



Health & Safety Policy & Responsibility

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ASSURANCE CONSTRUCTION & SERVICES

1.1. HEALTH AND SAFETY POLICY

Assurance Construction & Services is committed to a strong health and safety program that protects workers, customers, property, and the environment.

Developed in accordance with industry standards and best practices, our health and safety policy focuses on the goal to not only meet, but exceed federal and provincial legislative safety requirements. Worker health and worker safety is an important factor in every business and operating decision. Every reasonable effort is made to identify, control and/or eliminate known hazards.

Resources will be provided to maintain a safe and healthy work environment. Those at every level including management, supervisors, contractors, and workers are responsible and accountable for the implementation of safety initiatives.

Assurance Construction & Services has developed this policy with the objective of minimizing the risk of accidents and injuries, resulting in a safe and healthy work environment for all personnel.

Paul Wolff, Director

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1.2. Health and Safety Program Manual

The *ASSURANCE CONSTRUCTION & SERVICES Health and Safety Program Manual* does not supersede or replace the Workers' Compensation Act, any federal or provincial legislation, any federal or provincial regulations or any occupational health and safety regulations.

It is not a definitive guide to legislated health and safety requirements.

The purpose of the *this Health and Safety Program Manual* is to help ASSURANCE CONSTRUCTION & SERVICES and all associated companies, meet the requirements of governmental health and safety regulations, and protect the health and safety of workers.

The *ASSURANCE CONSTRUCTION Health and Safety Program Manual* must be used in conjunction with the following:

- Workers' Compensation Act or the equivalent regulations of the authority having jurisdiction in the province in which the work is being done
- Occupational Health and Safety Regulations (OH&S)
- Workplace Hazardous Materials Information System (WHMIS)
- Transportation of Dangerous Goods Regulation (TDG)
- Highway Traffic Act
- Electrical Protection Act and Regulations (EPA)
- Any additional rules, procedures, programs, or written instructions developed by ASSURANCE CONSTRUCTION that meet or exceed the provincial Certificate of Recognition (COR) requirements.

The *ASSURANCE CONSTRUCTION Health and Safety Program Manual* applies to all workers employed by ASSURANCE CONSTRUCTION, regardless of the province in which they are employed, and it applies to the existing buildings and work sites of the following entities:

1.3. Provincial Regulatory Authorities

Each province has its own health and safety legislation and regulations and its own regulatory authorities for enforcement.

In Alberta, the Worker's Compensation Board looks after injury and compensation issues and workplace health and safety is regulated by Occupational Health and Safety.

In this manual, rather than list all provincial organizations with jurisdiction in a particular matter, a phrase such as "the authority having jurisdiction in the province in which the work is being done", "the authority having jurisdiction", "provincial authority", or a similar phrase will be used.

Assurance is a member of the Alberta Construction Safety Association, a peer group that provides training & assistance to help comply with the various provincial and federal authorities. This partnership contributes to & assists our organization in the reduction of incidents and their related costs.



1.4. Assurance Construction Services

ASSURANCE CONSTRUCTION will establish a safe and healthy workplace and facilitate safe work practices and procedures through the provision of safety training, safety equipment, safe work practices, safe work procedures, and work direction.

ASSURANCE CONSTRUCTION will ensure that all workers on ASSURANCE CONSTRUCTION work sites comply with provincial occupational health and safety regulations. Everyone on the work site, including Managers, Supervisors, workers, and visitors shares the responsibility for safety and must work together to establish and maintain proper safety standards, policies, practices, and procedures.

ASSURANCE CONSTRUCTION will take a number of actions to enhance safety:

