



JANUARY 2022

RANKIN CONSTRUCTION INC.
HEALTH AND SAFETY MANUAL

VERSION 3.0
20 Corporate Park Drive, Suite 100-101, St. Catharines, Ontario, L2S 3W2

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1.0 HEALTH AND SAFETY POLICY STATEMENT

The senior management of Rankin Construction Inc. is committed to providing a safe work environment, and a work environment that promotes occupational health. Preventing an employee's injury or occupational disease is a major continuing objective. We are committed to providing an accident-free workplace through effective administration, education, and training. Our employees must be dedicated to the continuing objectives of reporting and eliminating the "near misses" which will greatly reduce the risk of injuries.

Our company's philosophy is that the well-being of our company and depends on the health and safety of our workforce. Senior management recognizes that all workers have the right to work in a safe and healthy work environment. Senior management also promises that "every reasonable precaution will be taken" to protect all workers and the public.

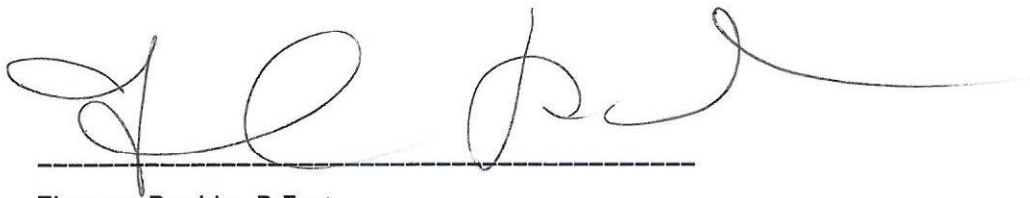
Supervisors are responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment required on the job are safe and that each worker works in compliance with established practices and procedures for each piece of equipment. Workers must receive adequate training to understand and follow those practices and procedures and to ensure their co-workers and themselves are safe.

All employees and subcontractors have the responsibility to protect their own and fellow workers' health, safety and well-being by working in compliance with the *Occupational Health and Safety Act*, all applicable regulations, and follow safe work practices and procedures established by the company.

We recognize that a safe work environment can be established and sustained only through a united effort by all employees and subcontractors. We are committed to work jointly with relevant personnel including workers in the development and implementation of a health and safety program. The attitude and cooperation of all employees in preventing accidents will assist in achieving an accident-free workplace.

Everyone from the president to the new worker has the responsibility to ensure a safe and healthy workplace. Let us all work together to prevent incidents and/or accidents.

This health and safety policy will be reviewed at least annually to ensure that it meets the needs of the company. We will make it available to all employees, subcontractors, and the public.

A handwritten signature in black ink, appearing to read 'T. Rankin', is written over a horizontal dashed line.

Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

1.1 RESPONSIBILITIES AND ACCOUNTABILITIES

1.1.1 OBJECTIVE

Rankin Construction Inc. is committed to ensuring that all workplace parties including senior management, middle management, supervisors, workers and subcontractors understand and comply with the legislative requirements under the Occupational Health and Safety Act, applicable regulations and relevant company policies and procedures.

1.1.2 SCOPE

The following responsibilities apply to all workplace parties of the company. It also applies to, but not limited to visitors, clients, contractors, vendors or members of the public.

1.1.3 DEFINITIONS

Senior Management (CEO, Company President, etc.) is defined as a group of managers at the highest level of the company or organization.

Constructor means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

Middle Management (Project Manager, Office Manager, General Manager etc.) is defined as a group of managers who administers and/or supervises the affairs of a department or division at the level below senior management of the company or organization.

Supervisor (Supervisor, Superintendent, etc.) is defined as a competent person who oversees a workplace or has authority over a worker(s) during their day-to-day work.

Worker (Employee, Volunteer, Co-op Students, etc.) is defined as a competent individual, who performs work or supplies services for a monetary/non-monetary compensation. Workers do not have management or supervisor responsibilities.

Joint Health and Safety Committee (JHSC) is composed of worker and management representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace.

Health and Safety Representative is required in workplaces with 6-19 workers.

Competent person means a person who,

- is qualified because of knowledge, training, and experience to organize the work and its performance,
- is familiar with this Occupational Health and Safety Act and the regulations that apply to the work, and
- has knowledge of any potential or actual danger to health or safety in the workplace.

Competent worker in relation to specific work, means a worker who,

- is qualified because of knowledge, training and experience to perform the work,
- is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
- has knowledge of all potential or actual danger to health or safety in the work.

Worker Trades Committee is a committee established by a joint health and safety committee at a construction project that is expected to last more than three months and at which more than 50 workers are regularly employed.

1.1.4 RESPONSIBILITIES

Senior Management (CEO, Company president, etc.)

