



SECTION: HEALTH AND SAFETY POLICY

ISSUE DATE: January 1, 2002

REVISED DATE: January 12, 2006

SUBJECT: SAFE PRACTICES AND PROCEDURES

INDEX: S1.5



**COMPANY**  
**HEALTH & SAFETY**  
**POLICY**  
**AND**  
**PROCEDURES**

**Reviewed & Revised**  
**January 12, 2006**

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## **HEALTH AND SAFETY POLICY**

**ASCO CONSTRUCTION LTD** is committed to a strict Health and Safety Program that protects its Employees, Subcontractors, Customers, the General Public and Property from accidental and/or incidental losses.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. We will also strive to eliminate any foreseeable hazards, which may result in fires, security losses, damage to property and personal injury/ illness.

**ASCO** believes that all accidents are preventable. Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of company management and workers alike.

**ASCO** endeavors to provide proper and relevant employee training, job specific safe work practices, equipment operating and maintenance procedures, and safety guidelines that focus Management, Employee and Subcontractor awareness on reducing the risk of accidents and/or incidents in all activities.

Active participation at all levels will ensure that our goals can be achieved.

**GOALS:**           ZERO ACCIDENT  
                          ZERO LOSS TIME  
                          SHARING OF WSIB REBATES

**ASCO** Management, Subcontractor Management and all Employees are collectively responsible to ensure compliance with Local, Government, Occupational Health and Safety and Environmental Regulations.

I trust that you will join me in a personal commitment in the implementation and enforcement of our Health & Safety Programs.

---

Anthony Assaly  
President





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## **INTRODUCTION**

The following outlines general safe work practices and site safety rules. This handbook, the corporate safety manual and the job specific safety program (if required) together comprise **ASCO CONSTRUCTION** Corporate Health, Safety & Environmental Program.

A copy of the Corporate Health, Safety & Environmental Manual is available on each site for review by any employee upon request.

Every new ASCO and Subcontractor employee is to be issued a copy of this handbook prior to beginning work for ASCO.

Additional rules and instruction may be issued by your supervisor.

The information contained in this handbook does not take precedence over local Government Legislation. It is the responsibility of all employees to be familiar with appropriate Government Health and Safety Act and Regulations.



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## **1.3 RESPONSIBILITIES**

### **1.3.1 RESPONSIBILITIES – SENIOR MANAGEMENT & DISTRICT MANAGERS**

The Senior Management & Site Managers of ASCO Construction Ltd. shall:

- (1) Ensure that equipment, materials and protective devices are provided and maintained in good order;
- (2) Annually review and revise the Company's health and safety policy;
- (3) Provide the necessary resources to implement, support and enforce ASCO's health and safety policies and program within the Company;
- (4) Review all accident reports at least quarterly;
- (5) Promote the exchange of health and safety information with outside groups;
- (6) Review training plans for health and safety and ensure adequate measures are available;
- (7) Review the health and safety program with all ASCO's district managers and site supervisors identifying their responsibilities and emphasizing cooperation among all parties;
- (8) Provide compensation and time necessary to ASCO's employees who are selected as health and safety representative or as safety committee member;
- (9) Personally inspect at least once a year a job site and report hazardous site conditions to site supervisor for their immediate rectification.

### **1.3.2 RESPONSIBILITIES – SITE SUPERVISORS**

Site Supervisors shall:

- (1) Ensure that Workers use or wear personal protective equipment that ASCO requires to be used or worn;
- (2) Ensure that Workers work in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and applicable regulations;





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- (3) Provide worker orientation for all new crew members on site;
- (4) Conduct weekly site safety talks (meetings) with crew members and subcontractors;
- (5) Inspect site, safety equipment, tools and equipment at least once a week and provide District Manager and Senior Management with a written site and equipment inspection report;
- (6) Review safety aspects of each task with crew members;
- (7) Conduct accident investigations in conjunction with ASCO's Health and Safety Officer/Representative;
- (8) Immediately report safety problems to ASCO's Health and Safety Officer/Representative or in his/her absence, to District Manager and Senior Management;
- (9) Immediately remedy any unsafe site conditions as soon as discovered;
- (10) Ensure that housekeeping is performed daily;
- (11) Ensure that WHMIS trained crew members are aware of the location of all MSDS's prior to the crew coming into contact with or using any hazardous materials;
- (12) Write, maintain and review minutes of safety meetings, Ministry of Labour orders, and safety directives with crew.

### **1.3.3 RESPONSIBILITIES – WORKERS**

All Workers shall:

- (1) work safely in accordance with ASCO's health and safety policy and program, and with the project or client's health and safety program (including the Occupational Health and Safety Act and Regulations);
- (2) Use or wear the personal protection equipment and clothing that ASCO's requires to be use or worn;
- (3) Immediately report hazards and unsafe conditions to their supervisor after taking appropriate remedial action;
- (4) Report all accidents, injuries and near misses to their supervisor;
- (5) Clean up their own work area at least daily;





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- (6) Inspect personal protective equipment before use and report defects or damage to their supervisor;
- (7) Must comply with legislated safety rules and regulations
- (8) To report any violations of the “no alcohol, no non-prescription drugs” policy immediately to your supervisor.

### **1.3.4 RESPONSIBILITIES – SUBCONTRACTORS**

All subcontractors shall:

- (1) work safely in accordance with ASCO's health and safety policy and program, and with the project or client's health and safety program (including the Occupational Health and Safety Act and Regulations);
- (2) Ensure that all of their employees comply with the site health and safety policy and program;
- (3) Provide training to their employees in the requirements of the site safety policy and program;
- (4) Ensure that their employees are properly licensed, qualified as required by contract, or trained for their duties;
- (5) Provide, inspect and maintain necessary safety equipment as required for their direct-hire employees;
- (6) Monitor site conditions daily and record all injuries, accident or near misses;
- (7) Notify ASCO's site supervisor immediately of any lost-time injuries or medical aid cases occurring on the project;
- (8) Conduct clean up of work area daily (if waste and debris create a hazard and are not cleaned up in a reasonable time, they will be cleaned up by ASCO at the expense of the subcontractor);
- (9) Conduct regular weekly toolbox talks in addition to specific hazard training when required; have a representative attend weekly site safety meetings;
- (10) Provide compensation and time necessary to employees who are selected as health and safety representative or as safety committee member;





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### 1.3.5 RESPONSIBILITIES – VISITORS

Visitors are responsible for safeguarding their own health and safety and the safety of the project employees.