- Develop, implement, and maintain a work site health and safety program
- Provide written safe work practices and procedures for particular operations and job sites
- Make sure that Supervisors instruct all workers in the safe performance of their work
- Ensure that hazards are eliminated, if possible (OH&S Code Part 2 Section 4)
- Ensure that hazards that cannot be eliminated are controlled by engineering controls
- Ensure that, if hazards cannot be eliminated or controlled, workers will be instructed on how to minimize hazards through safe work practices and procedures and personal protective equipment (PPE)
- Provide written Formal (HAA) & Field (FLHA) level hazard assessments when required by occupational health and safety regulations available to workers & subcontractors.
- Ensure buildings and equipment are maintained
- Provide and maintain first aid services and equipment as required by provincial occupational health and safety regulations (OH &S CODE Part 11 Schedule 2)
- Workers must report all work injuries and illness to their Supervisor and to the appropriate provincial authority in the time frame required by provincial regulations
- Report serious injuries, situations, or deaths immediately (OH&S Act Section 16)
- Maintain proper records of training, inspections, accidents, and investigations
- Conduct an annual review of the ASSURANCE CONSTRUCTION health and safety program
- Comply with all reporting and record keeping requirements specified in the ASSURANCE CONSTRUCTION health and safety program manual, in particular, records of inspections, accident investigations, worker training, first aid, and injury reporting

1.5. Worker Orientation

ASSURANCE CONSTRUCTION will provide all workers with a safety orientation and a site-specific orientation before they begin work. General work site rules, safe work procedures, and job rules will be written and available to all workers. ("Refer to Training" Section)(Form C-3).



1.6. Posting of Information

The following items will be posted in a common worker area as required:

- Names and locations of the Health and Safety Committee members
- Safety meeting minutes
- Current list of First Aid Attendants
- Health and safety policy
- Emergency response plan
- ***Emergency Contact Numbers (form M-2)***

1.7. Fire Prevention

ASSURANCE CONSTRUCTION will take all reasonable precautions, such as proper cleanup, careful use of electrical equipment, and proper training of workers to protect the work area from fire hazards.

ASSURANCE CONSTRUCTION will provide fire extinguishers based on occupational health and safety regulations. (Subtrades must provide fire extinguishers that meet occupational health and safety regulations.)

All work must be in compliance with the municipal fire codes.

(Fire prevention for more information.)

1.8. Special Hazard Protection

ASSURANCE CONSTRUCTION will ensure that special hazards receive the necessary attention.

Workers in situations where special hazards are present will be carefully trained, observed, and supervised.

Special hazard situations include, but are not limited to, the following:

- Lock-out
- Electrical contact
- Care and use of gas cylinders
- Safe and proper use of solvents and other chemicals
- Fall protection
- Confined space
- Forklift and scissor lift operation
- Any substances requiring a Code of Practice (OH&S Code Schedule 1 Table 1)



1.9. Health and Safety Reporting

All reports related to health and safety will be reviewed and signed when necessary by Senior Management and/or Site Supervisors.

These reports may include the minutes of committee meetings, injury reports, accident investigations, and other items, as required.

1.10. Roles & Responsibilities (*OH&S Act chapter 2*)

(The following roles and responsibilities may vary with less than 50 employees where one person may do several roles or greater than 150 employees where more than one person may perform the same role.)

COMPANY AND OFFICIALS

- Establish a Safety Policy.
- Provide a safe work place.
- Maintain a Safety Program.
- Ensure proper training of workers.

DEPARTMENT MANAGER

- Promote safety policy and encourage safety culture.
- Review all site toolbox meeting minutes.
- Review accident/incident reports and ensure proper investigation as well as corrective actions have occurred.
- Review site safety inspections and sign off on compliance and corrective actions.
- Reviews FLHA's and follow FLHA policy.
- Promote safety policy and encourage safety culture.
- Set a good example.

PROJECT MANAGER

- Review site safety tool box meeting minutes. Sign off on compliance or make corrective actions.
- Review accident/incident reports completed on site. Ensure effective corrective action taken to prevent reoccurrence (own forces/sub-contractors).
- In conjunction with Safety Dept. – ensure workers and all sub-trades have completed applicable safety orientation for project.
- Review site safety inspection and sign off on compliance. Ensure corrective actions were completed.
- Review FLHA inspections (form I-1) and follow FLHA's policy.
- Review PSSC.

FOREMAN/SUPERINTENDENT/CREW LEADER

- Promote safety awareness.



