

2012

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Prepared expressly for

**OCCUPATIONAL
HEALTH AND
SAFETY POLICY**

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MESSAGE FROM THE OWNERS / MANAGEMENT

Division 2 Contracting Ltd. believes that it has a moral and legal responsibility to promote workplace health & safety in the performance of all work.

Prevention of accidents, injuries and occupational illnesses through complete accident investigation and follow-up action combined with training are the primary objectives in providing a safe and healthy workplace.

All employees are required to ensure proper care and use of equipment on site, actively participate in eliminating hazards and obey all safety regulations.

Division 2 Contracting Ltd. endeavours to provide a safe working environment for the protection of our employees, as well as providing maximum protection and minimum inconvenience to the public.

The responsibility to ensure a safe and healthy workplace is everyone's responsibility, from the president to the newly-hired employee.

Your assistance and support is needed and expected in order to protect the health and safety of our workforce, our clients, and our company.

Signed _____ Date _____

Company owner

RESPONSIBILITY OF MANAGEMENT AND FOREMAN

- To ensure that a safe working environment exists – when on construction site a joint effort with site superintendent should be put in place to ensure safety at that workplace.
- To provide maximum protection and minimum inconvenience to the public (pedestrians, motorists, local residents, etc.)
- To Ensure compliance with safety regulations and the Occupational Health & Safety Act by all those working directly or indirectly for Division 2 Contracting Ltd. on the job site.
- To complete an accident investigation and provide a written report to management and to site safety representative. All accidents must be reported promptly and completely to management. Where injury requires medical attention, a report by the office to the Workers' Safety and Insurance Board must be completed as well.
- To advise the office of any special circumstances that an accident investigator may notice. The office will record these either on the Form 7 if completed or on a suitable reporting measure to the Workers' Safety and Insurance Board.
- To investigate all accidents immediately and thoroughly to determine the cause so that preventative and corrective action can be taken.
- To organize and carry out regular crew safety meetings and see that viable recommendations made at these meetings are carried out and reported to management.
- To ensure proper care and use of equipment on site.
- To question all new hires of any previous accident record to help with work assignment.
- To advise all new hires of any special conditions present on the project.
- To maintain minutes of all meetings, particularly safety meetings.

WORKERS RESPONSIBILITIES

- To **REPORT ALL** accidents to management or safety representative.
- To **REPORT ALL** contraventions of the act.
- To perform work with “safety first” attitudes.
- To work in accordance with the safety program.
- To work in a manner that will not endanger anyone.
- To actively participate in eliminating hazards.
- Workers must wear or use protective equipment or clothing provided by the employer, and must not interfere with protective devices.
- Workers must not operate any electrical or gas powered equipment, in any way, without first reading the manufacturer’s operation manual and be trained in its safe use before using equipment.
- Employees are not to use any tools from another contractor, unless they are deemed safe and acceptable by foreman.
- Workers must not operate equipment in any way that may endanger themselves or any other worker, and are prohibited from engaging in contests, pranks or boisterous conduct.
- To attend safety meetings as required and put forward suggestions to achieve safe working conditions and efficient construction methods.
- To be helpful to fellow workers and particularly new workers.
- To see that everyone sees and obeys **ALL** safety regulations.
- To follow the requirements of the Occupational Health & Safety Act and the Construction Industry Regulations and see that those around you do the same.
- To refrain from the use of drugs or alcohol on the project and report any such use by others to a supervisor immediately.
- To advise management and company foreman of any individual disabilities whatsoever, so that if a weakness is

known to exist, the duties of that worker can be adjusted or avoided during work assignments.

- To report immediately to management or company foreman any suspected case of false accident reporting.
- To ensure proper care and use of all equipment on site. When in the use of company equipment, the manufacturer's guidelines are to be followed – all these necessary guideline documents can be made readily available for review by management. **DO NOT** proceed to use any power equipment without first undergoing training and review of the manufacturer's operating guidelines.

WHEN MUST AN ACCIDENT BE REPORTED?

