



## **3 General Safety Rules**

### **3.1 Posted Safety Rules**

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### 3.1 Posted Safety Rules (M-1)

**\*ANY ALTERATION OF THESE RULES CANNOT BE VERBALIZED BUT MUST BE PROVIDED IN WRITING BY THE SAFETY OFFICER OR SENIOR ADMINISTRATION.**

1. PPE: Please refer to posted requirements for each work site (FLHA & signage) and for the job/tasks being performed (HAA).
2. REPORTING ALL HAZARDS, ACCIDENTS & INCIDENTS: Report all injury, damage (big or small), accidents and near misses immediately to the site supervisor and complete all necessary paperwork
3. HOUSEKEEPING: All employees & trades are responsible for cleanup & disposal of their own construction debris. Each worker is required to ensure his area is kept neat, clean, and orderly as well as being helpful in cleaning up after others even though they might not have made the mess.
4. ALCOHOL, SMOKING & DRUGS on job site are forbidden. Those under the influence will be asked to leave the site. Workers who are taking prescription drugs which may or have the possibility to jeopardize the safety of themselves or fellow workers must inform their supervisor.
5. FIGHTING, GAMBLING & POSSESSION OF FIREARMS ARE FORBIDDEN.
6. WILLFUL DAMAGE, THEFT OR VANDALISM: to any equipment, (including firefighting, safety, first aid, etc.) will not be tolerated.
7. OPERATING EQUIPMENT AND MACHINERY: Only competent (proven, experienced, authorized, needing minimal supervision) personnel may operate company vehicles, equipment, and tools. If you are asked to do a job that you feel you are not trained enough or not at all say something.
8. DEFECTIVE/DAMAGED EQUIPMENT: Report all damaged tools & equipment to the site supervisor and tag such items "OUT OF SERVICE - DO NOT USE". Write down the problem/issue on the tag. Only those tools/equipment that are in good repair with appropriate guards and safety devices in place shall be used. NEVER render safety devices inoperable. These are deemed to be defective equipment if this is done and must be treated as such. If you are tired or fatigued notify your supervisor before operating equipment.
9. SAFETY GUARDS, BARRIERS, SIGNS, AND TAGS are there to protect you, do not remove or violate.
10. NO PASSENGERS on or in mobile equipment or raised loads unless a seat exists with lap belt

*\*Note: Any violations of these rules will be reviewed by management and appropriate disciplinary action will be enforced up to and including dismissal.*



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Paul Wolff, Senior Administrator, February 2015

## **3.2 Drugs And Alcohol In The Workplace**

### Introduction

ASSURANCE CONSTRUCTION, (hereinafter referred to as the Company), its subsidiaries and affiliates recognize the legal and moral responsibility to provide a safe and productive work environment for all employees. Drug and alcohol abuse in the workplace results in accidents, injuries, lower productivity, lost profits, increased health care costs and legal difficulties for employees and employers. The use, possession or sale of illegal drugs and alcohol in the workplace poses serious risks to the health, safety and well-being of our employees. For these reasons, the Company has adopted the policy that all employees must report to work completely free from the presence of illegal drugs and the effects of alcohol.

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal or other mind-altering or intoxicating substances while on Company premises (including parking areas and other Company grounds), or while otherwise performing duties away from Company premises. Employees shall not report to work impaired in any way by illegal drugs or alcohol.

All employees are prohibited from using alcohol on Company property. Furthermore, all employees are prohibited from having alcohol in their systems while at work or on duty. In the selected circumstances when alcohol use has been permitted, alcohol abuse, unruly or unbusiness-like behavior will not be tolerated and may result in discipline, up to and including termination.

### Prescription Drugs

The use of prescription drugs as part of a prescribed medical treatment by a licensed physician is not prohibited. An employee is required to inform his or her Supervisor if the legal use of a prescription drug will in any way affect the ability to safely perform his or her assigned job. It is the employee's responsibility to determine whether a prescribed drug may impair job performance.

### Medical Examination and Testing

Employees who admit to drug or alcohol use or distribution, and who are not terminated, will not be returned to work until they have been evaluated by the Company's coordinating physician in conjunction with the management to determine if they can safely return to work. No laboratory reports or test results shall appear in an employee's personnel file. The release of the physician's report is strictly forbidden without the specific consent of the employee authorizing release of his or her information, unless such is required in legal proceedings.