#### All Visitors Must:

- (1) Report to the office and obtain permission for entry onto the project site.
- (2) Wear approved personal protective equipment.

**Comply with local government safety legislation and ASCO Construction Health, Safety & Environmental program requirements.**

### 1.3.6 MEDICAL SCREENING

You may be required to complete medical screening to identify medical conditions, which determine your suitability for employment. This procedure is in keeping with job requirements and your ability to perform your job related tasks in a reasonable manner. Where local legislation or ASCO requires the use of a substance abuse program, you will be required to participate.

### 1.3.7 WORK REFUSAL

A worker may refuse to work or do particular work where he or she has reason to believe that,

1. any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
2. the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
3. any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the OH&S Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Upon refusing to work, the worker must report the circumstances to his/her supervisor who shall investigate the report along with the site health and safety representative.

Until the investigation is completed, the worker shall be assigned alternate duties and no other worker may be assigned to the task report without being notified of the work refusal and the reasons related to it. Any unsafe conditions discovered in the investigation shall be immediately rectified.





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The site superintendent or office manager will maintain an accurate and detailed record of the events that had transpired and provide a copy to the district office for record purposes.

## **1.4 WORKER ORIENTATION**

### **1.4.1 SAFETY ORIENTATION**

The objective of the safety orientation program is to provide you with consistent safety information, education and training sufficient for you to develop and acquire the knowledge and awareness to protect yourself and others from injury.

You must have a clear understanding of ASCO's expectations with respect to health and safety.

Your safety orientation may consist of:

- a) General safety orientation
- b) Completion of ASCO's orientation questionnaire
- c) ASCO's Safety Handbook
- d) Issuance of hat decal

If you are in doubt about your safety roles and responsibilities, you should contact your immediate supervisor for classification before commencing and continuing any work related activities.

### **1.4.2 SENIOR MANAGEMENT & DISTRICT MANAGERS' RESPONSIBILITIES**

Senior Management & District Managers shall:

- (1) Prepare a corporate "Orientation Checklist" for all new workers signing on, and compile records of orientation.
- (2) Provide orientation checklist to site supervisors.
- (3) Ensure that all managers and site supervisors inform and provide written copies of ASCO's Health & Safety Policy and Program to all new employees and subcontractors.

### **1.4.3 SUPERVISOR RESPONSIBILITIES**





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The supervisor shall:

- (1) Review the corporate "Orientation Checklist" with each new member of the crew and return a copy to District Manager & ASCO's Health & Safety Officer/Representative at head office for recording.

#### **1.4.4 SUBCONTRACTORS RESPONSIBILITIES**

All subcontractors shall:

- (1) Sub-Contractor OH&S Prequalification Policy:

Asco requires a copy of all our subcontractors Health and Safety Policies to be submitted before commencement of any work on site. Additionally, Asco's Safety and any Client Safety Policies are incorporated into all subcontract agreements.

- (2) Sub-Contractor OH&S Prequalification Standards:

Sub-Contractor CAD 7 reports must be submitted to Asco for review before commencement of any work on Site. CAD 7 reports are reviewed by Asco's President and evaluated.

- (3) Provide site orientation to their direct-hire employees and subtrades under their direction.
- (4) Forward copies of completed orientation checklist to District Manager's district office.

#### **1.4.5 CHECKLIST**

An Orientation checklist is included in section 14 forms.

### **1.5 SAFE PRACTICES AND PROCEDURES**

#### **1.5.1 PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes.

When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory.

Basic personal protective equipment may include but is not limited to the following:





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- .1 **HARD HATS** – CSA/ANSI approved hard hats will be worn on all projects at all times.
- .2 **FOOTWEAR** – CSA/ANSI approved footwear will be worn on all projects at all times, when local legislation dictates. In geographical areas where industry practices permit, other appropriate footwear will be worn.
- .3 **FALL ARREST EQUIPMENT** – When there is no other form of protection from falling, employees shall wear approved fall arrest equipment.
- .4 **RESPIRATORY PROTECTIVE EQUIPMENT** – The proper type must be worn when performing any operation where an oxygen deficiency may exist, or where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or vapour.
- .5 **EYE AND FACE PROTECTION** – CSA/ANSI approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard, such as drilling, using power tools, or posted job areas and equipment. When grinding, a face shield must be worn in addition to the eye protection.
- .6 **HEARING PROTECTION** – CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure limit.
- .7 **HAND PROTECTION** – Appropriate gloves must be worn when handling rough, sharp, hot caustics, acids, solvents, concrete or chemicals.
- .8 **CLOTHING** – It is mandatory that shirts with sleeves be worn at all times. On some projects a full sleeve will be required. Shorts are not to be worn on site at any time. Do not wear gloves, loose clothing or jewelry where they may create a hazard.

**IF IN DOUBT AS TO THE TYPE OF CLOTHING OR LEVEL OF PROTECTIVE EQUIPMENT REQUIRED, CONTACT YOUR SUPERVISOR BEFORE PROCEEDING**

### 1.5.2 MANUAL LIFTING

- a. Leg muscles are stronger than back muscles. Lift with your legs not your back. Bend knees, keep back straight and avoid twisting
- b. Plan before you lift – Consider size, weight, shape of path to travel and setdown location.
- c. Get help if necessary.

### 1.5.3 SCAFFOLDS





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You shall verify that the scaffold is safe and meets all regulatory requirements.

**ALL SCAFFOLDS WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.**

#### 1.5.3.1 Prior to using a scaffold check that:

- the base of the scaffold is sound, level and in adjustment – sills, screw jacks, bases,
- the legs are plumb and that all braces are installed,
- all locking devices are secured,
- all cross members are level
- all ties are in good place, secured, properly installed and in good condition, and
- the working platform meets regulatory requirements.
- Guard rails are in place **NOTE: Cross braces are not Guard rails**

You shall immediately report and visible defects in the scaffolding to your supervisor.

