

**Dufferin Construction Company  
A division of CRH Canada Group Inc.**

**ALBERTA HEALTH & SAFETY POLICY  
AND REFERENCE MANUAL**

**SAFE WORK PROCEDURES**

**Revised (February 7, 2020)**



**Note:**

**This Health and Safety Reference Manual is an overview and summary of the Company's COR program.**

**The Company refers to Dufferin Construction Company.**

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# Occupational Health & Safety Policy Statement

Dufferin Construction Company, A division of CRH Canada Group Inc.

Dufferin Construction Company is committed to the protection from accidental injury and loss to its employees and property.

In fulfilling this commitment, Senior Management will provide and maintain a safe and healthy work environment that promotes Occupational Health and we will strive to eliminate hazards which may result in injury, illness and property damage.

Accidental injury and loss can be controlled through good management in combination with active employee involvement in our health and safety management system.

Supervision and Management will be responsible for and take all necessary actions to eliminate or control hazardous working conditions and work in compliance with laws pertaining to occupational health and safety. Management will also work in consultation and cooperation with all workers.

Senior Management recognizes the rights of workers to work in a safe and healthy work environment. All employees, subcontractors, supervisors, and visitors will be held accountable for their health and safety performance and are responsible for their own personal safety and that of their co-workers. They are expected to use the safest work methods to carry out their job and point out sources of danger and suggest means to remedy them.

I trust that each of you will join me in a personal commitment to enforce this Health and Safety Policy as a way of life.

Kevin Machej  
Senior Vice President

Reviewed in Oakville on January 2020  
Previously reviewed on January 2019

## **BASIC BELIEFS**

The Company considers the safety and health of workers on our sites to be as important a factor in our success as quality, production and cost. Our construction management team is committed to continuing improvements for the safety of our workers, clients, contractors and the environment in which we work. To this end, we commit ourselves to the following beliefs:

- Site wide consistency on safety is essential.
- All identifiable risks can be managed to prevent incidents.
- All persons share a responsibility as good workers to maintain a safe and healthy workplace and to work safely.
- It is our policy to meet or exceed the requirements set out in the Occupational Health and Safety Act, Regulation and Code, and all pertinent legislation.
- Hazards resulting in injuries and property damage can be controlled and further reduced.
- Safety is a condition of employment. Every contractor, subcontractor, worker, vendor and visitor must comply with the company safety policies, rules, procedures and exercise good judgment and common sense in each assignment.
- The safety and health of fellow workers, the community and the environment is the responsibility of every worker and contractor, subcontractor and vendor. Contractors, subcontractors and vendors will be evaluated on their safety performance.
- Line management (contractors, subcontractors, vendors) are responsible and accountable for providing a safe work environment.
- We expect excellence in health and safety performance.
- Safety is cost effective. A safe site is an effectively managed site.
- Our site specific safety plan program is an integral part of our company operations.

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## I INTRODUCTION

This manual is provided as a site specific policy and procedures manual, which must be followed by all workers, contractors, subcontractors and vendors of The Company.

Workers, contractors, subcontractors and vendors shall not rely solely on this manual exclusively, it is intended to draw attention to methods to prevent injury, illness or loss within our industry and promote good communication on our site.

For specific compliance with statutory requirements, please refer to all applicable Federal and/or Provincial statutes that establish health and safety requirements, including the Canada Labour Code and/or any applicable Provincial - Occupational Health and Safety Act(s), and regulations or codes, enacted thereunder, standards or recognized industry guidelines. Reference must also be made to the The Company, Divisional - Site specific safety plan Manual. **Where the requirements of our policies or procedures exceed legislated requirements, they will take precedence.**

This booklet is a summary of the most important accident prevention procedures and guidelines which apply to all workers working on The Company Sites.

These Guidelines are designed to prevent accidents and injuries. They are based upon contemporary site specific safety plan management practices, health and safety legislation and input from Joint Health and Safety Committee members.

The Company requires workers, contractors, subcontractors and vendors to place the highest importance and priority on safety. Contractors, subcontractors and vendors shall be responsible and accountable for safety including, but not limited to, the safety of its employees, agents, subcontractors, the public and other persons, facilities, property of The Company and the property of third parties. These requirements are in addition to all applicable laws, regulations, ordinances and orders of any proper authority having jurisdiction over the performance of the work.

Reference to workers, supervisors and managers shall mean those associated with the contractor, subcontractor or vendor. Reference to the constructor or contractor and facilities are implicit with the contractor's name.

The Company believes that all accidents and incidents can be prevented by making safety an integral part of every job and task. Safety rules do not guarantee freedom from risk or hazard. They do not cover every job situation. Good judgment will dictate that additional precautions may be required.

## II ACCIDENT PREVENTION RESPONSIBILITIES

All personnel must understand and comply with all applicable Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers.

Employees, supervisors and management have specific safety responsibilities. Accident investigations have demonstrated that a failure of any person to adequately fulfill their obligations will lead to situations where an accident may occur.

## WORKPLACE RESPONSIBILITIES

Health and safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act, Regulation and Code. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities.

All individuals in the company, at all levels and functions are responsible for understanding and carrying out the responsibilities and duties outlined below.

Responsibilities are Assigned to the following parties

- Owner
- Prime Contractor
- Employer
- Director
- Officer
- Supervisor
- Workers
- Contractors
- Subcontractors
- Health and Safety Representative
- Joint Health and Safety Committee

### OWNER

*“owner” includes a trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate;*

- Before a site begins, the owner shall determine whether any designated substances are present at the site and shall prepare a list of all designated substances that are present at the site.
- The tenderer of the site shall include the list of designated substances with the tender, and ensure that the constructor has received the total list prior to entering into a binding contract.

### PRIME CONTRACTOR

*“prime contractor” means a person (or company) who undertakes a site for an owner and includes an owner who undertakes all or part of a site by himself or by more than one employer;*

- Ensure that all appropriate documentation for the start up of a site has been processed.
- Ensure that the measures and procedures required by the current Occupational Health and Safety Act, Regulation and Code and the Prime Contractor’s own Health and Safety Program are carried out on the site.
- Ensure that employers and workers on the site comply with the Act, Regulation and Code and the Constructor’s Health and Safety Program.
- Ensure that the health and safety of workers on the site is protected.
- Monitor subcontractors and vendors for compliance with the Occupational Health and Safety Act, Regulation and Code
- Ensure that subcontractors and vendors are obliged by contract to comply with the Constructor’s health and safety program.
- Monitor safety performance and take corrective action.

### EMPLOYER



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*“employer” means a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, prime contractor, contractor or subcontractor to perform work or supply services;*

- Appoint a competent supervisor.
- Ensure that the Health and Safety Policy has been communicated to all staff;
- Take every reasonable precaution in the circumstances for the protection of a worker;
- Provide a safe and healthy workplace;
- Establish, maintain, and review at least annually a health and safety program;
- Establish and maintain Worker Profile, Safety and Training Records;
- Report accidents and injuries to authorities as required by law;
- Provide first aid and medical care;
- Provide workers with health and safety information;
- Inspect sites and meet regularly with supervisors to monitor the program and take corrective action where required;
- Conduct Company safety meetings at regular intervals;
- Consider accident prevention and safety performance when evaluating Supervisors and Workers.

#### **DIRECTOR AND OFFICER**

- take all reasonable care that the corporation complies with the *Occupational Health and Safety Act*, Regulation and Code
- take all reasonable care that the corporation complies with orders and requirements of inspectors and Directors.
- take all reasonable care that the corporation complies with orders from Alberta Occupational Health and Safety inspectors.

#### **SUPERVISOR**

*“supervisor” means a person who has charge of a work place or authority over a worker; A Supervisor must also be a competent worker. competent worker means a person who,*

- I. is adequately qualified,
- II. suitably trained and
- III. with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision;

- Implement on-site accident prevention;
- Review safe work procedures for the site;
- Monitor the health and safety performance of subcontractors;
- Report accidents and injuries to management as required by the program and regulations;
- Investigate accidents and take actions to prevent reoccurrence;
- Ensure that the Company's Health and Safety Program is followed at the work level;
- Enforce disciplinary actions for violations of the Company's Health and Safety Program;
- Ensure that protective equipment required by law and by the program is provided, accessible, used and maintained properly by workers and that workers understand the reasons for its use;
- Instruct personnel in proper work practices and update instructions as needed;
- Check work practices and work areas for hazards and take corrective action where required;
- Consult and co-operate with the Health and Safety Representative/Committee where appropriate;

- Acquaint workers with hazards and safe work procedures;
- Ensure all new hire employees receive orientation training.

## **WORKER**

*“worker” means a person who performs work or supplies services for monetary compensation;*

- Comply with the Occupational Health and Safety Act, Regulation and Code;
- Take every reasonable precaution necessary to prevent accidents;
- Work in accordance with the health and safety program;
- Work in a manner that will not endanger anyone;
- Report unsafe situations immediately to your supervisor;
- Report injury or illness immediately to your supervisor;
- Help new workers recognize job hazards and follow proper procedures;
- Participate in joint health and safety committees where applicable;
- Must be aware that workers are subject to disciplinary action where either Company Safety rules or government regulations are violated;

## **SUBCONTRACTOR OR VENDOR (i.e. EMPLOYER)**

- Maintain a health and safety program as required under the Act, Regulation and Code;
- Adhere to the subcontractor’s health and safety program as well as the The Company site specific Health and Safety program;
- Monitor site conditions in their work area and take corrective action;
- Report accidents, incidents, lost-time injuries and any hazards immediately to the Prime Contractor.

