognize the legal and moral responsibility to provide a safe, productive and reliable work environment for Employees and for those whose safety may be affected by its Employees. An essential component of operational safety is a work environment free of impairment arising from any source, including but not limited to: fatigue, mental health issues, physical impairments, and from the use, misuse, and/or abuse of Alcohol, Mood- or Mind-Altering Substances, Illicit Substances, Cannabis, prescription Medications, over-the-counter Medications, and/or other Medication authorized for purchase from a Health Canada approved source.

The purpose of this policy is to address and minimize the risks in the workplace of impairment from all sources, including those listed above. This policy also aims to ensure that all Employees are Fit for Duty.

This policy applies to all workers (Employees and Contractors) working at all company locations, sites and project sites, including sites owned and/or controlled by third parties, along with all travel in companyowned vehicles and vehicles rented or leased for company purposes. When working on sites owned and/or controlled by third parties, Employees and Contractors will be subject to third-party company policies and procedures. These may include searches of worker belongings, submission to drug dogs, requirement for specialized drug testing, and other company-specific requirements. All Contractors will be advised of applicable provisions of this policy through a Statement of Contractor Requirements and any contravention will be considered a breach of contract.

Adhering to this policy is a condition of employment and all employees are required to review and understand this policy and sign the Employee Acknowledgement and Acceptance Form. Failure to comply and adhere to this policy may result in disciplinary action, up to and including termination.

This policy is based on the industry recognized "Canadian Model for Providing a Safe Workplace" best practices, as well as applicable provincial/federal legislation. It is subject to ongoing review and evaluation, with modifications being made as deemed necessary to respond to circumstances and evolving needs.

The following "best practice" work standards are an important part of this policy and will be consistently enforced while workers are on Company Business or at Company Premises:

Workers must:

- Report Fit for Duty and remain Fit for Duty while at work.
- Use Medications responsibly and seek appropriate guidance regarding Medications that may impact safe work performance. If using a Medication that may impact safe work performance, the worker has a responsibility to report it to their Supervisor.
- Advise a Supervisor if a person may not be Fit for Duty, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this policy. Reports must be made as soon as possible.
- Cooperate as required in support of an investigation
- Read, understand and abide by this Policy and its supporting documents

Workers must not:

- Use, Possess, cultivate, manufacture, distribute, offer, or sell Alcohol, Cannabis, Illicit Substances or Drug Paraphernalia.
- Possess or store legal drugs on third-party company sites where permitted by their Policies.
- Distribute, offer, share, or sell prescription Medications.



- Intentionally misuse Medications, both prescription and non-prescription.
- Use Medication that could impact the workers safe work performance without investigating the potential safety impacts and implementing appropriate work restrictions.
- Test positive for alcohol/drugs at concentrations as specified in the Fitness for Duty Requirements section.

The supplemental documents noted below, form the content of this policy and must be reviewed in their entirety.

Supporting Documents Reference:

- SB2 Fitness for Duty: Glossary
- SB3 Fitness for Duty: Roles and Responsibilities
- SB4 Fitness for Duty: Requirements
- SB5 Fitness for Duty: Prevention and Assistance
- SB6 Fitness for Duty: Alcohol / Drug Testing
- SB7 Fitness for Duty: Testing Standards
- SB8 Fitness for Duty: Privacy, Confidentiality and Costs
- SB9 Fitness for Duty: Acknowledgement
- SB10 Exhibit A: Safety Sensitive Decision Matrix
- SB11 Exhibit B: Reasonable Cause Checklist
- SB12 Exhibit C: Post Incident Decision Matrix
- SB13 Exhibit D: Medical Clearance Form
- SB14 Exhibit E: Test Management Flowchart

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



The following definitions are used throughout the Fitness for Duty / Impairment-Free Workplace Policy documents and shall have the following meaning:

- *ALCOHOL* refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.
- BAC means blood / breath alcohol concentration.
- BREATH ALCOHOL TECHNICIAN (BAT) means an individual who meets or exceeds the training requirements of U.S. DOT Rule 49 CFR Part 40 Section 40.213. Due to the lack of a Canadian training standard, the training requirements of the U.S DOT rule will be utilized *only* to ensure the level of competency and proficiency of individuals administering tests.
- *CANNABIS* refers to legally obtainable fresh or dried cannabis, cannabis edible, cannabis oil, plants, and seeds for cultivation from either a provincially or territorially regulated retailer or, where this option is not available, directly from a federally licensed producer.
- *COMPANY BUSINESS* refers to all business activities undertaken by employees in the course of the company's operations regardless of where the activities are conducted.
- COMPANY PREMISES and/or WORKSITE includes but is not restricted to all land, aerodromes, facilities, operations, equipment and worksites used for the purpose of performing Company Business. Worksites include any work location to which workers have been assigned including any offsite work location.
- *CONTRACTOR* means any person(s) providing services or goods to the company under a contract or other agreement not paid through the company's payroll system.
- COAA means the Construction Owners Association of Alberta.
- DESIGNATED EMPLOYER REPRESENTATIVE (DER) means an employee authorized by the employer to receive test results and other communications for the employer. The DER will be either the Safety Advisor or HR Manager. The DER is also authorized to take immediate action(s) to remove employees / contractors from safety-sensitive duties, or cause employees / contractors to be removed from these covered duties, and to make required decisions in the testing and evaluation processes.
- *DRUG* means any substance, including Illicit Drugs and Medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.
- DRUG PARAPHERNALIA means any equipment, product or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing or introducing an Illicit Drug, Cannabis or Alcohol into the human body. This also refers to any product or device that may be used to attempt to mask, tamper with or adulterate an Alcohol and/or Drug testing sample.
- *EMPLOYEE* means regular full time, part time, temporary, casual and seasonal employees on the company payroll and, subject to the terms of any applicable agreement, co-op students.
- EMPLOYEE ASSISTANCE PROGRAM (EAP or EFAP) means an employer-sponsored benefit that provides confidential, professional counselling and advisory services for employees and immediate family members.



- EMPLOYMENT STANDARDS means the applicable provincial Employment Standards legislation.
- *Fatigue* means the state of feeling very tired, weary or sleepy resulting from insufficient sleep, prolonged mental or physical exertion or illness, or extended periods of stress or anxiety.
- *FITNESS FOR DUTY OR FIT FOR DUTY* means the ability to safely and acceptably perform assigned duties without limitations. Limitations may arise from a variety of sources, including but not limited to: fatigue; the use or after-effects of Alcohol, Cannabis and all other Drugs; mental health issues; and physical impairments / limitations.
- ILLICIT SUBSTANCES means any controlled substance or drug that (i) is not legally obtainable by the Employee and whose use, sale, possession, purchase or transfer is restricted or prohibited by Canadian law and illegal to possess, (ii) is a prescription Drug or substance that is not been lawfully prescribed to the Employee; or (iii) is a Drug or substance available by prescription from a licensed medical provider, but instead was purchased from illegal or unlicensed source.
- *MEDICAL REVIEW OFFICER (MRO)* means a properly qualified independent physician who validates drug test results.
- *MEDICATION* means a Drug obtained (i) over-the-counter, or (ii) by the employee through a doctor's prescription, or (iii) through a Health Canada authorization (e.g., Medicinal Cannabis).
- MOOD- OR MIND-ALTERING SUBSTANCES means any substance that may cause marked changes in patterns of mood and behavior, and may ultimately have negative impacts on a worker's Fitness for Duty. This includes Drugs, Alcohol, Medications, and substances such as caffeine, energy drinks, or herbal supplements.
- *POINT OF COLLECTION TEST (POCT)* means a drug screening test performed outside of a certified laboratory. POCTs are conducted using a variety of devices designed for this purpose. Some POCT devices test for a single Drug while others can be used to test for combinations of Drugs.
- SAFETY SENSITIVE POSITIONS means a position in which an employee has a key or direct role in an operation where if actions or decisions are not carried out properly, it could result in a serious incident affecting the health or safety of employees, contractors, customers, the public or the environment, or an inappropriate response or failure to respond to an emergency or operational situation. Employees who are required to temporarily provide relief in a safety sensitive position or have direct supervision over safety sensitive positions and perform the same duties or exercise the same responsibilities are also deemed to be in a safety sensitive position.
 - The company will identify Safety-Sensitive positions using the Safety Sensitive Decision Matrix (EXHIBIT A).
 - The Human Resource and Safety departments are responsible for ensuring the Safety Sensitive Decision Matrix is completed and reviewed periodically for each position in the company.
- SAFETY SENSITIVE TASKS means activities where employee limitations and impairment could result in an incident or near miss with the potential for high consequences (ie. significant property damage, environmental damage or negative impact to reputation, and/or serious injury or fatalities to workers or the public. By industry agreement, the activity of driving is considered safety-sensitive.



- SCREENING TEST TECHNICIAN (STT) means a person who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing or alcohol screening device. Due to the lack of a Canadian training standard, the training requirements of the U.S DOT Rule 49 CFR Part 40 Section 40.213 will be utilized *only* to ensure the level of competency and proficiency of individuals administering tests.
- SPECIMEN COLLECTOR means a person who instructs and assists individuals in the drug testing
 process. The collection process includes, but is not limited to, collecting the urine or oral fluid
 samples provided by the employee, administering POCT screens and preparing specimens for
 laboratory testing. Due to the lack of a Canadian training standard, the training requirements of
 DOT Rule 49 CFR Part 40 Section 40.33 will be utilized *only* to ensure the level of competency and
 proficiency of individuals administering urine specimen tests.
- SUBSTANCE ABUSE ASSESSMENT means an assessment conducted by a Substance Abuse Professional to determine whether an employee has a substance dependence disorder.
- SUBSTANCE ABUSE PROFESSIONAL (SAP) means an individual with knowledge of and clinical experience in the diagnosis and treatment of Alcohol and Drug related issues who holds a credential from the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC).
- *SUPERVISOR* refers to an employee accountable for a particular work area or shift of employees, including leaders, managers, directors and others in supervisory positions that are directly responsible for the performance of others.
- THE CANADIAN MODEL FOR PROVIDING A SAFE WORKPLACE means the best practice guideline published by the Construction Owners Association of Alberta and Energy Safety Canada.
- VEHICLES RENTED OR LEASED FOR COMPANY PURPOSES means vehicles for which Scott Builders Inc. is funding the maintenance, mileage, or other vehicle-related costs. This includes personal vehicles when being used for company purposes for which Scott Builders Inc. pays the worker for mileage or provides the worker with a vehicle allowance.
- *WORKER* means any person(s) providing services or goods to the company. For greater certainty, this includes Employees, Supervisors, Contractors and vendors.



Occupational Health and Safety (OHS) legislation protects the health and safety of workers on provincially regulated work sites. Workers, employers and other parties regulated by OHS legislation have responsibilities under the law and have a shared responsibility to comply with health and safety legislation.

The successful implementation of our Fitness for Duty / Impairment-Free Workplace Policy is a shared responsibility of Scott Builders Inc., contractors, employees and labor providers.

Management must:

- Provide a safe workplace.
- Provide ongoing supervision to ensure safe operations and effectiveness of the Fitness for Duty policy.
- Determine and provide appropriate levels of training for Employees. This training will include prevention programs that emphasize awareness, education and training with respect to the use of Alcohol and Drugs and impairment from other sources.
- Ensure the Fitness for Duty policy supports other performance management systems.
- Guide Employees who voluntarily seek assistance for a personal problem to appropriate resources while maintaining confidentiality in accordance with the Fitness for Duty policy.
- Make arrangements for an assessment if, in the course of any performance-related discussion, an Employee states they have, or may have a problem with Alcohol or Drugs.
- Actively support and encourage rehabilitation activities and re-employment opportunities, where applicable.
- Utilize the support and guidance of medical professionals to address medical or mental health conditions that Employees have and provide guidance and support to Company Supervisors in implementing and managing required work modifications.
- Ensure that all Employees and contractors understand the existence of and content of the Fitness for Duty policy as part of their orientation to Scott Builders Inc.
- Ensure that Alcohol and Drug testing is performed according to the standards set out in this document.
- Take appropriate steps to investigate any possible violation of the requirements set out in this policy.
- Inform all proponents during the tender process of any pre-access and site-specific requirements for random drug testing.

Supervisors must:

- Communicate and give leadership in the administration of this policy.
- Be trained in administering this policy in the workplace and in recognizing signs and symptoms of impairment. Supervisors shall also be trained in intervention techniques with Employees who are suspected of being at work under the influence of Alcohol and/or Drugs.
- Make every effort to be aware of Employee / Contractor Fitness for Duty when they are in service of the Company.
- Ensure that Employees submit to substance abuse testing and occupational health testing as required, in a timely manner as outlined in this policy.



- Address prescription Medications their Employees are taking and work with the Company's safety department to make sure the prescription won't affect their work.
- Understand the Company's performance management processes and how this Fitness for Duty Policy is integral to those processes. Supervisors will take action on performance deviations.
- Take action on reported or suspected workplace impairment.
- Report the action taken to the Workers Manager and/or Scott Builders Safety Advisor
- Guide Employees who seek assistance to appropriate resources (for example, the Employee Assistance Program or other community services).
- Be knowledgeable about return to work situations and the management of relapse situations.

Workers must:

- Report Fit for Duty for all scheduled or unscheduled duty and remain Fit for Duty while on Company Business and Company Premises.
- Read, understand, acknowledge and abide by this policy.
- Abide by the policies and procedures of third-party companies when working on their sites. Sitespecific requirements may include searches of worker belongings, submission to drug dogs, requirement for specialized drug testing, and other company-specific requirements.
- Seek advice and follow appropriate treatment if they have a current or emerging problem and follow recommended monitoring programs after attending treatment.
- Co-operate with any work modification related to safety concerns.
- Notify their Supervisor if they have a medical or mental health condition that could negatively impact their ability to complete their work in a safe manner.
- Notify their Supervisor when taking a prescription, authorized or over-the-counter Medication that may negatively impact the employee's ability to complete their work in a safe manner.
- Notify their Supervisor if they believe a co-worker, contract worker or visitor is not Fit for Duty on the job.
- Cooperate as required with an investigation into a violation of this policy or supporting standards, including any request to participate in the testing program as and when required to do so under this policy.



Fitness for Duty Requirements

Employees must comply with the following requirements:

- Report Fit for Duty and remain Fit for Duty while at work.
- An Employee shall be deemed Unfit for Duty who has:
 - o Alcohol:
 - a breath alcohol concentration of .04 or greater; and/or
 - consumed Alcohol while on duty; and/or
 - consumed Alcohol within 8 hours of reporting for duty; and/or
 - possesses an open alcohol container while on duty.
 - o Cannabis:
 - an oral fluid concentration of 4 ng/ml or greater; and/or
 - used Cannabis while on duty; and/or
 - consumed Cannabis within 24 hours of reporting for duty; and/or
 - possesses a Cannabis package or container while on duty.
- Use Medications responsibly and seek appropriate guidance regarding Medications that may impact safe work performance. Medications of concern are those that inhibit or may inhibit an Employee's ability to perform their job safely.
- When designated "on call", Employees must remain Fit for Duty to respond to a call and be in compliance with this policy and supporting standards.
- If an Employee is under the influence of Alcohol or Drugs and is contacted by the Company to perform unscheduled services, the employee must decline the work request. The Employee will not incur any adverse consequences for declining non-scheduled work when they are not Fit for Duty.
- Employees must advise a Supervisor if a person may not be Fit for Duty, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this policy. Reports must be made as soon as possible.
- Subject always to an obligation to be Fit for Duty, an Employee must also refrain from the use of Alcohol, Cannabis and all other Drugs (other than Medications prescribed / given during the provision of medical attention or first aid) after being involved in or observing an incident until the earlier of:
 - the Employee has been tested, or
 - the Employee has been advised by the Company that they will not be tested, or
 - 32 hours have elapsed since the incident.

Prohibited Conduct

In addition, the following are prohibited while on Company Business or at Company Premises:

- The use, cultivation, manufacture, distribution, offering or sale of Alcohol, Cannabis, Illicit Substances or Drug Paraphernalia;
- The possession or storage of illegal drugs.
- Possession and storage of legal drugs (Alcohol, Cannabis) may be permitted on Company Premises so long as they are factory sealed and kept in the employee's personal belongings within a company-delegated area and/or in adherence to provincial/local traffic laws.
- The possession or storage of legal drugs on third-party company sites.
- The distribution, offering, sharing, or selling of prescription Medications.



- The possession, storage or use of prescription Medications prescribed for another individual or the possession, storage or use of prescription Medications without being able to produce a legally, medically obtained prescription within a reasonable timeframe.
- The intentional misuse of Medications, both prescription and non-prescription. Intentional misuse includes but is not limited to not using the Medication as it has been prescribed or directed by the treating physician, using Medication that has been prescribed to another person, and combining Medication and Alcohol use against direction;
- Using Medication that could impact the Employee's safe work performance without investigating the potential safety impacts and implementing appropriate work restrictions when applicable,
- Reporting to work or being at work while not Fit for Duty.

Company Hosted Social Events

In the case of any Company hosted social event, appropriate regard will be taken for the safety and wellbeing of the individuals present and the community.

• Alcohol: Responsible alcohol use may be permitted at Company sponsored social functions with appropriate prior approval. Alternative transportation arrangements will be made available. If alcohol is made available to Company guests in the course of conducting Company Business (e.g. golf tournaments or company Christmas parties), Employees are expected to use reasonable judgment and be responsible in hosting others and remain in compliance with the policy.

Investigation

Workers must, when requested, participate fully in any investigation under this policy. The Company will investigate any violations or suspected violations of the policy including but not limited to in the following situations:

- **CONTRACTOR UNFIT FOR DUTY SITUATIONS:** In all situations when a Contractor may be unfit to be on Company Premises or to perform their duties, the Contractor Supervisor will be notified and the affected worker may be removed from site.
- EMPLOYEE UNFIT FOR DUTY SITUATIONS: In all situations when an Employee may be unfit to be
 on Company Premises or to perform their duties, the Employee will be escorted by a Supervisor
 to a private place, interviewed, and given an opportunity to explain why they do not appear Fit
 for Duty. If the explanation is not reasonable, and/or the Supervisor conducting the interview still
 believes the Employee is not Fit for Duty, the Supervisor may take any of the following actions:
 - referral for medical attention (e.g., a health center, local hospital or clinic);
 - o referral for an Alcohol and Drug test if there is reasonable cause; and/or
 - o removal from safety-sensitive duty

The Employee will be provided with transportation and escorted to the hospital/clinic, collection site, or home depending on the circumstances. At no time is the Employee to operate equipment until the matter has been resolved. The Employee will be temporarily removed from safety-sensitive duties and may be reassigned pending completion of any investigation.

• SUSPECTED PRESENCE OF ALCOHOL, CANNABIS, DRUGS, OR DRUG PARAPHERNALIA: The Company reserves the right to investigate any situation when there are reasonable grounds to believe that Alcohol, Cannabis, Illicit Drugs or Drug Paraphernalia are present on any Worksite or in any Company Vehicle in violation of this policy.



- Supervisors are responsible for identifying situations where an investigation is justified based on a combination of indicators which could include behavior, odor, or presence of Alcohol, Cannabis, Illicit Drugs or Drug Paraphernalia.
 - Supervisors will be responsible for advising their Manager and Safety Advisor of the situation, who, after consultation, will make the final decision to determine if an investigation is warranted.
- ATTEMPTS TO IMPEDE OR PREVENT AN INVESTIGATION: Any attempt by an Employee to impede or prevent any investigation authorized under this policy will be considered a breach of this policy and deemed a serious safety violation. This will result in disciplinary action up to and including dismissal for cause.



Fitness for Duty Training

- All persons designated to supervise Employees in Safety-Sensitive Positions will receive training to assist them with the identification of an Employee that may be impaired in the workplace.
- This training is in addition to the prevention training described in the PREVENTION / EDUCATION section of this policy.
- Management and Supervisor training shall:
 - Include impairment recognition including the physical, behavioral, speech, and performance indicators of impairment; and
 - Include response procedures including intervention techniques and constructive confrontation.
 - At a minimum, meet requirements in "The Canadian Model for Providing a Safe Workplace" (COAA / Energy Safety Canada) requirements for supervisor training.

Prevention / Education

- This policy stresses the importance of prevention and early identification of potential Alcohol and/or Drug abuse and impairment from other sources.
- In support of this policy, the Company will provide ongoing education and make information available on health and safety issues associated with the misuse of Alcohol and Drugs, as well the risks associated with impairment from other sources.
- Employees are encouraged to access assistance through the Company Employee Assistance Plan (EAP), their personal physician, the appropriate Supervisor, or community service for help with any issue (including Alcohol/Drug use or abuse) that has the potential to affect their safe work performance.

Request for Assistance

- The Company recognizes that Alcohol and Drug dependencies are treatable illnesses and that early intervention improves the probability of a lasting recovery.
 - Anyone who suspects they have a substance dependency or emerging Alcohol or Drug problem is encouraged to seek immediate advice and to follow appropriate treatment.
 - Employees may request help with an Alcohol or Drug problem through their Supervisor or Manager, Human Resources department, or company EAP. More information about the company EAP is available under Section 17-Injury and Claims Management in the Safety & Loss Prevention Manual and in the Community Resources document.
 - If a request is made through a Supervisor, the Employee may subsequently be referred to Human Resources.
- When appropriate, Human Resources may refer the Employee to a Substance Abuse Professional for a Substance Abuse Assessment. Within the bounds of the company benefit plan, Employees will be supported through any recommended treatment and aftercare program consistent with the Substance Abuse Professional's recommendations.
- The Substance Abuse Professional will assess if the Employee has an Alcohol or Drug dependency, make recommendations as appropriate regarding education and/or treatment, and recommend an unannounced follow-up testing program as appropriate.
 - Accessing assistance or declaring a problem does not eliminate the requirement for the maintenance of safe and acceptable performance levels and, for greater certainty,



compliance with this policy including, without limitation, the requirement to be Fit for Duty.

• An Employee requesting help will not be disciplined unless he or she has not complied with the Fitness for Duty requirements or violated the Fitness for Duty policy.

Accommodation

• The Company recognizes its duty to accommodate persons with disabilities to the point of undue hardship. Accordingly, the company will utilize the opinions of medical and addiction specialists to identify and understand accommodation needs and assess the Company's ability to meet those accommodation needs.

Aftercare

- All Employees who complete primary treatment/counselling (e.g., residential or outpatient treatment/counselling) for substance abuse because of a violation of this policy or request for assistance as provided for in this policy may, as recommended by the Substance Abuse Professional or the Employee's primary addiction counsellor, be required to participate in an aftercare program when returning to work.
- They will also be required to enter into a written Return to Duty Agreement which will outline the conditions governing their return to work, and the consequences for failing to meet those conditions.

