

Principles of Safety Management



CSAM
CONSTRUCTION SAFETY
ASSOCIATION OF MANITOBA



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Acknowledgements

The Construction Safety Association of Manitoba (CSAM) extends its sincere appreciation to the fellow Canadian Federation of Construction Safety Associations (CFCSA) members who graciously provided resources, information, and expertise for the preparation of this program.

Construction Safety Association of Manitoba

The Construction Safety Association of Manitoba is a non-profit organization run by and for the building construction industry in Manitoba, with governance provided by the Winnipeg Construction Association's Board of Directors and the CSAM Advisory Committee.

Established in 1989, CSAM has earned the reputation as a leader in the safety landscape of Manitoba, as well as within the CFCSA. This reputation continues to be fueled by the association's focus on providing exceptional customer service, quality, and value for its clients.

CSAM's prime objective through this course is to provide quality advice to construction employers and employees, to reduce both human and financial costs in the construction industry.

Disclaimer

The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation. The Construction Safety Association of Manitoba does not guarantee the accuracy of, nor assume liability for, the information presented here.

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Section 1

Safety Policy

The safety and health of the employees of **The Company** is of vital importance. Safety is a condition of employment with our company and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented, and every effort shall be made to:

- Identify hazards
- Communicate hazard information to employees
- Control, eliminate, or reduce the risk of those hazards

As outlined in our company manual, safety is a shared responsibility by all employees and shall be an integral component of work activities — together we can create a positive safety culture and ensure a safe workplace.

All employees will be expected to fulfill their safety responsibilities and to follow our company safety manual.

Employees' legislated rights

- Right to refuse – dangerous work
- Right to know – about safety and health hazards in the workplace
- Right to participate – in safety and health activities
- Right to work without being subject to discriminatory action

The Company recognizes the importance of active involvement in our company safety program and will ensure that this manual and our policies and procedures are reviewed and updated on a regular basis. At minimum, our company safety program will be audited on an annual basis to the COR[®] national standard and reviewed every three years as required under the Workplace Safety and Health (WSH) Act.

Management, safety and health committee members, and employees will abide by our company safety manual and the WSH Act and Regulation.

We recognize that the responsibilities for safety and health are shared, thus we encourage and expect complete, active participation by everyone.

Through conscientious contribution and continuous wholehearted support, we can, and will, improve our safety performance and assure a healthy, happy, and safe future for all concerned.

Owner

Date

Assignment of Responsibilities and Accountability for Safety

Owner

<ul style="list-style-type: none"> • Provide a safe workplace • Provide leadership by personal example • Establish and maintain a safety program, ensuring a comprehensive review every three years 	<ul style="list-style-type: none"> • Ensure compliance with WSH Legislation • Ensure proper training of employees • Ensure proper PPE is available • Ensure incidents are investigated • Ensure injuries are reported to WSH and WCB as required
--	---

Managers

<ul style="list-style-type: none"> • Provide leadership by personal example • Ensure compliance with WSH Legislation • Identify hazards • Tell others about the hazards <ul style="list-style-type: none"> ○ employees ○ clients ○ others affected 	<ul style="list-style-type: none"> • Control or eliminate hazards • Provide training as appropriate • Ensure PPE is worn as required • Enforce PPE is worn as required
--	--

Safety committee/worker safety representative

<ul style="list-style-type: none"> • Provide leadership by personal example • Assist in employee safety issues • Assist in identification of hazards <ul style="list-style-type: none"> ○ inspections/hazard assessments ○ investigations • Assist in the control or elimination of hazards 	<ul style="list-style-type: none"> • Suggest and advise of PPE requirements and/or purchase • Coordinate toolbox talks for employees • Participate with others exercising a duty under the WSH Act
--	---

Employees

<ul style="list-style-type: none"> • Report hazards or unsafe conditions • Correct hazards or unsafe conditions • Report all injuries and incidents • Comply with company safety program • Wear required PPE 	<ul style="list-style-type: none"> • Follow instructions and training received • Use tools and equipment as intended • Participate in toolbox talks • Make safety suggestions • Set a good example • Participate in inspections
---	---

Contractors

<ul style="list-style-type: none"> • Complete a contractor compliance declaration • Advise the prime/owner of any other contractors entering the worksite • Complete a safety orientation and hazard assessment prior to start up 	<ul style="list-style-type: none"> • Comply with the WSH Act and Regulation • Wear required protective equipment • Ensure workers are adequately trained • Follow all safe work practices and job procedures
--	--

Section 2

Identification of Hazards

The identification of hazards is a legal responsibility and a very important component of accident prevention. As such, we will do all that is reasonably practicable to ensure hazards are identified, prioritized, communicated to appropriate people, and controlled to reduce their risk.

For the purpose of identifying hazards, at minimum, **The Company** will conduct:

- Hazard assessments
- Inspections
- Incident investigations

Upon identification of a hazard, the following hazard priority ranking shall be used to help determine the necessary control measures:

Severity

1. **Immediate danger** (death or disaster)
2. **Serious** (major injury or damage)
3. **Minor** (non-serious injury or damage)
4. **Negligible** (first aid or less)
5. **Not applicable**

Probability

- A. **Probable** (immediately or soon)
- B. **Reasonably probable** (eventually)
- C. **Remote** (could at some point)
- D. **Extremely remote** (not likely)

Management, safety and health committee members, and employees will abide by our identification of hazards directive and the Workplace Safety and Health (WSH) Act and Regulation.

Owner

Date

Occupational Safety and Health Requirements for Contracted Work

Purpose

The Company places a high priority on safety and health and requires all contracted parties to place the same level of priority on safety and health during the execution of **The Company's** work.

The purpose of this policy is to ensure that all construction and maintenance work undertaken by contracted parties of **The Company** will be undertaken in a safe manner in consideration of all hazards present, or associated with the work performed, in complete compliance with the WSH Act and Regulation.

