



HEALTH & SAFETY MANUAL

OUR GOAL IS ZERO ACCIDENTS

All Policies & Procedures within this manual are:

Reviewed & Approved By: Michael Assal, President

Signature: 

Date: 28 October 2019

Revision: 015

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**TAPLEN COMMERCIAL CONSTRUCTION INC.
HEALTH & SAFETY MANUAL**

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Misc. Forms

- H&S Manual Acknowledgement Forms (Office & Site)
- Emergency Contact List (TAP-S-ECL-002)
- New Workers Safety Orientation Checklist (TAP-S-NOW-008)
- New Office Worker Safety Orientation Checklist (TAP-S-OWO-020)

RTW Forms

- Available Work Offer (TAP-S-AWO-024)
- RTW Plan (TAP-S-RTW-017)
- Sample: Return to Work Plan – Discussion Guide
- RTW Progress Report (TAP-S-RTWPR-025)
- RTW Closure / Evaluation Report (TAP-S-RTWCE-026)

**Forms & Procedures In Case of Injury That Requires Medical Aid
Site Envelope (not included in this manual – these are kept on site)**

- Supervisors Responsibilities
- T2001 – Instructions to Injured / ill worker
- T2002 – T2004 – information on employees responsibilities
- T2005 – Permission of employee to provide employer with completed FAF
- T2006 – Treatment memorandum
- Functional Abilities Form FAF (for Employees Doctor) (26472A)
- T2007 – Contact Log
- Site Safety Incident Report (TAP-S-SIR-010)



PROJECT INFORMATION

PROJECT:

PROJECT ADDRESS:

PHONE NUMBER:

SUPERINTENDENT:

SUPERINTENDENT'S PHONE NUMBER:

BY EACH EMERGENCY PHONE IS AN EMERGENCY NUMBER LISTING. ENSURE THAT YOU KNOW WHERE THE NEAREST PROJECT PHONE IS LOCATED



(A.1) Corporate Health and Safety Policy Statement

Taplen Commercial Construction Inc. (TCC) is committed to ensuring the health and safety of all its workers and continual improvement to its Health & Safety program. This policy will be reviewed annually as part of our continual improvement.

We strive to protect both people and property. Management will provide and maintain a safe and healthy work environment that is in accordance with industry standards and in compliance with legislative requirements, and will endeavor to eliminate foreseeable hazards which may result in personal injury/illness, accidents, or property damage.

We recognize that the responsibility for health and safety is shared. All employees are equally responsible for preventing and minimizing accidents at our work sites. Safe work practices and procedures will be clearly defined in the company's Health and Safety Manual for all employees to follow.

Safety is the direct responsibility of all managers, supervisors, employees, and contractors. Accidental loss can be controlled through thoughtful management and active employee involvement.

Management has set out our company safety requirements in the TCC Health & Safety Manual with respect to planning, operation and maintenance of facilities, work sites, and equipment. All employees will perform their jobs in accordance with the TCC Health & Safety Manual.

I trust that all of you will join me in a personal commitment to make safety awareness part of your life.

Date of Issue: 20 June 2007
Revised Date: 19 January 2019

A handwritten signature in black ink, appearing to read "Michael E. Assal".

Michael E. Assal, President

(A.2) HEALTH & SAFETY OBJECTIVES

Purpose:

Taplen Commercial Construction (TCC) will clearly identify our health and safety objectives for each calendar year. These objectives will be used as a way to improve upon our Health & Safety Management System (HSMS)

All our objectives shall be specific, achievable, realistic, time bound and measurable where applicable.

2019 Safety Objectives & Targets:

1. Zero accidents and Lost Time Injuries (LTI's) for 2019
2. Increase document control (by the Internal HSMS Audit in November 2018)

Details:

1. Zero accidents and Lost Time Injuries (LTI's):

TCC Management will continue to support its employees and provide them with the necessary training where applicable, information, and equipment to maintain a safe & healthy workplace. LTI's will be monitored through the WSIB Details Summary Reports.

2. Increase document control:

During the 2017 it was found that there was an accumulation of related minor non-conformities for document control. TCC Management will assign a specific person and that individual will be responsible for enforcing the current procedures and collecting documents.

Communication


A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety training orientation.

Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement and new objectives developed for the next calendar year. The JHSC will also inform the group if their current H&S Objective were met.

Management Approval

TCC Management has reviewed these health and safety objectives and affirms their commitment to achieving these results by providing the necessary resources and support.

Name	Position	Signature	Date
Michael Assal	President		09 January 2019

1.0 ◆GENERAL POLICIES◆

1.1 (A.4) HEALTH & SAFETY ORIENTATION

Date of Issue: 1 Dec 2008, Revised Date: 9 March 2015

1.1.1 Purpose

The objective of the Taplen Commercial Construction (TCC) Health & Safety Orientation (HSO) is to provide TCC employees, both on the job site and in the office, with enough safety information that it will allow them to develop and acquire safety knowledge and awareness skills to protect themselves and others from injury or illness.

1.1.2 Requirement

A new employee Health & Safety Orientation is required when an individual is directly employed by TCC or engaged through a union. **A health & safety orientation checklist must be signed, dated, and returned to the office and given to Administrative Assistant (JHSC).**

1.1.3 Training

Prior to beginning work, training will include:

- Reviewing the contents of the TCC H&S manual;
- Your Health & Safety responsibilities to TCC;
- Hazard reporting procedures & workplace hazards (location specific)
- The name of the Health and Safety Representative(s)
- Personal Protective Equipment
- Accident prevention & emergency procedures in case of accident, work refusal, & discipline
- Location of workplace facilities such as the first aid station, fire extinguishers, emergency exits, emergency contact phone numbers and toilets/washrooms;
- Workplace specific hazardous materials or substances and proper handling procedures (see WHMIS), as applicable ;
- TCC's commitment to safety and emphasis on working with a safety-first attitude

Your Safety Orientation will consist of review of the following:

- Part 1: Taplen Health & Safety Manual
- Part 2: General safety orientation
- Part 3: Completion of New Worker Safety Orientation Checklist

1.1.4 Communication

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

On site HSO training will be carried out by the site supers to any new TCC site employees and office HSO training will be carried by a member of the Joint Health & Safety Committee (JHSC) to any new TCC office employee

1.1.5 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.2 **(B.1) PERFORMANCE REQUIREMENTS FOR ALL EMPLOYEES**

Date of Issue: 20 June 2007, Revised Date: 3 March 2016

1.2.1 **Employer**

It is the responsibility of the Employer (TCC president) to consider safety, as well as production, in all their planning and to provide and maintain a safe, healthy work environment for all employees in accordance with legislative requirements. TCC management will be accountable in all aspects of accident prevention and incident investigation and will ensure all remedial steps are taken. Health and Safety is the responsibility of all workplace parties and all will be held responsible.

1.2.2 **Management shall perform the following tasks:**

Responsibility Abbreviations: (E =Employer, PM =Project Manager, SS=Site Superintendent)

- **(E)** provide all required notices to the Ministry of Labour / WSIB and keep a copy of the Act and regulations available
- **(PM + SS)** establish and manage a Safety Committee at each location where there are more than 20 workers;
- **(PM + SS)** ensure a Safety Representative is selected by the workers on site for projects that have between 5 and 20 workers;
- **(E + PM + SS)** establish written emergency response procedures and post them where all workers can see them;
- **(PM + SS)** make arrangements for fire protection and ensure that workers who may be required to respond are trained;
- **(PM + SS)** provide a telephone or other system that can be used in an emergency;
- **(SS)** not permit anyone under the age of 16 on the site;
- **(PM + SS)** make arrangements for the provision of toilet and clean up facilities before work begins, keep the facilities clean and ensure supplies are available;
- **(E + PM + SS)** provide equipment, materials and protective devices in good condition and ensure these items are used properly and in a safe manner;
- **(PM + SS)** provide information, instruction and supervision to employees to protect the health and safety of the worker;
- **(E + PM)** appoint a competent Supervisor;
- **(PM + SS)** identify and inform workers of any hazards in the workplace;
- **(PM + SS)** take all reasonable precautions for the protection of workers;
- **(E + PM + SS)** respond in writing, within 21 days to any health and safety recommendations submitted by a site Safety Committee or site Safety Representative;
- **(SS)** post the latest edition of TCC's Health & Safety Manual in a visible workplace location;
- **(E)** maintain TCC's Health and Safety Program, Policies and Procedures and ensure its implementation;
- **(PM + SS)** record the minutes of site JHSC meetings and post them prominently for workers to access on site.

1.2.3 **Site Project Manager (when applicable)**

It is the responsibility of the Site Project Manager to implement, enforce, and provide support to the Safety Program at the project level.

For each project, before the start of work, the Project Manager and the Site Superintendent will develop a Site Specific Safety Plan that takes into account access/egress, traffic control, material handling, storage, sanitation and all other site-specific safety issues that may be applicable to the site. Some of the areas to cover include emergency response plans, fire protection and resources required.

The Project Manager will inspect all sites under his control whenever he/she is on site to check that applicable safety measures are being taken or any unsafe conditions are brought to the attention of the site superintendent.

1.2.4 Site Superintendent

The Project Superintendent shall be responsible for the following tasks:

- Collect current and valid (within 3 yrs) MSDS sheets for all materials used on site by TCC and all its subcontractors. MSDS sheets will be kept on file at the main office and at the site by the Site Superintendent;
- Assist the Project Manager in developing and implementing the Site Specific Safety Program and orient all Supervisors and Sub-Contractors with the Site Specific Safety Program before they begin work
- Perform a weekly site safety inspection and record the inspection in the TCC Weekly Inspection Report. It is his/her duty to ensure the safety of the public and workers on site. He/she shall also identify site-specific hazards and develop suitable procedures for safe work and training as required for these hazards;
- Perform a monthly site safety inspection with the worker representative and record the inspection in the TCC Monthly Inspection Report.
- Maintain on-site safety documentation and reports; respond to Ministry of Labour orders, and keep them posted
- Report immediately to the Project Manager of any MOL inspections and forward any orders to the Head Office;
- Co-ordinate all safety functions associated with the project;
- Ensure workers perform their work in a safe manner using the required protective devices as required by the Occupational Health & Safety Act;
- Ensure workers use or wear the required equipment, protective devices, or clothing that is required by law;
- Advise workers of any potential or actual danger;
- Have a valid first aid certificate;
- Ensure workers have access to TCC's Health & Safety Manual;
- Ensure every reasonable precaution is taken for the protection of an employee;
- Act as the site Health & Safety Representative on projects where there are 4 or less workers;
- Accompany official government inspectors on site acting as a TCC Management Representative and provide any requested information or documentation;
- Provide an on-site safety orientation to all new TCC Employees;
- Gather tailgate safety meeting minutes from subcontractor and address and safety concerns;
- Be responsible to inspect safety equipment and tools on a regular basis and ensure they are properly maintained;
- Ensure daily housekeeping is maintained;
- Review MSDS's, minutes of Safety Meetings, Ministry of Labour orders and Safety directives with his/her crew;
- Keep an accurate and up-to-date AS-BUILT drawing on site capturing all changes from the original contract documents

All Site Superintendents and Workers must be familiar with:

- the Ontario Occupational Health and Safety Act;
- the Regulations for Construction Projects;
- Procedures in the event of an emergency;
- Procedures for refusal to work where health and safety are in danger

In the event of a site safety incident, the Site Superintendent will do the following:

1. Secure the area of the incident/accident to ensure the threat of additional injuries is prevented.
2. Cordon off the scene until the MOL investigation has been completed.
3. Call emergency services (i.e. Ambulance, Fire Department, Police) if required.
4. Provide first aid to an injured worker if it is safe to do so, only move the worker if required to ensure the safety of the responder and will not worsen the injury, or there is an immediate threat to life
5. Once the injured worker, if any, has been stabilized and/or under the care of emergency responders, immediately contacts the Project Manager or Employer to inform them of the incident / accident.
6. Document the area of the incident with photographs.
7. Fill in the Site Safety Incident Report form in full and capture as much details as possible. Forward the Site Safety Incident Report form to the Main Office.
8. Assist in all accident/incident investigation

1.2.5 Health & Safety Representative

On projects where the number of workers regularly exceeds 5 but is not more than 20, a Worker Health & Safety Representative (HSR) will be elected by the workers or TCC shall appoint a HSR if no worker is elected or volunteers. The HSR can either be a TCC worker or a subcontractor who does not hold managerial functions.

1.2.6 The Health & Safety Representative shall:

- Have a current first aid certificate but it is not mandatory;
- Be familiar with the requirements of the Occupational Health & Safety Act and regulations for Construction Projects as well as with TCC's Health & Safety Manual;
- Periodically inspect work areas to identify any potential hazards and make recommendations to his Supervisor or the Superintendent;
- Assist in the development of a Site-Specific Program for the project, where feasible and applicable, and assist in its implementation;
- Attend any Health & Safety Meetings on site and assist in any accident investigation;
- Receive the full cooperation and respect of both TCC management and the workforce;
- The elected/appointed Health and Safety Representative shall inspect the site at least once a month with the site superintendent and record any observed hazards to for immediate action.

1.2.7 Health & Safety Committee

Where a project lasts three months or more and where 20 or more workers are regularly employed, TCC will establish a Joint Health & Safety Committee (JHSC). For construction projects expected to last three months or longer and employ 50 or more workers over the course of the project, the Joint Health & Safety Committee will establish a Worker Trades Committee.

The JHSC will meet as required to review and address safety issues for the site and post the minutes in a location accessible to all workers. Outside of any site specific JHSC meetings, the JHSC meets on a quarterly basis.

To further assist in promoting job safety, TCC management and their workers will provide their full cooperation to any member of the Joint Health & Safety Committees or Worker Trades Committees on projects where they may be established.

1.2.8 Workers

All workers shall:

- Work safely and adhere to all Health and Safety Program and Safety Policy as well as work within the guidelines of the Ontario Health and Safety Act and Construction Regulations;

- Immediately report a hazardous or unsafe condition to his/her supervisor or TCC Superintendent;
- Be responsible to ensure their own work area is kept clean and free of hazards
- Inspect their personal protective equipment before every use and report any defect or damage to his/her Supervisor before use;
- Use or wear the equipment, protective devices and clothing that their Employer and TCC requires;
- Report any contravention of the Occupational Health & Safety Act to his/her Supervisor for immediate action;
- Not remove or make ineffective, any protective device without providing an adequate temporary protective device, and will immediately replace the original protective device when the work has been completed;
- Not engage in any pranks, contests, feats of strength or unnecessary running;
- Adhere to the TCC Workplace Violence and Harassment Policies.

1.2.9 Sub-contractor / Trade Contractor / Consultants / Architects / Owners

Sub-contractors, consultants, architects and owner are treated as workers while on site and must comply with the safety requirements as set out in TCC's Health & Safety Manual including wearing the required PPE.

All Sub-contractor employees are required to comply with their own Safety Policies & Procedures as well as with those of TCC while on a TCC project site.

The Sub-contractor shall perform weekly tailgate meetings and record the minutes of the meetings when there are regularly three or more workers on site for that company on site.

TCC reserves the right to direct and order any sub-contractor employee to undertake actions or measures to ensure the safety of the site. Non-compliance of the workers may result in their expulsion from site and permanent exclusion.

1.2.10 Health & Safety Officer/ Health & Safety Coordinator

The Health & Safety Officer and/or Health & Safety Coordinator shall:

- Ensure monthly & weekly site inspections are being performed;
- Assign a Return to Work case manager when required.

1.2.11 Responsibilities:

1.2.11.1 Responsibilities of Senior Management

Senior Management shall ensure:

- Compliance with the requirements outline within this procedure;
- Adequate resources are provided to support the Hazard Assessment procedure;
- Assess the effectiveness of this procedure

1.2.11.2 Responsibilities of the Project Manager

The Project Manager shall ensure:

- Compliance to the requirements outlined within this procedure at the project/department level;
- Workers are properly trained;
- That required control measures are implemented in a timely manner;
- All applicable Hazard Assessment information is reviewed with project/department personnel as required.

1.2.11.3 Responsibilities of the Workers

All workers shall:

- Comply with the requirements outlined within this procedure;
- Attend training as required;
- Report all hazards to their supervisor.

1.2.11.4 Responsibilities of the JHSC/ Work Safety Representative

The JHSC/Representative shall:

- Inspect workplaces for actual and potential hazards on a regular basis;
- Identify unresolved hazard-related issues;
- Recommend control measures as necessary;
- Work cooperatively with the company to resolve hazard assessment related issues.

1.2.11.5 Responsibilities of the Health & Safety Officer/Coordinator

The Health & Safety Officer/Coordinator shall;

- Support the administration, implementation and continual evaluation of the Hazard Assessment Procedure;
- Ensure the adequacy of instruction and training;
- Ensure that required control measures are implemented in a timely manner.

1.2.11.6 Responsibilities of Sub-contractors

All sub-contractors conducting work on behalf of TCC shall;

- Ensure compliance with the requirements outlined within this procedure;
- Ensure that contractor personnel are adequately trained and instructed.

1.2.11.7 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

1.2.11.8 Evaluation/Accountability

All TCC employees are responsible for health & safety but management will be held accountable for health & safety both in the office and on site. If an accident or incident is reported, management will investigate the cause of the accident/incident, if it could have been prevented, and ensure that it does not happen again.

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.3 WORPLACE HAZARDS

Date of Issue: Dec 2008, Revised Date: 12 Feb 2015

1.3.1 Purpose

This policy is designed to inform workers, contractors and third parties how to identify, evaluate, and control hazards so they may be adequately addressed prior to the occurrence of an accident/incident.

1.3.2 Scope

Hazard Reporting is the responsibility of TCC employees, sub-contractors and third parties in all workplaces.

1.3.3 Hazard Definition

A circumstance or situation which has the potential to result in an incident.

1.3.4 Standard

1.3.4.1 Hazards

Hazards can be identified, labelled, controlled or eliminated and they can be tracked over time to determine whether they contribute to injury or illness. Addressing hazardous situations will control the hazard before an injury, illness or property damage occurs. Because of the range and complexity of hazards in the workplace, recognition must be an ongoing concern of all workplace parties at all times.

There are various categories into which hazards can be placed, such as:

- machinery and equipment hazards include sharp edges, pinch points, entanglement, contact with energy sources and hot surfaces;
- material hazards include the weight, shape, flammability, corrosiveness and toxicity of a specific material;
- the hazards of physical work environments include housekeeping, noise, lighting, air quality and excessive heat or cold;
- hazards associated with people and the tasks they do include becoming overly fatigued or stressed and a job task may require reaching beyond the normal capacity of the worker's body, or adopting an awkward posture;
- organisational factors include policies and procedures, maintenance schedules, type of training and shift work schedules.

When incidents occur, it is often because a number of factors from different hazard sources have acted in combination. This is why, in hazard recognition, it is wise to consider not only the hazard but the circumstances which allow the hazard to exist.

There are three fundamental steps in Hazard Assessment. Hazard Recognition is the first step and can be defined as an awareness of hazardous conditions or situations: the second step involves the Evaluation of the Hazard (severity), and the third step is the identification of Hazard Control measures. All three steps are dependent upon each other.

1.3.4.2 Hazard Recognition

No single best method can be recommended for hazard recognition, instead a variety of methods are implemented including the following:

- a review of Material Safety Data Sheets (MSDS) must be conducted before an unfamiliar substance is used. Chemical substances present different hazards depending on their use;
- Daily Field Report is a means of identifying hazards on an on-going basis.

1.3.4.3 Hazard Control

Once hazards are recognised, controls can be developed. The ideal procedure is to eliminate the hazard; however, where the nature of the process is such that elimination is not possible, three main types of controls, Administrative, Engineering and Personal Protective Equipment (see section 3.4, PPE), are to be considered. In addition, Work Behaviours and the reduction of Human Error can contribute substantially to hazard control.

1.3.4.4 Administrative Controls

Health and safety procedures, safe work practices, training, work scheduling, job rotation, pre-use inspections are all examples of Administrative Controls.

1.3.4.5 Engineering Controls

Source controls include all engineering controls at the point of hazard generation. Examples are wet grinding, machine cooling and grounding, exhaust mufflers, scrubbers and local exhaust fans. Source controls eliminate hazard generation or contain hazards in close proximity to the source.

