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**OCCUPATIONAL  
HEALTH & SAFETY  
PROGRAM**

*Date of Last Revision: Feb. 22, 2024*



## **CONTROL SOLUTIONS LIMITED OCCUPATIONAL HEALTH & SAFETY POLICY**

It is the objective of **Control Solutions Ltd.** to reasonably ensure the ***Occupational Health and Safety (OHS)*** of its employees by taking all reasonable precautions to protect employees against occupational injuries and industrial diseases.

As a long-standing Member of the Mechanical Contractors Association of B.C., **Control Solutions Ltd.** has reviewed and elected to adopt – with minor amendments - and adhere to the procedures and guidelines as documented in the following ***Occupational Health and Safety Program*** initially prepared by the Mechanical Contractor Association of B.C.

Management and Employees of **Control Solutions Ltd.** are expected to be aware of and follow these procedures and guidelines.

Eddie McCool, CEO  
Date: February 22, 2024

Chad Thomas, President  
Date: February 22, 2024

# OCCUPATIONAL HEALTH & SAFETY PROGRAM

of the

## Mechanical Contractors Association of British Columbia

This program was originally prepared by the British Columbia Sheet Metal Association (SMACNA-BC), in conjunction with W. Denault & Associates.

Further Modifications by Control Solutions Ltd. – Feb. 22, 2024

*The Mechanical Contractors Association of British Columbia acknowledges with appreciation the permission of the British Columbia Sheet Metal Association to assume this Occupational Health & Safety Program as our own.*



# INDEX

<b>Section 1:</b>	<b>Occupational Health and Safety Policy</b> .....	7
1.1	<b>Health And Safety Policy</b> .....	7
1.1.1	Workplace Violence Policy.....	8
1.1.2	Workplace Harassment Policy.....	9
1.1.3	Asbestos Policy.....	10
1.2	<b>Health And Safety Program</b> .....	11
1.3	<b>Responsibilities</b> .....	12
1.3 (1)	Manager's Responsibilities.....	12
1.3 (2)	Superintendent's Responsibilities.....	13
1.3 (3)	General Foreman's/Foreman's Responsibilities.....	14
1.3 (4)	Worker's Responsibilities.....	15
1.3 (5)	Contractor's and Subcontractor's Responsibilities.....	16
1.3 (6)	OHS Committee's Responsibilities.....	17
<b>Section 2:</b>	<b>Written &amp; Practical Safe Work Procedures</b> .....	18
2.1	<b>Supplementary Instructions</b> .....	18-19
2.2	<b>Safety Rules</b> .....	19
2.2 (1)	General Safety Rules.....	19-20-21-22
2.3	<b>Job Procedures</b> .....	23
2.4	<b>General Job Procedures</b> .....	24
2.4 (1)	<b>Personal Protective Equipment</b> .....	24
2.4 (1) (a)	Hard Hats.....	24
2.4 (1) (b)	Eye Protection.....	24
2.4 (1) (c)	Hearing Protection.....	25
2.4 (1) (d)	Respiratory Protection.....	25
2.4 (1) (e)	Hand Protection.....	25
2.4 (1) (f)	Fall Protection.....	25
2.4 (2)	<b>Mobile Equipment Operation</b> .....	26-27
2.4 (3)	<b>Power Equipment</b> .....	27
2.4 (3) (a)	General.....	27
2.4 (3) (b)	Drills – Air & Electric Equipment.....	28
2.4 (3) (c)	Machine Guards.....	28
2.4 (3) (d)	Air Hoses & Compressed Air.....	28-29
2.4 (4)	Housekeeping - General.....	29-30
2.4 (5)	Ladder Safety.....	31
2.4 (5) (a)	General Safety Precautions.....	31
2.4 (5) (b)	Key Points in Ladder Safety.....	31-32
2.4 (6)	Lockout/Tag Out (LOTO).....	32
2.4 (6) (a)	Lockout of Mechanical Systems.....	32
2.4 (6) (b)	Common Pitfalls in Lockout Systems.....	32-33
2.4 (6) (c)	<b>Safe Work Procedure - Equipment LOTO Rev.</b> ....	33
a)	Preparation for Lockout.....	33
b)	Worker Responsibilities.....	33
c)	Five Basic Steps to Locking Out.....	33-34
d)	Procedure for Removal of a Lock in the.....	
	Worker's Absence.....	34
2.4 (7)	Hand Tools.....	35
2.4 (8)	Confined Space Entry.....	35-36
2.4 (9)	Fire Protection Plan.....	37

	2.4 (9) (a) Construction Sites.....	37-38
	2.4 (9) (b) Shop Facility .....	38
	2.4 (9) (c) Fire Safety .....	38-39
	2.4 (10) Scaffolding & Swing Stages .....	39
	2.4 (10) (a) Scaffolding .....	39
	2.4 (10) (b) Swing Stages.....	40
2.5	<b>Specific Job Procedures</b> .....	40
	2.5 (1) Violence in the Workplace .....	40
	2.5 (2) Risk Assessment Checklist .....	40-41
	2.5 (3) Workers Working Alone.....	42
<b>Section 3:</b>	<b>Training of Workers and Supervisors</b> .....	43
3.1	<b>Policy</b> .....	43
3.2	<b>New Worker Orientation</b> .....	43-44
3.3	<b>Worker Training</b> .....	44
3.4	<b>Superintendent and Foreman Training</b> .....	44-45
3.5	<b>Follow Up Procedures</b> .....	45
	<i>Employee Safety Orientation Checklist</i> .....	46
<b>Section 4:</b>	<b>Supervision of Workers</b> .....	47
4.1	<b>Supervisor's Responsibility</b> .....	47
4.2	<b>Supervisor's Skills</b> .....	48
4.3	<i>Supervisor's Safety Performance Appraisal</i> .....	49
<b>Section 5:</b>	<b>Regular Inspections and Monitoring</b> .....	50
5.1	<b>Workplace Monitoring</b> .....	50
5.2	<b>Policy</b> .....	50
	5.2 (1) Construction Sites.....	50
	5.2 (2) Inspection Process .....	50-51
	<i>Workplace Inspection Recording Form</i> .....	52
<b>Section 6:</b>	<b>Hazardous Materials and Substances</b> .....	53
6.1	<b>Policy</b> .....	53
6.2	<b>Employer's Responsibilities – (M.S.D.S)</b> .....	53
6.3	<b>Employer's Responsibilities - WHMIS Labels</b> .....	53-54
6.4	<b>Worker's Responsibilities - WHMIS Labels</b> .....	54
<b>Section 7:</b>	<b>Monitoring of Workplace Exposures</b> .....	55
7.1	<b>Monitoring Policy and Procedures</b> .....	55
	7.1 (1) Recognition.....	55
	7.1 (2) Evaluation.....	55
	7.1 (3) Control.....	55
7.2	<b>Programs</b> .....	56
	7.2 (1) Hearing Testing Program.....	56
<b>Section 8:</b>	<b>First Aid Services and Equipment</b> .....	57
8.1	<b>First Aid</b> .....	57
8.2	<b>Action Steps in the Event of Injury</b> .....	58

<b>Section 9:</b>	<b>Investigation of Accidents &amp; Diseases .....</b>	<b>59</b>
9.1	<b>WorkSafeBC Reporting and Appeal Procedure .....</b>	<b>59</b>
9.2	<b>Accident Investigation .....</b>	<b>60</b>
9.3	<b>Near Miss Investigation.....</b>	<b>61</b>
	<i>Supervisor’s Accident Investigation Report .....</i>	<i>62-63</i>
	<i>Supervisor’s Near Miss Investigation Report .....</i>	<i>64-65</i>
	<i>Accident Investigation Checklist .....</i>	<i>66</i>
<b>Section 10:</b>	<b>Joint Occupational Health &amp; Safety Committee.....</b>	<b>67</b>
10.1	<b>Policy .....</b>	<b>67</b>
	10.1 (1) Membership .....	67
	10.1 (2) Executive (Employer Co-Chair/Worker Rep Co-Chair) .....	67
10.2	<b>Purpose And Objective .....</b>	<b>68</b>
10.3	<b>Committee Guidelines .....</b>	<b>68</b>
	1. Employer Co-Chair	
	2. Worker Rep Co-Chair	
	3. Committee Members	
10.4	<b>Standard Format for Safety Meeting Minutes .....</b>	<b>69</b>
	<i>Worksite Safety Meeting Form.....</i>	<i>70</i>
<b>Section 11:</b>	<b>Records &amp; Statistics.....</b>	<b>71</b>
11.1	<b>Policy .....</b>	<b>71</b>
	a) Committee Responsibilities.....	71
11.2	<b>Records.....</b>	<b>72</b>
	11.2 (1) Inspection of Vehicles and Machinery .....	72
	11.2 (2) Investigation of Accidents .....	72
	11.2 (3) Safety Committee .....	72
	11.2 (4) Accident Report Forms 7/7A .....	72
	11.2 (5) Toolbox Safety Meetings .....	72
	11.2 (6) Inspection Records.....	72
	11.2 (7) First Aid Record Book .....	72
11.3	<b>Review of Statistics .....</b>	<b>73</b>
11.4	<b>Accident Record Form .....</b>	<b>74</b>
<b>Section 12:</b>	<b>Review of Occupational Health and Safety Program .....</b>	<b>75</b>
12.1	<b>Periodic Review of the Occupational Health and Safety Program .....</b>	<b>75</b>

**Appendix**

**Forms Included in this Manual:**

<i>Employee Safety Orientation Checklist.....</i>	<i>46</i>
<i>Supervisor's Safety Performance Appraisal .....</i>	<i>49</i>
<i>Workplace Inspection Recording Form.....</i>	<i>52</i>
<i>Supervisor’s Accident Investigation Report.....</i>	<i>62</i>
<i>Supervisor’s Near Miss Investigation Report .....</i>	<i>63-64</i>
<i>Accident Investigation Checklist.....</i>	<i>66</i>
<i>Worksite Safety Meeting Form.....</i>	<i>70</i>
<i>Accident Record Form.....</i>	<i>74</i>

# Section 1: OCCUPATIONAL HEALTH AND SAFETY POLICY

## 1.1 HEALTH AND SAFETY POLICY

**Control Solutions Limited** recognizes the right of all employees to work in a safe, healthy, and productive environment, and is therefore committed to providing such a workplace for all staff and onsite personnel.

In fulfilling this commitment, this comprehensive occupational health and safety program has been designed and implemented as a means of:

- reducing the occurrence of illness, injuries, accidents, near-misses, and/or property damage through employee education, participation, and empowerment.
- identifying the roles and responsibilities of all personnel in order to apply safe workplace practices.
- ensuring worksites are compliant with relevant regulatory requirements.
- communicating, consulting, and cooperating with employees to address health and safety issues and concerns.

### Living Document

This document is a living document and will continue to evolve over time, incorporating new knowledge, work procedures and safe work practices as they arise.

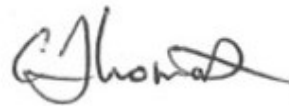
### Conflict with Regulation

Wherever discrepancies occur between this document and government regulation, government regulation will take precedence.

Signed,



**Eddie McCool, CEO**  
**Date: Feb. 22, 2024**



**Chad Thomas, President**  
**Date: Feb. 22, 2024**

## 1.1.1 WORKPLACE VIOLENCE POLICY

The management of **Control Solutions Ltd.** are committed to the prevention of workplace violence and are ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all employees of **Control Solutions Ltd.** Everyone is expected to uphold this policy and to work together to prevent workplace violence.