Contractual Clauses

The following clauses will be deemed to be included in the contract between **The Company** and the successful contractor:

- Contractor is COR[®] Certified or holds a current safety program registration issued by the Construction Safety Association of Manitoba.
- Contractor is aware of and acknowledges its legal duties and responsibilities as an employer under sections 4 and 7.4 (if applicable) under the WSH Act and shall ensure that the services provided are carried out in accordance with the Act and all applicable Regulation.
- Contractor shall ensure that its employees, agents, and subcontractors are properly qualified, trained, and competent to perform the services.
- Contractor shall ensure adequate supervision and worker safety representation as outlined in the WSH Act.
- Contractor shall conduct a pre-job hazard assessment and submit a copy of the results to **The Company** prior to start-up.
- Contractor shall allow **The Company** the right to inspect and audit site conditions and all pertinent safety performance records for the purpose of measuring adherence to **The Company** safety and health objectives and compliance with the contractual obligations herein (*however, it is clearly understood that this will not be deemed to be relating to execution or coordination of contractor activities. For greater certainty, the contractor is the sole person responsible for the execution and coordination of work.)
- Contractor acknowledges that failure to comply with **The Company's** safety and health requirements shall be cause for either immediate termination or suspension of the work until the deficiency, in **The Company's** sole opinion is rectified, at no cost to **The Company**. In either case without prejudice to **The Company's** rights to remedies or damages for such failure.
- Contractor is responsible to obtain Workers Compensation Board of Manitoba (WCB) coverage and remain in good standing with the WCB for the duration of the project.

Contractor Compliance Declaration

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of **The Company** will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted to: _____
Company rep: _____
Company name: _____
Address: _____

The Company Information

COR® Certification #: _____ Safety Program Registration #: _____

Declaration

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health (WSH) Act and Regulation.

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the owner, prime contractor, and those affected, necessary to identify and control existing and potential hazards. **I will conduct a pre-job hazard assessment and submit a copy to The Company prior to start-up.**

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's WSH legislation.

My company has obtained coverage through the WCB and will remain in good standing with the WCB for the duration of the project.

Print name: _____ Signature: _____
Print title: _____ Date: _____
Site contact: _____ Phone #: _____

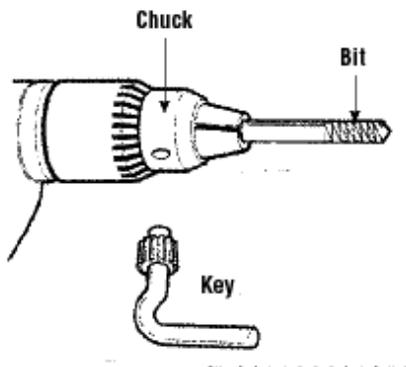
Section 3

Safe Work Practice

Drills

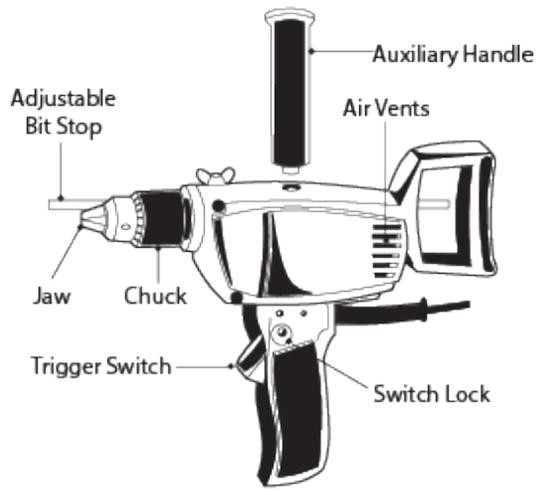
How do you select the proper bit or attachment?

- Follow manufacturers' instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.
- Select the bit or attachment suitable for the size of the drill and the work being done.
- Ensure that the bit or attachments are properly seated and tightened in the chuck.
- Use only bits and attachments that turn true.
- Use the auxiliary (second) handle for larger work or continuous operation.



What should you do when working with powered hand drills?

- Wear safety glasses or a face shield (with safety glasses or goggles).
- Keep drill air vents clear to maintain adequate ventilation.
- Keep drill bits sharp always.
- Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.
- Disconnect power supply before changing or adjusting bit or attachments.
- Tighten the chuck securely. Remove chuck key before starting drill.
- Secure work piece being drilled to prevent movement.



- Slow the rate of feed just before breaking through the surface.
- Drill a small "pilot" hole before drilling large holes.

What should you do when working with small pieces?

- Clamp stock so work will not twist or spin.
- Do not drill with one hand while holding the material with the other.

What should you avoid when working with powered hand drills?

- Do not use a bent drill bit.
- Do not exceed the manufacturer's recommended maximum drilling capacities.
- Do not use a hole saw cutter without the pilot drill.
- Do not use high speed steel (HSS) bits without cooling or using lubrication.
- Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the work piece.
- Do not reach under or around stock being drilled.
- Do not overreach. Always keep proper footing and balance.
- Do not raise or lower the drill by its power cord.
- Do not use in wet or muddy locations. Use a nonpowered drill instead.
- Do not use excessive force to drill into hard material. Reduce drill speed if possible.