## **HEALTH AND SAFETY REPRESENTATIVE**

- *(when required by provincial or federal legislation);*
- Inspect the workplace;
- Identify situations that may be a source of danger;
- Relay concerns from workers and make recommendations to the Supervisor; All workers must first go to their immediate supervisor with their concern in order to mediate corrective action.
- Assist in accident investigations;
- Assist in resolving work refusals and reports of dangerous circumstances.

## **JOINT HEALTH AND SAFETY COMMITTEE**

- *(when required by provincial legislation or mandated by senior management);*
- Inspect the workplace;
- Attend Joint Health and Safety Committee meetings;
- Review health and safety reports;
- Identify situations that may be a source of danger;
- Relay concerns from workers and make recommendations to the Employer; All workers must first go to their immediate supervisor with their concern in order to mediate corrective action.
- Assist in accident investigations;
- Assist in resolving work refusals and reports of dangerous circumstances.

## **ENFORCEMENT POLICY**

- All workers are required to comply with all statutory requirements concerning the health and safety of workers in the workplace, as well as the Safe Work Procedures and any other requirements of the Company's Health and Safety Program. The Company will not condone any breach of any statutory requirements or our health and safety program. The Company has implemented disciplinary actions for violations:

### **VERBAL WARNING**

- Given where in the opinion of the supervisor, the violation is of a minor nature and which does not directly endanger the well-being of any person at the workplace.
- Disciplinary action will consist of a mandatory safety talk regarding the violation.

### **FIRST DISCIPLINE STEP**

- A written Notice of Infraction will be issued where in the opinion of the supervisor; the violation is of a major nature which will directly endanger the health and well-being of any person at the workplace.
- Disciplinary action will consist of a mandatory safety talk regarding the violation and possible suspension.
- Repetitive violations of this nature will lead to suspension and possible termination.

### **SECOND DISCIPLINE STEP**

- A written Notice of Infraction will be issued where, in the opinion of the supervisor the violation is life threatening to one or more individuals on site.
- Disciplinary action will consist of a mandatory safety talk regarding the violation and mandatory suspension or termination.

### **WORKPLACE INSPECTIONS & HAZARD REPORTING**

- Workplace inspections of construction sites are vital in maintaining a safe workplace and identifying existing or potential hazards in order that appropriate corrective action can be taken.
- An assessment shall be made by the Health and Safety Representative in conjunction with the Supervisor of the frequency of inspections required based on the potential dangers at the site. These inspections must be conducted on a monthly basis as a minimum. Reports shall be forwarded to management.
- It is important to observe both conditions and procedures during the inspection. If a hazard poses an immediate threat, take immediate action to eliminate the hazard.
- A follow-up of all reports and action taken to eliminate hazards must be completed in a timely manner.
- Subsequent workplace inspection will review the items from previous inspections to ensure that remedial action has resolved the concern.

### **REPORTING AND INVESTIGATING ACCIDENTS**

- All accidents and injuries must be reported to the supervisor immediately who will in turn inform management. All accidents and injuries will be investigated once the occurrence has been attended to and further risks have been eliminated.
- The prime objective of reporting and investigating accidents is to prevent recurrence. Knowing how to identify accidents and following the procedures and forms set out hereafter will help prevent the recurrence of accidents. These procedures include the following:
  - Accidents and Incidents.
  - Investigation Required.

- Investigation.
- Action of the Investigation.
  - ◆ Forms.
  - ◆ Records.
  - ◆ Follow-up.

## ACCIDENTS AND INCIDENTS

- Accidents and incidents vary in severity. The reporting requirements of accidents and incidents by management to Alberta OHS, the Health and Safety Committee/Representative and trade union, if any, vary in time. Accidents, incidents and reporting requirements are outlined in the following table:

Circumstances	Action Required
1) Fatality or Reportable Injury	<p>Management is immediately to contact Alberta OHS followed by a written report within 48 hours with information requested by the lead investigator.</p> <p>All reports for accidents involving a reportable injury or fatality must be reviewed by the Company's legal counsel prior to submission to Alberta OHS.</p>
<p>Reportable injury is defined in the Act (Section 18) as follows:</p> <ul style="list-style-type: none"> <li>• An injury or accident that results in death,</li> <li>• And injury or accident that results in a worker's being admitted to a hospital for more than 2 days,</li> <li>• An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,</li> <li>• The collapse or upset of a crane, derrick or hoist, or</li> <li>• The collapse or failure or and component of a building or structure necessary for the structural integrity or the building or structure.</li> </ul>	
2) When a person requires medical aid, misses next shift, or is disabled from doing his or her usual work.	Report to Alberta WCB in writing within 72 hours.
3) When an person requires first aid	Complete a first aid report and file in a confidential folder for a period of two years

## INVESTIGATION REQUIRED

- An investigation is required as soon as an accident has been attended to and the risk of further damage is eliminated.

## INVESTIGATOR

- The investigation will be performed by management trained to conduct workplace investigations, with assistance from the Health and Safety Department

## **ACTIONS OF THE INVESTIGATION**

- The key actions to be taken by the investigation are:
  - ◆ Secure the scene.
  - ◆ Identify witnesses.
  - ◆ Survey the scene.
  - ◆ Gather evidence.
  - ◆ Interview witnesses.
  - ◆ Analyse the facts.
  - ◆ Prepare a report.
- As an aid when conducting an accident investigation, keep in mind the five W's (who? what? where? when? and why?).

## **RECORDS**

- Keep all records of the investigation and subsequent report of any accidents on file for future reference.
- Record retention for a period of 40 years must be maintained for WCB claims. All other records must be maintained for a period of 2 years as a minimum.

## **FOLLOW UP**

- The results of the investigation shall be circulated to all Company work sites for the awareness and education of all workers. A review of the accident reports and recommendations shall be conducted at Company health and safety meetings. All recommendations for further action shall be followed up.

## **ALBERTA OHS INSPECTORS, ORDERS AND APPEALS**

- *The Occupational Health and Safety Act, Regulations and Code* are enforced by Alberta OHS inspectors and other officials of the Government of Alberta Employment and Immigration. Inspectors are trained in the law regarding the *Occupational Health and Safety Act, Regulations and Code*. Inspectors have broad authority under the law and may inspect workplaces, conduct investigations where there has been an accident or occurrence, and perform routine review of employer's health and safety procedures and programs.
- Inspectors are authorised under the *Occupational Health and Safety Act* to issue Orders where they determine that a provision of the Act, Regulations or Code is being contravened. It is critical to note that an Order is a legal determination by an inspector that the contractor/employer is breaking the law and must rectify the situation.
- A number of different types of orders may be issued by inspectors. There are compliance orders where certain changes to the workplace must be made within a specific time period. There are stop work orders where all work on a site must stop until the safety issue has been resolved. There are also orders that are issued even after a safety issue has been resolved, to merely confirm that there was a problem that is now resolved or to satisfy the personal interests of the inspector to confirm his presence on the job site that day.
- When an order is received, there are only two lawful responses to the order. First, comply with the order. Second, appeal the order. If the contractor or employer receiving the order disputes its correctness, fairness, or time period for compliance, then the order shall be appealed. Appeal shall be directed to the Council. An appeal must be commenced within 30 days of the date of the issuance of the order.
- The appeal of an order is in the form of a hearing. Legal counsel is recommended when there is an appeal. Witnesses are called and legal argument is made to the adjudicator. The adjudicator will make a decision that is final and binding on the parties to the appeal. The adjudicator may rescind the order, affirm the order, or vary the order. The decision of the adjudicator is final and binding on the parties.

## **WORKER'S RIGHT TO REFUSE UNSAFE WORK UNSAFE WORK REFUSAL PROCEDURE**

### **BASIS FOR REFUSAL**

- At the first stage of the refusal, the worker must have a "reason to believe" that either some machinery he operates or his actual work situation is "likely to endanger" himself or a fellow worker. This requires a subjective, personal belief by the refusing worker that his job or workplace is unsafe for himself or others, or both.

### **REPORTING REFUSAL TO SUPERVISOR**

- Work refusals are permitted under the law to protect the health and safety of workers in the workplace. To facilitate this objective, the work refusal must be promptly reported to the worker's supervisor or employer. It is essential that the refusing worker both base and communicate the refusal on health and safety concerns; otherwise, management may misinterpret the intentions of the worker.

### **FIRST INVESTIGATION**

- Once the worker has reported the work refusal to his employer or supervisor, the O.H.S.A. requires an investigation to be conducted. The investigation shall be conducted by the supervisor or employer, the refusing worker, and a health and safety representative or someone with safety experience who is selected by the union that represents the refusing worker.

### **RETURN TO WORK OR CONTINUING REFUSAL**

- The first investigation may either resolve the refusal to work or result in a continuing refusal by the same worker. In the case of the former, the worker will either return to work or remain in a safe place near his work station until the necessary changes have been made to the unsafe working condition that gave rise to the work refusal and then return to work. The worker's continuing refusal may result in a further investigation, the involvement of an Alberta OHS inspector and possibly, disciplinary action against the worker.

### **SECOND INVESTIGATION AND ROLE OF MINISTRY OF LABOUR INSPECTOR**

- If a worker believes that there are reasonable grounds to continue to refuse to do the work assigned by the employer, and continues to refuse to do the unsafe work, the worker, supervisor or employer must notify an Alberta OHS inspector. The inspector will attend at the workplace and conduct a second investigation of the circumstances surrounding the continuing work refusal. The second investigation must be conducted in the presence of the employer, the refusing worker and a health representative or a person experienced in health and safety chosen by the union that represents the worker. The inspector who conducts the second investigation must make a decision in writing with respect to the basis for the continuing work refusal.