Return to Work Restrictions

- As part of an Employee's return to work, where a medical professional, Substance Abuse Professional, or other counselling professional advises that there may be a risk that would prevent an Employee from doing their job safely, a work modification may, in appropriate cases, be issued.
- Employees may be assigned alternate duties if available and at the discretion of the Company.

Failure to Seek Help

- An Employee who believes that he or she may be unable to comply with this Fitness for Duty Policy must seek help by taking such steps as are necessary to ensure that he or she presents no safety risk to himself or herself or to others at the workplace.
- Once a violation of this policy occurs, subsequent Employee use of the referral program on a voluntary basis will not lessen disciplinary action.



Alcohol / Drug Testing

The Company will conduct testing in the following situations:

- SITE-SPECIFIC TESTING (contractually required pre-access and/or random testing): When a third-party, with whom the Company is under contract, requires site access (also known as pre-access and/or random testing), the Company may require Employees to undergo Alcohol and Drug testing as a condition of access to the owner's property. The type of testing, substances for which testing occurs, and the method of testing will conform to the individual requirements of each site.
 - TESTING ELIGIBILITY.
 - Site-specific testing applies only to Employees who will be accessing a site owned or controlled by a third-party.
 - o TESTING.
 - Site-specific testing requires all Employees who will be accessing a site to produce a negative sample each time they are tested. An inconclusive, positive, refusal or cancelled test result will result in the Employee being denied access to the site.
- **REASONABLE CAUSE TESTING:** The Company may require a test whenever there is a reason to believe that the actions, appearance or conduct of an employee indicate possible impairment from the use of Alcohol, Cannabis and/or Drugs.
 - TESTING ELIGIBILITY.
 - Only those Employees who are identified as possibly being impaired on the worksite by Alcohol, Cannabis and/or Drugs may be tested;
 - the decision must be based on and conform with the Reasonable Cause Checklist (EXHIBIT B); and
 - testing can occur only after appropriate consultation with, and the concurrence of another Supervisor or Management and the HR manager.
- **POST-INCIDENT TESTING:** All Employees who are identified as having been directly involved in the chain of acts or omissions leading up to a worksite incident may be referred for a test.
 - TESTING ELIGIBILITY.
 - Only those Employees who are identified as having been directly involved in the chain of acts or omissions leading up to the event can be referred for a test.
 - Testing can occur only after appropriate consultation with, and the concurrence of another Supervisor or Management and the HR manager.
 - SERIOUS OR POTENTIALLY SERIOUS INCIDENTS. Alcohol and Drug testing may be required after a serious or potentially serious work-related incident as part of a full investigation into the circumstances. The decision to refer an Employee for a test will be made by the Supervisor investigating the incident as follows:
 - the decision to test must be based on the Post-Incident Decision Matrix (EXHIBIT C);
 - Additionally, as part of the preliminary investigation, the Supervisor shall document the rationale for testing as soon as practical, but in no case longer than 24 hours after the incident.
 - MINOR INCIDENT TESTING. Testing will also be required as part of an investigation into a less serious incident if, as a result of the preliminary review, it is reasonably believed that Alcohol, Cannabis or other Drug impairment may have been a factor.
 - The decision to test in Minor Incident situations must be based on and conform with the Reasonable Cause section of this policy.



Notification, Testing, Test Time Requirements and Return to Duty:

- NOTIFICATION.
 - Upon making a decision to test an Employee the Supervisor conducting the investigation shall inform the Employee of the decision to test, along with the facts supporting the decision to test.
 - An Employee who refuses to undergo testing will be subject to the Refusal to Test protocols of this Policy.
 - Notify the HR Department.
- TESTING.
 - The Designated Employer Representative (DER) with assistance from the HR manager, shall contact the testing facility and notify them of the need for either a Reasonable Cause test or a Post-Incident test.
 - The Supervisor shall accompany the Employee to the testing facility. At no time shall the Supervisor leave the Employee alone until after testing has occurred.
 - There is no condition or situation in which the Employee will be allowed to operate a motor vehicle until cleared by the DER.
 - Following testing, the DER shall notify the Supervisor if the Employee can:
 - Return to the worksite and resume their full duties;
 - Return to the worksite and be reassigned to non-safety sensitive duties; or
 - Return directly to the Employee's home.
 - If returning home, the Supervisor must take the Employee to their home, or arrange another form of transport for the Employee to their residence

• TESTING TIME REQUIREMENT.

- Employees who are to be tested must refrain from using Alcohol, Cannabis and Illicit drugs until the Employee has been tested.
- Alcohol tests must be administered within two (2) hours of observation. If unable to test within the two (2) hour period, the Supervisor must document the reasons for the time delay. If the test is not performed within eight (8) hours attempts to administer the test will stop and the Supervisor will document the reason(s) why the test was not conducted.
- Drug testing should be administered as soon as possible after making a post-incident determination. If unable to drug test within thirty-two (32) hours attempts to administer the test will stop and the Supervisor will document the reason(s) why the test was not conducted.
- **RETURN TO DUTY:** Return to Duty testing requires any such individual to successfully pass an Alcohol and/or Drug test as follows:
 - POST VIOLATION / TREATMENT. In those situations where employment is continued after a policy violation or after treatment has been completed, Employees will be required to pass a return to duty test and may be subject to unannounced follow-up testing as a condition of continued employment as set out in an agreement with the company.
 - FOLLOW-UP TESTING. Follow-up testing occurs on a schedule developed by the Substance Abuse Professional. Additionally, the substances for which testing occurs are also identified by the Substance Abuse Professional.



Testing Substances and Cut Off Levels

The Company reserves the right to test for any or all of the substances listed below. To ensure uniformity the company will utilize the following cut-off levels (in accordance with COAA/US DOT):

• ALCOHOL TESTING

Test Type	Negative	Inconclusive	Positive
Initial Screening	<= .039 BAC	=> .04 BAC	
Confirmation Test	<= .039 BAC		=> .04 BAC

• URINE DRUG TESTING:

Substances Analyte	Screening (POCT) Levels		Confirmation (Lab) Level
	Negative	Inconclusive	Positive
Cannabis Metabolite	< 50 ng/ml	> 50 ng/ml	=> 15 ng/ml
Cocaine Metabolite	< 150 ng/ml	> 150 ng/ml	=> 100 ng/ml
Opiates	< 2000 ng/ml	> 2000 ng/ml	
Codeine			=> 2000 ng/ml
Morphine			=> 2000 ng/ml
6-Acetylmorphine	< 10 ng/ml	> 10 ng/ml	=> 10 ng/ml
Phencyclidine	< 25 ng/ml	> 25 ng/ml	=> 25 ng/ml
Amphetamines	< 500 ng/ml	> 500 ng/ml	
 Amphetamine 			=> 250 ng/ml
 Methamphetamine 			=> 250 ng/ml
MDMA1	< 500 ng/ml	> 500 ng/ml	
• MDMA			=> 250 ng/ml
• MDA2			=> 250 ng/ml
MDEA3			=> 250 ng/ml
Hydromorphone	< 300 ng/ml	> 300 ng/ml	=> 100 ng/ml
Hydrocodone	< 300 ng/ml	> 300 ng/ml	=> 100 ng/ml
Oxymorphone	< 100 ng/ml	> 100 ng/ml	= >100 ng/ml
Oxycodone	< 100 ng/ml	> 100 ng/ml	= >100 ng/ml
Barbiturates	< 300 ng/ml	> 300 ng/ml	
Phenobarbital			=>100 ng/ml
 Secobarbital 			=>100 ng/ml
Ambobarbital			=>100 ng/ml
Butabarbital			=>100 ng/ml
Butalbarbital			=>100 ng/ml
Benzodiazepines	< 300 ng/ml	> 300 ng/ml	
Temazepam			=>50 ng/ml
Oxazepam			=>50 ng/ml
Nordiazepam			=>50 ng/ml
Alprazolam			=>50 ng/ml
-			=>50 ng/ml



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Substances Analyte	Screening (POC	T) Levels	Confirmation (Lab) Level	
	Negative	Inconclusive	Positive	
Alpha-OH-			=>50 ng/ml	
Alprazolam			=>50 ng/ml	
Triazolam			=>50 ng/ml	
 Alpha-OH- 			=>50 ng/ml	
Triazolam			=>50 ng/ml	
 Lorazepam 			=>50 ng/ml	
Bromazepam			=>50 ng/ml	
Clonazepam			=>50 ng/ml	
• 7-Amino			=>50 ng/ml	
Clonazepam			=>50 ng/ml	
Desalkyl			=>50 ng/ml	
flurazepam				
Methadone	< 300 ng/ml	> 300 ng/ml	=>100 ng/ml	
Propoxyphene	< 300 ng/ml	> 300 ng/ml		

• ORAL FLUID TESTING:

Substances Analyte	Screening (PC	OCT) Levels	Confirmation (Lab) Level	
	Negative	Inconclusive	Positive	
Cannabis Parent Drug	< 4 ng/ml	=> 4 ng/ml	=> 2 ng/ml	
Cocaine Parent Drug	< 20 ng/ml	=> 20 ng/ml	=> 8 ng/ml	
Opiates	< 40 ng/ml	=> 40 ng/ml		
Codeine			=> 40 ng/ml	
 Morphine 			=> 40 ng/ml	
 6-Acetylmorphine 			=> 4 ng/ml	
 Hydrocodone 			=> 40 ng/ml	
 Hydromorphone 			=> 40 ng/ml	
Phencyclidine	< 10 ng/ml	=> 10 ng/ml	=> 10 ng/ml	
Amphetamines	< 50 ng/ml	=> 50 ng/ml		
 Amphetamine 			=> 50 ng/ml	
 Methamphetamine 			=> 50 ng/ml	
MDMA			=> 50 ng/ml	
• MDA			=> 50 ng/ml	
 MDEA 			=> 50 ng/ml	
Oxycodone	< 40 ng/ml	=> 40 ng/ml	=> 40 ng/ml	
 Oxymorphone 			=> 40 ng/ml	
Barbiturates	< 50 ng/ml	=> 50 ng/ml		
Phenobarbital			=> 50 ng/ml	
			=> 50 ng/ml	
 Secobarbital Ambobarbital 			=> 50 ng/ml	
			=> 50 ng/ml	
 Butabarbital 			=> 50 ng/ml	



Substances Analyte	Screening (P	OCT) Levels	Confirmation (Lab) Level
	Negative	Inconclusive	Positive
Butalbital			
Benzodiazepines	< 10 ng/ml	=> 10 ng/ml	
Temazepam			=> 10 ng/ml
Oxazepam			=> 10 ng/ml
 Nordiazepam 			=> 10 ng/ml
Alprazolam			=> 10 ng/ml
 Alpha-OH- 			=> 10 ng/ml
Alprazolam			=> 10 ng/ml
Triazolam			=> 10 ng/ml
 Alpha-OH-Triazolam 			=> 10 ng/ml
 Lorazepam 			=> 10 ng/ml
•			=> 10 ng/ml
21011020000			=> 10 ng/ml
Clonazepam			=> 10 ng/ml
Diazepam			=> 10 ng/ml
Zolpidem			=> 10 ng/ml
 Flunitrazepam 			=> 10 ng/ml
• 7-			=> 10 ng/ml
aminoflunitrazepam			=> 10 ng/ml
 Alpha-OH- 			=> 10 ng/ml
Midazolam			=> 10 ng/ml
 Zopiclone 			=> 10 ng/ml
Methadone	< 50 ng/ml	=> 50 ng/ml	=> 20 ng/ml
Propoxyphene	< 20 ng/ml	=> 20 ng/ml	=> 10 ng/ml

- **MEDICAL OFFICER REVIEW:** All samples identified by the laboratory as positive will be reviewed by a Medical Review Officer (MRO) who will validate whether a test is positive.
 - REVIEW PROCESS: When a drug test is reported positive by the lab, the MRO will contact the Employee to determine if there is a legitimate medical explanation for the positive lab result. Some prescription medications or medical treatments can cause a positive test result. In these cases, the MRO will obtain verification of a valid prescription or recent medical treatment. The test result is then reported as negative (potentially with a safety advisory attached) because there is a legitimate, verified medical reason for the positive lab test result. However, if the Employee is unable to provide a valid medical explanation for a positive lab test result, the MRO reports the test result as positive.

Interpretation of Test Results

All tests will be interpreted by the Company as follows:

- **NEGATIVE TEST**: means the Employee is in compliance.
- **NEGATIVE TEST DILUTE**: means the Employee is in compliance, however the Employee was exceptionally hydrated at the time of the test resulting in diluted urine.
 - Negative Dilute results for Return to Duty or Follow-up tests are not accepted as verification of compliance and require immediate retesting.



- NEGATIVE TEST WITH SAFETY ADVISORY: means the Employee is in compliance, however medical clearance is required to determine the Employee's ability to engage in safety-sensitive duties. This test result is product of the Medical Review Officer's confirmation of a legitimate, verified medical reason for a substance to be present in an employee's body (ie. prescription medication).
- **CANCELLED TEST:** means the test result cannot be relied upon to determine compliance or noncompliance. Cancelled tests are not accepted as verification of compliance and require immediate retesting.
- **INCONCLUSIVE / NON-NEGATIVE TEST:** means the POCT returned a result that requires further investigation by a laboratory and therefore cannot be relied upon to determine compliance or non-compliance.
- UNSUITABLE / ADULTERATED SAMPLE: means the urine sample did not meet required integrity checks and therefore could not be tested. An unsuitable sample can result from a variety of issues, including but not limited to: sample out of accepted temperate range, sample abnormal on any part of the adulterant check, or sample not meeting visual inspection requirements.
- **INSUFFICIENT QUANTITY:** means that the Employee was unable to provide adequate urine (minimum of 30 mL in a single void), saliva, or breath sample.
- **POSITIVE TEST:** means the Employee is not in compliance. A positive result only occurs following laboratory analysis and MRO review. A POCT cannot produce a positive test result.
- **POSITIVE TEST DILUTE:** means the Employee is not in compliance. Additionally, the Employee was exceptionally hydrated at the time of the test resulting in diluted urine.
- **REFUSAL TO TEST:** means the Employee is not in compliance. All Refusal to Test results will be addressed according to the Refusal to Test protocols of this policy.

Refusal to Test

All Employees are required, as described in this policy, to submit to testing. For purposes of this policy, any or all of the following constitutes a refusal to test:

- Refusing to comply with a request made by the company under this policy for Alcohol and/or Drug testing;
 - If an Employee refuses to submit to an alcohol and drug test, the Employee will be given a short period of time of not more than 15 minutes to reconsider. If at the end of the 15 minutes the Employee continues to refuse to test the Employee's decision will be considered final.
- Failing to appear for a scheduled test. Any employee who fails to appear for any test required under this policy is deemed to have refused testing.
 - If an Employee or Candidate fails to appear for a bona-fide documented medical reason or family emergency, the test will be rescheduled. All other failures to appear are, for purposes of this policy, deemed a refusal to test.
- Refusing to cooperate with the testing process in a way that prevents the completion of the test;
 - If an Employee refuses to cooperate with the testing process (in the workplace, in transit to the testing facility, or at the testing facility), the Employee shall receive one verbal warning of the necessity of cooperating with the investigation. If, after being warned, the Employee continues to be non-cooperative the testing process will be terminated and considered a Refusal to Test.



- Refusing to provide a suitable sample for an Alcohol and/or Drug test. This includes:
 - an attempt to bring into the collection site any substance or item that may result in the sample being adulterated or altered;
 - o conduct that clearly indicates an attempt to substitute or adulterate a specimen.
 - $\circ\;$ use of a urine substitute, including urine provided by another person or a synthetic product.
- **Refusing due to self-reported usage**. When an Employee refuses a test required under this policy by self-reporting usage of a substance in violation of this policy, the Company shall deem this a positive test.
- **Refusing to disclose test results.** Any refusal to agree to disclosure of a test result to the Company is grounds for immediate termination with cause.

Test Management Protocols

Based on the testing results, the Company will take the following actions:

- **NEGATIVE TEST:** The DER shall notify the Employee of the negative test result and that no other action under this policy are necessary.
- NEGATIVE TEST WITH SAFETY ADVISORY: The DER shall notify the Employee of the negative test result and safety advisory. The DER will inform the Employee that they will not be allowed to engage in Safety-Sensitive work until the Safety Advisory has been lifted by the prescribing/treating physician. The DER will provide the Employee with a medical clearance form (EXHIBIT D) and a copy of the Physical Demands Analysis (PDA) or Job Description for the Employee's position. This medical clearance process will also be used in situations where an employee discloses a medical or mental health condition, or the use of a prescription medication / medical Cannabis.
- **CANCELLED TEST:** The DER shall notify the Employee of the cancelled test result and immediately reschedule the employee for a retest.
- **NON-NEGATIVE:** Is the initial test result from the POCT (Point of collection test). This test must be processed at a medical lab facility and reviewed by a Medical Review Officer. This process can take up to 5 days from the initial Non-Negative test. The employee will be, at the company's discretion, temporarily reassigned to non-safety sensitive duty or may be sent home without pay pending the laboratory testing result and related Medical Review Officer review.
- **INCONCLUSIVE:** If the POCT is inconclusive, the employee will be, at the company's discretion, temporarily reassigned to non-safety sensitive duty or may be sent home without pay pending the laboratory testing result and related Medical Review Officer review.
- UNSUITABLE / ADULTERATED SAMPLES: Unsuitable samples will be discarded and immediate retesting under closely monitored protocols will be completed. Only one second collection will be completed. If the second collection is unsuitable, the test will be reported as "Unsuitable" and shall be deemed a "refusal to test".
- **INSUFFICIENT QUANTITY:** Individuals unable to provide an adequate urine, saliva, or breath sample within 3 hours shall be referred to a physician for evaluation. If the physician reports no medical reason for the inability to produce a sample, the Company shall follow the Positive Test Management protocol in this policy.
- **POSITIVE TEST**: A positive test must be processed at a medical lab facility and reviewed by a Medical Review Officer. A positive test is a violation of this policy and upon completion of an



investigation, may result in disciplinary action up to and including termination. The Company will investigate all positive tests as follows (EXHIBIT E):

- Upon notification of a positive test, the DER will notify the Human Resources Manager of the results.
- The DER and/or Human Resources Manager will meet with the Employee, review the test results, and invite them, in writing, to undergo a Substance Assessment with an SAP at the Company's cost.
- If the Employee declines the assessment, the Human Resources Manager will have them sign the Positive Test Notice (EXHIBIT F) and terminate employment for workplace misconduct – a serious safety violation.
- If the Employee accepts, the Human Resources Manager will have them sign the Positive Test Notice (EXHIBIT F).
- The employee may be, at the Company's discretion, and as recommended by the SAP Counselor, required to remain off-work or be temporarily reassigned to non-safety sensitive duties while completing the recommended Substance Abuse Treatment Program.
- The SAP report will include:
 - An assessment summary report including treatment and recommendations.
 - A Return to Duty Agreement which will describe the counselling/treatment requirements and follow-up testing requirements for the Employee.
- Employees testing Positive may be subject to immediate termination for cause. However, if after considering all of the facts of circumstances, the Company determines that the positive test relates to a disability, it may impose a lesser penalty as an accommodation under applicable law.
- **SECOND OFFENSE:** In the event an employee fails to comply with the policy as a second offence during the course of their employment with the Company, they will be subject to immediate termination for cause.
- **REFUSAL TO TEST:** A refusal to test is considered a serious safety violation and a violation of this policy. With the noted exception of Refusing Due to Self-Reported Usage, the offending Employee shall be terminated immediately with cause.
- **ELIGIBILITY FOR REHIRE:** A previous employee who satisfactorily completes a recognized rehabilitation or substance abuse program may be considered for reinstatement upon demonstrating such completion to the satisfaction of the Company, subject to all other conditions of employment.



All testing performed by the Company, or by a Third-Party on its behalf, shall conform to the following standard:

Alcohol Testing

- All Alcohol testing must be conducted by breath analysis using a device accepted for testing by either the Attorney General of Canada or the U.S. Department of Transportation's National Highway Traffic Safety Administration's (NHTSA) conforming products lists.
 - All breath alcohol testing will be administered by a BAT or STT.
 - All breath alcohol testing will comply with recognized industry standards (COAA/US DOT).

Drug Testing

- All Drug testing must conform to all of the following:
 - POCT kits used for screening must be approved by either Health Canada or the U.S. Food and Drug Administration.
 - Adulterant check kits used for screening must be approved by either Health Canada or the U.S. Food and Drug Administration.
 - All Drug testing will be administered by personnel trained to US DOT standards and completed in accordance with recognized industry standards (COAA/US DOT).

Laboratory

- The Company agrees to retain a laboratory to conduct urine and/or oral fluid drug testing.
- The laboratory must be in Canada and approved by The Substance Abuse and Mental Health Services Administration. (a branch of the U.S. Department of Health and Human Services).

Medical Review Officer

- The Company agrees to retain a Medical Review Officer (MRO) who must be certified with the American Association of Medical Review Officers or Medical Review Officer Certification Council.
 - In the event the Company elects to use a non-Canadian based MRO, the Company will make it plain to Employees that their information may be processed in a foreign country.
 - The Company will provide this information to Employees *in clear and understandable language*. Information provided to Employees will state that "The results of their testing, along with all other medical information provided to the MRO, may be accessible to law enforcement and national security authorities of that jurisdiction".
 - Employees will be provided with this notice prior to starting employment. Existing Employees will be provided with this notice in their Acknowledgement and Acceptance of Policy letter.



Facility / Third Party Administrator Certification

- Any testing facility, laboratory, MRO, or Third-Party Administrator used by the Company must certify to the Company their compliance with this standard, as it applies to them.
 - Certification Requirements: Prior to use, the Company will require Certification of Compliance with this Testing Standard from the testing facility or Third-Party Administrator.
 - The Certification statement must acknowledge compliance of branch and affiliate sites, along with the laboratory or MRO used by the facility.
 - If the Facility / Third Party Administrator transfers records electronically Certification must acknowledge PIPEDA compliance.
 - In the event the Facility / Third Party Administrator uses a non-Canadian Laboratory, MRO or any other service for processing, storing or transmitting test results, the Certification statement will outline the services being provided outside of Canada along with the full contact information the provider(s).
 - Recertification: The Company will ensure that any testing facility or Third-Party Administrator used by the Company will provide recertification of their compliance with this Testing Standard no later than the fifth (5) day of January each year. Additionally, the testing facility or Third-Party Administrator must be able to provide re-Certification of their compliance with this Testing Standard within 2 weeks of any request by the Company.
 - Failure to Certify: A testing facility or Third-Party Administrator that is not able to certify their compliance with this Testing Standard within the timeframe specified will be prohibited from providing testing and all other services to the Company for 12 months.



Confidentiality and Privacy

The Company recognizes that all documentation relating to the Fitness for Duty / Impairment-Free Workplace Policy, including alcohol and drug test results, medical clearance forms, and SAP reports contain highly personal and confidential information about an Employee. As such, all information received and communicated as policy shall be held in the utmost confidence.