An employee who tests positive in a confirmed drug test conducted by a physician, or who has successfully completed a drug or alcohol rehabilitation program will be required, as a condition of continued employment, to sign an agreement which will confirm that the employee has undergone treatment for the substance abuse.



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Any employee who tests positive in a confirmed drug test conducted by a physician will be subject to disciplinary action up to and including termination. Employees who are not immediately terminated for testing positive or for some other violation of the policy may, at the sole discretion of the Company, be suspended (with) or (without pay) pending a review of a Physician.

### Confidentiality

Results and records will be kept confidential and handled on a need-to-know basis subject to any limits or disclosure requirements imposed by law.

### Employee Awareness

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee's ability to perform their job duties, or who presents a hazard to the safety of others, or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor. Regardless of the outcome, retaliation against the person lodging the complaint, as well as anyone providing information, is prohibited. Retaliation includes dismissal, demotion, unwanted transfer, denial of opportunities within the Company or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint.

The Company expects employees who suspect they have an alcohol or drug problem to seek treatment. The Company will help employees who abuse alcohol and drugs by providing a referral to an appropriate professional organization. However, it is the responsibility of the employee to seek and accept assistance before drug and alcohol problems lead to disciplinary action, including termination. Failure to enter, remain or successfully complete a prescribed treatment program may result in termination of employment. Strict confidentiality of records and information will be maintained subject to any limits or disclosure requirements imposed by law.

### Enforcement

Nothing in this section shall be construed to prohibit the Company from imposing discipline for violations of other work rules or misconduct committed by an employee who voluntarily enters an Employee Assistance Program.

Where the Company has reasonable suspicion that an employee has violated the Drug and Alcohol Policy, management retains the right to inspect all personal and Company property which is or may be a part of the policy violation. The right to inspect will include but not be limited to toolboxes, vehicles (both personal and company owned), desks, purses and briefcases and lockers. Employees will be expected to cooperate in the conduct of such inspections as a condition of continued employment. Where the employee is not present or refuses to remove a personal lock, the Company may do so for him or her and compensate the employee for the lock.

Violations of this policy will result in disciplinary action. Disciplinary action may include suspension and or termination of employment.

The use, sale, purchase, transfer or possession of an illegal drug is usually a violation of the law. The Company may refer such illegal drug activities to law enforcement agencies.



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This policy represents the Company's current standards for dealing with a serious problem and is subject to change.

### **3.3 Violence & Harrassment In The Workplace (OH&S CODE PART 27)**

#### **Introduction**

ASSURANCE CONSTRUCTION, its subsidiaries and affiliates, is committed to a healthy, harassment-free work environment for all employees. The Company has developed a company-wide policy intended to prevent harassment, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur.

This Harassment Policy applies to all employees working for any and all subsidiaries and/or affiliates of the Company regardless of which province an employee works in.

In Alberta, the Human Rights Legislation provides that no person shall discriminate against a person with respect to employment, or any term or condition of employment, on any of the following grounds:

age  
ancestry  
place of origin  
color  
sex (gender)  
mental or physical disability  
source of income/receipt of public assistance  
race  
religion  
family status  
marital status  
sexual orientation

*These are referred to as "Prohibited Grounds".*

We are not likely to meet violence as a result of our everyday work related duties. However, in an effort to prepare for the unexpected and for our own personal safety, we have implemented Violence in the Workplace Program to deal with the potential threat of violence. Under this program, we have defined violence in a broader sense and recognize that violence may come from many sources.

#### **Sources of Violence & Harassment in the Workplace**

In the workplace, this behaviour may come from any of the following sources:

Fellow & Former Employees  
Supervisors  
Managers  
Clients



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Members of the public  
Unauthorized intruders  
Outside contacts

### **Forms of Violence & Harassment**

Violence can take many (some unexpected) forms. Some examples of violence in the workplace are:

Rumors  
Swearing  
Verbal abuse or threats  
Pranks  
Arguments  
Property damage  
Vandalism  
Sabotage  
Pushing  
Theft  
Physical assaults  
Psychological trauma  
Anger related accidents  
Sexual assault

Workplace violence is not limited to incidents which occur within a workplace. Work related violence can also occur at off-site business related functions, such as conferences, trade shows, or social events related to work. It can include violence that occurs away from work, but resulting from work.