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- Ensure a safe work environment is being provided in all work areas.
- Develop safe work procedures, practices and hazard assessments with Safety Supervisor when required.
- Correct unsafe practices/conditions.
- Enforce safety rules and follow disciplinary action policy.
- Investigate all accidents and incidents immediately. Report accident as per the Accident Investigation Policy.
- Ensure proper maintenance of equipment and tools.
- Comply with regulations.
- FLHA – review and confirm form is accurate and completed properly. Sign off on form and give any coaching needed to raise awareness and proper use of the form. (form I-1)
- PPE – ensure all employees are wearing proper PPE. Ensure damaged or unusable PPE is replaced.
- PSSC – review project and fill in Pre-Job Safety Startup Checklist for projects over 1,000 hours.
- Ensure daily housekeeping standards are met for all work areas. Materials are stored correctly and all tools are secure.
- Confirm all employees have correct and up to date safety requirements, courses, and certificates to properly and safely do the work required.
- Perform weekly tailgate meeting and hand over to PM weekly.
- Conduct site safety inspections as per the Inspection Policy.
- Set a good example.

SAFETY MANAGER

- Establish & maintain Safety program.
- Conduct all new-hire safety orientations.
- Arrange for all required training of worker as per company Training & Development policies.
- Audit regular inspections and site reviews as required as per the Inspection Policy.
- Audit all incident and investigation reporting. Review documentation and monitor corrective actions for correction.
- Audit toolbox meetings are completed as per the Toolbox Safety Meeting Policy.
- Review all incidents and provide further investigation when required.
- Attend site safety meetings and assist with creation of site-specific safety plans as required.
- Assist and develop any safe job procedures, safe job practices, and job hazard analysis as required.
- Audit FLHA's and HAA as per policy.
- Chair monthly safety meetings (Management, Worker Committee).
- Attend courses and seminars to stay current with best industry practices.
- Communicate relevant health, safety, and environmental information to company personnel as required.
- Set a good example.

SAFETY COORDINATOR

- Report injuries to WCB.
- Attend safety Meetings (Management, Worker Committee).
- Ensure all safety training is completed and tracked.
- Assist Safety Manager in implementation of Safety Program.



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- Set a good example.

WORKER

- Take responsibility for the safety of yourself and others by working in a manner so as not to injure yourself or other workers.
- Follow all company rules, safe work practices, procedures and comply with all of the Company's health and safety program regulations.
- Report unsafe acts and conditions to your supervisor immediately.
- Report any injury and/or accidents.
- Comply with Occupational Health & Safety Legislation, and all other applicable legislation.
- Ensure housekeeping standards are met as per policy.
- Attend weekly Toolbox Meetings and sign off on participation.
- Participate in the FLHA and HAA process and sign off as per policy.
- Wear required PPE at all times.
- Set a good example.

1.11. Worker's Rights

Workers have the right to refuse, the right to know, and the right to participate. The parameters of these rights and the process for exercising these rights depend on the provincial legislation and provincial regulations in the province in which the worker is working.

The right to refuse

A worker has the right to refuse to do work that the worker believes presents an unusual danger to self or others.

An unusual danger may be one of the following:

- A danger that is not normal for the job
- A danger that would normally stop work
- A situation for which the worker is not properly trained, equipped, or experienced

This right may only be used for legitimate health and safety concerns.

If the worker invokes this right, the worker cannot be punished, demeaned, or discriminated against.

Note: Workers exercising this right must do so in accordance with the regulations prescribed by the authority having jurisdiction in the province in which the work is being done.

The right to know

Workers have the right to know about the hazards of the job and the hazards at the work site, through the WHMIS system and hazard assessments.

The right to participate



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Workers have the right to participate in the safety program, through safety training, safe work procedures, safety inspections, and safety meetings. Workers are encouraged to contribute from knowledge and experience to updating and development of procedures, practices and hazard assessments.

1.12. Environmental Protection Principles

Environmental policies and procedures (refer to Emergency Procedures) will be put in place for the protection of ASSURANCE CONSTRUCTION personnel, clients, society at large, and the environment.

Environmental practices and regulations will vary according to location and legislation, but good environmental practices are common to all ASSURANCE CONSTRUCTION work sites.

ASSURANCE CONSTRUCTION will be guided by the following environmental protection principles:

- **Prevention**

During the stages of estimating and pre-construction, ASSURANCE CONSTRUCTION will plan its construction activities so environmental damage will be prevented or limited.