### **WORKER'S RIGHT TO REFUSE UNSAFE WORK**

- **DEFINITION:** No worker shall carry out any work if;
  - ◆ On reasonable and probable grounds, the worker believes that there exists and imminent danger to the health and safety of that worker,

- ◆ On reasonable and probably grounds, the worker believes that it will cause to exist and imminent danger to the health and safety or that worker or another worker present at the work site, or
- ◆ Operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist and imminent danger to the health and safety of that worker or another worker present at the work site.

## STEPS TO BE TAKEN

1. Refusing worker immediately notifies employer or supervisor of the reasons.
2. Supervisor investigates, in the presence of the worker and Joint Health and Safety Committee worker representative. Advise The Company's Health and Safety Departmental personnel in the investigation stage of the Work Refusal.
3. Worker remains in a safe place near work station while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
4. If problem is resolved to the workers satisfaction, he/she returns to work.
5. If not resolved and worker continues to refuse work, NOTIFY ALBERTA OH&S.
6. **NOTE:** Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative or by a worker who because of his knowledge, experience and training is selected by the trade union that represents the worker, and only if the worker is not exposed to imminent danger, or the imminent danger has been eliminated.
7. An Alberta OHS Inspector investigates the work refusal in the presence of the worker, employer and the worker representative of the JHSC.
8. Pending the outcome of the investigation, the worker may NOT be sent home or disciplined for his/her actions.
9. A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favor of the worker or employer.
10. An investigation report must be completed by the supervisor of the worker refusing work and the worker representative present and provided to the Joint Health & Safety Committee (JHSC).
11. All attempts shall be made to resolve the problem before it necessitates Alberta OHS involvement.

## ACCIDENT PREVENTION RESPONSIBILITIES

All personnel must understand and comply with all applicable Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers.

All workers, supervisors and management have specific safety responsibilities. Accident investigations have demonstrated that a failure of any person to adequately fulfill their obligations will lead to situations where an accident may occur.

### WORKERS:

- Use protective devices or clothing as required by the task.
- Maintain equipment and tools in good condition.
- Use equipment in a manner that will not endanger themselves or others.
- Report to their supervisor the absence of, or defect in any equipment or protective device of which they are aware and which may endanger themselves or another worker.
- Report unsafe work conditions, practices and hazards ensuring that appropriate interim action is taken to prevent exposure to other personnel.
- Advise any individual to stop if they are working unsafely or ignoring safety rules or practices. If the individual does not stop when advised, his/her supervisor shall then be notified.
- Exercise the right to refuse unsafe work.

### SUPERVISORS:

- Analyze all work to ensure that work is correctly planned to avoid risk of injury or accident and executed in an effective manner.
- Provide safe job instructions. Ensure each employee understands the hazards, the correct procedures and applicable regulations pertaining to the task.
- Ensure that safety regulations, safe practices and operating instructions are correctly applied.
- Ensure tools and equipment provided are safe and suitable for the job.
- Ensure that employees perform their work in accordance with correct procedures, protective devices and measures prescribed by the Occupational Health and Safety Act, Regulations and Code; the contractor's own safety program (where applicable) and supplementary requirements of The Company.
- Follow up as prescribed by legislation when a worker refuses unsafe work.

#### **MANAGEMENT:**

- Promote and manage accident prevention programs.
- Provide safety and job instruction training.
- Supply proper tools and equipment.
- Supply protective clothing and equipment.
- Ensuring the safe conduct of the visitor(s) or calling person(s).
- Securing compliance with all safety standards, procedures and contracted obligations to The Company.

#### **SUBCONTRACTOR MANAGEMENT:**

A Subcontractor is responsible for explaining and securing compliance with The Company's rules and practices by any subcontractor engaged by him for work on a The Company site as if the subcontractor was a direct employee of the principal subcontractor.

The Subcontractor is responsible for all employees working for him and for all other persons calling on him or doing business with his firm while on a The Company site or property. The Subcontractor is responsible for training and advising his respective employees of all site specific hazards, safe work practices, procedures and requirements.

### **III CONTRIBUTING CAUSES OF ACCIDENTS**

Accident investigations have clearly shown that accidents do not just happen, they are caused. It is rare that an accident is simply an Act of God. Most accidents are caused by some form of substandard practices and/or conditions. The most common immediate causes of accidents are:

#### **SUBSTANDARD PRACTICES**

1. Operating equipment without authority
2. Failure to warn
3. Failure to secure
4. Operating at improper speed
5. Making safety devices inoperable
6. Removing safety devices
7. Using defective equipment
8. Using equipment improperly
9. Failing to use personal protective equipment properly
10. Improper loading
11. Improper placement
12. Improper lifting
13. Improper position for task
14. Servicing equipment in operation



15. Horseplay
16. Under influence of alcohol and/or other drugs

### **SUBSTANDARD CONDITIONS**

1. Inadequate guards or barriers
2. Inadequate or improper protective equipment
3. Defective tools, equipment or materials
4. Congestion or restricted action
5. Inadequate warning systems
6. Fire and explosion hazards
7. Poor housekeeping; disorderly workplace
8. Hazardous environmental conditions: gases, dusts, smokes, fumes, vapours
9. Noise exposures
10. Radiation exposures
11. High or low temperature exposures
12. Inadequate or excessive illumination
13. Inadequate ventilation

Substandard practices and conditions are almost invariably a result of inadequate site management or planning, as well as supervisory and/or employee error.

### **IV PREVENTING ACCIDENTS**

Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that everyone is ever mindful of changing conditions and situations which may compromise safety.

#### **BEFORE STARTING ANY JOB, ASK YOURSELF...**

- What are the hazards associated with the job (heat, toxic products, electrical, tools, environmental, etc.)?
- What can be done (and shall be done) to eliminate these hazards?
- If the hazard cannot be eliminated, what protective equipment or procedure is necessary to effectively manage the hazard or risk?
- What could go wrong and what contingency action shall be taken to minimize the consequences?
- Have all these questions, and the answers, been discussed with everyone involved on the job?

#### **BEFORE CARRYING OUT ANY TASKS, ASK YOURSELF...**

- Do I understand what is required and the safe way to do this task?
- Is there a written procedure? (If not, shall there be?)
- Is this a deviation from a standard procedure? (If so, exactly what is the deviation?)
- What effect could the deviation have on normal operation? (Is a new job plan necessary?)
- What could go wrong if the operation is carried out this way?
- What contingency actions are available if it does go wrong?
- Has everything above been discussed with those involved in the operation?

You are the one most responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right time in a safe manner. Remember:

**NO JOB IS SO URGENT THAT**

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## IT CANNOT BE PERFORMED SAFELY

### V. SAFETY GUIDELINES FOR ALL DUFFERIN SUPERVISORS, EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, VENDORS AND THEIR EMPLOYEES

#### ACCIDENTS/INCIDENTS

- Any employee witnessing an accident or incident (near miss) is expected to offer assistance in reporting all details to his supervisor.
- All accidents shall be reported to the supervisor who will in turn advise the The Company Site Superintendent and the Health and Safety Department.
- Reports are to be prepared for all accidents or incidents (near misses) and forwarded to the Site Superintendent and the Health and Safety Department.

#### ACCESS

- All entrances, exists, and access/egress to equipment, platforms, ladders, stairs, and buildings shall be continuously maintained free of all obstructions, slippery conditions, overhead danger, etc.

#### ACCOUNTABILITY

- Each Supervisor, employee contractor, subcontractor and vendor and its respective workers are required to comply with all applicable health and safety legislation and with established standards, regulations and procedures.
- Contravention of a safety regulation could result in the issuance of orders and a penalty prescribed and enforced under the Occupational Health and Safety Act.
- **Contravention of a Company policy or procedure could result in the subcontractor or its employee(s) being removed from the site, at the discretion of the Site Superintendent.**

#### ADJUDICATION

- Where a conflict occurs in the application of the Divisional - Site specific safety plan Manual or any other manual or reference document produced by The Company, consensus will be established by a third party adjudicator mutually agreed upon by the contractor, subcontractor or vendor and The Company. The adjudicator will assess the validity of the claims. Wherein an agreement cannot be reached in the selection of an adjudicator, The Company will appoint a third party professional adjudicator. In all cases, the subcontractor/vendor will be required to pay all reasonable costs associated with the third party adjudicator. The judgment of the adjudicator in all cases will be deemed final and binding.

#### AGE OF WORKERS (minimum)

- All Contractors, subcontractors and vendors shall ensure that workers are at least 18 years of age

#### ALCOHOL/UNAUTHORIZED DRUGS

- Alcohol and unauthorized drugs are prohibited on The Company property and work sites. Any person under the influence of alcohol or illegal drugs will be refused entry or removed from the premises.
- Personnel using a medically prescribed drug which may impair performance or judgment must inform their respective supervisor and/or the Site Superintendent.

#### ASBESTOS

- Prior to commencing operations involving asbestos, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent. This plan is then submitted to Alberta OHS for approval prior to remediation.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- Asbestos insulation may be present in some locations. If asbestos insulation is suspected, all work affected is to be suspended and the The Company Site Superintendent immediately notified.
- Special procedures are required when working with or around asbestos. Furthermore the above mentioned special procedures apply to work involving man made mineral fibres (MMMF) e.g. fibrous glass - ceramic fibre - rock wool - and slag wool.