An accident or incident must be reported to the Ministry of Labour, the Joint Health and Safety Committee, health and safety representative in the following circumstances outlined under section 11 of the construction regulations.

Regulation 11 as it pertains to "Scope of Work Performed" by Division 2 Contracting Ltd.

- **Immediately** - when it involves a fatality or critical injury.
- **In Writing within 2 days**
 - When a worker falling a vertical distance of 3 meters or more.
 - When a worker whose fall is arrested by a fall arrest system.
 - Failure of an earth or water retaining structure such as a trench.
 - Failure of excavation wall cut and trimmed to a slope which a professional engineer has specified in writing will not endanger workers.
 - Workers becoming unconscious for any reason.
 - Contact by backhoe, shovel, crane, similar device, or its load with a live powerline of more than.

- **In Writing within 4 days** - when a person requires medical aid, misses the next shift, or is disabled from doing his or her usual work.

EMERGENCY PROCEDURES CHECKLIST

1. RENDER FIRST AID

Your superintendent or management will be able to advise you of the names of qualified First Aid Certificate holders on or near the job site.

2. CALL AMBULANCE

Give clear and accurate directions. Have someone present at the project entrance to meet and guide ambulances close to accident scene as possible.

3. CALL NEAREST OFFICE OF MINISTRY OF LABOUR

Telephone numbers are available at the back of Occupational Health & Safety Act and Construction Industry Regulations booklet. Notify ONLY in the case of critical injury or accident as noted under section 11 of the construction regulations.

4. CALL POLICE, FIRE DEPARTMENT AND UTILITIES

Police should always be notified in case of any severe accident. Fire Department and Utilities are to be notified where fire resuscitation or rescue services are necessary or where utilities need to be shut off or have been damaged. Phone numbers have been posted or are otherwise available in the job site trailer. Try to obtain copies of any police reports and witness statements taken by police.

5. SERIOUS ACCIDENT PROTOCOL

Management is to notify the next of kin. This should not be done by telephone but in person at the victim's residence and with the doctor present if at all possible. Management should also notify corporate lawyers if there is any suggestion that charges will be laid under the Occupational Health & Safety Act or otherwise.

6. SEND RESPONSIBLE MANAGEMENT

A management representative should go to the hospital to determine victim's condition. If possible, obtain a copy of medical reports.

7. RESTRICT THE IMMEDIATE AREA

The accident scene should only be entered by authorized personnel – if further danger exists, clear the area. Authorized personnel include representatives of the Ministry of Labour and the Police, with whom you should cooperate to the greatest extent possible.

PROCEDURE FOR REPORTING ACCIDENTS

It is Division 2 Contracting Ltd. responsibility to report all accidents quickly, concisely and fairly, so that the circumstances of accidents are accurately represented.

Division 2 Contracting Ltd. Foreman will:

- Secure Scene
- Identify Witnesses
- Survey Scene
- Gather Evidence
- Interview Witnesses
- Analyze Facts
- Prepare Report
- Follow Up

The following procedure will be adhered to:

1. Superintendents or foreman shall complete accident investigation and report to the management. All accidents must be reported promptly and completely. Management will complete a WSIB report if an injury requiring a report has occurred
2. Superintendents and foreman shall note to the office any special doubts or concerns that seem questionable about the accident. The office will record these either on the Form

- 7 if completed, or on a suitable reporting document to the Workers' Safety & Insurance Board. Management must complete Form 7.
3. Superintendents or foremen shall investigate all accidents immediately and thoroughly to determine the cause so that preventative and corrective action can be taken.
 4. When an accident is reported, question all witnesses and the injured employee immediately on the details of the accident and record comments in writing.
 5. When reporting an accident use the employee's words by saying "employee states that..." or "employee alleges that..." Say nothing that is not known as fact.
 6. Form 7 must be forwarded to the Worker's Safety & Insurance Board; however, if there is doubt to the truth or cause, a letter outlining suspicions must be stapled to the uncompleted Form 7 and forwarded to the Workers' Safety & Insurance Board.
 7. All letters sent to the Workers' Safety & Insurance Board should be sent by registered mail.