The risk of violence in a workplace may be influenced by certain factors. These may include:

- Late hours of the night or early hours of the morning.
- Specific times of the year (e.g. tax return season, Christmas).
- Friday or Saturday nights.
- Paydays.
- Performance appraisal time.
- Contract negotiation times or corporate change.
- Near buildings or businesses that are at risk of violent crime.
- In locations likely to be accidentally visited by violent, criminal, intoxicated or other persons.
- High crime or dense manufacturing areas.
- Areas isolated from other buildings or structures.

### **Reporting and Investigating Workplace Violence**

All incidents of violence, real or threatened, must be reported promptly, including any type of harassment. The Company will investigate reports of violence immediately. In order to protect the reporting employee from repercussions, all investigations will be conducted by one of the following:



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Operations Manager, Supervisor or Human Resources Representative. Use forms R-1 to R-7 if applicable.

Most investigations are conducted after the incident. However, it is important to remember that any incidents of violence in progress must be dealt with appropriately.

The following are steps to take in the event of a violent incident in progress:

- Secure the workplace, do not let visitors enter.
- Call for assistance, usually the police.
- Lock-down or instruct all employees to take refuge in a secure location or evacuate the building if necessary.
- Meet in designated meeting areas (if safe).

After a violent incident, some individuals may exhibit traumatic effects. It is important to be aware of those affected by traumatic events and proceed as outlined in Item 4 below. Depending on the incident, some individuals to assess for trauma may be:

- Victims
- Other employees or bystanders
- Witnesses
- First responders
- Family members

Immediately following any traumatic violent event, offer, as necessary, some or all of the following:

- Medical attention
- Debriefing
- Trauma counseling
- Time off work
- Assistance with seeking compensation, insurance or legal advice
- On-going follow-up

### **Preventing Workplace Violence**

#### **Identifying a Potentially Violent Individual:**

A random act of violence is often sudden and unpredictable. There may be few or no warning signs. However, a potentially violent person may exhibit some of the following characteristics:

- History of violence, fascination with weapons, or acts of violence.
- Threatening behavior (verbal or written).
- Intimidating behavior.
- Increase in personal stress:
- Unreciprocated romantic obsession
- Serious family or financial problems
- Recently lost job
- Negative personality characteristics:
- Suspicious of others
- Believes he/she is owed something
- Cannot take criticism



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- Feels victimized
- Low self-esteem
- Marked changes in mood or behavior.
- Socially isolated
- History of negative interpersonal relationships
- Few friends or family
- Sees the Company as "family"
- Abuses drugs or alcohol

If a number of these signs or types of behavior are observed, report to the site Superintendent, or management. One of these signs alone is usually not enough to suggest a dangerous person.

### **Personal Safety**

An important part of preventing violence is one's awareness of surroundings and attention to personal safety. The following elements should be part of an overall plan for personal safety (Refer to "Working alone" in the supplementary programs in this manual):

- If you feel uncomfortable about being alone, ensure that you avoid situations where you will be by yourself.
- Know emergency exits and procedures.
- Know where to access telephones.
- Plan response to critical incidents ahead of time.
- Trust your instincts.
- Question strangers in the work place.
- Note the appearance of strangers.
- Report strangers to site Superintendents or management.
- Do not open the door to strangers before or after regular business hours.

### **Laid Off/Terminated Employees**

At the discretion of senior management all final paper work for laid off or terminated employees will be given to them personally or sent to their home by mail.

### **Subtrade/Consultant Conflict Notification**

If there is a possibility of subtrades or consultants arriving at the site or office, angry due to ongoing conflicts, Operations Managers, Site Superintendents or any other person having knowledge of the situation should advise Reception or site people.

Examples of harassment that will not be tolerated in the Company are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts where the comments or behavior are based on one or more of the prohibited grounds set out above. The Company also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. This includes passing offensive or suggestive items through the email system.





