

Project Name: Shopify 620

Instructor:

Worker name:

Date:

/2021

Site Manager: General Health and Safety Site Orientation		Yes	No	N/A
1.	Has an overview of Govan Brown policy and site safety rules been completed?			
2.	Has the location of the Safety station and first aid box been shown?			
3.	Has worker been advised of location of designated Smoking area?			
4.	Washroom facilities been indicated?			
5.	Has the location of Safety Data Sheets binder been communicated?			
6.	Has location of Fire Extinguishers and use been communicated?			
7.	Has review of Hazard signs/safety barriers around work area been communicated? IF any Asbestos and or Mold, Lead, assessments communicated, docs, provided?			
8.	Has worker been made aware that all accidents/incidents must be reported to GB?			
9.	Have the proper selection, care and use of the following (PPE) been reviewed? <div style="display: flex; justify-content: space-between;"> 1. Hard Hats -Mandatory 5. Footwear -Mandatory (Green Patch) </div> <div style="display: flex; justify-content: space-between;"> 2. Eye Protection – Mandatory 6. Gloves-as required </div> <div style="display: flex; justify-content: space-between;"> 3. Fluorescent vest- Mandatory 7. Fall protection equipment- as required </div>			
10.	Have house keeping requirements been reviewed with workers?			
11.	Has a review of ladder safety requirements been completed?			
12.	Has the worker been advised that all injuries must be reported and recorded? There is a Near/ Miss booklet in safety station available.			
13.	Is the Workplace Violence/ Harassment policy posted on safety station?			
14.	Safety talks/ Tool box talks/ JHA's are required in a timely fashion weekly to the SM. Has the worker been advised of Lift equipment, skyjacks, requirements?			
15.	De-Energization & Lock out plan will be applicable to electrical trade involved?			
16.	Has the Emergency Evacuation Plan and maps, routes etc. been communicated?			



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COMPLIANCE FORM

I, _____ have read and understand the policies and procedures that Govan Brown has implemented through their site safety policy and the orientation form below.

I understand that any act of non-compliance may result in removal from site or other disciplinary action

DATE: _____

SIGNATURE:

COMPANY NAME:

If an interpreter was used please complete item below

Interpreted By: _____ **Date:** _____

INTERPRETER EMPLOYED BY: _____

INTERPRETER PHONE NUMBER: _____

Govan Brown & Associates Ltd. Representative:

PRINT NAME:

Date: _____

SITE SAFETY POLICY

*The following safety measures and site information will be respected by all workers on this site. All workers will follow the **OHSA and regulations and /or OH&S Acts for Alberta, B.C. and Manitoba** and Govan Brown company policies while working on this or any Govan Brown worksite, without exception. Trade contractors must adhere to all municipal and provincial bylaws and codes.*

Please review this document with all workers who will be assigned to this project.

Workers

- ☒ Hard Hat, Safety Footwear (CSA Green Patch), safety glasses and Hi-Vis vests are required on site.
- ☒ Ear protection, Eye protection, or Respiratory Protection (i.e. masks) to be worn as required, or at the request of the site supervisor for specific durations.
- ☒ High Visibility vest or clothing to be worn onsite when any trucks, lifting equipment, or mobile aerial work devices (i.e. scissor lift) are in use on site. No exceptions.
- ☒ A competent flagman shall be used when backing up trucks or equipment
- ☒ Workers must request hot work permits prior to any hot work being performed, this includes welding, torching or the use of any other equipment that produces a flame.
- ☒ Use of cellphones while working is dangerous, please find a safe area for phone usage away from active work areas and remain stationary while doing so
- ☒ Personal listening devices such as earbuds, headphones, etc. are not permitted for use on site
- ☒ All workers to abide by the Workplace Violence and Harassment Policy which is posted on the GB safety board, failure to do so will result in removal from site, and potential further action/measures.
- ☒ Insubordination to the site superintendent will result in removal from site
- ☒ All workers on Govan Brown work sites will possess minimum training requirements of WHMIS and Worker Health and Safety Awareness/OH&S legislation and awareness. Working at Heights/Fall protection is required where applicable. Workers must carry these permits while on site. (Supervisor or Employer may provide copies of employee training certificates pre-job instead) Certificates must be up to date.
- ☒ No worker shall operate equipment without a valid permit for its use when applicable. Must carry or provide copy of permit.
- ☒ Workers to use designated washrooms only
- ☒ Smoking is not permitted on site. Please use designated smoking areas or smoke off site property
- ☒ Alcohol, non-prescription drugs (including medical marijuana in any form) are not permitted onsite or to be taken during work hours. Prescribed drugs that may affect the workers ability to be fit for work must be disclosed to Govan Brown site management for possible accommodation purposes.