Section 4

Safe Job Procedure

Lockout/tagout for company vehicles

Department: THE COMPANY	Written by:	Approved by: COMMITTEE	Date created:	Date of last revision:
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Hazards present:	Tools, equipment, and PPE required for the job	Pre-request/additional training required:
Serious injury from accident or malfunction Electrocution Fugitive emission of controlled substance	Lockout tags Vehicle keys Tape	

****Restrictions and additional information/requirements**

Steps to Complete the Task Safely

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. While in use, if the company vehicle is deemed to be unsafe to operate, immediately stop use. <ol style="list-style-type: none"> a. If on a road or highway, signal, safely pull over off the road as quickly as possible, put the vehicle in park and turn off the engine. b. If the vehicle itself presents a hazard by smoke, fire, fugitive emissions, or similar, exit the vehicle, maintain a safe distance, and call 911. | <ol style="list-style-type: none"> 1. Thorough inspection or observation prior to use, if the company vehicle is deemed to be unsafe to operate, DO NOT USE. |
|--|---|
2. Using an orange lockout tag, indicate why the vehicle is being removed from service (tags are located in the staff room as well as in the safety manual in the vehicle)
 3. Place the BOTTOM of the lockout tag on the inside of the driver's side window of the vehicle
 4. Lock the vehicle
 5. Attach the remaining part of the tag to the keys for the vehicle
 6. Turn in the keys, with the lockout tag to the manager
 7. The manager will schedule maintenance or repair for the company vehicle as necessary
 8. Once the maintenance has been completed, the manager will remove the tag and put the vehicle back in service
 9. All records including the lockout tag and the service/repair records must be submitted to a committee co-chair and kept on file

Guidance Documents/Standards/Applicable/Legislation/Other:

Manitoba Workplace Safety and Health Regulation
 M. R. 217/2006 Part: 16

Safe Job Procedure

"Task name"

Department:	Written by:	Approved by:	Date created:	Date of last revision:
--------------------	--------------------	---------------------	----------------------	-------------------------------

Hazards present:	Tools, equipment, and PPE required for the job	Pre-request/additional training required:

****Restrictions and additional information/requirements**

Steps to Complete the Task Safely

Guidance Documents/Standards/Applicable/Legislation/Other:

Manitoba Workplace Safety and Health Regulation
M. R. 217/2006 Part:

Section 5

Safety Rules

The following safety rules have been developed to reduce the risk of an incident occurring. All employees will be expected to know and follow our safety rules, while working on behalf of our company.

General safety rules

- Walkways and work areas must be kept free of obstructions at all times.
- Appropriate footwear will be worn in the workplace.
- PPE provided as a control for a particular hazard, will be worn as specified.
- No fighting, horseplay, practical jokes, or other interfering with other workers.
- No alcohol or illegal drugs (including be in possession of or under the influence of).
- Perform all work in accordance with safe work practices/procedures and management direction.
- All incidents will be immediately reported to management.
- Unsafe acts, unsafe conditions, and near misses will be reported to management promptly.
- Equipment and tools will be used in the manner they are intended to be used.
- Every employee will keep their work area neat, clean, and orderly.
- Smoking is not permitted inside **The Company** building or while attending client worksite locations. This includes the use of e-cigarettes.

Disciplinary action

The Company reserves the right to administer whatever discipline is necessary to ensure safety rules and regulations are complied with.

Management has the authority to suspend an employee who willfully and knowingly disobeys our company rules.

First infraction - verbal warning

Second infraction - written warning

Third infraction - sent home for that day

Fourth infraction - indefinite suspension and/or termination

All infractions will be documented, and a copy retained on file.

Owner

Date

Disciplinary Action Notice

Employee Name: _____

Company: _____

Date: _____

Disciplinary action:

- 1) Verbal warning
- 2) Written warning
- 3) Sent home for that day
- 4) Indefinite suspension and/or termination

Infraction:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> Safety rules | <input type="checkbox"/> PPE | <input type="checkbox"/> Unsafe use of tools or equipment |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Violence | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Unsafe practice or procedure | | <input type="checkbox"/> Other |

Comments:

Employee Signature: _____

Management Signature: _____

All infractions will be documented, and a copy retained on the employee file.

Section 6

Personal Protective Equipment Policy

All employees will use the appropriate personal protective equipment (PPE) when and where it is required. All employees will be expected to know and wear the required PPE. Generally, this will be prescribed by:

- Workplace Safety and Health (WSH) Act and Regulation
- Safety Data Sheets (WHMIS – SDS sheets)
- Our company safety rules
- To control a specified hazard

At all times when on a construction project, or when the nature of work requires, employees will wear the following basic PPE:

- CSA-approved hard hats
- CSA-approved safety footwear (green triangle, Grade 1 protective toe and ankle protection – no safety shoes)
- Long pants and sleeved shirts

The following specialized PPE will be required to be worn for the specific job or to control potential hazards. As such, any person entering a construction site should have the following specialized PPE readily available to wear:

- Safety eyewear
- Hearing protection
- High visibility vests
- Gloves

All PPE will be kept in good condition and maintained according to the manufacturer's specifications. PPE used must conform to CSA and/or ANSI standards.

Owner

Date

Section 7

Maintenance Policy

All tools, equipment, machinery, and vehicles are to be kept in a condition that will maximize the safety of all personnel and maintained as per manufacturers specification.

All employees will use tools and equipment in the way they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- **DO NOT attempt to use any tool or equipment that you are not competent with or cannot use safely.**
- **ASK management.**

Employees must report all observed defects to their supervisor and the defective item must be taken out of service immediately by attaching a lock and tag that identifies the defect. All necessary repairs are to be conducted by a qualified person.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, specialized protective equipment, machinery, and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented.

To ensure our maintenance program is being implemented we will complete the following:

1. Adherence to manufacturer's specifications, standards, and regulations.
2. The employees' responsibility for inspecting all tools and equipment prior to using them.
3. Frequency of inspections include:
 - Pre-use inspections of vehicles
 - Pre-use inspections of **The Company** aerial lift
 - Bi-annual inspection of aerial lift

The Company's management will be responsible for the application of the maintenance program in his/her area of responsibility.

Owner

Date

Section 8

Training and Communication Policy

All personnel have a legal duty to share required information that:

- May affect the safety, health, or welfare of others.
- Is necessary to identify and control existing and potential hazards.

All personnel will continuously be on the lookout for hazards and if practicable, control them immediately. Personnel are to immediately inform management, and those affected, of any situation in which they deem to be hazardous.

Serious hazards and their controls will be discussed with all personnel as soon as reasonably practicable. The hazards identified through hazard assessments, inspections, and investigations will also be posted on the safety bulletin board.