- All Fitness for Duty / Impairment-Free Workplace policy documentation shall only be received by the DER(s) and Human Resources Manager.
- All Fitness for Duty / Impairment-Free Workplace policy documentation will be securely stored separate from Personnel Records.
- Access to All Fitness for Duty / Impairment-Free Workplace policy documentation shall be limited to the DER(s) and Human Resources Manager.
- A breach of this section of this policy may result in immediate termination with cause and without appeal.

Fitness for Duty Policy-Related Costs

The cost burden associated with this policy shall be distributed as follows:

- Testing.
 - Company shall pay for all costs, including laboratory and MRO costs, associated with testing.
- SAP Assessment/Treatment.
 - Company shall pay for the SAP assessment costs associated with adhering to the policy.
 - Within the bounds of the company benefit plan, Employees will be supported through any recommended treatment and aftercare program consistent with the Substance Abuse Professional's recommendations.
 - Employees will be responsible for any counselling/treatment costs not covered under the Company's benefit plan.
- Medical Costs.
 - The Employee shall be responsible for all medical costs including but not limited to, costs associated with the completion of a medical clearance forms and physicians' notes.



Consent

By continuing employment with the Company, employees accept the terms of this Policy and authorize any certified service provider that tests employees for Drugs or Alcohol on behalf of the company to release the test results to the Company and to any licensed treating physician of the employee or SAP to whom the employee has been referred under the provisions of this policy.

Any employee subject to testing or who tests positive under this Policy accepts that he or she may be;

- Denied access to, or removed from, Company business or Company premises,
- Refused employment with the Company
- Placed on a leave of absence
- Suspended without pay, pending the tests results, investigation, and/or assessment and/or;
- Terminated with cause
- Employees accept that Drug and Alcohol searches may result from, lead to, or be a component of testing.

Acknowledgment

I hereby acknowledge receipt of the Scott Builders Inc. Fitness for Duty Policy. I understand that as a condition of my employment, I am required to read, understand and comply with this policy. I am aware that failure to comply with the policy cause for disciplinary action, up to and including termination of my employment for cause.

I understand that the results of any testing, along with all other medical information provided to the MRO, may be accessible to law enforcement and national security authorities of that jurisdiction.

I understand the company may elect to use a non-Canadian based Medical Review Officer through the contracted Third Party Testing Facility, and as such, I am aware the test results along with all other medical information provided to the Third Party Testing Facility, may be processed in a foreign country and provided to the MRO, and may be accessible to law enforcement and national security authorities of that jurisdiction.

Dated this _____day of ______,20_____

 Employee Name
 Employee Signature



Safety Sensitive Decision Matrix

This matrix is an assessment tool that can be used to identify positions that may be safety sensitive, potentially safety-sensitive or non-safety-sensitive, based on work activities and work environment. *By industry agreement, the activity of driving is considered potentially safety-sensitive*.

If the position falls within the potentially safety-sensitive area, you must determine if the work activity and worker will be supervised or not. If adequate supervision is available, the position would be non-safety-sensitive. If adequate supervision is not available, the position would be safety-sensitive. To aid in the classification of safety-sensitive you should consider the potential detrimental impact on People (Workers and Public), Environment, Assets, and Reputation (P-E-A-R) when assessing the work activities and work environment. You should also consider the increasing probability (likelihood) and escalating severity of an actual or potential consequence. Special consideration should be given to green workers for all activities they perform.

Definitions

Safety-Sensitive:	A position in which the individual has a key and direct role in an operation where performance limitations due to substance use could result in a significant incident or near miss. The potential consequences of such an incident or near miss may include fatalities, serious injury to workers or the public, significant property damage, significant environmental damage or detrimental
	impact to reputation. No mitigating measures warrant reclassification of these positions.
Potentially Safety-Sensitive:	A potentially safety-sensitive position is safety-sensitive unless mitigating measures are used to control the hazards and risk to an
	acceptable level. Examples of mitigating measures include direct supervision, driver training, journey management, fatigue
	management and working alone programs.
Non-Safety Sensitive:	Positions that are not considered safety-sensitive or potentially safety-sensitive will be considered non-safety-sensitive. This could
	include employees who infrequently visit higher-risk locations, provided proper mitigating controls are in place (e.g., continuous supervision, site and safety orientations).
Work Environment:	Relates to the highest risk/hazard exposure related to the work environment in which the work activities will be performed. You must consider the highest consequence work environment/location, where an employee may perform work even on an infrequent basis.
Work Activities:	Relates to the highest consequence activity, which is likely to be undertaken by an employee. You must consider the highest
	consequence work, which an employee may only do on an infrequent basis.

Work Activities

Level 1:	Slight risk, activities with low consequences of an incident. Risk exposure to hazards is also low.
Level 2:	Minor risk, activities with minor consequences of an incident. Risk exposure to hazards is also minor.
Level 3:	Considerable risk, activities with considerable consequences of incident. Risk exposure to hazards also considerable.
Level 4:	Major risk, activities with major consequences of an incident. Risk exposure to hazards is also major.
Level 5:	Extensive risk, activities with extensive consequences of an incident. Risk exposure to hazards is also extensive.

Work Environments

	vel 1: Slight i
Level 2: Minor risk and hazard exposure in the work environment when performing work activities.	vel 2: Minor



Level 3:	Considerable risk and hazard exposure in the work environment when performing work activities.
Level 4:	Major risk and hazard exposure in the work environment when performing work activities.
Level 5:	Extensive risk and hazard exposure in the work environment when performing work activities.

Safety-Sensitive Job Analysis and Rating

This assessment tool is used to identify positions that may be safety sensitive, potentially safety-sensitive or non-safety-sensitive, based on work activities and work environment. By industry agreement, the activity of driving is considered potentially safety-sensitive.

If the position falls within the potentially safety-sensitive area, you must determine if the work activity and worker will be supervised or not. *If adequate supervision is available, the position would be non-safety-sensitive. If adequate supervision is not available, the position would be safety-sensitive.*

Job Title:	Office Worker	Analysis Completed by:	Safety Department						
Title can	Project Managers, Project Coordinators, Administrative Staff, Managers, Sales, Estimating, Architectural technologist, Asset								
include:	Administrative Staff								
Work Acti	Work Activities (What Tasks?)								
- Office wo	- Office work- emails, computers, phone calls, meetings								
- Meeting	- Meetings occurring off site at various locations								

Work Environment (Where is the work done?)

- Work occurs in the office.

- PM's, PC's and Sales may require visits to clients and sites



Potentially Safety Sensitive tasks within the Job Description? (Driving, etc.)

- Driving to sites/meetings
- Site Visits
- Site inspections

Safety Sensitive Decision Matrix										
Work Activity Severity				Impact Areas (PEAR)						
Level 1			Level 2	Level 3	Level 4	Level 5	People	Environment	Assets	Reputation
ant	Level 1						Slight injury (first aid)	Slight	Slight Damage <\$10k	Slight
nme ty	Level 2						Minor injury (medical aid)	Minor	Minor Damage <\$100k	Limited
Environ Severity	Level 3						Major injury (LTI)	Localized	Localized Damage <\$500k	Considerable
Work Environment Severity	Level 4						Fatality	Major	Major damage <\$1 mil	National
M	Level 5						Multiple fatalities	Massive	Extensive damage	International
					Level 4	Level 5		reate a control plan	for the tasks	
Can the tasks be eliminated or controlled? Yes No If No, the job is considered Safety Sensitive Non-Safety										
Rating: Sensitive Safety-Sensitive										



Control Measures (In the event an employee is deemed not Fit for Duty)

No driving on behalf of the company- Meetings should be held at the office location or a designated driver can take the worker to the location.

Site Inspections should not be conducted unless approved and escorted by the site superintendent?

Safety-Sensitive Job Analysis and Rating

This assessment tool is used to identify positions that may be safety sensitive, potentially safety-sensitive or non-safety-sensitive, based on work activities and work environment. By industry agreement, the activity of driving is considered potentially safety-sensitive.

If the position falls within the potentially safety-sensitive area, you must determine if the work activity and worker will be supervised or not. *If adequate supervision is available, the position would be non-safety-sensitive. If adequate supervision is not available, the position would be safety-sensitive.*

Job Title:	Field Worker		Analysis Completed by:	Safety Department				
	Site Superintendents, Carpenters,							
Title can	Laborers, Foremen, Asset							
include:	Coordinators, Asset Technicians							
Work Activ	/ities (What Tasks?)							
Use of pow	er tools, hand tools, mobile equipmen	t, manual labour						
Work at heights								
Safety Supervision								
Paperwork- Meetings, Safety Documentation, Drawings, Permits								
Driving- operating equipment, delivery								
Work Environment (Where is the work done?)								
- Work on a construction site- ever changing conditions, around high-risk activities								
- Site Trailer								
- Public Roa	- Public Roads- road conditions, public							



Potentially Safety Sensitive tasks within the Job Description? (Driving, etc.)

-Most tasks are considered safety sensitive

	Safety Sensitive Decision Matrix									
	Work Activity Severity			Impact Areas (PEAR)						
		Level 1	Level 2	Level 3	Level 4	Level 5	People	Environment	Assets	Reputation
ant	Level 1						Slight injury (first aid)	Slight	Slight Damage <\$10k	Slight
onme ty	Level 2						Minor injury (medical aid)	Minor	Minor Damage <\$100k	Limited
Environ Severity	Level 3						Major injury (LTI)	Localized	Localized Damage <\$500k	Considerable
Work Environment Severity	Level 4						Fatality	Major	Major damage <\$1 mil	National
Mo M	Level 5						Multiple fatalities	Massive	Extensive damage	International
Key: Safety-Sensitive: Potentially Safety-Sensitive: Non-Safety Sensitive: Job Safety-Sensitive Rating										
0	Activity Sev	verity Level:	Level 1	Level 2	Level 3	Level 4	Level 5			
		nt Severity Level			Level 3					
		Sensitive Tasks								
been identified?			Yes	🗌 No	If Yes, Management and Safety need to be notified to create a control plan for the task					for the tasks
Can the tasks be eliminated or										
			Yes	No	If No, the jo	ob is consider	red Safety Sen	sitive		
Ratir		on-Safety tive	Safe	<mark>ty-Sensitive</mark>						

Control Measure (In the event and employee is deemed not Fit for Duty):

Field Staff are considered safety sensitive and require movement to non-safety sensitive positions.

Office work in the site trailer may be considered non safety sensitive if a control plan is in place and management and safety are notified, however this is not considered a long-term option.



SB11 EXHIBIT B – REASONABLE CAUSE CHECKLIST

REASONABLE CAUSE CHECKLIST

PART 1: EMPLOYEE INFORMATION							
Employee Name:							
Employee Job Title:							
WorkSite							
Observation Time (ind	Observation Time (indicate a.m. or p.m.) Observation Date:						
PART 2: OBSERV	PART 2: OBSERVATIONS (Place a checkmark next to any of the following observations)						
Walking		Holding on Unsteady Falling		Stumbling Staggering		Unable to walk Swaying	
Standing		Swaying Rigid		Feet wide apart Staggering		Unable to stand Sagging at knees	
Movements		Fumbling Slow		Jerky Hyperactive		Nervous	
Speech		Whispering Incoherent Rambling		Slurred Slobbering Mute		Shouting Silent Slow	
Demeanor		Cooperative Sarcastic Crying		Calm Sleepy Sleeping on job		Talkative Polite Argumentative	
Actions		Hostile Drowsy Erratic		Fighting Threatening Calm		Profanity Hyperactive	
Eyes		Bloodshot Dilated		Watery Glassy		Droopy Closed	
Face		Flushed		Pale		Sweaty	
Breath		No alcohol odor		Faint alcohol odor		Alcohol odor	
	<u> </u>	Sweet/pungent toba	cco od				
Eating / Chewing		Gum		Candy		Mints	
Miscellaneous				drugs in employee's	posses	sion or vicinity	
		On-the-job miscond	•				
		Employee admission	n to alc	ohol and/or drug use	or poss	session	

Other observations (if involved in accident, provide details):



Corroborating Witnesses (List names of all witnesses to the employee's conduct below):

PART 3: Employee's Response (the employee's explanation or reasons for his/her conduct)

PART 4: Action Plan

Once the above parts of this Reasonable Cause Checklist are completed by you and a witness, you can proceed to an action plan in a meeting with the employee.

Place a checkmark next to the applicable action(s):



Supervisor Authentication

To the best of my knowledge and belief, this report represents the appearance, behaviour and/or conduct of the above-named employee, observed by me and upon which I base my decision indicated in the Action Plan section of this document.

Supervisor Name (print)	Supervisor Signature	Date Signed
Supervisor Name (print)	Supervisor Signature	Date Signed
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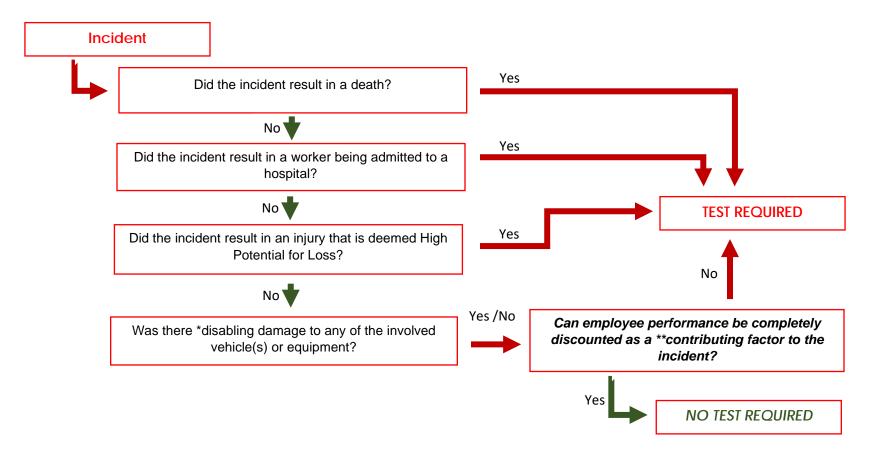


POST INCIDENT DECISION MATRIX

** A separate sheet must be filled out for each covered employee that contributed to the incident **

PART 1: EMPLOYEE INFOR	MATION	
Employee Name:		Safety-Sensitive? 🗌 No 🗌 Yes
PART 2: INCIDENT DATA		
Incident Location:		
Incident Time (indicate a.m. or p.m.): 🗆 AM [PM Incident Date:
Did the incident involve the operation Was there *disabling damage to any	at is deemed "High Potential for Loss"?	 No Yes
PART 2: ACTION PLAN		
Using the Decision Tree on back of	this form is an alcohol/drug test justified?	No 🗌 Yes
If yes, was an alcohol test perfo If a decision to test was made	rmed within 8 hours?	
If yes, was a drug test performe If a decision to test was mad	d within 32 hours?	
Supervisor Authentication		
Supervisor Name (print)	Supervisor Signature Date Sig	gned
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*Disabling Damage: Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

(1) Inclusion: Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.

(2) Exclusions: A. Damage that can be remedied temporarily at the scene of the accident without special tools or parts. Examples include:

- B. Tire replacement without other damage even if no spare tire is available.
- C. Headlamp or tail light damage.
- D. Damage to turn signals, horn, or windshield wiper, which makes the vehicle inoperable.

**Contributing Factor: The determination of whether or not a safety-sensitive employee's performance was a contributing factor should be the decision of the company official investigating the accident / management.



RE: MEDICAL CLEARANCE TO PERFORM SAFETY SENSITIVE JOB FUNCTIONS

Employee's Name:

Date: _____

Dear Physician

This medical evaluation has been requested because of REASON (i.e. employee's disclosure of a medical/mental health condition or medication, medication detected through a workplace drug test, etc.):

REASON:

The purpose of this form is to provide the Employee with information they need to assist their Employer in making decisions about accommodating the Employee and/or deciding if the Employee can safety complete safety-sensitive work tasks.

A safety-sensitive position is a job or position where the employee holding or acting in this position has the responsibility for his/her own safety and/or other people's safety. It is a position where impairment (due to a physical or emotional condition, or from prescription medication, or any other substance) could resolve in significant injury to the employee and/or others as a result of the employee's actions or lack thereof.

Please indicate in the checkboxes below your medical opinion of the Employee's ability to perform his/her safety-sensitive job functions. Upon completion and signing, please fax a copy of this form to:

Name: ______ Fax: ______ Fax: ______

Email Address: _____

Physician's Assessment of Employee's Ability to Perform Safety-Sensitive Job Functions					
Mental Impact	Able	Limited to:	Unable		
Thinking / Reasoning					
Concentration					
Memory					
Critical-Decision Making					
Alertness / Reaction Time					
Other:					
Physical Impact	Able	Limited to:	Unable		
Sitting		time			
Sitting					
Crouching / Kneeling / Squatting		time			
Crouching / Kneeling / Squatting		time			
Crouching / Kneeling / Squatting Standing		time time			
Crouching / Kneeling / Squatting Standing Walking		time time time			



SB13 EXHIBIT D – MEDICAL CLEARANCE FORM

Fitness for Duty Clearance

		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
		Maximum 4 kg/10 lbs.	
Waist to Shoulder		Maximum 9 kg / 20 lbs.	
		Maximum 16 kg / 35 lbs.	
		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
		Maximum 4 kg/10 lbs.	
Above Shoulder		Maximum 9 kg / 20 lbs.	
		Maximum 16 kg / 35 lbs.	
		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
Pushing / Pulling		time	
Climb Stairs / Ladders /		time	
Scaffolding			
Crawling		time	
Bending / Twisting / Turning		time	
Repetitive Activity		time	
Gripping / Grasping Right		Limited from:	
		Prolonged	
		Repetitive	
		Vibration	
		Other:	
Left		Limited from:	
		Prolonged	
		Repetitive	
		Vibration	
		Other:	
Reaching Right		Above shoulder	
		Below shoulder	
Left		Above shoulder	
		Below shoulder	
Fine Dexterity			
Vision / Speech / Hearing			
Balance			
Other			
Environmental Impact	Able	Limited to:	Unable
Exposure to Heat / Cold			
Exposure to Dust / Fumes /			
Odors			
Exposure to Dry / Wet			
Exposure to Noise			
Exposure to Lighting			



SB13 EXHIBIT D – MEDICAL CLEARANCE FORM Fitness for Duty Clearance

Other:			
Miscellaneous	Able	Limited to:	Unable
Shift Duration		Limited to hrs per day	
Consecutive Shift Attendance			
Shift Work			
Operating a Vehicle / Equipment			
Working at Heights			
Other:			

In my opinion, as the treating physician:

- The Employee is fit to return to pre-injury work today and is safe to perform his/her safetysensitive job functions with no limitations or restrictions.
- The Employee is fit to return to work today with work limitations as noted above and is safe to perform his/her safety-sensitive job functions with the above-noted limitations and/or restrictions. In my opinion, these restrictions or limitations are:

Temporary	days	4-6 weeks
	Less than 2 weeks	🗌 6 weeks to 3 months
	2-4 weeks	More than 3 months
Permanent		

 The Employee is not fit to work today and should not perform safety-sensitive job functions.

 Follow-up Visit Required. Date of next appointment:

Additional comments / recommendations (if any):

My opinion is based on the factors indicated below:

Information provided by the Employee.

My examination of the Employee and my assessment of the findings and health information.

Physician Name (print)	Physician Signature	Date Signed	-
Contact Information:			
		Phone Number	_
Medical Clinic Name and Ac	ldress	Email Address	_



Consent to the Disclosure of Health Information

Employee Name

Date of Birth _____

By signing below, I authorize the health information requested on this form to be released by the Physician listed above to Service Provider ______ and the re-

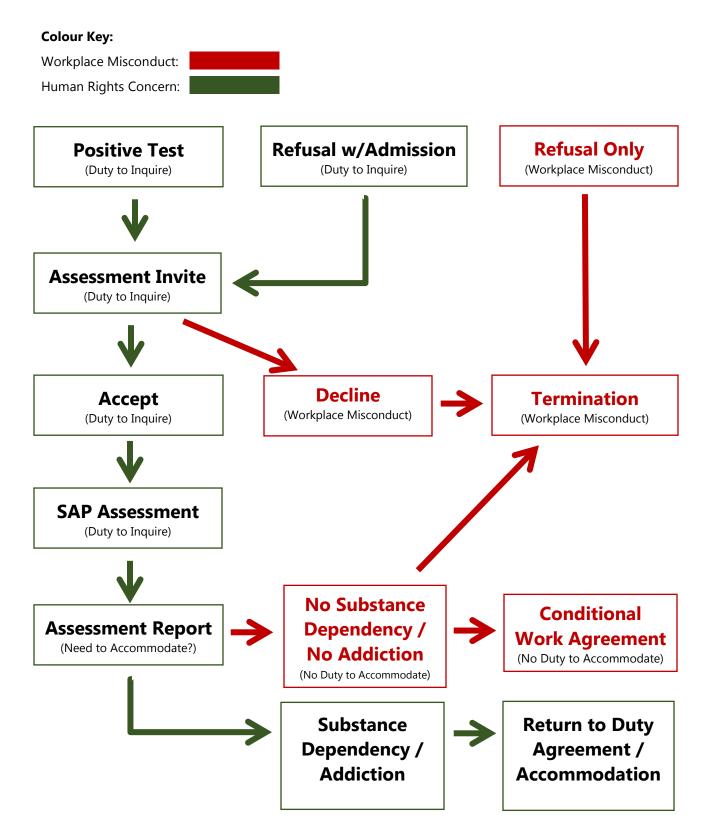
disclosure of this information to my employer, Scott Builders Inc. for the purpose of evaluating my fitness for duty. This consent automatically expires 120 days after signing.

Signature of Employee

Date Signed



Positive Test / Refusal to Test Flowchart



SCOTT

Section 16 Fall Protection

BUILDERS INC



It is the Scott Builders Inc. policy to establish a 100% fall protection goal, meaning that all workers are properly protected from falls when working at heights and that **absolutely no exposure to an elevated** fall is permitted on any Scott Builders Inc. worksite.

Workers must be protected from falling from a temporary or permanent work area if the fall height is:

- A vertical distance of 3 metres (10') or more.
- A vertical distance of less than 3 metres (10') if there is an unusual possibility of injury.
- Into or onto a hazardous substance or object, or through an opening in a work surface.
- A client requires fall protection at a lesser height, 6' is common for industrial construction.

All employees and subcontractor workers who are going to work at heights must be properly trained on fall protection equipment, Provincial OH&S Legislation, fall protection plans, fall protection methods, identification of fall hazards, assessment and selection of anchors, correct use of connecting hardware, effects of a fall on the human body, pre-use inspections, emergency procedures and have practice in using the fall protection equipment as outlined in the training requirements listed in this section.