#### **AUTHORIZED**

- Defined as any employee who by reason of training and experience has been judged competent by / Dufferin Management, Subcontractor and regulating authorities to perform specific tasks in a safe manner consistent with his job responsibility and in accordance with established standards, regulations and procedures.

#### **BARRICADING**

- All open excavations, trenches, open manholes, temporary ground or floor openings, where there could be a hazard presented to any person through trips or falls, must be adequately and properly barricaded in accordance with the Occupational Health and Safety Act and any Regulation enacted thereunder.
- All areas were work in or around water must be barricaded or the employee will be required to wear a Personal Flotation Device.

#### **BEARDS/HAIR**

- Employees must be clean shaven when the nature of the work requires or may require the effective use of personal respiratory protection.
- Long hair which may catch in equipment or other facilities must be appropriately covered by a hard hat or cut to prevent entanglement.

#### **BLASTING & DRILLING OPERATIONS**

- Prior to commencing drilling and/or blasting operations, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

#### **CAMERAS**

- Cameras are not permitted on The Company sites or property unless authorized by the Site Superintendent.

#### **CHAINSAW USE**

- Every chainsaw that is used on a site must be stopped when not being used to cut.

- Chainsaws must be equipped with a chain that minimizes kickback and have a device to stop the chain in the event of a kickback.
- No worker shall use a chain saw unless he or she has been trained in its use.
- Chainsaws must be held firmly when starting the chainsaw. Chainsaws must be held with two hands at all times while in use.
- No worker shall use a chain saw unless he or she is wearing adequate PPE and clothing including gloves and adequate eye and hearing protection.

## **CLEANING**

- Appropriate cleaning agents are to be used on floors desks walls in washrooms etc.
- Ensure Safety Data Sheets are available.
- The use of gasoline or similar materials capable of giving off hazardous vapours at normal atmospheric temperatures are prohibited for cleaning clothing, carpets, floors, motors, engines or other equipment.

## **COMPANY**

- Company is defined as The Company and its associates and affiliates. DCC is the abbreviated designation for The Company.

## **COMPANY FACILITIES**

- Contractor, subcontractor or vendor workers are not permitted to use any The Company facilities, tools or equipment unless permission is granted by a The Company supervisory representative.
- Subcontractor's employees are not permitted to use any lunch room, locker room or sanitary facilities provided by the The Company for its employees unless required by contract or when permission is granted, by a The Company supervisory representative.

## **COMPRESSED AIR**

- Compressed air must not be used for cleaning clothes or directed towards any part of the body.
- Air hoses shall not be placed on a sidewalk or roadway unless precautions have been taken to minimize tripping, entanglement or damage to the hose.
- Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, etc.

## **COMPRESSED GAS CYLINDERS**

- Compressed gas cylinders must be secured in an upright position.
- Compressed gas cylinders (full or empty) must be disconnected, cylinder caps installed and secured in an upright position when not in use or during transportation.
- Compressed gas cylinders must be stored in a safe place away from hazardous work areas when not in use.

## **CONFINED SPACES ENTRY**

- Prior to commencing confined spaces entry operations, contractors, subcontractors and vendors shall complete a written **Project Specific Health & Safety Plan** and submit the completed plan to the Project Superintendent.
- All confined space entry work will comply with the Occupational Health and Safety Code Part 5
- Subcontractors whose workers will be performing work in the same confined space or related work with respect to the same confined space must be provided with a copy of the coordination document supplied by Dufferin Construction Company.

- Before a subcontractor begins any work in a confined space on a Dufferin Construction Company project, the Project Superintendent must review the subcontractors's policy and safe work procedures relating to the hazards of a confined space.
- Subcontractors must have a written program for the confined space that meets the intent of the amended Regulation as noted before any worker enters a confined space.
- The subcontractor shall follow the Dufferin Construction Company Confined Space Program should their written program be deemed unsuitable by the Project Superintendent.
- Entering a tank, vessel or any other confined space for any purpose is not permitted unless the interior conditions have been tested by a qualified person and the necessary safe work permit issued in accordance with the written program.
- A stand-by person shall be located immediately outside of the confined space work area to render assistance in the event of an unsafe or emergency condition.
- The subcontractor shall ensure that adequate written on-site rescue procedures that apply to the confined space have been developed and are ready to use for immediate implementation.
- All personnel working inside a confined space must wear a safety lifeline where a harmful atmosphere exists or may develop. An appropriate communications system must be developed and enforced between the stand-by person and the inside workers.
- Additional site specific confined spaces entry procedures may be requested at the discretion of Dufferin Construction Company

#### **CONTACT LENSES**

- Contact lenses shall not be worn during any work which will expose the wearer to chemicals, gases, vapours, dust or other materials that may harm the eyes or cause irritation.
- Contact lenses must not be worn when wearing self contained breathing apparatus (S.C.B.A.).

#### **DIVING OPERATIONS**

- Prior to commencing diving operations, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

#### **DRILLING & BLASTING OPERATIONS**

- Prior to commencing drilling and/or blasting operations, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

#### **DRINKING WATER**

- Approved containers used to store drinking water shall be clearly marked and shall not be used for any other purpose.
- Potable water and disposable cups must be available in the immediate vicinity of all work areas.

#### **DYNAMITE**

- Dynamite or other explosives are prohibited on Company property unless written permission is granted by the Company representative.
- Contractors or subcontractors employing explosives on the site must appoint a competent person to oversee all blasting operations; and the name of the competent person must be conspicuously posted at the site.

- Contractors or subcontractors must employ and enforce all D.C.C. blasting and handling procedures.

## ELECTRICAL HAZARDS

- Dufferin Construction has attached a copy of the written measures and procedures to ensure minimum distances are not encroached.
- All subcontractors and employers must implement the safe work procedures (which have been provided to your organization previously) in accordance with OHS Act, Regulations and Code that all subcontractor and employers must provide the written measures and procedures to workers before starting any work and explain them to the workers.
- Prior to commencing electrical maintenance and/or repair operations, contractors, subcontractors and vendors shall complete a written **Project Specific Health & Safety Plan** and submit the completed plan to the Project Superintendent.
- No work shall be performed, no material piled, sorted or handled, no scaffolding erected or dismantled, nor any tools, machinery or equipment operated in close proximity to electrical power sources where contact or arcing may occur.
- All electrical systems shall be de-energized and the controls locked out in accordance with the Occupational Health and Safety Act, Regulations and Code.
- Electrical systems shall not be energized except when permission is granted by the person in charge and then, only by a qualified electrician.
- All electrical panels and generators must be equipped with a functional ground fault circuit interrupter (GFCI)
- Ground fault circuit interrupters shall be inspected and tested daily in a manner consistent with the manufacturer's instructions.
- A signal person shall assist an operator if any part of the load may approach the minimum distance noted as follows:

Nominal Phase to Phase Voltage Rating	Minimum Distance
0-750 volts Insulated or polyethylene covered conductors (1)	300 millimeters
0-750 volts Bare, uninsulated	1.0 metre
Above 750 volts Insulated conductors (1) (2)	1.0 metre
750 volts – 40 kilovolts	3.0 metres
69 kilovolts, 72 kilovolts	3.5 metres
138 kilovolts, 144 kilovolts	4.0 metres
230 kilovolts, 260 kilovolts	5.0 metres
500 kilovolts	7.0 metres

Notes:

- (1) Conductors must be insulated or covered throughout their entire length to comply with this group.
- (2) Conductors must be manufactured to rated and tested insulation levels.

## EMERGENCIES

- An emergency response plan will be developed at each site prior to commencing work.
- Report all emergencies (fire, spill, serious injury, serious illness, etc.) to the site superintendent and The Company's Health and safety Department.
- Emergency telephone numbers shall be posted on each job sites safety board

## EMERGENCY ACTION

- All personnel must be familiar with the emergency procedures established for the work site and their required response.
- In the event of a fire or serious injury to a fellow worker, all qualified employees are expected to take prompt action to render assistance in addition to making the emergency call. Use the available fire fighting equipment provided to extinguish a fire if possible. Once the fire fighting personnel, and/or ambulance arrive, proceed with your normal or emergency duties depending on the nature of the emergency situation.
- Personnel not involved in the emergency action shall leave the area and proceed to their designated safe location and report to their supervisor on arrival.
- Personnel must remain at the designated safe location until an "All Clear" is announced, or alternate instructions are received from the Site Superintendent.

### **EMERGENCY VEHICLES**

- All vehicles and personnel shall give emergency vehicles and response crews the right of way.
- Fire and ambulance routes must be maintained clear and emergency vehicles shall be directed by knowledgeable personnel.

### **EQUIPMENT**

- Contractor's equipment, such as trucks, cranes, welding machines, etc. must be maintained in good working condition in accordance with manufactures specifications.
- All equipment must be identified to the Site Superintendent prior to use on site.
- All equipment and tools used by the Subcontractor and his employees must be suitable for the work and the work area environment.
- No equipment shall be modified or altered to perform differently than intended unless written agreement by the manufacturer or certification from a Professional Engineer is obtained.
- Defective equipment shall not be used on a The Company site.
- Defective equipment shall be turned off and sufficient measures taken to prevent the equipment from being operated and warning signs posted.
- All mobile equipment and similar vehicles shall be equipped with a functional back up warning device.