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### **Definition of Sexual Harassment**

Sexual Harassment, being discrimination on the grounds of gender, is a violation of Provincial Human Rights Code. Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or

Submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment. This would include suggestive or offensive items passed through the email system. Even if another person appears to consent to the above conduct, such may still constitute sexual harassment. All harassment is offensive and in many cases it intimidates others. It will not be tolerated within our Company.

Workplace harassment is not limited to incidents which occur within a workplace. Work related harassment can also occur at off-site business related functions such as conferences, trade shows, or social events related to work. It can include harassment that occurs away from work, but resulting from work.

### **Procedure**

If you are being harassed:

Tell the harasser his/her behavior is unwelcome and ask him/her to stop. If you require assistance or support in this matter, contact your Human Resources Representative or another member of the Company who you feel comfortable with.

Keep a record of incidents (date, times locations, possible witnesses, what happened, your response).

You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

File a complaint promptly. If, after asking the harasser to stop his/her behavior, the harassment continues, report the problem to one of the following individuals:

Operations Manager or Supervisor

Human Resources Representative

All complaints must be brought within one year of the date of the last incident.

It is desirable, if possible, to resolve complaints of harassment internally. However, the procedure set out in this paragraph does not preclude an individual from exercising any rights under the applicable Provincial Human Rights Legislation.

### **Dealing with a Complaint**

Once a complaint is received, best efforts will be made to maintain confidentiality. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.

Both the complainant and the respondent will be interviewed, as will any individuals who may be able to provide relevant information. All information obtained in the investigation will be kept in confidence subject to any limits, or disclosure requirements, imposed by law.



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It is a requirement as an employee of the Company to participate fully in any investigation and in any resolution options which may be recommended. *Note: at no time will an interview be conducted without a third party witness being involved (i.e. Human Resource representative or a fellow employee disconnected from the issue at hand).*

If the investigation reveals evidence to support the complaint of harassment, the respondent will be disciplined appropriately considering such factors as the severity of the harassment, whether such was intentional or unintentional, whether the incident is an isolated one, and any mitigating circumstances. The range of disciplinary sanctions may include, but is not limited to, a letter of reprimand, suspension or dismissal. If the complaint is founded, the incident will be documented in the respondent's file. No documentation will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not. Both the complainant and the respondent will in any event be informed of the outcome of the investigation.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the respondent.

Regardless of the outcome of a harassment complaint made in good faith, retaliation against the person lodging the complaint, as well as anyone providing information, is prohibited. Retaliation is an abuse of this policy and could include such actions as dismissal, demotion, unwanted transfer, denial of opportunities within the Company or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint. Retaliation is considered a form of harassment and will be dealt with in accordance with this policy.

Where harassment has not been substantiated, no action will be taken against an employee who has made a complaint in good faith. The Company will not tolerate complaints which are brought maliciously or in bad faith. Such complaints are an abuse of this policy and will be met with strong disciplinary action, up to and including termination.

### Responsibility of Management

It is the responsibility of a manager, or any person within this Company supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

### Responsibility of Employees

The Company believes that it is the responsibility of all employees to conduct themselves within the spirit and intention of this policy contributing to a harassment free work place.

The Company seeks to provide a safe, healthy and rewarding work environment for its employees. Harassment will not be tolerated within this Company. If you feel you are being harassed, contact us. We want to hear from you.

## **3.4 Site Subcontractors (OH&S Act Chapter 3)**

Subcontractors are responsible for their own health and safety and the health and safety of their workers. (forms C-6 and C-7)



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Subcontractors must comply with ASSURANCE CONSTRUCTION's health and safety program, ASSURANCE CONSTRUCTION's loss control program (as detailed below in Loss control policy, and Contractor requirements signoff sheet.

Subcontractors must develop a written health and safety program when required to do so by the authority having jurisdiction in the province.

***A clearance letter from WCB must be received before working on a site.***

In accordance with the contract agreement signed, each Contractor is required to clean up and dispose of all debris generated by the performance of its work.

Failure to complete the clean up as notified will result in the work being done by ASSURANCE CONSTRUCTION and a deductive change order will be issued for the cost. ASSURANCE CONSTRUCTION may issue a Subcontractor clean-up notice for non-compliance.