- **Consultation**

ASSURANCE CONSTRUCTION will consult with all local, provincial, and federal groups that have jurisdiction in our work areas, in order to ensure that we comply with all legislated environmental requirements and take prudent action to protect the environment.

- **Promotion**

ASSURANCE CONSTRUCTION will promote the use of practices that will comply with environmental legislation and general good practice.

- **Monitoring**

ASSURANCE CONSTRUCTION will monitor, through our Site Supervisors, all work areas under our control, and we will keep current with environmental legislation to ensure that environmental protection measures are maintained at all times.

- **Correction**

ASSURANCE CONSTRUCTION will take appropriate action to correct environmental damage arising from our operations.

- **Response**

ASSURANCE CONSTRUCTION will respond immediately to any emergencies to protect our workers, the public, and the environment.

- **Training**

ASSURANCE CONSTRUCTION will ensure that any environmental training programs required for our workers are provided to them.

These principles will guide ASSURANCE CONSTRUCTION workers, Subcontractor/Trade Contractors, and Suppliers working under ASSURANCE CONSTRUCTION jurisdiction.

Workplace hazards common to construction sites

Different hazardous chemical substances may be found at construction sites:

Acetylene (welding and cutting gas)

Ammonia (in some brick-work and concrete washes)



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Asbestos (insulation)

Cadmium fumes (brazing with rods containing cadmium)

Chlorine gas (common at pulp and paper plants)

Carbon monoxide (incomplete combustion of fuels)

Concrete dust (dusts generated during cutting and grinding)

(Di) Chlorodifluoromethane (refrigerants)

Formaldehyde (foamed insulation)

Glass fibre dust (insulation)

Hydrogen chloride (in some masonry cleaners and de-scalars)

Hydrogen fluoride (in some masonry cleaners)

Hydrogen sulphide (found in some sewers and pits)

Iron oxide fumes (in some welding fumes)

Lead (plumbing and the stripping of some paints)

Mercaptans (common at pulp and paper plants)

Nickel fumes (welding stainless steel)

Nitrogen oxide (from incomplete combustion of diesel fuels)

Nitric acid (in some masonry cleaners and de-scalars)

Oxygen (frequently displaced in confined spaces)

Ozone (in welding fumes)

Portland cement (dusts generated during mixing)

Quartz dust (cutting or grinding granite, terrazzo tiles)

Silica sand (dusts generated during sandblasting/storage)

Sulphuric acid (in some masonry cleaners)

Environmental practices

According to WHMIS and provincial guidelines, a number of measures must be taken to meet the legal requirements regarding the prevention of personal over-exposure to hazardous products and contaminants in the workplace:

Make sure spill containment and cleanup products and procedures are in place at work sites requiring them

Limit emissions from vehicles and equipment in enclosed spaces

Provide adequate ventilation where it is necessary to provide relief from hazardous airborne substances

Document serious (based on quantity & possible damage) environmental contamination

Notify the appropriate governmental authority of any environmental contamination where required to do so



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If any of the following substances are released into the environment, use the Environmental project spill report form to record the release:

Oils

Lubricants

Fuels Glycol Corrosives Acids Solvents

Environmental contamination

The following types of environmental contamination pose a hazard to the environment:

Land contamination

Land contamination is the spillage of any liquid or solid that may negatively affect soil, strata, flora, fauna, or persons in the short or long term.

Water contamination

Water contamination is the spillage of any liquid or solid that may negatively affect the ecosystem or potability of the immediate body of water or connected bodies of water in the short or long term.

Air contamination

Air contamination is the release of airborne substances (dust, vapours, gases, fumes, etc.) that may negatively affect the respiratory health of humans, flora, or fauna, in the short or long term.

Environmental contamination risk assessment

Before a project is undertaken, a risk assessment must be done to determine the potential for contamination of the environment.

Environmental contamination response preparations

Preparations for dealing with environmental contamination must be made in case preventative measures fail.

Land and water contamination risk

Where liquid products that can contaminate land and water (fuel, solvents, paint products, etc.) will be used, spill control and clean-up products (spill kits) must be available at the work site.