### **EQUIPMENT OPERATION**

- Only authorized personnel are permitted to operate, adjust and repair The Company equipment.
- The Ten Foot Rule and Wait for the Wave is a shared responsibility by all parties to eliminate struck by incidents. Equipment Operators need to ensure they are aware of workers or pedestrians in their vicinity and intended path. Operators must also not bring their equipment/vehicle within ten (10) feet of workers on foot.
- Workers on foot must use hand signals to communicate with the operator such as a wave or a specific hand gesture.
- Workers must never enter a machine's blind spot without waiting for eye contact and receiving an all clear via WAIT FOR THE WAVE.
- No equipment shall be left running unattended.

### **EQUIPMENT/VEHICLE BACKUP PROCEDURES**

- Prior to commencing equipment and vehicle backup procedures, contractors, subcontractors and vendors shall complete a written **Project Specific Health & Safety Plan** and submit the completed plan to the Project Superintendent.
- Every project shall be planned and organized so that vehicles and machines and equipment are not operated in reverse or are operated in reverse as little as possible. Vehicles, machines and equipment at a project shall not be operated in reverse unless there is no practical alternative to doing so.

- Where vehicles and equipment must operate in reverse, signs shall be posted at the project in conspicuous places warning workers of the danger.
- Workers on foot should be kept to a minimum in the vicinity of moving vehicles and equipment.
- Workers in the vicinity of moving vehicles and equipment must wear a reflective safety vest.
- Wherever possible, a barricade should be erected in order to separate workers on foot from vehicles and equipment in motion within the job site.
- When vehicles and equipment must travel in reverse within the construction area and the vicinity of workers who may be endangered, it is necessary for the supervisor to appoint a signal person or "spotter". The spotter shall assist drivers/operators while vehicles or equipment are traveling in reverse.
- The signal person or spotter must:
  - not perform other tasks while acting as a signal person.
    - ◆ be trained or instructed to perform the task
    - ◆ know and understand proper signals
    - ◆ know driver/operator blind spots
    - ◆ remain out of the path of the vehicle
    - ◆ remain in full view of the operator/driver
    - ◆ maintain full view of workers and obstructions in the path of the vehicle.
    - ◆ If he or she is the designated signal person, they must wear a green vest
- All vehicles and equipment must be equipped with an automatic audible alarm that signals when the vehicle or equipment is being operated in reverse. All dump trucks, must have back up alarm in accordance with Section 267(1) of the OHS Code Part 19
- All vehicle/equipment operators, signal persons and workers on foot within the construction area must be provided with instructions specific to the conditions and procedures to be employed on the construction site.
- All vehicle and equipment operators, supervisors, signal persons and workers on foot shall be provided with instructions specific to the hazards, conditions and procedures appropriate for the circumstances.

## EXCAVATIONS

- Prior to commencing trenching, excavating and boring operations, Company employees, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- All excavations and trenches shall be prepared in accordance with the Occupational Health and Safety Act and Regulations for Construction Sites.
- All excavations must be regularly inspected by a competent person in order to ensure the integrity of site conditions and the protective measures employed within or around an open excavation.
- All excavations must have appropriate entrance and exit routes in accordance with the nature of the excavation.
- All open excavations or trenches which pose a hazard must be properly guarded by a substantial railing or barricade. Flashing warning lights, appropriate to the area classification, must be installed when necessary.
- All open manholes, removed gratings or floor openings must be guarded with proper barricades or appropriate covers.
- See Underground Facilities.
- No worker shall enter an excavation or trench unless properly excavated or shored to ensure their safety.

## FACILITIES - CONTRACTOR/SUBCONTRACTOR/VENDOR



- Subcontractor's temporary buildings such as, field offices and similar structures may only be placed in areas approved by Owner's representative.
- Open electric or flame heaters are not allowed without the specific approval of the Site Superintendent.

## **FALL ARREST SYSTEMS**

- Prior to commencing operations which may expose a worker to the risk of falling, Company Supervisors, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual.
- All workers who may use a fall protection system are adequately trained in its use and given adequate oral and written instructions by a competent person. A record of training and instruction shall be available to The Company's Superintendent and the Ministry of Labour. (See - Site Specific Health & Safety Plans)
- Appropriately secured body harnesses and lifelines must be worn by employees :
  - ◆ To ensure that workers are continuously protected at all times from the hazards of falling.
  - ◆ when working at heights greater than 8 feet above grade or floor level where it is impractical to provide adequate work platforms or staging with guard rails.
  - ◆ When working over an operating machinery, open space or hazardous substance which cannot be guarded.
  - ◆ When occupying an elevated or aerial work platform.
  - ◆ When entering a confined space where a harmful atmosphere exists or may develop.
- Body harnesses will provide better fall protection against injury (extensive research and testing support this statement). A safety net shall be used when safety harnesses and adequate work platforms are not possible.
- The use of a safety belt as an alternative to a full body safety harness is unacceptable and will not be permitted on The Company sites.
- Before any use of a fall arrest system or a safety net by a worker at a site, the worker's employer must develop written procedures for rescuing the worker after his or her fall has been arrested.

## **FALLING MATERIALS**

- When there is a danger of material falling onto work areas or where the public might be endangered, it is required that such areas be barricaded against entry and warning signs prominently displayed on all sides and approaches or protective canopies installed.

## **FENCING**

- Where applicable, construction site perimeters shall be fenced off in such a manner and using such temporary fencing materials that will provide high levels of warning and protection to all persons on or attending the work site. Fencing shall be erected so as to enhance the overall appearance of the site.

## **FIREARMS**

- Possession of firearms by any person except police officers is prohibited on The Company property or sites.

## **FIRE EXTINGUISHERS**

- All Company employees, contractor, subcontractor and vendor employees shall be trained in the use of fire extinguishing equipment.
- A 4A40BC dry chemical fire extinguisher shall be placed at the point of welding, grinding or cutting.

- The Company Supervisor, contractor, subcontractor or vendor shall supply sufficient fire extinguishing equipment to handle any anticipated emergency in the employee, contractor's, subcontractor's or vendor's respective work area and ensure that the extinguishers charge is confirmed at an appropriate frequency.
- All Welding machines are to be equipped with a 4A40BC dry chemical fire extinguisher.
- Discharged fire extinguishers must be reported and recharged.

#### **FIRE FIGHTING EQUIPMENT**

- Know the location of fire fighting equipment in your area.
- Fire fighting equipment must be used only for its intended purpose and not removed from its place of storage.
- Do not block access to fire fighting equipment.
- Every worker who may be required to use fire extinguishing equipment shall be trained in its use.

#### **FIRST AID/EMERGENCY RESPONSE DEVICES AND PERSONNEL**

- All Company Supervisors, contractors, subcontractors and vendors must ensure the provision of trained first aid and emergency response personnel, facilities and adequate supplies as required by the Occupational Health and Safety Act, Regulations and Code and the applicable Schedules.
- The Company employs a large number of trained first aid personnel on all sites. Certificates and records of training for first aid personnel are available and posted at all job site trailers / offices.
- Emergency telephone numbers are to be posted beside telephones in all trailers.
- First aid trainers shall keep their training certificate current.

#### **FORMWORK AND FALSEWORK**

- Prior to commencing formwork, false work and concrete placement operations, Company Supervisors, contractors subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- Prior to the placement of concrete, formwork and false work shall be inspected by a professional engineer (or a competent worker appointed by the engineer) to examine and verify in writing that the form and false work has been erected in accordance with engineered drawings.

#### **FUELING**

- All gasoline, diesel and propane powered engines must be shut off when refueling.
- Fuels must be dispensed with a pump and hose.
- Fuels must be stored in approved safety containers and appropriately labeled.
- Safety Data Sheets must be available at the area of dispensing.
- All fuel trucks and fuelling stations will contain spill kits in the event of a fuel spill as well as a fire extinguisher.
- No smoking signs must be posted at all fuelling stations.

#### **GRINDERS**

- Hand grinders must not be altered and used as a bench grinder.
- Proper grinding wheels matched to the grinder speed must be used.
- Safety glasses and face shields must be worn when grinding.
- Do not remove or make guards inoperative.

#### **GUARDS**

- All protective guards for equipment and portable tools must be used as intended by the manufacturer unless a specific procedure deviation request is approved by / DCC Site Superintendent.
- All openings and excavations must be appropriately guarded.
- All stairs having more than four risers must have handrails.

## GUARDRAILS

- All guardrails shall be construction assembled and maintained in accordance with the Occupational Health & Safety Act, Regulations and Code
- A guardrail shall be provided in locations as prescribed in the Occupational Health & Safety Act, Regulations and Code
- For guidance on Construction and Assembly of Construction Guardrail, refer to document DS021 as provided by the Infrastructure Health and Safety Association titled "Guardrails".

## GUY WIRES

- Guy wires erected by the Company, contractor, subcontractor or vendor must be identified by hanging a sign from the wire, warning of low clearance.

## HAND TOOLS

- Avoid hand tool injuries by:
  - ◆ using the right tool for the job
  - ◆ maintaining tools in clean and good condition
  - ◆ using tools in the intended way
  - ◆ carry pointed or sharp edged tools in pouches or sheath
  - ◆ hammer head, screwdriver and etc., shall be ground periodically to remove mushrooming and rounding.
  - ◆ do not hold the work in one hand while directing a screwdriver or chisel with the other. The tools will most likely injure the holding hand when they slip.