While on the work site, Subcontractors must do the following:

- Comply with all aspects of the regulations of the authority having jurisdiction
- Attend ASSURANCE CONSTRUCTION's site safety orientation
- Provide a language translator , as required, for its workers
- Subcontractors and their workers must work safely in a manner that will not pose any hazard to any person
- Provide personnel, including Subcontractors, if applicable, who have been trained to work safely
- Report any unsafe conditions to the Project Health and Safety Representative and immediately correct the if are within their jurisdiction,
- Report all accidents, injuries, and near misses
- Investigate lost-time accidents in conjunction with ASSURANCE CONSTRUCTION personnel
- Provide emergency transportation for injured Subcontractor workers
- Co-operate with all safety representatives having jurisdiction at the site
- Comply with Workplace Hazardous Material Information System(WHMIS) regulations
- Contact the Project Superintendent for special instructions regarding operating hazards and safe work instructions particular to the work site before starting work
- Explain safety rules and regulations to their workers
- Comply with safety rules and regulations
- Follow ASSURANCE CONSTRUCTION's General safety rules
- Subcontractors must ensure that proper PPE is used by their workers in accordance with ASSURANCE CONSTRUCTION rules & regulations.
- Hold toolbox safety meetings for all Subcontractor workers (Subcontractors may use the ASSURANCE CONSTRUCTION Subcontractor toolbox meeting record form)



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- Provide ASSURANCE CONSTRUCTION with documentation of toolbox meetings

### **3.5 Loss Control Policy**

Subcontractors must read and understand their responsibilities regarding ASSURANCE CONSTRUCTION's Loss control policy as set out below:

#### **I. Objective**

To plan, execute, and control the work with active participation of all parties involved to ensure that this project is a leader in the construction industry in the field of safety and loss control, in order that all personal injuries are minimized and serious personal injuries are avoided totally; and all accidents involving damage to the work, equipment, facilities, and to third parties are prevented.

#### **II. Introduction**

- a. As a Subcontractor for this project, it is your responsibility to contribute to the loss control program. This manual is a guide to the loss control performance requirements of Subcontractors during the contract period.
- b. The procedures and standards set out in this manual are an integral part of each subcontract and must be carried out as fully as any other specification for the work. Subcontractors shall also conform to the terms of its Sub-Contract and all safety rules and regulations prescribed by prudent construction practices, The Workers' Compensation Act, Occupational Health and Safety Regulations, and Municipal, Provincial, and Federal regulations relative to the work.
- c. Subcontractors shall assume full responsibility and liability for the safety of their employees and for the compliance of their Sub-Subcontractor(s) to this program and applicable regulations. Anything contained in this manual shall not absolve or relieve Subcontractors of this responsibility and liability.
- d. The Subcontractor's performance may be subjected to continuing review by ASSURANCE CONSTRUCTION, hereinafter called the Prime Contractor, and evaluation may be presented to the Subcontractor regularly, in written form.
- e. When a violation of safety regulations by the Subcontractor occurs, and is brought to the attention of the Prime Contractor, a written notice of the violation shall be issued to the Subcontractor's senior site representative. Subcontractors are accountable for their performance in the accident prevention program. Compliance is mandatory and upon formal notification by the Prime Contractor, all costs incurred to maintain the required level of compliance will be to the Subcontractor's account and will be withheld from progress invoice payments.

#### **III. Pre-job loss control meeting**



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- a. On the commencement of his division of the work, the Subcontractor shall have his senior site representative meet with the Prime Contractor's superintendent to discuss loss control policies and procedures for the period of the contract.
- b. Subjects to be reviewed at this initial meeting will include:
  1. Regular hours of work
  2. Workers attending a site safety orientation
  3. Subcontractor to provide a language translator , as required, for its workers
  4. Accident Prevention Committee Obligation
  5. Subcontractor's responsibility for loss control
  6. Special hazards of job site
  7. Location of Subcontractor and Prime Contractor's facilities - trailers, shops, tool crib, etc.
  8. Access and egress routes to and from the site
  9. Accident reporting procedures
  10. Subcontractor's responsibility for work outside of regular hours of work
  11. Location of First Aid facilities
  12. Provision of personal protective equipment
  13. Emergency telephone numbers & muster point
  14. Lock-out procedures
  15. Scaffolding requirements
  16. Location of fire protection equipment
  17. Review of Workers' Compensation Board and other jurisdictional requirements
  18. Construction procedures
  19. Workplace Hazardous Materials Information System (WHMIS)

### **IV. Additional subjects**

Additional subjects shall be reviewed as required by the nature of the Subcontractor's work and operation.