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

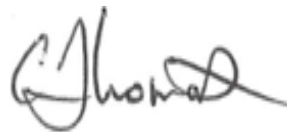
**Control Solutions Ltd.** as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information and instruction to protect themselves. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned as much as possible.



Eddie McCool, CEO  
Date: February 22, 2024



Chad Thomas, President  
Date: February 22, 2024



## 1.1.2 WORKPLACE HARASSMENT POLICY

The management of **Control Solutions Ltd.** are committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the *BC Human Rights Code*. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible.

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



Eddie McCool, CEO  
Date: February 22, 2024



Chad Thomas, President  
Date: February 22, 2024

***The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.***

## 1.1.3 ASBESTOS POLICY

The management of **Control Solutions Ltd.** is committed to ensuring a safe and comfortable work environment for all persons who attend our worksites, and which includes the elimination, so far as reasonably practical, the risk of exposure of Workers and Non-Workers to airborne asbestos fibres.

This extends to also managing any adverse impact to the environment from the uncontrolled release of asbestos containing material.

In undertaking its project activities, **Control Solutions Ltd.** will:

- Comply with applicable Health and Safety legislation and Codes of Practice relevant to the management and control of asbestos.
- Not allow the commencement of any work at any site, without the management controls necessary to minimize the risk of exposure to asbestos.
- Obtain and review the Facility Asbestos Survey and distribute copies to all contractors and other stakeholders employed by **Control Solutions Ltd.** before they attend the site.
- Include, where there is a known asbestos risk, the defined asbestos management protocols within the specific site plan.
- Where there is defined asbestos risk, ensure site specific asbestos management details are included in the safe work procedures provided by all or any subcontractor.
- Ensure workers are informed of and have available approved health monitoring, where work with or near asbestos containing material is carried out.
- Exposure to asbestos containing material.



Eddie McCool, CEO  
Date: February 22, 2024



Chad Thomas, President  
Date: February 22, 2024

## 1.2 HEALTH AND SAFETY PROGRAM

The objective of the company is to achieve profitable production and quality work without injury to workers or damage to property and equipment. To achieve this objective, the company will develop, implement, and maintain a *Health and Safety Program* comprised of safety policies, general safety rules and specific job safety procedures. This plan will be reviewed annually in January.

The **Safety Policies and Procedures Manual** will include, but will not be limited to, the following:

- a. statements of accountability for the operations manager, superintendent, foremen and employees.
- b. responsibilities of contractors and subcontractors.
- c. new employee induction program.
- d. general safety rules and regulations.
- e. specific job safety procedures.
- f. safety training requirements.
- g. requirements for communication programs for safety education and promotion.
- h. safety audit and inspection procedures; accident investigation and reporting procedures.
- i. WorkSafeBC reporting and appeal procedures.
- k. safety performance reporting procedures.
- l. procedures for safety committees.
- m. safety legislation and regulation.
- n. procedures for annual review of the *Health and Safety Program*.

## 1.3 RESPONSIBILITIES

### 1.3 (1) MANAGER'S RESPONSIBILITIES

The Manager is responsible for developing and applying sound safety policies and procedures in the company. This basic responsibility will include, but will not be limited to, the following:

- a. reviewing safety audit reports to ensure that "problem trends" and repeat items are corrected.
- b. conducting a safety inspection annually or more often as required.
- c. reviewing all accident investigation reports to ensure that they are serving their intended purpose.
- d. reviewing monthly and quarterly safety statistics to assess the effectiveness of the current safety activities.
- e. reviewing all foremen's monthly safety meeting reports to ensure that meaningful talks are being provided to workers for projects over 80 hours and have 2 or more people on site.
- f. organizing monthly safety meetings.
- g. issuing safety topics and literature to foremen.
- h. ensuring that new members of the **Occupational Health & Safety Committee (OHS)** receive at least 8 hours of training to prepare them for their committee work.
- h. consulting and cooperating with the OHS Committee, WorkSafeBC and its officers.
- i. **SETTING A GOOD EXAMPLE.**

### **1.3 (2) SUPERINTENDENT'S RESPONSIBILITIES**

The Superintendent is responsible for ensuring the effective application of safety policies and procedures in the workplace. The Superintendent's basic responsibility will include, but will not be limited to, the following:

- a. conducting safety audits and issuing results to foremen; reviewing audits with the Manager.
- h. ensuring that foremen frequently monitor work practices and working conditions.
- c. ensuring that foremen are taking prompt, corrective action to rectify unsafe work practices and conditions.
- d. reviewing all accident investigation reports to ensure that accident causes are being properly identified and appropriate corrective action is being taken (the superintendent will participate directly in the investigation of all serious accidents).
- e. reviewing all accident investigation reports and making recommendations on whether or not a WorkSafeBC claim should be contested.
- f. establishing and maintaining contact with an absent worker to facilitate his return to work.
- g. ensuring compliance with the Fire Protection Plan.
- h. **SETTING A GOOD EXAMPLE.**

### 1.3 (3) GENERAL FOREMAN'S / FOREMAN'S RESPONSIBILITIES

The foreman is responsible for promoting safety awareness and demonstrating to his workers through day-to-day attitudes and actions, that job performance is a high priority in the company. This basic responsibility will include, but will not be limited to, the following:

- a. providing general safety induction and instruction to new workers and young workers prior to assignment of duties.
- b. providing safety equipment and protective devices to workers, as required.
- c. enforcing all safety rules and regulations.
- d. developing and maintaining an effective program of good housekeeping.
- e. frequently inspecting for unsafe work practices and conditions and taking prompt, corrective action when required.
- f. promptly investigating and reporting all accidents and near miss incidents.
- g. providing meaningful safety talks to workers; conduct regular toolbox and safety meetings, on a weekly basis, and submit minutes to the Superintendent for all projects with more than two employees on site and greater than 80 hours of work.
- h. providing verbal recognition to workers for good safety performance.
- i. ensuring compliance with the Fire Protection Plan.
- j. keeping count of workers and to locate and contact them in an emergency.
- k. **SETTING A GOOD EXAMPLE.**

### 1.3 (4) WORKER'S RESPONSIBILITIES

Each worker will take reasonable care to protect his health and safety as well as the health and safety of other workers who may be affected by his acts or omissions. This basic responsibility will include, but will not be limited to, the following:

- a. knowing and complying with all safety rules, safety legislation and regulations.
- b. knowing and complying with job safety procedures.
- c. maintaining "**good housekeeping**" within the work area.
- d. immediately reporting unsafe conditions to the foreman.
- e. promptly reporting all accidents and injuries, no matter how slight, and obtaining required medical attention.
- f. cooperating in accident investigations to help prevent recurrence.
- g. **SETTING A GOOD EXAMPLE.**

### **1.3 (5) CONTRACTOR'S AND SUBCONTRACTOR'S RESPONSIBILITIES**

All contractors working for **Control Solutions Ltd.** shall comply with our *Occupational Health and Safety Program*. It is the contractor's/subcontractor's responsibility to perform the job in compliance with our company's safety standards. The contractor/subcontractor is responsible for the compliance, by all employees for whom he is primarily responsible, with all WorkSafeBC Industrial Health and Safety Regulations, as well as with all other applicable regulations.

CSL's Project Manager will be responsible for including documentation to contractors / subcontractors for compliance with CSL's safety policies. CSL's Project Manager shall provide an electronic copy to the contractor / subcontractor as requested or required. On suitable projects - CSL's Project Manager will be responsible for the collection of copies of the regular toolbox and safety meeting minutes held by the contractor / subcontractor and will pass these along to CSL's safety coordinator.

### **CONTRACTS AND PURCHASE FORMS**

As a subcontractor signing a contract with our company, you are agreeing that your company, management staff, supervisory staff and workers will comply with our *Occupational Health and Safety Program*. This is binding while you are on our work site.

All contractors and subcontractors working for **Control Solutions Ltd.** will verify and,

- a. Maintain a Hearing Conservation Program for all workers.
- b. Ensure that worker's medical certifications, if required to perform their job, are maintained.
- c. Conduct regular toolbox and safety meetings on a weekly basis and submit minutes to the Superintendent for all projects with two or more employees on site and greater than 80 hours of work.
- d. Conduct accident investigations and submit copies of investigation findings and recommendations.
- e. Ensure special work procedures are followed and submitted (i.e., confined space entry, lockout, etc.).
- f. Ensure that Workers Compensation Board (WCB) coverage for workers is current.
- g. Copies of regular toolbox and safety meetings for subcontracted projects must be turned into Controls Solutions Project Manager for review, action if required, and filing.



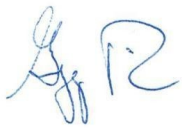
### 1.3 (6) OHS COMMITTEE'S RESPONSIBILITIES

CSL will establish and maintain an OHS Committee in compliance with WorkSafeBC Regulations. This committee shall hold monthly meetings, as a minimum. All potential hazards will be immediately examined and corrected as needed, rather than waiting for the next OHS Committee meeting to report. The activities of the OHS Committee will, as a minimum, follow the requirements of the WorkSafeBC Regulations.

Health and Safety Committee Members: Gregg Pierce, Matt Fibish, Paul Lucas and Ian MacDonald.

It shall be the responsibility of Committee members to promote safe work practices and conditions, and to assist in creating a safe place of work by recommending actions which will improve the effectiveness of the ***Occupational Health & Safety Program***.

Signed,

A handwritten signature in blue ink, appearing to read 'Gregg Pierce', is written over a light blue horizontal line.

Gregg Pierce - February 22, 2024

On behalf of the Safety Committee Members

## Section 2:

# WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

## 2.1 SUPPLEMENTARY INSTRUCTIONS

It is the policy of **Control Solutions Ltd.** that written and practical instructions will be developed and maintained on an ongoing basis, to eliminate or control the dangers likely to be encountered by our workers in the performance of their duties.

All workers are charged with the responsibility of following these written and practical instructions. Superintendents and foremen are to be held accountable for the monitoring of the workplace to ensure that compliance is obtained.

Generally, compliance will be obtained by mutual cooperation and by education of superintendents, foremen and workers in the "**WHYS**" of our safety rules and procedures.

Supplementary instructions are expressed as rules (general and specific) and procedures (general and specific) and are developed from input supplied by workers, the OHS committees, foremen and superintendents.

A copy of this **Occupational Safety Manual** will be kept on the Worksite. **The Policy Statement** at the front of that Manual will be posted for the information of workers.

### **Monthly OHS Reporting**

CSL's Health and Safety Committee will prepare and deliver a Monthly OHS Report within five days following month end to the President/CEO. This Report will include the Minutes of the OHS Committee; injury reports; accident investigations and other items as may be required.

### **Posting of Information**

All WorkSafeBC Inspection reports will be posted for at least 7 days or until compliance is achieved, whichever is longer. When a Compliance Notice is required by WorkSafeBC, it will be posted next to the original Inspection Report. The following items will also be posted:

The names and locations of the *Occupational Health & Safety* Committee members. The Minutes from the 3 most recent *Occupational Health & Safety* Committee meetings. WorkSafeBC orders for the last 12 months.

### **Workers:**

It is the responsibility of every worker to observe WorkSafeBC regulations, to carry out all work safely, and to report any real or potential safety or health hazard to the first available Supervisor.