## HOISTING OPERATIONS

- Prior to commencing hoisting operations, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- Boom trucks, mobile and stationary cranes shall be operated by a competent worker.
- Crane operators shall retain their Certificate of Qualification on the site at all times while performing hoisting operations and shall provide the certificate to the contractor on demand.
- Boom trucks and cranes shall be inspected monthly by a competent person.
- Mobile Crane Logs shall be completed monthly for each crane on the site; and the log shall be available for review by the contractor on demand. Each and every mobile crane shall complete a daily circle check.

## HORSEPLAY

- Startling, scaring, pushing, distracting, fighting, etc. is strictly forbidden and will result in immediate termination and/or removal from the site.

## HOUSEKEEPING

- The work site is to be kept clean and free from slip and trip hazards.

- All equipment, tools and unused materials at a job site must be returned to their proper storage area when not in use.
- All waste material must be appropriately disposed of in a designated location.
- Keep all walkways, stairs and platforms free of obstructions. In the winter months all walkways must be free of snow and ice.
- Clean up all spills immediately.
- Observe good housekeeping practices at all times and maintain the work area free of combustible/flammable materials and tripping hazards.
- Store all waste or rags in closed metal containers.
- Ensure waste containers are emptied when full and disposed of weekly.
- Nails shall be removed from all lumber prior to storage or disposal.
- Remove scrap and waste materials regularly during each shift to maintain access/egress routes and at least daily for all other work areas.

### **JOINT HEALTH AND SAFETY COMMITTEE**

- A Joint Health and Safety Committee will be established at all sites where the number of employees regularly exceeds 20 and the expected duration of the site will exceed 3 months; or as directed by the OHS Act, Regulations and Code.
- Subcontractors and vendors shall participate, cooperate and provide supervisory and/or employee representation on the committee, at the request and discretion of The Company.
- A Worker Trade Committee will be established where the number of employees regularly exceeds 50 and the expected duration of the site will exceed 3 months.
- The trade unions shall be actively involved in selection of worker representatives.

### **KNIVES**

- A knife shall be used carefully and not as a screwdriver or pry bar.

### **LADDERS**

- Metal or wire reinforced ladders shall not be used in proximity to electrical equipment.
- All ladders must be inspected and found to be free of defects prior to use. Unacceptable ladders shall be removed immediately from the site.
- Ladders must be equipped with non-slip devices or safety shoes at the foot.
- Ladders must be secured at the top or held by a second person to prevent movement during use.
- The base of an inclined portable ladder shall be no further from the base of the wall or structure than 1/4 the length of the ladder, measured from the point at which the ladder contacts the wall or structure.
- When sections of an extension ladder are extended, the overlap between ladder sections must not be less than 3'0" for ladders up to 36'.
- Do not stand on, or work from, the top two rungs of a ladder.
- Step ladders must be fully extended when in use.
- Face the ladder and use both hands while climbing or descending.
- Tools must be carried in a pouch or lifted by a handling or lifting device when ascending or descending ladders.
- Ladders must be appropriately stored and made secure.
- Ladder jack scaffolds are prohibited.
- The area around the ladder base must be free from slippery substances and tripping hazards.
- Landings at the top and bottom of ladders must be free from slippery substances, obstructions and trip hazards.
- Three point contact must be maintained at all times when climbing up and down ladders. Three point contact means two hands and one foot or two feet and one hand.

## LANGUAGE

- Where a contractor, subcontractor or vendor's employee cannot read or understand English, his supervisor is responsible for ensuring that he thoroughly understands the safety standards and regulations and all other pertinent safety requirements.
- Where a contractor, subcontractor or vendor's employee has a communication problem, special procedures must be developed by the employer to ensure he/she can perform the work in a safe manner and that he or she can be made aware of emergency situations.

## LIFTING & MATERIAL HANDLING

- Appropriate signs and warning devices must be posted at the perimeter of all areas where hoisting operations are performed.
- Do not lift more than can be safely handled. Get help.
- When manually lifting a heavy object, bend the knees, keep back straight and use your legs to lift the load.
- Use mechanical equipment wherever practical for heavy objects.
- Only authorized personnel are permitted to operate material hoisting equipment.
- Safe lifting loads marked on lifting devices must not be exceeded.
- All hooks on lifting or hoisting equipment shall comply with safety standards and regulations. See additional regulations for precautions for lifts near energized power lines.
- Persons must not stand or pass under any suspended load.
- **The use of a crane, forklift or other equipment as a personnel lift device and/or work platform is prohibited unless it is designed and intended for that purpose**
- Cranes shall be regularly inspected by a competent person and a report detailing the findings of the inspection shall be kept with the crane for review by the contractor.

## LIGHTING

- All electrical facilities temporary or permanent must comply with the requirements of the applicable Federal, Provincial or Local Electrical Code and applicable Safety Standards and Regulations.
- Temporary lighting shall be suitable for the work being conducted with cords and cables suitably strung to prevent tripping, or entanglement.
- All temporary lighting must be equipped with proper guards to prevent accidental contact with the bulb.

## MACHINE GUARDING

- An effective machine guard shall have certain characteristics in design and construction. Such a guard shall:
  - ◆ Be considered a permanent part of the machine or equipment.
  - ◆ Afford maximum protection.
  - ◆ Prevent access to the danger zone during operation.
  - ◆ Be convenient; it must not interfere with efficient operation.
  - ◆ Be designed for the specific job and specific machine, with provisions made for oiling, inspecting, adjusting, and repairing machine parts.
  - ◆ Be durable and constructed strongly enough to resist normal wear.
  - ◆ Not present a hazard in itself.
- Machine guards manufactured and/or provided by the equipment manufacturer shall meet or exceed the requirements of the Occupational Health and Safety Act, Regulations and Code. Modified or replacement machine guards from other than the original equipment manufacturer shall be designed, manufactured and installed consistent with **CSA Z432-94 Safeguarding of Machinery** or shall be designed by a licensed Professional Engineer.

## MACHINERY

- Guards must be placed on machinery to prevent contact with moving parts.
- Guards must not be removed except when the machine is shutdown and locked out. Guards must be replaced before machinery is put in operation.
- Machines must be shut down, locked out and tagged before any repair work is done. This includes electrical, air, steam or other driven equipment.
- Safe operating procedures for machinery must be followed
- Work over moving machinery is prohibited unless adequate protection is provided.
- Be aware of pinch points where hands/fingers could be caught or trapped.

### **MARINE OPERATIONS**

- Prior to commencing marine operations, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- As a minimum, contractors, subcontractors and vendors shall comply with requirements of the OHS Act, Regulations and Code, specifically Section 241 of the Code.

### **MARKING PHYSICAL HAZARDS**

- Hazards shall be appropriately identified, guarded and where appropriate, warning signs shall be posted (falling material, noise protection, and overhead electrical power lines).
- See Excavations.

### **NAILS**

- Exposed nails and spikes must be removed or bent flat.
- Discarded nails must be properly disposed of and not left on the ground or other surfaces.

### **NEW OR INFREQUENTLY PERFORMED JOBS**

- All new or infrequently performed jobs shall have a pre-job review and approved procedures developed when warranted.
- Workers must be oriented to these procedures.

### **NOISE PROTECTION**

- Suitable ear protection devices such as muffs or plugs must be worn while working in areas posted with hearing protection signs or when required by the nature of the work being performed.
- Judgment may be required as to the noise level in areas not posted.
- If there is any uncertainty, hearing protection must be worn.

### **OCCUPATIONAL HEALTH AND SAFETY ACT, REGULATIONS AND CODE**

- As a minimum, one copy of the Occupational Health and Safety Act, Regulations and Code must be retained at each work site and made available to all contractor, subcontractor or vendor employees.

### **ORIENTATION**

- All Company Supervisors, contractors, subcontractors and vendors must provide their respective employee(s) with adequate and appropriate safety orientation prior to commencing work.
- All personnel working on the Western Canada projects must participate in the The Company orientation program specific to each site.

- Visitors must be briefed by the applicable contractor, subcontractor or vendor responsible for the visitor.

### **OVERHEAD ELECTRICAL POWER LINES**

- Before any work is begun, the contractor, subcontractor or vendor and its applicable employees must investigate and be aware of any overhead electrical power or telephone lines and maintain a safe distance at all times in accordance with the OHS Act, Regulations and Code.
- An overhead wire assessment will be conducted and communicated to all applicable workers.
- Warning signs must be posted where appropriate and applicable.
- A signal person shall assist an operator if any part of the load may approach the minimum distance noted as follows:

<b>Nominal Phase to Phase Voltage Rating</b>	<b>Minimum Distance</b>
0-750 volts Insulated or polyethylene covered conductors (1)	300 millimeters
0-750 volts Bare, uninsulated	1.0 metre
Above 750 volts Insulated conductors (1) (2)	1.0 metre
750 volts – 40 kilovolts	3.0 metres
69 kilovolts, 72 kilovolts	3.5 metres
138 kilovolts, 144 kilovolts	4.0 metres
230 kilovolts, 260 kilovolts	5.0 metres
500 kilovolts	7.0 metres

**Notes:**

- (1) Conductors must be insulated or covered throughout their entire length to comply with this group.
- (2) Conductors must be manufactured to rated and tested insulation levels.

### **PARKING AND JOB ACCESS**

- Company employees, contractor's, subcontractor's and vendor's employees will use proper entrances and travel routes when proceeding to their respective work area in order to avoid passing through other operating locations.
- Parking shall occur only in designated areas as assigned by the Site Superintendent.