A worksite specific Fall Protection Plan must be developed and implemented if workers may fall 3 metres (10') or more and the workers <u>are not</u> protected by guardrails. Any task which requires a worker to don a harness requires a Fall Protection Plan including work from an AWP. All persons involved in the development and/or implementation of a Fall Protection Plan must be qualified and competent with the information, procedures and training of the Plan. Each subcontractor will also have to complete a Fall Protection Plan specific for their work activities. Workers must be trained on the Fall Protection Plan and the Plan must be posted at the worksite.

All employees, subcontractors, clients and visitors are required to comply with this Fall Protection policy whenever they are on a Scott Builders Inc. project worksite. Failure to do so will result in disciplinary action including but not limited to immediate work stoppage and/or removal from site.

All fall protection equipment and systems must meet all applicable Provincial OH&S, CSA and ANSI standards for fall protection otherwise they will not be permitted for use on any Scott Builders Inc. worksites.

All fall protection equipment and systems used by anyone involved in work for Scott Builders Inc. will be maintained in accordance with the manufacturer's instructions and requirements.

Company issued Fall Protection Equipment will be inspected by the employee at the time of issue and before each use and removed from service if defective. The inspection is to be documented on the workers FLHA. Employees are to keep their issued fall protection equipment with them when they move between worksites so they always have the appropriate PPE required to complete tasks safely.

No piece of fall protection equipment will be modified or changed contrary to manufacturer's instructions, specifications or Provincial OH&S Legislation. Scott Builders fall protection equipment will under no circumstances be utilized by anyone other than Scott Builders Inc. employees.



IF ELEVATED WORK CANNOT BE PERFORMED SAFELY AND WITHOUT EXPOSURE TO FALL, THEN THE WORK <u>WILL NOT BE PERFORMED.</u>

Date: January 10, 2024

Signed: Murray Cunningham, President & CEO



Workers that have the potential to be exposed to a fall hazard must be trained prior to them starting any risk-of-fall work activities.

Training must be conducted by a competent, trained and authorized instructor or approved training agency.

Fall protection training must include the following:

- A review of current Provincial OH&S Legislation pertaining to fall protection.
- An understanding of what a Fall Protection Plan is.
- Fall protection methods a worker is required to use at a worksite.
- Identification of fall hazards.
- Assessment and selection of specific anchors that the worker may use.
- Instruction for the correct use of connecting hardware.
- Information about the effect of a fall on the human body including:
 - Maximum arresting force.
 - The purpose of shock and energy absorbers.
 - Swing fall.
 - Free fall.
- Pre-use inspections.
- Emergency response procedures to be used at the worksite.
- Practice in inspecting, fitting, adjusting, and connecting fall protection systems and components.

Re-training

Re-training fall protection must be conducted:

- At any time there is reason to believe that a worker either does not have the necessary knowledge and skills to comply with this Fall Protection Program or,
- Cannot demonstrate competency in the implementation of this program or,
- Training certification expires (normally every 3 years).

Re-training must be conducted by a designated competent, trained and authorized instructor or approved training agency.

Re-training is also required under the following circumstances:

- Changes in the workplace or Provincial OH&S Legislation render previous training unacceptable or obsolete.
- Changes in the types of fall protection systems or in equipment to be used renders previous training unacceptable or obsolete.
- Observations of inadequacies in the Fall Protection Plan or the affected worker(s) knowledge or use of the Fall Protection Program indicates that the worker(s) has not retained the necessary comprehension or skill level.



Anchor Points

A point to which fall protection equipment may be securely attached. The strength of a personal fall arrest system is based on it being attached to an anchorage system that does not reduce the strength of the system. All anchorage points must meet all applicable CSA/ANSI standards as well as Provincial OH&S Legislation for use, care and maintenance at all times. Both permanent and temporary anchorage points must be a minimum breaking strength of 5,000lbs (22.2 kN) or 2 times the maximum arresting forces in any direction in which the load may be applied.

Carabiner

A connector with a metal loop with an auto-locking spring gate. The loop part opposite the gate is referred to as the spine. It can quickly and reversibly connect components in a fall protection system. All snap hooks must be CSA, ANSI or CE approved.



Connectors

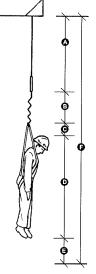
All those devices situated between the worker's full body harness and the anchor point, i.e. lanyards, snap hooks, carabiners, lifelines, etc.

Clearance

The safe distance required to prevent a worker from striking the next level or any other obstruction below in the event of a fall.

Clearance Formula

Lanyard length + energy absorber + D-ring slippage (1' or 31cm) + height of D-ring + safety margin (2' or 61cm) = Clearance



Assumptions:

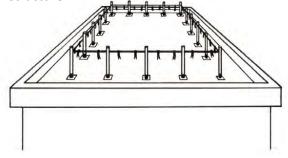
The worker is 1.8 m (6 ft.) tall using a 1.8 m (6 ft.) long lanyard. The combined weight of the worker, clothing, and tool belt is at least 100 kg (200 lbs).

- A Length of lanyard 1.8 m (6 ft.)
- B 1.1 m (3.5 ft) due to shock absorber elongating — 1.75 m (5.75 ft) for European shock absorber
- C Harness stretch plus Dring sliding – 0.3 m (1 ft.) for regular harness and 0.75 m (2.5 ft) for stretch harness
- D Height of worker 1.8 m (6 ft)
- E Safety factor clearance below feet of 0.6 m (2 ft)
- A+B+C+D+E Overall minimum clearance is 5.3 m (17.3 ft) to 5.75 m (18.9 ft) beneath the anchor



Control Zone

An area within 10' (3m) of an unguarded edge of a level, elevated work surface that has a slope of no more than 4^o towards an unguarded edge or that slopes inwardly away from an unguarded edge. The control zone is required when working within 10' (3m) from an unguarded edge. Consequently, a control zone cannot be used on a skeletal structure.



Deceleration Device

Any mechanism, such as a rope grab, energy absorbing lanyard, self-retracting lifelines, etc. that serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Deceleration Distance

The additional vertical distance a falling worker travels, excluding the lifeline elongation and free fall distance, where the deceleration device begins to operate and comes to a complete stop. It is measured as the distance between the location of a worker's full body harness attachment (D-ring) at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the worker comes to a full stop.

Failure

Load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Free Fall Distance

The vertical distance from the point a worker falls to the point where the fall arrest system begins to cause deceleration of the fall. It is always important to limit free fall distance in any fall arrest system.

Free Fall Distance Formula

Lanyard length + height of the D-ring – distance between anchor point and edge = Free Fall Distance

Full Body Harness

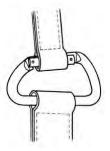
A body support consisting of connected straps designed to distribute force over at least the thighs, shoulders, and pelvis to which a lanyard, lifeline or connecting component can be attached.



Fall Protection Definitions

Gate Cross - Loading

Snap hooks and carabiners are designed to handle maximum loads in line with their long axes. However, because of their shape or circumstances of use (e.g. loops of webbing or rope coming to rest across the gate and then being placed under tension) snap hooks and carabiners can be subjected to gate cross-loading, resulting in much lower breaking strengths. Connections between hardware components must be made carefully when using snap hooks and especially carabiners.



Guardrail System

A barrier erected to prevent workers from falling to lower levels.

Hole

A gap or void, minimum of 2" (5cm) in diameter, in a floor, roof or other walking or working surface.

Lanyard

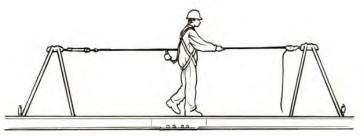
A connector that typically incorporates a length of strong material with two snap hooks or carabineers. The most common materials used to make lanyards are steel, nylon, or polyester.

Leading Edge

The edge of a floor, roof, or form work for a floor or other walking or working surface (such as a deck) that changes location as additional flooring, roofing, decking, or form work sections are placed, formed or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline

A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline) or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline) and that serves as a means for connecting other components of a personal fall protection system to the anchorage. Vertical lifelines must have a minimum breaking strength of 6,000 lbs. (27kN).



Horizontal Life Line

Lower Levels

Those areas of surfaces to which a worker can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.



Opening

A gap or void of 30" (76cm) or more high and 18" (46cm) or more wide in a wall or partition through which a worker can fall to a lower level.

Personal Fall Protection System

A system used to arrest a worker in a fall from a working level. It consists of anchorage, connectors, a full body harness, energy absorbing lanyard and may include a deceleration device, lifeline, or suitable combinations of these.

Positioning Device System

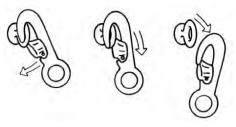
A body belt or body harness system rigged to allow a worker to be supported on an elevated vertical surface, such as a tower, and work with both hands free while leaning. These systems must prevent fall potential of greater than 3' (91cm) and be supported with a secured personal fall arrest system.

Primary Fall Prevention

Elimination of fall exposures through use of guardrail systems, aerial lifts, scaffolds, or alternate work methods such as pre-assembly at ground level.

Roll Out

The other reason for having this self-closing, self-locking requirement is to prevent "roll-out". When a force is applied on the top of a non-locking gate, the gate opens, releasing the mating hardware. The most typical roll-outs have been known to occur between snap hooks and D-rings. Although no manufacturer in North America or Europe uses non-locking snap hooks anymore, thousands of them may still be in service. Employers must remove this equipment from use and storage if it is used or could be used for fall protection.



Roof

The exterior surface on the top of a building but does not include floors or form work that is temporarily the top surface of an unfinished building.

Roofing Work

The hoisting, storage, application, and removal of roofing materials and equipment including related insulation, sheet metal, and vapor barrier work but does not include the construction of a roof deck.

Rope Grab (Fall Arresters)

A deceleration device that travels on a lifeline and automatically (by friction) engages the lifeline and locks to arrest the fall of a worker. A rope grab usually employs the principle of inertial locking cam, level blocking or both.

Secondary Fall Protection

Utilization of fall arrest equipment as a backup to primary fall prevention systems or in the absence of primary fall prevention systems.



Self-Retracting Lifeline (SRLs)

Performs a tethering function while allowing vertical movement (below the device) to the maximum working length of the device, which will arrest a worker's fall.

Shock (Energy) Absorber

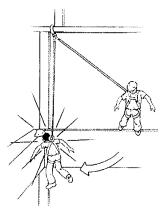
As part of a lanyard, or as a separate unit, shock absorbers as referred to as energy absorbers and serve to reduce the arrest forces which occurs during a fall on both the anchor point and the worker. They use a variety of mechanisms, such as tearing, stretching, or ripping actions to lengthen the deceleration distance and absorb the fall energy. Consequently, additional clearance is required when using a shock absorber in any system.

Snap Hook

A connector comprised of a hook-shaped member with a closed keeper or similar arrangement that may be opened to permit the hook to receive an object and when released will automatically close to retain the object. The locking type with a self-closing keeper that remains closed and locked until it is manually opened, is the only authorized snap hook. Non-locking snap hooks are expressly forbidden for fall prevention and protection purposes. All snap hooks must be CSA, ANSI or CE approved.

Swing fall hazard

Anchor selection and routing of lifelines over and around structures must take into consideration swing fall hazards. Ideally, work should be performed directly below the anchor. The further away a worker is from this ideal position, the greater the potential for the worker to swing as a pendulum into objects if a worker falls



Toe Board

A low protective barrier (minimum of 5.5" (14cm) in vertical height from the top edge to the walking or working surface and no more than ¼" (6.35mm) clearance above the walking or working surface, that will prevent the fall of materials and equipment to lower levels and provide protection from falls of personnel.

Unprotected Sides and Edges

Any side or edge (except entrances to points of access) of a walking or working surface, i.e. floor, ramp, or runway where there is no wall or guardrail system at least 36" (91cm) to 42" (107cm) high.

Walking or Working Surface

Any surface, regardless of vertical or horizontal, on which a worker walks or works including but not limited to floors, roofs, ramps, bridges, runways, form work and concrete reinforcing steel but not including ladders, vehicles, or trailer on which workers must be located to perform their duties.



Fall Protection Equipment Agreement

Date:		
Date:		

I,		, have been issu	ed the following fall protection equipment:
	(Employee's name)		-
1	Description		Serial #:
	Model	Asset #:	
2	Description		Serial #:
	Model	_ Asset #:	
3	Description		Serial #:
	Model	_ Asset #:	
4	Description		Serial #:
	Model	_ Asset #:	
6	 Protective bag Log Book Manufacturer's Instructions on all fall p 	rotection equipm	ent issued
	e to the following statements:		
	 I will conduct pre-use inspections of my 		
	I will document my pre-use inspections		
	 I will notify a Safety Advisor if my fall pi I will care for this equipment as per ma deficiencies. 		ent is due for its annual inspection. ructions and inform my Safety Advisor of any
5	I agree that the safety department can	inspect this equi	pment upon request.
6	 I agree that I will not lend this fall prote individual. 	ction equipment	to anyone and I will not exchange with another

Employee Signature

Scott Builders Inc. Trainer/Supervisor's Name

Scott Builders Inc. Trainer/Supervisor's Signature

SCOTT	Fall Protection Plan (Non-E	
	Job Name:	
7	Job Number:	
	Date:	
BUILDERS INC	Time:	

Company Completing Plan:	
Company's Supervisor's Name:	

Fall Hazards

Identify all existing and potential fall hazards associated with the work site.

- Working at heights above 10' (3m).
- Unprotected opening in a work surface.
- Working on a ladder above 10' (3m).
- Working on scaffolding above 10' (3m).
- Other: _____

Fall Protection Systems to be used

Identify the fall protection systems to be used at the worksite to protect workers from the fall hazard(s), i.e. travel restraint, personal fall arrest system, safety net, control zone, etc.

- Travel restraint system.
- Personal fall arrest system.
- Control zone.
- Procedural based fall protection.

Fall Protection Equipment to be used including anchors:

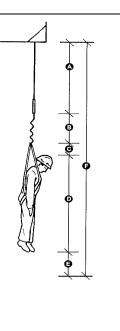
Temporary Anchors	Permanent Anchors
🗌 Beam	
Rooftop Unit	
Standing Seam Roof Anchor Bracket	
Beam Stryder	
Wooden Truss Anchor: Type	
Cable Sling: Length	
Nylon/polyester Sling: Length	
Connectors	
Self-retracting Lanyards (SRL)	Lanyard length:
☐ Type 1	Lanyard Adjustable
Type 2: Length	Lanyard – Twin Leg
Type 3: Length	Safety Rope and Rope Grab
Horizontal Life Line	Length of Ropes:
	Full Body Harness
Snap Hooks	Type: A (Arresting)
Other:	Other:



Fall Protection Plan

Clearance Distances below Work Area(s) (if applicable) Complete clearance formula to confirm there is sufficient clearance to prevent the worker(s) from striking the ground, an object or the level below the work area.

Note: Clearance Formula = lanyard length + energy absorber + Dring slippage (1') + height of Dring + safety margin (2').



Assumptions: The worker is 1.8 m (6 ft.) tall using a 1.8 m (6 ft.) long lanyard. The combined weight of the worker, clothing, and tool belt is at least 100 kg (200 lbs)

- A Length of lanyard 1.8 m (6 ft.)
- B 1.1 m (3.5 ft) due to shock absorber elongating -1.75 m (5.75 ft) for European shock absorber
- Harness stretch plus Dring sliding - 0.3 m (1 ft.) for regular harness and 0.75 m (2.5 ft) for stretch harness
- D Height of worker - 1.8 m (6 ft)
- Ε Safety factor - clearance below feet of 0.6 m (2 ft)
- A+B+C+D+E Overall minimum clearance is 5.3 m (17.3 ft) to 5.75 m (18.9 ft) beneath the anchor

Procedures to Assemble, Maintain, Inspect, Use and Disassemble the Fall Protection System

Describe in detail the procedures that are going to be used to assemble, maintain, inspect, use, and disassemble fall protection equipment.

- All fall protection equipment must be assembled, maintained, inspected, used and disassembled as per the manufacturer's instructions. Manufacturer's written instructions must be present on the worksite for all fall protection equipment being used.
- Any workers who will be using fall protection equipment must complete a documented pre-use inspection prior to use. .
- Lanyards and full body harnesses must be sent to the manufacturers or designate annually for a formal inspection. Written records must be kept.
- SRL Types 2 and 3 must be sent for recertification two years after the date of manufacture and annually thereafter. Written records must be kept.
- A written procedural based fall protection plan must be used for assembling and dismantling fall protection equipment . (first on up - last one down).
- Any fall protection equipment found faulty or in need of repair should be immediately tugged out and the Site Superintendent informed.

Rescue Plan

Please check the appropriate boxes for rescue equipment going to be used: □ Ladder(s)

Extension: Length
Step: Length
Scissor Lift: Height
Boom Lift: Height
Forklift
Type 3 SRL: Length
Leg Loop Extensions

And Emergency Services: 911

Note: We must conduct an in-house rescue and not rely on emergency services to do the rescue. Suspension trauma can set in quickly so the rescue must be initiated immediately and not be delayed.

This Fall Protection Plan was developed by: (All workers sign page 4)

Name	Signature	Date

SCOTT

Worker Requirements

- 1. Workers must be trained in the safe use of fall protection systems before being allowed to work in an area where a fall protection system must be used.
- 2. Training must include the following:
 - a) Review of current Provincial Legislation pertaining to fall protection.
 - b) Understanding of what a fall protection plan is.
 - c) Fall protection methods a worker is required to use at a worksite.
 - d) Identification of fall hazards.
 - e) Assessment and selection of specific anchors that the worker may use.
 - f) Instruction for the correct use of connecting hardware.
 - g) Information about the effects of a fall on the human body.
 - h) Pre-use inspections.
 - i) Emergency response procedures to be used at the worksite.
 - j) Practice in inspection, fitting, adjusting, connecting fall protection systems and components.
 - k) Emergency response procedures.
- 3. Workers who have not received FULL training as stated above WILL NOT BE ALLOWED TO WORK WHERE A FALL PROTECTION SYSTEM MUST BE USED.
- 4. Workers expected to rescue a worker who has fallen and is suspended by a fall protection system must be trained in rescue procedures.



Fall Protection Plan

Workers Sig	Workers Signing this Form Acknowledge that They Have Reviewed and Understand this Fall Protection Plan.			
Date	Print Name	Signature	Trained in the safe use of fall protection systems as per Provincial OH&S Code?	Certificate Number Training Certificate must be onsite with worker at all times.
			🗌 Yes 🗌 No	
			☐ Yes ☐ No	
			Yes No	
			☐ Yes ☐ No	<u>.</u>
			Yes No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	



Scott Builders Inc. believes that protection from falls is a fundamental right and responsibility when working at elevations. For these reasons alone, responsibilities for health and safety of any persons involved in Scott Builders' projects include the establishment and maintenance of an effective communication system between workers, supervisors, and management.

Specific health and safety responsibilities for fall protection are as follows:

Management	Actively participate and provide support of the 100% Fall Protection program.
Front Line Supervision	Actively participate and provide support to ensure 100% compliance to the Fall Protection program by all worksite personnel.
Safety Department	Supports the field personnel's ownership of the 100% Fall Protection program and assists in any training required to ensure sufficient comprehension of the program for successful and consistent compliance.

Pre-job Safety Instruction (PSI)

PSI is delivered to each worker assigned to work at heights or other areas that present fall hazards. It is the Supervisor's responsibility to ensure all tasks have been completely analyzed for individual fall potential prior to the commencement of work activities and furthermore to ensure that adequate fall prevention/protection systems are in place. It is additionally the Supervisor's responsibility to ensure the Worker has completed adequate fall protection training and to actively question their knowledge of the system including proper methods of use and emergency procedures as well as to ensure through observation that competency for each specific system is demonstrated consistently.

Fall Protection Plans

One way to ensure adequate pre-job safety instruction is through thorough planning and communication of a Fall Protection Plan. Fall protection planning is required at any time work is being performed at a worksite in which a fall of 3 metres (10') or more may occur and guardrails do not protect workers from the fall hazard.

Fall Protection Plans must specify:

- The fall hazards at the worksite.
- The fall protection systems to be used at the worksite.
- Anchors to be used during the work.
- Clearance distances below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object or level below the work area.
- The procedures used to assemble, maintain, inspect, use, and disassemble the fall protection systems, where applicable.
- The rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system and needs to be rescued.
- Verifies worker training requirements.

Fall Protection Plans shall be implemented for each worksite and all affected workers must be trained on their company's specific Fall Protection Plan before work with the risk of falling begins. Each subcontractor will be responsible for developing and maintaining their own Fall Protection Plan for their specific work tasks which involves a risk of falling. All Fall Protection Plans must be updated when conditions affecting fall protection changes. The plans must be posted at the worksite showing workers' signatures.



Note: Any worker using fall protection equipment must complete a fall protection plan and be trained in the use, care, and maintenance of each piece of equipment they use. <u>Proof of training or an employer competency letter is required.</u> Subcontractors are required to supply their workers with required fall protection tools and equipment, Scott Builders fall protection equipment is to be utilized by Scott Builders Employees only.

Travel Restraint Systems

Definition: A personal fall protection system, guardrail, or similar barrier that prevents a worker from traveling to an edge or work position from which the worker could fall.

Guardrail systems are an integral part of many travel restraint systems and whenever used, must comply with all applicable Provincial OH&S Legislation for construction, use, care, and maintenance at all times. The top rail should be installed between 36" (91cm) to 42" (107cm) and the mid rail should be located in the middle. A toe board must also be installed with a minimum height of 5.5" (14 cm) to complete the guardrail system.

Another common travel restraint system used is a **rope and rope grab system** which is installed so that the worker cannot come close enough to the leading edge to fall.

Fall Arrest Systems

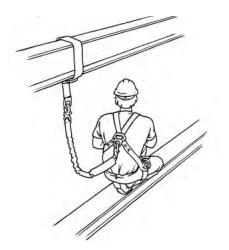
Definition: A personal fall protection system that allows a worker to fall but will arrest the fall in progress before the worker contacts the ground or any obstruction below.

<u>All full body harnesses and energy absorbing or retractable lanyards</u> must meet all applicable CSA/ANSI standards as well as Provincial and Federal Legislation for use, care, and maintenance at all times.

A full body harness and energy absorbing or retractable lanyard must be worn at all times where there is a fall potential of 10' (3m) or greater, where a fall potential of less than 10' (3m) if there is an unusual possibility of injury or fall into or onto a hazardous substance or object or through and opening in a work surface.

If at any time a worker is required to reach or position any part of their body beyond the plane of a structure's boundaries or travel restraint system, i.e. guardrail system, a full body harness and energy absorbing or retractable lanyard must be worn and secured to ensure 100% fall protection.