#### 1.5.3.2 When working from scaffolding, you shall:

- Climb the scaffolding using the proper means and never climb on braces,
- maintain good housekeeping practices in all work areas,
- check that suitable means of raising and lowering equipment and materials are used, and
- immediately replace any guard rails temporarily removed for the purpose of hoisting equipment or materials.

In addition to the foregoing, you shall **never**:

- remove any structural part of the scaffold without first checking with your supervisor,
- place a load on the scaffold greater than its design capacity,





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- rest on or place equipment or material on the guard rails, and
- undermine the base of the scaffold

### 1.5.3.3 When working with rolling scaffolds, you shall:

- secure or remove all materials and equipment from the platform before moving the scaffold,
- apply the caster brakes at all times when the scaffold is stationary,
- have sufficient help available when moving a rolling scaffold, and
- be alert for hazards such as holes or openings in the floor, overhead obstructions, slopes and debris.
- Riding a rolling scaffold is not permitted.

### 1.5.4 LADDERS

- (.1) Inspect all ladders for defects prior to use. If unsafe, do not use and report defects to your supervisor
- (.2) Do not climb or descend a ladder without free use of both hands.
- (.3) Verify the ladders maintain a 4:1 safe working angle.
- (.4) Check that all ladders are secured and extend 1 meter (3 ft.) above the point of access (local legislation may vary slightly).
- (.5) Step ladders must be fully opened with spreader arms locked.
- (.6) Do not work off the top two rungs of a ladder.
- (.7) Do not use a painted wooden ladder.

### 1.5.6 GUARDRAILS/HANDRAILS

Whenever a danger of falling exists a guardrail may be required (ie. Floor openings, platforms and excavations). Local legislation will dictate the height at which guardrails are required.

- (.1) Handrails are required on stairways
- (.2) Guardrails must consist of a top rail, mid rail and toe board.





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- (.3) Never lean against guardrails or handrails.

**NEVER LEAVE AN OPENING UNATTENDED AND REPORT UNSAFE CONDITIONS TO YOUR SUPERVISOR.**

### **1.5.6 EXCAVATIONS/TRENCHES**

Excavations and trenches may have additional hazards that require special precautions prior to entering – check with your supervisor.

- (.1) Never work in an excavation or trench beyond the regulation depth unless it is properly shored or cut back.
- (.2) Stay within the confines of the shoring or trench box.
- (.3) Know where your means of access and egress are located.

**CHECK WITH YOUR SUPERVISOR BEFORE ENTERING EXCAVATIONS OR TRENCHES.**

### **1.5.7 HORIZONTAL & VERTICAL OPENINGS**

It is company policy that openings be guarded in order to prevent injury.

It is preferred that openings be guarded by means of guardrails consisting of a top rail, mid-rail and toe board. The guardrails are to be properly secured to prevent accidental dislodgment.

Where guardrails are impractical, an alternative system of horizontal or vertical guarding and security will be used. When covers are used they must be strong enough to support the loads to be imposed upon them and must be secured to prevent accidental dislodgment. Further, the cover must be marked in orange/red fluorescent paint.

### **1.5.8 COMPRESSED GAS CYLINDERS**

The following rules apply when working with compressed gas cylinders.

- (.1) Secure cylinders in the upright position.
- (.2) Replace caps when not in use.
- (.3) Keep full and empty cylinders separate.





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- (.4) Oxygen and fuel gas cylinders must be stored at least 20 feet apart.
- (.5) Flash arrestors are required on oxy/acct. Units.
- (.6) Do not smoke near cylinders.

### 1.5.9 TOOLS

The following rules apply when working with tools and equipment on ASCO projects:

- (.1) Unsafe tools, frayed and defective electrical cords and extensions and unguarded machinery must not be used. Unsafe tools or equipment must be reported to your supervisor.
- (.2) When using electrically powered equipment or portable hand tools, ensure that they are properly grounded.
- (.3) Only an approved low combustion cleaning solvent shall be used to clean tools.
- (.4) When safety guards are removed from tools for repairs or adjustments, the tool must be made inoperative.

### 1.5.10 VEHICLES AND EQUIPMENT

The following rules apply while working with and around vehicles and equipment:

- (.1) Operation of equipment without authority will result in termination.
- (.2) Equipment shall not be operated within 7 meters ( 21 feet) of any power line without prior approval of your supervisor.
- (.3) Do not ride on running boards or stand up in moving vehicles.
- (.4) The driver shall not remain in the cab of a truck when it is being loaded or unloaded from overhead by a crane.
- (.5) Vehicles and equipment must be shut down for refueling or cleaning.
- (.6) Repair procedures shall be followed as specified by the maintenance department.
- (.7) When vehicles or equipment are struck or broken down, their removal will be performed under the direction of a supervisor.





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- (.8) Safety and repair requirements of your machine are to be reported to your immediate supervisor.
- (.9) Removal of LOCKS OUTS or DO NOT OPERATE tags without proper authority is prohibited and may result in termination.
- (.10) SEAT BELTS;
  - .1 Must be worn when operating any company vehicle or equipment with R.O.P.S.
  - .2 **Equipment operators must inspect the seatbelts for damage, in their equipment daily**
  - .3 **Equipment operators must wear the seatbelt when equipment is being moved or operated. FAILURE TO DO SO WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION BEING TAKEN.**

#### 1.5.11 CRANES AND HOISTS

- (.1) Cranes and hoists shall be operated only by authorized personnel.
- (.2) Keep clear of swinging cabs of cranes.
- (.3) Use a tag line on all loads that may swing while being hoisted and lowered.
- (.4) Cranes and hoists must be operated with caution near power lines. Do not take any equipment within 7 m (21 ft.) of energized lines. If in doubt consult your supervisor.
- (.5) Do not touch the crane or load while it is in motion.
- (.6) Do not ride the headache ball, hook or load on any crane.
- (.7) Operators are expected to know and work within the rated capabilities of their supervisor.
- (.8) Crane operators must be fully aware of the crane operating procedures. No equipment shall be operated without a thorough supervisor briefing.
- (.9) Safety and repair requirements of your machine are to be reported to your immediate supervisor.
- (.10) Log books must be kept up to date as required.





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- (.11) Removal of **LOCK OUTS** or **DO NOT OPERATE** tags without proper authority is prohibited and may result in termination.