The spill kits should consist of the following items:

Absorbent booms (to contain spills)

Pads or pillows (in sufficient quantity to soak up the amount of liquid) that may be spilled

Shovel

Disposal bags

Personal Protective equipment (coveralls, chemical-resistant gloves, and goggles)

These items will also prove useful for the clean-up of solid contaminant.

Note: Where there is risk of a waterborne spill, the absorbent booms, pads, and pillows in the spill kit must be hydrophobic.

Airborne contamination risk



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Depending on the contaminant, ventilation can lessen the effect of a contaminant in the air.

Where ventilation alone is not sufficient to deal with a contaminant, dust masks, respirators, or breathing apparatus may be required and, if needed, will be provided by ASSURANCE CONSTRUCTION.

The Site Supervisor must determine which breathing apparatus is suitable for a particular situation.

Discuss any concerns about breathing apparatus suitability with the Site Supervisor.

Always follow the breathing apparatus manufacturer's recommendations regarding breathing apparatus use and limitations.

For information regarding the type of respirator suitable for a work situation, consult respirator manufacturers and distributors.

Warning: *Do not guess whether or not a respirator can protect against the airborne contaminants at a work site. A respirator not designed to filter a contaminant will not protect a worker from that contaminant. Consult respirator manufacturers to determine the type of respirator that must be used for a contaminant that may be found at a particular work site.*

Spill response (forms R-1 to R-7 to be filled out where applicable)

If a spill has, or may have, occurred, do the following:

Move away from the spill or suspected spill if it may be a health hazard.

Determine what was released.

Identify the potential hazards.

Alert others.

If required, notify emergency services.

Assist any people injured or overcome by the effects of the spill.

If it is safe to do so, prevent further release of the substance.

Contact Management.

Seal off the area.

Discuss any plan of action with Management.

Get proper equipment, personal protective equipment (PPE), and materials to deal with the spill.

If it is safe to do so, contain the spill to prevent it from reaching drains, waterways, or expanding away from the immediate release area.

Inform Management of all relevant details so they can notify the appropriate agencies.

If Management authorizes it, and it is safe to do so, clean up the spill.

Airborne release response

If an airborne release of a dangerous substance has, or may have, occurred, follow this procedure:

Move away from the area of release or suspected area of release if it may be a health hazard.

Determine what was released.

Identify the potential hazards.



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Alert others.

If required, notify Emergency Services.

Assist any people injured or overcome by the effects of the airborne release.

If it is safe to do so, prevent further release of the substance.

Contact Management.

Seal off the area.

Discuss any plan of action with Management.

Get proper equipment, personal protective equipment (PPE), and materials to deal with the release.

If it is safe to do so, contain the release.

Inform Management of all relevant details so that they can notify the appropriate agencies.

1.13. Health and Safety Program Regular Review

To ensure that the ASSURANCE CONSTRUCTION health and safety program meets the evolving health and safety needs of its workers, ASSURANCE CONSTRUCTION will conduct a review of its Health and safety program annually.

This review will include all aspects of the ASSURANCE CONSTRUCTION health and safety program and will be done with the full support of Management.

The Health and safety program regular review has a number of purposes:

Provide evaluation of health and safety programs

Suggest corrections and additions as needed

Assess accident trends

Maintain and improve workers' awareness of health and safety programs

Reduce accidents and compensation claims

Focus of the review

The focus of the Health and safety program regular review is to determine the relevance of the material in the *ASSURANCE CONSTRUCTION health and safety program manual* and note areas that can be improved.

The review will focus on a number of items:

Policy and administration

Health and safety education and training

Supplementary programs

Workplace inspections

Monitoring of hazardous conditions

Accident investigation procedures



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First aid services and equipment

Records and statistics

Personal protective equipment (PPE)

Emergency preparedness

Maintenance program

Health and safety program regular review

Fleet risk management

Disability management

Health and Safety Program Review Report

A report summarizing the results of the Health and safety program regular review will be written. (Form R-9)

The report will include specific recommended actions and an action plan to achieve recommended objectives.

A Senior Management representative will review the report with the Health and Safety Committee and will administer this process impartially.

It may be in the company's best interest to review on a continuous basis resulting in no part of the company's program is more than 12 months old

Paul Wolff, Senior Administrator, April 2015