Path controls include devices that intervene in the path between the source and the operator. Examples are shields, machine guards, dust and smoke extractors, welding shields and general ventilation.

1.3.4.6 Personal Protective Equipment (see section 3.4)

Control at the worker should be considered as the last choice of Hazard Control, where administrative and engineering controls are not fully effective. Personal protective equipment is designed to prevent injury or illness by preventing exposure.

1.3.4.7 Work Behaviours and Human Errors

Hazard Controls are not limited to physical condition hazards. In addition, personal factors and job factors must also be considered. Clear job instructions, properly operated and regularly maintained equipment, well designed material handling and storage procedures effectively reduce hazards. Exceeding specific design limits (e.g. not operating the equipment at proper speed, temperature or load limits) may lead to equipment failure and consequent hazards.

1.3.4.8 Monthly Hazard Assessment

When workplace situations change, so will the hazards. The value of maintaining an ongoing hazard assessment program is to ensure that both new hazards and changes to existing hazards are identified and addressed. TCC will monitor Daily Field Reports and Monthly & Weekly Site Safety Inspections as required for identified & potential hazards and also review these reports during our annual HSMS Audit.

Copies of completed monthly & weekly site safety inspection reports and daily field reports shall be filed in each project Health & Safety binder and Administration binders.

1.4 (C.3) HAZARD REPORTING

Date of Issue: 12 Aug 2009, Revised Date: 19 Feb 2015

1.4.1 Purpose

This policy is designed to establish guidelines for "ALL" workers including TCC employees, sub-contractors and third parties for reporting hazards and how to take corrective action.

1.4.2 Scope

The first step in Hazard Reporting is determining if there is a hazard present and this can be done by way of a hazard assessment (see section 1.3 Workplace Hazards). Very often a hazard is recognized by a worker simply observing that something does not look right or appears to be unsafe. Employees are encouraged to be conservative in assessing hazards. If it appears unsafe, then it is likely so. Employees are also encouraged to let a supervisor or safety representative know what they observed. The following are some guidelines on how to report a hazard and who should take corrective action.

1.4.3 Health and Safety Hazard Ratings

- Major – any hazard that has the potential to cause death, critical injury, or lost time
- Moderate – any hazard that has the potential to cause injury requiring medical attention or cause property damage
- Minor – any hazard that has the potential to cause injury requiring first aid

1.4.4 Health and Safety Hazards

Health Hazards include:

- chemical agents (solids, liquids or gases)
- physical agents (forms of energy or force such as sound, heat or electricity)
- biological agents (microorganisms from plant, animal or human tissue)
- ergonomic hazards (consequence of poor equipment, workstation design or work activity design, overly fatigued, over reaching, or awkward posture, musculoskeletal disorders)
- physical work environment hazards (housekeeping, noise, lighting, air quality and excessive heat or cold)

Safety Hazards have the potential to cause traumatic injury or death. They include:

- machinery and equipment related hazards (ladders that are faulty or not tied off, equipment backing up, sharp edges, pinch points, entanglement, contact with energy sources and hot surfaces),
- energy hazards (mechanical - a spring that is compressed or coiled, electrical – high power lines, pneumatic –pressurized air, chemical – heat through a chemical reaction, radiation – types of light such as Ultraviolet, gravity – a falling object),
- confined space hazards (lack of oxygen),
- material handling hazards (the weight, shape, flammability, corrosiveness and toxicity of a specific material)
- organizational factors (policies and procedures, maintenance schedules, type of training and shift work schedules)

1.4.5 Communication

TCC Management will ensure workers and visitors entering the workplace are made aware of any potential hazards either by verbal conversation, e-mail, or by posting a hazard assessment on a safety board.

The site super will ensure that workers & visitors that come on a TCC jobsite are verbally made aware of potential jobsite hazards and that all hazards must be reported directly to the site super. Hazard awareness & reporting procedures can be done by the site super through group safety talks or one on one conversation.

The site super will ensure workers are familiar with the location of fire extinguishers, first aid kits, emergency contact numbers, and emergency procedures. When appropriate, the site super will note the communication / instructions on the site hazards in the Daily Field Report.

1.4.6 Reporting

If a worker notices a hazard, corrective action should be taken by the worker only if they are capable and qualified to do so. If the hazard is anything more than a minor hazard it must be reported to the superintendent, supervisor, or safety representative.

If the worker is unsure if they are capable to take corrective action then the hazard is to be immediately reported to the site superintendent, supervisor, and /or the Health and Safety Representative. Timely reporting is required so the appropriate corrective actions can be made quickly. This will ensure that the potential for injury or loss is minimized.

In the office, all hazards are to be reported verbally to TCC Management or a member of the JHSC as listed on the Safety Board in the office.

On site, most safety hazard concerns are typically of a minor nature and should be reported verbally to the site super who will take immediate correct action only if the worker has not already taken the appropriate corrective action.

Hazards of a more serious nature (Moderate to Major) must be reported verbally to the site super who will take immediate corrective action and record the hazard and corrective action that was taken in their **Daily Field Report "TAP-C-DFR-001"**. If for some reason the site super is unable to take corrective action, they are to contact a member of the JHSC for their advice.

1.4.7 Corrective Action

Office

- If the corrective action is a simple fix TCC Management or the Joint Health and Safety Committee (JHSC) member will take immediate corrective action. If the hazard is of a more serious nature, the JHSC team will have a meeting regarding the hazard and come up with a corrective action strategy.

Site

- If the corrective action is a simple fix (minor) the site superintendent will take immediate corrective action and should note the action in the Daily Filed Report.
- When the hazard is of a more serious nature (moderate to severe), the site superintendent will take immediate corrective action only if they are capable and confident in making the corrective action decision. The hazard and corrective action must be recorded in the Daily Field Report.
- If the corrective action is outside the ability or authority of the site superintendent, they must contact TCC Management immediately who may consult the Joint Health and Safety Committee for guidance.
- The JHSC will have a meeting in a timely manor to discuss the site hazard and come up with a corrective action strategy. The strategy, and plans for taking corrective action will be discussed with the site superintendent.

1.4.8 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.4.9 Acknowledgement/Make Improvements

TCC Management acknowledges good performance verbally in front of peers at meeting and company functions. Feedback from workers is an excellent tool to evaluate the effectiveness of this policy and will be taken into consideration during the document review. It is TCC Management's intent to implement a company-wide culture of accident prevention, making all workers more aware of their responsibilities and by empowering workers to take an active role in hazard reporting.

1.5 SUBSTANCE ABUSE POLICY

Date of Issue: 25 May 2012, Revised Date: 08 July 2013

1.5.1 Purpose

The objective of the policy is to:

Establish and maintain a safe, healthy and productive working environment for all employees, to protect the employees of Taplen Commercial Construction (TCC) and the firm's reputation within the community and construction industry. To reduce injuries, absenteeism, tardiness and other work-related problems that can be associated with substance abuse.

This objective can be adversely affected by impaired on-the-job performance due to substance abuse. Such impairment can potentially be a contributing cause of injury not only to the impaired substance abuser but also to other employees or third parties.

1.5.2 Scope

Taplen Commercial Construction has a clear policy regarding impaired performance due to substance abuse that is laid out in the Health and Safety Policy as follows:

TCC strictly prohibits the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia in any amount or in any manner either in the workplace or on the job. TCC does not permit the consumption of alcohol on its premises. Prescription or over-the-counter drugs if abused or used without proper medical direction are strictly prohibited. Impaired performance due to substance abuse is a violation of company policy and is prohibited. For those employees assigned to or whose job potentially includes assignment to a safety sensitive position, Zero Tolerance will be enforced.

TCC does not have a drug testing program, but if there is a visual confirmation of substance abuse or suspicious behavior due to the influence of a banned substance as detailed above, TCC may exercise its right to send the worker home to protect the safety of other workers.

1.5.3 Responsibilities

1.5.3.1 Employer

For the purpose of this policy, as an Employer, you are responsible to:

- support employee's efforts to obtain information emphasizing awareness, education and voluntary self-referral to assistance such as the Canadian Centre on Substance Abuse (www.ccsa.ca); and
- support the rehabilitation and return to work of employees who have had problems with alcohol, illegal drugs or medical dependency; and
- ensure that all employees are aware of this policy through meetings and the TCC Health and Safety Policy.

The following three-step process may be implemented by TCC when an employee has been found to be engaging in substance abuse in contravention of the Health and Safety Policy:

- STEP 1 In the first instance, the employee will be counseled by TCC Management regarding their infraction and may be sent home for the balance of the day. The employee will receive a written warning, which will reference the Canadian Centre on Substance Abuse.

- STEP 2 At the second incident TCC Management will again counsel the employee and may impose a five day suspension without pay together with another letter outlining the first two infractions and how to get help through the Canadian Centre on Substance Abuse.
- STEP 3 At the third incident, TCC Management will again meet with the employee and may proceed to terminate the employee for failure to adhere to the Health and Safety Policy.

1.5.3.2 An Employee

For the purpose of this policy, as an Employee, you are expected to:

- promote a working environment that does not tolerate the inappropriate use of alcohol, illegal drugs or misuse of medications; and
- notify your supervisor if you are taking prescription drugs that may impair or affect your ability to operate equipment; and
- seek assistance, if required, by way of a confidential assessment or counseling; and
- ensure you do not consume during, or report to work under, the influence of alcohol, illicit drugs or misuse of medication; and
- confidentially report to TCC Management when you have witnessed or have suspicions of when a fellow employee might be under the influence of a substance.

1.5.3.3 Subcontractor (Foreman)

For the purpose of this policy, as a subcontractor foreman, you are expected to:

- promote a working environment that does not tolerate the inappropriate use of alcohol, illegal drugs or misuse of medications by you and any of your employees; and
- ensure that you and your employees do not consume or be under the influence of alcohol, illegal drugs, or misuse medication while on the jobsite; and
- advise any of your workers that violate the TCC substance abuse policy that they must leave the jobsite; and
- take the necessary steps to safely send your workers home (i.e. call a taxi, call a family member, or drive them home)

1.5.4 Confidentiality

Strict confidentiality is required when dealing with instances of substance abuse or when reporting suspicions of substance abuse. Any individual who becomes aware of an incident of substance abuse should not disclose the details of the incident to any third party. Discussions with unrelated parties about the incident seriously undermine the privacy of all parties involved. You are to refrain from publicly making accusations either directly to the employee or others. Those with questions or concerns about the incident should speak to their immediate supervisor or manager.

1.5.5 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation.

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

1.5.6 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.5.7 Acknowledge Success / Make Improvements

During the annual review any recommendations or suggested changes to the policy will be discussed and implemented if the change will improve the effectiveness of the policy. Action items will be assigned to key individuals if required and the policy will be updated and included in a revised copy of the TCC Health and Safety Manual.

1.6 SAFETY STANDARDS - ENFORCEMENT/DISCIPLINE

Date of Issue: Dec 2008, Revised Date: 16 Mar 2015

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance safety infractions.

Non-compliance safety infractions can include, but not limited to:

- Not wearing the required personal protective equipment (PPE) such as hard hat, safety boots, reflective safety vest, safety glasses, etc.
- Not wearing safety harness / lanyard as required when working at heights
- Operating equipment in a dangerous manor
- Using faulty ladders or scaffold
- Unsafe storage of materials on site

The following are guidelines for disciplinary action resulting from safety infractions:

- On first offence, worker will be given a verbal warning and it will be recorded on the a Site Safety Infraction Warning form (TAP-S-SIW-023)
- On second offence, worker will be given a written warning and it will be recorded on the same Site Safety Infraction Warning form (TAP-S-SIW-023) and the worker will be given a copy of the written infraction form; the workers employment may be terminated.

When dealing with subcontractors, the supervisor will be authorised to instruct their foreman/manager to discipline and/or remove the individual or individuals who has been identified as refusing to comply. If the individual or individuals refuse to leave the site as ordered, the site superintendent shall call the police to remove the person or persons and immediately notify TCC management.

1.7 ACCIDENT PREVENTION

Date of Issue: Nov 2012, Revised Date: N/A

All unsafe conditions or practices must be reported immediately. All reported hazards must be investigated and corrective action taken to avoid injury, damage or recurrence.

1.8 COMPLIANCE WITH THE LAW

Date of Issue: Nov 2012, Revised Date; N/A

A copy of Local Regulations for Occupational Health & Safety Act is available for your reference at all TCC project locations. Ensure that these Regulations are adhered to.

1.9 (D.19) WORKPLACE VIOLENCE POLICY

Date of Issue: Jan 2013, Revised Date: 12 March 2015

1.9.1 Purpose

The purpose of the policy is to ensure that:

- individuals are aware of and understand that acts of violence are considered a serious offence for which necessary action will be imposed;
- those subjected to acts of workplace violence are encouraged to access any assistance they may require in order to pursue a complaint; and
- individuals are advised of available resources if they are subjected to, or become aware of, situations involving workplace violence; and
- a safe, violent-free work environment is maintained

1.9.2 Scope

This policy applies to all persons considered employees of Taplen Commercial Construction., and Subcontractors conducting work on behalf of TCC.

1.9.3 Definition

For the purpose of this policy “**workplace violence**” means threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a work site.

Examples of workplace violence:

- threatening behavior such as shaking fists, destroying property or throwing objects
- verbal or written threats that express an intent to inflict harm;
- physical attacks;
- spousal physical or verbal abuse;
- any act that would arouse fear in a reasonable person in the circumstance.

1.9.4 Responsibilities

1.9.4.1 Management

For the purpose of this policy, as a Sr. manager or supervisor, you are responsible to:

- act responsible towards individuals while at work and participating in any work-related activity;
- provide immediate assistance when workplace violence occurs;
- develop workplace arrangements that minimize risk of workplace violence;
- promote a non-violent workplace;
- ensure this policy is explained to all employees that you supervise or manage;
- identify training needs for employees;
- ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
- ensure your own immediate physical safety if an incident or workplace violence occurs, then report the criminal behavior to the appropriate law enforcement agency; and
- ensure the security and safety of all parties involved during an investigation of an incident or workplace violence;
- disclose persons with a history of violence;
- discuss the workers right to refuse work;
- relay all possible options in dealing with the incident.

1.9.4.2 Company Employee

For the purpose of this policy, as a company employee, you are responsible to:

- act respectfully towards other individuals while at work and participating in any work-related activity;
- ensure your own immediate physical safety in the event of workplace violence, then report the incident to a supervisor, manager or police as the situation warrants;
- in the event of suspected workplace violence, report the incident to a supervisor or manager as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

1.9.4.3 Sub-Contractor

For the purpose of this policy, as a sub-contractor, you are responsible to ensure that your employees:

- act respectfully towards other individuals while on the jobsite and participating in any work-related activity;
- ensure their own immediate physical safety in the event of workplace violence, then report the incident to a site superintendent or police as the situation warrants;
- in the event of suspected workplace violence, report the incident to a site superintendent as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

1.9.5 Standard

1.9.5.1 General

Taplen Commercial Construction has adapted this policy from various resources including Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009.

1.9.5.2 Complaint Procedures

- Prior to filling out a formal report of the incident a person subjected to workplace violence (the Complainant) should let their objection to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
- A Complainant may ask support from a supervisor or manager to communicate their objection to the incident and/or prepare and submit a formal complaint if they choose.
- The Complainant should carefully record details of the incident and the date and time of the incident, nature of the violence, and the names of the people who may have witnessed the incident. This document is the Complainant's personal record and property.
- The Complainant may choose to file a formal complaint that documents their concerns to their immediate supervisor or manager.

1.9.5.3 Site Specific Actions

- The Project Superintendent has the right to take immediate action if an incident of workplace violence occurs and as long as the action does not put themselves or others in physical danger
- Depending on the nature of the incident, the Superintendent is authorized to undertake the following actions:
 - 1) address the incident with the employee or subcontractor employee,
 - 2) send away from the project job site the employee or subcontractor employee,
 - 3) call the Police for immediate assistance.
- The Superintendent should carefully record details of the incident and the date and time of the incident, nature of the violence, and the names of the people who may have witnessed the incident in the site log book.
- Sr. Management must be notified of all incidents and a formal investigation, if warranted, may be undertaken and an action plan be developed for implementation.

1.9.5.4 Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence should not disclose the details of the incident to any third party without consultation of the Complainant. Discussions with unrelated parties about the incident seriously undermines the privacy of all parties involved. Those with questions or concerns about the incident should speak to their immediate supervisor or manager.

1.9.5.5 Non-Retaliation

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes reprisal against a person who reports workplace violence.

1.9.5.6 Investigation

Upon receipt of a formal complaint of workplace violence, management will determine whether an investigation will be pursued, and will:

- a) advise the Respondent in writing of the investigation and the nature and specifics of the complaint;
- b) send the Respondent home with pay, if warranted;
- c) advise the Complainant of the investigation; and
- d) assign the investigation to an internal or external person to investigate.

The investigator will:

- a) advise all parties to the investigation that they may have legal representation (at their own cost)
- b) conduct the investigation in a fair and non-prejudicial manner;
- c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.

The investigator may make a finding of:

- a) sufficient evidence to support a finding of violence;
 - b) insufficient evidence to support a finding of violence, or
 - c) no evidence of violence.
1. The investigator must prepare a written report of the investigation's findings, and forward that report to management within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.
 2. Management should make a decision whether to dismiss or act upon the report from investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome. A person found guilty of workplace violence faces the possibility of dismissal.

1.9.6 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

1.9.7 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act and Regulations and that it continues to address the needs of the company regarding workplace violence. This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.10 (D.19) WORKPLACE HARASSMENT POLICY

– **Date of Issue: April 2010, Revised Date: 12 March 2015**

1.10.1 Purpose

The purpose of the policy is to ensure that:

- individuals are aware of and understand that acts of harassment are considered a serious offence for which necessary action will be imposed;
- those subjected to acts of workplace harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- individuals are advised of available resources if they are subjected to, or become aware of, situations involving workplace harassment.

1.10.2 Scope

This policy applies to all persons considered employees of Taplen Commercial Construction., and Subcontractors conducting work on behalf of TCC.

1.10.3 Definitions

For the purpose of this policy “**workplace harassment**” means any improper behaviour by an employee that is directed at and is offensive to another employee, and which that person knew or should reasonably have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to a person at the place of work. It includes harassment within the meaning of the Canadian Human Rights Act, i.e. based on any of the prohibited grounds of discrimination listed in that Act.

Sexual Harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to an employee; or that the employee might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Generally, sexual harassment is deliberate, unsolicited, coercive and one sided and both male and female employees can be the victim or the perpetrator.

Examples of workplace harassment:

- repeated humiliating comments to a fellow worker;
- inappropriate gestures, sarcasm, criticism and insults, often in front of customers/clients, management, or other workers;
- making a fellow employee feel insignificant;
- sabotaging a person’s work, for example, by deliberately withholding information or supplying incorrect information; hiding documents or equipment;
- getting a person into trouble in other ways;
- leaving offensive messages on email or the telephone;
- repeated threats of dismissal;
- verbally abusing a person(s), whether on their own or in the presence of others

1.10.4 Responsibilities

1.10.4.1 Management

For the purpose of this policy, as a Sr. manager or supervisor, you are responsible to:

- act responsible towards individuals while at work and participating in any work-related activity;
- provide immediate assistance when workplace harassment occurs;
- develop workplace arrangements that minimize risk of workplace harassment;
- ensure this policy is explained to all employees that you supervise or manage;
- identify training needs for employees;
- ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
- ensure the security and safety of all parties involved during an investigation of an incident or workplace harassment;
- to relay all possible options in dealing with the incident.