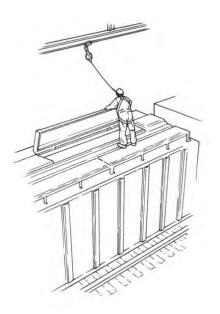


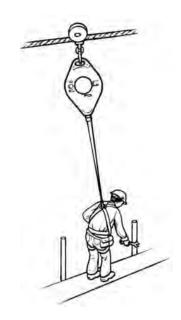


Self-Retractable Lifelines (SRLs)

SRLs are devices that when properly used, will serve to stop the free fall of a worker prior to the worker striking a lower surface.

All full body harnesses and energy absorbing or retractable lanyards must be stored in an area free from exposure to heat, chemicals, and anything else that may deteriorate the materials of which they are constructed.





<u>Lifeline Systems</u> are points of attachment for fall protection lanyards and harnesses. Lifelines may be mounted either vertically or horizontally and provide fall protection for workers in elevated areas.

Lifelines shall not be used for any other purpose than fall protection and must be protected against being cut or abraded at all times and the use of softeners is strongly recommended for this.



Lifelines shall be inspected by a trained and competent worker prior to each use to ensure system and equipment integrity.



Vertical

Horizontal

Safety Nets

Definition: A passive means of all protection in which large, specialized nets are suspended below the work area in order to catch workers in the event of a fall.

All safety net systems must be designed and approved by a registered professional engineer with the drawings for each system kept on file at the project site for which they are required.

All safety nets should be placed as close as practical under working and walking surfaces on which workers are working but should not extend more than 19' (8m) below the work area.

All safety nets must be installed with sufficient clearance underneath to prevent contact with the structures or surface below.

Nets must be inspected on a regularly scheduled basis of not less than once weekly or immediately upon any occurrence that could adversely affect the integrity of the system and defective nets shall not be used.

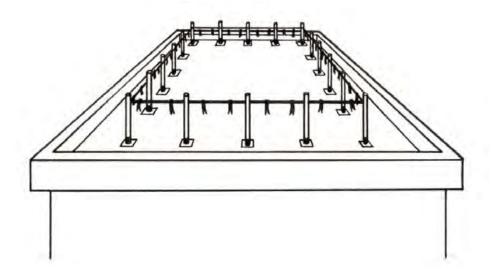
Control Zones

Control zones are designed to be utilized while performing work on non-sloped roof or roof with a slope up to 4 degrees maximum. The control zone's warning barricade warns workers of their safe working distance from the edge of the roof.

Control zones are to be constructed no less than 10' (3m) from the edge of the roof on all sides and should be constructed of material such as rope, wire, or chain so that it is easily identifiable and prohibits personnel from entering the 10' (3m) area before the edge of the roof. Please refer to the Provincial OH&S Legislation for further information on proper set-up.

All personnel working outside a control zone shall be protected by either a fall protection system or a safety net system at all times where there is a fall potential of 10' (3m) or more.





A control zone DOES NOT allow workers to be unprotected from potential fall exposures.

Procedural Based Fall Protection Plan

Procedures in place of fall protection equipment are only to be used when it is not reasonably practicable to use one of the other fall protection systems listed above. Use of these procedures in place of fall protection equipment is restricted to the following situations:

- The installation or removal of fall protection equipment.
- Roof inspections.
- Emergency repairs.
- Situation in which a worker must be on top of a vehicle or load and
 - All steps to eliminate or reduce the need for the worker to climb onto the vehicle or its load have been taken.
 - The load is secured against movement.

The following activities and procedures must take place before using the procedural-based fall protection plan:

- A documented Hazard Assessment has been completed by all workers going to use "procedures in place of fall protection equipment" and before work at heights begins.
- Procedures to be followed while performing the work must be in writing and available to workers before the work begins.
- Work is carried out in such a way that minimizes the number of workers exposed to a fall hazard while work is being performed.
- Work is limited to light duty tasks of limited duration.
- Worker(s) performing the work is competent to do it.
- When used for inspection, investigation, or assessment activities, these activities take place either before the work begins or after the work has been completed.
- Procedures do not expose a worker to additional hazards.



Procedural Based Fall Protection Plan (Non-Electronic)		
Job Name:		
Job Number:		
Date:		
Time:	AM PM	

1. Have you completed a hazard Assessment detailing all hazards associated with using the "procedural based fall protection plan"?

Note: If NO, you will not be allowed to use this method.

List all hazards:

2. Describe work to be performed:

3. Describe procedures to be followed while performing work:

4. Who will be using this method?

Completed by:

Name

Signature

Date

I have read the above information and understand the procedures to be used:			
Name	Signature	Date	

Date



Aerial Work Platforms

- Scissor Lifts Workers operating or working from scissor lift platforms MUST wear a full body harness and safety lanyard which is secured to the supplied engineered anchorage point at all times. If there are no engineered anchor points, then the scissor lift must be tagged out-of-service until engineered anchor points have been installed as per manufacturer's instructions. No exceptions will be given to this rule.
- **Boom Lifts** Workers operating from or working on a boom lift platform MUST wear a full body safety harness and safety lanyard which is secured to the supplied engineered anchorage point at all times. NO EXCEPTIONS.

Scaffolding and Temporary Work Platforms

All efforts shall be made to ensure that temporary platforms and walkways are equipped with solid decking, free from openings and including standard guardrail systems.

All workers working or traveling on temporary elevated work platforms shall wear an approved fall arrest system at all times unless it is specified by the manufacturer of the work platform that this is not a requirement or proper guardrails including toe boards have been installed to prevent the worker from falls.

All workers working or travelling on a temporary work platform with a fall exposure shall secure their fall protection lanyard to an anchorage point capable of supporting a minimum of 5,000lbs (22.2kN) or designed as part of a complete personal fall arrest system. Most scaffolds are not engineered for fall protection anchoring therefore the manufacturer's instructions should always be reviewed before anchoring to scaffolding.

All workers working or travelling on complete temporary platforms free from openings and equipped with standard guardrails are not required to secure their fall protection equipment as long as they remain within the confines of the temporary platform and guardrail system.

All temporary platforms shall meet engineering and manufacturer's specifications prior to any worker using the platform.

Temporary work platforms shall be inspected by a designated competent worker prior to the use by any workers. A tag shall be placed on the platform to readily identify the platform as inspected and safe for use with or without other precautionary measures or requirements. No tag means the work platform is unsafe to use. Inspections must be performed on the work platform no less than every 21 days after erection and this inspection must be documented on the tag. Tags must be secured at all access/egress points.

Every temporary platform shall be provided with a safe means of access/egress which commonly includes extension ladders.



Ladders

Permanent caged ladders being used to access complete structures where no fall exposure exists, may be ascended or descended without wearing fall protection.

Temporary construction ladders, whenever used, must comply with all applicable Provincial and Federal Legislation for construction, use, care, and maintenance at all times. No fall protection is required for ascending and descending. Fall protection is not required if a worker is going to be on a ladder for a short duration and while they are conducting light duty work as long as the worker stays centered on the ladder and maintains a 3-point contact when reaching beyond the side rails.

Absolutely no tools, objects, or materials are to be carried in hands while ascending or descending ladders.

Extension ladders must be secured at both the top and bottom. If they are not yet secured at the top and bottom, then another worker must hold the ladder at the bottom when it is in use until the ladder can be properly secured. This also includes the last trip down the ladder after it has been untied at the top.

Positioning Devices

Positioning systems are sometimes required for specialized tasks such as installing vertical wall rebar. All use of positioning systems must be approved by the Scott Builders Inc. project Site Supervisor prior to the commencement of work activities for which they are required.

Positioning systems must meet all applicable CSA/ANSI standards as well as Provincial and Federal Legislation for use, care, and maintenance at all times.

Connector Toggles

Connector toggles are devices which lock into structural steel bolts to provide anchorage points for shock absorbing lanyards. They are to be used only by structural iron workers (connectors) and bolt-up personnel during steel erection activities.

Connector toggles must be able to withstand a minimum of 5,000lbs (22.2kN) impact load or twice the potential impact load of an engineered fall protection system.

Concrete Form Anchorage Points

Concrete form anchorage points attach to patented concrete forms to provide an attachment point for energy absorbing lanyards. They are to be used when placing concrete forms at elevations where a fall exposure exists, only by those who are involved in concrete formation activities.

Concrete form anchorage points must be able to withstand a minimum of 5,000lbs (22.2kN) impact load or twice the potential impact load of an engineered fall protection system.

Reinforcement Steel/Concrete Form Work

Workers working on rebar walls, piers, and on concrete form walls must have 100% fall protection in place at any time they are exposed to a potential fall. This fall protection can be achieved by using one of the following options:

- Double lanyard system.
- Retractable lifelines.
- Aerial work platforms.



Working with rebar or formed walls and elevated piers generally require the use of work positioning safety harness and lanyard. The belt lanyard must be used in conjunction with a harness/lanyard that has been properly secured to provide fall protection.

Structural Steel Erection

All personnel erecting skeletal steel structures shall maintain 100% fall protection through the use of personal fall protection system, retractable lifelines, connector toggles and aerial platforms.

Access to structural steel must be obtained by use of ladder, aerial work platforms, or other approved hoisting devices. Climbing of structural steel members such as columns and diagonal braces is expressly forbidden.

Prior to and during lifeline system placement, workers crawl steel members with personal fall protection in place. In appropriate situations, retractable lifeline systems secured at higher elevations can be utilized.

Lifelines

 Horizontal Lifelines – all horizontal lifelines must be designed and approved by a registered professional engineer with a safety factor of two. Absolutely no lifelines shall be used without the receipt and review of all engineering documentation and specifications on the project site for which they are required.

Lifelines must only be installed and used under the direct supervision of a qualified and competent worker who is familiar with the engineered documentation and specification, as indicated above. Written documentation on workers qualified to install and inspect a lifeline must be kept on site.

• Vertical Lifelines – A vertical lifeline is a flexible line or rigid rail made of synthetic fiber, wire, or metal that is attached to an anchor point at one end along which a fall arrester travels. In the event a worker falls, the fall arrester will quickly "lock off", thus limiting the free fall distance.

Rope grabs are attached to the dorsal D-ring on the back of the worker's full body harness. For cable grabs or rigid rail systems on fixed ladders, the worker will attach the grab to the frontal ring on the full body harness in order to facilitate proper climbing.

Covers

All covers whenever used shall comply with applicable Provincial OH&S Legislation for construction, use, care and maintenance at all times.

All covers shall be a minimum of $\frac{3}{4}$ " (19mm) thickness and marked with the words "HOLE – DO NOT REMOVE" as a measure of providing adequate warning of the hazard. Covers need to be secured from movement.

For short duration tasks (no longer than one shift), red barricade tape erected a minimum of 10' (3m) from the edge of the opening may be used to warn workers of the opening provided that it is attended by a monitor at all times. This monitor should have no other duties that would remove him from the hole or distract him from this critical responsibility of monitoring the hole.



Roofing

- Single Roof Applications Workers engaged in work activities on a sloped roof with unprotected sides and edges that are 10' (3m) or more about the lower level, must utilize 100% fall protection such at all times. This can be achieved through the use of systems such as personal travel restraint, personal fall arrest, safety nets or control zones (as long as the roof slope is no more than 4⁰).
- **High Slope Roof Applications** Workers engaged in work activities on high slope roofs with unprotected sides and edges that are 10' (3M) or more above the lower level, must utilize 100% fall protection at all times. This can be achieved through the use of systems such as personal travel restraint, personal fall arrest, or safety nets.
 - Personal fall arrest systems must remain secured at all times while the fall exposure of 10' (3m) or more is present.
 - Workers shall receive proper fall protection training prior to beginning any task located on a high slope roof.

Excavations

Excavations with straight cut sides and changes in elevations of 10' (3m) or more must be provided with fall prevention/protection devices sufficient enough to protect workers working or traveling adjacent to them.

The preferred method of safeguarding this fall exposure is with rigid guardrail systems immediately adjacent to the excavation. Where workers are required to work immediately adjacent to an excavation and guardrails cannot provide adequate protection, they must utilize fall restraint and/or lifeline system to which they can secure their full body harness/lanyard. Workers working within 10' (3m) of an excavation with unprotected edges must remain secured to a lifeline or restraint system at all times.

Fall restraint and/or lifeline systems must meet all engineered drawing and technical specifications prior to use.

Dangerous Equipment Application

All workers working above dangerous and/or moving equipment, regardless of height, must be protected from fall potential by personal travel restraint, personal fall arrest, or safety net systems.

Fall restraint and/or lifeline systems must meet all engineered drawing and technical specifications prior to use.

Defective Fall Protection Equipment

All defective fall protection equipment must be tagged "Defective – DO NOT USE" and immediately removed from service. Notify your branch Safety Advisor immediately of this defective equipment so immediate servicing or proper disposal can take place.

DO NOT THROW ANY DEFECTIVE FALL PROTECTION EQUIPMENT IN THE GARBAGE OR DUMPSTER.



Suspension Trauma

Personal fall protection is important when you perform job tasks at heights. If you fall and your fall protection gear saves you, you may be suspended in the air for several minutes. During this time, blood can pool in your legs depriving the brain of oxygen, and causing orthostatic intolerance, or suspension trauma. If you are not rescued promptly and with correct procedures, suspension trauma can have lasting effects and even cause death.

You have probably seen examples of orthostatic intolerance without knowing the term. When soldiers lock their legs straight at attention or nervous bridegrooms stand too long at the altar, they experience orthostatic intolerance and faint. Because the muscles of the leg are not moving enough to pump the blood back up to the heart and brain, it pools in the legs and causes the person to faint. With the body in a horizontal position, the blood flow is restored, and the person can recover.

If you are suspended in fall protection gear, you will be hanging straight up with your feet dangling. Holding this position for a long period of time can lead to orthostatic intolerance and you may faint. You will not, however, fall to a horizontal position, and your blood will continue to pool. Your inactive leg muscles will use up the oxygen in the pooled blood and begin to burn fats to stay alive. If you are suddenly put into a horizontal position, such as during a rescue, this deoxygenated blood can flow back into the body (reflow syndrome) and cause damage to your organs, brain, and even cause your heart to stop.

To avoid suspension trauma when your fall protection is in use, first be aware of the symptoms you may experience such as faintness, nausea, dizziness, sweating, paleness, and a narrowing of vision. The risk of experiencing suspension trauma can be affected by the weather conditions, the shock and injuries sustained during your fall, blood loss, and your overall health.

Learn techniques that can help pump your leg muscles such as tensing and relaxing them and straightening them and pulling them up to a 'sitting position'. Maintaining these exercises may be very difficult after a fall so consider adding foot straps to your fall protection gear to support the legs and give you something to strain and push against.



Pay close attention to the rescue procedures that are appropriate to suspension trauma and to prevent reflow syndrome. Have a plan in place to rescue suspended workers quickly and get them immediate medical attention. When rescuing a suspended worker, do not lay them flat into a horizontal position. Keep them sitting up with their legs straight out in front of them. Keep the worker calm and quiet and monitor them constantly so they do not faint and fall into a horizontal position. Get a rescued worker immediate medical attention and ensure that medical personnel are aware of the possibility of suspension trauma.

SCOTT

Section 17 Injury and Claims Management

BUILDERS INC



Disability Management Policy

Scott Builders Inc. is 100% committed to the health and well-being of our employees. We will actively facilitate our disability management program and return-to-work options in order to reasonably accommodate our employees until they are able to return to their normal job duties. We will operate in a manner that retains our employee's dignity and demonstrates Scott Builders' values of respect, integrity, honest and trust.

Administered by Scott Builders Inc. Safety Department, our Return-to-Work Program supplies the injured employee with an approved work environment that will both aid the in employee's full and timely recovery and return to pre-incident duties without the concern of financial burden due to disruption of their capacity of earning full current wages.

Case Coordination

Scott Builders Inc. is a company committed to ensuring that all injury, illness and disability claims are effectively managed in order to promote an early and safe return-to-work.

Communications will be maintained regularly with the injured, ill or disabled employee, their families, health care providers and the provincial Worker's Compensation Board or equivalent.

Physical Demands Analysis and job descriptions are required for all high injury – frequency jobs and modified work positions within the company.

- The progress of any employee returning to normal or modified work duties will be monitored.
- Disability management and communications training will be provided for staff.

Date: January 10, 2024

Signed:

Murray Cunningham, President & CEO



This survey should be completed by any worker that was assisted by our workplace disability management program.

- 1. How soon after your injury/illness were you contacted by our RTW Coordinator?
- 2. Do you feel that the information you were provided with during the first contact (regarding benefits, services available, etc.) was sufficient for your needs at that time?

No _____

Yes _____

If NO, explain what information you felt was left out and how it would have helped you.

- 3. How long were you away from the workplace?
- 4. What was the nature of your injury/illness? (Describe in general terms only)
- 5. Did your RTW Coordinator set up a regular schedule of contact with you?
 - Yes _____

No _____

No _____

- If NO, explain why (if you can).
- If YES, how frequent was the schedule?
- 6. Did you feel the RTW Coordinator contact was sufficient?
 - Yes _____
- 7. Do you have any suggestions on how we can make our disability management program better?



Scott Builders Inc. cannot ensure its Disability Management Program is effective unless it has clear measures for evaluation. This program must be evaluated regularly to ensure it has been meeting the needs of the employees that it assists and is achieving the program's goals and objectives.

- 1. Discuss return-to-work implementation with injured employee and ask for comments and suggestions.
- 2. Discuss return-to-work implementation with supervisors and ask for comments and suggestions.
- 3. Collect data which will measure whether the goals and objectives are met.
- 4. Complete cost analysis of insurance premiums, costs of overtime, replacement of employees, additional time required to train and supervise new employees and compare with stats from other years.
- 5. Benchmark with other companies within same industry code.
- 6. Audit program annually to ensure desired standards are being met.
- 7. Send out disability management program survey to all injured/ill workers who participated in Return-to-Work plans.



RE: MEDICAL CLEARANCE TO PERFORM SAFETY SENSITIVE JOB FUNCTIONS

Employee's Name:

Date: _____

Dear Physician

This medical evaluation has been requested because of REASON (i.e. employee's disclosure of a medical/mental health condition or medication, medication detected through a workplace drug test, etc.):

REASON:

The purpose of this form is to provide the Employee with information they need to assist their Employer in making decisions about accommodating the Employee and/or deciding if the Employee can safety complete safety-sensitive work tasks.

A safety-sensitive position is a job or position where the employee holding or acting in this position has the responsibility for his/her own safety and/or other people's safety. It is a position where impairment (due to a physical or emotional condition, or from prescription medication, or any other substance) could resolve in significant injury to the employee and/or others as a result of the employee's actions or lack thereof.

Please indicate in the checkboxes below your medical opinion of the Employee's ability to perform his/her safety-sensitive job functions. Upon completion and signing, please fax a copy of this form to:

Name: ______ Fax: ______ Fax: ______

Email Address: _____

Physician's Assessment of Employee's Ability to Perform Safety-Sensitive Job Functions				
Mental Impact	Able	Limited to:	Unable	
Thinking / Reasoning				
Concentration				
Memory				
Critical-Decision Making				
Alertness / Reaction Time				
Other:				
Physical Impact	Able	Limited to:	Unable	
Sitting		time		
Sitting				
Crouching / Kneeling / Squatting		time		
Crouching / Kneeling / Squatting		time		
Crouching / Kneeling / Squatting Standing		time time		
Crouching / Kneeling / Squatting Standing Walking		time time time		



SB13 EXHIBIT D – MEDICAL CLEARANCE FORM

Fitness for Duty Clearance

		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
		Maximum 4 kg/10 lbs.	
Waist to Shoulder		Maximum 9 kg / 20 lbs.	
		Maximum 16 kg / 35 lbs.	
		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
		Maximum 4 kg/10 lbs.	
Above Shoulder		Maximum 9 kg / 20 lbs.	
		Maximum 16 kg / 35 lbs.	
		Maximum 23 kg / 50 lbs.	
		Maximum 46 kg / 100 lbs.	
Pushing / Pulling		time	
Climb Stairs / Ladders /		time	
Scaffolding			
Crawling		time	
Bending / Twisting / Turning		time	
Repetitive Activity		time	
Gripping / Grasping Right		Limited from:	
		Prolonged	
		Repetitive	
		Vibration	
		Other:	
Left		Limited from:	
		Prolonged	
		Repetitive	
		Vibration	
		Other:	
Reaching Right		Above shoulder	
		Below shoulder	
Left		Above shoulder	
		Below shoulder	
Fine Dexterity			
Vision / Speech / Hearing			
Balance			
Other			
Environmental Impact	Able	Limited to:	Unable
Exposure to Heat / Cold			
Exposure to Dust / Fumes /			
Odors			
Exposure to Dry / Wet			
Exposure to Noise			
Exposure to Lighting			



SB13 EXHIBIT D – MEDICAL CLEARANCE FORM Fitness for Duty Clearance

Other:			
Miscellaneous	Able	Limited to:	Unable
Shift Duration		Limited to hrs per day	
Consecutive Shift Attendance			
Shift Work			
Operating a Vehicle / Equipment			
Working at Heights			
Other:			

In my opinion, as the treating physician:

- The Employee is fit to return to pre-injury work today and is safe to perform his/her safetysensitive job functions with no limitations or restrictions.
- The Employee is fit to return to work today with work limitations as noted above and is safe to perform his/her safety-sensitive job functions with the above-noted limitations and/or restrictions. In my opinion, these restrictions or limitations are:

Temporary	days	4-6 weeks
	Less than 2 weeks	🗌 6 weeks to 3 months
	2-4 weeks	More than 3 months
Permanent		

 The Employee is not fit to work today and should not perform safety-sensitive job functions.

 Follow-up Visit Required. Date of next appointment:

Additional comments / recommendations (if any):

My opinion is based on the factors indicated below:

Information provided by the Employee.

My examination of the Employee and my assessment of the findings and health information.

Physician Name (print)	Physician Signature	Date Signed
Contact Information:		
		Phone Number
Medical Clinic Name and Ad	ddress	Email Address



Consent to the Disclosure of Health Information

Employee Name

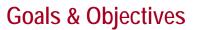
Date of Birth _____

By signing below, I authorize the health information requested on this form to be released by the Physician listed above to Service Provider ______ and the re-

disclosure of this information to my employer, Scott Builders Inc. for the purpose of evaluating my fitness for duty. This consent automatically expires 120 days after signing.

Signature of Employee

Date Signed





For Employer:

- **Production** improved productivity (skilled workers kept working); getting tasks completed that have been delayed; reduced work disruptions and lost time.
- **Financial** reduced premiums for Provincial WCB Accounts; minimizing non-recoverable expenses (benefits, hiring, and replacement costs).
- **Health and Safety** improved accident experience (important for bidding on contracts); reduced human costs of disability; promotes early intervention and optimal health outcomes.
- **Public Image** increased corporate competitiveness; improved labour relations; enhanced employee morale.