### **PERSONAL PROTECTIVE CLOTHING**

- Wear appropriate protective clothing suitable for the task to cover and protect the body.
- Wear goggles, face shield, rubber gloves, and rubber suits when a worker may be exposed to an acid, caustic or other similar hazardous material.
- Sleeved shirts and long pants are mandatory.
- Do not wear neckties, loose sleeves, loose clothing, jewelry, rings, bracelets and necklaces which may be caught in machinery or other devices.

### **PERSONAL PROTECTIVE EQUIPMENT**

- Ensure all personal protective equipment is in good working order prior to use.
- Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances, which poses an inhalation hazard.
- Self-contained breathing apparatus (SCBA) or other approved means of supplied air and breathing protection must be worn whenever prescribed to protect an employee from exposure to harmful gases, vapours or oxygen deficiency. Each employee required to wear such equipment, must be instructed and qualified in its use.

- Life jackets must be worn by workers exposed to the danger of drowning in water deep enough for the life jacket to be effective.
- Foot and leg guards must be worn for all work where the lower part of the body is exposed to injury. Such work include the use of chain saws, jackhammers, tamps, etc.
- Refer to Sections: Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear and Fall Arrest Systems.

### **PORTABLE FLAMMABLE/COMBUSTIBLE LIQUID CONTAINERS**

- Only approved safety containers may be used to store gasoline and other flammable or combustible liquids.
- Only working quantities of flammable or combustible liquids may be present in working areas. Bulk or reserve quantities of such substances shall not be present in working areas.
- Portable containers must be adequately labeled as to contents and hazards.

### **POWER TOOLS**

- Tools must be suitable for the job being performed, in good condition and appropriate to the hazardous conditions which may exist during their use.
- All electrical tools must be either three prong grounded, double insulated or rechargeable.
- Keep guards in place on all power tools.
- Air hoses and electric cords shall not be placed on walk and roadways unless precautions have been taken to prevent tripping entanglement and wear.
- Inspect couplings, hose and hose connections of pneumatic tools prior to use.
- Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, nitrogen, etc.
- Ensure air hose is connected to the equipment prior to turning on the air supply.
- The air supply must be shut off when changing pneumatic tools. Air supply must not be shut off by kinking the air hose.
- Disconnect power tools from power source before making repairs or adjustments.
- Explosive actuated fastening tools must only be operated by authorized personnel who have received adequate training to ensure competence.

### **POWERED ELEVATING WORK PLATFORMS**

- Ensure powered elevating work platforms are operated in accordance with the manufacturer's specifications.
- Platforms must be level and stable.
- Platforms shall be selected in consideration of load requirements, site conditions and equipment limitations.
- Company Supervisors, contractors, subcontractors and vendors must ensure that their respective personnel using a powered elevating work platform have received adequate written and oral training to operate the platform safely.
- Do not travel in an elevated position.
- A full body harness shall be worn when moving.

### **SITE SAFETY ASSESSMENTS**

- Site Safety Assessments will be conducted at the discretion of the safety manager, and in accordance with the planned inspections and audit policy for The Company.



- **Subcontractors shall participate and cooperate with the efforts and recommendations prescribed as a result of all Site Safety Assessments.**

#### **SITE SPECIFIC HEALTH AND SAFETY PLANS**

- Prior to commencing work, subcontractors and vendors shall complete a **Site Specific Health & Safety Plan** submit the completed legibly printed or type written plan to the Site Superintendent.
- Completion of a **Site Specific Health & Safety Plan** shall as a minimum require the following steps:
- Assessment of the nature and scope of the work to be performed
- Assess and identify the operations involved and potential hazards that may result from each operation
- Develop specific strategies to address each potential hazard scenario
- Identify workers who may be affected by potential hazards and develop strategies to address worker requirements
- Identify worker skill sets require to perform all tasks and evaluate workers to identify and address skill deficiencies.
- Identify the time frame in which the potentially hazardous operation will be performed, and when remedial and preventive measures will be in place to mitigate the potential hazard
- Complete and submit the **Site Specific Health & Safety Plan** to the Site Superintendent.
- Communicate to all applicable workers the details of the completed **Site Specific Health & Safety Plan**.
- Implement all recommendations as prescribed in the plan.
- Monitor the effectiveness of the **Site Specific Health & Safety Plan**.
- Modify the plan as required to address required changes.
- Changes to the plan must be approved by the Site Superintendent.

#### **RADIOS**

- All communication radios are to be carried in a fashion that will not add a hazard to the workplace.
- Music players of any type are prohibited from use in the work areas except when approved by Owner's Site Representative.
- Permission must be obtained from the Site Superintendent prior to using radios or cellular telephones on or near a site where blasting operations are being conducted.

#### **RAILROADS**

Refere to attached CN Reference Documents for Specific CN Requirements: (SEE APPENDIX A – PG.44)

- Section 01545 – Safety Requirements – Revision March 20, 2013 – Pages 1-9
- Annex “D” – Safety Guidelines for Contractors – January 2011

#### **REPORTING VEHICLE ACCIDENTS**

- Any Company employee, contractor, subcontractor or vendor employee involved in a motor vehicle accident on a The Company site must report the accident at once to his supervisor who will in turn be expected to advise the Site Superintendent.
- A The Company accident report must be prepared and submitted to the Site Superintendent.
- Only essential vehicles are allowed on The Company sites.

#### **RESPIRATORY PROTECTION**

- Company Supervisors, contractors, subcontractors and vendors shall arrange and supply suitable respiratory protective equipment when required by the hazards of the job being performed.
- Contractors, subcontractors and vendors shall ensure all personnel using respiratory protective equipment are appropriately trained and fit tested to the equipment.

## **RIGGING**

- Know the weight of the load to be lifted.
- Ensure loads are properly rigged and stable during the lift.
- Use tag lines to control loads unless such use will create a hazard.
- Inspect all hardware, slings, cable and equipment before using.
- Replace worn equipment.
- Never rig or hoist any load if weather conditions are such that hazards to personnel or property are created, e.g. high wind velocity, low visibility, etc.
- Specific procedures must be prepared and submitted to the contractor prior to performing an unusual or complex hoisting operation.

## **ROLL-OVER PROTECTIVE STRUCTURES (ROPS) AND RESTRAINING SYSTEMS**

- Roll-over protective structures and restraining systems are required on all mobile equipment except:
  - ◆ rated by the manufacturer at 15 kilowatts or less and has a tare mass of 700 kg or less;
  - ◆ was manufactured before 1980 and is not factory-equipped with adapters to accept a roll-over protective structure.
- ◆ Mobile equipment not equipped with a roll-over protective structure shall be restricted to locations and operations where the risk of overturning is minimal.

## **RUNNING**

- Running is not allowed on The Company sites or property.

## **SAFETY GLASSES/GOGGLES/FACE SHIELDS**

- Wear safety glasses with side shield or goggles whenever the nature of the job presents an eye hazard.
- As of July 1<sup>st</sup>, 2015 The Company has implemented compulsory use of safety glasses, chemical goggles or face shields. Observe this policy on all construction projects, plants, shops, etc.
- Wearing of face shields is required when using a “quick cut” saw, chain saw, or other tool that may present a high risk of facial injury

## **SAFETY HARD HATS**

- CSA approved safety hard hats in must be worn by all personnel in all construction work areas at all times.

## **SAFETY INSPECTIONS**

- All Company Supervisors, contractors, subcontractors and vendors are required to conduct regular safety inspections for all areas for which they are responsible.
- The Company will perform additional site safety assessments.

## **SAFETY FOOTWEAR**

- Appropriate CSA approved, Grade 1 “green patch” safety boots must be worn in all work areas.
- Safety boots must provide dielectric protection. To determine if the boot has dielectric protection, a white label with the Greek letter OMEGA in orange will be indicated on the boot.

## **SAFETY SHOWERS/EYE WASH STATIONS**

- Emergency eye wash stations will be provided by the contractor, subcontractor or vendor for areas not having safety showers and eye wash stations when required by the nature of the work and inherent hazards.

## **SCAFFOLDS**

- Scaffolds, swing stages or other temporary work platforms used for maintenance, installation or removal of equipment must be constructed, maintained and used in compliance with the OHS Act, Regulations and Code.
- Scaffolds must be erected, maintained and dismantled under the direction of a competent worker.
- Ladder jack scaffolds are prohibited from use.

## **SIGNAL PERSON**

- (See - Equipment/Vehicle Backup Procedures, Electrical Hazards and Overhead Electrical Power Lines)

## **SMOKING**

- Obey all no smoking signs. Project specific orientations will address projects that have no smoking areas in them
- Smoking is not allowed in any enclosed workplace. Site trailers, offices, vehicles and equipment.

## **SPILLS**

- Clean up all spills or slippery surfaces which will create a slipping or environmental hazard.
- Report all significant spills to the Site Superintendent and call the emergency number provided by the Site Superintendent (where applicable).

## **SUBCONTRACTOR OR VENDOR SUPPLIED MATERIALS**

- All vehicles arriving on the site shall first report to the site office trailer and/or Site Superintendent.
- Contractors, subcontractors and vendors shall provide sufficient notice and information to permit The Company to assess the circumstances, identify potential hazards or productivity interruptions and implement corrective measures.

## **TRAFFIC**

- Speed Limits must be obeyed.
- Where no speed limit is posted, travel with caution and according to the terrain, job conditions, adjacent work activities and weather conditions.
- All street, railroad stop and warning signs must be obeyed.
- Passengers must never leave or board a vehicle in motion.
- Workers are not permitted to ride in the back of a pickup truck
- Vehicles parked on a The Company site or property must be left with the engine shut off and parking brake set.
- All vehicle accidents occurring on a The Company site or property must be reported and an Accident Report prepared.