### 1.5.12 HOUSEKEEPING

You are required to share the responsibility of good housekeeping by your personal work habits.

You are responsible to see that your work area is kept clean and free from slipping and tripping hazards.

**CLEAN UP AFTER YOURSELF AT ALL TIMES.**

### 1.5.13 FIRE PREVENTION

Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention, which include;

- (.1) how to use a fire extinguisher
- (.2) where fire extinguisher are located
- (.3) the types and capacities of these fire extinguishers,
- (.4) the proper operation,
- (.5) and the emergency evacuation routes and assembly areas.

**YOU MUST KNOW YOUR SITE SPECIFIC EMERGENCY RESPONSE PROCEDURES. REFER TO SECTION S 1.6 OF THIS POLICY MANUAL**

### 15.1.14 CONFINED SPACE RESPONSIBILITIES & PROCEDURES

#### 1. RESPONSIBILITIES

- (.1) SITE SUPERVISOR OR HEALTH & SAFETY OFFICE/REPRESENTATIVE

Site Supervisor or Health & Safety Officer/Representative shall, before work begins:

- Notify the local utility or Ontario Hydro for work on electrical vaults.
- Identify confined space locations and work areas and identify confined space work procedures required.
- Provide or arrange confined space training for direct-hire employees.
- Conduct or arrange for gas testing and monitoring of the confined space atmosphere.





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(.2) SUPERVISORS

The supervisor shall, before work begins:

- Obtain "Safe Work Permit" from client if required and follow the confined space work procedures appropriate for the worksite.
- Provide necessary ventilation, breathing apparatus, safety staff and rescue equipment.

(.3) WORKERS

All workers shall:

- Test respiratory and rescue equipment before use.

(.4) SUBCONTRACTORS

All subcontractors shall:

- Take responsibility for any confined space equipment and training for their employees.

**2. CONFINED SPACE ENTRY PROCEDURE**

(.1) Before work begins in any manhole, vault or other confined space, the air must be tested by a person properly trained to use the appropriate gas detection equipment.

(.2) Where proper tests competently performed indicate a safe atmosphere, workers may be allowed to enter.

(.3) Where proper tests competently performed indicates a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.

(.4) Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.

(.5) Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harnesses attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.

**PLEASE USE THE CONFINED SPACE CHECKLIST AT THE END OF THIS POLICY TO REVIEW THIS PROCEDURE AND HAVE YOUR SAFETY REPRESENTATIVE AUTHORIZED THIS WORK PRIOR TO ENTRY IN CONFINED SPACES.**





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## **1.5.15 TAGGING AND LOCKOUT RESPONSIBILITIES & PROCEDURES**

### **1. RESPONSIBILITIES**

#### **(.1) SENIOR MANAGEMENT & DISTRICT MANAGERS**

Senior Management & District Managers shall:

- Develop a written corporate Tagging and Lockout procedure.
- Ensure that work-specified or site-specific tagging and lockout procedures confirm with requirements of the company's health and safety program.
- Provide general and system-specific tagging and lockout training.

#### **(.2) SITE SUPERVISORS**

The Site Supervisor shall:

- Provide workers with tags, individual keys, padlocks and scissors.
- Consult with management and/ or the owner/ client if a secure lockout is not possible.
- Check that all worked are clear of work area before re-energizing the system.
- Obtain the owner/ client's authority to re-energize any system.

#### **(.3) WORKERS**

All workers shall:

- Comply with the corporate tagging and lockout procedure and/ or the owner/ client's tagging and lockout procedure or risk disciplinary action.

### **2. PROCEDURES**

Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or status.

1. Review drawings of the system to be de-energized and de-activated to determine the switches, power sources, controls, interlocks, or other such devices necessary to isolate the system. Confirm with the client/ owner where required.
2. All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable





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Switches, power sources, controls, interlocks, or other such devices must be appropriately tagged and personally locked out by each worker involved in the operation.

3. Test the system with a CSA-certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems, which could feed into the system being isolated, either mechanically or electrically. Potential test indicator should not be used beyond the voltage limits for which they are rated.
  
4. Observe the following safeguards for locking out and tagging:
  - a) After the circuit has been de-energized, locked out by the person in charge, workers must be protected by personally placing their own safety lock on the disconnect switch. The key for this lock must be retained by the worker while lock is in place.
  
  - b) Where several workers or trades are working on the circuits, provision for additional locks must be made through the use of a lock bar. This arrangement can accommodate any number of locks by placing another lockout bar in the in the last hole of the previous bar.
  
  - c) In accordance with section 188 of the current Regulations of Construction Projects, each worker must attach to their lock a durable tag filled out with the following information:
    - i. Reason the switch is open
    - ii. Name of person responsible for opening the switch
    - iii. Date on which the switch was opened.





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5. The de-energized electrical system must be discharged by short circuit and phase to ground. A temporary ground cable must be attached to the system and remain in place until work is complete.
6. A record must be kept of the devices opened, locked out or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.
7. Place signs on the system indicating that it is not to be energized or operated and that the guards, locks, temporary ground cables, chains, tags, and other safeguards are not to be tampered with or removed until work is complete.
8. Workers testing electrical equipment must:
  - i. Remove all watches, rings, neck chains or other current-conducting jewellery;
  - ii. Wear electric shock resistant footwear;
  - iii. Wear safety glasses with side shield.

#### **1. 5.16 PROPANE HANDLING**

Any person handling propane must have been trained and must have proof of training on them when taking delivery of and handling propane cylinders on site. This only allows him/her to handle cylinders and connect them to heaters. This does not mean that the person can repair or maintain such equipment unless he/she has further certification.

Propane cylinders must be transported, stored and used in an upright position at all times.

MSDS sheets must be posted on sites where propane is stored or used.

Equipment that operates using propane must be certified by CSA or ULC. These labels must be permanently affixed to the equipment.

Cylinders are to be stored away from all buildings in a separate compound where there is no possibility that they will be struck by falling materials or moving equipment.





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Cylinders should not be stored closer than 25 feet (7.6 metres) to a property line.

Empty cylinders should be stored on one side of the compound while full ones should be stored on the other with a boundary wall of some form between them. Each side should be clearly identified as "empty" and "full" using appropriate signage. "No Smoking" signs must also be erected at the compound.