### **V. Loss control program procedures and standards**

- a. Each Subcontractor and his Sub-Subcontractor(s) shall take all reasonable precautions against the risks of loss of life or injury to his employees, the Owner's employees, the Prime Contractor's employees, or any other person employed about the work, or to authorized visitors, and to this end shall properly guard and light the work. The Subcontractor and his Sub- Subcontractor(s) shall furthermore take all reasonable precautions against



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interference with the work and the loss or theft, from the site, of material, whether the property of the Prime Contractor or of the Subcontractor or his Sub-Subcontractor(s).

- b. The Prime Contractor may regularly inspect all work areas and report to the Owner and all Subcontractors the condition of the site, the quality of the work practices, unsafe equipment, and other matters pertaining to the safety of workers and protection of equipment. Any unsafe conditions and work practices reported shall be corrected by the responsible Subcontractor without delay.
- c. Subcontractors are required to hold regular toolbox meetings and attend jobsite scheduling and safety committee meetings to ensure the smooth flow of work and to identify unsafe working conditions and unsafe work practices.
- d. Subcontractors shall maintain a system of loss control indoctrination to inform new employees of:
  - 1. The specific nature of their individual duties and responsibilities, with special attention to safe work practices
  - 2. Location of first aid facilities, and accident reporting
  - 3. Location of drinking water, toilets, lunchrooms, etc.
  - 4. Personal protective equipment required by Workers' Compensation Board (OH&S Code Part 8)
  - 5. Safety regulations pertinent to the Workers' trade and work areas
  - 6. Special hazards of site
- e. Every Subcontractor shall retain a qualified Trades Safety Coordinator whose responsibilities shall include full training of all persons working for the Subcontractor at the worksite in safe construction and installation practice, as applicable, and who shall provide certification respecting that training on request in accordance with local by-laws or applicable Legislation.
- f. The Subcontractor shall maintain a WHMIS program:
  - 1. The Subcontractor shall maintain all material safety data sheets (MSDS) on site, accessible to all workers, for all hazardous materials used on site. Copies of all MSDS sheets shall be provided to the Prime Contractor prior to bringing material on site.
  - 2. The Subcontractor shall notify the Prime Contractor prior to using or handling hazardous materials on site.
  - 3. The Subcontractor shall train his employees on his WHMIS program.
  - 4. The Subcontractor shall ensure that his employees wear the proper protective equipment for working with hazardous materials
  - 5. The Subcontractor shall, where required by WHMIS, provide all job site labels to hazardous materials.
- g. Housekeeping: Subcontractors shall be responsible for maintaining a high standard of housekeeping in all their work areas:



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1. Stairways and walkways shall be kept clear of tripping and slipping hazards.
  2. Waste material shall not be allowed to accumulate so as to constitute a hazard.
  3. Materials for the work process shall be stored and maintained in a safe manner.
  4. Electrical cords, welding cords, cutting torch lines, water and air hoses shall not be strung across walkways or stairways.
  5. Spillage of materials shall be cleaned up immediately.
- h. Fire Prevention: In addition to the facilities and equipment provided by the Prime Contractor, Subcontractors shall provide fire extinguishers and other fire-fighting equipment required for the nature of their work. Each Subcontractor shall post the fire department's emergency number in his area(s) of work and shall instruct his employees in the use of fire-fighting equipment and shall make his employees available for fire-fighting duty if required.
- i. All flammable fluids shall be stored in and dispensed from a storage area designated by the Prime Contractor and smoking shall be prohibited in that area. The Subcontractor shall provide protection and post –No Smoking|| signs as required.
- j. The Prime Contractor shall provide First Aid services, equipment, and supplies in accordance with Occupational First Aid Regulations “A” hazard classification during regular hours of labour. Each Subcontractor or his Sub-Subcontractor(s) shall be responsible for compliance with Occupational First Aid Regulations and the cost for providing First-Aid attendants when working at the project site at times outside the regular hours of labour. Each Subcontractor or his Sub-Subcontractor(s) shall notify the Construction Manager twenty-four (24) hours in advance from Monday to Friday and forty-eight (48) hours in advance for Saturday and Sunday, if he intends to work outside the regular hours of labour.

