



## **6 Training and Communication**

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## ASSURANCE CONSTRUCTION Health & Safety Program

### 6.1 Safety Training Policy

*ASSURANCE CONSTRUCTION & SERVICES recognizes and accepts its responsibility to provide adequate health and safety training to its workers.*

*Safety training will be provided to supervisors, management, and workers on an ongoing basis.*

*ASSURANCE understands, and will comply with, its legal responsibility to ensure that every worker is adequately qualified, suitably trained, and has sufficient experience to perform work safely **with minimal supervision ("competent", OH&S Code Part 1 Section "C")**.*

*Safety training will be provided to all new workers. If it is not practical to give a new worker safety training immediately, the work performed by that new worker will be done under the direct supervision of a competent worker.*

*Records will be maintained for each worker, documenting the safety training or education received by that worker, as well as the dates that training or education was completed.*

*Each Supervisor will be held accountable for ensuring that workers receive the training required by ASSURANCE safety standards and provincial safety standards.*

Paul Wolff, Senior Administrator \_\_\_\_\_ June 2015



## 6.2 REQUIRED SAFETY TRAINING

Occupation Health & Safety requires ongoing training and updating of training. This policy is to ensure that required training is outlined and provided to all employees.

Minimum training requirements for ASSURANCE CONSTRUCTION are as follows:

**Senior Management** (President, CEO, Department Managers, Project Managers, and Health & Safety Managers)

- Company Safety Orientation (New Hire Orientation)
- Leadership for Safety Excellence
- Alberta Legislation Awareness
- Workplace Hazardous Materials Information System (WHIMIS)
- CSTS (Construction Safety Training System)

**Supervisors**

- Company Safety Orientation (New Hire Orientation)
- Leadership for Safety Excellence
- Alberta Legislation Awareness
- Workplace Hazardous Materials Information System (WHIMIS)
- CSTS (Construction Safety Training System)
- Fall Protection Planning (If required for job specific tasks)
- Safe Trenching & Excavating (If required for job specific tasks)
- Standard First Aid
- ***Accident Investigation***

**Worker**

- Company Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS)
- CSTS (Construction Safety Training System)

**All employees will receive specialty training as required for their job duties (Fall Arrest, Confined Space, etc.)**

## 6.3 Worker Safety Orientation

ASSURANCE CONSTRUCTION will ensure that all workers are properly oriented to the work site before they begin work. General work site rules, safe work procedures, and job rules will be written and made available to workers.

The work site orientation given to workers must include a number of topics:



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- An overview of the contents of the *ASSURANCE CONSTRUCTION health and safety program manual*
- A description of the responsibilities of Senior Management, Supervisors, workers, and visitors
- General safety and health rules
- A briefing that points out hazards, dangerous areas, restricted areas, and jobs where personal protective equipment (PPE) is required
- Specific instruction in the proper use and expectations of PPE
- The basics of the Workplace Hazardous Materials Information System (WHMIS) Program
- How to report hazards properly
- How to report personal injury properly
- Site emergency plan review
- The location of all first aid stations
- The Voluntary medical emergency information form

The work site orientation of all workers must be documented.

Workers must sign the *Safety orientation checklist* form, which will be kept as part of the records maintained by ASSURANCE CONSTRUCTION.

### 6.4 Visitor Orientation

All visitors to a work site must:

- Receive a full safety orientation, or a visitor safety orientation and be escorted
- Comply with ASSURANCE CONSTRUCTION health and safety regulations
- Wear the proper personal protective equipment (PPE)

Any injury sustained on the work site by a visitor must be reported to the Work Site Safety Representative.

### 6.5 Toolbox Meetings

Toolbox meetings are safety-oriented meetings held with all site workers. Toolbox meetings must be held a minimum of once per week on the same day and at the same time for discussion of health and safety matters, the identification, prevention, and correction of unsafe conditions, and the maintenance of interest in the safety of the work force.

Each Contractor and Subcontractor must conduct toolbox meetings with its workers. Toolbox meetings should be held a minimum of once a week, at a set time, or as required for specific upcoming potential hazards.

Toolbox meetings are one of the most effective ways for Supervisors or Foremen to display a personal commitment to safety and display ASSURANCE CONSTRUCTION's commitment to safety.



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Toolbox meetings should be conducted with a specific topic for discussion, such as a new safety rule, a new procedure, or a recent accident.

All workers must attend toolbox safety meetings.