1.10.4.2 Company Employee

For the purpose of this policy, as a company employee, you are responsible to:

- act respectfully towards other individuals while at work and participating in any work-related activity;
- in the event of suspected workplace harassment, report the incident to a supervisor or manager as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

1.10.4.3 Sub-Contractor

For the purpose of this policy, as a sub-contractor, you are responsible for ensuring that your employees:

- act respectfully towards other individuals while on the jobsite and participating in any work-related activity;
- in the event of suspected workplace harassment, report the incident to a site superintendent as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

1.10.5 Standard

1.10.5.1 General

Taplen Commercial Construction has adapted this policy from various resources including Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009

1.10.5.2 Complaint Procedures

- Prior to filling out a formal report of the incident a person subjected to workplace harassment (the Complainant) should let their objection to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
- A Complainant may ask support from a supervisor or manager to communicate their objections to the incident and/or prepare and submit a formal complaint if they choose.
- The Complainant should carefully record details of the incident and the date and time of the incident, nature of the harassment, and the names of the people who may have witnessed the incident. This document is the Complainant's personal record and property.
- The Complainant may choose to file a formal complaint that documents their concerns to their immediate supervisor or manager.

1.10.5.3 Site Specific Actions

The Project Superintendent has the right to take immediate action if an incident of workplace harassment occurs and as long as the action does not put themselves or others in physical danger.

Depending on the nature of the incident, the Superintendent is authorized to undertake the following actions:

- 1) address the incident with the employee or subcontractor employee,
 - 2) send away from the project job site the employee or subcontractor employee,
 - 3) call the Police for immediate assistance.
- The Superintendent should carefully record details of the incident and the date and time of the incident, nature of the harassment, and the names of the people who may have witnessed the incident in the site log book.
 - Sr. Management must be notified of all incidents and a formal investigation, if warranted, may be undertaken and an action plan be developed for implementation.

1.10.6 Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of harassment should not disclose the details of the incident to any third party without consultation of the Complainant. Discussions with unrelated parties about the incident seriously undermine the privacy of all parties involved. Those with questions or concerns about the incident should speak to their immediate supervisor or manager.

1.10.7 Non-Retaliation

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes reprisal against a person who reports workplace violence.

1.10.8 Investigation

Upon receipt of a formal complaint of workplace harassment, management will determine whether an investigation will be pursued, and will:

- a) advise the Respondent in writing of the investigation and the nature and specifics of the complaint;
- b) send the respondent home with pay, if warranted;
- c) advise the Complainant of the investigation; and
- d) assign the investigation to an internal or external person to investigate.

The investigator will:

- a) advise all parties to the investigation that they may have legal representation (at their own cost);
- b) conduct the investigation in a fair and non-prejudicial manner;
- c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.

The investigator may make a finding of:

- a) sufficient evidence to support a finding of harassment ;
- b) insufficient evidence to support a finding of harassment, or
- c) no evidence of harassment.

The investigator must prepare a written report of the investigation's findings, and forward that report to management within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.

Management should make a decision whether to dismiss or act upon the report from investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome. A person found guilty of workplace harassment face the possibility of dismissal.

1.10.9 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

1.10.10 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act and Regulations and that it continues to address the needs of the company regarding workplace harassment. This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.11 (D.24) MOTOR VEHICLE INCIDENT PREVENTION

Date of Issue: 11 Nov 2011, Revised Date: 12 March 2015

1.11.1 Purpose

The purpose of this document is to develop an awareness of motor vehicle incident prevention. We aim to reduce/eliminate motor vehicle incident in our workplace.

1.11.2 Roles & Responsibilities

Employee:

- Abide by the provincial traffic rules;
- Address any deficiencies in the vehicles that are found;
- Maintain/service your company vehicle every six months and ensure that a new yearly MOL commercial vehicle sticker is placed in windshield;
- Take appropriate tests to maintain licensing;
- Be familiar with motor vehicle safety and driving practices policy
- Only hands-free devices are permitted while driving

Employer:

- Verify valid driver licenses annually;
- Promote safe driving practices to all workers.

1.11.3 Breakdown Procedures

- At the first sign of trouble move out of the traffic stream (i.e. shoulder, parking lot, road side etc.) as far as possible;
- Do not wait for your vehicle to stall and never stop in the driving lane, if possible;
- If you need to leave your vehicle, put your hazard lights on and leave your vehicle by the right passenger door, if it is not safe to exit on the driver's side due to high speed traffic;
- Call a recovery truck/emergency services and wait their arrival;
- If you do not have the phone numbers of any emergency services call the office to get one.

1.11.4 Motor Vehicle Accident Procedures

- Stop at once;
- Ensure the vehicle is not posing a traffic hazard;
- Where an accident has been minor and involved no other person or damage to third party property, the vehicle should be checked for damage and/or roadworthiness before proceeding.

Accident is with another person, vehicle, or third party property:

- Ensure passengers are ok and in a safe place. Only if there is no serious injury, move passengers to a safer place by the side of the road;
- Where appropriate, contact relevant emergency services: Fire/Ambulance Report the accident to the Police;
- Get the names and addresses of all witnesses to the accident;
- Provide factual details but DO NOT admit liability for an accident or make statements or comments, which may be interpreted as an admission of liability;
- If another vehicle is involved, a record of the following information should be obtained:
 1. The owners name, address and telephone number.
 2. The drivers name, address and telephone number.
 3. The name of the owner's insurance company & policy number.
 4. The make, model and registration number of the vehicle.
 5. Contact management who will provide assistance.
 6. Complete an Accident/Incident form and any relevant insurance paperwork and forward it to management as soon as possible after the accident.

1.11.5 Training and Communication

- A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation.
- A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.
- Additional Training may be through tool box talks or individual training sessions as required;
- Incidents and updates of laws and regulations may require update to this policy.

1.11.6 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement

Emergency Contact Phone Numbers:

Ottawa Police:

Life threatening Emergency 911
All other emergencies 613-230-6211

Ambulance:

Emergency 911
All other emergencies 613-230-6211

OPP:

Life threatening Emergency 911
All other emergencies 888-310-1122

Towing:

Kemptville Towing 613-258-3461 (North Grenville)
Gervais Towing 613-909-7458 (Ottawa area)
Sharkey's Towing 613-831-5506 (Stittsville area)

1.12 (A.5) PROCURMENT - FOR SUB-TRADES, EQUIPMENT & MATERIAL

Date of Issue: 25 Feb 2009, Revised Date: 24 Feb 2015

1.12.1 Purpose

The purpose of the policy is to ensure that:

- Contracts issued to subcontractors includes the agreed upon Exhibit A-Scope of work that is to be included or excluded from their subcontract with TCC; and
- Subcontractors return a signed TCC Health & Safety Manual Acknowledgement form that that they will adhere to all the TCC H&S Manual; and
- Contemplated Change Order (CCN) are quoted by the respective sub trades and that Purchase Orders (PO) are issued according to the scope of work that matches the Change Order (CO) once issued; and
- Site Instructions (SI) or where extras are associated are quoted by the respective sub trades and that Purchase Orders (PO) are issued according to the scope of work that matches the Change Order (CO) once issued; and
- Site Materials should be purchased from a preferred vendor and a PO is issued, and
- Equipment & tool rentals should be from a from a preferred vendor and a PO is issued, and
- Rental Equipment is safe and operators are trained to use the equipment, and
- The Subcontractor adheres to Taplen Construction's Health & Safety Policy is an integral part of the Subcontract; and
- All required WSIB and MOL forms and insurance certificates are returned by the subcontractor prior to starting work on site.

1.12.2 Scope

This policy applies to all persons considered employees of Taplen Commercial Construction. (TCC)

1.12.3 Definitions

Contemplated Change Notice (CCN) – a proposed change to the contract that will either create an extra or a deduction to the base contract amount.

Change Order (CO) - a change order is a component of the change management process whereby changes in the Scope of Work agreed to by the Owner, Contractor and Architect are implemented. A change order is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount or completion date. A change order may fork a new project to handle significant changes to the current project.

Site Instruction (SI) – the purpose of a site instruction is to provide a clarification, direction or recommendation on how to proceed with construction. A site instruction can also have a dollar value associated to the work either as a credit or an extra.

Purchase Order (PO) – is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Sending a purchase order to a supplier constitutes a legal offer to buy products or services.

1.12.4 Responsibilities

1.12.4.1 Sr. Estimator

For the purpose of this policy, as a Sr. Estimator, you are responsible to:

- thoroughly review the contract documents (specifications, drawings, and addendums) and list all items to be encompassed in the scope of work for each sub trade that is required for the project;
- review the quotations from sub trades submitted at time of tender and ensure that their scope of work matches the requirements of the contact documents and that of Taplen Commercial Construction;
- Negotiate and award subcontracts including SNP.

1.12.4.2 Project Manager

For the purpose of this policy, as a Project Manager, you are responsible to:

- review all CCN's issued by the architect and ensure that the corresponding sub trade quotes are in accordance with the scope of work in the CCN;
- submits CCN final quotations to the architect/owner that includes all quotation from corresponding sub trades and that the Overhead and Mark-up percentages are in accordance with the contract documents;
- submits SI final quotations to the architect/owner that includes all quotation from corresponding sub trades and that the Overhead and Mark-up percentages are in accordance with the contract documents;
- issue PO's to subcontractors that match the dollar value and scope of work which corresponds to the quotations sent in for the associated CCN or SI;
- Review all PO's issued by the project site superintendent for materials, equipment rentals or purchases, or temporary labour.
- Rentals and materials purchases should be from a preferred vendor/supplier where possible.

1.12.4.3 Site Superintendent

For the purpose of this policy, as a Site Superintendent, you are responsible to:

- issue PO's for all project related material purchases, equipment rentals, equipment repairs, and temporary labour;

- submit all PO's to the Project Manger for review;
- ensure unused equipment rentals are not left on site and that they are promptly returned to the rental company;
- perform an inspection of equipment delivered to site and that they have any required maintenance logs
- ensure purchased equipment meets the minimum safety requirements;
- review the packing slip of all material to ensure that all material delivered match not only the packing slip but the PO;
- ensure that all safety related documents are enclosed with rental equipment and that all operators are qualified to use equipment;
- all new tools & equipment are logged in the Taplen inventory and old discarded equipment is taken off the inventory list and all information is provided to the Project Manager.

1.12.4.4 TCC Site Worker

For the purpose of this policy, as a TCC Site Worker, you are responsible to:

- ensure when using rented equipment or tools the rentals do not have any visual defect and if any are observed, inform the site super immediately; and
- only use rented equipment that you are qualified or trained to use (if unsure ask the site super); and
- ensure that equipment being used is safe which may require looking at the rental maintenance log (if unsure ask the site super).

1.12.4.5 TCC Administration Staff

For the purpose of this policy, as an Administration Staff Member, you are responsible to:

- ensure that the Subcontractor submits a copy of their own Health and & Safety Policy and a signed TCC Health & Safety Policy Acknowledgement Form with the signed subcontract;
- ensure the subcontractor submits a WSIB clearance certificate, MOL Form 1000, and a valid insurance certificate.

1.12.4.6 TCC Accounting Staff

For the purpose of this policy, as an Accounting Staff Member, you are responsible to:

- ensure that the Subcontract has been signed and submitted and all the required forms as stated in 1.12.4.4 have been provided **before any payment to the Subcontractor can be made.**

1.12.4.7 Subcontractor

For the purpose of this policy, as a subcontractor, you are responsible to:

- Sign the TCC Health & Safety Policy Acknowledgement Form and a provide copy of your own Health & Safety policy;
- Provide WHMIS and fall protection training certificates for your workers;
- Submit a WSIB clearance certificate, MOL Form 1000, and a valid insurance certificate;
- Submit a signed contract

1.12.5 Communication & Training

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

Training of TCC site employees on safe operation of rental equipment will be provided as required.

1.12.6 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.13 (B.2) JOINT HEALTH & SAFETY COMMITTEE (JHSC)

Date of Issue: 15 Oct 2008, Revised Date: 03 January 2017

1.13.1 Objective

The objective of the Joint Health & Safety Committee (JHSC) is to promote that all employees of Taplen Commercial Construction (TCC) have a responsibility to contribute to the continuous improvement of workplace Health & Safety awareness through monthly workplace inspections, quarterly meetings, investigations, and recommendations.

This policy fulfils TCC's obligation to comply with the requirements of the Ontario Occupational and Safety Act regarding Joint Health and Safety Committee.

1.13.2 Application

This policy applies to all TCC workplaces including construction project sites.

1.13.3 Establishment of a JHSC

1.13.3.1 Taplen Office

- a) When there are 5 or less workers in the workplace, a Health and Safety (H&S) Representative (HSR) is not required
- b) When there are 6 to 19 workers in a workplace, a Health and Safety (H&S) Representative (HSR) is only required
- c) When there are 20 - 49 workers are regularly employed, a JHSC is required consisting of at least one Management and one Worker Representative.

1.13.3.2 Roles & Responsibilities

Committee

The responsibilities of the TCC JHSC members are governed by the Ontario Occupational Health and Safety Act summarized as follows:

- a) To identify workplace hazards by conducting workplace inspections on a monthly basis;
- b) To obtain information about any existing or potential hazards in the workplace;
- c) To obtain information about any workplace testing, if applicable, that is carried out for the purposes of occupational health & safety;
- d) To be consulted about the above mentioned workplace testing and, when deemed necessary by a member representing the workers, be present at the beginning of the testing to ensure valid testing procedures are used or to ensure that the test results are valid;

- e) Make recommendations to improve workplace health & safety;
- f) Investigate work refusals;
- g) Support Managements Investigation of all fatal accidents and all workplace accidents that result in critical illness

Health & Safety Representative (HSR)

The responsibility of the HSR is as follows:

- a) Identify workplace hazards as laid out in the TCC Workplace Hazards & Hazard Reporting Section of the TCC Health and Safety Manual;
- b) Inspect the workplace at least once a month;
- c) Be consulted about any workplace testing, if applicable;
- d) Make recommendations to TCC management regarding workplace safety;
- e) Investigate work refusals with a TCC Management Representative

1.13.3.3 Project (On-Site)

- a) When there are 1 - 5 workers on a project no HSR is required. The site super will act as the HSR for this situation.
- b) When there are 6 to 19 workers on a project a worker HSR is required. The Worker Representative will be either a TCC non-management employee or a non-management employee of a subcontractor working for TCC on the site.
- c) When there are 20 to 49 workers and the project duration is 3 months or longer a JHSC must be established and consist of at least one Management and one Worker Representative. The Worker Representative does not have to be certified.
- d) When there are 50+ workers and the project duration is 3 months or longer a JHSC must consist of at least two Management and two Worker Representatives and one Management one Worker Representative must be certified.
- e) The names of the HSR and the JHSC shall be posted on the safety board on site.

1.13.3.4 Roles & Responsibilities (see 1.13.3.2)

1.13.4 Frequency of JHSC Meetings

The TCC JHSC meeting will be held quarterly either in the TCC boardroom or at one of TCC project site trailers which will be determined prior to the meeting and communicated to the JHSC team by way of an e-mail or verbal instruction.

1.13.5 Meeting Agenda

An agenda will be prepared for each TCC JHSC meeting containing new business and the review of meeting minutes from the previous JHSC meeting. All items raised will be dealt with on the basis of consensus; formal motions will not be used.

1.13.6 Minutes of JHSC Meetings

The TCC JHSC will maintain and keep minutes as a record of its proceedings and make the minutes available for review and examination by the Ministry of Labour (MOL) and will also be publicly posted in the Workplace and project site trailers and distributed to TCC staff via e-mail.

1.13.7 Communication & Training

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy or if any training sessions are required.

1.13.8 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.13.9 Acknowledge Success / Make Improvements

During the annual review any recommendations or suggested changes to the policy will be discussed and implemented if the change will improve the effectiveness of the policy. Action items will be assigned to key individuals if required and the policy will be updated and included in a revised copy of the TCC Health and Safety Manual.

1.14 (C.5) RECORDS REVIEW AND ANALYSIS

Date of Issue: 22 Nov 2012, Revised Date: 26 Jan 2016

1.14.1 Purpose

The purpose of this policy is to regularly review, analyze, and take corrective action when required on Health and Safety records/documents that relate to Taplen Commercial Construction (TCC) Health & Safety Management System (HSMS).

Guidelines

In order to recognize hazards, training requirements, and monitor the success of the Taplen Commercial Construction (TCC) Health & Safety Manual, reports, records and other performance measures must be reviewed. Analysis of these reports will provide information regarding what elements of the entire program need attention and improvement, and will assist in the prevention of accidents and injuries.

Taplen Commercial Construction JHSC will perform quarterly reviews on various H&S documents including but not limited to the following documents:

- Site Safety Incident Reports
- WSIB Workplace Injury Summary Reports
- WSIB Detailed Account
- Return to Work (RTW) Cases - open and closed
- Joint Health & Safety Committee, JHSC, minutes
- CAD 7 reports
- Training Logs

To review data from these sources, it is necessary to establish a system to document, maintain and keep records on all injuries, accidents, and incidents that occur on all projects.

1.14.2 Roles and Responsibilities

Worker	Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to project supervisor.
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Supervisor	<ul style="list-style-type: none"> Record all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MOL reports and site JHSC minutes and make available on the project. Send all relevant health and safety information to TCC head office. Coordinate first aid response, accident investigation or other follow up procedures subsequent to an occurrence.
Senior Management	<ul style="list-style-type: none"> Maintain records of safety orientations, project inspections, safety audits, MOL reports and follow up actions. Monitor injury frequency rates. Compile an annual report on all health and safety activities and occurrences on a project. Ensure follow up performed for all action items. Maintain a training requirement log / matrix for workers

1.14.3 Records Review and Statistical Analysis Procedures

- All project safety data is registered and recorded at the workplace, with appropriate responses initiated immediately (accident investigation, etc.)
- All project safety data are copied to management.
- Project inspection checklists from routine safety inspections may be collected and statistically analyzed in a Health & Safety report (annually/bi-annually)
- All other project safety data is presented and reviewed using charts and graphs in annual report that assesses:

Project Safety Data	Statistical Focus Examples
Project inspections	Number performed, issue involved, hazards identified
Accident investigations	Number performed, recommendations, by occupation
Lost Time injuries	Frequency, injury type, body part involved, by Occupation
Joint Health & Safety Committee, JHSC, minutes	Issues identified, follow up, meeting frequency

- Appropriate action is taken, beginning with management, to respond to trends, repeated contravention, repeated injuries or commonly identified hazards.

1.14.4 Document Control

All Master Health and Safety controlled documents & forms are held on the T-Drive in the folder called Quality Management & Master Forms\ Controlled Master Documents. Only Administrative Assistant of the JHSC can create or modify a controlled H&S Document or Form. Digital copies of all health & safety forms and documents can be accessed by TCC employees on the T-Drive in the Safety & WSIB folder. A master hard copy of all site H&S binder documents will be kept at Administrative Assistant's desk for copying purposes only and only Administrative Assistant can replace or modify any of these documents

1.14.5 Applicable Legislation

Occupational Health and Safety Act, Sections 25-28.

1.14.6 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation.

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

1.14.7 Training

Job specific training for TCC employees such as WHMIS, Fall Protection, Confined Space, First Aid etc. will be monitored through an Outlook database where notifications will alert if any certificates are about to expire in order to notify the worker of the training requirements or if training requirements are required for a new TCC employee.

1.14.8 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act and Regulations and that it continues to address the needs of the company regarding procurement. This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

1.14.9 Acknowledgement/Make Improvements

The information and comments gathered during the annual Health & Safety manual review meeting will be used to update the policy.

1.15 ACCESSIBILITY POLICY

Date of Issue: 22 Jan 2015, Revised Date: N/A

1.15.1 ACCESSIBILITY POLICY FOR TAPLEN COMMERCIAL CONSTRUCTION

Taplen Commercial Construction (TCC) is committed to improving accessibility. We will put the following policies into practice as required by the Accessibilities for Ontarians with Disability Act (AODA).

1.15.2 GENERAL

TCC is committed to training staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers and other staff members.

1.15.3 INFORMATION AND COMMUNICATIONS

TCC is committed to meeting the communication needs of people with disabilities. When asked, we will provide information and communications material in accessible formats or with communication supports. This includes publically available information about our goods, services, and facilities, as well as publically available emergency information.

TCC will consult with people with disabilities to determine their information and communication needs.

1.15.4 EMPLOYMENT

TCC will notify the public and staff that, when requested, we will accommodate disabilities during recruitment and assessment processes and when people are hired. If needed, we will provide customized workplace emergency information to employees who have a disability. If using performance management, career development and redeployment processes, we will take into account the accessibility needs to employees with disabilities.