Date: _____

Supervisors

(Supervisors must adhere to the same rules as Workers. A supervisor can also be a foreman, a lone worker, or worker deemed competent by employer. Additional responsibilities of a supervisor include ;)

- ☒ Each supervisor shall be required to do a start-up (JSA) Job Safety Analysis for their scope of work, this may result in providing (MOP) method of procedure or (SOP) safe operating procedure for work procedure and equipment (JSA's to be signed by all employees present from the company)
- ☒ Supervisors must request hot work permits prior to any hot work being performed, this includes welding, torching or the use of any other equipment that produces a flame.
- ☒ Supervisors to provide signed copy of (PSI) pre-startup inspection at the task location prior to the start of each task OR when conditions change. This includes ladder safety training included in your safety talks. If you don't have your own JSA , PSI or NEAR MISS forms blank duplicates will be provided upon request (when available)
- ☒ Supervisors are to collect and provide photocopies of required safety training certificates to site managers and GB safety, as well as any additional certificates or permits as required on the work site. Proof and photocopies are to be submitted to site superintendent prior to the commencement of any work
- ☒ Supervisors are to administer or oversee a minimum of one safety talk or "toolbox talk" weekly. A report form shall be submitted to site superintendent.
- ☒ Supervisors should have (MOL) Ministry of Labor Supervisor Health and Safety Awareness Training and /or OH&S Legislation and Awareness training.
- ☒ Supervisors will assist in upholding this Site Policy to all workers under his/her supervision

Site Rules

- ☒ **GB SAFETY BOARD** - is posted outside the GB site office, All GB policies can be located here including the workplace violence and harassment policy
- ☒ **GB FIRST AID KIT AND EYEWASH STATION** – Are located outside the GB Site office
- ☒ **WASHROOMS** – we are using the building facilities located on the concourse level
- ☒ **SAFETY DATA SHEETS** – are kept in the GB site office, please provide for any products you bring onto the site
- ☒ **FIRE EXTINGUISHERS** – located at stairwells and various other points located by signage, you must have a fire extinguisher present whenever performing hot work.
- ☒ **HAZARD SIGNS** – will be posted around safety barriers and any suspected presence of asbestos or lead will be communicated to all workers

Date: _____

- ☒ **LOCKOUT/TAGOUT** – Is required for any de-energization by electrical trade involved
- ☒ **ACCIDENTS** – All accidents must be reported to GB safety and a report submitted within 24 hours of the incident
- ☒ **HOUSEKEEPING** – Daily site clean-up is a must! This includes all work and personal rubbish such as wrappers, papers, bundle strapping, cut offs, cups/cans/bottles, and other general debris. Floor surfaces should be kept as dry as possible and scraped off or swept when warranted. All materials must be piled, stacked or stored to prevent tipping or collapse. Materials shall be stored away power lines, hazardous areas, entrances/exits, and work and travel areas. These responsibilities are to be completed daily. Failure to do so will result in notification to employer or other action.
- ☒ **PARKING** – please park in areas specified by site superintendent only. Do not block roadways, entrances/exits, accessible parking, etc. with vehicles. Should you require specific arrangements for whatever reason, please coordinate with site superintendent. Always use extreme caution in any parking areas shared with the public in any way. Lock your vehicles and store your valuables accordingly. Govan Brown is not responsible for any lost, stolen, or damaged to vehicles or property while in parking areas
- ☒ **WORKING AT HEIGHTS** –Working at heights/ fall protection training is mandatory, if the job requires you to tie off, there will be ***zero-tolerance*** for non-compliance to the OHSA/ OH&S.
- ☒ Always tie-off when you are on a scissor lift, moving or not. Also make sure that chains or bars in railing openings for entry are re-fastened
- ☒ A safety harness **MUST** be worn on roofs or when working above 8 feet, you must be securely tied-off.
- ☒ No ladders over 10 feet shall be onsite*
- ☒ Create a safe work area when working overhead using caution tape, pylons, and or signage alerting others of overhead work.
- ☒ Scaffolding must be erected and secured as per *Construction Regulations* requirements in each Province
- ☒ **SUPPLIERS AND DELIVERIES** – Deliveries of materials or supplies will be bearing the approval of site superintendent
- ☒ All persons making deliveries are subject to the same rules outlined in the “**Workers**” portion of this document. Trades receiving a delivery **MUST** be onsite to accept it. Site superintendent or others will not sign or accept deliveries
- ☒ **WHMIS 2015** – if hazardous materials are brought to site, they must be identified, and proper SDS sheet provided to the site superintendent.



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SITE HOURS: (superintendent to fill in)

Site Manager: (insert name and contact number)

Health and Safety: (insert name and contact number)

Date: _____

In the event of an emergency, Govan Brown Emergency Response team (First Aid/Safety Rep and Supervisor) will be notified by:

- Air horn signal (3 short blasts) = first aid emergency
- (1 long blast) = Evacuation to muster points)
- Via Govan Brown site radio communication or;
- Cell Phone

FIRST AID EMERGENCY

The team will respond to the emergency location; assess and determine the need for emergency services.

If emergency services are required, the Govan Brown team will direct workers in the vicinity to; call 911 and forward any information team requires; arrange for spotters at each access point or gates; ensure that access lanes and gates are free of vehicles and materials; and guide emergency services to the location of the patient.

The emergency team will continue to attend and care for the patient until hand-off to emergency services personnel.

EVACUATION

At sound of the evacuation horn signal (one long blast), the team, and any other Govan Brown employees in the building will assist in moving all workers towards the Muster Station as detailed in the evacuation plan.

Govan Brown employees will; call 911, notifying emergency services of the nature of the emergency, IF KNOWN, and ensure all gates and access lanes are free of vehicles and materials; ask Trade Supervisors to perform a head count of their respective workers; and ensure spotters are on hand to guide emergency services on to the site.

Access to the site is then restricted to emergency personnel only until the site is deemed safe to re-enter.