Use the *Toolbox meeting record* form to document workers attending the toolbox meeting, topics discussed, safe work practices, potential hazards, suggestions and/or unanswered questions for later comment, and corrective actions recommended or taken.

The following are examples of toolbox meeting topics:

- Floor and roof openings
- Overhead high-voltage electricity
- Concrete pouring and pumping
- Job-built ladders
- Personal protective equipment (PPE)
- Qualified First Aid Attendants
- Reporting accidents and hazards
- Emergency preparedness
- Scaffold safety
- Tagging out equipment
- Fall protection (a written site-specific fall protection plan)
- Trenches and excavations
- Health and safety responsibilities
- Guards on equipment

### **Toolbox Meeting Guideline**

When conducting a toolbox meeting, use the following guideline to make sure the meeting is successful:

1. Choose a safety topic
  - Choose a topic relevant to the work that the workers are doing
2. Prepare
  - Inspect the job site for hazards related to the chosen topic
  - Read over the material you plan to cover
  - Familiarize yourself with any regulations, guidelines, and company rules related to the meeting's topic
  - Review reports of recent accidents on the site, including "near miss"



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3. Get the workers actively involved in the meeting
  - Choose a real-life example (a case study) to talk about
  - Invite the workers to ask questions and make suggestions related to the topic
  - Respond to questions that you can answer and offer to find the answers to questions you cannot answer
  - Allow time at the end of the meeting for questions and suggestions on any safety issue
  - Ask the workers for feedback on the meeting
  - Involve the workers in preparing for and/or leading future safety meetings
4. Follow-up
  - Look into complaints, concerns, and suggestions that the workers brought up during the meeting
  - Report back to the workers to let them know what will be done
5. Keep records
  - Use the *Toolbox meeting record* form to document workers attending, topics discussed, safe work practices, potential hazards, suggestions and/or unanswered questions for later comment, and corrective actions recommended or taken

### 6.6 Specialized Training

ASSURANCE CONSTRUCTION will provide additional training for workers involved in special tasks. This training must be documented on the *Employee training record* form. Depending on the special task the worker is doing, this training may include, but not be limited to, the following:

- Site-specific safety requirements
- Emergency procedures for harmful substances
- Safe use, handling, and storage of harmful substances
- Emergency procedures for substances under pressure
- Radiation procedures for workers exposed to radiation
- Recognizing the symptoms of heat disorder
- Using respiratory protection
- Electrical safety
- Lock-out of machinery and equipment such as electrical, steam, or pressurized water systems
- Use of powder actuated tools
- Operation of mobile equipment such as forklifts and scissor lifts
- Hazards of Workplace Hazardous Materials Information System (WHMIS) controlled products



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- Content of WHMIS labels and Material Safety Data Sheets (MSDS) materials
- Procedures for the safe use, handling, storage, and disposal of hazardous materials
- Safe handling, packaging, and documentation procedures of products controlled by Transportation of Dangerous Goods (TDG) legislation

### **6.7 Follow-up on Training**

Supervisors will observe workers in their area of responsibility in order to ensure safe work procedures are being used.

Workers who require correction or additional training will receive it and ASSURANCE CONSTRUCTION will keep a record of this correction and this additional training.

Certain types of training will be reviewed on an ongoing basis as per provincial legislation and regulations:

- WHMIS training
- Transportation of Dangerous Goods (TDG) training
- Forklift and scissor lift training
- Fall protection training
- First aid training
- Other specialized training

### **6.8 Safety Enforcement/Discipline**

As part of the ASSURANCE CONSTRUCTION health and safety program, ASSURANCE CONSTRUCTION ensures that workers receive orientation and training regarding rules, regulations, practices, and procedures.

ASSURANCE CONSTRUCTION has implemented a system to consistently enforce the policies of its safety program.

Supervisors must administer ASSURANCE CONSTRUCTION safety policies as follows:

- When the unsafe act or breach of safety legislation is committed/observed, the direct Supervisor must consult with the worker(s) involved to determine if the worker(s) is/are aware of the safety legislation/ASSURANCE CONSTRUCTION policy contravened and determine the reason for the unacceptable action (retraining and/or skill practice may be required)
- Supervisors must ensure that subjects dealing with legislated safety requirements are used in toolbox talks with their own workers and with workers of the direct subtrades
- In order to make workers aware of the necessity for a safe work site, where possible, the Supervisor must get statements from other workers regarding the observed unsafe acts or conditions where action is taken
- Supervisors must enforce ASSURANCE CONSTRUCTION's discipline policy regarding the unsafe behaviour of workers