The worker will not engage in horseplay or similar conduct that will endanger the worker or any other person.

The worker will wear protective equipment (PPE), clothing and devices as required by the OHS Regulation.

The worker will report any violation of the OHS Regulation to the worker's supervisor. Workers will cooperate with the OHS Committee, WorkSafeBC and its officers.

## **2.2 SAFETY RULES**

To promote good accident prevention practices, the following safety rules have been developed. Following these safety rules will greatly reduce the possibility of accidents occurring.

Each worker is responsible for his own actions and must be alert to the actions of others. The cooperation and support of all workers is essential to an effective Safety Program, and each must do his part.

### **2.2 (1) GENERAL SAFETY RULES**

1. No worker will operate or use any equipment in a manner that endangers him or other workers. Only persons properly trained and authorized by their foreman, or an authorized trainer will operate any equipment or machinery.
2. Any unsafe conditions or equipment must be reported to the foreman immediately and any employees who may become involved must be warned.
3. The use of alcoholic beverages, drugs and their derivatives are strictly forbidden on the job. No person will enter a jobsite while his ability to work is impaired.
4. Running, horseplay, scuffling or fooling around is strictly forbidden on the job.
5. The attention of a fellow worker must never be distracted while he is working.
6. An air hose must never be pointed at another worker. Compressed air must never be used to clean clothes or skin.

7. Rings, wrist watches, bracelets or dangling neckwear must not be worn in any work situation where there is a hazard of them becoming caught in machinery or other objects.
8. Safety hats must always be worn on designated hard hat construction sites.
9. Protective goggles or face shields must be worn for all operations where the eyes or face are exposed to flying objects, injurious light, chemicals, or intense heat.
10. Gloves must be worn when handling material with sharp edges or rough or abrasive surfaces.
11. Safety belts and lifelines must be worn when working at elevations greater than 10 feet (3 m) above grade or floor level.
12. Work area must be always kept clean and tidy.
13. Hoses, cables, ropes, wires, etc. must be stored when not in use to prevent tripping hazards.
14. Protruding nails are to be removed or clinched over.
15. Hazardous materials must be identified, stored, and handled in accordance with the *Workplace Hazardous Materials Information System (WHMIS)* regulations.
16. Equipment or machinery must not be cleaned or adjusted while it is running or in motion when there is a danger of contact with moving parts.
17. A machine must never be left running while it is unattended except for stationary equipment (welders, compressors), or where special conditions prevail, and precautions are taken.
18. Only authorized personnel may do electrical work of any kind.
19. Only authorized personnel may operate cranes, other lifting equipment, and specialized equipment.
20. It is strictly forbidden to ride a load, crane hook or material hoist.
21. No one must ever stand or walk under a suspended load.
22. Combustible materials must not be allowed to accumulate on the job site. Good housekeeping is the best method of preventing fires.

23. No one must ever smoke in a **NO SMOKING** area.
24. Gasoline-powered motors must be stopped before refueling and the **NO SMOKING** rule must be observed.
25. Gasoline, oil, grease, and other flammable liquids must be stored clear of the work area and **NO SMOKING** signs are to be prominently displayed in the storage area.
26. Fire extinguishers must be recharged immediately after use.
27. No worker is to ride on the deck of a truck or in the back of a pickup truck unless the vehicle has been designed or modified for this purpose. All workers are to ride in the cabs of vehicles.
28. All scaffolding material must be examined before using.
29. No one must ever jump from, or onto, staging or scaffolding.
30. No one must ever lean against guardrails or handrails.
31. Loose materials or tools must never be left where there is a danger of them falling.
32. Openings must never be left uncovered or unguarded.
33. Workers are to know and comply with the General Safety Rules. Failure to do so will result in disciplinary action up to and including termination.
34. Full body harnesses will be worn when the worker is working above 3 meters (10').
35. Any equipment which is considered unsafe will be immediately taken out of use and repaired or removed from the Worksite.
36. All cranes and boom trucks will have a valid certificate of inspection before coming on the worksite and be regularly inspected while on the Worksite.
37. All devices used to suspend workers must be similarly certified.
38. All scaffolding must comply with WorkSafeBC Regulations.
39. Any worker suspected of being impaired will be immediately removed from the worksite and subject to discipline.
40. All hazardous situations will be immediately reported to the first available supervisor, and corrected on the spot, if possible.

41. All controlled products must have Material Safety Data Sheets (MSDS) before the products is allowed on the worksite.
42. All workers must have a valid hearing test card prior to starting work.
43. Any worker who is uncertain about a safe work procedure should contact the Supervisor for direction.
44. Employees assigned to drive company vehicles must maintain a valid Driver's License and must have their driver's license with them at all times while driving a company vehicle. Any loss or change of driving privileges must be immediately reported to CSL.
45. Company service and construction vehicles are not to be used for personal activities at any time of day or night without prior permission by Eddie McCool or Chad Thomas.
46. CSL workers are not to use personal portable audio devices that require the use of earphones.

A copy of the General Safety Rules will be provided to, and reviewed with, each worker who has not previously worked for the company. This will be done prior to the commencement of work. A copy of the General Safety Rules will also be posted at each job site.

**USE YOUR HEAD,  
DON'T BECOME A STATISTIC.**

## 2.3      **JOB PROCEDURES**

To ensure an accident-free environment, it is essential that a worker knows and recognizes the various aspects of his job that are critical to safe job performance. Accordingly, job safety procedures have been, and will be, developed and maintained as part of our *Occupational Health and Safety Program*.

These procedures will be reviewed as part of our annual review of the *Occupational Health and Safety Program*, or more often, as required by changes in equipment, tools, or work processes.

Because of the diversity and complexity of the construction industry, a program of general job procedures, as well as specific job procedures, will be developed to provide both the general requirements of the work force and the specific requirements of projects.

**While care has been taken in the preparation of this manual, there are places where simplification or changes from the wording exist. In such cases, regulations and engineering data will overrule this manual.**

## 2.4 GENERAL JOB PROCEDURES

**General Job Procedures** are developed and included in this manual as part of our Safety Program. These procedures include, but are not limited to, the following:

- a. Personal Protective Equipment (PPE)
- b. Mobile Equipment Operation
- c. Power Equipment
- d. Housekeeping
- e. Ladder Safety
- f. Lockout/Tag Out
- g. Hand Tools
- h. Confined Space Entry
- i. Fire Protection Plan
- j. Scaffolding and Swing Stages

### 2.4 (1) PERSONAL PROTECTIVE EQUIPMENT

Safety equipment provided for the protection of employees by the company must be used on every appropriate occasion. **Personal Protective Equipment (PPE)** that becomes inoperable or damaged because of normal wear, or as a result of an incident or accident, must be returned for replacement.

#### 2.4 (1) (a) HARD HATS

1. Hard hats must be worn by employees in work areas where there is a potential hazard to the head from falling, flying or suspended objects.
2. Hard hats must be worn by all employees who enter designated hard hat areas.
3. Employees visiting an outside work site must wear a hard hat. This applies whether the project is design, lay out, or construction.
4. Employees working indoors on construction work or maintenance must wear a hard hat if a hazard to the head exists.

#### 2.4 (1) (b) EYE PROTECTION

Employees must wear appropriate eye protection devices when doing any work which might cause foreign particles to enter the eyes (e.g., grinding, welding, and cutting).

CSL workers must always have safety glasses with them when working on sites.

**Safety Goggles:** Safety goggles, by themselves, do not provide adequate protection against chemical splashes and must be worn along with a face shield in areas where a chemical splash might occur.



When placing goggles on the face, make certain that the bridge of the goggles fits snugly against the nose. Adjust the headband so that the goggles fit securely. Goggles may be worn alone, over prescription glasses, or along with face shields. To remove goggles, pull headband away from the back of the head and over the head. This method will reduce the possibility of dirt or particles dropping off the goggles and entering the eyes.

**Face Shield:** Face shields are designed to protect the eyes and face from heavy impact and flying particles and from chemical splashes when used with goggles.

#### **2.4 (1) (c) HEARING PROTECTION**

Employees subjected to excessive noise levels will be provided with, and will wear, **hearing protection** devices in accordance with the standards set out by the WorkSafeBC Industrial Health and Safety Regulations. Employees who are exposed to noise levels more than WorkSafeBC's allowable limits for noise must receive an annual hearing test provided by the company.

#### **2.4 (1) (d) RESPIRATORY PROTECTION**

Employees exposed to high concentrations of dust, vapours, gases, noxious or toxic fumes, paint fumes, or an oxygen deficient atmosphere, must wear respiratory protection devices appropriate to the material to which they may be exposed.

#### **2.4 (1) (e) HAND PROTECTION**

Employees handling materials likely to cut, puncture, abrade, burn, or irritate hands or arms must wear gloves or other devices designed to protect the hands and arms from such injury.

#### **2.4 (1) (f) FALL PROTECTION**

- A fall protection system will be provided when work is being done 3 meters (10') or more above grade.
- A written fall protection program will be in place when work is done 8 meters (26') above grade.
- Fall prevention and fall arresting devices must meet WorkSafeBC and CSA standards.
- Fall protection means any of the following:
  - Guardrails.
  - A safety belt or full body harness with a lanyard and/or lifeline and an anchor, and their related equipment.
  - A safety net.
  - A control zone.
  - A safety monitor with a control zone.
  - Other procedures acceptable to the board.

## 2.4 (2) MOBILE EQUIPMENT OPERATION

1. Employees must not operate any mobile equipment unless they:
  - a. Possess necessary licenses and/or certificates.
  - b. Have received adequate instruction and demonstrated to a foreman or instructor that they can operate the equipment.
  - c. Are familiar with operating instructions pertaining to the equipment.
  - d. Have been authorized to operate the equipment; and,
  - e. Are familiar with WorkSafeBC regulations regarding the safe operation of mobile equipment.
  - f. Review daily pre-use equipment log prior to use or complete pre-use inspection and record in log as necessary.
2. Operators of mobile equipment are directly responsible for the safe operation of that equipment. They will always maintain full control of the equipment and will comply with all laws and regulations regarding the operation of the equipment. Operators must comply with recommended gross vehicle weight and ensure that the vehicle is not overloaded.
3. Operators of mobile equipment should be familiar with the WorkSafeBC regulations about working in proximity of overhead power lines. Foremen are responsible for obtaining and completing FORM 3OM33 when required by the regulations.
4. Where vision is obstructed, mobile equipment operators must not move the equipment until suitable precautions have been taken to protect themselves and any other person and property from possible injury or damage.
5. Operators must examine their equipment before initial daily operation and thereafter, as required, and report defects, deficiencies or unsafe conditions to a foreman or other authorized person.
6. Mobile equipment **MUST NOT BE** refueled with gasoline, propane, natural gas, or other vaporizing fuels while:
  - a. the engine is running.
  - b. anyone is smoking in or about the vehicle; or,
  - c. there is a known source of ignition present in the immediate area.
7. No employee will remain in the cab of any vehicle while loads are elevated over the cab unless overhead guards are installed to prevent injury to the employee.
8. When a hazard is created by a swinging load, moving cab or counterweight, or any other moving part of mobile equipment, no worker will remain within range of the hazard, and the operator must not move the equipment while workers are exposed to the hazard.