1.15.5 DESIGN OF PUBLIC SPACES

TCC will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Recreational trails / beach access routes
- Accessible off street parking
- Service-related elements like service counter, fixed queuing lines and waiting areas

1.15.6 MODIFICATION TO THIS OR OTHE POLICIES

Any of our policies that do not respect and promote the dignity and independence of people with disabilities will be removed or modified.

2.0 ◆ EMERGENCY RESPONSE / FIRST AID ◆

2.1 EMERGENCY RESPONSE PLAN/CONTACT LIST

Date of Issue: Nov 2012, Revised Date: 12 March 2015

An Emergency Response Plan/Contact List shall be prepared by the Project Manager/Superintendent for each active construction site and by the JHSC for the office. This plan and list shall be posted on the safety board.

The Emergency Response Plan and Contact List shall clearly contain the following:

- Location of Emergency Routes (if applicable)
- Location of first aid stations & first aid attendant contact Information
- Telephone numbers for ambulance, police, closest hospital and/or treatment facility, fire department, MOL, MOE, and map/directions to the closest hospital and/or treatment facility.
- Location of fire extinguishers.
- Emergency Response Plan procedures.

2.2 (D.25) FIRST AID

Date of Issue: Nov 2012, Revised Date: 12 March 2015

2.2.1 Purpose

Proper, prompt, and adequate treatment can reduce the severity of the injury and/or illness. As part of the ongoing interest in Taplen Commercial Construction (TCC) employee's welfare, we require the recording of first aid treatments, which provides information on injury/illness trends in the workplace. All TCC employees are to be made aware of the First Aid requirements, location of the kits, who the trained First Aiders are, and that the First Aiders are properly qualified, with current certification.

2.2.2 Policy

TCC will provide a first aid kit in the workplace and it will be maintained at the very least, as per regulated requirements. The first aid kits will be maintained by:

Site: Superintendent
Office: JHSC

The First Aid Kit will be located within quick and easy access for all TCC employees. In addition to the first aid kit, all active construction sites will also have a minimum of one (1) Stretcher and one (1) Blanket.

TCC shall ensure that first aiders hold a valid St. John Ambulance Standard First Aid Certificate or its equivalent and the names of employees having valid certifications will be posted in the office and site safety boards.

2.2.3 First Aid Procedures

Procedures:

- Should an accident occur, it is essential that first aid be administered immediately, followed by proper medical treatment if necessary.

- Once treatment has begun, either by a qualified first aider or first on seen, the Superintendent or TCC First Aider must be notified for proper assessment of the injury and that proper first aid is administered. Once the injury is assessed, the Superintendent / TCC First Aider will determine with the injured worker if further treatment is required at a medical facility by a health care professional or if they can go back to work.
- If it is determined that the injured person requires further medical aid but can't be moved, an ambulance will be notified and the person administering first aid shall remain with the injured person until help arrives and informs the medical professional of any first aid treatment administered.
- Transportation to the nearest hospital or medial treatment facility shall be provided if emergency vehicle transportation is unavailable.

Transportation:

- If in the judgment of the First Aider in charge, ambulance service is not warranted, the First Aider using an approved taxi service or other suitable means shall arrange transportation.
- The First Aider in charge, or assigned TCC representative, shall accompany the injured worker to medical facility/home.
- **Refusal of provided transportation** must be recorded on the First Aid treatment Record with the injured worker initialing the refusal.

Forms:

- First aid treatment should be recorded in the First Aid Treatment Record (TAP-S-FAT-005)
- Use of the first aid kit should be recorded, including details of the injury, the injured person's name, the date and time of first aid treatment, the nature of the treatment and the name of the person rendering treatment other than the TCC First Aider if applicable
- If medical attention is required, the incident must be recorded in the Site Safety Incident Report Form (TAP-S-SIR-010) and a Return to Work Case may be initiated.

First Aid Kit Inspection:

- The site superintendents / JHSC will inspect the First Aid Kit(s) monthly and may call in a third party vendor for inspection and replenishing of the kits if it is required. The site superintendents will include the first aid kit inspection as part of their monthly safety inspection.

2.2.4 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation.

A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

2.2.5 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

3.0 ◆SITE RELATED POLICIES◆

3.1 SAFETY COMMUNICATION SYSTEMS

Date of Issue: Dec 2008, Revised Date: Nov 2012

This communication system is established to advise you on health and safety issues, regulations, programs and responsibilities related to your job.

This communication system may consist of:

- Safety Orientation
- Tailgate Safety Meetings
- Project Safety Committee Meetings and Minutes
- Safety/Communication board located in Site Trailer / Office.

3.2 (D.16) HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE

Date of Issue: May 2009, Revised Date: 13 March 2015

3.2.1 Policy

All workers are required to share the responsibility of good housekeeping by their personal work habits. Workers are responsible to see that their work area & walkways (See section 3.27) are kept clean and free from slipping and tripping hazards and that they do not block any emergency exit routes.

Tools and equipment should be handled as follows:

- Materials and equipment should be stored, moved, piled and transported in a manner that will not endanger workers.
- All compressed gas cylinders (oxygen, propane, and acetylene) must be stored as per regulations (see 3.6 Compressed Gas Cylinder).
- Concrete pipes should be stored end to end whenever possible and each pipe shall be adequately wedged to prevent movement. In no case shall pipes be stacked on top of one another.
- Waste material and debris shall not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but carried down.
- Material to be lifted by crane or other hoisting device shall not be stored under overhead power lines.
- Protruding nails to be bent or removed from wood debris
- Workers must not alter/remove any guards at any time

It is TCC's responsibility to supply and maintain TCC owned tools and other power equipment and that they are in proper working condition. It is the TCC worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out.

3.2.2 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

3.2.3 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

3.3 FIRE/EXPLOSION PREVENTION

Date of Issue: Dec 2008, Revised Date: Nov 2012

3.3.1 Fire

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace. Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use. Workers who may be required to use fire protection equipment must be trained. In addition to being familiar with the operation and location of all fire fighting equipment, you should be aware of the various categories of fire extinguishing equipment. Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include:

- Where fire extinguishers are located.
- The types and capabilities of these fire extinguishers.
- The proper operation.
- A monthly check of fire extinguishers
- The emergency evacuation routes and assembly areas.
- Ensuring evacuation routes are kept clear at all times.
- Safely store flammables and compressed gases
- Post warning signs as required

All Sub Contractors must provide their own fire extinguisher for hot works e.g. cutting, grinding and welding and must have it immediately next to where the work is being performed.

YOU MUST KNOW THE EMERGENCY RESPONSE PROCEDURES YOU ARE TO FOLLOW IN THE EVENT OF A FIRE.

3.3.2 Explosives

At the end of a shift on any project, the unused portion of both caps and powder must be returned to the magazine for overnight storage. It is the responsibility of the licensed blaster to ensure this is done. Empty cartons must be disposed of correctly. Government regulations governing the use of explosives must be followed. No blasting operations will be carried out during the period of an electrical storm or the periods just before and after. All blasting will be done by a worker who holds the proper certification.

3.3.3 Propane/Winter Heating

All TCC workers using propane equipment will be trained in the safe procedures. This includes the proper use and correct storage, handling of propane cylinders and equipment.

3.4 PERSONAL PROTECTIVE EQUIPMENT

Date of Issue: Dec 2008, Revised Date: July 2013

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes. It is the duty of each worker to inspect the equipment prior to each use and to ensure it is not damaged and functioning for its intended use.

When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory.

Basic personal protective equipment may include, but is not limited to the following:

- **HARD HATS** - CSA/ANSI Class E approved hard hats will be worn at all times and be free of defect such as cracks or holes
- **SAFETY VESTS / CLOTHING** - CSA/ANSI approved safety vests or clothing is required to be worn on site at all times when motorized vehicles are in operation on site. It is recommended that the safety vest / clothing be worn at other times. The vest should be 5 point tear away to meet the Ontario specifications.
- **FOOTWEAR** - CSA/ANSI Green Tag approved footwear will be worn on all projects at all times, when local legislation dictates. In geographical areas where industry practices permit, other appropriate footwear will be worn.
- **FALL ARREST EQUIPMENT** - When there is no other form of protection from falling, employees shall wear approved fall arrest equipment. See Section 10 FALL PREVENTION & PROTECTION for more detail on usage. Periodic inspection of the fall arrest equipment will also be conducted by the Safety Officer/Coordinator.
- **RESPIRATORY PROTECTIVE EQUIPMENT** - The proper type must be worn when performing any operation where an oxygen deficiency may exist, or where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or vapours.
- **EYE AND FACE PROTECTION** - CSA/ANSI approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard such as drilling, using power tools, or posted job areas and equipment. When grinding, a face shield must be worn in addition to the eye protection.
- **HEARING PROTECTION** - CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure limit.
- **HAND PROTECTION** - Appropriate gloves must be worn when handling rough, sharp or hot materials, caustics, acids, solvents, concrete or chemicals.

IF IN DOUBT AS TO THE TYPE OF CLOTHING OR LEVEL OF PROTECTIVE EQUIPMENT REQUIRED, CONTACT YOUR SUPERVISOR BEFORE PROCEEDING. IN CERTAIN INSTANCES SOME PPE MAY NOT BE REQUIRED, ONLY IF INSTRUCTED BY TCC SUPERVISOR.

3.5 MATERIALS HANDLING/ LIFTING

Date of Issue: Dec 2008, Revised Date: Nov 2012

All materials/equipment should first be evaluated for reach and capacity (load) during site planning. Wherever necessary, you should employ dollies or another device as necessary when lifting heavy materials/equipment. The use of pallets should be considered where surface conditions allow. Rolling scaffolds or boxes should be used to ensure access and to transport tools and materials. Rolling frame scaffolds with a few tube-and-clamp components may be useful for moving heavy objects such as motors or drives where other devices such as forklifts are not available.

When lifting, take the following precautions:

- You should know your physical limitations and the approximate weight of the materials you are trying to lift. Get help when a lifting task may be more than you can safely handle.
- Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep back straight and avoid twisting.
- Plan before you lift - consider weight, size, shape, path of travel, and set down location. Get help if necessary.
- Protect your hands and fingers from rough edges, sharp corners, and metal straps. Keep hands and fingers out of pinch points between the load and other objects. Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.

3.6 (D.5) COMPRESSED GAS CYLINDERS

Date of Issue: Nov 2009, Revised Date: 13 March 2015

3.6.1 Purpose

This procedure is designed to:

- Establish minimum standards for safe use, handling and storage of compressed gases.
- Protect all TCC employees engaged in work activities using compressed gases.

3.6.2 Scope

The Compressed Gas Safety procedure applies to all persons considered employees of Taplen Commercial Construction (TCC) and subcontractors conducting work on behalf of TCC.

3.6.3 Hazards

The main hazards associated with the use of compressed gases include, but are not limited to, the following:

- Fire
- Explosion
- Intoxication
- Asphyxiation

3.6.4 Definitions

- **Compressed Gas** - a gas or mixture of gases in a container having an absolute pressure exceeding 40 psi at 21.1°C (70°F).
- **Compressed Gas Cylinder** - any cylinder specifically designed to contain gases under pressure of greater than one atmosphere, and having the capability of dispensing the gas by means of a control valve mechanism to assure the safe and proper use of the gas at the point of operation.
- **Asphyxiation** - is a condition of severely deficient supply of oxygen to the body that arises from abnormal breathing.

3.6.5 Responsibilities

Senior Management:

Senior management shall:

- Ensure compliance to the requirements outlined within this procedure.
- Ensure adequate training and resources for the appropriate use, transportation and storage of compressed gases are being met.

Superintendent:

Superintendents shall:

- Ensure that site personnel are trained to use compressed gas
- Ensure that workers are in compliance with procedural requirements
- Ensure that pre-use inspections of compressed gas cylinders are conducted and defective cylinders are removed from service.
- Ensure compressed gas cylinder are properly transported and stored on site

Workers/Subcontractors:

All worker and /or subcontractors conducting work on behalf of TCC shall:

- Ensure that all they comply with the requirements outlined within this procedure.
- Ensure they are adequately trained and can provide documentation when asked.
- Ensure proper on site transportation and storage of compressed gas
- Report all hazards to the superintendent

3.6.6 Types of Compressed Gases

Following is a list of compressed gases most used in construction:

- Acetylene
- Oxygen
- Propane
- Argon
- Carbon dioxide

3.6.7 Procedures

Control:

To control hazards associated with the use of compressed gas cylinders the following preventive measures shall be completed:

- The contents of any compressed gas cylinder shall be clearly identified. Contents identification shall be stenciled or stamped on the cylinder or an affixed label.
- A compressed gas cylinder that does not have legible identification shall be marked "contents unknown" and returned directly to the supplier.
- The color of the cylinder shall never be relied on, because cylinder colors may vary with the supplier.
- No one shall tamper with or remove cylinder or valve safety devices.
- Regulators shall be firmly secured to the cylinder valve. When installed outdoors and subject to inclement weather, the regulator shall be protected from exposure to weather conditions as required.

Use of Compressed Gas:

- Full compressed gas cylinders should be used in rotation as received from the supplier.
- All label information or the MSDS for the gas shall be reviewed before use or handling.
- The proper PPE shall be worn by workers who handle and use compressed gas.
- A suitable cylinder truck, chain or other securing device shall be used to keep cylinders from being knocked over while in use.
- Cylinders shall be kept far enough away from welding or cutting operations so that sparks, hot slag or flames will not reach the cylinder. If this not possible, a fire resistant shield shall be provided.
- Cylinders shall never be used as rollers or supports, whether full or empty.
- Gas cylinders shall be placed with valve end up whenever they are in use.
- Nothing shall be placed on top of a cylinder when in use which may interfere with the quick closing of the valve.
- The cylinder valve shall always be opened slowly.
- A hammer or wrench shall not be used to open cylinder valves.
- Cylinder valves shall be closed when work is finished.

Do not:

- Strike an electric arc on a cylinder.
- Transfer gas from one cylinder to another.
- Place an acetylene cylinder on its side.
- Touch frosted areas on liquefied gas cylinders.

Transportation:

- Cylinders shall be transported in an upright position, secured on a vehicle or trolley designed for that purpose.
- Regulators shall be removed and valve protection caps shall be put in place before cylinders are moved.
- When transporting cylinders with a crane, suitable platform must be used. Slings shall not be used for this purpose.
- Cylinders shall be moved by tilting and rolling them on their bottom edges. Dragging and sliding cylinders shall be avoided.
- Valve protection caps shall not be used for lifting cylinders from one vertical position to another.
- Cylinder valves shall be closed before moving.

Storage:

- Compressed gas cylinders shall be stored:
 - In well protected, well ventilated, dry location.
 - In an area where they will not come in contact with or become part of an electric circuit.
 - Away from radiators and other sources of heat.
 - Away from elevators, stairs, doorways and aisles.
 - In a place where cylinders will not be knocked over or damaged.
- Signs shall be conspicuously posted in areas where flammable compressed gases are stored, identifying the substances and appropriate precautions (e.g. FLAMMABLE GAS - NO SMOKING - NO OPEN FLAMES).
- Cylinders shall be protected from extremes of weather, such as ice, snow and direct sunlight.

- Cylinders shall be kept secured in an upright position.
- Oxidizing gas and flammable gas cylinders shall be stored at least 6 m (25 ft.) apart and at least 6 m (25 ft.) from highly combustible, flammable or corrosive materials, or separated by a 1.5 m (5 ft.) high wall with a half-hour fire resistance rating.
- Propane cylinders shall be stored at least 1 m (3 ft) from other flammable compressed gas containers.
- Full and empty cylinders shall be stored separately.
- Empty cylinders shall be marked "Empty" or "MT" with their valves closed.
- Valve caps shall always be in place during storage.

Inspection:

Compressed gas cylinders shall be inspected before each use for:

- Dents.
- Cuts - gouges and digs.
- Corrosion and pitting.
- Bulges.
- Cracks.
- Worn metal.

Compressed gas cylinders shall be immediately tagged and removed from service as per requirements outlined within Taplen Construction safety policy when they have:

- Major dents that impair the metal wall.
- Cuts, gouges and digs that decrease the thickness of the metal wall.
- Corrosion and pitting in the cylinder involving the loss of wall thickness caused by a corrosive media.
- Definite bulges.
- Leakage as determined by testing with a soap solution.
- Distorted head-ring and/or foot-ring that can no longer:
 - Maintain the cylinder in a normal upright position.
 - Adequately protect the valve and the neck area of the cylinder.
- Damaged threads on cylinder valves.
- Under no circumstances shall any attempt be made to repair a cylinder or valve. Damaged compressed gas cylinders shall be returned directly to the manufacturer.

3.6.8 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

3.6.9 Training

All TCC Employees or subcontractors using compressed gas shall be trained to use such gas and have a certification card of training.

3.6.10 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement

3.7 **SCAFFOLDS**

Date of Issue: Dec 2008, Revised Date: July 2013

You shall verify that the scaffold is safe and meets all regulatory requirements.

The main problem areas associated with scaffolds are:

- erecting and dismantling scaffolds
- climbing up and down scaffolds
- planks sliding off or breaking
- improper loading or overloading
- platforms not fully planked or “decked”
- platforms without guardrails
- failure to install all required components such as bases plates, connections, and braces
- moving rolling scaffolds in the vicinity of overhead electrical wires
- moving rolling scaffolds with workers on the platform.

Prior to using a scaffold check that:

- the base of the scaffold is sound, level and in adjustment - sills, screw jacks, bases;
- the legs are plumb and that all braces are installed;
- all locking devices are secured;
- all ties are in place, secured, properly installed and in good condition;
- the working platform meets regulatory requirements;
- standard scaffold that is greater than 50 feet (15 metres) in height must be designed by a registered professional engineer or when required by the owner.
- system & tube & clamp scaffold above 33 feet (10 metres) in height must be designed by a professional engineer.

Structural components of the scaffold that are bent, damaged or severely rusted should not be used. Defective planks should be removed from the site so they cannot be used for platform material. You shall immediately report any visible defects in the scaffolding to your Supervisor.

When working from scaffolding, you shall:

- use 3-point contact to climb up a scaffold. This means two hands and one foot or two feet and one hand at all times
- climb the scaffolding using the proper means and never climb on the braces;
- maintain good housekeeping practices in all work areas;
- check that suitable means of raising and lowering equipment and materials are used;
- immediately replace any guardrails temporarily removed for the purpose; of hoisting equipment or materials

In addition to the foregoing, you shall **never**:

- remove any structural part of the scaffold without first checking with your Supervisor;
- place a load on the scaffold greater than its design capacity;
- rest on or place equipment or material on the guard rails;
- undermine the base of the scaffold.

When working with rolling scaffolds, you shall:

- secure or remove all materials and equipment from the platform before moving the scaffold

- apply the caster brakes at all times when the scaffold is stationary;
- have sufficient help available when moving a rolling scaffold;
- be alert for hazards such as holes or openings in the floor, overhead obstructions, slopes and debris.

ALL SCAFFOLDS WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.

3.8 POWER ELEVATING WORK PLATFORMS

Date of Issue: Dec 2008, Revised Date: Nov 2012

When utilizing a powered elevating work platform you must ensure:

- They are engineered and tested to meet National Standards of Canada
- Devices are checked each day before use.
- The Owner keeps a log of all inspections, tests, repairs, modifications and maintenance.
- Workers are given oral and written instructions before using the platform for the first time. Instruction must include items to be checked daily before use.
- Operator must wear a harness and be tied off at all times.

3.9 SUSPENDED ACCESS EQUIPMENT

Date of Issue: Dec 2008, Revised Date: Nov 2012

Training in the proper selection, rigging, operation and maintenance of equipment is essential. The use of fall-arrest systems must be a major part of instruction. A TCC worker on or getting off suspended access equipment must wear a full body harness connected to a fall-arrest system. Safety belts are not allowed with this equipment. The basic rule is that there must be two independent means of support for each worker on suspended access equipment. There must be one lifeline for each worker on suspended access equipment. Each lifeline must be securely anchored to an independent support so that failure of the equipment will not cause failure of the lifeline.