For Injured/III Employee:

- Work Environment maintenance of employment, co-worker relationships; job security; financial independence; value in contributions.
- **Financial** maintenance of financial credibility; EI/CPP contributions continuance; company benefits.
- **Medical/Rehabilitation** minimizing loss of fitness to work, i.e. muscle tone, physical fitness; focus on abilities versus disabilities; limitations accommodated.
- **Quality of Life** social (contact with co-workers and friends); psychological (dignity, self worth); alleviate feelings of dependence.

For the Health Care Providers:

• Provides focused and coordinated treatment for the injured/ill employee through the return-towork program.

For the Insurance Provider (Provincial WCB Provider, STD, LTD):

 Provincial WCB Provider – protects both the employer and employees against the impact of work injuries; compensates injured employees for lost income, health care and other costs related to a work related injury; protects employers from being sued by workers if they are injured at work; brings stability and protection to the workplace by providing coverage at a cost shared by all employers.



LETTER TO INJURED EMPLOYEE

Date:

From: – Return-to-Work Coordinator (RTWC)

To:

The policy of Scott Builders Inc. is to do all that we can to speed an employee's recovery and return them to the workplace as quickly and as safely as possible following an injury.

Please contact your Supervisor () or myself at (), if there is anything that we can do to assist you.

We have provided you with a package of information which includes these documents:

- 1. Letter for your treating physician
- 2. Physical Demands Analysis and job description of your current job
- 3. Medical Assessment Form
- 4. Medical Release Form

Please give these forms to your physician and ask that they be completed. Once completed, return them to me immediately. They are very important in assisting us with planning your return to work. If you cannot return these forms to us immediately after seeing your physician, contact me at ().

If you are off work beyond the day of injury, the provincial Workers' Compensation Board or equivalent will first determine the acceptability of your claim and will then pay benefits of 90% of your net pay up to the yearly maximum level. I ask that you call me every Monday while you are off work just to let me know how you are doing and if I can assist you in any way.

We wish you luck in your recovery; if you have any questions please do not hesitate to call.

Yours sincerely,

RTWC



LETTER TO PHYSICIAN

Date:

Dear Doctor

Scott Builders Inc. has developed a Disability Management Program. Our goal is to assist in the recovery and return-to-work of any injured employee without sacrificing their safety or well-being.

We ask for your assistance in reaching our goal by reviewing the enclosed information and completing the accompanying forms. Scott Builders will be pleased to pay if there is a fee for this service.

Enclosed is a Physical Demands Analysis form and job description outlining our employee's regular job duties. Please let us know what aspects of the job can be safely performed by our employee and an estimated time of recovery. If this job is not appropriate, we request that you complete the Medical Assessment form which will indicate to us our employee's current physical capabilities and an estimated period of recovery.

Thank you for your cooperation; I may be reached at

Yours truly, SCOTT BUILDERS INC.

Return-to-Work Coordinator



MEDICAL RELEASE FORM

Date:

Scott Builders Inc.

To Whom It May Concern:

Medical Release Form

This is my authority to release medical information pertaining to my fitness for work to my employer, Scott Builders Inc., for the purpose of coordinating my return-to-work in modified or pre-incident duties.

Employee Signature:	Date:
Witness Name:	
Witness Signature:	Date:



What is an OIS Clinic?

An OIS Clinic is a medical clinic that has been granted OIS status by the Alberta Workers' Compensation Board. They applied for and met all the quality requirements to deliver OIS. They are staffed with physicians, chiropractors, nurses and other rehabilitation staff with a background in occupational medicine and disability management. It's a clinic specifically for people who are hurt at work. Our employee use of these clinics and medical professionals is strictly voluntary but strongly encouraged. OIS clinics will work with your family physician after you initial appointment for follow-up care and treatments.

Advantages:

- Keeps everyone in the loop and avoids delays in communication.
- Additional OIS disability management reports are completed with detailed physical work capabilities and limitations to help determine modified work opportunities and return-to-work dates.
- Reduces compensation costs because the workers are treated earlier and safe return-to-work plans are identified.
- Skilled/productive workers are retrained eliminating the need to re-hire or train a replacement.
- Disability management expertise helping identifying modified work options.
- Expedited access to best practice medical interventions to help the injured worker recover quickly and safely, and ultimately return to work.
- Knowledge of Scott Builders' worksites/operations/modified work & disability management.
- Return to work plan development with employer.

Employer Commitment

Scott Builders has signed up for this program and is committed to meeting the OIS program's obligations and requirements.

Project Planning

The closest OIS Clinic should be found and contacted during the project planning stage and included in the emergency response plan. If an OIS Clinic is not located near your worksite, then you will have to use a walk-in medical clinic and/or hospital in your emergency response plan.



Employee Name:

Job Title:

Work Related Injury Non-work Related Injury Please note that Scott Builders Inc. is under no obligation to offer modified work for non- work related injuries.

In keeping with our policy to consider alternate suitable employment for any employee unable to perform their regular work due to a work-related injury, we are offering the following modified work placement.

The modified work position is:

Based on the medical assessment, the duties you will be required to perform are as follows:

- •
- •
- •
- •
- •
- .

The hours of work will be from am to pm, days a week.

The duration of the modified work placement will be from (Date) (Time) to

During the modified work placement your supervisor will be:

Your rate of pay will be: \$ /hour

It is expected you will only perform the duties outlined above. will monitor your progress and meet with you weekly to adjust your duties and/or length of placement as required based on your ability and relevant fitness information. If you have any difficulties performing the modified work please notify your supervisor immediately.

Offer accepted
 Offer rejected (*Reason*):

 Employee signature:

 Date:

Employer signature: _____ Title: _____

IMPORTANT - FOR WORK RELATED INJURIES

For WCB/WSIB cases provide: Claim #: Name of employer contact and phone number:



If an employee is injured at a Scott Builders Inc. worksite:

- 1. Call Ahead: Contact the Occupational Injury Services (OIS) clinic immediately and speak to an OIS nurse.
 - Describe the symptoms to ensure the injury does not require immediate emergency care.
 - Notify the OIS clinic that you are sending an employee an appointment time will be given.
- 2. Transportation: Arrange transportation to the OIS clinic for your injured employee and if possible, send the Supervisor and/or Safety Advisor along with the worker.
 - If you can't send a staff member, give the OIS clinic the safety advisor's contact information so they can conduct a conference call with the Safety Advisor.
 - Remind the employee to bring their Alberta Health Care number with them, if possible.
- 3. Assessment: The injured employee will be seen by an OIS physician who will conduct an assessment of the injury. The physician will:
 - Ask the employee to describe how they were injured.
 - Conduct an exam of the injured body part(s).
 - Talk to the employee about any medical treatment (e.g. x-rays, medications), or rehabilitation treatment (e.g. physical therapy, chiropractor, etc) they may require.
 - Talk to the employee about the need for follow-up with the OIS physician.
 - Talk to the employee about the safest way to get them back to work.
 - Answer questions the employee may have.
- 4. Case Conference to develop a Return-to-Work Plan: The OIS physician/staff member will privately meet with the injured employee and SBI representative with an in-person meeting or through a conference call to discuss the best way to get the injured employee safely back to work. They will talk about:
 - Duties that is safe for the employee to perform and the durations at which those duties can be performed until their injury resolves. The OIS physician will document these duties in a Work Readiness Report. The injured employee and SBI staff member will be given a copy of this report.
 - Modified duties options.
 - How best to manage the injury and progress back to full duties.
 - Any support that the employee may require at work.
 - They will not talk about any confidential information such as the injury diagnoses or medical history.
 - Then an agreed return-to-work plan will be documented.
- 5. Report injury to WCB by having the Worker and Supervisor complete the required provincial forms. Reporting has to take place within 72 hours of the injury or a fine can be issued.



Physical Job Demands Analysis

Employer:	SCOTT BUILDERS
Position:	Carpenter/Labourer
COMPANY CONTACT:	Ian Simpson
DATE COMPLETED:	JULY 20/2011
Analysis Completed by:	SureHire Inc. #105, 7611 Sparrow Drive Leduc, AB 780-980-2222

Introduction:

The job description for this analysis was provided by the employer. The description is not necessarily a complete list of all tasks or working conditions. The employer may modify essential job functions, physical demands of the position and job qualifications. It is recommended the *Physical Job Demands Analysis* be updated if aspects of the position are changed. Information collected by SureHire to assess the functional demands, postural requirements, and environmental factors for the position were obtained through on-site observations, interviews with employees, the Safety Advisor and company contact, and measurement with varying dynamometers and scales. Functional demands are quantified by weight, frequency, height, and distance. Essential job functions are those actually performed by the client and are necessary for the overall purpose of the job to be accomplished. Non-essential job functions are not important in the overall accomplishment of the position or may be shared by many different employees.

The *Physical Job Demands Analysis* is organized by job tasks. Each task is then broken down into components that are analyzed for their physical demands, postural requirements, and environmental factors. Attached is a summary page of the physical demands involved for the position. This page is useful as a general overview of what is involved for this position. More detailed analysis follows the summary page.



Physical Job Demands Summary

The following is a summary of the demands required for the position of **Carpenter/Labourer.** More specific information can be found in the job demands analysis that follows.

General Job Description

The Carpenter/Labourer is responsible at different times for any of the following duties and functions: Framing, cribbing, drywall installation, demolition and may also include roofing, painting, tin work equipment operation, as well as other general carpentry and clean-up/housekeeping tasks. The Carpenter/labourer works under the direction of the Supervisor, who takes general lead from the Site Super- Intendent.

	Frequency During Workday			
Never	Never Cumulative time of 0 minutes per 8-hour work day			
Seldom	Not daily			
Rarely	Cumulative time of 1 – 30 minutes per 8-hour work day (less than 5%)			
Occasional	Cumulative time of 30 minutes – 3 hours per 8-hour work day (5-33%)			
Frequent	Cumulative time of 3-5 hours per 8-hour work day (34-66%)			
Continuous	Cumulative time of 5 hours or more per 8-hour work day (67-100%)			

Physical Demand	Maximum Frequency	Essential/Non	Comments
Low level Lifting	Occasional	Essential	<u>0 – 55lbs:</u>
			1 person carry with proper
Front Carry	Occasional	Essential	technique
Pushing	Occasional	Essential	<u>55-110lbs:</u>
Pulling	Rarely	Essential	2 person carry
Lifting Overhead	Rare-Occasional	Essential	+110lbs:
One Hand Carrying	Occasional	Essential	Use a mechanical lift
Gripping and Handling	Frequent	Essential	
Fingering	Occasional	Essential	Tools
Sitting	Rarely	Essential	On power equipment
Standing	Frequent	Essential	May be on uneven/slippery
Stooping	Rarely	Essential	ground
Trunk twist/lateral bend	Rarely	Non-Essential	Usually by choice only.
Hands above shoulder	Occasional	Essential	
Walking	Frequent	Essential	Most w/dry-walling and framing Intermittent
Kneeling	Occasional	Essential	
Crouching	Occasional	Essential	
Balancing	Rarely	Essential	
Climbing	Occasional	Essential	Ladders, +/-stairs, forms etc
Crawling	Rarely	Essential	



Neck range of motion	Rarely	Essential
Repetitive wrist movement	Occasional	Essential

Job Overview

Position Responsibilities:

The Carpenter/Labourer is responsible for carrying out tasks appointed by the supervisor. The Carpenter/Labourer is responsible for ensuring that the task he/she performs is safe, efficient, and within the regulatory requirements of the industry. Responsibilities include:

- Framing
- Cribbing
- Demolition
- Drywall hanging: a specially trained worker is responsible for mudding and taping(nonessential)
- Painting generally done by one special trained worker (non-essential)
- Roofing
- Tin Work
- General labour/housekeeping/clean-up
- Equipment operation

Though there are specialized crews for larger jobs where only cribbing, framing or dry walling may occur, generally, each worker may do all or parts of any or all of the above tasks.

Sp	Specific Duties:				
	Task Duties	Essential or Non-Essential	Comments		
1.	Safety meeting or start of day meeting	Essential	All workers		
2.	Framing		Occasional or stand		
		Essential	alone		
			crew(continuous)		
3.	Drywall Installation		Occasional or stand		
		Essential	alone		
			crew(continuous)		
4.	Tin Work	Essential	Rare to Occasional		
5.	Roofing	Essential	Rare to Occasional		
6.	Painting	Non –essential; except to	One createlly trained		
		one specially trained	One specially trained worker		
		worker	WORKER		
7.	Mudding/Taping	Non –essential; except to	One specially trained		
		one specially trained	worker		
		worker	WUIKEI		



8. Cribbing	Essential	Occasional or stand alone crew(continuous)
9. Housekeeping/Cleanup	Essential	Rarely

Work Hours:	
Scheduled Hours:	8:00 am – 4:30pm Monday through Friday
Overtime:	Rare to occasional.
Scheduled Breaks:	One 30 minute lunch break and two 15 minute coffee breaks.

Equipment:			
	Hard hat and safely glassesAnkle high steel-toed boots		
Safety Equipment and Uniform	Work glovesHearing protection		
	 High-visibility vests only if around moving equipment/high traffic area 		
	Occasionally required to use respirator and/or fall protection.		
	Skid-steer/loader		
	Zoomboom/Telehandler/Rough Terrain Forklift		
	Aerial Platform (Scissor or boom lift)		
Work Equipmont	 Pneumatic tools – air nailers, Brad nailers, staplers 		
Work Equipment	 Hand tools – hammers, pliers, broom/dustpan 		
	• Power tools – drills, saws, jackhammers, grinders, brushes/rollers		
	Painter – uses stilts, pneumatic spray painter		
	Mudder/Taper – uses trowels, stilts		

Functional Strength Demands and Positional Requirements

Task 1: Safety Meeting(weekly)/Daily Meeting

Description:

• The purpose of the safety meeting is to discuss the site, the activity(s) taking place and to address any site hazards. The purpose of the walk around is to walk the location and inspect for hazards etc

Physical Demands:

None

Positional/Postural Demands

 Standing or sitting – 15 -30 minutes; walk around requires walking on uneven possibly wet/slippery/icy ground.



Tasks 2, 3, 4, 5: Framing, Drywall Installation, Roofing, Tinwork

Description:

• FRAMING: Workers are required to move lumber and materials within a workable distance of the task. This may include moving larger/heavier materials with equipment or smaller materials, including lumber and tools, manually. Measurements are made, lumber cut, and pieced together accordingly.



• DRYWALL INSTALLATION: Workers are required to move drywall, tools, and other materials (ladders etc). This will include moving larger/heavier materials with equipment and smaller/lighter materials manually. Measurements are taken, drywall cut and installed accordingly.



- ROOFING: Workers set up site/materials, measure and install as above (select materials).
- TIN WORK: Workers set up materials/site, measure and install as above (select materials).

Physical Demands:

- Lifting and carrying lumber, drywall, tin, roof materials, hand and power tools, ladders, to work area
 - o Floor Joist: 30lbs
 - o Tool Belt: varies from 13-22lbs (may be worn all day or intermittently)
 - o Beam: 55lbs (lifting half is 55lbs, all that is lifted by one person at once)
 - o Saw: 57lbs



- Wall: 321lbs (minimum13 16ft 2"x6" boards and no headers, includes top and bottom)
- o One 2"x6 "stud: 12lbs
- o 1/2" thick standard drywall weighs 1.7 lbs/sq. ft.
 - 4' x 8' x 1/2" thick = 54 lbs.
 - 4' x 12' x 1/2" thick = 82 lbs.
- o 5/8" thick standard drywall weighs 2.2 lbs per sq. ft.
 - 4' x 8' x 5/8" thick = 70 lbs.
 - 4' x 12' x 5/8" thick = 105 lbs.
- Gripping, pushing and pulling on tools to install lumber/drywall
- Fingering/fine motor movement for nails etc
- Climbing ladders, rarely climbing stairs
- Significant reaching overhead and away from the body with and without load
- Crouching, stooping, crawling, kneeling

Positional/Postural Demands:

- Walking to obtain materials, standing and reaching to put them in place
- Repetitive wrist movements to handle tools and secure rebar

Tasks 6 and 7 Painting and Mudding/Taping

Description:

- PAINTING: Materials are moved to work area, including ladders, paint, stilts, pneumatic equipment. Most equipment is moved manually, that which can't be moved manually is moved by machine. Walls are then prepared and cleaned etc. and painting may begin. Most is done with a pneumatic painter.
- MUDDING/TAPING DRYWALL: Work site is prepared as above, including, ladders, stilts, trowels, gypsum, tape

Physical Demands:

- Lifting and carrying of: Ladders, stilts, trowels, gypsum pails, tape and other miscellaneous items
 - o 5 gallon pail of paint gypsum: 40-43lbs
 - o Aluminum ladder: 26-54lbs (depends on height, extension capability, sturdiness)
- Gripping, handling, pushing and pulling tools –paint equipment/drywall trowels

Positional/Postural Demands:

- Climbing ladders
- Standing on stilts
- Crouching or stooping to reach low areas
- Reaching overhead for high areas
- Squatting to lift equipment
- Walking and standing on uneven ground
- Some kneeling and squatting to place the jack and pla



Task 8: Cribbing

Description:

• Cribbing is the act of placing/securing rebar and forms to allow a sturdy concrete structure; specifically within which cement is poured. Primarily walls. Occasionally floors. Forms are then removed.



Physical Demands:

- Gripping, pushing and pulling on the brake lever in the operator cab to lower the equipment
- Gripping, lifting, carrying, reaching, and crouching
- Lifting and carrying:
 - o ¾" 'used' form (heavier than clean) 70lbs
 - o Bundle of cams: 50lbs
 - o Skill saw: 10lbs
 - Rebar unable to measure due to length (workers state less than a form) bundles picked up (number of pieces/length of rebar are set up by site supervisor)weigh less than/equal to 50lbs
 - Tool belt -13lbs (can vary 10lbs to over 20lbs)

Positional/Postural Demands:

- Walking to obtain materials, standing and reaching to put them in place
- Crouching/kneeling/stooping to install/secure rebar.
- Repetitive wrist movements to handle tools and secure rebar



Task 6: Housekeeping/Cleanup

Description:

• The worker also helps to clean-up the construction/demolition site- varies somewhat depending on the site. Sweeping, pick up of unused/partially used materials, tools etc. Walkways are kept clear, safety hazards minimized



Physical Demands:

- Lifting and carrying of:
 - Any of the above tools, equipment, lumber, drywall, tin, roof materials, ladders, stilts, etc
- Gripping, handling, pushing and pulling tools (e.g. wrenches) to secure equipment
 - o Brooms, dustpans, etc

Positional/Postural Demands:

- Mostly walking and carrying, some lifting, reaching to transport materials across site. Usually distances of under 50ft at at time
- Some stooping or crouching to get materials from the ground, or to sweep etc



ENVIRONMENTAL FACTORS

Frequency During Workday			
Never	Cumulative time of 0 minutes per 8-hour work day		
Seldom	Not daily		
Rarely	Cumulative time of 1 – 30 minutes per 8-hour work day (less than 5%)		
Occasional	Cumulative time of 30 minutes – 3 hours per 8-hour work day (5-33%)		
Frequent	Cumulative time of 3-5 hours per 8-hour work day (34-66%)		
Continuous	Cumulative time of 5 hours or more per 8-hour work day (67-100%)		

Condition	Frequency During	Comments
Exposure to Weather	Workday Frequent	Some crews may spend most, if not all of their time indoors (drywall, painting), and others spend the majority of their day outdoors (cribbing walls, framing, roofing). Therefore workers may be exposed to extreme heat and cold temperatures to varying degrees.
Extreme cold (non-weather)	Never	-
Extreme heat (non-weather)	Occasional	Workers may be doing work indoors where no air conditioning is in place. Weather related, as building temperature will be consistent with outdoor heat etc.
Wet/Humid (non-weather)	Never	-
Noise (>80 dBA)	Frequent	Pneumatic tools, and other equipment. Workers working in loud areas should continue to utilize adequate hearing protection.
Vibration	Occasional	Pneumatic and power equipment/tools.
Moving Parts	Occasional	Tools and equipment
Electric Shock	Occasional	Buildings in construction phase, require electricity for tools etc.
Unprotected Heights	Rare	Harnesses are used if required to climb above 10 feet
Radiation Exposure	Never	-
Explosion Exposure	Never	-
Toxic/Caustic Chemicals	Rarely	Cleaning products, adhesives, concrete, sealants.
Dust Exposure	Summer: Occasional Winter: Rare	Drywallers are exposed to more than the others, especially the mudder/taper (frequent).



The physical job demands analysis has been reviewed for relevancy, completeness and accuracy by the people listed below. The report is deemed accurate as of the date signed.

Contact Name / Title:

Contact Signature / Date:

Contact Name / Title:

Contact Signature / Date:

Cara Stang Lee, Physical Therapist

SureHire Representative / Title:

SureHire Representative Signature / Date:



Physical Demands Analysis Form

WCB/WSIB Claim Number:		
Workers Surname:	Given Name:	Initial:
Job Title:	Hours Per Shift:	
Shifts per Week/Shift Rotation:		
Company Name:	Employer Contact:	
Telephone #:		

Activity Weight / Force (Ib.) (Description of object handled)	Commonto	Frequency of Workday				
	Not Required 0 %	Rare 1 – 5 % of shift	Occasional 6 – 33% of shift	Frequent 34 – 66% of shift	Constant 67 – 100% of shift	
Manual Handling Ta	isks – Please place the heaviest weig	ht handled into the ap	propriate frequency I	box.		
e.g. Low Level Lifting	e.g. Employee occasionally lift 20 lbs. boxes			e.g. 20lbs		
Low Level Lifting						
Waist Level Lifting						
Above Shoulder Lifting						
Front Carry						
Side Carry Right Hand						
Side Carry Left Hand						
On Shoulder						
Additional Critical J	ob Demands – Please check the appr	opriate frequency for	the following activitie	es		
e.g. Sitting/Driving	e.g. Courier Driver				e.g. X	
Pushing (tools / objects)						
Pulling (tools / objects)						
Sitting / Driving						
Forward Bending						
Truck Rotation						



Physical Demands Analysis Form

Standing (describe flooring / surface)				
Walking (indoor / outdoor, uneven				
ground)				
Climbing				
Stair				
Climbing				
Ladder				
Other Climbing				
(stools,				
equipment, etc)				
Crouching ./				
Squatting				
Kneeling /				
Crawling				
Above Shoulder				
Level Reaching				
Below Shoulder				
Level Reaching				
Hand Use				
Dominant				
Hand Use				
Non-Dominant				
Force Gripping				
Dominant				
Force Gripping				
Non-Dominant				
Worker's Surname:	Given Name:	Initial:	Claim Number:	

List Primary Job Duties: (e.g., operating equipment, driving, office duties)

List Most Frequent Handled Tools, Equipment and Materials: (e.g., vibration, pneumatic, tool belt, manual or power tools, shop or office)



Environmental Conditions: (e.g., noise, cold, heat, chemical exposure, confined spaces, heights, possible violence, moving equipment)

Is an Alternative Position Available if the Injured Worker is Temporarily Unable to Return to the Primary Position: (e.g., Please provide duties, physical demands and availability details. For example, this may include shop or office duties, temporary moving to another department, etc.)