9. When an employee is required to work beneath elevated parts of mobile equipment, the parts will be blocked, or otherwise secured to prevent possible injury to the worker.
10. When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load which could create a hazard to workers.
11. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load which might otherwise shift.
12. Employees should not stand or sit on the side or on the tailgate of any moving equipment.
13. The wearing of seat belts in all vehicles and equipment, where they are provided, is **mandatory** whenever the vehicle or equipment is in motion.
14. The operator of mobile equipment is the only worker allowed to ride the equipment, unless provisions, such as seat belts and other facilities, have been provided and used by other workers.

## **2.4 (3) POWER EQUIPMENT**

### **2.4 (3) (a) GENERAL**

1. No worker will use any power tool, or similar type of equipment, unless he is familiar with the use and operation of the equipment or has received specific instruction in its use and operation.
2. Instruction in the use, handling and maintenance of power tools, or similar tools, will be given to workers who require it.
3. Only qualified or specially trained workers, may alter, repair, or otherwise tamper with electrical equipment or electrical tools.
4. When "throwing" (engaging or disengaging) an electrical circuit breaker, workers must always stand to one side.
5. No worker will commence work on any electrical equipment until the equipment has been shut off and locked out as per the company's Lockout Policy and Procedure. (Reference Lockout - Section 2.4 (6) of this manual).

### **2.4 (3) (b) DRILLS - AIR AND ELECTRIC**

1. Use of eye protection is mandatory for all workers using, or assisting in the use of drill motors of any type.
2. Small parts must be clamped in a vice or to a large piece of material before attempting to drill them.
3. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation. Defective drills must be returned to the shops for repair.
4. Plug ends of electric drills must be capped and have the grounding prong intact.
5. Chuck keys must not be taped to a drill's electric cord as electrocution might occur when insulation has worn through.

### **2.4 (3) (c) MACHINE GUARDS**

Employees who are responsible for placing equipment into service, are also responsible for ensuring that equipment guards are in place. If, due to damage or deterioration, the original guard provided on a piece of equipment cannot be put in place, employees should use a temporary method, offering equal or better protection, as approved by WorkSafeBC.

**No employee will impair, remove, or render ineffective, any safeguards provided for the protection of themselves, or other workers.**

### **2.4 (3) (d) AIR HOSES AND COMPRESSED AIR**

Compressed air hoses present a serious hazard when used incorrectly, or when fittings become worn or damaged. Air hoses must not be used to clean floors unless approved by a foreman in advance.

Compressed air must never be used to clean hair, face, arms, hands, or clothing. Blowing dust from clothing on the body can cause skin damage, ruptured eardrums, eye injuries, and, if used on skin where a small cut is present, air may enter the bloodstream.

**Horseplay with air hoses, such as disconnecting them with the feet, or startling others by blowing air at them, is extremely dangerous and will not be tolerated.**

When using compressed air to clean parts of machinery, protective screening and goggles, or a face shield, must be worn. Restraining devices will be used on connections of hoses and/or pipes, which are under pressure, when inadvertent disconnection could cause a reaction harmful to workers.

## **2.4 (4) HOUSEKEEPING - GENERAL**

### **Good housekeeping involves everyone in the workplace.**

Employees are responsible for the maintenance of good housekeeping in all work areas. Poor housekeeping is a proven factor in many industrial accidents and injuries.

To maintain good housekeeping practices, the following rules have been established:

1. Workers must always keep their work areas clean and tidy. A daily clean-up is mandatory and frequent clean-up during the day is generally necessary.
2. Work areas and storage areas should be arranged to allow for the safe movement of workers, equipment, and materials.
3. Wherever practical, aisles and passageways in work and storage areas should be clearly marked by painted lines or other similar means. Such markings should be maintained in a clearly visible condition.
4. Floors must be kept clear of oil, grease and other materials which create a slipping hazard- Where possible, a non-slip material should be applied over the spill area.
5. Aisles and passageways must be kept clear of debris and material, which could create a tripping hazard.
6. Rubbish and waste must be deposited in receptacles provided. Receptacles will be emptied at regular intervals to prevent hazardous accumulation of rubbish and waste.
7. Oily rags must be deposited in approved receptacles only.
8. Hoses, cables, ropes, wires, etc. should be recoiled after use.
9. All grates and covers on openings must be replaced as soon as work is completed. If the work is not completed, the openings should be barricaded.
10. Heavy articles must not be stored on high shelves. Only the bottom two shelves of racks should be used for heavy items.

11. Only approved electrical tools and machinery should be used. Guards should not be removed or rendered ineffective.
12. Lumber with protruding nails must not be left around work areas. Protruding nails must be removed or clinched over.
13. Empty aerosol cans should be disposed of in the proper waste receptacles. Aerosol cans are dangerous at temperatures over 120 degrees °F (48 degrees °C).
14. Damage to an aerosol can may increase the pressure enough to rupture the can, resulting in metal fragments being sprayed in all directions.
15. Puncturing an aerosol can, tampering with the nozzle, or leaving the can where it can rust, may also result in the can rupturing.

**A CLEANER WORKPLACE IS  
A SAFER WORKPLACE.**

## **2.4 (5) LADDER SAFETY**

### **2.4 (5) (a) GENERAL SAFETY PRECAUTIONS**

Ladders should conform to approved specifications of the *Canadian Standards Association (CSA)* safety code for portable ladders and safety requirements for portable metal ladders.

The following precautions apply to the use of all step, extension and single ladders:

1. Ladders which have broken or missing steps or rungs, or broken, bent or split side rails, must be replaced.
2. No worker will work on the top two rungs of a single or extension ladder, or on the top two steps of a stepladder.
3. Metal ladders, or wire reinforced wooden ladders, must not be used close to energized power lines or other electrical equipment, unless authorized, in writing by WorkSafeBC, or an authority acceptable to WorkSafeBC.
4. Ladders must not be placed on boxes, barrels, or any unstable base, to obtain more height.
5. Ladders must not be placed in front of doors or windows which open towards the ladder unless precautions have been taken to ensure that the door or window cannot come in contact with the ladder.
6. Always face the ladder when climbing up or down.
7. Never go up or down a ladder without the free use of both hands. If material must be handled, hoist it up or down by rope.

### **2.4 (5) (b) KEY POINTS IN LADDER SAFETY**

1. Ladders must be securely placed before use. On single and/or extension ladders, the foot of the ladder will be set 25% of the working height away from the supporting object and will extend 3 ft. (0.9 meters) above the supporting object. If the ladder must be inclined less than this, it must be secured at the top and bottom.
2. Single and extension ladders must be equipped with non-slip safety feet, or be held, tied off, or otherwise secured to prevent "kicking out" or slipping.
3. If the ladder's length, particularly an extension ladder, is sufficient to cause it to spring when weight is applied to it, it must be braced in such a way to minimize or eliminate the spring action.
4. The upper half of an extension ladder must not be used as a single ladder.

5. No more than one person is to use, or climb, a ladder at one time.
6. Ladders should be stored away, in proper storage areas, after use.

#### **2.4 (6) LOCKOUT/TAG OUT (LOTO)**

To ensure that the operation and maintenance of electrical equipment and machinery is conducted safely, the following **Lockout Procedure** must be adhered to:

1. Stop all drives and motors on the machine by means of the stop button.
2. Lock out the main power to the equipment to be worked on by placing a lock and tag on the power or disconnect switch while it is in the '**OFF**' position.
3. Test the equipment to make sure it will not start, by pressing the '**START**' button.
4. Employees working on locked out equipment will place their personal lock on the power source. On completion of the work, workers must remove their personal lock. The last worker to remove his lock is responsible for the safe startup of the equipment.

#### **2.4 (6) (a) LOCKOUT OF MECHANICAL SYSTEMS**

1. Lock out of mechanical equipment must be considered on aspects of work pertaining to the temperature control industry.
2. When dismantling or repairing pneumatic control valves, water systems must be valved off for isolation prior to work being performed.
3. Any disassembly of components directly involved with the flow of steam must first have the steam valved off and locked out.

#### **2.4 (6) (b) COMMON PITFALLS IN LOCKOUT SYSTEMS**

1. Failure to enforce or supervise lockout procedure.
2. Failure of workers to use locks.
3. Locking one lock through another.
4. Leaving key in lock.
5. Asking others to lock out for you.
6. Failure to identify ownership of lock.



7. Failure to verify that equipment is inoperative.
8. Pulling fuses and not locking out.
9. Failure to identify and lock out all switches, valves and disconnects to the equipment.
10. Assuming equipment is inoperable.

#### **2.4 (6) (c) SAFE WORK PROCEDURE – EQUIPMENT LOCKOUT AND TAG OUT (LOTO)**

##### **a) Preparation for Lockout:**

Site Supervisors/Foremen or Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or other) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

##### **b) Worker Responsibilities:**

All workers who work on machinery or equipment requiring lockout are responsible for:

1. Locking out the energy-isolating device or placing a personal lock on the key-securing system in a group lockout procedure.
2. Removing their personal locks on the completion of their work.
3. Keeping control of the keys to personal locks throughout the duration of the work.
4. Providing name, lockout date and phone number.

##### **c) Five Basic Steps to Locking Out:**

Once you have determined that lockout is required, follow these five basic steps to lock out machinery and equipment. They apply to all types of machinery and equipment. Every worker must know these steps.

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machinery or equipment. Make sure that **all** moving parts have come to a complete stop. Also ensure that the act of shutting off equipment does not cause a hazard to other workers.
3. Identify and de-activate the main energy-isolating device for each energy source.

4. Apply a personal lock to the energy-isolating device for each energy source and ensure that all parts and attachments are secured against inadvertent movement.
5. Test the lockout to make sure it's effective and to verify that each energy source has been effectively locked out. First ensure that all workers are in the clear and that no hazard will be created if the lockout is not effective. Lockout can be tested after each energy-isolating device is locked out or after a group of nearby devices is locked out.

d) **Procedure for Removal of a Lock in the Worker's Absence**

A lock should **never** be removed by anyone except its owner. On the rare occasion that a worker with a lock on a machine cannot attend and the machine must be started up, their lock can be removed in their absence with the following conditions:

1. A person who is no longer with the company.
2. A person who is off work ill or injured, or on vacation, or another similar situation.

The **SUPERVISOR ONLY** can have the lock cut off, after:

1. Trying to reach the owner of the lock unsuccessfully.
2. Consulting with anyone else that has or has had a lock on the machine.
3. Determined that starting up the machine will not pose a hazard to anyone.

**WARNING**

**At no time does any work take place on a machine of any kind that is energized. If this rule is broken, there will be severe consequences. Disabling a safety device is an offence that will result in disciplinary action, up to and including termination for major, multiple, or willfully negligent offences.**

**Creation, Approval and Revision Record of LOTO**

<b>Created By:</b>	Katherine Hoffman	Date: September 19, 2022
<b>Approved By:</b>	JOH Committee	Date: February 22, 2024
<b>Revised By:</b>	Gregg Pierce	Date: February 22, 2024

## 2.4 (7) HAND TOOLS

1. Hand tools should always be kept in safe working condition.
2. Tools with mushroom heads, split and defective handles, or other defects, must not be used.
3. Sharp edged or pointed tools should not be carried in the pockets without ample protection.
4. Hand tools should be used only for the purpose for which they were designed.
5. Pliers are not wrenches. Pliers and wrenches are not hammers.
6. Extensions will not be used on wrench handles to increase leverage unless the wrench is specifically designed for use with such extensions.
7. When power tools are left unattended, the source of power should be turned off.
8. Grinding on the side of a grinding wheel is prohibited unless the wheel is designed and set up for such work.
9. Approved portable electric tools that require a ground wire will be properly maintained and the ground wire will be left connected.