3.9.1 Rigging

No worker shall operate a crane or similar hoisting device unless the worker holds a certificate of qualification issued under the Ontario College of Trades and Apprenticeship Act, 2009, that is not suspended, or the worker is an apprentice and is working pursuant to a training agreement registered under that Act.

3.10 FALL PREVENTION AND PROTECTION

Date of Issue: Dec 2008, Revised Date: July 2013

3.10.1 Fall Arrest Systems

Taplen Commercial Construction Inc. (TCC) requires that a fall arrest system must be worn if a worker may fall:

- more than 10 feet
- into operating machinery
- into water or other liquids
- into or onto hazardous substances or objects

A fall arrest system consists of:

- CSA approved full body harness
- Lanyard
- rope grab
- lifeline
- adequate lifeline anchor capable of supporting a static load of 2 kilonewtons—450 pounds—with a recommended safety factor of at least 2, that is, 4 kilonewtons or 900 pounds).

Fall-Arrest Systems Methods:

Where workers cannot be protected from falls by guardrails or travel restraint, they must be protected by at least one of the following methods:

- fall-restricting system (A fall-restricting system is designed to limit a worker's free-fall distance to 0.6 metres (2 feet)
- safety net (A safety net system must be designed by a professional engineer)
- fall-arrest system.

The fall arrest system must be checked by the user before each time it is used for defects or wear and tear. Rescue procedures must be considered when using any type of fall arrest system.

3.10.2 Lifelines

There are three basic types of lifelines:

- 1) vertical
- 2) horizontal
- 3) retractable.

All lifelines must be inspected before each use to ensure that they are free of cuts, burns, frayed strands, abrasions, discolouration and brittleness indicating heat or chemical exposure, and other defects or signs of damage.

1) Vertical Lifelines

Vertical lifelines must comply with the current edition of the applicable CSA standard and the following minimum requirements:

- Only one person at a time may use a vertical lifeline.
- A vertical lifeline must reach the ground or a level above ground where the worker can safely exit.
- A vertical lifeline must have a positive stop to prevent the rope grab from running off the end of the lifeline. Vertical lifelines are typically 16-millimetre (5/8-inch) synthetic rope (polypropylene blends).

2) Horizontal Lifelines

The following requirements apply to any horizontal lifeline system:

- The system must be designed by a professional engineer according to good engineering practice.
- The design can be a standard design or specifically engineered for the site.

3) Retractable Lifelines

Retractable lifelines consist of a lifeline spooled on a retracting device attached to adequate anchorage. Retractable lifelines must comply with CAN/CSA-Z259.2.2.

In general, retractable lifelines

- are usually designed to be anchored above the worker

- employ a locking mechanism that lets line unwind off the drum under the slight tension caused by a user's normal movements
- automatically retract when tension is removed, thereby preventing slack in the line
- lock up when a quick movement, such as that caused by a fall, is applied
- are designed to minimize fall distance and the forces exerted on a worker's body by fall arrest.

3.10.3 Rope-Grabbing Devices

If using a vertical lifeline, you must be attached to the lanyard of a safety harness and must use a mechanical rope grab that meets CSA Standard. If a fall happens, the lanyard, lifeline or rope grab should not be held onto.

3.10.4 Ladders

TCC workers utilizing ladders will:

- Ensure the ladder is set on a firm, level surface.
- Take caution that only one person is on the ladder at a time.
- Check for overhead power lines or any electrical hazards.
- Keep boots clean of any debris that may cause slippage.
- Wear a safety harness if working 10 feet or more above the ground or floor.
- Inspect ladders on a regular basis for any defects and for structural rigidity.

Ladder Guidance

1. On a construction project, where an employer intends to have work performed at heights, the employer shall use a scaffold as required by section 125(1) of the Regulation. Where the hazard assessment for the use of a ladder to perform the work in question determines that there are either no hazards posed by the use of a ladder or that any identified hazards have been mitigated, an employer may consider the use of a ladder to perform that work. Where a ladder is used, the employer shall ensure that the ladder and its use comply with regulatory requirements and that all reasonable precautions for the protection of the worker when using the ladder are taken.
2. Portable, manufactured ladders must be designed, constructed and maintained so as to not endanger a worker and must be capable of withstanding all loads to which they may be subjected.
3. Ladders must be used in accordance with manufacturer's instructions. It is recommended that heavy-duty CSA-certified ladders be used at construction projects (Construction Grade 1 in accordance with CSA Standard CAN3-Z11 Portable Ladders).
4. Workers must be adequately trained on the selection, setup, use, and maintenance of a ladder
5. An employer's site-specific health and safety program must address the hazards and risks associated with the use of ladders to ensure that a worker's health and safety are protected.

6. The work to be performed from a ladder must also not adversely affect the stability of the ladder (e.g., using equipment such as hammer drills, pulling cable through conduit, and overreaching to where the worker's "belt buckle" is beyond the side rails of the ladder would not be allowed).
7. A worker must not carry any materials, tools or equipment in his/her hands while climbing the ladder. Nor should the worker support heavy or bulky objects (i.e., large air handling ducts, heavy wall plumbing pipe, etc.) while standing on a ladder.
8. When a ladder is used as a means of access, the ladder must be erected in accordance with the manufacturer's instructions, and a worker must maintain three-limbed contact so that both hands are used when climbing up or down.
9. When ladders are used as a means of work positioning, the Ministry of Labour expects that a worker will be protected from falling, while in the work position and exposed to fall hazards described under section 26 of Ontario regulation 213/91. The worker's fall protection must be secured to an adequate anchor point independent of the ladder.
10. Any equipment, including ladders, which are damaged must be immediately taken out of service and repaired in accordance with manufacturer's instructions or be replaced.
11. Ladders that are used as access between levels of a structure must be secured at the top and bottom to prevent movement.
12. Where possible, it is recommended that ladder stabilizers be used with portable, manufactured ladders.
13. A ladder is not designed or intended to be used as a "work platform". Work platforms must meet the requirements of sections 134 and 135 of the Regulation respecting loading, dimensions, configuration, etc. It should be noted by employers considering ladder use that the narrower width of ladders does provide additional ergonomic stresses to workers using ladders, and results in less stability necessitating strict work practices to avoid overreaching while on a ladder.
14. The use of ladders with built-in work platforms that are designed and manufactured in accordance with CSA Standard CAN3-Z11 Portable Ladders are a preferable choice over standard extension ladders.
15. Inspectors will review situations where a ladder is being used for work based on a ladder risk assessment for the tasks being performed and may issue orders or requirements, as appropriate, where he or she determines that the use of the ladder contravenes the OHSA and the regulation.

3.10.5 Guardrails

Workers must be protected where reasonably possible by a guardrail system that meets regulated requirements when they are at risk of:

- falling more than 3 meters (10 feet)
- falling more than 1.2 metres (4 feet), if the work area is used as a path for a wheelbarrow or similar equipment
- falling into operating machinery
- falling into water or another liquid

- falling into or onto a hazardous substance or object
- falling through an opening on a work surface

A guardrail system meeting regulated requirements must be used if a worker is exposed to a fall of 2.4 metres (8 feet) or more where the worker has access to the perimeter or an open side of:

- a floor, including the floor of a mezzanine or balcony
- the surface of a bridge
- a roof while formwork is in place
- a scaffold platform or other work platform, runway, or ramp

3.11 CRANES AND HOISTS

Date of Issue: Dec 2008, Revised Date: July 2013

- Cranes and hoists shall be operated only by authorized personnel.
- Keep clear of swinging cabs of cranes.
- Use a tag line on all loads that may swing while being hoisted and lowered.
- Cranes and hoists must be operated with caution when near power lines.
- Safe Limits working close to power lines
 - Keep at least 3 metres away from all power lines (or more, depending on the voltage)
 - 750 to 150,000 volts - 3 metres (10 feet)
 - 150,001 to 250,000 volts - 4.5 metres (15 feet)
 - 250,001+ volts - 6 metres (20 feet)
 - If in doubt consult your Supervisor.
- Do not touch the crane or load while it is in motion.
- Do not ride the headache ball, hook or load on any crane.
- Operators are expected to know and work within the rated capacities of their crane or hoist.
- Operators shall go through the start up and shut down procedures as described by the equipment checklist and as instructed by the Supervisor.
- Crane operators must be fully aware of the crane operating procedures. No equipment shall be operated without a thorough Supervisor briefing.

3.12 VEHICLES AND EQUIPMENT

Date of Issue: Dec 2008, Revised Date: July 2013

The following rules apply while working with and around vehicles and equipment:

- Operation of equipment without authority will result in termination.
- Do not ride on running boards or stand up in moving vehicles.
- Always wear require PPE when required
- Wear a seat belt while operating a moving vehicle (if applicable)
- Use a spotty to help with directing reversing vehicles
- The driver shall not remain in the cab of a truck when it is being loaded or unloaded from overhead by a crane.
- Vehicles and equipment shall be operated lawfully and safely at all times.
- All vehicles and equipment must be shut down for refuelling or cleaning.
- Repair procedures shall be followed as specified by the maintenance department.
- When vehicles or equipment are stuck or broken down, their removal will be performed under the direction of a Supervisor.

- Safety and repair requirements of your machine are to be reported to your immediate Supervisor.
- Removal of **LOCK OUTS** or **DO NOT OPERATE** tags without proper authority is prohibited and may result in termination.

3.13 CHAINSAWS

Date of Issue: Dec 2008, Revised Date: Nov 2012

Chainsaws can be very dangerous and must only be used by a worker who has received training of its safe use. If you must use a chainsaw, you must wear appropriate personal protective equipment including gloves, eye and face protection and hearing protection.

Chainsaws must be held firmly when starting and held firmly with both hands while in use. Chainsaws must be equipped with safety chains and be provided with a device that stops the saw in the event of kickback.

3.14 FUELLING PROCEDURES

Date of Issue: Dec 2008, Revised Date: 9 May 2016

Caution must be exercised when refuelling equipment. In some cases, regulations insist that internal combustion engines be shut off during refuelling. No smoking signs must be prominently displayed. A designated refuelling area will be identified. Be aware of local regulations & procedures.

3.15 CONFINED SPACES

Date of Issue: Dec 2008, Revised Date: July 2013

3.15.1 Definition

Confined Spaces means a space in which, because of its construction, location, contents, or work activity therein, the accumulation of hazardous gas, vapour, dust or fumes may result in the creation of an oxygen deficient atmosphere. Air normally contains 21% oxygen and a minimum of 19.2% oxygen. If a confined space has less than 18% then air is required for workers to enter the space.

Adequate knowledge means a person with adequate knowledge, training, and experience. This can include a worker, supervisor, a consultant, or anyone who has, in addition to the academic knowledge of the task at hand, a hands-on knowledge in safety performing the work, a knowledge of associated hazards, the possible controls, and the legal requirements in order to enact the necessary controls to protect the health and safety of the workers in and about the confined space.

A **competent person** means a person who:

- a) is qualified because of knowledge, training and experience to organize the work and its performance, and
- b) is familiar with this Act (Occupational Health & Safety Act Reg. 851 and 213)
- c) has knowledge of potential or actual danger to health or safety in the workplace.

Before work begins, identify confined space locations and areas of work on the site plan and develop the necessary work procedures. If work is to be done in electrical vaults, the Superintendent shall notify the local utility or Hydro One as applicable before work begins.

A Safe Work Permit shall be obtained from the client if this is a requirement. Before work begins, provide necessary safety equipment such as proper ventilation, breathing apparatus if required, safety support staff and rescue equipment.

Inspect and test all safety equipment before use.

Confined space hazards include:

- a) **Atmospheric** - oxygen deficient, combustible gases/vapours, toxic gases/vapours and;
- b) **Physical** - slip, trip, fall, noise, vibration, electric shock, temperature, insect and vermin, and mechanical.

Confined space ventilation must be employed when atmospheric hazards are possible or likely.

3.15.2 Confined Space Roles and Responsibilities

3.15.2.1 Competent Person

- Developing and implementing the confined space plan
- Verification that the entry permit continues to comply with the plan prior to the start of each shift (and before first, initial entry)

3.15.2.2 A person with Adequate Knowledge

- Carry out adequate assessment of the hazards in the confined space before any worker enters the confined space
- Sign and date the assessment and provide it to the employer
- Conduct general training of workers before they are allowed to enter the confined space in the case of a workplace that is not a project
- Inspect the rescue equipment to ensure it is in good working order
- Perform adequate testing as often as necessary to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan
- Inspect personal protective equipment used by the worker entering the confined space where there are atmospheric hazards.

3.15.2.3 The Entrant

- Must be trained on the specific procedure for entry and method of hazard control.
- Know the signs, symptoms and consequences of exposure that they may face.
- Wear all PPE specified in the procedure.
- Alert the attendant when they recognize signs of changes in conditions or warning signs or problems they encounter.
- Maintain communication with the attendant.

3.15.2.4 The Attendant

- Read the procedure for entry into the confined space and follow all requirements of the procedure and on the permit.
- Know the signs, symptoms and consequences of exposure.
- Always observe entrants for behavioural changes such as shortness of breath, slurred speech, complexion colour or unsteadiness.
- Ensure an accurate accounting of entrants is kept on the permit.
- Remain outside at entrance on duty until relieved by another competent attendant.
- Maintain constant communication with entrants and visual contact if possible.
- Monitor conditions and hazards outside the same.
- Be equipped with radio and capable of summoning rescue and ERT as soon as necessary.
- Ask others to stay clear of the entry if not involved.
- Make sure that air-monitoring equipment always goes into the space with the entrants.
- Be a holder of a valid first aid certificate including CPR.

3.15.2.5 Air Monitoring Equipment

- A device which can constantly check for atmospheric hazards and warns the user.
- Common uses are for:
 - a) low/high oxygen
 - b) explosive materials
 - c) individual chemical levels

The Ministry of Labour are available on request to visit site and asses each individual situation. (Eastern Region 613-228-8050, 1-800-267-1916 or The Contact Centre at 1-800-202-0008)

3.16 HOT WORK AREAS

Date of Issue: Dec 2008, Revised Date: Nov 2012

The Superintendent shall develop appropriate procedures for the hot work to take place. These procedures shall be reviewed with the appropriate parties and a hot work permit shall be obtained from the client if required.
Assign support staff for fire watch as work progresses.

3.17 ELECTRICAL SAFETY

Date if Issue: Dec 2008, Revised Date: July 2013

- The Superintendent shall develop a project specific tagging and lock-out procedure for any energy source requiring tagging or lock-out on each project. (Refer to 3.18)
- Workers or Sub-Contractors shall ensure tags, keys, padlocks and scissors are provided to workers for the lock-out and tagging procedures.
- Before restoring power to locked-out equipment, ensure all workers are clear of the system or systems affected.
- It is the responsibility of the Superintendent to ensure all workers and Sub-Contractors comply with the electrical safety code.
- GFIs shall be available on site and regular inspections shall be made of extension and power cords, and any temporary lighting.
- All electrical tools used on site must be CSA approved.
- Always inspect electrical extension cords for damage before use
- Be aware of both underground and overhead power lines and take the necessary precautions to avoid contact
- Temporary power installation and connection must be performed by a licensed electrician.

3.18 TAGGING AND LOCKOUT

Date of Issue: Dec 2008, Revised Date: July 2013

As TCC does not have in its inventory, major sources of electrical and power supplies, this is not applicable. However, before work begins and as needed, **all energy sources** will be identified which need to be tagged and locked-out.

Workers will be provided with tags, individual keys, padlocks and scissors in the event that it is required.

Forms of Energy Sources:

- Electrical—electrical panels, generators, lighting systems, etc.
- Mechanical (the energy of moving parts)—flywheels, blades, fans, conveyor belts, etc.
- Potential (stored energy that can be released during work)—suspended loads, compressed air, electrical capacitors, accumulated bulk goods, coiled springs, chemical reactions, changing states (solid—liquid—gas), etc.
- Hydraulic—presses, rams, cylinders, cranes, forklifts, etc.
- Pneumatic—lines, compression tanks, tools, etc.
- Thermal—steam, hot water, fire, etc.
- Chemical—flammable materials, corrosive substances, vapors, etc.

3.19 WORK AT UNDERGROUND/OVERHEAD POWERLINES

Date of Issue: Dec 2008, Revised Date: Nov 2012

TCC will, when working near overhead power lines:

- Locate all underground and overhead services before starting work.
- Determine voltage of electrical utilities.
- Have power lines moved, insulated or de-energized where necessary.
- Mark underground lines on all plans or drawings. Post warning signs along their routes.
- Avoid storing material or equipment under power lines. If it must be stored there, hang warning flags and signs to prevent other workers from using hoisting equipment to move or lift it.
- With backhoes, cranes, and similar equipment near power lines use a signaler to warn the operator when any part of the equipment or load approaches the minimum allowable distances.
- Before moving ladders, rolling scaffolds, or elevating work platforms, check for overhead wires.
- Locates are only valid for 30 days after inspection.

3.20 EXCAVATION

Date of Issue: Dec 2008, Revised Date: 10 May 2016

No Excavation work will commence unless a secondary worker is working close by the dig as a means of safety precaution when any excavation is underway. Cracks, water, vibration, weather and previous excavation can affect the stability of the surrounding area. Always remember to phone call-before-you-dig (Ontario One Call) at 1-800-400-2255 to ensure any utility service lines are located and marked and have all private locates done.

Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. There are three basic methods of protecting TCC workers against excavation cave-ins, etc.:

1. Sloping
2. Trench Boxes
3. Shoring

3.20.1 Sloping

To ensure a trench will not collapse, TCC workers will slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions. The angle of the slope will be recommended in the project geotechnical report.

3.20.2 Trench Boxes

Trench boxes are meant to protect TCC workers in case of a cave-in. They can support trench walls if the space between the box and trench wall is backfilled. Trench boxes will only be designed by a professional engineer and the stamped drawings should be kept on site if required.

3.20.3 Shoring

Wherever possible, shoring will be installed as excavation proceeds. If there is a delay between digging and shoring, no TCC worker will be allowed to enter the unprotected trench. All shoring will be installed from the top down and removed from the bottom up.

3.21 INSPECTIONS & AUDITS

Date of Issue: Dec 2008, Revised Date: Nov 2012

- Accompany Government Inspectors on site inspections and assist as requested
- Provide any information requested.
- Post notices, orders or other items as required.
- Complete Project Manager Safety Audit form and Job Operations and Conditions sheet at the start of the project and at least monthly thereafter.
- Complete remedial work as quickly as practical.

3.22 WHMIS

Date of Issue: Dec 2008, Revised Date: 15 Nov 2013

All TCC's field and management staff are provided WHMIS training through the Ottawa Construction Association and the Carpenters Union which provide courses on a regular basis.

- Refresher course is required yearly.

Workplace Hazardous Materials Information System (WHMIS) provide the worker with vital information about hazardous materials or substances.

The key elements are:

- Labels
- Material Safety Data Sheets (MSDS)
- worker education









MSDS are valid for three years unless there is a change to the ingredients has occurred then the manufacturer is to issue a new MSDS. At the end of the three years if no new ingredients have been added or changed the same MSDS can be used with a new preparation date added to the MSDS.

TCC Management will ensure that the master MSDS binder is updated annually.

Always take the time to read the WHMIS instruction labels. The labels tell you:

- material and supplier identification
- precautionary measures
- risks
- hazard symbols
- first aid measure

The following are the eight WHMIS hazard symbols:

CLASS	SYMBOL	EXAMPLE
Class A: Compressed Gas		oxygen
Class B: Flammable and Combustible Material		acetone
Class C: Oxidizing Material		chromic acid
Class D: Poisonous and Infectious Material		
1. Materials causing immediate and serious toxic effects		ammonia
2. Materials causing other toxic effects		asbestos
3. Biohazardous Infectious Material		contaminated blood products
Class E: Corrosive Material		hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material		acetylene

For your reference, Material Safety Data Sheets are available for all hazardous products at project locations.

DON'T BE AFRAID TO ASK. IT IS YOUR RIGHT TO KNOW.