## **TRAFFIC CONTROL – Traffic Protection Plans and Internal Traffic Protection Plans**

- Traffic control measures must be employed in order to meet the requirements of the Alberta Transportation – Traffic Accomodation in Work Zones manual, and the following objectives :
  - ◆ To protect construction crews and the motoring public by regulating traffic flow.
  - ◆ To stop traffic whenever required by the progress of work.
  - ◆ Otherwise to keep traffic moving at reduced speeds to avoid tie-ups and delays.
  - ◆ To allow construction to proceed safely and efficiently.
  - ◆ To ensure that public traffic has priority over construction equipment.
  - ◆ To ensure a risk assessment has been completed that details the need for pedestrian and vehicle segregation in the work zone.
- Equipment used for traffic control including, but not limited to signs, delineators, cones, barricades, flashers, barriers, markers, crash trucks and drums must meet all applicable Federal, Provincial or local requirements.
- Where required, the contractor, subcontractor or vendor is responsible for appointing a competent traffic control person who shall not perform any other work while setting up or removing the measures and shall develop in writing a traffic protection plan specifying the vehicular hazards and the measures described to protect workers.
- The contractor, subcontractor or vendor must ensure that the traffic protection plan is kept at the site and made available for review by a worker on request.
- All signs shall be in accordance with the latest reflectivity standards of the MUTCD and workers shall wear CSA approved safety vests with 360 degree visibility.
- Workers directing traffic shall receive training and deemed competent, shall not direct vehicular traffic for more than one lane in the same direction and not direct traffic if the posted speed is greater than 90km/h. They shall be trained in Alberta traffic control procedures by a certified trainer.

## **UNDERGROUND UTILITIES**

- Locations of all underground utilities must be requested by the Company Supervisor, contractor, subcontractor or vendor.
- The Company Supervisor, contractor, subcontractor or vendor shall thoroughly review locate information with the utility company's representatives before excavations are begun.
- Extreme caution must be exercised during excavations as supplied underground drawings may not be accurate.
- The Company Supervisor, contractor subcontractor or vendor shall comply with the procedures defined by owners of pipelines that may pass through the work zone.
- Piping and other underground services must not be damaged during excavation.
- The Site Superintendent must be advised of any damage.

## **VEHICLES AND MOBILE EQUIPMENT** (also - see Equipment/Vehicle Backup Procedures)

- Vehicle operators must have a valid operator's license.
- All vehicles must be maintained in proper working order and inspected prior to use.
- All dump trucks, trucks and mobile equipment used at the work site area are to be equipped with working automatic back-up audible warning alarms.
- It is unacceptable to transport workers in the back of a pickup truck or mobile equipment not equipped with a seat and seat belt.

## **VENTILATION**

- Effective ventilation shall be maintained to ensure a proper air supply free of contaminants and impurities which will exceed safe exposures.
- Forced ventilation systems will be required depending on the nature of the work, work environment and atmospheric condition.

- An inadequate air supply will require the use of appropriate personal protective equipment.

## **VISITORS**

- Contractors, subcontractors and vendors are responsible for the safe conduct of visitors at the work site and must provide orientation to safety requirements during their visit.
- The Site Superintendent must be advised of all anticipated visitors, new workers, vendors and other workers prior to their arrival.

## **WEEKLY, TAILGATE TRAINING MEETINGS**

- Each Company Supervisor, contractor, subcontractor and vendor shall conduct a tool box safety meetings weekly with all respective personnel in attendance.
- Topics to be addressed at tool box safety meetings will be decided in consultation with the Site Superintendent.
- Weekly tailgate training meetings will be properly documented and the document submitted to the Site Superintendent.

## **WELDING**

- Prior to commencing welding operations, Company employees, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- Inspect all welding or burning equipment before use for leaks and the presence of oil or grease.
- Flash back preventers must be installed on the fuel and oxygen lines at the torch and regulators.
- Safety glasses and face shields must be worn when cutting, chipping or grinding.
- Suitable eye protection must be worn by anyone assisting or working near a cutting, welding, chipping or grinding operation.
- A fire hose or extinguisher must be readily available at the work area.
- Welding machines must be shut down prior to fueling.
- Remove all combustible materials to a safe distance from the welding area.
- Suitable shielding must be placed around welding and grinding areas to protect personnel in adjacent areas from flashing and flying particles.

## **WORK PERMITS - HOT WORK**

- Prior to commencing operations requiring a hot work permit, contractors, subcontractors and vendors shall complete a written **Site Specific Health & Safety Plan** and submit the completed plan to the Site Superintendent.
- **Site Specific Health & Safety Plans** shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)
- The following operations are specifically classified as "hot work": welding, burning, hot riveting, hot forging, use of electric hot plate, open fires of any kind, grinding, soldering, the use of any electrical arc or sparking device, etc.
- Procedures must be submitted to the Site Superintendent prior to commencing hot work.

## **WORKER TRAINING**

- Company Supervisors, contractors, subcontractors and vendors must provide their respective workers with adequate training to ensure workers are familiar with their work tasks, the hazards and the application of the OHS Act, Regulations and Code.
- Proof of training is required whenever a task is required to be performed which necessitates a competent person and/or competent worker as defined by the OHS Act, Regulations and Code.
- All contractors, subcontractors and vendors shall ensure their respective workers are trained in the following areas, where applicable:
  - ◆ Accident/Incident Investigating
  - ◆ Back-Up Hazard Awareness
  - ◆ Controlling Traffic Safely
  - ◆ Equipment Lock-out Procedures
  - ◆ Man basket Operation
  - ◆ Site Security
  - ◆ Safe Work Practices Near Underground and Overhead Utilities
  - ◆ Site Remediation
  - ◆ Train the Trainer - Tailgate Safety Meetings
  - ◆ Working with Concrete
  - ◆ Fall Protection
- Contractors, subcontractors and vendors are responsible for the training of their personnel.
- Training may be available through various health and safety delivery organizations, including but not limited to, the Alberta Construction Safety Association (ACSA).
- Additionally, training may be available from unions or private consulting organizations.
- The Company reserves the right to evaluate the veracity of training claimed by the contractor, subcontractor or vendor.
- The contractor, subcontractor or vendor shall immediately furnish to the Site Superintendent any information relating to claimed training, including but not limited to:
  - ◆ training course outline
  - ◆ course curriculum
  - ◆ representative training materials
  - ◆ details relating to facilitation format
  - ◆ name and details of the instructor(s)
  - ◆ documents confirming worker/contractor attendance shall be provided upon request
- Remedial training shall be provided and paid for by the respective contractor, subcontractor or vendor when training is assessed and deemed insufficient, in the opinion of the Site Superintendent or DCC Health and Safety Department.

#### **WORKING IN & AROUND WATER**

- Extreme caution must be exercised when work in and around water.
- Site specific safety plans must be developed for all diving operations, or work in water.
- Workers must not work within 10 feet of open water unless they are tied off to a travel restraint system.

#### **WORKING HOURS**

- Normal working hours are from 7:00 am to 5:30 p.m. Monday to Friday excluding statutory holidays unless otherwise prescribed in the tender or contract documents.
- Unless otherwise permitted, the contractor, subcontractor or vendor shall submit a written request 48 hours in advance of its intent to work other than normal working hours.

- The contractor, subcontractor or vendor is responsible for all reasonable costs when a Company employee is required to attend the site as a direct consequence of the contractor's, subcontractor's or vendor's request to work other than normal working hours.

## **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

- The purpose of the Workplace Hazardous Materials Information System is to ensure that the hazards of all chemicals produced or employed are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of a comprehensive **WHMIS** program, which must include container labeling and other forms of warning, material safety data sheets and employee training.
- The Company personnel and subcontractors shall develop, implement and maintain at the site, a written **WHMIS** program for the nature of work to be performed. Subcontractors must inform their employees of the availability of the program, including the required list(s) of hazardous chemicals, and material safety data sheets required.
- The The Company personnel and subcontractor shall ensure that each container of hazardous chemicals on the site is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein; and must show hazard warnings appropriate for employee protection.
- The Company personnel and subcontractors shall have a material safety data sheet for each hazardous chemical which they use.
- The Company personnel and the subcontractor shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Subcontractors shall also provide employees with information on any operations in their work area where hazardous chemicals are present; and the location and availability of the written **WHMIS** program, including the required list(s) of hazardous chemicals, and material safety data sheets required by the standard.
- The Site Superintendent will advise all site personnel and subcontractors of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measure to be taken, and the safe handling procedures to be used.
- In addition, the Site Superintendent will notify all site personnel and subcontractors of the location and availability of MSDSs.
- Each subcontractor bringing chemicals on-site must provide the Site Superintendent with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

## **VI IN CONCLUSION**

### **Think - Plan - Decide - Act Effectively and Safely**

**Think** about the task before you start doing the work.

**Plan** ahead, layout your work in a safe and logical sequence.

**Decide** upon the best and safest way to achieve your objective.

**Act** Proceed with your plan in the safest manner possible considering yourself and those working with or around you.

### **"SAFETY IS EVERYONE'S RESPONSIBILITY"**

## **VII APPENDIX A**

- CN Section 01545 – Safety Requirements – Revision March 20, 2013 – Pages 1-9
- Annex "D" – Safety Guidelines for Contractors – January 2011