## 2.4 (8) CONFINED SPACE ENTRY

For Technical Safety BC to meet the requirements of the [Part 9 “Confined Spaces” of WorkSafeBC \(WSBC\) Occupational Health and Safety Regulation \(OHSR\)](#) and for Technical Safety BC employees to fulfill inspection services that require entry into a confined space such as a boiler or pressure vessel, the site must be in compliance with the WSBC OHSR requirements for confined space entry.

As an owner or representative in compliance with the [Part 3, Division 3, Section 119 of the Workers Compensation Act](#) and [Part 4, Division 2, Section 19 \(2\) of the Safety Standards Act](#) - please note the following, as a minimum, is requested to be sent to Technical Safety BC:

- Written Hazard Assessment(s) of the specific confined space(s).
- Written Safe Work Procedure(s) for Confined Space Entry of the specific confined space(s).
- Written Rescue Procedures.
- Notification of specialized Personal Protective Equipment (PPE) required or provided by client.
- Written Lockout Procedure(s) (where required).
- Made available at the Confined Space Entry site.
- Plan-specific instruction and/or training on the confined space to be entered (as applicable).
- Calibration records for gas monitor.

To facilitate inspections in confined spaces by Technical Safety BC, please ensure the above requirements are addressed and applicable documentation (i.e., written hazard assessment(s), entry procedures, lockout procedures, and rescue procedures) are prepared by a Qualified Person as defined in **Section 9.11 WSBC OHSR** and forwarded to your respective Technical Safety BC contact person prior to scheduling the inspection work.

1. Workers should not enter a tank, vessel, tunnel, sewer, or other confined space in which a harmful atmosphere exists or may develop until:
  - a. appropriate tests, to determine the nature and quantity of harmful vapours, gases, fumes, mists, dusts, and oxygen deficiency have been made and recorded.
  - b. written work procedures, based on the work to be done, have been established to ensure a safe environment for the worker.
2. Where tests indicate unsafe conditions in the confined space, it must be ventilated or cleaned, or both, and retested to ensure that the unsafe conditions have been removed before a worker enters.
3. Where tests indicate that the atmosphere in the confined space cannot be made safe, the worker entering the confined space must wear respiratory and personal protective equipment and, where flammable or explosive gases or liquids are present, all sources of ignition will be eliminated or controlled.
4. A worker entering a confined space will be in constant communication with another person stationed near the entrance to the confined space.
5. Where work is carried out in a confined space, the space will always be ventilated.
6. The employer will notify WorkSafeBC in writing, and submit a copy of the proposed work procedures, at least 7 days before a worker enters a confined space which has been entered.

**\*\*\*IMPORTANT\*\*\***

***The information in this General Job Procedure is basic information only. Whenever a Job or Project requires entry into a Confined Space, Specific Job Procedures must be used or developed before the start of that job or project.***

## 2.4 (9) FIRE PROTECTION PLAN

### 2.4 (9) (a) CONSTRUCTION SITES

The risk and cost of fire on a construction project can be extremely high in economic and human terms. Accordingly, the following Fire Protection Plan is established.

1. Before work is performed, the foreman must check for fire hazards. Some of the most common hazards are wooden forms, scaffolding, scrap lumber, straw packing, paper wrapping, inflammable liquids, and oily rags. If there is any doubt regarding a hazard, contact the foreman.
2. Construction buildings and sheds must be kept clean and orderly. Metal waste or garbage receptacles must be provided. Sheds should be located at least 50' (15 m) from the main building and 30' (9 m) from each other.
3. All heating equipment must be checked on a regular basis, particularly where exposure to high winds may cause the extinguishing of pilot lights and subsequent explosion if they are re-ignited. Walls and roofs must be insulated at stove and pipe locations. Where tarpaulins are used to enclose an area, they should be securely fastened to avoid coming in contact with heaters.
4. CO<sub>2</sub>, foam, or dry chemical type fire extinguishers must be available on all projects and located strategically where the risk of fire exists, particularly near fuel storage and refueling locations, construction sheds and storage buildings. Extinguishers must be recharged immediately after use. Regular periodic inspection and service of extinguishers must be carried out.
5. Gasoline, oil, grease, and other flammable fluids must be stored in safe locations, clear of work areas and not in any buildings or locations where workers are likely to gather. **NO SMOKING** signs must be prominently placed in such storage areas and the **NO SMOKING** rules enforced. Gasoline and other inflammables must be transported in closed metal containers (safety cans).
6. Oxygen and acetylene tanks must not be stored near oil dumps or gasoline, or near any source of heat, and must be stored in an upright position secured by chains.
7. Caution must be exercised when welding or burning near rubbish, tarpaulins, oil, or grease, in older buildings and in confined wall and ceiling sections. Adequate firefighting equipment must be located at the site before any work is started where this type of hazard exists.  
Burning and welding sparks cause more construction fires than any other Ignition source. At some locations, it may be unsafe to use a torch regardless of the precautions taken.
8. Written release from liability must be obtained from the owner before proceeding with, and on completion of, work which may cause fire damage to neighbouring property.

9. All fire prevention regulations established by owners or general contractors, particularly **NO SMOKING** must be observed.
10. Foremen must report immediately, to the superintendent, fire damage occurring on their project, whether or not their company is involved.

#### **2.4 (9) (b) SHOP FACILITY**

The risk and cost of fire in a shop facility, can be high in human and economic terms. Accordingly, the following fire protection plan for use in the shop area is established.

1. In the event of fire, the most important thing to do is sound the alarm.
2. After turning on the alarm, proceed immediately to the nearest telephone and notify the switchboard, giving the person who answers information as to **WHERE** the fire is and the nature of the fire, if known.
3. Only essential supervision and emergency response crews are to attend the scene of the fire. All other personnel are to evacuate the scene and congregate in the parking lot at the main building entrance.
4. The shop foreman is to attend the evacuation area and determine whether or not all workers are accounted for. Should any worker be missing, emergency personnel will be notified, and a search undertaken for the missing worker.
5. Firefighting equipment will not be used for purposes other than firefighting without specific permission from the shop foreman.

#### **2.4 (9) (c) FIRE SAFETY**

1. Keep all approaches or access to fire hoses, extinguishers, and sprinkler valves always clear of obstructions.
2. Watch for fire hazards. Know the locations and operations of the fire extinguishers in your area. Check with your supervisor if in doubt. Report any extinguishers that are partly empty or otherwise inoperative.
3. Observe **NO SMOKING** restrictions in certain designated areas. There is always good reason for restricting smoking in an area.
4. Gasoline, oil, grease, and other inflammable fluids must be stored in safe locations, clear of all work areas and not in any buildings or locations where workers are likely to gather. **NO SMOKING** signs must be prominently placed in such storage areas and the **NO SMOKING** rules enforced. Gasoline and other inflammables must be transported in closed metal containers (safety cans).

5. Oxygen and acetylene tanks must not be stored near oil dumps or gasoline, or near any source of heat, and must be stored in an upright position secured by chains.

## **2.4 (10) SCAFFOLDING AND SWING STAGES**

### **2.4 (10) (a) SCAFFOLDING**

1. Erect scaffolding in accordance with WorkSafeBC Regulations and manufacturer's recommendations. Return damaged components to the supplier for repair.
2. Scaffolding must always be placed on solid footing. No barrels, blocks or boxes are to be used as supports for scaffolding.
3. Any scaffold system having a height exceeding three times its minimum base dimensions must be secured to the structure, or by other appropriate means, to ensure the stability of the scaffold.
4. Scaffolds with work platforms 3 meters (10') or more above floor level must have guardrails, intermediate rails, and toe-boards.
5. Toeboards must be installed on all open sides of a scaffold to prevent tools, materials, or equipment from falling off the scaffold.
6. Examine each scaffold plank before use. Use only the grade of lumber specified by WorkSafeBC Regulations. If this grade is not available, use good quality sawn planks 2 in x 10 in or manufactured laminated wood and metal planks designed for use in scaffolds.
7. The height of any freestanding tower or rolling scaffold must not exceed three times its minimum base dimension unless the scaffold is securely tied or guyed to prevent overturning.
8. Where outriggers are fitted to increase the minimum base dimension, they must be installed on both sides of the scaffold structure.
9. The wheels of a rolling scaffold must be locked when workers are required to work on scaffolds at heights in excess of 3 meters (10') above floor level.
10. No worker is to remain on a rolling scaffold while it is being moved if the scaffold height exceeds twice the minimum base dimension. No worker will remain on a rolling scaffold, while it is being moved by his own efforts, if the platform height exceeds 1/2 times the minimum base dimension.
11. Access to the platform must be by means of a fixed vertical ladder or other properly designed access.

## **2.4 (10) (b) SWING STAGES**

1. The safe working load of a swing stage must be permanently marked on it and must not be exceeded. The safe working load notation must be always maintained to be clearly readable by workers on the stage.
2. WorkSafeBC regulations regarding design and suspension of swing stages must always be observed.

## **2.5 SPECIFIC JOB PROCEDURES**

Specific Job Procedures are developed and maintained within the company. These procedures are to be made available and explained to each worker who will be undertaking a job or project involving a work process for which a Specific Job Procedure has been developed.

These Job Procedures are maintained in a manual and will be reviewed, at minimum, during the annual review of the Safety Program. Should any changes occur in regulations, equipment type or operation, or in the general application of the Specific Job Procedure, the procedure will be reviewed and updated to reflect the changes.

### **2.5 (1) Violence in the Workplace**

These new "Regulations" cover violence against workers by anyone who is not a worker for example, a customer or someone carrying out a criminal act. To assist with compliance of these "Regulations", a Risk Assessment Checklist should be used together with excerpts from the *WorkSafeBC's* pamphlet on these regulations. An elaborate plan is not required in most cases. The intent of this information is to make employers aware of how to meet basic compliance. The simple solution is for your existing health and safety committee to review the following material and consider the risk of violence in the workplace. It may be that the committee will conclude that there are no probable risks within the worksite. In this case, no other action is required. The result of your risk analysis can be reported to the *WorkSafeBC* officer when the officer asks about your response to the *Violence in the Workplace Regulations*.

### **2.5 (2) Risk Assessment Checklist**

Whenever there is direct interaction between workers and the public, the potential for incidents of violence exists. Where this potential exists, the regulations require that a risk assessment be conducted. Using the results of the risk assessment, employers can develop a workplace violence prevention program that addresses the specific safety needs of the organization and its workers.

The risk assessment should take into consideration the location, nature and circumstances of the business or industry in which the employer is engaged. The number and nature of previous incidents of violence, over a sufficient period of time



should also be considered. That period should be at least one year. The *Occupational Health and Safety* Committee or worker representatives knowledgeable in the firm's operations should participate in the risk assessment.

Employers required to conduct a risk assessment must do so at the start of operations or whenever there is a significant change in the nature of the business or the location of the workplace.

A risk assessment should include but not be limited to the following items:

**1. The nature of interactions between workers and the public:**

- Money transactions.
- Selling/dispensing alcohol or drugs.
- Delivery of health care/social services.
- Providing security/regulatory enforcement services.
- Civil disobedience/labour dispute.