3.23 PREVENTING COLD STRESS

Date of Issue: 2007, Revised Date: Jan 2009

3.23.1 Purpose

The Cold Stress procedure is designed to:

- protect workers in cold environments;
- prevent cold-related illnesses in the workplace

3.23.2 Hazards

- cold air temperatures
- high velocity air movement
- contact with cold water or surfaces

3.23.3 Definitions

3.23.3.1 Cold Stress

Cold stress occurs when the body is unable to warm itself.

3.23.3.2 Core Body Temperature

The temperature of the internal core body. Both the American Conference of Industrial Hygiene (ACGIH) and the National Institute for Occupational Safety and Health (NIOSH) cite a normal core body temperature of approximately 98.6°F (37°C).

3.23.3.3 Frostbite

Frostbite is a cold induced condition caused by the formation of ice crystals in exposed body parts. It occurs when extremities are exposed to cold and frostbite can happen quickly depending on the temperature.

3.23.3.4 Hypothermia

Hypothermia is a cold-induced condition which results from over cooling of the body due to excessive loss of body heat.

3.23.4 Responsibilities

3.23.4.1 Senior Management

Senior Management shall:

- ensure compliance to the requirements outlined within this procedure;
- provide adequate funds and resources for the purchase, issue and use of heating devices or other protective equipment;
- assess the effectiveness of this procedure.

3.23.4.2 Project/Department Manager

The Project/Department Manager shall:

- ensure that means of preventing cold stress and other cold-related health hazards are provided;
- ensure that special engineering controls and changes in work schedules are implemented as required;
- provide for a warm rest area as appropriate;
- ensure that any additional cold stress monitoring or control strategies are implemented, as required.

3.23.4.3 Workers

Workers shall:

- comply with the requirements outlined within this procedure;
- attend safety training as required;
- be familiar with cold stress hazards, contributing factors and preventative measures;
- select and wear personal clothing as appropriate;
- follow safe work procedures to prevent cold stress related injuries;
- report any cold stress related symptoms experienced by themselves or co-workers to their supervisor.

3.23.4.4 Health & Safety Department

The Health & Safety Department includes the Safety Manager, Health Claims Manager, Health & Safety Coordinator and Construction Safety Specialists.

The Health & Safety Department shall:

- support the administration, implementation and continual evaluation of the Cold Stress procedure;
- assist line management in implementing cold stress preventative measures;
- determine the need for further control measures;
- identify other factors that may contribute to cold stress and determine cold exposure limits accordingly;
- investigate cold stress related incidents;
- ensure the adequacy of instruction and training.

3.23.4.5 JHSC/JOHSC

The JHSC/JOHSC shall:

- identify potential cold stress related hazards;
- identify and communicate cold stress related issues;
- work cooperatively with the company to address cold stress related issues.

3.23.5 Standard

3.23.5.1 General

When in a cold environment, most of the body's energy is used to keep the internal temperature warm. Over time, the body will begin to shift blood flow from the extremities (hands, feet, arms and legs) and outer skin to the core (chest and abdomen). This allows exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia.

Cold stress disorders range from minor discomforts to life-threatening conditions as outlined in Table 1 on the following page.

TABLE 1

	Cause	Symptoms	Treatment
Trench Foot	Feet immersed in cold water at temperatures above freezing for long periods of time.	<ul style="list-style-type: none"> • Tingling • Itching or burning sensation • Blisters may be present 	<ul style="list-style-type: none"> • Soak feet in warm water • Wrap feet with dry cloth bandages • Drink a warm, sugary drink.
Frost Bite	Occurs when the skin actually freezes and loses water.	<ul style="list-style-type: none"> • Typically affects the extremities, particularly the feet and hands. • The affected body part will be cold, tingling, stinging or aching followed by numbness • Skin colour turns red then purple then white and is cold to the touch. • There may be blisters in severe cases. <p>In severe cases amputation of the frostbitten area may be required.</p>	<ul style="list-style-type: none"> • Do not rub the area to warm it • Wrap the area in a soft cloth • Move the worker to a warm area and contact medical personnel • If help is delayed, immerse in warm water (maximum 105°F/40°C) not hot water • Do not pour water on affected part
Mild Hypothermia	Occurs when body heat is lost faster than it can be replaced.	<p>The core body temperature drops to around 95°F/35°C</p> <ul style="list-style-type: none"> • Shivering • Poor coordination • Slurred speech • Fumbling • Pale, cold skin 	<ul style="list-style-type: none"> • Move to warm area and stay active • Remove wet clothes and replace with dry clothes or blankets, cover the head • Drink a warm (not hot) sugary drink • Avoid drinks with caffeine

Moderate Hypothermia	Occurs when body heat is lost faster than it can be replaced.	The core body temperature is less than <u>95° F (35°C)</u> : <ul style="list-style-type: none"> • Symptoms worsen. • Shivering stops. • Workers may be unable to walk or stand. 	<ul style="list-style-type: none"> • Call 911. • Move to warm area. • Cover all extremities completely. • Place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest and groin. • Arms and legs should be warmed last.
Severe Hypothermia	Occurs when body heat is lost faster than it can be replaced	The core body temperature falls to around 85°F/29°C <ul style="list-style-type: none"> • Worker may become unconscious The core body temperature is 78°F/25°C the Worker could die.	<ul style="list-style-type: none"> • Call 9-1-1 • Treat the Worker very gently • Do not apply external heat to re-warm

3.23.6 Wind-Chill

Wind-chill involves the combined effect of air temperature and air movement. The Wind-chill cooling rate is defined as heat loss resulting from the effects of air temperature and wind velocity upon exposed skin. The Wind-Chill Chart (Appendix A) compares the effects of air temperature with and without wind.

The higher the wind speed and the lower the temperature in the work environment, the greater the insulation value of the protective clothing that is required.

3.23.7 Cold Stress Controls

3.23.7.1 General Controls

- Workers shall be medically fit to work in cold environments
- Warm sweet drinks shall be arranged at the work site to maintain caloric intake and fluid volume.
- Coffee shall be discouraged because it increases water loss and blood flow to extremities.
- Workers shall not work alone in isolated cold environments
- Additional breaks shall be provided under extremely cold working conditions.

3.23.7.2 Engineering Controls

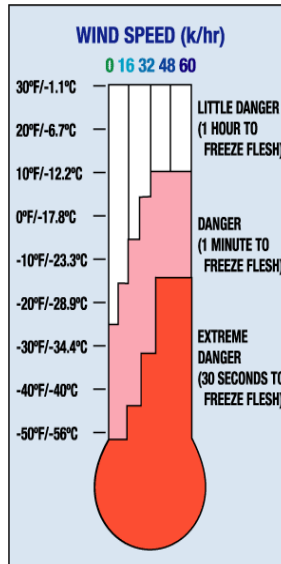
- Heaters shall be used to warm workers where practicable.
- Windbreaks shall be provided as required. Tools and machine controls to be used in cold conditions shall be designed for operation by gloved hands.

3.23.7.3 Personal Controls

- Protective clothing shall be selected to suit the environment, the job and the level of physical activity.
- Workers whose clothing gets wet for any reason must immediately change.
- Hats and hoods shall be worn to prevent heat loss from the head and to protect the ears.
- Balaclavas or other face covers shall be worn as required.
- Footwear should be large enough to allow wearing either one thick or two thin pairs of socks.

- Workers shall follow recommended schedule or rest breaks, as advised by supervisors, to prevent frostbite or hypothermia.

Appendix A - Wind-Chill Chart



3.24 (D.21) PREVENTING HEAT STRESS

Date of Issue: 2007, Revised Date: July 2013

Heat stress takes place when your body's cooling system is overwhelmed. It can happen when heat combines with other factors such as: dehydration and certain medical conditions. Heat stress could lead to illness or even death.

3.24.1 Symptoms

These are some symptoms of heat stress / stroke

- Heat rash:** itchy red skin.
Treatment: Apply wet cloth on skin, thorough drying, will disappear in a few days.
- Dizziness and Fainting:**
Treatment: contact your doctor immediately and make sure you drink lots of water in the meantime.
- Heat exhaustion/fatigue:** High body temperature, confusion, or convulsions, nausea or vomiting, breathlessness, headache, weakness.
Treatment: Bring the person to a shaded area and apply water to the skin, and, if necessary, seek medical assistance immediately.
- Nausea:** A constant nauseous or uneasy feeling in your stomach (especially combined with dizziness) may mean your condition is worse than you initially thought
Treatment: Drink lots of water to help treat the nausea and, as always, contact your doctor for assistance
- Vomiting:**
Treatment: This is a definite sign of heat stroke and it's critical that you seek medical attention immediately. Drink as much water as possible on your way to seek help

6. Rapid Heartbeat:

Treatment: you will want to make sure you get checked out immediately. When it comes to the heart, you don't want to take any chances.

7. Mental Confusion:

If you're having difficulty thinking, remembering or focusing, it may be an indication that you're suffering from heat stroke.

Treatment: Contact your doctor or seek medical help as soon as possible.

8. Seizures:

Seizures are a very serious (and very dangerous) symptom of heat stroke that requires immediate medical attention. This symptom often presents itself abruptly and offers few warning signs.

Treatment: If someone you know has suffered a seizure, get them to the hospital as soon as possible

9. Lack of Sweating:

Your body will not produce sweat, despite feeling incredibly hot.

Treatment: Avoid the temptation to drink a lot of liquid to quench your thirst. Take small sips of water and get out of the sun and heat.

10. Heat cramps:

painful muscle cramps usually in the back, legs and arms as the body loses salt.

Treatment: Stretch and massage muscles. Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids.

3.24.2 Avoiding Heat Stress

You and your employer should:

- Provide yourself cool drinking water close by and try to drink a cup every ½ hour or so.
- Caution workers and co-workers about working in direct sunlight.
- Wear light summer clothing to allow air to move freely and sweat to evaporate.
- Avoid beverages such as tea, coffee, or alcohol that make you pass urine more frequently.
- Avoid eating hot, heavy meals. They tend to increase internal body temperature.

3.24.3 Workers

All workers should:

- Follow instructions and training for controlling heat stress.
- Be alert to symptoms with yourself and others.
- Avoid consumption of alcohol, and caffeine.
- Bring to employer's attention if any prescription medications you're required to take increase susceptibility to heat stress.
- Get adequate rest and sleep.
- Drink small amounts of water regularly to maintain fluid levels and avoid dehydration.

3.25 WORK SITE & PUBLIC PROTECTION, SECURITY & ACCESS CONTROL

Date of Issue: Dec 2008, Revised Date: Nov 2012

Taplen Commercial Construction's goal in work site, public protection, security and access control is to ensure the protection of the public and construction workers at all times. It is imperative to allow construction to proceed safely and efficiently while prioritizing the safety of public traffic over construction equipment.

3.25.1 Access to Work Areas

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the regulations under the Act. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition.

Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards.

There are a number of checks a worker must do, prior to any commencement of construction work, as follow:

- What equipment is operating, and where.
- Protection of public traffic by ensuring there are adequate signs, delineators, cones and barriers and traffic control plans if required.
- Ensuring there is adequate construction personnel to route and re-route traffic away from the work.
- Improvement of safety precautions by minimizing conversation, testing two-way communication units (if required), and understanding and communicating hand signals.
- Wear personal protective, reflective clothing
- Provide overhead protection at building entry/egress points & any weather protection as required
- Provide adequate lighting

3.26 PERSONAL PHONES, RADIOS & IPOD POLICY

Date of Issue: Dec 2008, Revised Date: 9 March 2016

The use of personal phones, radios and iPods is not allowed on the project site due to their potential to cause a safety hazard either by creating a distraction or limiting the workers ability to hear instructions, a warning, or a potential hazardous situation. Personal phones are only allowed in the case of an emergency or when a personal phone is being used for work purposes.

- The use of headphones or earphones is prohibited on site.
- No texting or talking on the phone when operating moving equipments or vehicles
- No texting or talking on the phone when travelling/walking on site

3.27 MAINTENANCE OF WALKWAYS

Date of Issue: Dec 2009, Revised Date: N/A

3.27.1 Purpose

The procedure is designed to:

- Establish minimum standards of adequate maintenance, housekeeping, and clearance of walkways to prevent injuries.

3.27.2 Scope

This procedure applies to all persons considered employees of Taplen Commercial Construction., and Subcontractors conducting work on behalf of TCC.

3.27.3 Hazards

Hazards related to poor walkways maintenance, housekeeping and clearance include but are not limited to:

- Tripping over loose objects
- Being hit by falling objects
- Slipping on greasy, wet, icy or dirty surfaces
- Lacerations or punctures from sharp object

3.27.4 Definition

A walkway is a means of entry/egress to the job site.

3.27.5 Responsibilities

3.27.5.1 Senior Management

Senior management shall:

- Ensure compliance to the requirements outlined within this procedure.
- Provide adequate funds and resources to maintain walkways.
- Assess the effectiveness of this procedure.

3.27.5.2 Project Manager

The Project Manager shall ensure that:

- The walkway maintenance, housekeeping and clearance procedure is implemented and communicated at the project/department level.
- Personnel are properly trained.
- Adequate funds and resources are provided to keep walkways safe and cleared at the construction sites.

3.27.5.3 Line Management

For the purpose of this procedure, Line Management includes, but is not limited to, Superintendents, Foremen and others assuming the duties and responsibilities of supervision.

Line Management shall:

- Ensure that personnel are trained on the requirements outlined within this procedure.
- Ensure that walkways are kept clean, clear of all debris and are maintained to prevent slips, trips and falls.
- Conduct periodic inspections of the walkway and work areas.
- Correct identified safety hazards.
- Ensure that workers are in compliance with procedural requirements.

3.27.5.4 Health & Safety Department

The Health and Safety Department includes the Safety Manager and Health and Safety Coordinator.

The Health & Safety Department shall:

- Support the administration, implementation and continual evaluation for the maintenance, housekeeping and clearance procedure of all walkways.
- Determine the need for further control measures.
- Ensure the adequacy of instruction and training.

3.27.5.5 JHSC/JOHSC

The JHSC/JOHSC shall:

- Inspect workplaces for potential or unresolved walkway related hazards on regular basis.
- Work cooperatively with the company to identify and resolve walkway related issues.

3.27.5.6 Workers/Subcontractors

All workers and subcontractors conducting work on behalf of Taplen Commercial Construction shall:

- Ensure that all their workers comply with the requirements outlined within this procedure.
- Attend safety training as required.
- Report all hazards to their supervisor.

3.27.6 Standard

3.27.6.1 General

Proper walkway maintenance, housekeeping and clearance are very important to assure the safety of employees. Safe walkways maintenance includes, but not limited to:

- Daily walkway cleanup
- Daily clearing or as required due to weather condition
- Proper clearance
- Adequate lighting

3.27.6.2 Walkway Maintenance

- Waste material and debris shall be removed as often as required throughout the day.
- During the winter months all walkways must be kept cleared as often as required from water, ice and snow, abrasive material must be used to prevent slips and falls.
- Appropriate PPE shall be worn during cleanup as required.

3.27.6.3 Lighting of Walkways

- Adequate lighting shall be provided in the areas where workers are present, and at the means of access and egress.
- Lighting shall be maintained adequately for the task at hand.

3.27.7 Training

All TCC, Subcontractor and workers shall be made aware of the requirements of the procedure through initial orientation training and periodic reviews at safety meetings.

When there is reason to believe that any worker who has been previously trained does not have the understanding and skill required by this procedure, the employer shall consider re-training.

3.27.8 References

The TCC Maintenance of Walkway procedure was developed in accordance with all applicable Occupational Health and Safety regulatory requirements.

3.28 (C.2) WORKPLACE INSPECTIONS

Date of issue: 20 June 2007, Revised Date: 13 March 2015

3.28.1 Responsibilities

(Site)

It is the responsibility of the site superintendent on all active TCC construction sites to:

- Perform weekly site safety inspection using Weekly Inspection Form (TAP-S-WIF-012)
- Perform monthly site safety inspection with the worker representative using Monthly Site Inspection Form (TAP-S-MSI-007)
- Monitor the site daily for any safety related issues and record any safety hazards in their Daily Field Report as per the Hazard Reporting procedures in this manual.

(Office)

It is the responsibility of all TCC office staff to report any safety related issues or hazards to a JHSC representative or management as per the Hazard Reporting procedures in this manual.

3.28.2 Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

3.28.3 Evaluation

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement.

4.0 ♦ INVESTIGATION AND REPORTING ♦

4.1 ACCIDENT/INCIDENT REPORTING

Date of Issue: 2007, Revised Date: 15 Nov 2013

All accidents and incidents must be reported to TCC Site Supervisor immediately, who will in turn inform management. All accidents and incidents will be investigated once the occurrence has been attended to and further risks have been eliminated.

The prime objective of reporting and investigating is to prevent recurrence, and knowing how to identify accidents. The following procedures and forms hereafter will help prevent the recurrence of accidents/incidents and enable TCC to meet legal requirements.

Forms you should be familiar with are:

- Site Safety Incident Form (TAP-S-SIR-010)
- Employer's Report of Injury/Disease Form (CAD 7)
- Functional Abilities Form (FAF)

You may be required to participate in the investigation.

PERSONAL INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.

4.2 (C.1) ACCIDENT/INCIDENT INVESTIGATION

Date of Issue: 23 Sept 2008, Revised Date: 16 March 2015

Taplen Commercial Construction (TCC) investigators for an accident / incident shall be:

- 1) Site superintendent
- 2) Joint Health & Safety Committee (JHSC) & Management

The JHSC/Management and Superintendent shall initiate investigations for the following:

- Fatalities
- Critical injuries
- Lost time accidents
- Medical aid accidents
- Any work fall arrested by a harness or belt
- Environmental releases
- Property damage exceeding \$500.00

Accidents/Incidents vary in severity. The reporting of accidents or incidents by management to the Ministry of Labor (MOL) & Workplace Safety & Insurance Board (WSIB) shall be reported immediately for a critical injury and a report submitted within 48 hours or within three days according to the time frame of the severity. All accidents or incidents requiring medical attention must be reported immediately to the site superintendent who will then report the accident / incident to management.

Two Levels of Severity:

A. *Minor injuries requiring first aid only* (use First Aid Treatment Record (TAP-S-FAT-005))

B. *Injuries requiring medical attention* (use Site Safety Incident Report form TAP-S-SIR-010)

Accident / Incident reporting requirements are described in the **Site Safety Incident Report form TAP-S-SIR-010**

The reporting form includes the following:

- Incident Details
- Injured Person Details
- Severity of Incident
- Reporting requirements
- Follow-up
- Preventative / corrective action
- Witness Statement
- Declarations

Primary actions to be taken by the investigator/superintendent

- Secure the scene
- Identify and Interview witnesses
- Determine timelines
- Gather evidences and survey the scene
- Analyze contributing factors and prepare report
- Recommend immediate corrective action

Roles of the investigator(s)

- Investigate possible root cause/s of accident / incident
- Record & gathered information (through interviews & documents)
- Follow-up Corrective Action Recommendations
- Follow-up Corrective Action Implementations

Communication

A copy of the TCC Health & Safety Manual including this policy will be provided to full time TCC Employees and reviewed during the new hire health & safety orientation. A memo will be sent out to TCC employees as required informing them about any new policy or significant changes to the existing policy.

Evaluation

All records, forms and reports of the investigation must be kept on file at Taplen Commercial Construction office for future reference.

The result of the investigation shall be distributed to all TCC site supervisors and management as a means of heightening their awareness of the accident / incident and to provide recommendations to prevent further recurrences.

This policy will be reviewed on an annual basis during the Health & Safety Manual refresher/training meeting for areas of improvement

5.0 ♦RETURN TO WORK♦

5.1 (D.27) RETURN TO WORK PROGRAM

Date of Issue: 2009, Revised Date: 6 May 2016

Purpose:

The purpose of the Taplen Commercial Construction (TCC) Return to Work (RTW) Program is to encourage and promote an employees' safe, timely, and sustainable return to work within their physical capabilities due to workplace injury/illness.

Policy:

At TCC, the goal of the prevention of injuries/illness is accomplished through maintaining and promoting a safe and healthy workplace. Consistent with this value is TCC's commitment to the successful rehabilitation and reintegration of injured employees by assisting them in early intervention and safe return to work.