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- Written documentation must be kept of all disciplinary actions

### **Safety Infraction Consequences**

The following consequences will result if safety regulations are breached:

**First offence** - Verbal warning (written record)

**Second offence** - Written warning/1 day suspension

**Third offence** - Dismissal

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Paul Wolff, Senior Administrator, February 2015

## **6.9 Transport of Dangerous Goods (TDG Act)**

Supervisors must check the Federal Transportation of Dangerous Goods Act (TDGA) and Transportation of Dangerous Goods Regulations (TDGR) for the laws and regulations related to transporting dangerous goods.

**Note:** *This information is not included in the Motor Vehicle Act.*

Supervisors must do the following regarding driver qualifications for transporting dangerous goods:

Ensure that every driver who transports dangerous goods has the required training

Keep a copy of each driver's current Transport of Dangerous Goods (TDG) certificate

Keep a copy of each driver's expired TDG certificate for two (2) years after it expires

**Cell Phone Use** Limited use of cell phones is permitted on all job-sites.

Supervisors are to maintain their cell phones on their person at all times in case of emergency however they should not be answered or used unless it is safe to do so.

All employees are asked to refrain from making or responding to personal calls, texts and emails during work hours except during break times or in the case of an emergency. This can often be assisted by sharing this ASSURANCE CONSTRUCTION expectation with family and friends. Surfing the net, checking Facebook accounts, texting friends or family, playing games or any other such use of a personal device during work hours is considered inappropriate. If a supervisor finds an employee's use of a cellphone is interfering with their work, the employee will be asked to leave their cell phone in their vehicle.

All employees must be aware that it is against the law to talk or text or email while driving. During working hours answering phones or using any device while driving a company or personal vehicle or operating machinery is prohibited unless using a hands free device.





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Employees who violate these rules and expectations will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.

Subcontractor employees that do not comply with these policies may be removed from the project.

### **6.10 WHMIS (OH&S Code Part 29)**

The Workplace Hazardous Material Information System (WHMIS) is designed to inform workers about controlled products and hazardous materials and to protect them from controlled products and hazardous materials. Supervisors must understand and implement all WHMIS requirements.

ASSURANCE CONSTRUCTION will ensure that the following essentials regarding WHMIS are provided:

- Worker education on controlled products
- Workplace labeling and identification
- Material Safety Data Sheets (MSDS)

#### **Supplier label**

The supplier label on a product must have the following information on it:

- Product identification
- Hazard symbols representing the classes into which the product falls
- Risk phrases
- Precautionary statements
- First aid measures
- A statement advising that an MSDS is available
- Supplier identification

#### **Workplace label**

If a controlled product is transferred from a larger container into a workplace container, a workplace label will be supplied for the workplace container that the controlled product was transferred to.

The workplace label must have the following information on it:

- Product identification
- Information for safe handling
- Statement that a Material Safety Data Sheet (MSDS) is available

#### **WHMIS Responsibilities**

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- will make information concerning Workplace Hazardous Materials Information System (WHMIS) controlled products available to workers. This information will include the Material Safety Data Sheet (MSDS) and the appropriate methods and safeguards required for dealing with the product.



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- will ensure that workers are trained in the following areas, the WHMIS hazardous products they are working with, how to protect themselves, what to do in the event of an exposure, where to go for first aid and how to clean up the spilled material

### **Supervisors**

Supervisors will do the following:

- Ensure all hazardous products used within their area are properly labeled and stored
- Make sure the appropriate MSDS are available at all work site locations
- Ensure all workers who handle hazardous or controlled products are properly trained to recognize and understand the hazardous labels
- Make sure written safe work procedures and emergency procedures for all hazardous materials are available and that workers are properly trained in these procedures
- Provide proper personal protective equipment (PPE)
- Make sure the use of PPE is understood
- Provide necessary materials such as spill kits
- Maintain an MSDS binder

### **Workers**

Workers are responsible for following:

- Using safe work procedures
- Reporting any containers that lack labels or have unreadable labels

### **Safety Department**

Safety Officers are responsible for the following:

- Maintaining a current MSDS binder
- Making the MSDS binder accessible to all workers
- Knowing where to find the first aid procedures for workers who may be exposed to WHMIS controlled products.

*Note: All training should be recorded on R-14 forms and placed in the individual files of workers.*