**2. The attributes of the employees:**

- Training/experience.
- Health.
- Personality/attitude.
- Job expectations.

**3. The nature of the work environment:**

- Work location.
- Staff complement.
- Workplace layout.
- Lighting/security provisions.
- Hours of operation.

**4. Past history of incidents of violence in the workplace and in similar operations:**

- Number/frequency.
- Type-severity.
- Time/location.
- Job classification.
- Attributes of worker/client.
- Nature of the interaction.

Where an assessment identifies a risk of violence, written policies, procedures, and arrangements to eliminate or minimize that risk will be established. This will include ways to report, investigate and document incidents of violence.

If an incident of violence occurs at the worksite, it will be reported to the employer and investigated. Steps to prevent or minimize repeat occurrences of the situation will then be taken. Workers who are reporting injuries as a result of an incident of violence will be advised to consult a physician for treatment or referral if assistance is needed.

## **Workers Working Alone**

When workers are working alone as defined by the document “**Working Alone Procedure**”, the workers shall follow the guidelines and procedures set forth.

# Section 3:

## TRAINING OF WORKERS AND SUPERVISORS

### 3.1 POLICY

It is the policy of **Control Solutions Ltd.** that workers and supervisors will be provided with training and periodic re-training to ensure awareness of potential hazards in the workplace.

**WORKERS** will receive appropriate training and instruction to avoid and lessen hazardous situations. Supervisors are responsible for ensuring that all new or transferred employees start out with proper training.

**SUPERINTENDENTS AND FOREMEN** will be provided with ongoing training in health and safety as it applies to their workplace.

### 3.2 NEW WORKER ORIENTATION

It is the aim of the company that all workers will be properly trained and will receive an adequate orientation of the policies and procedures in place within the company.

It is critical that a worker who is entering a new work area "learns safety", prior to commencing work, to develop the safe work practices and attitudes necessary to protect him and other workers from injury within that work environment.

Accordingly, all new workers will be given a safety induction program, prior to starting work, which will include, but will not be limited to, the following:

- a. general safety rules.
- b. job safety practices.
- c. safety legislation and regulations.
- d. personal protective equipment.
- e. lifting demonstration.
- f. fire extinguisher locations and use.
- g. location of first aid facilities.
- h. procedure for reporting hazards and injuries.
- i. review of employee responsibilities.

- j. orientation on **WHMIS**.

This safety orientation will be documented, and the worker will sign the applicable form acknowledging that he/she has received this induction program.

### **3.3 WORKER TRAINING**

The training and verification of each worker, with regard to his ability to do the job safely, is most important to the company. As outlined in the General Safety Rules, no employee will operate any equipment if he has not been trained to do so. The supervisor will ensure that each new worker can perform his duties safely and efficiently.

Good safety performance is achieved, in a large part, through initial and ongoing training and education which develops safety skills and promotes safety awareness. Accordingly,

- a. specialized training, such as Accident Investigation Techniques, Safety, etc. will be provided to all full-time superintendents and foremen.
- b. general safety awareness training will be provided to all workers whenever the need for such training is required.
- c. WHMIS training will be provided to all workers employed by the company; any upgrading of this training will be done on an annual basis, or more often, if required.

### **3.4 SUPERINTENDENT AND FOREMAN TRAINING**

Superintendents and foremen are vital links in the implementation and overall success of the OHS Program in the company.

They are largely responsible for the day-to-day operation of the program. It is imperative that superintendents be continually informed of the latest developments in tools, equipment and methods used in the work that is undertaken on their projects as well as the methods available in conveying this information to the workforce.

Therefore, a guideline for training to be provided to superintendents and foremen will include, but will not be limited to, the following:

- a. training in accident investigation techniques as well as developing corrective measures.
- b. training in communication and motivation skills.

- c. training and education in **WHMIS**, including the use of Material Safety Data Sheets (MSDS) and Supplier Labels, as well as the use of the company's workplace labelling system.
- d. knowing the rules and regulations of the workplace, WorkSafe BC and other regulatory agencies.
- e. training in the proper use and care of personal protective equipment.

### **3.5 FOLLOW UP PROCEDURES**

All foremen will monitor employee performance to ensure that safe work practices are being used and that Job Procedures are being followed. It will be the foreman's responsibility to record these observations and to correct practices as required.

It will be the superintendent's responsibility to monitor these records and to review results with foremen on a regular basis.

## Employee Safety Orientation Checklist

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hire Date: \_\_\_\_\_

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

Explain company safety program, including orientation; on-the-job training; safety meetings; and accident investigation and reporting.

Explain personal protective equipment (PPE) required.

Explain line of communication and responsibility.

Explain operating procedures, methods, and hazards as they relate to the specific job duties.

Explain pertinent safety rules of the company and of the Workers' Compensation Board's (WCB) OHS regulations.

Explain location of first aid room and emergency equipment.

Explain emergency plan.

Explain how, when and to whom to report all injuries.

Explain serious consequences of horseplay, fighting or lack of attention.

Explain importance of reporting promptly all accidents and/or injuries and of filling out required accident report forms.

Explain job procedures which relate to tasks to be performed by worker.

## Section 4:

# SUPERVISION OF WORKERS

## 4.1 SUPERVISOR'S RESPONSIBILITY

It is the responsibility of the supervisor employed by **Control Solutions Ltd.** to ensure that work is planned and carried out in accordance with safe procedures.

Superintendents/foremen play a key role in any *Health and Safety Program*. The amount of time and effort they put into accident awareness training and accident prevention will be a major determining factor in whether or not a good accident prevention performance record is established.

Supervisory responsibilities will include, but will not be limited to, the following:

- a. instructing workers in safe practices and methods at the time workers are given assignments and as the work progresses.
- b. recognizing unsafe practices and conditions and correcting those problems without delay.
- c. supplying all required personal protective equipment and enforcing the use of this equipment as required.
- d. ensuring that all equipment, tools, and apparatus used by workers are in good repair and in proper working order.
- e. actively supporting the OHS Committee in its ongoing endeavours; attending and participating in safety meetings as required.
- f. enforcing established safety policy rules and job procedures when required.
- g. actively participating in accident/incident investigations and ensuring that all injuries are reported.
- h. ensuring that regular inspections are taking place and that all deficiencies found during inspections are addressed and/or corrected.
- i. setting a good example for all workers.

## 4.2 SUPERVISOR'S SKILLS

Through skill, understanding, commitment and communication, superintendents and foremen working for the company can and will have a beneficial influence on the workers under their supervision.

Superintendents and foremen must set a good example for those working under their supervision. It is imperative that supervisory staff behave in a manner that workers can imitate and model their own behaviour upon.

Responding to praise is a natural reaction for most people. Therefore, rewarding a worker for a job safely done is one of the best methods of ensuring that he will continue to work in a safe manner.

- Identify** Supervisors must be able to clearly identify the unsafe or incorrect actions or processes within the workplace.
- Restate** If a worker gives excuses or argues after being instructed in safe procedures, the supervisor must restate his position.
- Inform** Instruct all workers in the correct method that should be used to do a work process.
- Check** Make sure the worker understands what you want done and how you want it done.
- Emphasize** It is the worker's safety and welfare you are concerned about as he is important to you and the company.



### 4.3

## SUPERVISOR'S SAFETY PERFORMANCE APPRAISAL

**Name of Supervisor:**

**Average Number of**

**Employees Supervised:**

**Comments:**

	<b>M</b>	<b>F</b>	<b>C</b>	<b>CO</b>	<b>D</b>
Provides safety instruction to new employees prior to assignment of duties.					
Maintains a current job safety procedure for each job grouping under his classification.					
Provides required safety equipment and personal protective equipment (PPE) to employees as required.					
Enforces all company safety rules.					
Enforces safety legislation and regulations.					
Develops and administers an effective program of good housekeeping.					
Inspects frequently for unsafe work practices and conditions and prompt corrective action.					
Reports and investigates accidents promptly.					
Maintains contact with absent employees to facilitate their return to work.					
Provides verbal recognition to employees for good safety performance.					

### PERFORMANCE RATINGS

<b>(M) MARGINAL</b> <b>(F) FAIR</b> <b>(C) COMPETENT</b> <b>(CO) COMMENDABLE</b> <b>(D) DISTINGUISHED</b>	Significant improvement required. Not fully to standard; development required. Normal expectancy performance. Performance consistently exceeds standard, above expectancy overall. Performance of unusually high quality; contribution is unique.
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## Section 5:

# REGULAR INSPECTIONS AND MONITORING

## 5.1 WORKPLACE MONITORING

**Superintendents/Foremen** are responsible for continuously monitoring the workplace and the activities in it to ensure that their subordinates are working safely in a safe workplace.

**Workers** must be constantly on guard against hazards, whether real or potential, and report them immediately to their supervisor. Hazards include unsafe or incorrect actions or work processes, defective or un-maintained equipment, and the activities of fellow workers.

## 5.2 POLICY

The identification of unsafe conditions and work practices by means of safety inspections and audits during working hours is a major means of accident prevention.

### 5.2 (1) CONSTRUCTION SITES

1. The superintendent will conduct a safety inspection of a job site at least once each quarter. The results of this inspection will be reviewed with the foremen at the job site and with the manager.
2. The project manager will conduct a safety inspection as required.

### 5.2 (2) INSPECTION PROCESS

The inspection team will tour the area thoroughly, observing environmental conditions, physical condition of work areas, equipment and structures, and hazardous materials.

Some considerations include:

1. Is the workplace tidy?
2. Is the workplace environment hazardous or unhealthy?

3. Are the instructions for hazardous work processes in place and in use? Are they adequate?
4. Are workers complying with the Safety Program?
5. Are controlled products clearly marked and stored? Are Material Safety Data (MSDS) Sheets current and available?
6. Are workers familiar with the instructions for their jobs?
7. Are first aid provisions in place and known to workers?

All deficiencies, whether real or suspected, will be recorded on the Workplace Inspection Report form. Deficiencies should be recorded as they are discovered and not left to memory. Unsafe conditions which are 'A' class hazards (imminent hazards) must be reported to the foreman **IMMEDIATELY**. Unsafe conditions which are "B" or "C" class hazards can be reported to the foreman via copies of reports.

# WORKPLACE INSPECTION RECORDING FORM

**Departments/Areas Covered:** \_\_\_\_\_  
**Time of Inspection:** \_\_\_\_\_  
**Date of Inspection:** \_\_\_\_\_  
**Inspected By:** \_\_\_\_\_

				FOR FUTURE FOLLOW-UP	
ITEM (and location of item)	HAZARD(S) OBSERVED	A B C	RECOMMENDED ACTION	ACTION TAKEN	DATE

**Classifications:**

- A- Imminent hazard which requires immediate attention.
- B- Hazardous condition and activity which are not imminently dangerous but should be attended to as soon as possible.
- C- Low hazard generally does not include machinery with part.

**COPIES TO:** \_\_\_\_\_  
**FOR ACTION:** \_\_\_\_\_  
**FOR INFORMATION:** \_\_\_\_\_

## Section 6:

# HAZARDOUS MATERIALS AND SUBSTANCES

## 6.1 POLICY

It is the policy of **Control Solutions Ltd.** to promote and sustain the efficient application of a program for **WHMIS** to ensure that workers receive the fullest knowledge and protection in the handling of products which could be harmful to their health.