Notwithstanding the above, the following items will serve as our minimum guidelines to establishing an effective means of hazard communication:

- Management availability at all times
- Workplace safety and health committee
- Orientations
- Toolbox talks
- Job specific instruction and training
- WHMIS
- Posted and/or made readily available:
 - Safety manual
 - Applicable legislation
 - Emergency procedures
 - Emergency telephone numbers
 - SDS sheets
 - Safe work practices/safe job procedures

Owner

Date

New Worker Orientation

Worker Name: _____

Date: _____

Introduction

- Company history
- Company policies

Responsibility for Safety

- Worker
- Supervisor
- Manager

Emergency Procedures

- Emergency phone
- Emergency phone numbers
- Fire
- Ambulance
- First aid kit (Location: _____)
- AED (Location: _____)
- Security/police
- Evacuation plan/muster point

General Rules / Prohibited Activities

- Alcohol, drugs
- Horseplay, fighting
- Vehicle operation
- Theft

Personal Protective Equipment

- Hard hats
- Safety footwear
- Safety glasses
- Fall protection
- Respirators
- Hearing protection

Reporting Procedures

- Reporting an incident/near miss
- Investigation forms
- First aid kit logs

Contact Persons

Direct Supervisor: _____

Worker Rep. / Committee Contact: _____

First Aid Personnel: _____

Workers' Rights

- Right to know
- Right to participate
- Right to work without being subject to discriminatory action
- Right to refuse
- Right to refuse procedure

Workplace Hazards (Hazard Assessments)

- When required
- Who is involved
- How to report a hazard
- Controlling hazards

Meetings

- Safety committee
- Toolbox talks

Legislation

- Workplace Safety and Health Act and Regulation

Safe Job Procedures

- _____
- _____

Safe Work Practices

- _____
- _____

WHMIS

- Review
- Safety Data Sheets
(Location: _____)

Tools/Equipment

- Handling
- Storage
- Lockout/tagout system

Worker Signature: _____

Trainer / Management Signature: _____

Report of Education Program Meeting

Company:		
Worksite location:		
Meeting length:	<input type="checkbox"/> 15 mins	<input type="checkbox"/> 30 mins
		Date:
Subject(s) discussed:		
Safe work practice:		
Safe job procedure:		
Incident/near miss review:		
Suggestions/recommendations:		
Action taken:		
Names of workers/subs present at meeting		
Supervisor's signature		WSH employee representative

Committee Minute Form

Complete name and address of workplace Phone: Fax: Which committee (if more than one): Meeting date: Date of next meeting: Number of employees at the workplace:	Employer members (list all)	Occupation	Present	Absent
	Worker members (list all)			
	Guests (list any)			
Date of origin	Concern or problem (See reverse for completion instructions)	Recommendation or action to be taken	Action by (who and when)	

Other business:

Co-Chairpersons' Signatures

Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of employer co-chair _____ () Print name of worker co-chair _____
 Signature _____ Signature _____

Section 9

Inspection Policy

As part of our hazard identification program, inspections of the building and work activities shall be conducted.

At a minimum, a formal inspection by supervisors, with the assistance of the workplace safety and health committee representative, shall be conducted monthly, using the form provided in our company safety manual. The main office, yard and shop are to be inspected monthly as well.

All personnel will continuously be on the lookout for hazards and if practicable, control them immediately. Personnel are to inform management if the hazard cannot be controlled immediately as well as inform others that may be affected.

All corrective actions shall be written and kept on file, with completed inspections posted on the Safety Bulletin Board. If an identified hazard cannot be controlled within a reasonable time period, management shall inform the president for appropriate action.

Management, safety and health committee members, and employees will abide by our company safety manual and the Workplace Safety and Health Act and Regulation.

The inspection frequency sheet and schedule are sent out to all employees at the beginning of the year and can be found in **The Company's** staff room.

Owner

Date

Inspection Checklist

Location:	Date:								
Supervisor:									
Worker safety rep:									
Signature: _____	Signature: _____								
<p>Items to Review: <input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Need action (list the specific hazard and mark in the chart below)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;">People</td> <td style="width: 25%; vertical-align: top;">Equipment</td> <td style="width: 25%; vertical-align: top;">Materials</td> <td style="width: 25%; vertical-align: top;">Environment</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Unsafe acts <input type="checkbox"/> Unsafe work procedure <input type="checkbox"/> Improper tool use <input type="checkbox"/> Improper equipment use <input type="checkbox"/> Not using PPE <input type="checkbox"/> Not following safety rules <input type="checkbox"/> Operator authorization </td> <td style="vertical-align: top;"> <input type="checkbox"/> Ladders <input type="checkbox"/> Scaffolds <input type="checkbox"/> Power tools <input type="checkbox"/> Adequate supply of PPE <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> First aid supplies <input type="checkbox"/> Electrical </td> <td style="vertical-align: top;"> <input type="checkbox"/> Housekeeping <input type="checkbox"/> Controlled products <input type="checkbox"/> SDS sheets <input type="checkbox"/> Storage/stacking <input type="checkbox"/> Rough edges <input type="checkbox"/> Heavy material <input type="checkbox"/> Safety bulletin board </td> <td style="vertical-align: top;"> <input type="checkbox"/> Noise <input type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Temperature <input type="checkbox"/> Ice/snow <input type="checkbox"/> Slip/trip hazards <input type="checkbox"/> Sanitation </td> </tr> </table>		People	Equipment	Materials	Environment	<input type="checkbox"/> Unsafe acts <input type="checkbox"/> Unsafe work procedure <input type="checkbox"/> Improper tool use <input type="checkbox"/> Improper equipment use <input type="checkbox"/> Not using PPE <input type="checkbox"/> Not following safety rules <input type="checkbox"/> Operator authorization	<input type="checkbox"/> Ladders <input type="checkbox"/> Scaffolds <input type="checkbox"/> Power tools <input type="checkbox"/> Adequate supply of PPE <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> First aid supplies <input type="checkbox"/> Electrical	<input type="checkbox"/> Housekeeping <input type="checkbox"/> Controlled products <input type="checkbox"/> SDS sheets <input type="checkbox"/> Storage/stacking <input type="checkbox"/> Rough edges <input type="checkbox"/> Heavy material <input type="checkbox"/> Safety bulletin board	<input type="checkbox"/> Noise <input type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Temperature <input type="checkbox"/> Ice/snow <input type="checkbox"/> Slip/trip hazards <input type="checkbox"/> Sanitation
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Item #	Identified hazard	Hazard ranking	Control	Action by	Completed				
1									
2									
3									
4									
5									
6									
7									
8									