The compound should not be close to an area where flammable liquids such as gasoline and diesel fuel are stored. Propane must not be stored inside a building.

When moving propane cylinders, the following precautions must be taken:

- a. Keep cylinders upright.
- b. Use a hoisting cradle to move cylinders around the site.
- c. Never use a sling.
- d. Never hook onto the protective collar around the valve.
- e. Keep cylinders away from heat sources.

When hooking up and using construction heaters and tiger torches observe the following precautions:

- a. All connections must be made by a trained worker.
- b. Inspect the burner and controls, regulator and hose for defects. Have any damaged parts repaired or replaced.
- c. Make sure all hose and valve connections are clean.
- d. Regulators must be used and must be in proper working order.
- e. Use proper fitting wrenches to make connections. Don't use adjustable pipe wrenches.
- f. Cylinder should be at least 10 feet (3 metres) away from the heaters but not more than 25 feet (7.6 metres) away. The cylinder should be placed well clear of any heat source and never at the flame end of a heater.
- g. Have a fire extinguisher on close by before lighting the heater.





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- h. When connections are made, slowly open the cylinder valve and check for leaks when the hose line is full of gas. When in use cylinder valves must be fully opened. Check for leaks with soapy water or a leak detector.
- i. Secure the cylinder by tying or wiring it to a column or other upright fixed support. Keep cylinders out of traffic areas.
- j. Keep heaters away from flammable materials.
- k. Do not manifold more than three 100lb. cylinders together to supply a heater.
- l. Remember that propane is heavier than air and it will collect in low areas.
- m. Do not smoke anywhere near propane cylinders.
- n. Never attempt to tie down, defeat or bypass safety devices on a construction heater.
- o. If the flame goes out, act with caution. Shut off the gas supply, then determine whether gas is concentrated in the area. This can be done by smelling for the "boiling cabbage" odour.
- p. Never expose any part of your skin to liquid propane. Propane under pressure is extremely cold and can cause frostbite. Always wear gloves when handling cylinders.
- q. Do not allow propane to saturate your clothing.
- r. Never operate heaters without proper ventilation.
- s. Heaters should be kept at least 50 feet (15 metres) apart where no firewalls separate them.
- t. Construction heaters can only be used in areas of a building that are under construction.
- u. Heaters are not to be used in an inhabited dwelling or section of a building.

Tiger torches must not be left burning unless the operator is actually holding it.





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## **1.6 EMERGENCY AND SECURITY PROCEDURES**

### **1.6.1 EMERGENCY RESPONSE PLAN**

An emergency response plan will be developed for each project by the Asco Project Manager.

The response plan will contain:

1. Published contact numbers for key project personnel and emergency service numbers.
2. Location plan of fire prevention equipment (extinguishers, hydrants)
3. Location plan of emergency medical equipment, wash stations, etc.
4. Site evacuation plan

You are expected to participate and follow the emergency response procedures for your work location. These procedures will be explained to you during your on-site safety orientation.

### **1.6.2 SECURITY PROCEDURES**

All employees must abide by the site-specific security program. Like Safety, Security is everyone's responsibility.

As a minimum requirement, all sites must have 4' high perimeter plastic snow fence installed using metal T-bars. Some form of signage indicating "Keep Out" must also be placed on the fence at locations as deemed appropriate by the Site Superintendent.

Access gates with locks and chains will be placed at all locations of entrance and egress from the site. It is the responsibility of the site superintendent or a competent worker assigned by the Site Super to examine the perimeter security





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fencing at the end of each work day to confirm that no section of fence has been removed or damaged. Remedial repairs to security fence and gates shall be made as soon as any problems are encountered. All access gates are to be closed and locked when no personnel are on site.

Site security personnel hired to monitor the site during non-working hours shall be provided as deemed required by ASCO's Project Manager and Site Superintendent.

Any trespassing onto the site during off hours shall be reported to the District Office immediately and to the Police as deemed necessary by the Office Manager.

All site visitors must report to the Site Office as soon as arriving on the construction site. No unauthorized personnel may enter the site at any time. This includes consultants and owner's representatives.

Signage indicating "Personal Protective Equipment" requirements, "No Trespassing", and "Reporting to the Site Office" will be posted at every entrance to the site.

### **1.7.1 FIRST AID BOXES**

1. Every work site must have a first aid box maintained in accordance with the Workers' Compensation Act.
2. The size and contents of the box will vary with the number of workers at the worksite.
3. Site superintendent will maintain first aid boxes at designated locations.
4. Service crews must keep a first aid box in the service vehicle.
5. Where the site is in the charge of a general contractor, the general contractor shall provide and maintain a first aid box and first aid station.

### **1.7.2 TRAINED FIRST AIDERS**





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1. Management will ensure that the first aid kit is at all times in charge of a worker who:
  - a. Is the holder of a valid St. John Ambulance Emergency First Aid Certificate and
  - b. Works in the immediate vicinity.
2. Management will ensure that supervisors have completed first aid training and their name are known to all workers and posted on emergency response plan.

### **1.7.3 INSPECTION OF FIRST AID BOXES**

1. Site supervisor will inspect the first aid boxes and their contents at least once every 3 months.
2. Each first aid box will contain an inspection card with the date of the most recent inspection signed by site supervisor.
3. Site supervisor will monitor the first aid box/ first aid station.

### **1.7.4 MEDICAL AID PROCEDURES**

#### **In all Cases of injury**

The worker shall:

- (.1) Promptly obtain first aid
- (.2) Notify their supervisor or employer immediately of any injury
- (.3) If requiring health care, obtain from the employer a complete "Treatment Memorandum" (CAD 7) to take to the doctor or the hospital.





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**When an accident occurs:**

1. The trained person on location will administer first aid.
2. The Site Supervisor will assess the severity of the injury and ensure that protection has been provided against continuing or further hazards.
3. This trained person will have someone notify management at head office and the health and safety representative.
4. The Site Supervisor will stay with the injured person until help arrives, and will inform medical personnel of first aid treatment given.
5. The Site Supervisor will provide immediate transportation to a hospital, doctor's office, or the worker's home, if emergency vehicle transportation is not available.
6. The Project Manager will complete and give to the injured worker a "Treatment Memorandum" (CAD 7) if health care is needed.