Can the Primary Job be Modified to Assist with the Return to Work Process? (e.g., Could certain movements or tasks be avoided by changing work practices, could a stool be provided t minimize prolonged standing, is co-worker assistance available, could equipment be improved or reduced physical job requirements, is assistive equipment available, such as a cart, ladder, hoist or forklift?)

Position Description (e.g., Strength requirements for the position. What level of strength would be date of accident position be at and what level of modified duties can be
accommodated?)
Sedentary: 0 – 10 Pounds
Light: 11 – 20 Pounds
Medium: 21 – 50 Pounds
Heavy: 51 – 100 Pounds
Very Heavy: 100 Pounds ++



Physical Job Demands Analysis

Employer:	Scott Builders
Position:	Supervisor/Superintendent
COMPANY CONTACT:	IAN SIMPSON
DATE COMPLETED:	JULY 20/2011
Analysis Completed by:	SUREHIRE INC. #105, 7611 Sparrow Drive Leduc, AB 780-980-2222

Introduction:

The job description for this analysis was provided by the employer. The description is not necessarily a complete list of all tasks or working conditions. The employer may modify essential job functions, physical demands of the position and job qualifications. It is recommended the *Physical Job Demands Analysis* be updated if aspects of the position are changed. Information collected by SureHire to assess the functional demands, postural requirements, and environmental factors for the position were obtained through on-site observations, interviews with employees, the Safety Advisor and company contact, and measurement with varying dynamometers and scales. Functional demands are quantified by weight, frequency, height, and distance. Essential job functions are those actually performed by the client and are necessary for the overall purpose of the job to be accomplished. Non-essential job functions are not important in the overall accomplishment of the position or may be shared by many different employees.

The *Physical Job Demands Analysis* is organized by job tasks. Each task is then broken down into components that are analyzed for their physical demands, postural requirements, and environmental factors. Attached is a summary page of the physical demands involved for the position. This page is useful as a general overview of what is involved for this position. More detailed analysis follows the summary page.



Physical Job Demands Summary

The following is a summary of the demands required for the position of **Supervisor/Superintendent**. More specific information can be found in the job demands analysis that follows.

General Job Description

The Supervisor/Superintendent is responsible for the supervision and coordination of day to day activities on the job site. May be required to attend meetings both on and off site, run/attend safety meetings, pick up supplies, off load trucks etc. Will do either special projects work, or new site construction. At different times may help or complete any of the following duties and functions: Framing, cribbing, drywall installation, demolition and may also include roofing, painting, tin work equipment operation, as well as other general carpentry and clean-up/housekeeping tasks. The Carpenter/labourer works under the direction of the Supervisor, who takes general lead from the Site Superintendent.

	Frequency During Workday
Never	Cumulative time of 0 minutes per 8-hour work day
Seldom	Not daily
Rarely	Cumulative time of 1 – 30 minutes per 8-hour work day (less than 5%)
Occasional	Cumulative time of 30 minutes – 3 hours per 8-hour work day (5-33%)
Frequent	Cumulative time of 3-5 hours per 8-hour work day (34-66%)
Continuous	Cumulative time of 5 hours or more per 8-hour work day (67-100%)

Physical Demand	Maximum Frequency	Essential/Non	Comments
Low level Lifting	Rarely	Essential	<u>0 – 55lbs:</u>
			1 person carry with proper
Front Carry	Rarely	Essential	technique.
Pushing	Rarely	Essential	<u>55-110lbs:</u>
Pulling	Rarely	Essential	2 person carry
Lifting Overhead	Rarely	Essential	<u>+110lbs</u> :
One Hand Carrying	Rarely	Essential	Use a mechanical lift
Gripping and Handling	Rarely	Essential	
Fingering	Rarely	Essential	Computer, pen, phone
Sitting	Frequently	Essential	In office, vehicle
Standing	Occasionally	Essential	May be on uneven/slippery
Stooping	Rarely	Essential	ground
Trunk twist/lateral bend	Rarely	Non-Essential	Usually by choice only.
Hands above shoulder	Rarely	Essential	
Walking	Occasional	Essential	Intermittent
Kneeling	Rarely	Essential	
Crouching	Rarely	Essential	



Balancing	Rarely	Essential	
Climbing	Rarely	Essential	Ladders, +/-stairs, forms etc
Crawling	Rarely	Essential	
Neck range of motion	Rarely	Essential	
Repetitive wrist movement	Occasional	Essential	

Job Overview

Position Responsibilities:

The Supervisor/Superintendent is responsible for project/site coordination and supervision. The Supervisor/Superintendent is responsible for ensuring that tasks are completed in a safe, efficient manner, and within the regulatory requirements of the industry. Responsibilities include supervision of:

- Framing, Cribbing, Demolition, Drywall, Painting, Roofing, Tin Work, General labour/housekeeping/clean-up, equipment operation
- Running site safety meetings, attending Occupational Health and other meetings on/off site.
- Co-ordination and supervision of the carpenter/labourers.

Though there are specialized crews for larger jobs where only cribbing, framing or dry walling may occur, generally, each supervisor/superintendent may supervise or assist in all or parts of any or all of the above tasks.

Specific Duties:			
	Task Duties	Essential or Non-Essential	Comments
1.	Safety meeting or start of day meeting	Essential	All workers
2.	Framing	Non -essential	Rarely
3.	Drywall Installation	Non -essential	Rarely
4.	Tin Work	Non -essential	Rarely
5.	Roofing	Non -essential	Rarely
6.	Painting	Non -essential	Rarely
7.	Mudding/Taping	Non -essential	Rarely
8.	Cribbing	Non -essential	Rarely
9.	Housekeeping/Cleanup	Non -essential	Rarely

Work Hours:	
Scheduled Hours:	7:00 am – 5:00pm Monday through Friday
Overtime:	Rare to occasional. (some work 630am-530pm quite regularly)
Scheduled Breaks:	One 60 minute lunch break.



Equipment:		
Safety Equipment and Uniform	 Hard hat and safely glasses Ankle high steel-toed boots Work gloves Hearing protection High-visibility vests only if around moving equipment/high traffic area Occasionally required to use respirator and/or fall protection. 	
Work Equipment	 Skid-steer/loader Zoomboom/Telehandler/Rough Terrain Forklift Aerial Platform (Scissor or boom lift) Pneumatic tools – air nailers, Brad nailers, staplers Hand tools – hammers, pliers, broom/dustpan Power tools – drills, saws, jackhammers, grinders, brushes/rollers Painter – uses stilts, pneumatic spray painter Mudder/Taper – uses trowels, stilts Truck Computer 	

Functional Strength Demands and Positional Requirements

Task 1	1: Safety Meeting(weekly)/Daily Meeting
Descr	iption:
•	The purpose of the safety meeting is to discuss the site, the activity(s) taking place and to
	address any site hazards. The purpose of the walk around is to walk the location and inspect
	for hazards etc
Physic	cal Demands:
•	None
Positi	onal/Postural Demands
•	Standing or sitting – 15 -30 minutes; walk around requires walking on uneven possibly

wet/slippery/icy ground.



Tasks 2: Supervision of Labour (Framing, Drywall, Roofing, Tinwork, Cribbing etc)

Description:

Supervision of the following and may assist with or may work regularly at:

- FRAMING: Workers are required to move lumber and materials within a workable distance of the task. This may include moving larger/heavier materials with equipment or smaller materials, including lumber and tools, manually. Measurements are made, lumber cut, and pieced together accordingly.
- DRYWALL INSTALLATION: Workers are required to move drywall, tools, and other materials (ladders etc). This will include moving larger/heavier materials with equipment and smaller/lighter materials manually. Measurements are taken, drywall cut and installed accordingly
- ROOFING: Workers set up site/materials, measure and install as above (select materials).
- TIN WORK: Workers set up materials/site, measure and install as above (select materials).
- PAINTING: Materials are moved to work area, including ladders, paint, stilts, pneumatic equipment. Most equipment is moved manually, that which can't be moved manually is moved by machine. Walls are then prepared and cleaned etc. and painting may begin. Most is done with a pneumatic painter.
- MUDDING/TAPING DRYWALL: Work site is prepared as above, including, ladders, stilts, trowels, gypsum, tape
- Cribbing is the act of placing/securing rebar and forms to allow a sturdy concrete structure; specifically within which cement is poured. Primarily walls. Occasionally floors. Forms are then removed.

Physical Demands:

- Varies from supervisor to supervisor. Some are hands on, and labour much of the time, others mainly supervise. Lifting and carrying lumber, drywall, tin, roof materials, hand and power tools, ladders, to work area
 - o Floor Joist: 30lbs
 - Tool Belt: varies from 13-22lbs (may be worn all day or intermittently)
 - Beam: 55lbs (lifting half is 55lbs, all that is lifted by one person at once)
 - o Saw: 57lbs
 - Wall: 321lbs (minimum13 16ft 2"x6"boards and no headers, includes top and bottom)
 - o One 2"x6 "stud: 12lbs
 - o 1/2" thick standard drywall weighs 1.7 lbs/sq. ft.
 - 4' x 8' x 1/2" thick = 54 lbs.
 - 4' x 12' x 1/2" thick = 82 lbs.
 - o 5/8" thick standard drywall weighs 2.2 lbs per sq. ft.
 - 4' x 8' x 5/8" thick = 70 lbs.
 - 4' x 12' x 5/8" thick = 105 lbs.
- Gripping, pushing and pulling on tools to install lumber/drywall
- Fingering/fine motor movement for nails etc



- Climbing ladders, rarely climbing stairs
- Reaching overhead and away from the body with and without load
- Crouching, stooping, crawling, kneeling

Positional/Postural Demands:

- Walking to obtain materials, standing and reaching to put them in place
- Repetitive wrist movements to handle tools and secure rebar.

Tasks 3 Coordination of the Site

Description:

• The supervisor or superintendent coordinates materials, subcontractors, and all goings on occurring at a job-site. This may be done by telephone, computer etc. For most, this accounts for much of the day.

Physical Demands:

• Minimal - Gripping, handling, pushing and pulling tools –computer and office supplies.

Positional/Postural Demands:

• Primarily sitting, occasionally walking around the jobsite or possibly driving.

ENVIRONMENTAL FACTORS

Frequency During Workday		
Never Cumulative time of 0 minutes per 8-hour work day		
Seldom Not daily		
Rarely Cumulative time of 1 – 30 minutes per 8-hour work day (less than 5%)		
Occasional Cumulative time of 30 minutes – 3 hours per 8-hour work day (5-33%)		
Frequent Cumulative time of 3-5 hours per 8-hour work day (34-66%)		
Continuous	Cumulative time of 5 hours or more per 8-hour work day (67-100%)	

Condition	Frequency During Workday	Comments
Exposure to Weather	Occasional	Somesupervisors may spend most of their time indoors and others spend the majority of their day outdoors. Therefore workers may be exposed to extreme heat and cold temperatures to varying degrees.
Extreme cold (non-weather)	Never	-
Extreme heat (non-weather)	Occasional	Workers may be doing work indoors where no air conditioning is in place. Weather related, as building temperature will be consistent with outdoor heat etc.
Wet/Humid	Never	-



(non-weather)		
Noise (>80 dBA)	Occaisonal	Pneumatic tools, and other equipment. Workers working in loud areas should continue to utilize adequate hearing protection.
Vibration	Rare	Pneumatic and power equipment/tools.
Moving Parts	Rare	Tools and equipment, driving vehicle
Electric Shock	Rare	Buildings in construction phase, require electricity for tools etc.
Unprotected Heights	Rare	Harnesses are used if required to climb above 10 feet
Radiation Exposure	Never	-
Explosion Exposure	Never	-
Toxic/Caustic Chemicals	Rarely	Cleaning products, adhesives, concrete, sealants.
Dust Exposure	Summer: Occasional Winter: Rare	Drywallers are exposed to more than the others.



The physical job demands analysis has been reviewed for relevancy, completeness and accuracy by the people listed below. The report is deemed accurate as of the date signed.

Contact Name / Title:

Contact Signature / Date:

Contact Name / Title:

Contact Signature / Date:

Cara Stang Lee, Physical Therapist

SureHire Representative / Title:

SureHire Representative Signature / Date:



Principles

- 1. Scott Builders Inc. will take a "case-by-case" approach which balances flexibility in meeting individual and employer needs with consistency and fairness.
 - A case-by-case approach supports flexibility in the short term and long term processes rather than a "cooker-cutter" approach where one size fits all.
 - Consistency and fairness means similar standards are applied to all individuals such as in the adjudication of claims.
- 2. Scott Builders Inc. will make reasonable effort to ensure early intervention for employees who have restrictions due to injury or illness and to assist those employees who are at risk due to illness or injury.
 - Early prevention or resolution of disabilities requires the timely utilization of internal and community-based services and interventions to facilitate the health and recovery of their referred employee.
 - Consistent with Scott Builders Inc. desired focus on "health and well-being", the program will include a process for early interventions when an employee experiences an indentified reduction in physical or mental abilities. Early intervention may take place before any employee is absent.
- 3. Scott Builders Inc. will make its best effort to accommodate and assist referred employees to returnto-work.
 - Where a feasible and appropriate job is not available, Scott Builders Inc. will make its best effort to work with our insurance providers to follow the referred employee through the hierarchy of return-to-work options.
- 4. Responsibility and accountability will be shared by referred employees and Scott Builders Inc.
 - The degree of shared responsibility may vary throughout the process.
 - The relationship and connection needs to be maintained between referred employees and Scott Builders Inc.
- 5. Scott Builders Inc. will make every reasonable effort to control the personal and economic costs of injury and disability for both referred employees and Scott Builders Inc.
 - Scott Builders Inc. will attempt to ensure referred employees receive the financial, medical and rehabilitative benefits to which they are entitled.
 - While principles do not mention the direct costs of Scott Builders Inc. Disability Management program, costs have an impact and cost-benefit is considered in the design of all policies and processes.
- 6. Scott Builders Inc. will respect the referred employee's right to confidentiality of personal health information consistent with current and future legislative requirements.
 - Our Return-to-Work Coordinator(s) will protect the confidentiality of personal health information.



RETURN-TO-WORK FORM OR CONTINUED MODIFIED DUTIES WORK FORM

Employee's Name:			
Employee's Address:			
Employee's Phone Number:			
To Whom it May Concern:			
This is to certify that the above nam	ed patient was under my profes		_ inclusive.
This is to certify that the above nam	ed patient is able to return to:		
Regular work duties on			
Modified/restricted work duties f	rom	_ to	
With the following limitations during	this period:		
Physician's Name	Physician's Signature	Date	
Name of Hospital or Clinic:			-
Address:			
Questions or Comments can be dire	ected to:		



Scott Builders Inc. Return-To-Work Plan has been developed to assist in the prompt and safe rehabilitation of this employee.

Date:	
Employee:	Job Title:
Job Description Attached? Yes 🗌 No 🗌	
Employee's Abilities and Limitations to Respect throug	h the Return-To-Work Plan:

Return-To-Work Plan Start Date for the following RTW Plan:

	Week of	Sun	Mon	Tues	We d	Thu	Fri	Sat	Total Hours	Duties
Week 1:										
Week 2:										
Week 3:										
Week 4:										
Week 5:										
Week 6:										
Week 7:										

Employee must see physician at least

during RTW Plan, to monitor progress.

Employee to contact RTW Coordinator -

on the first day of absence from RTW Plan.

If employee is not able to complete this RTW Plan, she/he may need to provide Scott Builders with objective medical information outlining how the medical condition impacts her/his ability to continue participation in the RTW Plan. *Failure by employee to provide medical information may jeopardize salary continuance sick benefits.

, have been offered and accept a return-to-work plan as listed above and detailed in the Weekly Schedule Ι. for RTW Duties, which complies with work restrictions prescribed by my Doctor.

Employee's Signature	Date
Supervisor's Signature	Date
RTW Coordinator's Signature	Date
Physiotherapist's Signature	Date
Physician's Signature	Date
17– Injury & Claim Management	Revision 0



Key for the Return-to-Work process is for it to begin immediately after an injury or illness.

- 1. Contact the injured/ill worker:
 - Within 24 hours.
 - Express concern and determine if assistance is warranted, i.e. counseling, social services, assessment, etc.
 - Ensure injured/ill worker has appropriate Provincial Workers' Compensation forms or referral forms.
 - Discuss nature of the injury/illness, expected recovery time and frequency of Health Care Provider visits and contact plans.
 - Ensure that an employee information package is given.
- 2. Health Care Provider information:
 - Review the expected recovery date.
 - It is advisable to sign a confidentiality form for the worker and a release of information form, i.e. give permission for the RTWC to contact Health Care Providers.
 - Discuss return to work options and plans.
- 3. Accommodations review:
 - Compare information relating to the employee's abilities and limitations to the pre-injury job and work through the hierarchy of return-to-work options as appropriate.
 - Determine how the pre-incident job could be modified, if appropriate.
 - If another job is sought, obtain the employee's transferable skills and abilities as well as interests and goals.
 - Recognize the therapeutic value of work, which include temporary and meaningful productive work as well as non-traditional work options.
- 4. Joint Labour Management Committee Meeting (includes the injured employee, supervisor and other key stakeholders as appropriate):
 - Review the collaboratively developed return to work plan.
 - Review goals and gradual increases in hours, tasks as well as time required for medical and rehabilitation services to aid in recovery.
 - Set goals and assign responsibility and accountability.
 - Ensure the employee is involved in the decision making regarding the development of the returnto-work plan.
 - Ensure the supervisor and other key stakeholders are involved.
 - Communicate with the Health Care Providers and include their recommendations at the meeting.
 - Discuss any concerns or unresolved issues that any of the stakeholders have.
 - Document the meeting and distribute it to the key stakeholders (do not include medical information).
- 5. Consultation with insurance providers:
 - Ensure the appropriate paperwork is done timely (i.e. WCB forms)
 - RTWC should discuss the plans with the WCB.
 - Provide documentation of a plan and other relevant details to carriers.



- 6. Monitoring and follow-up:
 - Monitoring should be done at regular intervals. Set dates, i.e. every 2 weeks formally and more often informally.
 - Review goals and make new ones in addition to assigning responsibilities and timelines.
 - Include the employee and supervisor at the formal meetings.
 - RTWC should distribute documentation of plans, which include upgrades and precautions, to key stakeholders.
 - Maintain proper confidentiality procedures keep return-to-work files separate from personnel files and do not include medical information.
 - Information in the return-to-work file may contain:
 - List of contact names and phone numbers for all stakeholders in the RTW plan.
 - If work related, accident investigation forms, if applicable.
 - Copies of any WCB or WSIB correspondence and private insurance reports.
 - Pre-injury/illness job task analysis and job description.
 - Health Care Provider assessment and recommendations form(s).
 - Documentation for meetings and phone calls/conversations.
 - RTWC progress notes.
 - Individual return-to-work plan.
 - Purchase requisitions.
 - Data collection forms.



Return-to-Work Resolution Policy

Scott Builders Inc. realizes that under certain circumstances it may be necessary to form an ad-hoc committee to resolve difficult or sensitive program issues. A conflict resolution process may be considered under the following circumstances:

- The referred employee raises concerns about the fairness of the transitional return-to-work plan.
- There is a conflict between the referred employee and the supervisor that is preventing return to work.
- Where the accommodations are complex requiring significant expenditures, moving the referred employee to another job or creating a permanent modification to the referred employee's existing job.

Date: January 10, 2024

Signed: Murray Cunningham, President & CEO



Upper Management

- Provide visible support and commitment to the Disability Management Program objectives.
- Ensure accountability by revising management structure and/or accounting procedures.
- Ensure necessary program resources are available.
- Empower Joint Labour Management Committee(s) to carry out program objectives.

Disability Manager (Safety Manager)

- Develop policies and procedures in conjunction with the Joint Labour Management Committee(s) and others.
- Maintains records both individual files and computer based tracking of disability related absences, costs and outcomes.
- Tracks and analyses the costs and benefits of the program.
- May act as a liaison with Human Resource personnel and the Joint Labour Management Committee(s).
- May act as a liaison with Workplace Health and Safety, Employee Assistance Programs and Wellness Promotion Programs.
- Plans and implements internal and external communication and education about the program so that:
 - Employees are knowledgeable about what to expect whether they are the person who is returning from an injury or a co-employee and;
 - Service providers understand the program and the information needed for return-to-work and are able to communicate their own requirements.
- Maintains up-to-date information about service providers and community resources such as arthritis support groups, vocational rehabilitation counselors, substance abuse programs and Alberta Occupational Injury Service (OIS) clinics.
- Evaluates whether external service providers meet the needs of the program and the employee.
- Evaluates whether community resources meet the needs of the program and the employee.
- Tracks relevant changes in legislation, employment contracts and benefit programs and ensures that these are reflected in the program practices.

Return-to-Work Coordinator (Safety Advisor)

- Develops and maintains an atmosphere of trust and mutual support by ensuring that the injured employee's rights are respected, and confidentiality is ensured.
- Advises the employee about benefits and entitlements including the services of the Disability Management Program.
- Provides information and support to family members, when appropriate.
- Arranges appropriate assessments where necessary, i.e. medical, vocational, work capacity.
- Collects information and suggestions from the employee as well as internal and external support services and resource people:
 - Internal resources could include the supervisor, benefits coordinator and possibly the Employee Assistance Program coordinator
 - External support services could include the returning employee's doctor, physiotherapist, family counselor, alternative transportation sources, support group and others
- Uses the information and suggestions to work with the employee to develop the return-to-work plan.
- May act as a liaison with Human Resources personnel and the Joint Labour Management Committee(s).
- May act as a liaison with Workplace Health and Safety, Employee Assistance Programs and Wellness Promotion Programs.



- Ensures suitable treatment is being provided, i.e. medical assessments, physiotherapy, acupuncture or massage.
- Identifies other support services that might assist the employee including a support or self-help group, nutrition counseling, financial counseling, alternative transportation, or support from non- profit groups.
- Provides advice on government programs that might be available to the employee or the employer to cover equipment needs, training, or any required alternations to the home.
- Ensures the element of the return-to-work plans are in place the equipment is ordered, services are provided, assistive technology is tested, and job modifications are in place.
- Monitors the return-to-work plan and make changes and adaptations as required.
- Evaluates the plan to find out whether the employee's rehabilitation or treatment was a successful as expected including:
 - How satisfied the employee and supervisor(s) were with the process.
 - Whether the costs of implementing the plan were within budget.
 - Whether any follow-up is required in the long term.
- Informs benefit providers when the return-to-work program has successfully concluded to prevent overpayments.