Section 10

Incident Investigation Policy

Incident investigations are an integral component of our company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

All incidents are to be reported immediately to management, with an initial investigation report completed by **The Company's** representative and if necessary, with assistance from a workplace safety and health (WSH) committee member within 24 hours. Depending on the severity of the incident, a detailed investigation by management and a WSH committee member will be completed within three working days. The completed investigation will be forwarded to **The Company** owner for review and recommendation, immediately upon completion.

Reported immediately to management, the initial investigation report must be completed within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500 property damage
- Occurrences that could have resulted in an incident (near miss)
- Incidents that have the potential for occupational illness or environmental damage

Reported immediately to management, detailed investigations must be completed within three days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than \$500 property damage
- Incidents that result in a fire, explosion, or flood

By Regulation, all "serious" injuries involving: death, injury from electrical contact, unconsciousness, fractures, amputations, third degree burns, loss of sight, cut or laceration requiring medical attention, asphyxiation or poisoning, collapse of structure, explosion, fire, flood, uncontrolled spill or failure of an atmosphere-supplying respirator must be immediately reported to the WSH Branch (see procedures for reporting).

All incidents and the corrective action shall be discussed with the workforce at biweekly toolbox meetings and WSH committee meetings.

Management, safety and health committee members, and employees will abide by our Incident Investigation Policy and the WSH Act and Regulation.

Owner

Date

Incident/Near Miss Report

The Workers Compensation Act requires notice of injury to employee(s) within five business days.

Have completed reports to senior management within 24 hours.

Date of Incident/Near Miss: ____/____/____

Time: ____/____/____ a.m./p.m.

Date Reported: ____/____/____

Time: ____/____/____ a.m./p.m.

1) Did the incident result in personal injury or hospitalization? <input type="checkbox"/> Yes <input type="checkbox"/> No To Whom?	2) Did the incident involve property or equipment damage? <input type="checkbox"/> Yes <input type="checkbox"/> No To What?
3) Location:	4) Equipment damage:
5) Part of body injured:	6) Immediate supervisor:
7) Nature of injury: _____ _____	
8) What happened to cause the injury and/or damage? (Show drawings or photographs – use reverse for additional details): _____ _____	
9) Recommended action to prevent similar incident/near miss from occurring: _____ _____	
10) Corrective action taken at worksite: _____ _____	
Date implemented: _____	
11) What defective or unsafe condition(s) of tools, equipment, machinery, work area contributed to the incident/near miss? _____ _____	
12) Was first aid rendered? <input type="checkbox"/> Yes <input type="checkbox"/> No By whom? _____ If outside emergency assistance was required, provide details: _____ _____	
13) Doctor's name:	14) Medical facility:
15) Severity of injury: <input type="checkbox"/> Minor <input type="checkbox"/> First aid only <input type="checkbox"/> Medical aid <input type="checkbox"/> Lost time <input type="checkbox"/> Fatality	
16) Probability of reoccurrence: <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare	

Diagram of scene

Indicate north with arrow

Witnessed by: _____ Witnessed by: _____		Employed by: _____ Employed by: _____	
Reported by: (print) _____ Signature: _____		Received by: (print) _____ Signature: _____	
Investigator's signature: _____ Supervisor or Manager	_____ WSH Committee	_____ Date Completed	
Senior Management Review			
Further action, recommendations, or comments: _____ _____			
Approved by: _____ Senior Manager		_____ Date	
<input type="checkbox"/> No further action required <input type="checkbox"/> Further consideration <input type="checkbox"/> Further action required			

Section 11

Emergency Preparedness Policy

The Company will ensure that plans are in place to deal with emergency situations in the building and for specific types of hazards identified. At minimum, **The Company** will ensure the ability to provide:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

Management is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. All emergency preparedness information will be made readily available and employees will be given an orientation to ensure they are aware of:

- Location of emergency equipment
 - First aid supplies
 - Fire extinguishers
 - Rescue equipment
 - AED
- Location of communication device and contact numbers for contacting outside assistance
- Location of SDS sheets
- Escape plan and muster point
- Emergency phone numbers

First Aid Guidelines

The Company is responsible to ensure the prompt and efficient administration of first aid to an injured employee. We will provide supplies, equipment, and personnel as appropriate to employees and clients while in the building.

At minimum, we will provide and maintain:

- First aid kit, first aid manual and first aid logbook.
- First aid personnel in the building at all times as required by Workplace Safety and Health (WSH) Regulation 5.5(1) Table 1. WSH committee members will hold a valid basic first aider certification with a representative located in the administration, safety, and plan room areas.
- Transportation to a medical facility.
 - If at a distant or isolated workplace, the transportation must be capable of accommodating a stretcher.
- Communication device to contact outside emergency services.

Procedures for Medical Emergencies

First responder – immediately inform reception that first aid assistance is required. State your location. Stay with the person and make him/her as comfortable as possible.

Receptionist – locate first aid attendant and send to location of victim.

First aid attendant – assess the situation and determine if it is necessary to obtain medical assistance. If medical assistance is required:

- Dial 911
- Request emergency medical assistance
- State our address and your name
- Describe the situation
- Call reception and tell them that emergency assistance has been contacted. Have someone go to the front entrance to escort emergency assistance to the victim.

Reception – find out from the ambulance driver to which hospital the person will be taken. Call management or Fire Warden and provide them the details of the incident.

The Company's managers or fire warden – will notify employee's emergency contact or visitor's place of employment.