## VI. Accident reporting and investigation

- a. Personal Injury: All injuries on this site must be reported to the First-Aid Attendant without delay and, in no case, later than the end of the shift on which the injury occurred. The First-Aid Attendant will complete the appropriate forms (R-1) for the injury that occurred, and forward them to the provincial authorities if required. Forms R-2 to R-7 should be filled out as well.
- b. Should the injury require ambulance transportation or hospitalization of the worker, the Prime Contractor should be notified at once.
- c. If a fatality occurs from natural or accidental causes, the victim shall not be moved until authority to do so has been given by the First-Aid attendant in charge.
- d. If a fatality occurs, notify the following immediately: Prime Contractor, police, OH&S, union (if worker is a member), and worker's business agent (if worker has one).
- e. Property Damage: At the time of a loss to property involving damage in excess of \$1000, or in the event of an occurrence which would appear to affect the insurance policies arranged by the Owner/Contractor, the Subcontractor shall give immediate notice to the Prime



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Contractor and as soon thereafter as practicable shall render a statement to the Prime Contractor, signed by an officer or employee of the Subcontractor or his Sub-Subcontractor(s), stating his knowledge and belief as to the time, place, and extent of the loss or damage and names and addresses of the injured and of available witnesses. Refrain from expressing a written opinion as to cause. Report only known facts. (forms R-2, R-5 to R-7)

- f. A copy of the required loss report must be forwarded to the Prime Contractor within twenty-four (24) hours of the loss.
- g. The Subcontractor or his Sub-Subcontractor(s) shall do everything possible to prevent further loss and shall keep accurate records of all costs incurred in making repairs or replacements. Do not make repairs until the insurers have inspected the damage or have verified that they do not wish to do so.
- h. Failure to follow these procedures may prejudice the Subcontractor's ability to make a claim of the insurance provided.
- i. Third Party Liability: Damage to the property of others shall be reported following the procedures in 5.2.
- j. The Subcontractor shall not take any corrective action on damage to property of others unless he receives instructions to do so from the Prime Contractor who will obtain the proper authorization. Under no circumstances should employees trespass onto other people's property, or repair property, which does not belong to the Subcontractor, without proper authority. Damage requiring immediate remedial action shall not be an exception to this procedure unless lives are endangered. Insurers will usually dispatch an adjuster immediately to view the situation and at that time will authorize corrective action if required.
- k. It is important in dealing with third parties that you do not assume or admit any responsibility for an accident. Advise the injured party or the owner of any damaged property that you are insured and will be reporting the accident to your insurers. In case of bodily injury, you may, if necessary, arrange for immediate First Aid but no more.
- l. Accident Investigation: Injuries requiring ambulance transportation or hospitalization of a worker or accidents involving damage to property or equipment shall be investigated by no less than two members of the Safety Committee, and a written report shall be sent to the Prime Contractor and the appropriate provincial authority.
- m. Similarly, a "near miss" incident which had the potential for causing significant personal injury or damage to property or equipment, shall be investigated by two members of the Safety Committee, and a written report submitted to the Prime Contractor and the appropriate provincial authority. (forms R-3, R-6 & R-7)
- n. News Releases: Statements to the news media regarding any accident occurring on this site shall be made only by the Prime Contractor or Owner.

## VII. Security





## ASSURANCE CONSTRUCTION Health and Safety Program

Each Subcontractor will be responsible for providing reasonable protective structures for their personal and employee's tools and equipment.

### **3.6 Visitors**

All visitors to a work site must do the following:

- Receive a full 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.

### **3.7 Working Alone**

Before a worker is assigned to work alone or in isolation, Assurance Construction will identify any existing or potential hazards that worker may be exposed to.

If a hazard is identified, Assurance Construction will take measures regarding that hazard before the worker begins the work assignment.