Supervisors

- Monitor Safe Work Practices and Procedures of employees returning to work.
- Identify transitional work opportunities or job accommodations that may assist return to work.
- Work closely with the Disability Program Manager to analyze overall demands of each job.
- Discuss concerns and issues around job performance, safety, etc. with the employee and Disability Manager.
- Answer co-workers' questions and concerns about injured, ill or disabled employees, job modifications, etc.
- Encourage the support of co-workers for the individual returning to work.

Injured, III or Disabled Employee

- Report initial injury or illness immediately to immediate supervisor.
- Contribute to the development of the transitional return-to-work plan.
- Comply with recommendations of treatment providers and take personal responsibility for maintaining health and attitude.
- Advise supervisor and return to work coordinator immediately of any changes in circumstances during the return-to-work process.

Co-Workers

- Cooperate with management and the injured/ill or disabled worker's return-to-work plan.
- Assist the employee with job tasks, as requested or instructed.
- Report any concerns or suggestions which can improve the employee's transition to work to the supervisor.



Health Care Providers

- Review functional job descriptions with the employee to explore return-to-work possibilities.
- Complete functional assessment forms thoroughly; alter job demands that might cause re-injury or aggravation of existing injuries or conditions.
- Suggest ways in which tasks could be modified to place less strain on existing injuries or conditions.
- Request additional information to ensure functional assessments are not unnecessarily negative.

Insurance Providers

- Supply benefits, arrange for/coordinate rehabilitation services efficiently.
- Communicate openly with the employee and the return-to-work coordinator on return to work strategies.
- Participate in the process of identifying or creating permanent job accommodation options.



Detail what duties the employee is expected to complete each day including all medical appointments and time frames.

Employee Name:

Week 1:

Day of the Week	Duties Include:	Medical Appointments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 2:

Day of the Week	Duties Include:	Medical Appointments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 3:

Day of the Week	Duties Include:	Medical Appointments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 4:

Day of the Week Duties Include:		Medical Appointments		
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

SCOTT

Section 18 Influenza and Other Viruses

BUILDERS INC



SCOPE:ALL EMPLOYEESEFFECTIVE DATE: June 15, 2022SERVICE:HUMAN RESOURCESSUPERCEDES ISSUE DATE: Nov 2021SUBJECT:ILLNESS AT WORKISSUED BY: Manager, Human Resources

BUILDERS INC

Purpose: To help protect the health and safety of our workers and mitigate the spread of respiratory illnesses in the workplace.

This procedure outlines the process to follow if a worker becomes ill or shows signs of illness or symptoms while at work

Symptoms of COVID-19 and other infectious illnesses:

CORE Symptoms

- Fever
- Shortness of breath/difficulty breathing
- Sore Throat
- Cough
- Runny Nose
- Loss of sense of smell or taste

Non-Core COVID Symptoms

- Stuffy Nose
- Painful Swallowing
- Headache
- Chills
- Muscle or joint aches
- New fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite)
- Conjunctivitis (pink eye)

Isolation Requirements

Scott Builders requires workers to stay home if:

- they have a confirmed case of COVID-19
- they present with CORE symptoms; fever, cough, shortness of breath, runny nose, sore throat or loss of sense of smell or taste
- they have other infectious symptoms

Workers should remain at home until symptoms improve or resolve. You are the best person to decide if your symptoms are improving. An improvement in symptoms means that you are feeling better than you did in the previous days and you have no new symptoms.

Some symptoms may continue after you're no longer able to spread the virus to others. If you still have a cough, loss of sense of taste or smell, or fatigue that is not getting worse, you do not need to keep staying home.

International Travel – workers are required to follow the <u>Federal Border measures</u> and quarantine laws for entering Canada.

Close Contact

For the purpose of this procedure, Close Contact is defined as a person who:



SCOPE:ALL EMPLOYEESEFFECTIVE DATE: June 15, 2022SERVICE:HUMAN RESOURCESSUPERCEDES ISSUE DATE: Nov 2021SUBJECT:ILLNESS AT WORKISSUED BY: Manager, Human Resources

- **BUILDERS INC**
 - Provides care, lives with, or has close physical contact, without consistent and appropriate use of personal protective equipment, with a person who is confirmed as having COVID-19; or
 - Comes into direct contact with the infectious body fluids of a person is confirmed as having COVID-19

Close contacts should monitor for symptoms and if symptoms develop, they should remain at home and notify their supervisor.

Procedure if a Worker has symptoms of infectious illnesses while at work

SBI Employees

- The Employee's Manager/Supervisor should advise the employee to go home and isolate.
- The Manager may authorize office employees to work from home if it is possible to do so and it does not impede with the employee's ability to recover.
- The work area of the employee and other high-use areas (ie. Bathrooms, equipment) should be disinfected using appropriate disinfectant (bleach or high alcohol content cleaners)

3rd party workers on site

- If a 3rd party worker (contractor/trade, etc) is showing symptoms of an infectious illness, the Superintendent has the authority to advise the worker to leave the site immediately.
- The Superintendent should notify Management, so the 3rd party company can be notified
- The work area of the employee and other high-use areas (ie. Bathrooms, equipment) should be disinfected using appropriate disinfectant (bleach or high alcohol content cleaners)

Pay during Leave

Salaried Employees

- If an employee has symptoms, it is expected that they remain home until symptoms resolve to prevent the risk of spreading the illness.
- Employees can use their personal days and/or vacation days if they are unable to work from home.
- If an employee is sick and unable to return to work for more than seven days, they may be eligible for short term disability coverage. They should contact the benefits team for the necessary paperwork to apply (if necessary)

Hourly Employees

- If an employee has symptoms, it is expected that they remain home until symptoms resolve
- If the employee is off work for more than 40% of their regular work week they may be eligible to apply for Sickness Benefits through Service Canada. The employee will need to contact their supervisor and request a Record of Employment (ROE) from payroll.
- If the employee is approved for Sickness Benefits, they may also be eligible for the Scott Builders Supplemental Benefit (Top Up)

Supplemental Benefit for Hourly Employees (Top Up)

Scott Builders will provide a supplemental benefit (top up) to hourly employees if they meet the requirements below. This benefit is to supplement the employee's Government assistance benefit and



SCOPE: ALL EMPLOYEES EFFECTIVE DATE: June 15, 2022 SUPERCEDES ISSUE DATE: Nov 2021 SERVICE: HUMAN RESOURCES **ISSUED BY: Manager, Human Resources** SUBJECT: ILLNESS AT WORK

top up to 95% of their regular earnings for up to a maximum of 14 days to allow the employee time for the symptoms to resolve. This "top up" will be provided if:

- The employee has tested positive for COVID-19, or
- The employee has tested negative for COVID-19 but has the CORE symptoms, and 0
- The employee provides verification they have applied for income support through the Government, and
- The employee is fully vaccinated (meaning the employee has received the full series of a 0 COVID-19 vaccine and the last dose was received at least 14 days prior). Some exceptions may apply. Refer to the Procedure for EI Sick Benefit & Top-Up related to COVID-19.

If an employee chooses not to get a COVID-19 test, they may be eligible to receive Government assistance, however, they will not be eligible for the Scott Builders Supplemental Benefit.

Contact HR and/or Payroll for more details and refer to the Procedure for EI Sick Benefit & Top-Up related to COVID-19.

Return to Work

Employees may return to work if they:

- are recovered from the symptoms noted above
- return from international travel and have met the federal quarantine and testing requirements •

With approval from Management, after consultation with Operations, Safety and HR, a symptomatic hourly employee may return to work if the employee,

- has non-core COVID symptoms that are not deemed infectious, or
- has CORE COVID symptoms that are a result of a pre-existing illness or health condition and are not deemed COVID related (medical note may be required), or
- has symptoms not related to COVID and are not deemed infectious. ٠

Privacy, Anti-harassment and Anti-discrimination

Scott Builders Inc. seeks to create an inclusive culture for all employees and strives to prevent the spread of misinformation. The company prohibits discrimination and harassment in the workplace, which includes discrimination and harassment related to exposure to or contracting a disease.

Employee privacy will be maintained related to any sickness or leave of absence to help prevent this from occurring. Managers/Superintendents should not disclose the reasons for an employee's leave or remote working arrangements, except to those employees who require that information to carry out their employment duties or to protect their health and safety because they may have had close contact with the employee on leave. Where reasonably possible, the name of the employee should not be shared. Employees who feel subjected to discrimination or harassment should notify management in accordance with the company harassment policy.

BUILDERS INC



SCOPE: ALL EMPLOYEES SERVICE: HUMAN RESOURCES SUBJECT: ILLNESS AT WORK

EFFECTIVE DATE: June 15, 2022

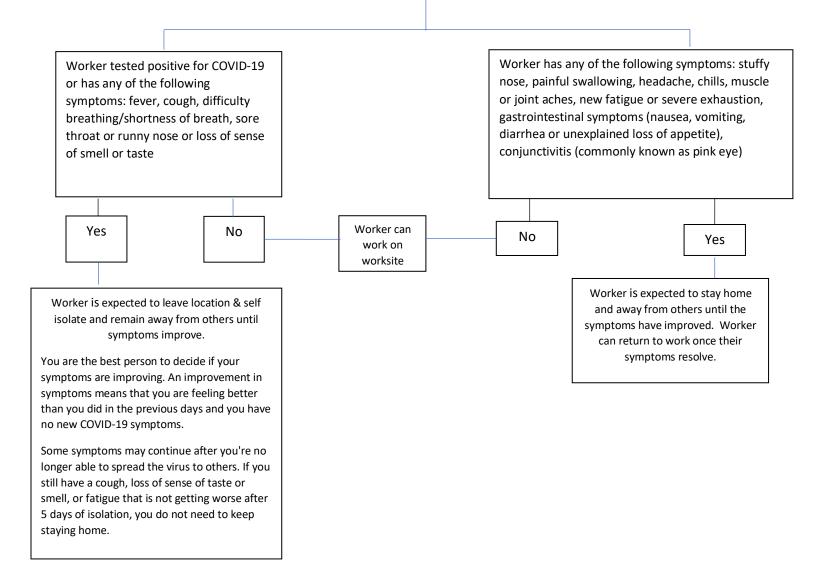
SUPERCEDES ISSUE DATE: Nov 2021

ISSUED BY: Manager, Human Resources

Addendum "A"

SBI WORKPLACE SCREENING CHECKLIST

Steps to take based on worksite health questionnaire





RESPIRATORY VIRUS (COVID-19/INFLUENZA) EXPOSURE CONTROL PLAN

Scott Builders Inc. (hereinafter referred to as SBI) is committed to providing a safe and healthy workplace for all Employees as well as visitors who enter our facilities.

A number of respiratory viruses can make people sick in the workplace. These include viruses that circulate in the population regularly, such as seasonal influenza, as well as new and emerging respiratory viruses which can cause the common cold or be more severe, such as COVID-19. This control plan will be reviewed and implemented during times where there is a high infection rate (cold and flu season typically runs from November to April) or where additional measures are required by the Provincial Government or Public Health Authority.

SBI will follow the recommendations of the Government and Provincial Health Authorities in the area which we operate and will update this document periodically as recommendations/restrictions change.

SCOTT BUILDERS' PLAN FOR DEALING WITH COVID-19, INFLUENZA AND OTHER RESPIRATORY VIRUSES

SBI's plan for an outbreak involves all Employees and focuses on 8 key areas:

- 1. Business Continuity Action Team
- 2. Education
- 3. Communication
- 4. Prevention
- 5. Vaccination
- 6. Monitoring of COVID/Influenza-like symptoms
- 7. Managers Responsibilities
- 8. Employees Responsibilities
- 9. Business Operations
- 10. Supporting Documents

1. BUSINESS CONTINUITY ACTION TEAM

SBI has appointed an Action Team to take the lead in business continuity initiatives related to COVID-19 /Influenza and other respiratory illnesses. Key responsibilities of this team include:

- Effective communication of SBI's Respiratory Illness (COVID-19/Influenza) Exposure Plan
- Implementation of all preventative measures as outlined in the plan
- Revisions to the plan as required

If you have any concerns or any suggestions for the Action Team, please contact one of the representatives on the team.

Employee Name	Action Team Role
Murray Cunningham	Executive Sponsor
Laura Starchuk	Lead Coordinator
Dusty Brown	Site Coordinator – Red Deer
Whitney Rutherford	Site Coordinator – Edmonton
Kristin St. Louis	Site Coordinator - Calgary

Action Team:



RESPIRATORY VIRUS (COVID-19/INFLUENZA) EXPOSURE CONTROL PLAN

Thomas Horn	Site Coordinator - Corporate
Kormakur Danielsson	ITS Lead

2. EDUCATION

To reduce SBI's exposure to COVID-19, Influenza or other infectious respiratory viruses, it is critical that all Employees stay informed. Information about the viruses and any changes to the Exposure Control Plan will be available through communications via email, SharePoint and our website. Informational Posters will also be displayed throughout our facilities.

In addition, the following links are excellent sources for you to stay up-to-date:

Government of AlbertaWorld Health OrganizationAlberta Health ServicesCenter for Disease Control & PreventionPublic Health Agency of CanadaCenter for Disease Control & Prevention

3. COMMUNICATION

To help reduce the risk of exposure of COVID-19, Influenza and other infectious respiratory viruses and to ensure our Employees are staying informed on the recommendations of guidance of the Alberta Government and Provincial Health Authorities, we have implemented the following communication measures:

- Frequent emails to Employees with updates and changes released by the Alberta Government and Provincial Health Authorities and the processes/procedures implemented by SBI
- Designated section in the SBI Health & Safety Manual related to Covid/Influenza Virus & Pandemic Exposure Control
- Posting of SBI's Respiratory Virus (COVID-19/Influenza) exposure plan on the company website
- Notifications, posters and signs placed throughout SBI offices and worksites to increase awareness and ensure visitors, contractors and trades are aware of the precautions that need to be taken on SBI sites

4. **PREVENTION**

Several initiatives have been implemented at SBI to prevent the spread of COVID-19, Influenza or other infectious respiratory viruses in the workplace. Further actions may also be considered if the risk of exposure to these viruses rises. Currently, the plan includes:

- **Personal Hygiene** –anti-bacterial products in all washrooms, and hand-sanitizing stations have been installed in convenient locations throughout all company facilities and worksites.
- **Disinfecting** disinfecting wipes are available in all common areas for use on equipment/items and surfaces that are frequently used.
 - Employees are expected to disinfect commonly used items (ie. Photocopier, water cooler, coffee station, counters) before/after each use
 - Employees workstations (desks, keyboards, mouse, etc) are to be cleaned frequently
 - o External cleaning services have increased disinfecting processes
- Work Area Sanitization if a case of COVID-19, Influenza or other respiratory viruses are confirmed in our office or worksite, we will work with and follow the guidance of the



appropriate Provincial Health Services as required to coordinate sanitization of the work area to reduce risk of exposure to co-workers.

• Self-Isolation/Quarantine

- We require workers to stay home if they become sick with symptoms and to remain home until they are symptom free to prevent the spread of illness in the workplace, if they:
 - have a confirmed case of COVID-19
 - have influenza or other infectious respiratory illness
 - present with a fever, cough, shortness of breath, runny or stuffy nose, sore throat, body aches or chills
- If a worker has been in close contact with a person who is confirmed as having COVID-19 or influenza, we will follow the isolation/quarantine requirements imposed by the Provincial Government and Public Health Authorities.
- Mandatory isolation/quarantine requirements may be imposed based on the restrictions set out by the Provincial Government and Public Health Authorities
- **Physical Distancing** allow for a distance of 2 meters between yourself and others
 - We encourage employees to maintain appropriate distance when meeting in-person
 - During times of increased respiratory viruses, we may implement additional measures, including but not limited to:
 - Limiting in-person meetings, use teleconferencing where possible
 - Ensuring appropriate physical distancing in board rooms, lunchrooms, site shacks, etc (removal of chairs, tables if necessary)
 - Directing foot traffic in narrow areas (ie. hallways, stairwells, etc)
- **Masking** we will follow and impose restrictions as determined by the Government and Provincial Health Authorities.
- Limit Size of Gatherings We will follow the recommendation of the Alberta Government and Provincial Health Authorities regarding the permitted number of individuals gathered in a single area while maintaining the physical distance requirements.
- Employees Working on 3rd Party Sites If we are working (anything more than a day) in another company's workplace with renovations, special projects, or service and maintenance – we will confirm the client has an appropriate plan in place to reduce our employees risk of exposure. If they do not, we will shut down the work until we can confirm it. In some cases, clients may have additional restrictions based on their business and as such, we will adhere to the additional standards outlined by our clients.

5. VACCINATION

In accordance with Scott Builders duty to provide and maintain a workplace that is safe for all our workers, we strongly recommend our employees to receive vaccinations that minimize the risk of infectious diseases, such as Influenza or COVID-19 in our workplace.

When working on sites owned and/or controlled by 3rd parties, all Workers (Employees and



RESPIRATORY VIRUS (COVID-19/INFLUENZA) EXPOSURE CONTROL PLAN

Contractors) will be subject to all 3rd party company policies and procedures, which may include the requirement to provide proof of vaccination prior to and/or at the worksite. Workers will be advised of all pre-access requirements prior to being assigned to sites to ensure they are in compliance. All Contractors will be advised of this policy through a Statement of Contractor Requirements and any contravention will be considered a breach of contract.

6. MONITORING OF COVID-19, INFLUENZA & OTHER RESPIRATORY SYMPTOMS

To protect the health and safety of our workers and workplaces, a Worksite Orientation-Health Measures may be implemented during times of high infection rates and workers will be required to acknowledge they are monitoring their symptoms and do not have any symptoms that prevent them from working on site.

Symptoms of Respiratory Viruses:

- Fever*
- Shortness of breath/difficulty breathing*
- Sore Throat*
- Cough*
- Runny Nose*
- Stuffy Nose
- Painful Swallowing

- Headache
- Chills
- Muscle or joint aches
- New fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis (pink eye)

In the event a worker does not meet the criteria to work on-site or develops signs/symptoms of COVID-19, Influenza or other respiratory illness while at work, the Managers/Supervisor should refer to and follow the SBI procedure; *Illness at Work*.

Managers should notify Safety and HR if an Employee is reporting respiratory virus symptoms so that SBI can determine the extent of exposure and determine if further preventative actions are required.

Personal information regarding these symptoms will be used only for the purpose of tracking the spread of the virus at SBI, to determine if further preventative actions are required.

7. MANAGERS RESPONSIBILITIES

- Review exposure control plan and expectations with new employees and employees returning to the workplace
- Review any safe work practices/procedures specific to their office/location
- Continue to communicate expectations pertaining to physical distancing, proper hygiene and disinfecting
- Ensure employees that have symptoms are removed from the workplace and refer to the Illness at Work procedure

8. EMPLOYEES RESPONSIBILITIES

Reduce your risk of exposure:

• Maintain a physical distance of at least 2 meters when possible. In the event you cannot maintain



the required distance, we encourage taking additional precautions using PPE (face masks)

- Wash your hands often and thoroughly, and avoid touching your eyes, nose, or mouth
- Cover your mouth and nose with a tissue when coughing or sneezing, or use your sleeve to reduce the risk of the virus passing from your hands to common contact surfaces (e.g. door handles, shared pens, etc.)
- Avoid close contact with people who are ill
- Avoid shaking hands with others
- Keep common surfaces and items clean and disinfected, and be conscious of surfaces you may come in contact with that have a higher risk of carrying germs
- Look after yourself maintain a healthy diet and exercise

If you are sick with symptoms (noted above):

- You will not be allowed in SBI's offices or on SBI's worksites and will be required to remain home until symptoms resolve
- Report your absence to your supervisor/manager. If this is a serious outbreak, your manager will report your status to Safety for reporting purposes
- Seek medical attention or contact Health Link at 811 if necessary
- If testing for COVID-19 is available, we encourage you to get tested

If you have been in close contact with a confirmed case of COVID-19 or Influenza:

- We will follow the isolation/quarantine requirements imposed by the Provincial Government and Public Health Authorities.
- You are required to watch for symptoms and remain home if any symptoms occur
- You will not be allowed in SBI's offices or on SBI's worksites if symptoms occur
- It may be possible to work from home. Please contact your manager to discuss your options.

9. BUSINESS OPERATIONS

To ensure continuity in our business operations, in the event of a pandemic or potential outbreak we will consider the following additional steps:

- Long Lead Items –We will communicate with our consultant, trade and supplier partners to review all undelivered items. They are to report to our Project Teams if there are any delays so we can review and make alternate plans if there are issues.
- Schedules While the risk of schedule delay from an outbreak within our office or worksites is expected to be low, our projects are scheduled tightly now and if there is any delay, we will communicate with our clients promptly to review what actions/adjustments may need to be made
- **Payments** We have business plans in place to continue invoicing for the work completed and will continue to monitor and communicate with our clients to ensure business and any financing arrangements continue.

• Office Closures/Remote Work

• Safety measures in offices will follow the guidelines and recommendations of the Alberta Government and Alberta Health Services



- SBI offices may be closed to the public to reduce the risk of spreading the virus. It is recommended that clients/customers make appointments prior to attending an SBI office.
- The office may remain open to employees depending on the recommendations of the public health authority at a reduced capacity or if it is determined that the work can only be done in an office setting. In such cases, appropriate safety measures will be put in place and notices to physical distance will be placed throughout the office.
- Office employees may be required to work remotely temporarily and recalled once it is safe to do so. If an Employee has a health and safety concern regarding returning to the office, they should contact their Manager, Safety Advisor or HR to discuss their concerns.

• Meetings / Conferences / Site Visits & Orientations

- Attendance to conferences, open houses, networking events, etc. may be limited and if attendance is required, appropriate safety precautions should be in place following the guidelines and recommendations of the provincial health authorities.
- Workers may attend required/mandatory training so long as the training providers are following the safety precautions outlined by the provincial health authorities
- All international travel for business purposes must be approved by the CEO.
- Limit in-person meetings where possible use technology to connect.
- Meetings, site visits, inspections, site-orientations may continue to happen where there is no alternative to do it remotely. Follow physical distancing and PPE recommendations and ask people beforehand if they are well enough to meet.
- Proper physical distancing and PPE must be maintained for all in-person meetings
- Handling of Documents/Forms To reduce the spread of the virus through documents, the transfer of documents/forms between workers should be limited where possible. If documents must be handled by workers, ensure appropriate safety measures are in place by consulting with a Safety Advisor and following the recommendations of the provincial health authorities. This includes but is not limited to sign in/out documents, site orientation forms, toolbox attendance forms, hazard assessments, etc.

10. SUPPORTING DOCUMENTS:

- Worksite Orientation: Health Measures
- Procedure Illness at Work

Sources:

Alberta Health Services, Alberta Government, Public Health Agency of Canada



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