**1.8 REPORTING AND INVESTIGATING ACCIDENTS**

**1.8.1 PROCEDURES**

It is your responsibility and duty as an employee to report unsafe acts, conditions and accidents in accordance with the applicable regulations and company procedures.

Bring any unsafe observations to the attention of the site supervisor, as soon as possible, who will investigate and institute corrective actions.

Each work related accident shall be fully recorded, by the injured person and/or supervisor.





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Recording any injury in the First Aid Book will support your claim for compensation, should the need arise.

- 1) All incidents or accidents, regardless of severity, causing damage to our property or the property of others as well as injury to Company employees or others, must be reported promptly to your supervisor.
- 2) All requirements under Occupational Health & Safety Acts, Workers Compensation Acts must be followed completely.

**PERSONAL INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY**

**The accident / lost time report (reference section 1.8.2) is to be completed by the person in charge. The report should also be reviewed and signed by the injured person is that person is capable and willing to so.**

**1.8.2 ACCIDENT / INJURY REPORT FORMS**

The primary purpose of investigating an accident or injury is to determine the basic or underlying causes so that the supervision can act to prevent a recurrence. This form must be completed in full for every medical aid and / or lost time injury. For greatest effectiveness, investigation should be started as soon as possible after the accident and the form completed and submitted to head office promptly so that the information can be used to complete the Form 7 required by the WSIB within three days of the accident.



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The following information must be described on the form:

- a. The accident / injury report contained in section 14 is to be completed by the job supervisor.
- b. "what happened?" , explain the results of the accident: for instance, ladder fell on welding machine and both pieces of equipment were damaged; or worker was using an epoxy mixture and developed a rash.
- c. "why did the accident occur" – describe in your honest and sincere effort what you believe the underlying cause of the accident to be.
- d. "how can a similar accident be prevented in the future" – Asco wishes to prevent recurrence of accidents and once causes are determined established a means to prevent similar incidents. Indicate suggestions to prevent future occurrence and who is to implement corrective action.
- e. In the case where a worker requires medical treatment as the result of a work-related injury. Ensure that a responsible person takes the worker for treatment and shows concern by talking to the doctor or nurse about the workers condition. Additionally, record names, addresses, and comments from persons who saw the accident.

### **1.8.3 INVESTIGATIONS**

Senior Management & District Managers will initiate an investigation of all:

- a. Critical injuries
- b. Lost – time injuries
- c. Medical aid accidents
- d. Occupational illnesses
- e. Major close calls
- f. Any workers fall arrested by a harness
- g. Property damage exceeding \$500.00.





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## 1.9 INSPECTIONS AND HAZARD ASSESSMENTS

In order to monitor the effectiveness of Asco’s Health, Safety, and Environmental Policy it is necessary to conduct periodic health and safety inspections of our job sites and ensure that supervisors, employees, and subcontractor personnel are complying with the requirements of the policy.

A periodic health and safety inspection will be performed by the Project Manager responsible for the project to assess compliance with the safety policy. This periodic inspection is to be completed on every project at least once during course of the project, and for projects of longer duration must be completed once a month. The inspection is to be completed on the attached form and requires signature of the Site Superintendent or Supervisor responsible for any corrective action required at the site.

Refer to checklist form section 14

### 1.9.1 MANAGEMENT SAFETY AUDIT CHECKLIST

Asco monitors use and application of its health and safety policy through routine project health and safety inspections (see Inspection Procedures and Form). Periodically and in order to enhance and provide third party non-biased reporting, Asco will use a site safety consultant to prepare specific site safety plans and perform inspection and reporting. On an annual basis, the Vice-President of Operations will review all projects and safety audits conducted to determine the effectiveness of the implementation of the company’s health and safety policy.

### 1.9.2 JOB SITE CONDITIONS CHECKLIST

THIS SECTION UNDER DEVELOPMENT





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## **1.10 JOINT HEALTH AND SAFETY COMMITTEE**

### **1.10.1 HEALTH AND SAFETY REPRESENTATIVE SELECTION**

1. At a project or other workplace where no committee is required under the Occupational Health and Safety Act and where the number of workers regularly exceeds five, the constructor or employer must cause the workers to select at least one Health and Safety Representative from among the workers at the workplace who do not exercise managerial functions.
2. The selection must be made by the workers.
3. Management and workers must provide the Health and Safety Representative with any information and assistance necessary to carry out inspections in the workplace.

### **1.10.2 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES**

The Health and Safety Representative shall:

- (.1) Inspect the work areas at least monthly to identify hazards.
- (.2) Report hazards and make written recommendations to the constructor or employer.
- (.3) Attend and participate in health and safety meetings on site.
- (.4) Assist senior management in the annual review of the company's health and safety program.
- (.5) Help to implement the company's health and safety program
- (.6) Assist the supervisor in accident investigation.

### **1.10.3 JOINT HEALTH AND SAFETY COMMITTEE SELECTION**

- .1 A joint health and safety committee of at least two persons is required:
  - at a workplace at which 20 or more workers are regularly employed and work is expected to last 3 months





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- at a workplace, other than a construction project where few than 20 workers are regularly employed, with respect to which a regulation concerning designated substances applies.
- .2 At least half the committee members shall be workers who do not exercise managerial functions.
- .3 The worker member(s) shall be selected by the workers they are to represent or by the trade union or unions which represent them.
- .4 The constructor or employer shall select the remaining members from among persons who exercise managerial functions.
- .5 The constructor or employer shall post the names and work locations of committee members on a bulletin board located at the site office.

#### **1.10.4 JOINT HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES**

- .1 Meet at least once every three months
- .2 Maintain written minutes of the meetings
- .3 conduct an inspection of the work areas monthly to identify hazards (worker member)
- .4 report finding and make written recommendation to senior management
- .5 determine the time needed to conduct inspections
- .6 support the implementation and maintenance of the company safety program
- .7 assist senior management in the annual review of the company health and safety program
- .8 review inspection and accident reports
- .9 review committee membership to keep it representative of workforce

#### **1.11 WHMIS**

Workplace Hazardous Materials Information System (WHMIS) Hazardous Communications (HAZCOM) provides the worker with vital information about hazardous materials or substances.