GUIDELINES FOR ACCIDENT FOLLOW-UP REPORTING

- No employee should speak to reporters. The office/management **MUST** be contacted in each situation and a management representative will answer all questions. Employees on the site can advise that they have no comment or that the Ministry of Labour is investigating the accident.
- If possible, accompany the employee to the hospital and discuss the accident with the doctor, **and make notes.**
- Any doubts about the cause or history of the accident should be reported to the management.
- Circulate results of the investigation to all company employees and to Site Superintendent for distribution to all trades so others can learn how to prevent a similar accident.

ITEMS OF NOTE

RULES AND REGULATIONS

Any subtrades, or associated workers of this subtrade, that do not abide by the rules set forth within this policy can be held subject to discipline up to, and including discharge or termination of contracts in addition, all associated back charges incurred by Division 2 Contracting Ltd., as a result of the infraction will be charged to the subtrade.

SUBCONTRACTOR ORIENTATION

All subcontractors must ensure that their employees comply with the combined provisions of this Safety Policy and the Occupational Health & Safety Act. Division 2 Contracting Ltd. expects and assumes that any of their subcontractor's crews have a competent foreman present on site at all times – "competent" as defined in the *Occupational Health and Safety Act and Regulations for Construction Projects*.

"REMEMBER THAT BREACH OF THE REGULATIONS OF THE OCCUPATIONAL HEALTH & SAFETY ACT COULD RESULT IN CRIMINAL CHARGES BEING LAID AGAINST THE EMPLOYER, THE CONTRACTOR, THE SUPERINTENDENT AND YOU!"

PERSONAL PROTECTIVE SAFETY EQUIPMENT (PPE)

All workers must always wear appropriate safety equipment, suitable to the hazards involved with duties at task – but at all times wear green CSA patch-type safety boots, class B hard hats. Other PPE that has to accompany workers daily are approved safety glasses and ear plugs. If an employee feels that a specific duty can be harmful without a piece of safety equipment, then this matter should be brought to the attention of the foreman or management immediately.

INTOXICATION

No worker shall consume alcohol or any intoxicating drugs during work hours. Any worker, including those associated through a subtrade relationship, found on the project intoxicated through the use of alcohol or drugs is subject to IMMEDIATE DISMISSAL. You must report the presence of any such worker to your site foreman immediately for his/her own protection and the protection of others.

MACHINERY

- All machinery must be maintained in a safe operating condition and shall not be used if defective. The operator must report any defects to the supervisor who will take necessary action. Lights, brakes, fluid levels, etc., should be checked regularly by operator.
- No operator must EVER operate a shovel, backhoe or similar excavating machine in such a way that the bucket or any part of the machine's load will pass over any worker.
- When working adjacent to a manually operated motorized machine, always make visual eye contact with the machine operator prior to walking through the path, of any direction, the machine may be shifted towards.

EMERGENCY CONTACT NUMBERS

Ambulance/Fire/Police	911
Worker' Safety and Insurance Board	1-800-387-0750
Ministry of Labour	416-326-6267
Construction Safety Association	1-800-781-2726
Hydro	1-800-434-1235
Gas	1-877-969-0999

NOTES

SAFETY ORIENTATION SIGN-OFF SHEET

I _____ have read my copy of the Division 2 Contracting Ltd. Occupational Health And Safety Policy booklet in the language I understand. I recognize that in accepting employment, I must abide by the rules and procedures set out in this policy and the Ontario Health and Safety Act and its regulations. I acknowledge that any repeated violation to this policy will be cause for disciplinary action or even termination of my employment.

Date: _____

PRINT: _____
EMPLOYEE

SIGNATURE: _____
EMPLOYEE

PRINT: _____
EMPLOYER REPRESENTATIVE

SIGNATURE: _____
EMPLOYER REPRESENTATIVE