Unconsciousness/heart attack

- If a person is discovered unconscious, check the person's airway, breathing, and circulation.
- Try to determine what caused the loss of consciousness. Check to see if he/she is wearing a medical alert tag. Inform emergency responders if medical alert tag is present.
- If injuries make it necessary for the casualty to be face up, monitor breathing continuously. If necessary, hold the airway open.
- If it is unlikely they have a spinal injury, roll them into the recovery position.
- If the person is not breathing, begin CPR, get someone to call 911 and get the AED.
- If you are alone call 911, get the AED, and begin CPR.
- Only use the AED if you have been trained to do so, otherwise continue CPR until emergency services arrive.

Tornado

Warning: Issued when an identifiable severe weather event is imminent or is already confirmed as occurring. The lead time will rarely exceed 10 minutes.

Watch: Issued when conditions are favorable for the development of an identifiable severe weather event although there is still considerable forecast uncertainty. The lead time will rarely exceed three hours.

Section 12

Safety Statistics and Records Policy

Maintenance of accurate safety records is an essential component of our safety program. Accurately documented records provide a resource to determine areas for further preventative action and will assist our company in demonstrating our “due diligence”, should the need arise.

Management will ensure all safety-related information is documented and filed with a review of safety statistics on an annual basis.

Employees will be given the opportunity to examine **The Company’s** statistical data pertaining to safety and are encouraged to provide their input toward the enhancement of the safety program.

All forms or reports should be readily available, neat, and readable, filled out and signed/dated by the appropriate worker, supervisor, workplace safety and health (WSH) committee representative, or management. Statistics and records will be reviewed on a bi-annual basis by the WSH committee.

At minimum, the WSH committee worker co-chair shall ensure the following reports are kept on file:

- Safety orientations and training records
- Minutes of toolbox talks and WSH committee meetings
- Incident investigation reports
- First aid treatment reports
- Inspection reports
- Annual and monthly statistical summaries
- Safety rule and PPE violation records
- Maintenance records
- Hazard assessments

Owner

Date

Safety Summary

YEAR Safety Summary	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
Employees hired	0	0	0	0	0	0	0	0	0	0	0	0	
Orientations complete	0	0	0	0	0	0	0	0	0	0	0	0	
Meetings / Training													
Toolbox talks scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0
Toolbox talks completed	0	0	0	0	0	0	0	0	0	0	0	0	0
Safety committee meeting	0		0	0	0	0	0	0	0	0	0	0	
Hazard Assessments / Inspections													
Hazard assessments completed	0	0	0	0	0	0	0	0	0	0	0	0	0
Inspections scheduled	0	0	0	0	0	0	0	0	0	0	0	0	0
Inspections completed	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazards identified	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazards corrected/reduced	0	0	0	0	0	0	0	0	0	0	0	0	0
Incidents													
Number of incidents	0	0	0	0	0	0	0	0	0	0	0	0	0
Damage only	0	0	0	0	0	0	0	0	0	0	0	0	0
Injury only	0	0	0	0	0	0	0	0	0	0	0	0	0
Injury and damage	0	0	0	0	0	0	0	0	0	0	0	0	0
Near miss	0	0	0	0	0	0	0	0	0	0	0	0	0
Investigations completed	0	0	0	0	0	0	0	0	0	0	0	0	0
Nature of Incidents													
Head injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Eye injures	0	0	0	0	0	0	0	0	0	0	0	0	0
Neck injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Shoulder injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Back injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Rib injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Arm injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Elbow injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Wrist injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Hand injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Leg injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Knee injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Ankle injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Incidents													
Terrain	0	0	0	0	0	0	0	0	0	0	0	0	0
Chemicals	0	0	0	0	0	0	0	0	0	0	0	0	0
Struck by object	0	0	0	0	0	0	0	0	0	0	0	0	0
Fall from heights	0	0	0	0	0	0	0	0	0	0	0	0	0
Slips and trips	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0
Machinery	0	0	0	0	0	0	0	0	0	0	0	0	0
Hand tool	0	0	0	0	0	0	0	0	0	0	0	0	0
Power tool	0	0	0	0	0	0	0	0	0	0	0	0	0
Over exertion	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat source	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0

Section 13

Legislation Policy

Management, WSH committee representative and employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

A copy of the Workplace Safety and Health Act and Regulation will be placed with the safety manual. A copy of the safety manual and applicable legislation will also be readily available in all company vehicles for all employees to read and/or refer to.

Owner

Date

Section 14

Workplace Safety and Health (WSH) Committee Terms of Reference

1. Name of WSH committee:

- The committee shall be known as **The Company's** WSH committee.

2. The committee must have the same number of worker representatives and employer representatives:

- Employer representative 1 - **The Company's** owner
- Employer representative 2 - **The Company's** manager
- Worker representatives - six members

3. Purpose of the committee:

- Our purpose is to promote awareness of safety issues and develop a collaborative relationship between management and workers to identify and resolve safety and health issues within **The Company**. We ensure the internal responsibility system functions effectively and ensure our organization meets Workplace Safety and Health legislation requirements.

4. Duties and functions of the committee:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consider and expeditiously deal with complaints relating to the workplace safety and health of workers.
- Consult with workers and the employer on issues related to workplace safety, health, and environment.
- Make recommendations to the employer and the workers for the improvement of the workplace safety, health, and environment.
- Make recommendations to the employer on educational programs promoting the safety and health of workers and compliance with the WSH Regulation and monitor their effectiveness.
- Advise the employer on programs and policies required under the WSH Regulation for the workplace and monitor their effectiveness.
- Advise the employer on proposed changes to the workplace or the work processes that may affect the safety and health of workers.
- Ensure that incident investigations and regular inspections are carried out as required by the WSH Regulation.
- Participate in inspections, investigations, and inquiries as provided by the Regulation.
- When necessary, request information from the employer about:
 - Known or reasonably foreseeable safety or health hazards to which workers at the workplace are likely to be exposed.
 - Safety and health experience and work practices and standards in similar or other industries of which the employer has knowledge.
- Carry out any other duties and functions prescribed by the Regulation.