Our policy is to take all reasonable steps to return injured/ill employees to their pre-injury job as quickly as possible and the employee and employer have shared responsibilities to actively participate in the Return to Work (RTW) program when required. The RTW program starts as soon as a worker suffers an injury/illness.

5.1.1 General Procedures

The TCC RTW Program consists of three main parts. Part 1 - RTW Program provides some general information on the program, definitions, the roles and responsibilities of the various workplace parties, and the forms that are part of the program. Part 2 - Case Management provides the step-by step procedures to take once an injury/illness occurs, developing of a RTW Plan, how often to stay in contact, reporting, failure to cooperate, and the end of the program. Part 3 – Physical Demands Information is used to gather and document specific information about the physical demands of jobs as they relate to a worker's injury and is used in developing the RTW Plan.

5.1.2 Definition

- **Alternate Work** - Offering the employee a position other than his/her regular job to meet the temporary work restrictions.
- **Available Work** – is work that exists with the employer at the pre-injury worksite, or at a comparable worksite of the employer.
- **Essential duties of the pre-injury job** - the primary responsibilities of the pre-injury job that includes the worker's pre-accident level of productivity.
- **Functional Abilities Form** - a WSIB form to be completed by the worker's primary health care practitioner that outlines the worker's specific physical limitations (e.g. lifting, bending, carrying) and clarifies the level of disability. The Functional Abilities Form (FAF) is used by the employer and the employee to identify Suitable work.
- **Health Care Professional** includes a licensed medical doctor, chiropractor, dentist, registered nurse (extended class) or physiotherapist.
- **Physical demands analysis** - the identification of the tasks in a job and the weights, forces, frequency and duration of each task, as well as the cognitive demands of the job.
- **Modified Work** – changing or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions.
- **Material change in circumstances** - is any change that affects a person's entitlement to benefits under the Act.
- **Reduced-Hours Work**- Less than full-time work to meet temporary restriction

- **Suitable work** - Suitable work means post-injury work that is safe, productive, available, and consistent with the worker's functional abilities, and that, to the extent possible, restores the worker's pre-injury earnings
- **Suitable Occupation (SO)** - A SO represents a category of jobs suited to a worker's transferable skills that are safe, productive, consistent with the worker's functional abilities, and that, to the extent possible, restores the worker's pre-injury earnings. The SO must be available with the injury employer or in the labour market.
- **Work Reintegration (WR)** - The Work Reintegration represent an integrated set of guidelines aimed at ensuring that a worker's opportunities for successful WR are optimized in a manner consistent with the provisions of the *Workplace Safety and Insurance Act* (the Act) and applicable human rights legislation.
- **Work Transition (WT) Plan** - A WT plan outlines the assistance and services a worker requires to enable a return to work with the injury employer in the identified suitable and available work or, if required, to re-enter the labour market in the identified suitable occupation (SO).

5.1.3 Forms

- RTW Package - When a TCC employee is injured and requires medical attention, the envelope titled "In Case of Injury that Requires Medical Aid" will be used; it includes:
 - i. Letter - Supervisors Responsibilities after an injury / illness occurs
 - ii. Instructions to Injured / ill worker (T2001)
 - iii. Employee Information (T2002 – T2004) – informs the employee of their responsibilities
 - iv. FAF Consent Form (T2005) – provides permission for the employer to get a copy of the completed FAF
 - v. Treatment Memorandum (T2006) – send to the treating Health Care Professional with the injured / ill worker
 - vi. Contact Log (T2007)
 - vii. Functional Abilities Form (FAF) – send to treating health care professional with injured worker
- Available Work Offer (TAP-S-AWO-024)
- Return to Work Plan (TAP-S-RTW-017)
- WSIB Physical Demands Information Form
- Return to Work Progress Report (TAP-S-RTWPR-025)
- Return to Work Closure / Evaluation Report (TAP-S-RTWCE-026)

5.1.4 Roles and Responsibilities

WORKPLACE PARTIES (Employee & Employer) must cooperate with each other and the WSIB in the RTW process by:

- Initiating early contact after an injury/illness
- Maintaining appropriate communication throughout the worker's recovery
- Identifying and securing Work Reintegration (WR) opportunities for the worker
- Giving the WSIB all relevant information concerning the worker's WR
- Notifying the WSIB of any dispute or disagreement concerning the worker's WR.

EMPLOYER (TCC) - Responsibilities and Steps to follow Include:

- Stay in contact with the injured or ill worker throughout his or her recovery on a regular basis and provide continued support and encouragement to the worker participating in the program
- Ensure that there is a fair and consistent program for returning employees back to work
- Assign a knowledgeable RTW Case Manager
- Ensure that the worker understands the early intervention is important and that TCC offers modified work/duties as part of the RTW work program
- Provide a RTW Package to the injured/ill worker
- Provide the worker with a WSIB Functional Abilities Form (FAF) and instruct the worker to give it to their treating Health Care Professional.
- Ensure a Physical Demands Analysis is conducted on the various tasks/jobs within the workers area of responsibility
- Coordinate the information with regards to employees work limitations from the Health Care Professional
- Make every reasonable effort to provide suitable modified work/duties or alternate work to any employee who is unable to perform his/her normal duties, as a consequence of a work-related injury/illness.
- Participate in RTW program meetings as required
- Submit appropriate forms, as required, to the WSIB and other appropriate parties
- Report any wage changes, change in duties/duration of program, failure to cooperate by the injured worker and end of program to the employee and WSIB immediately

MANAGERS & SUPERVISORS (TCC) - Responsibilities and Steps to follow Include:

- Report all injuries to the JHSC
- Stay in contact with the injured/ill worker throughout his or her recovery, and provide continued support and encouragement to workers participating in the program
- Ensure that every reasonable effort is made to provide suitable modified work/duties to any employee who is unable to perform his/her normal duties, as a consequence of work-related injury or illness.
- Coordinate the FAF information provided by the employer with regards to limitations received from the health care professional.
- Provide status updates of the injured employee to the employer
- Meet the worker and other parties where possible, to discuss the terms of the return to work

EMPLOYEE (The Worker) - Responsibilities and Steps to follow include:

- Report all injuries immediately to your supervisor
- Cooperate and participate in the TCC Return to Work (RTW) program and maintain regular personal contact with the supervisor and employer regarding the ability to work, physical capabilities and treatment plan
- Complete all forms as required by the employer and WSIB
- Where applicable, obtain clearance from a Health Care Professional before returning to modified or alternate work
- Follow the treatment plan outlined by the Health Care Professional
- Bring any concerns about transitional / modified work duties to an immediate Manager / Supervisors attention so that potential problems can be resolved quickly.

WSIB - Responsibilities include:

Provide effective claims management that monitors the activities, progress, and the cooperation of the employee and employer throughout the Return to Work (RTW) process. This can include:

- Help the worker understand
 - i. What to expect through the Return to Work (RTW) & Work Reintegration (WR) process
 - ii. What the employee and the employer are expected to do
 - iii. Employee rights and obligations
 - iv. Who to ask for help
- Monitor employee activity, progress, and cooperation between the employee and employer throughout the WR process.
- Obtain and clarify functional abilities information
- Assess the need for a Work Transition Plan (WT) if the employee and employer have been unsuccessful in arranging a return to suitable modified or available work
- WT Assessments are considered for workers who:
 - i. Have or likely have a permanent impairment
 - ii. Are not capable of performing the pre-injury job
 - iii. The employer is unable to provide “suitable” or “available work”
 - iv. The employer has identified a job but it is unclear if the work is suitable
- The WT Plan outlines the assistance and services a worker requires to return to work with the pre-injury employer for suitable or available work or if required, re-enter the labour market in the identified suitable occupation.
- To demonstrate commitment and agreement to the WT plan, the initial WT plan must be signed by the worker, the WSIB, and the injury employer (when participating).
- The duration of WT plans will vary depending on the nature of the plan established. The WT plan duration is determined by the WSIB, following input and discussion with the workplace parties (worker and injury employer, when participating), as well as union representatives, and other authorized representatives, in advance of the commencement of the plan.
- The worker is offered one plan that generally will not exceed 3 years in duration.
- A worker who is 55 years of age or older when the WSIB determines he/she is entitled to Loss of Earning (LOE) benefits, and who requires a WT plan consisting of vocational skills training to achieve employment in a SO has two options
 - a. participating in a WT plan aimed at achieving the SO, or
 - b. choosing a 12 month Transition Plan (TP) focused on self directed WR to achieve the SO
- The WSIB pays WT expenses that it considers appropriate to enable the worker to engage in the WT plan. These can include:
 - i. Tuition fees,
 - ii. Books & supplies
 - iii. Special accommodation needs, living accommodations if needed
 - iv. Equipment
 - v. Travel
 - vi. Relocation services may be considered when a suitable occupation is not available with the injury employer or in the local labour market and when all of the following conditions are met:
 - a. permanent work-related restrictions require the worker to change jobs
 - b. there is no Suitable Occupation with the injury employer in the local labour market
 - c. there is no Suitable Occupation with the injury employer in the surrounding area within a reasonable commuting distance

- d. labour market information indicates there are no Suitable Occupation in the local labour market with a new employer, and
 - e. the broader labour market offers greater employment prospects in the Suitable Occupation.
- Provide ergonomic and/or mediation services, and/or site visits to help the employee and the employer through the process.
 - Make decisions on all claim-related and compliance issues
 - The worker's loss of benefits can no longer be reviewed by the WSIB usually 72 months after the date of the injury or there is no longer an employment relationship.
 - Pay \$40 for the FAF assessment by a healthcare professional
 - The WSIB plays a direct role in supporting work reintegration. If the workplace parties have been unsuccessful in returning the worker to suitable work, WSIB will meet with them at the worksite no later than 12 weeks from the date of the injury to discuss suitable and available work
 - The WSIB must provide the employer with a monthly Workplace Injury Summary Report and a Detailed Account Rate Profile Report when requested that will show year to date benefits so that the employer can monitor on-going expenses/costs paid out.

DOCTOR / HEALTH CARE PROFESSIONAL - Responsibilities Include:

- Provide timely health or medical care and functional abilities information
- Provide an honest and unbiased assessments of the injured employee
- Fill out the FAF form and provide a copy to the employee, employer, and WSIB as required

5.1.5 Communication

TCC employees will be informed about the RTW program as part of their new worker safety orientation and will be updated on the program as required if there are any significant changes.

At the time an injury/illness, the requirements of the program will be re-communicated to the injured worker over the course of their recover

5.1.6 Training

An annual Health & Safety refresher meeting will be scheduled in the Taplen Commercial Construction Inc (TCC) boardroom with full time TCC employees and training will be provided as required on all new or updated Health & Safety Manual/ policies.

5.1.7 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act, and Related Regulations so that it continues to address the needs of the company regarding Return to Work.

The evaluation will include an exit interview with any worker/supervisor/manager involved in the program to evaluate the program and identify any improvements that need to be made. The financial impact of the RTW case may be evaluated as part of the process.

5.1.8 Acknowledgement/Make Improvements

TCC Management will continue to encourage injured/ill workers on their road to recovery and stress that their feedback on the RTW process is important and a valuable part of the improvement process.

5.1.9 Reference Material

For more detail information contained in this policy go to www.wsib.on.ca and the documents as follows:

- Documents No. 19-02-01, Work Reintegration Principles, Concepts, and Definitions
- Documents No. 19-02-02, Responsibilities of the Workplace Parties in Work Reintegration
- Documents No. 19-02-03, Determining Suitable Occupation
- Documents No. 19-03-05, Work Transition Plan
- Documents No. 19-03-06, Work Transition Expenses
- Documents No. 19-03-11, Relocation Services

5.2 (D.29) RETURN TO WORK (RTW) CASE MANAGEMENT

Date of Issue: 23 November 2011, Revised Date: 9 May 2016

5.2.1 Purpose

Taplen Commercial Construction (TCC) Case Management is a process that aims to help workplace injured / ill employees remain at work and facilitate an early safe and timely return to their pre-injury / illness position.

5.2.2 Scope

TCC shall make every reasonable effort to identify and secure the most suitable and available job for the workplace injured or ill worker, which is consistent with his/her functional abilities, and to provide continued support and encouragement to the worker during his/her recovery. All members of the workplace have a shared responsibility to actively participate in the Return to Work program when required; failure to do so may involve fines to the employer and loss of benefits to the workplace injured worker.

5.2.3 Standard & Procedures

TCC EMPLOYEE (The Worker)

1. Immediately report ALL work-related injuries/illnesses to the supervisor/employer and obtain the necessary first aid and/or professional health care services required for the injury/illness.
2. If the injury/illness requires off-site medical aid from a health care professional, obtain a RTW Package/envelope from your immediate supervisor/employer.
3. It may be unsafe for the worker to drive so have someone from TCC drive them to the health care facility.
4. Sign and date the (2) green consent forms for the release of the Functional Abilities Form (FAF).
5. At the hospital or medical care facility, provide the doctor with the pink letter informing them that TCC has a RTW Program and (1) one of the green FAF consent forms.
6. Make sure to sign the FAF form and fill out the appropriate information prior to giving it to the Health Care Professional.
7. Provide the FAF form to the treating Health Care Professional.
8. It is quite common if the treating Health Care Professional is at a hospital Emergency ward, they will not to use a FAF but to use a Health Care Professional Report (Form 8). Obtain a copy of either the completed FAF or Form 8, whichever is available during the initial treatment.
9. The Health Care Professional will send a copy of the FAF or Form 8 to the WSIB.
10. The worker must deliver a copy of the completed FAF form or Form 8 to the employer the next day. If the worker is unable to hand deliver it to the TCC office due to their injury/illness, they can fax a copy (613-521-8945) or e-mail a scanned PDF copy to MAssal@taplenconstruction.com.
11. If the worker is unable to physically do the above themselves, arrange it to be done by someone else.
12. Make contact with the employer as soon as possible to set up a meeting in order to discuss developing a RTW Plan (TAP-S-RTW-017) which will include Modified or Alternate work that will meet the physical limitation of the injury/illness. Taplen's office phone number is 613-521-2550.
13. At the meeting, help the employer identify Modified or Alternate Work that is safe, productive, and consistent with the injured/ill workers functional abilities, and that restores pre-injury earnings during Work Reintegration.
14. Stay in contact with the employer on a weekly basis throughout the recovery period to keep the employer informed about changes in medical status.

15. The worker shall provide the employer with regular updates regarding their progress. The worker must also complete a RTW Progress Report (TAP-S-RTWPR-025) as per the employer's request (as indicated in the RTW plan agreement) and will be discussed at regular scheduled meetings.
16. The worker shall maintain a contact log as provided in the RTW Package/envelope.
17. Periodic reassessments of the injury/illness must be done by the treating Health Care Professional and a new FAF filled out; a copy must be provided to the employer. The new FAF will help with any required changes to the RTW Plan.
18. The worker is obligated to inform the employer of any changes in their medical status. These can include:
 - Health Care Professional directs the worker not to work,
 - There are changes in the worker's functional abilities, or
 - Health Care Professional removes the functional ability restrictions allowing for regular work.
19. The worker must provide documentation to the employer from their Health Care Professional outlining their current physical status, treatment plan, and functional abilities related to the diagnosis.
20. If the worker is unable to return to their regular position by the date indicated on the RTW Plan, the workplace parties must meet again to reassess the RTW plan.
21. If TCC requests a second opinion on the diagnosis of the worker's condition, the worker is required to get the assessment done by the TCC appointed Health Care Professional.
22. The worker is required to provide their full cooperation with the employer and the WSIB for an early and safe return to work. Failure to do so may affect their WSIB claim.
23. Notify the WSIB of any disputes or disagreements concerning their return to work.
24. Any time after a RTW is initiated, the employee must report to their employer and WSIB any significant change in their medical condition or income that may affect their benefits (also called a "**material change**"). If in doubt about whether a change is material, contact the WSIB case manager. The worker must report any material change in their status within 10 days of the change occurring. Significant & material changes can include:
 - i. wanting to return back to regular work
 - ii. beginning to receive other income or government benefits
 - iii. significant changes in your medical condition
 - iv. unexpected wage changes by employer
25. When the employee returns to their pre-injury job both the employee and supervisor are required to complete a RTW Closure / Evaluation Report (TAP-S-RTWCE-026) that will be used to evaluate the RTW process and possible improvements.

EMPLOYER

1. If a worker is injured at the Workplace and requires medical aid by a Health Care Professional, the employer shall pay for or provide immediate transportation to a hospital, health care professional office/clinic or the worker's home (if necessary) and pay for full wages and benefits for the day or shift on which the injury occurred.
2. The employer must complete the Employer's Report of Injury/Disease (Form 7) and submit a copy of the form to the Workplace Safety and Insurance Board (WSIB) within 3 days of receiving notification of the injury/illness.
3. If the worker is unable to return to work the same day, the employer must make contact with the injured worker as soon as possible; preferable the same day as the injury / illness if possible.
4. As soon as the employer receives the completed FAF or Form 8, they will review all the Physical Demands Job Analysis to determine which duties suit the injured/ill worker's functional ability limitations.

5. The employer will make contact with the injured / ill worker; make an offer of Available Work (TAP-S-AWO-024) based on the workers functional abilities and set-up a meeting to develop a RTW Plan which will include the modified or alternate work.
6. At the meeting, the employer, supervisor and worker will work together to develop a RTW Plan to provide suitable work that:
 - i. is safe, productive, and within the worker's physical capabilities using the completed FAF or Form 8 and the WSIB Physical Demands Information Form
 - ii. reviews the injured worker's present job description and/or the physical demands analysis to see if the position can be modified to accommodate the injured worker's restrictions/capabilities.
 - iii. is available when the worker is found to have work restrictions which prevent them from permanently returning to their usual and customary job
 - iv. The worker has the skills, or that they can learn the skills to perform the job
 - v. restores the employee's pre-injury earnings as much as possible
 - vi. establishes goals, timeframes, hours, rest breaks, location, and wage
 - vii. is agreed upon and signed by the worker, the supervisor, and the employer
7. Establish contact with the employee weekly throughout the injury recovery period.
8. Review any new FAF from the worker's treating Health Care Professional
9. Set-up regular meetings with the injured / ill work to assess their progress and reassess the RTW Plan as required.
10. Provide the WSIB with any information requested concerning the employee's return to work
11. Notify the WSIB of any disputes or disagreements concerning their return to work

5.2.4 Eligibility and Exit Criteria

Eligibility Criteria:

- Workers who have suffered injuries/illness resulting from work that was carried out in the workplace. The RTW process begins immediately after the injury/illness occurs.

Exit Criteria from the RTW Program:

- Worker returns to their regular job at full capacity
- Worker returns to full functional capacity supported by functional ability (FA) information
- Worker receives permanent placement of alternative work

5.2.5 Duration of re-employment obligation

The employer's re-employment obligation continues until the **earliest of**

- two years from the date of injury
- one year after the employer receives notice that the worker is medically able to perform the essential duties of his or her pre-injury employment (with or without accommodation)
- the date on which the worker declines an offer from the employer to re-employ the worker, or
- the date on which the worker reaches 65 years of age.

5.2.6 Failure to Cooperate

The employee (the worker) & employer are both required to cooperate in the return RTW process. If WSIB determines through investigation that either party involved in the RTW process is not cooperating, WSIB has the authority to issue penalties; these penalties can include:

For EMPLOYEE:

Initial Penalty – The WSIB reduces the worker's wage loss benefits by 50%

- From the date of the written notice comes into effect
- Until the 14th calendar day following that date, or
- Until the worker starts cooperating again, whichever is earlier

Full Penalty

For early and safe RTW activities, if the non-cooperating continues beyond the 14th calendar day following the written notice comes into effect; the WSIB suspends the worker's wage loss benefits.

For work transition (WT) activities, if the non-cooperation continues beyond the 14th calendar day the date of written notice comes into effect; the WSIB terminates the WT assessment and/or the WT plan and reduces the worker's wage loss benefits to reflect the earnings the worker would have been capable of earning had he/she completed the WT Plan.