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The key elements are:

- Labels
- Material Safety Data Sheets
- Worker Education

Always take the time to read the WHMIS/HAZCOM INSTRUCTION labels. The labels tell you:

- material and supplier identification
- hazard symbols
- risks
- precautionary measures
- first aid measures

### **1.11.1 LABELS**

1. The Site Supervisor will ensure that materials delivered to the worksite have WHMIS supplier or workplace labels
2. The Site Supervisor will keep blank workplace labels in a WHMIS supplied file with the MSDS binder.

### **1.11.2 MATERIAL SAFETY DATA SHEETS (MSDS)**

1. The Site Supervisor will obtain and review MSDS's for materials to be used at the work site.
2. MSDS's will be kept in readily accessible binder(s) located:
3. Subcontractors must provide MSDS's for their materials before materials arrive at the worksite.

### **1.11.3 TRAINING**

1. Site Supervisors will ensure that workers and subcontractors supervisors have identification indicating completion of WHMIS training. WHMIS training acceptable to ASCO's standard must be done by a third party certified to provide the proper training and testing on WHMIS requirements.





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A copy of the WHMIS training certificate from all workers on site must be kept on file at the site trailer and made available to the Health & Safety Officer/Representative for his/her review.

2. Subcontractors will ensure that their workers and supervisors have identification completing of WHMIS training.
3. For workers without WHMIS training, the supervisor will provide instruction in specific hazards prior to work with or near hazardous material.
4. The employer will provide access to WHMIS training for untrained, direct-hire employees within four weeks of hiring.
5. ASCO's site supervisor will closely monitor the work of a new worker to ensure that the new work has full understanding of the WHMIS training and does practice WHMIS requirements.

## **1.12 EVALUATION TOOLS**

### **1.12.1 WRITTEN PROCEDURE CHECKLIST**

THIS SECTION UNDER DEVELOPMENT

### **1.12.2 DOCUMENTATION CHECKLIST**

THIS SECTION UNDER DEVELOPMENT



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### 1.13 DISCIPLINARY POLICY

It is ASCO Construction's philosophy that all employees be trained in proper safety procedures and employees are expected to follow and adhere to all aspects of ASCO Construction Health, Safety & Environmental Program. The close observance of all Federal, Provincial, state, local and client rules and regulations will be monitored at all times.

If there is an infraction of these rules, regulations or the ASCO Construction Health, Safety & Environmental Program, the following disciplinary action will be taken:

#### (1) Minor Infraction

Definition: Any infraction of government, corporate, or client rules that does not have the potential to cause serious damage or injury.

- 1<sup>st</sup> offense – verbal warning;
- 2<sup>nd</sup> offense – verbal warning and letter to personnel file;
- 3<sup>rd</sup> offense – time off without pay or termination;
- 4<sup>th</sup> offense – termination.

#### (2) Major Infraction

Definition: Any infraction of government, corporate, or client rules that does have the potential to cause serious damage or injury.

- 1<sup>st</sup> offense – time off without pay or termination;
- 2<sup>nd</sup> offense – termination.

### 1.14 FORMS





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**SAFETY MANUAL ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have read and understand the ASCO Safety Handbook. I understand that I must have a thorough knowledge of, and abide by, these instructions and practices. I further acknowledge that the instructions contained within this manual are conditions of my employment with ASCO.

In addition, I will conform to the explicit instructions with respect to personal protective equipment requirements as listed in this handbook.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project

\_\_\_\_\_  
Employee Signature

**This form must be forwarded to ASCO's Health & Safety Officer/Representative or Site Superintendent prior to commencing work.**







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PLEASE REFER TO GUIDELINES IN HEALTH AND SAFETY POLICY BEFORE  
 COMPLETING FORM

Circle One

1.	Is a copy of the Corporate Health, Safety & Environmental Manual available at the site for viewing?	Y	N	
2.	Safety Orientations are to be conducted for all workers on first visit to site. Are records kept of this Safety Orientation in the Site Safety File?	Y	N	
3.	Is Personal protective equipment being used on the site			
	- Hard Hats	Y	N	N/A
	- Footwear	Y	N	N/A
	- Fall Arrest Equipment	Y	N	N/A
	- Respiratory Protective Equipment	Y	N	N/A
	- Eye and Face Protection	Y	N	N/A
	- Hearing Protection	Y	N	N/A
	- Hand Protection	Y	N	N/A
	- Clothing	Y	N	N/A
	Specific Comments: _____			
4.	Have any Safety Violations been issued? If yes, provide details of any Minor or Major Infractions	Y	N	
5.	Has Scaffolding been inspected by site supervisor?	Y	N	
6.	Any issues identified by on site review of ladders?	Y	N	
7.	Have Guardrails been installed and inspected by site supervisor where required?	Y	N	
8.	Are there any open excavations that could present safety hazard?	Y	N	
9.	Are policies with respect to the use of Compressed Gas Cylinders being followed?	Y	N	N/A
10.	Are routine inspections of vehicles, equipment and tools being performed by Site Supervisor	Y	N	
11.	Are Crane Operator Certifications and Crane Certifications on file at Site?	Y	N	N/A
12.	Is the Site Clean? If no - elaborate	Y	N	
13.	Are fire extinguishers in place or other fire prevention measures?	Y	N	
14.	Is an Emergency response plan posted at the site?	Y	N	
15.	Are safety meetings being held at the site?	Y	N	
16.	Any particular observation to be addressed by Site Supervisor? If so list:	Y	N	
	_____			
	_____			

REPORT COMPLETED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SITE SUPERVISOR SIGNATURE: \_\_\_\_\_

COPIES TO: PROJECT SAFETY FILE, DISTRICT OFFICE, AND HEAD OFFICE





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### ORIENTATION CHECKLIST

EMPLOYEE \_\_\_\_\_, SUPERVISOR\_\_\_\_\_.

JOB SITE/ PROJECT\_\_\_\_\_.