## 6.2 EMPLOYER'S RESPONSIBILITIES MATERIAL SAFETY DATA SHEETS (MSDS)

1. Obtain up-to-date supplier MSDS before product is used or handled.
2. Ensure that supplier MSDS is not more than 3 years old.
3. Update MSDS:
  - a. within 90 days of receiving new information about product.
  - b. at least every 3 years.
4. Make sure MSDS is readily available to:
  - a. all workers who work with, or in proximity to, controlled products.
  - b. OHS committee or worker health and safety representative.
5. Ensure workers are informed regarding:
  - a. content required on MSDS.
  - b. the purpose and significance of the information.

## 6.3 EMPLOYER'S RESPONSIBILITIES WHMIS LABELS

1. Ensure that all workers who work with, or in proximity to, controlled products are instructed in the content, purpose and significance of supplier and workplace labels, and other identifiers.
2. Ensure that a controlled product or the container of a controlled product has the proper label applied to the item at the time of entry into the workplace.
3. Ensure that no controlled product is used or handled in the workplace without the proper label.

4. Take measures to ensure that supplier labels are not removed, defaced, or altered in the workplace.
5. Develop and apply workplace labels to controlled products or containers of controlled products where:
  - a. the employer produces a controlled product in the workplace.
  - b. an existing supplier label becomes illegible or is accidentally removed and replacement supplier label is not available.
  - c. a controlled product is transferred to another container (decanted).
6. Provide and apply other means of identification, which need not be workplace labels, but which clearly identify contents for any hazardous product which is:
  - a. a hazardous waste produced in the workplace.
  - b. contained in a transfer system or reaction vessel, tank car or truck, or similar conveyance.
7. Provide and place a placard, which need not be a label, but which discloses the information required for a workplace label and is of such a size and in such a location that placard information is conspicuous, and which clearly identifies controlled products:
  - a. not in a container.
  - b. in a container intended for sale to be labelled at a later time.

## **6.4 WORKER'S RESPONSIBILITIES - WHMIS LABELS**

1. Know and understand:
  - a. the content required on supplier labels and workplace labels, including the requirements for information on the availability of MSDS (Material Safety Data Sheets).
  - b. the significance of information on labels and other means of identification for worker health and safety.
  - c. resulting procedures for the safe use, storage, handling, and disposal of controlled products, as well as procedures to be followed where fugitive emissions are present, or in an emergency which involves controlled products.
2. Handle controlled products in accordance with label and identifier alerts.
3. Follow employer directives to avoid removing, defacing, or altering labels.
4. Inform employers of the presence of illegible labels and other means of identification, or those which have been accidentally removed.

# Section 7:

## MONITORING OF WORKPLACE EXPOSURES

### 7.1 MONITORING POLICY AND PROCEDURES

As we are committed to the safety and health of our employees, there will be procedures in place to recognize, evaluate and control hazardous exposures.

#### 7.1 (1) RECOGNITION

Persons monitoring must be able to recognize hazards in:

- a. waste products.
- b. maintenance operations.
- c. storage practices.
- d. work processes that involve noise, hazardous materials, and hazardous ergonomics.

#### 7.1 (2) EVALUATION

After hazards have been recognized, there must be monitoring to verify that *WorkSafeBC* standards are not exceeded, and that proper procedures and protective equipment are in place and in use.

#### 7.1 (3) CONTROL

To complete the process, there must be effective control of the hazard:

- a. good housekeeping, cleanliness of the workplace and the disposal of waste.
- b. adequate supply of required personal protective equipment at the workplace.
- c. education and training procedures designed to alert workers in the methods and equipment for controlling hazards.

## 7.1 PROGRAMS

### 7.2 (1) Hearing Testing Program

A major, long-term problem in the construction industry is hearing loss. The role of the company in this respect is to:

- a. identify noise hazards.
- b. communicate hazard information to employees.
- c. ensure that protection against the hazard is provided.
- d. provide annual hearing tests to those employees who are regularly exposed to excessive noise levels.

Acting within the program, it is the responsibility of all superintendents and foremen to identify noise hazards and to take appropriate action to control the problem. Examples of noise hazards in the workplace are:

- a. drilling and grinding.
- b. running heavy equipment.
- c. using air compressors.
- d. welding.

To meet the minimum requirements of the *Provincial Occupational Health and Safety Regulations*, the Company will ensure that:

- a. employees who are routinely exposed to excessive noise levels will be provided with hearing protection.
- b. all workers who are exposed to excessive levels of noise will be tested annually by a *WorkSafeBC* approved audiometric service.

Noise hazards will be communicated to all workers using *WorkSafeBC* stickers and posters, awareness campaigns, and through employee induction.

**PROLONGED EXPOSURE TO 85 DECIBELS (db) OF SOUND HAS BEEN PROVEN TO CAUSE PERMANENT HEARING LOSS.**



## Section 8:

# FIRST AID SERVICES AND EQUIPMENT

### 8.1 FIRST AID

Management has the responsibility of ensuring that first aid services are supplied and maintained for workers.

Any worker sustaining injury or illness that is, or that may be job related, will report to a first aid attendant as soon as possible for treatment.

The first aid attendant will ensure that a record of every injury or illness which requires first aid treatment is kept in the **Accident Record Book**.

The first aid treatment book will be kept for at least five years and will be monitored, by management, periodically.

First aid statistics will be reviewed by management and the Safety Committee to determine trends and recommend corrective action.

Every truck and every job box are to have a first aid kit. The first aid kits for trucks are to be reviewed annually to ensure they are adequately stocked. Job box first aid kits are to be checked when a job box is placed on site.

#### **\* NOTE\***

**Workers are reminded that all work-related injuries, no matter how minor, are to be reported to the foreman / supervisor as soon as possible.**

## 8.2 ACTION STEPS IN THE EVENT OF INJURY

Action by	For all injuries, regardless of severity	If injured worker is unable to continue work	If injured worker is unable to work next day or next few days
<b>Worker</b>	<b>Get first aid</b>	<b>Notify supervisor</b> of details.	<b>Notify supervisor</b> of details.
	Notify supervisor.	See a doctor promptly.	See a doctor promptly.
	Record accident in accident record book.	Complete a WorkSafeBC <b>Form 6</b> if possible.	Complete a WorkSafeBC <b>Form 6</b> if possible.
	Complete a WorkSafeBC <b>Form 6</b> or via <b>1-888-967-5377</b> if injury is such that you may see a doctor.	If requested, complete a WorkSafeBC <b>Form 6</b> and return it to WorkSafeBC.	Complete a WorkSafeBC <b>Form 6</b> and return it to WorkSafeBC.
<b>Supervisor</b>	Ensure worker receives proper attention.	Ensure worker receives proper attention.	Notify superiors, personnel, RCMP, and WorkSafeBC if involves a fatality.
	Ensure accident record book is completed.	Ensure accident record book is completed.	Ensure accident record book is completed.
	Complete WorkSafeBC <b>Form 7</b> , if required.	Complete WorkSafeBC <b>Form 7</b> , if required.	Complete WorkSafeBC <b>Form 7</b> , if required.
	Notify personnel officer, prepare time sheet.	Notify personnel officer, prepare time sheet.	Notify personnel officer, prepare time sheet.
	Investigate incident or accident- complete <b>52E40</b> Incident Investigation form.	Investigate incident or accident- complete <b>52E40</b> Incident Investigation form.	Investigate incident or accident- complete <b>52E40</b> Incident Investigation form.
	Initiate or recommend action to prevent recurrence.	Initiate or recommend action to prevent recurrence.	Initiate or recommend action to prevent recurrence.
<b>DOCUMENTATION</b>			
	Jobsite Accident Record Book	Jobsite Accident Record Book	Jobsite Accident Record Book
	WorkSafeBC <b>Form 6</b>	WorkSafeBC <b>Form 6</b>	WorkSafeBC <b>Form 6</b>
	WorkSafeBC <b>Form 7A</b> if first aid administered.	WorkSafeBC <b>Form 7A</b> if first aid administered.	WorkSafeBC <b>Form 7A</b> if first aid administered.
	Timesheet, if required.	Timesheet, if required.	Timesheet, if required.

## Section 9:

# INVESTIGATION OF ACCIDENTS AND DISEASES

### 9.1 **WorkSafeBC REPORTING AND APPEAL PROCEDURE**

Disabling injuries and industrial diseases are to be reported to the Workers' Compensation Board (WCB) within three days of receiving information about the injury or disease. Fatalities are to be reported immediately.

Within the three-day period, the superintendent, following discussion with the manager, will decide whether or not the claim should be contested.

Employers are responsible for immediately conducting an investigation into any incident that involves:

- Serious injury to a worker or a worker's death.
- Injury requiring medical treatment.
- Minor injury, or no injury, but had the potential for causing serious injury.
- Major structural failure or collapse.
- Major release of hazardous substances.
- Diving incident, as defined by the [Occupational Health and Safety \(OHS\) Regulation](#).
- Dangerous incident involving explosive materials.
- Blasting incident causing personal injury.

## 9.2 ACCIDENT INVESTIGATION

All accidents and incidents must be reported immediately to the foreman or general foreman. In the case of serious injury and / or property damage, the area WorkSafeBC inspector and head office must be notified. The superintendent will take part in the investigation of any serious accident or incident.

The Foreman is to immediately report any accident to the superintendent and manager and forward a completed accident investigation report within 24 hours.

An accident involving a fatality **is** to be reported to the manager and, **immediately** should be followed within 24 hours by a written report. In addition,

- a. arrangements will be made with the company's legal firm to have a representative present at the Coroner's Inquest.
- b. the company will be represented at the Coroner's Inquest by the manager or his designate.

The investigation is to determine the root cause or causes of the incident and attempt to find unsafe conditions, acts or procedures. The Safety Committee, where applicable, will be involved in the investigation of accidents and will recommend corrective action to prevent recurrence.

### **The basic steps in an investigation:**

1. The scene should be secured.
2. The injured person should be treated and removed.
3. Sketches should be made, and photos taken, if required.
4. Interviews should be conducted, and information gathered.
5. Accurate records should be made.
6. Recommendations to prevent recurrence must be made.
7. Immediate follow-up on recommendations must be made.
8. Outcome of investigation should be reviewed with all participants.

## 9.3 NEAR MISS INVESTIGATION

All incidents which have a potential for serious injury or property damage should be investigated by the foreman or general foreman.

Pertinent information should be gathered and a **Near Miss Investigation Report** completed.