5. Records:

- **The Company's** WSH committee will keep accurate records of all matters that come before it. **The Company's** WSH committee will maintain copies of its minutes for a period of at least ten years from the date of the WSH committee meeting to which they relate. We will retain first aid records for at least five years; education and training related records for at least five years after the training session.

6. Meetings:

- **The Company's** WSH committee will meet on a quarterly basis.
- Special meetings, if required, will be held at the call of the co-chairs.
- A quorum shall consist of a majority of worker members.
- **The Company's** WSH committee will add procedures it considers necessary for the meetings.

7. Agendas and meeting reports:

- The co-chairs will prepare and distribute an agenda to members prior to the meeting.
- **The Company's** WSH committee will prepare a meeting report and make it available to the employer, all WSH committee members and workers.
- **The Company's** WSH committee will promptly post a copy of the report of each meeting in a place readily accessible to employees.

8. Co-chairs:

- **The Company's** WSH committee will elect co-chairs from its membership.
- The worker representatives shall select the worker co-chair.
- The employer representatives shall select the employer co-chair.
- The co-chairs shall:
 - Lead the meetings and keep them on track (follow the agenda).
 - Ensure the maintenance of an unbiased viewpoint.
 - Arrange the agendas.
 - Review previous meeting reports and material prior to the meetings.
 - Arrange for the meeting place.
 - Notify members of meetings.
 - Prepare meeting agendas/reports.
 - Forward a copy of meeting reports to the employer for distribution.
 - Prepare recommendation(s) and forward to the employer for a response.

9. Terms of office:

- **The Company's** WSH committee members will sit on the committee for two years. (Note: Committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections). **The Company's** WSH committee members may be re-elected after term of office is complete.
- If a member of **The Company's** WSH committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- If a member of **The Company's** WSH committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

10. Assistance in resolving disagreements within committee:

- If **The Company's** WSH committee is unable to reach consensus (agreement) on a matter relating to the safety and health of workers at the workplace, a co-chair of the committee may report this to the WSH Branch, which may investigate and attempt to resolve the matter.

Hearing Conservation Program

Regulation summary: Part 12 of the WSH Regulation, Hearing Conservation and Noise Control, requires employers to assess the workplace for noise exposure. If the eight-hour average noise exposure level is above 85 dBA, the employer must institute a hearing conservation program. When workers are exposed to noise levels above 80 dBA, the employer must provide training to all workers on the hazards of the level of noise they are experiencing and provide hearing protection for workers who request it.

When a noise exposure assessment indicates a worker is exposed to noise in the workplace that exceeds 85 dBA, the employer must inform the worker and implement sound control measures to reduce the noise to 85 dBA or less.

If the employer is unable to reduce the noise to below 85 dBA, the employer must implement all requirements under Part 12 of the WSH Regulation:

- **All** employees will be trained in hearing conservation.
- Annual sound monitoring will be conducted on all facets of work performed or when equipment or tasks change.
- Where average noise levels are in excess of 80 dBA hearing protection will be made available, in excess of 85 dBA hearing protection **must** be worn.
- Provide, at no cost to the employee, an initial test of the worker's hearing within six months of being exposed.
- Provide hearing testing to employees every two years thereafter to monitor any hearing loss.
- Training will be provided on the fit, care, and use of hearing protection.

Note: For new employees, a baseline test must be conducted within the first six months of employment.

Owner

Date

Lockout/Tagout Policy

All worksites, tools, equipment, machinery, and vehicles are to be kept in a condition that will maximize the safety of all personnel. In regard to ensuring that we are ALL protected from actual and potential hazards, **The Company** has developed and will maintain a lockout/tagout policy and safe work procedure for these applications.

All employees will use tools and equipment in the way they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received. This will include training on the proper procedures to lockout/tagout potential energy sources and faulty/damaged tools and/or equipment.

- Lockout and tagging ensure that hazardous energy sources are under the control of the workers needing protection.
- Lockout often involves workers using a padlock to keep a switch in the “off” position, or to isolate the energy of moving parts.
- A lock is your personal lock that can only be opened with your key.
- Tagging is how you tell others that the device is locked out, who locked it out, and why.
- Forms of energy that you must lock out include electrical, mechanical, potential (stored energy, such as in suspended loads), hydraulic, pneumatic, thermal, and chemical.
- Any tool or equipment that is damaged or defective WILL NOT be used, be locked out, and will have a tag placed on it with the appropriate information necessary to identify damage and/or need for repair.

Employees must report all observed defects to their supervisor and the defective item must be taken out of service immediately, attaching a “lockout/tagout” that identifies the defect. All necessary repairs are to be conducted by qualified person.

To accomplish our lockout/tagout program goals, any repairs will be documented to identify possible needs or trends and consider solutions for these circumstances.

The supervisor shall be responsible for upholding our lockout/tagout policy and procedures in his/her area of responsibility

***Part 16 and 38 of the WSH Regulation lists the requirements for lockout. Our lockout/tagout procedure can be found in the safe work procedures section of our company safety and health manual.**

Working Alone or In Isolation Policy

The safety of all employees of **The Company** is of utmost priority. In the interest of ensuring, so far as reasonably practicable, the safety, health, and welfare of our employees, NO PERSON shall be permitted to work alone or in isolation without the express written permission of management.

Prior to any employee being allowed to work alone or in isolation, a written and signed procedure will be developed. The procedure shall include at minimum:

- The provision of means of securing assistance (communication device) in the event of injury or other misfortune
- Reporting of the site location, contact, and expected time away

Written working alone procedure

The working alone procedure shall be written and signed by the person working alone and the designated contact person. Details of the procedure to follow in working alone situations shall include:

- Details of beginning and end of working alone situation
- Specific time or intervals for employee contact
- Details of who shall establish contact
- Procedure to follow if contact cannot be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

Owner

Date

WHMIS Guidelines

The Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system to inform workers of hazardous materials (referred to as controlled products) and ensure they know how to work safely with them.