	EMPLOYEE INITIAL	SUPERVISOR INITIAL
1. Explanation of project and employee duties	_____	_____.
2. Provide copy of company safety policy and program	_____	_____.
3. Requirements for personal protective equipment	_____	_____.
4. Accident reporting procedures		
5. location of:	_____	_____.
▪ first aid		
▪ fire extinguisher		
▪ telephones		
▪ emergency numbers		
6. Emergency procedures details	_____	_____.
7. Location and details of specific project hazards	_____	_____.
8. Location of tool handling and storage area	_____	_____.
9. Location of parking, lunch area, and toilets	_____	_____.
10. Project telephone number and absentee reporting	_____	_____.
11. Name of health and safety representative, and/ or joint H & S committee members	_____	_____.
12. Location of any hazardous substance and their MSDS's, and confirmation of WHMIS training	_____	_____.

SIGNATURES \_\_\_\_\_, DATE\_\_\_\_\_.





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### SITE ORIENTATION CHECKLIST

WORKER \_\_\_\_\_, SITE SUPERVISOR \_\_\_\_\_.

JOB SITE/ PROJECT \_\_\_\_\_.

	<b>WORKER'S INITIAL</b>	<b>SUPERVISOR INITIAL</b>
13. Explanation of project and workers's duties	_____	_____.
14. Provide copy of company safety policy and program	_____	_____.
15. Requirements for personal protective equipment	_____	_____.
16. Accident reporting procedures		
17. location of:	_____	_____.
▪ first aid		
▪ fire extinguisher		
▪ telephones		
▪ emergency numbers		
18. Emergency procedures details	_____	_____.
19. Location and details of specific project hazards	_____	_____.
20. Location of tool handling and storage area	_____	_____.
21. Location of parking, lunch area, and toilets	_____	_____.
22. Project telephone number and absentee reporting	_____	_____.
23. Name of health and safety representative, and/ or joint H & S committee members	_____	_____.
24. Location of any hazardous substance and their MSDS's, and confirmation of WHMIS training	_____	_____.

SIGNATURES \_\_\_\_\_, DATE \_\_\_\_\_.





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**Confined Space Entry Checklist**

Location and Description: \_\_\_\_\_

Date: \_\_\_\_\_

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

Time: \_\_\_\_\_

**Work to be done**

**Gas Test Results** (Check in order)

1. Oxygen
2. Explosive/Combustible
3. Toxic (specify H<sub>2</sub>S, CO, Cl<sub>2</sub>)

**Equipment Used**

**Performed by**


**Locks and Tags Required** (specify type and location)

Emergency Procedures reviewed by \_\_\_\_\_

**Additional Notes**

**Authorized safety representative:** \_\_\_\_\_





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## 1.15 WSIB CLAIMS AND EARLY RETURN TO WORK PROGRAM

Preventing workplace injuries and illness is the responsibility of everyone at the workplace. When injuries and illness do occur, however, it is important for the Company and the injured worker to minimize the human and financial impacts by focusing on getting the worker back to safe and productive work as soon as medically possible.

Most injured workers can return to some type of work even while they are still recovering. Returning to daily work and life activities can actually help in the recovery process. In fact, worldwide research shows that the longer a worker is off work due to injury or illness, the less likelihood there is of that person returning to work.

Both the Company and the injured workers benefit in cooperating in the injured worker's early and safe return to work. The injured worker benefits by restoring their source of income and staying active and productive, both of which are important to the healing/recovery process. The Company benefits by retaining valuable and knowledgeable people who contribute to its financial and market success.

### 1.15.1 WHO IS RESPONSIBLE FOR EARLY RETURN TO WORK

Returning an injured worker to work is a shared responsibility primarily between the employer and the worker. The WSIB is responsible for managing the claim and monitoring, providing education and assistance to the worker and employer, and to the workplace. Health care providers are responsible for providing timely health or medical and functional abilities information. Together, all parties working toward a shared goal of early and safe return to work and full productivity has the potential to reduce the human and economic impact of workplace injuries and illness.

#### 1.15.1.1 ASCO'S RESPONSIBILITY

ASCO will attempt to provide suitable work that is safe and within the worker's (functional) physical capabilities, skills set and pre-injury earnings as closely as possible. Some examples of return to work duties could be light duties or modified duties such as site patrol, office work, sweeping floors, cleaning, etc...

#### 1.15.1.2 WORKER'S RESPONSIBILITY

The injured worker is required to:

1. First and foremost, get proper medical treatment **immediately** following a work-related injury/illness and follow the recommendations of their health care providers.
2. Report their injury to ASCO's management, supervisors or even your work colleagues immediately or as soon as physically possible.





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3. Injury permitting, report to work the next morning after the injury/accident date. The worker can expect to be paid full salary for his presence. If worker cannot perform his/her pre-injury duties, the worker and ASCO's management will develop together the early return to work program.

4. Stay in contact with ASCO throughout their recovery period.

5. Provide the WSIB any information requested concerning their return to work.

6. Help ASCO identify suitable work that is available, consistent with his or her functional abilities, and restores pre-injury earnings when possible.

### **1.15.2 WSIB CLAIMS PROCESS**

The injured worker and ASCO must report the injury to the WSIB within 3 days of the injury/accident date. Proper paperwork must be submitted. ASCO and the injured worker will be required to fill out the proper forms either together or independently. Once the forms are sent to the WSIB, the claims process will be managed by the WSIB.

### **1.15.3 EARLY RETURN TO WORK PROGRAM**

After reporting the injury/accident to the WSIB, usually the day after the injury/accident date, ASCO and the injured worker will determine if it is possible to develop an early return to work program suitable for the injured worker. Preferably, this program will be developed by ASCO supervisor and the injured worker and will be reviewed by the injured worker health care provider.

The program will set out the following four (4) elements:

- (1) The goals of the plan with the final goal being retaining to pre-injury employment;
- (2) The action required to achieve these goals including the responsibilities of the worker and the supervisor under the plan;
- (3) Time frames for achieving the goals; this will be used to measure the workers progress;
- (4) Health care needs; coordinating the requirements to attend medical appointments.

Once the program has reviewed by the health care provider, ASCO and the injured worker will make proper modification to reflect the health care provider's comments or recommendations (if any) and the program will be signed by both parties.

### **1.15.4 SAMPLE RETURN TO WORK PROGRAM**

THIS SECTION IS UNDER DEVELOPMENT





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