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Branch		Department		Injured Worker's Name		
S.I.N.		Age	Sex	Report Date	Report Time a.m. p.m.	
Start Date		Occupation		Incident Date	Incident Time a.m. p.m.	
Incident Location						
Accident Category	Injury <input type="checkbox"/> Illness	Equip. <input type="checkbox"/> Failure	Motor <input type="checkbox"/> Vehicle	Property <input type="checkbox"/> Damage	Fire <input type="checkbox"/>	Other <input type="checkbox"/>
Severity of Injury	First Aid <input type="checkbox"/> <b>Only</b>	Medical <input type="checkbox"/> Treatment	Disabling <input type="checkbox"/>	Fatal <input type="checkbox"/>	Number of Days Lost	
Type of Injury:			Area of Injury:			
Names of Witnesses:			Addresses & Telephone Numbers:			
Describe clearly how incident occurred (diagram on back of report):						
Was written job procedure available? <input type="checkbox"/>		Was it adequate? <input type="checkbox"/>		Was it used for worker training? <input type="checkbox"/>		
What acts or conditions contributed most directly to incident?						
What are the reasons for these acts or conditions?						
Loss Severity Potential			Probable Recurrence Rate			
Major <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>	Frequent <input type="checkbox"/>	Occasional <input type="checkbox"/>	Rare <input type="checkbox"/>	

**PREVENTION**

**What action has been or will be taken to prevent recurrence?**


**Diagram**

--

**Comments:**


**Signature of Worker's Representative:**

**Signature of Foreman:**

--	--

## SUPERVISOR'S NEAR MISS INVESTIGATION REPORT

Branch	Department	Date
--------	------------	------

Location	Time
----------	------

Property Damaged	Estimated Cost

	Actual Cost

Supervisor in Charge	Object/Equipment Inflicting Damage
----------------------	------------------------------------

Owner of Property Damaged (Other than Company)
--

<b>DESCRIPTION:</b>
---------------------

Describe clearly how incident occurred (diagram on back of report):

<b>ANALYSIS:</b>
------------------

What are the reasons for these acts or conditions?
--

--



Loss Severity Potential			Probable Recurrence Rate		
Major <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>	Frequent <input type="checkbox"/>	Occasional <input type="checkbox"/>	Rare <input type="checkbox"/>
<b>PREVENTION</b>	What action has been or will be taken to prevent recurrence?				
<b>Diagram</b>					
<b>Comments:</b>					
<b>Signature of Worker's Representative:</b>			<b>Signature of Foreman:</b>		

## ACCIDENT INVESTIGATION CHECKLIST

### Notification

Agency [ ]  
 Time & date of accident [ ]  
 Time & date of notification [ ]  
 Time & date of arrival on site [ ]

### Scene

Diagram [ ]  
 Photographs [ ]  
 Measurements [ ]  
 General condition [ ]

### Worker

Name [ ]  
 Age [ ]  
 Home address & phone number [ ]  
 Occupation [ ]  
 Experience [ ]  
 Training for this job [ ]  
 Familiarity with equipment [ ]  
 How supervised [ ]  
 Personal protective equipment [ ]  
 Personal problems on/off job [ ]  
 Mental/physical disabilities [ ]  
 Nature of injuries [ ]

### Supervisor

Name [ ]  
 Age [ ]  
 Experience as supervisor [ ]  
 Personal knowledge of worker [ ]  
 Method of supervision [ ]  
 Knowledge of IH&S regulations [ ]  
 Opinion on how accident occurred [ ]  
 Opinion on how accident could be prevented [ ]  
 Supervisor's instruction from management [ ]

### First Aid

Were services available? [ ]  
 Was treatment given? [ ]  
 Name of first aid attendant [ ]

### Other Party

Instructions [ ]  
 Experience in industry [ ]  
 Experience in job at time of accident [ ]  
 Supervision [ ]  
 Training [ ]  
 Knowledge of IH&S regulations [ ]  
 Familiarity with equipment used [ ]

### Equipment and Site

Make, model & serial number [ ]  
 Manufacturer's information [ ]  
 Maintenance information & records [ ]  
 Suitability & adequacy of equipment [ ]  
 Layout of operation [ ]

### Environment and Site

General condition [ ]  
 Lighting [ ]  
 Ventilation [ ]  
 Wind [ ]  
 Temperature [ ]  
 Weather conditions [ ]  
 Terrain [ ]  
 Noise [ ]

### Persons with Information

Names [ ]  
 Work & residence addresses [ ]  
 Recollections of accident [ ]  
 Hearsay (general conversation) [ ]

### Employer

Name & address of head office [ ]  
 Address of office where records are held [ ]

**NOTE: Wherever possible, the names and addresses of dependents/next of kin should be obtained in fatal investigations.**

## Section 10:

# JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

## 10.1 POLICY

The Management of **Control Solutions Ltd.** will maintain an Industrial Health and Safety Committee as required by the *WorkSafeBC Industrial Health and Safety Regulations*.

The Safety Committee will meet on the 3rd Thursday of every month.

### 10.1 (1) MEMBERSHIP

This committee will be made up of no less than four members. This membership will consist of an equal number of management and labour representatives.

### 10.1 (2) EXECUTIVE

**Employer Co-Chair:** The employer co-chair is selected by the employer to represent the employer. This position is responsible for running the monthly committee meetings and presenting safety committee recommendations to the employer.

**Worker Rep Co-Chair:** The worker rep co-chair will be elected by a majority vote on an annual basis. This position is responsible for taking minutes of the monthly meeting and preparing a variety of materials and correspondence based on meeting results, including preparing recommendations to forward to the employer.

## 10.2 PURPOSE AND OBJECTIVE

The purpose and objective of the Industrial Health and Safety Committee will include, but will not be limited to, the following:

- a. convening monthly meetings for the purpose of reviewing occupational accidents and diseases, their causes and means of prevention; of reviewing remedial action required as a result of investigations or inspections; and of reviewing other matters pertinent to industrial health and safety.
- b. ensuring that the policies contained in this *Occupational Health and Safety Program* are being adhered to by the employer and by the workers; ensuring that recommendations for corrective action will be channeled through the appropriate levels of supervision.
- c. considering recommendations from workers with respect to occupational health and safety matters, and, where necessary, advising the employer of an unsafe working condition and/or recommending means by which any unsafe work practice can be alleviated or eliminated.
- d. recommending to the employer new safety practices and changes to safety practices and general policy with respect to occupational health and safety.
- e. promoting safety awareness and activities within the work force.

## 10.3 COMMITTEE GUIDELINES

### 1. Employer Co-Chair

- a. invites specialists or resource persons as required.
- b. presides over meetings.
- c. guides meetings as per agenda.
- d. ensures all discussion items end with a positive decision.
- e. reviews and approves the minutes.
- f. assigns committee projects to members.
- g. ensures the committee carries out its functions.
- h. assists in scheduling special situation meetings

### 2. Worker Rep Co-Chair

- a. schedules meetings, other than monthly meetings.
- b. prepares an agenda.
- c. ensures all pertinent records are kept by management
- d. prepares minutes.
- e. reports on status of recommendations.
- f. assists chair as required.
- g. distributes minutes, after meeting.
- h. disseminates safety information to members.

### 3. Committee Members

- a. reviews minutes and agenda.
- b. participates in discussion and tries to keep to the discussion without side tracking.
- c. listens to other people's viewpoints.
- d. submits items for agenda.
- e. promotes safety in its day-to-day activities.

## **10.4 STANDARD FORMAT FOR SAFETY MEETING MINUTES**

1. Date and time of commencement.
2. Members of committee present (note chairperson and secretary).
3. Members not present at meeting.
4. Adoption of minutes of previous meeting.
5. Review of accidents and injuries since previous meeting, if any.
6. Review of any WorkSafeBC inspection reports, date, and name of inspector (if applicable).
7. Review workplace inspections and accident investigations.
8. Accidents or injuries requiring further investigation.
9. First aid policy (annually).
10. New business.
11. Worker Rep Co-Chair signature.

## WORKSITE SAFETY MEETING FORM

<b>Foreman:</b>	<b>Date:</b>
<b>Project Number:</b>	<b>Location:</b>
<b>Number Attending:</b>	<b>Number in Crew:</b>
<b>Safety Items Discussed:</b>	
<b>Corrective Action:</b>	
<b>Employee Suggestions:</b>	
<b>Injuries/Accidents Reviewed:</b>	
<b>Safety Talk Used:</b>	
<b>Signature of Foreman:</b>	
<b>Superintendent's Comments:</b>	

# Section 11:

## RECORDS AND STATISTICS

### 11.1 POLICY

Records and statistics, pertinent to safety, will be compiled and retained by the company. These records and statistics will be used to identify and monitor problem areas, to review the effectiveness of the *Occupational Health and Safety Program* and to provide data to the superintendents and foremen to assist them in their endeavours of providing a safe workplace.

At each workplace where workers of an employer are regularly employed, the employer will post and keep posted:

- the names and work locations of the joint committee members,
- the reports of the 3 most recent joint committee meetings, and
- copies of any applicable orders under this Division for the preceding 12 months.

#### **Committee Responsibilities:**

The OHS Committee has the following responsibilities:

- to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- to consider and expeditiously deal with complaints relating to the health and safety of workers.
- to consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers.
- to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the *WorkSafeBC Regulations* and to monitor their effectiveness.
- to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness.
- to advise the employer on proposed changes to the workplace or the work process that may affect the health or safety of workers.
- to ensure that accident investigations and regular inspections are carried out as required by the regulations.
- to participate in inspections, investigations and inquiries as provided in the regulations.
- to carry out any other duties and functions prescribed by regulation.

## **11.2 RECORDS**

### **11.2 (1) Inspection of Vehicles and Machinery**

1. Records will be kept on the maintenance and repair of each unit.
2. Maintenance and repair records will be kept on file by the supervisor in charge of such equipment. Such records will be readily available, upon request, to WorkSafeBC officers.

### **11.2 (2) Investigation of Accidents**

Reports of accidents/near miss incidents involving the company will be kept on file at the Office and made available per Occupational Health and Safety Regulations.

### **11.2 (3) Safety Committee**

Minutes of meetings will be recorded and kept on file at the Site Office and made available as per Occupational Health and Safety Regulations.

### **11.2 (4) Accident Report Forms 7/7A**

Accident Report Forms will be completed in accordance with OHS legislation and regulations.

### **11.2 (5) Toolbox Safety Meetings**

Toolbox Safety Meetings must be recorded on the form provided and a copy kept on file at the Site Office.

### **11.2 (6) Inspection Records**

Inspection Reports will be completed for all inspections and a copy kept on file at the Site Office.

### **11.2 (7) First Aid Record Book**

A first aid treatment record book will be maintained on site in the first aid facility.

Each record of entry will be signed by the first aid attendant or by the person rendering first aid and, where possible, by the worker receiving the treatment.



## 11.3 REVIEW OF STATISTICS

Records and statistics will be reviewed by the Safety Committee at quarterly meetings. Action may be recommended by the Safety Committee on areas of concern.

Records and statistics, including Safety Committee recommendations, will be reviewed by management and, where necessary, action will be taken to correct safety problems identified during a review.

Incident recording/tracking summary can be found in the network folder:

<P:\Safety Files\Incident Injury-Forms+RecordingSheet>

## ACCIDENT RECORD FORM

INCIDENT DATE	WORKER'S NAME	WORKER'S TRADE	INCIDENT DESCRIPTION	INJURIES	MEDICAL AID	LOST TIME

# SECTION 12:

## REVIEW OF OHS PROGRAM

### 12.1 PERIODIC REVIEW OF THE OHS PROGRAM

The *Occupational Health and Safety Program (OHS)* at **Control Solutions Ltd.** will be reviewed and evaluated at least annually by the Committee. The evaluation will be undertaken to ensure that the program is being utilized and is effective.

A written report, developed as a result of this review, will be prepared and presented to the Company CEO for review and recommendations. This report will include the completed Health and Safety Plan Review form included in this manual.

Following review of the report, the CEO will take the following measures and actions with the intent of maintaining and improving the effectiveness of the *Occupational Health and Safety (OHS) Program*:

- a. report, assess and interpret report findings.
- b. establish an action plan which prioritizes safety and health needs indicated by the report.
- c. implement the action plan.
- d. monitor and evaluate the action plan.