Note: The wage loss benefits remain reduced / suspended until the worker starts cooperating again, at which point the WSIB stops the non-cooperating penalty and restores the wage loss benefits. Wage loss benefits are restored on the day following the day the WSIB is satisfied of the worker's renewed co-operation

For EMPLOYER:

Initial Penalty – The WSIB levies an initial penalty of 50% of the cost of the loss benefits to the worker

- From the date of the written notice comes into effect
- Until the 14th calendar day following that date, or
- Until the employer starts co-operating again, whichever is earlier

Full Penalty – If the non-cooperating continues beyond the 14th calendar day following the the written notice comes into effect, the WSIB levies a penalty of

- 100% of the cost of the wage loss benefits payable to the employee, plus
- 100% of any costs associated with providing Work Transition (WT) services to the employee

The full penalty continues to be levied until the earliest of

- the date the employer starts co-operating again
- the date no further wage loss benefits are payable, and no WT services are being provided, or
- 12 months following the date that the written notice comes into effect

Note: If the WSIB is notified that an employer has started to cooperate again, the WSIB stops the non-cooperation penalty on the day following that it is satisfied of the employer's renewed co-operation.

5.2.7 Non-Work Related Second Accidents

The WSIB does not accept entitlement for an injury as a result of a second accident that is due to a non-work-related case. If a work-related impairment/disability is aggravated by a non-work-related second accident, the aggravation may not be accepted depending on the extent of recovery of the work-related impairment/disability.

If an injured worker has second accident while receiving WSIB benefits, but the second accident is not caused by a work-related injury, there is no entitlement for the second accident. If the second accident is not caused by the work-related impairment/disability, but does aggravate it, one of the following may apply:

- If the work-related impairment/disability is at, or near, full recovery, benefit payments may cease, or
- If the work-related impairment/disability is not at, or near, complete recovery, (e.g. a recently reduced fracture in which the second accident has caused a re-fracture at the same site), the aggravation of the work-related impairment/disability may not be accepted.

The decision maker may consult with the WSIB clinical staff to assist in making these determinations.

5.2.8 Communication

TCC employees will receive information about the RTW Program as part of their new workers safety orientation and at an annual group safety meeting. At the time of the injury or illness, the requirements of the program will be re-communicated

5.2.9 Training

A meeting will be scheduled on an annual basis in the TCC boardroom with full time employees where a refresher will be provided on the TCC Health & Safety Manual including this policy.

5.2.10 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms to the Occupational Health and Safety Act and Regulations and that it continues to address the needs of the company regarding their RTW program. The evaluation will also include a review of any open or completed RTW cases that were completed during the calendar year to assess these procedures and determine any areas of improvement.

5.2.11 Acknowledgement/Make Improvements

TCC Management will continue to support workplace injured/ill workers on their road to recovery and stress that their involvement on the RTW process is important and a valuable part of the improvement process. During the annual review of the H&S Manual any recommendations or suggested changes to this policy will be discussed and implemented if the change will improve the effectiveness of the policy. TCC acknowledges success at their annual year end informal gathering of all full time TCC employees where they discuss how the company performed as a whole in respect to Health and Safety including any RTW cases for the previous calendar year.

5.3 (D.28) PHYSICAL DEMAND INFORMATION

Date of Issue: 18 Nov 2011, Revised Date: 10 May 2016

5.3.1 Purpose

Taplen Commercial Construction (TCC) is committed to developing and maintaining a safe and healthy work environment. In keeping with this goal, it is the policy of TCC to make every reasonable effort to modify a job to reduce risk factors or accommodate an injured worker's restrictions so that they can return to work. As part of this accommodation, TCC will gather Physical Demand Information related to the workers job and injury which will help in the development of the RTW Plan.

5.3.2 WSIB Physical Demands Information Form

The purpose of the physical demand's information form is to:

- gather general job information about working conditions, requirements, and objectives of the job
- gather and document specific information about the physical demands of a job that may relate to the workers specific injury
- capture the common physical demands and aspects of injury risk
- capture any additional considerations for injury risk
- discover ways to modify jobs to reduce risk factors or accommodate an injured workers restriction

5.3.3 Who Completes the Form

The form is to be completed by the injured worker's immediate supervisor with input from the injured worker and/or from other people who are familiar with the physical demands of the job and work processes.

The supervisor should observe someone performing the job of the injured worker to understand the physical demands of the job and help in completing the form.

If the injured worker is not at work to help fill out the form, have them fill out a separate copy of the form. Make arrangements to have the completed form pickup or dropped off the TCC office.

TCC Management will submit a copy of the completed form to the WSIB and it will also be used in the development of a RTW Plan.

5.3.4 Communication

TCC employees will receive information about the RTW Program as part of their new workers safety orientation and at an annual group safety meeting. At the time of the injury or illness, the requirements of the program will be re-communicated

5.3.5 Training

A meeting will be scheduled on an annual basis in the TCC boardroom with full time employees where a refresher will be provided on the TCC Health & Safety Manual including this policy.

5.3.6 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms to the Occupational Health and Safety Act and Regulations and that it continues to address the needs of the company regarding their RTW program. The evaluation will also include a review of any open

or completed RTW cases that were completed during the calendar year to assess these procedures and determine any areas of improvement.

5.3.7 Acknowledgement/Make Improvements

TCC Management will continue to support workplace injured/ill workers on their road to recovery and stress that their involvement on the RTW process is important and a valuable part of the improvement process. During the annual review of the H&S Manual any recommendations or suggested changes to this policy will be discussed and implemented if the change will improve the effectiveness of the policy. TCC acknowledges success at their annual year end informal gathering of all full time TCC employees where they discuss how the company performed as a whole in respect to Health and Safety including any RTW cases for the previous calendar year

5.4 RETURN TO WORK SELF ASSESSMENT

Date of Issue: 7 Jan 2014, Revised Date: N/A

5.4.1 Purpose

To develop a system to review the Return to Work (RTW) Program of Taplen Commercial Construction Inc. (TCC)

5.4.2 Scope

This policy pertains to all TCC employees who work both in the office and in the field.

5.4.3 Procedures

TCC is dedicated to the early and safe return to work for all injured TCC employees. Part of this process includes working with WSIB and reviewing the Return to Work Program as it currently stands.

In order to accomplish this TCC will be using the WSIB Return to Work Reintegration checklist and reference the WSIB Return to Work Self-Assessment Guide for Ontario Workplaces.

The WSIB Work Reintegration checklist focuses on the six main areas of reintegration:

1. Work reintegration principles, concepts and definition (#19-02-01)
2. Responsibilities of workplace parties (#19-02-02)
3. Determining suitable occupation (#19-03-03)
4. Work Transition Plans (#19-03-05)
5. Work Transition Expenses (#19-03-06)
6. Relocation Services (#19-03-11)

The Work Self-Assessment Guide is set up with the following categories: Organizational Framework, Return to Work Program Management, Strategies for Successful Return to Work Outcomes, Assessment Summary, and Assessment Summary Score Sheet.

Each category has a series of questions to be answered. Not all questions will apply to TCC and for those that do not; this should be indicated by 'not applicable'. If the answer 'yes' is given, then there should be proof that this has taken place.

Once evaluations are completed, then the results will be used to develop a Continual Improvement Plan/Action Plan to address areas that are missing or need improvement in the current RTW Program.

The RTW Program will be reviewed on an annual basis.

5.4.4 Required Information

In order to complete the Assessment, the following documentation may be required:

1. Existing RTW Program (Case Management & Physical Demands Policies)
2. WSIB Injury Summary Report
3. WSIB CAD-7 Calculations
4. RTW Plans
5. Case Management Reports
6. Employee feedback

And reviewed for the following:

1. Number and average cost of WSIB Claims
2. Number and average cost of WSIB Claims by injury type
3. Claim rate per 100 employees

Note: Certain reports, calculations and statistical review of claims can only be used if there has been a RTW Case.

5.4.5 Responsibilities

The president, JHSC or H & S Reps will review and modify this policy as required.

All parties listed above will be expected to participate in the review and the resulting Continual Improvement / Action Plan.

Employees / workers are expected to participate in this Policy, when requested.

5.4.6 Communication

A memo will be sent out to all TCC site personnel and an e-mail to all office personnel informing them about the new policy or changes to the existing policy.

5.4.7 Training

A meeting will be scheduled on an annual basis in the Taplen Construction Inc (TCC) boardroom with all full time TCC employees where training will be provided on all new or updated Health & Safety Manual (HSM) policies.

5.4.8 Evaluation

The policy will be evaluated annually for:

1. All parts of the Standard to be reviewed for:
 - a. Suitability / applicability to TCC
 - b. New legislation
 - c. Best practices
2. Considerations for a RTW case:
 - a. Process – Did you do what you said you were going to do in the Policy?
 - b. Outcome – What were the gaps?
 - c. Did you complete the Assessment on time?
 - d. Did all parties cooperate?
 - e. Did you create an Action Plan?
 - f. Review all documentation to see if anything has changed?
 - g. Get employee feedback

5.4.9 Acknowledge Success

TCC acknowledges success at their annual year end informal gathering of all full time TCC employees where they discuss how the company performed as a whole in respect to Health and Safety including any RTW cases for that calendar year.

6 ♦ DESIGNATED SUBSTANCES ♦

6.1 **(D.9) DESIGNATED SUBSTANCE POLICY**

Date of Issue: 6 June 2012, Revised Date: N/A

6.1.1 **Purpose**

The objective of the policy is to:

Protect all workers, contractors, visitors, and the public from exposure to designated substances.

6.1.2 **Application**

It applies to all Taplen Construction Employees (TCC), and any consultants, architects, engineers, owners, and sub-contractors that work on a TCC Construction Site.

6.1.3 **Definitions**

For the purpose of this policy, designated substances are substances so named in regulations made under the Occupational Health & Safety Act, namely:

- Acrylonitrile
- Arsenic
- Asbestos
- Asbestos in Construction projects and in building and repair operations
- Benzene
- Coke Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl Chloride

A Designated Substance is defined by the OHSA as a “biological, chemical or physical agent or combination thereof prescribed as a designated substance to which exposure of a worker is prohibited, regulated, restricted, limited or controlled”

6.1.4 **Common Found Locations**

Designated Substance

Common Location

- | | |
|---------------|--|
| • Asbestos | • insulation, wallboard, asphalt, adhesives, caulking, ceiling & floor tiles, gaskets, drywall compound, plaster, and roofing shingles |
| • Isocyanates | • spray foam insulation, sealants, finishes, paint, and auto body materials |
| • Lead | • old paint, old mortar, old water pipes, lead sheeting, and contaminated soil |
| • Mercury | • fluorescent lights, switches, pressure gauges, electrodes, and contaminated soil |

- Silica
- bricks and blocks, granite, abrasives, concrete, sandstone, cement, and mortar

6.1.5 Control Program

On a construction site, the project owner is legally required to identify any designated substances and make a list of them. The list must be given to TCC as part of the bidding process and before the contracts are finalized.

If the assessment indicates a potential exposure the Superintendent along with the Project Manager in consultation with the JHSC will develop and implement a designated substance control program as prescribed by the specific designated substance regulations.

Depending on the identity of the Designated Substance, the control program may involve some or all of the following provisions:

- Engineering Controls - to remove a hazard or place a barrier between the worker and the hazard.
- Administrative Controls & Personal Protective Equipment - are frequently used with existing processes where hazards are not particularly well controlled.
- Methods of monitoring the use of the designated substance and/or concentration of the workers exposure
- Exposure records
- Medical examinations and clinical tests
- Training for supervisor and workers

All control actions must be documented as designated substance records.

6.1.6 Roles & Responsibilities

6.1.6.1 Senior Management

For the purpose of this policy, Senior Management is expected to:

- Provide the support and resources necessary to implement and maintain the prescribed Designated Substance control measure.

6.1.6.2 Supervisor

For the purpose of this policy, the Supervisor is expected to:

- Be aware of and familiar with the designated substances used, stored or handled in the workplace;
- When possible, substitute a less hazardous product for any designated substance;
- Provide or ensure all workers are aware of the personal protective equipment required to work with the designated substance;
- Ensure that spill kits and clean-up protocols are provided if required;
- Inform the management if a designated substance is thought to be discovered and await confirmation if a designated substance assessment required;
- Document any control programs in place to reduce exposure to designated substances;
- Ensure that all individuals who handle the designated substance are fully trained including:
 - Have knowledge of the specific legislation for the deigned substance they are working with;

- Proper use of the substances and all aspects of the control program in place, including safe storage, spill clean up and disposal;
- Have valid WHMIS training and access to the MSDS for the designated substances;
- Are aware of safe use and care of required personal protective equipment;
- Are aware of procedures and protocols to follow in emergencies, such as disruption of engineering control systems, spills, and failure of personal protective equipment

6.1.6.3 TCC Employee

For the purpose of this policy, a TCC Employee is expected to:

- Have current WHMIS training;
- Wear all personal protective equipment required by the supervisor and ensure that it is in proper working order;
- Report any failures in personal protective equipment, protocols or engineering system failures immediately to your supervisor;
- Report any suspected designated substance thought to be uncovered immediately to the supervisor;
- Follow all procedures and protocols for the safe use, storage and disposal of the designated substance

6.1.7 Communication & Training

A memo will be sent out to all TCC site personnel and an e-mail to all office personnel informing them about the new policy or changes to the existing policy and that it will be discussed at one of the TCC staff meetings and that a brief training session on the policy will take place.

6.1.8 Evaluation

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act, Code and Regulation and that it continues to address the needs of the company regarding procurement. The review will be done by Senior Management and selected members of the Joint Health & Safety Committee (JHSC) during a Committee meeting.

6.1.9 Acknowledgement / Make Improvements

During the annual review any recommendations or suggested changes to the policy will be discussed and implemented if the change will improve the effectiveness of the policy. Action items will be assigned to key individuals if required and the policy will be updated and included in a revised copy of the TCC Health and Safety Manual

7 ♦ Health and Safety Management System Audit ♦

7.1 TCC Health and Safety Management System Standard (HSMS) Audit Standard

Original Date of Issue: March 24, 2013
Revised Date: October 28, 2019
Approved By: Michael Assal, President
Locations: Taplen Office & Project site locations

7.2 Purpose

Taplen Commercial Construction (TCC) will strive to continually to improve our Health and Safety Management System (HSMS). To gauge the maturity and the firm's Health and Safety Management Systems (HSMS), an audit will be completed annually on the TCC HSMS.

The HSMS Review/audit can:

- a. include information from worker input, investigation results, corrective and preventive actions records, reports, and any other information that may be of benefit
- b. ensure that any failures to conform to the HSMS are identified and deficiencies are remedied in a timely manner
- c. evaluate progress towards the organization's HSMS objectives and evaluates the effectiveness of follow-up actions from earlier management reviews
- d. record the findings of the review and formally communicate to all appropriate internal and external parties
- e. prompt TCC senior management to prepare and implement a corrective action plan to address any non-conformities and opportunities for improvement and to recognize and reward achievement.
- f. From this review/audit TCC will create an action plan to identify any non-conformity. By conducting this audit, it will ensure the health and safety program objectives are met and the system is implemented, maintained and effective.

7.3 Definitions

Major Non-Conformity:

- Means the item will continue to occur due to the structure of the HSMS and/or TCC does not comply with the HSMS
- Is a high risk to a workers health & safety if the requirements are not met
- There are serious legal implications
- There is an accumulation of related minor non-conformities

Minor Non-Conformity:

- The HSMS structure is valid, but there was a minor deviation (i.e.: human error)
- There is little risk to the health and safety of the worker
- There are no significant legal implications

7.4 Scope

TCC's Health & Safety Management System applies to all direct employees, all sub-contractors and their employees, as well as all visitors.

7.4.1 Roles & Responsibilities

Senior Management

- Senior management will:
 - initiate the development, approval and implementation of an annual Audit Plan
 - ensure appropriate resources are made available
 - assign a “Qualified Auditor” (QA)
 - review, date, and sign-off on the completed HSMS audit results within time
 - initiate and develop a Continuous Improvement Plan (CIP) with the QA to the finding of the HSMS Audit
 - ensure the CIP is started in the year the audit was conducted within 3 months time
 - review and sign-off on the CIP
 - review and monitor the CIP on a quarterly basis until completed

Qualified Auditor (QA)/ Training Requirements/ Employer Requirements

- Qualified Auditor will:
 - have completed the COR™ Basic Auditing Principles course
 - conduct the audit according to the Audit Plan
 - document all evidence collected during the audit
 - determine findings for all criteria of the audit based on the collected evidence
 - sign-off and date the completed audit and any additional audit reports
 - present the audit findings and/or audit report to Senior Management

TCC Staff (Supervisors, managers & workers)

- All Supervisors, managers, and workers will:
 - cooperate and participate in the HSMS Review process as required

7.5 Audit Procedures

The audit will consist of the following:

- i. Initiate and prepare audit
 - Develop and approve an annual Audit Plan
- ii. Conduct Audit
 - Review prior year’s Audit and Continuous Improvement Plan
 - Review and list first source of audit evidence (i.e. company written standards/policy & procedures) to determine initial conformity of the system, as written, to selected audit criteria
 - Gather additional corroborating evidence (additional sources of evidence include records, interviews, and on-site observations)
 - Auditor documents all collected evidence
 - Auditor determines findings (conformity or non-conformity) for each audit criteria based on the collected evidence
- iii. Audit Report
 - Qualified Auditor will complete audit report, sign and date. (The audit report may be the completed audit with the evidence listed and confirmation of audit finding for each audit criteria).

- iv. Management Review
 - Auditor presents HSMS Audit Report and any additional reports to Senior Management for review, approval and sign-off
- v. Continuous Improvement Plan
 - Senior Management develops a Continual Improvement / Action Plan for implementation in the year of the audit and monitors on a quarterly basis until all action items are completed. The higher risk non-conformances will be prioritized first and a Corrective Action (CA) plan for all non-conformances will be generated along with who will be responsible for carrying out the CA plan.

7.6 Communication

A memorandum will be posted on all TCC safety boards (in office & on site) informing staff of the upcoming internal HSMS audit. Once the audit has been completed and signed-off on, the HSMS Internal Audit Results along with a copy of the CIP Action Plan will be posted on office safety board by the QA and a copy sent to active constructions site.

7.7 Training

Michael Assal and the Administrative Assistant have both received the WSIB HSMS Introduction to Auditing training at the Office of Goldie Mohr Ltd on May 28, 2013 with Mike Legault of the IHSA.

7.8 Forms

- Health and Safety Management System Review Form
- Continuous Improvement Plan based from the Health and Safety Management System Review Form

7.8.1 Reference Materials

- WSIB HSMS Review form
- WSIB- Safety Group Program- Introduction to Auditing training material Safety Group Program Employer Guidelines (4th Edition)
- IHSA-CON Safety group materials (IHSA-Construction)

7.9 Evaluation

The HSMS audit evaluation will quantify the effectiveness of the HSMS audit standard, Continual Improvement Plan, and the associated procedures and to identify gaps. The gaps will show where improvements are needed, and a Continual Improvement Plan will be written. Some examples of questions contained within the matrix include: Did TCC complete the HSMS audit? Did TCC complete all aspects of the audit as defined in the standard? Can the next HSMS Audit be improved upon?

Approved



President
Michael Assal

Date: October 28, 2019



H&S ACKNOWLEDGEMENT FORM

I have received a copy of Taplen Commercial Construction's Health & Safety Manual. I understand that in accepting employment on a Taplen project I am expected to abide by these rules, and as such, confirm that all employees reporting to me on this project have been fully trained in WHMIS and Fall Prevention. I further understand that a violation of these or failure to perform my work in a safe manner will be cause for my termination.

COMPANY: _____ **NAME:** _____

DATE: _____ **SIGNATURE:** _____

SITE COPY



H&S ACKNOWLEDGEMENT FORM

I have received a copy of Taplen Commercial Construction's Health & Safety Manual. I understand that in accepting employment on a Taplen project I am expected to abide by these rules, and as such, confirm that all employees reporting to me on this project have been fully trained in WHMIS and Fall Prevention. I further understand that a violation of these or failure to perform my work in a safe manner will be cause for my termination.

COMPANY: _____ **NAME:** _____

DATE: _____ **SIGNATURE:** _____

OFFICE COPY