WHMIS revolves around three main concepts:

1. **Labels**
2. **SDS**
3. **Worker education**

At minimum, we will ensure that all WHMIS controlled products received, stored, or used on premises, will be properly identified, and supplied with appropriate labels and SDS sheets.

All employees will receive training in WHMIS prior to using any controlled product to ensure that:

- All controlled products are identified
 - WHMIS supplier label must be attached or
 - WHMIS workplace label must be attached
- All controlled products have a current SDS
 - Readily available to employees (and others affected)
 - Referred to prior to using the controlled product
- All employees are trained to identify, handle, store, and work safely with the controlled products in use

All training will be documented, and a copy retained on file. **The Company** will ensure that all training provided to workers regarding WHMIS will, at minimum meet the requirements of Part 35.3(1), (2), and (3) so far as is reasonably practicable.

The review of the WHMIS training program will be conducted, at minimum, annually or sooner as required due to changes to products used in the workplace or changes in regulation. The review will comply with Part 35.4 of the WSH Regulation and involve the committee.

Owner

Date

Operator/Training and Verification Policy

It is the policy of **The Company** to ensure that, only employees who hold a current and valid driver's license will be authorized to operate company vehicles. All employees must provide an annual driver abstract and sign the driver declaration in the employee personal file. This abstract will only be viewed by the employee and management. As well, a record of competency or appropriate certification training for the safe operation of **The Company's** equipment and machinery must be provided, prior to any use and/or operation as applicable.

Employee's responsibilities include the following:

- Maintain a current and valid Manitoba driver's license
- Notify management if driver's license is not valid or has been revoked for any reason
- Ensure that all safety devices, including seat belts, are used by all vehicle occupants
- Operate vehicles in accordance with all applicable traffic laws
- Report unsafe vehicle conditions or concerns *promptly* to supervisor
- Report all accidents, license suspensions, and traffic violations to supervisor
- The use of alcohol or illegal drugs is always strictly prohibited

The Company responsibilities include:

- Vehicle maintenance and servicing as per manufacturers recommendations
- Costs and maintenance of vehicle insurance, insurance deductible, gasoline, exterior cleaning, emergency road kit, first aid kit, and fire extinguisher

Owner

Date

Musculoskeletal Injury Prevention Policy

Part 8 of the WSH Regulation requires employers to conduct a risk assessment when they are aware or have been advised or become aware that a work activity creates a risk of musculoskeletal injury (MSI). The potential for the occurrence of an MSI is increased when workers are exposed to awkward or sustained posture, forceful exertions, repetitive motions, vibrations, or compression.

The Company will conduct pre-job hazard assessments to assist in identifying potential risks due to MSI. Upon determination that a risk to employees' safety or health exists, **The Company** will conduct a job hazard analysis to identify task specific demands and assist in controlling the risk factors.

"Control measures" when applied to MSIs, refer to deliberate changes to a job to reduce the employees' risk of suffering MSI. Control measures may include, but not be limited to engineering controls, administrative controls, the incorporation of rest schedules, the purchase of personal protective equipment and the development of written, step-by-step job procedures for conducting the task.

Education and training with respect to the recognition and control of MSI will be provided to all employees by a qualified company representative. All employees are encouraged to participate in the MSI prevention program and must report any related symptoms they may experience.

Owner

Date

Harassment Prevention Policy

All employees are entitled to a work environment free of harassment. **The Company** will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with company developed procedures, or at the discretion of senior management.

WSH legislation defines “harassment” as, “any objectionable conduct that creates a risk to the health of a worker; or severe conduct that adversely affects a worker’s psychological or physical well-being.”

The Company defines this as any comment or display by a person that is directed at a worker in a workplace or is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, size or weight, age, nationality, ancestry, or place of origin that may affect a workers psychological or physical well-being.

All employees must report harassment complaints to their immediate supervisor upon occurrence. The supervisor in conjunction with senior management and the WSH committee member will investigate each complaint while maintaining confidentiality. The details of the complaint investigation will be documented, interviews may be conducted, and the complainant and the alleged harasser will be informed of the results of the investigation. Details of the investigation may only be disclosed if necessary, to proceed with the investigation of the complaint, take corrective action, or are required by law. Employees have the right to file a complaint with the Manitoba Human Rights Commission. **The Company’s** harassment policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

The Company will endeavor to work in a spirit of consultation and cooperation with all employees to achieve a respectful work environment for all employees.

Owner

Date

Violence Prevention Policy

All employees are entitled to work in an environment free of violence. **The Company** will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with company-developed procedures, or at the discretion of senior management.

WSH legislation defines “violence” as, “the attempt or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.”

The Company will identify and assess the risk of violence in the workplace in consultation with the WSH committee and ensure compliance with the violence prevention policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace.

When an employee observes an act or behavior that is perceived to be threatening in nature which poses a potential risk to their own or others safety and health, the following procedures must be followed.

Employees:

- Move to a safe location and report the incident to your supervisor immediately.
- Provide complete details of the incident.
- Do not try to resolve the incident yourself or interfere with violent individuals.

Supervisors/senior management:

- Investigate all reported complaints of violence within 24 hours by completing a company investigation report form.
- Attempt to diffuse the situation by discussion with affected parties.
- Interview, if necessary, alleged violators of **The Company** policy.
- If a safe resolution is not possible, contact outside assistance such as: WSH Branch or the local police department.
- Inform the alleged violator and complainant of the results of the investigation.

Owner

Date

Notes



CSAM

**CONSTRUCTION SAFETY
ASSOCIATION OF MANITOBA**

constructionsafety.ca



1447 Waverley Street, Winnipeg MB R3T 0P7
Phone: 204-775-3171
Toll-free: 1-855-766-8023
safety@constructionsafety.ca

950 - 10th Street, Brandon MB R7A 6B5
Phone: 204-728-3456
Toll-free: 1-877-343-6753
safety@constructionsafety.ca