These measures will include the elimination of the hazard, or if elimination of the hazard is not practicable, reduction of the risk posed by the hazard to the lowest level practicable.

Assurance Construction will reduce the risk posed by the hazard by using engineered controls, administrative controls, or substitution, or by combination of these methods.

#### **Developing a working alone plan**

When a worker will be working alone a working alone plan must be developed. When the worker will be working alone at the job site, the Working Alone form must be used to develop the working alone plan.

#### **Checking the well-being of a worker working alone**

To ensure that a worker working alone is safe, Assurance Construction will develop and implement, in consultation with the Joint Occupational Health and Safety Officer, a written procedure for checking the wellbeing of a worker working alone or in isolation.

The working alone procedure developed will have a number of elements:

A time interval between checks set in consultation with the worker

A procedure to follow if the worker cannot be contacted



## ASSURANCE CONSTRUCTION Health and Safety Program

Provisions for emergency rescue of the worker

Assurance Construction will designate a person to check on the wellbeing of the worker working alone. This designated person will be trained to follow the written procedure for monitoring the safety of the worker and to contact the worker at predetermined time intervals, including a check at the end of each work shift, and record the results the results of the contacts.

If contact cannot be made with the worker, the person monitoring the wellbeing of the worker will follow the procedure for dealing with such an eventuality.

The working alone procedure will be reviewed annually.

### **3.8 Young Workers**

Young workers suffer a higher than average workplace injury frequency.

In the construction industry, the hazard inherent in some construction activities, combined with the inexperience of young workers and the indifference to safety they sometimes demonstrate, increase the risk of injury to young workers. As well, some Subcontractors, including parents who employ their children, provide little guidance, supervision, or safety awareness to young workers.

Assurance Construction had adopted policies to ensure the safety of young workers and to reduce the liability to Assurance Construction associated with this employment classification.

#### **Young Workers Policy**

It is Assurance Construction policy to ensure and enhance safety of young workers.

If provincial regulations allow the hiring of workers under 18 years of age for construction work, Assurance Construction will not employ a young person under the age of 18 unless one of the following is true:

The young person is enrolled in a registered apprentice program and is 16 years of age or older.

The young person is attending a technical high school, is 16 years of age or older, and intends to work in the construction field.

The young person is the age of 16 or older and intends to graduate high school, and then enroll in construction-related post-secondary education.

Workers under the age of 16 are not permitted on any site, under any circumstances. This prohibition includes Subcontractors and volunteers.



## ASSURANCE CONSTRUCTION Health and Safety Program

Sub-trades employing workers under the age of 18 but 16 years of age or older must present a safety plan before such persons commence work that details how they will protect these workers from injury. This safety plan must include work activities, experience, supervision, and training. Such workers may be refused work on the site based on the lack of a safety plan, or the lack of compliance with the safety plan.

Warning: No workers under the age of 18 are permitted to take part in demolition, excavation, or confined space activities of any nature, and are not permitted on sites where this activity is taking place.

Project Managers and/or Superintendents are responsible for communicating Assurance Construction's policy on young workers to subtrades employed on their projects and for enforcing it.

### **Work Experience Programs**

Any worker who is a part of a work experience program, with a signed agreement between the student, school, and Assurance Construction will be treated in the same manner and must meet all the same performance and training requirements as any other employee of the company. The following conditions will also apply:

- 1.) The worker must be included in a monthly review of their safety performance with their immediate supervisor, and the company safety manager. This information will be passed on formally to the appropriate school coordinator for review.
- 2.) If there are any health and safety concerns brought forth during a review, or at any point in time during the program placement, these will be immediately documented as per company policy, and corrective actions will be created and undertaken. This information will also be communicated to the school.
- 3.) If at any point in time, a supervisor or worker feels that there is sufficient concern for the health and safety of a student enrolled in this program, they must immediately remove the worker from the work site, and an investigation must take place with the company safety manager.
- 4.) If at any point in time, a student knowingly violates any health and safety rule or guideline which could potentially lead to the injury of themselves or another worker, they will be immediately suspended from work, and a recommendation that the student immediately be pulled from their placement with Assurance Construction will be sent to the school.