- Provide a safe and healthy work environment.
- Ensure that equipment, materials, and protective devices provided are maintained and in good working condition.
- Provide information, instructions, and supervision to workers to protect their health and safety.
- Appoint competent personnel as supervisors.
- Make sure supervisors and workers are aware and or informed of potential or actual hazards.
- Assist the Joint Health and Safety Committee (JHSC) or the health and safety representative (if applicable) to carry out their functions.
- Prepare and at least annually review a written occupational health and safety policy. Post the policy in a conspicuous place.
- Develop and maintain a program to implement the policy.
- Work jointly with relevant workplace parties in the development and implementation of the program
- Afford assistance and co-operation to the committee and or health and safety representative in carrying out any of their functions.
- Support the process of ongoing hazard assessment.
- Participate in the development and review of practices and procedures.
- Promote the exchange of health and safety information.
- Delegate authority and responsibility as appropriate and hold employees and subcontractors accountable for the authority and responsibility delegated to them
- Ensure an investigation is conducted for fatalities or critical injuries.
- Review accident reports and respond in a timely manner.
- Review health & safety trends and develop yearly action plans based on the trends.

- Conduct a formal inspection of a site at least once a year.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Constructors

- Ensure the measures and procedures prescribed in the Act and regulations are carried out on the project.
- Ensure every employer and every worker performing work on the project complies with this Act and the regulations.
- Ensure the health and safety of workers on the project is protected.
- Ensure each contractor and/or subcontractor is provided with a list of all designated substances present at the site before beginning work.
- Provide a Notice of Project to the Director (Ministry of Labour Training and Skills Development), before commencing any work on a project, as prescribed.
- Have other responsibilities as may be defined in other legislations, regulations, or procedures.

Middle Management (Project Manager, Office Manager, etc.)

- Ensure that supervisors understand their health and safety responsibilities and are held accountable.
- Ensure that equipment, materials, and protective devices provided are maintained in good working condition.
- Ensure the workforce is adequately trained to safely complete the work and deal with hazards.
- Ensure that training is current and regularly reviewed.
- Be aware of applicable legislations and ensure compliance.
- Support the process of ongoing hazard assessment.
- Participate in the development and review of practices and procedures.
- Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors.
- Take unresolved health and safety problems to senior management as required.
- Respond appropriately to reports of problems and to JHSC/Health and Safety Representative recommendations.
- Ensure practices and procedures are established so that supervisors can maintain a safe and healthy workplace.
- Participate in the development, implementation, and review of the program.
- Monitor supervisor's toolbox talks as required.
- Review accident/incident reports.
- Ensure corrective actions are implemented and effective.

- Conduct a formal inspection of a job site once a month.
- Report quarterly to senior management on the status of health and safety performance.
- Delegate authority and responsibility as appropriate and hold supervisors, workers, and subcontractors accountable for the authority and responsibility delegated to them

Supervisors

- Be aware of the applicable legislation and company procedures.
- Ensure that workers use or wear the equipment, protective devices, or clothing that the company requires to be used or worn and that it is in good condition.
- Ensure that workers receive appropriate training to use or wear the equipment, protective devices, or clothing that the company requires.
- Establish and maintain procedures and practices to ensure that workers can carry out safe and healthy work.
- Ensure that workers comply with the Occupational Health and Safety Act, applicable regulations and the company's policy and program.
- Ensure that workers are aware of potential or actual hazards and have dealt with or are dealing with the actual hazards in the workplace.
- Plan and communicate clear and precise work assignments to enable workers to produce safely.
- If possible, involve workers in work planning and problem solving.
- Provide orientation to new crew members.
- Conduct weekly toolbox talks and weekly site inspections.
- Review safety aspects of each task with crew.
- Conduct accident or incident investigation as soon as possible.
- Encourage workers to report health and safety problems without fear of reprisal.
- Respond quickly and appropriately to worker concerns and if possible, cooperate in their correction. Take the matter to a higher level if beyond supervisor's authority/ability.
- Report safety problems to middle management.
- Set an example by being consistently safety conscious and insisting on the safe performance of work.
- Observe the work in progress and provide positive input to the workers.
- Be involved in ongoing hazard assessment.
- Participate in the development and review of safe work practices and procedures.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Workers

- Work in a way that will not endanger yourself or others.
- Use or wear the equipment, protective devices, or clothing that the legislation or company requires.
- Do not perform any task for which you are not competent.
- Work safely in accordance with the company's or the client's health and safety policy and program and with the Occupational Health and Safety Act and applicable regulations.
- Complete pre-use inspections for equipment as required.
- Do not remove, displace, or interfere with the use of any safeguards.
- Immediately report unsafe conditions and/or the existence of any hazard to the supervisor.
- Report all accidents, injuries, first aid and near-misses immediately to the supervisor.
- Advise other workers of unsafe conditions or work practices.
- Participate in solving health and safety problems.
- Provide recommendations to the supervisor to improve the company's health and safety.

Subcontractors

- Before commencing work, ensure compliance with project health and safety policy and program and make it clear to employees that failure to do so could result in termination of their contract.
- Provide training in the requirements of the site safety policy and program.
- Coordinate all work activities through the supervisor.
- Inspect, and maintain personal protective equipment as required for direct-hire employees.
- Monitor site conditions daily and record all injuries, accidents, or near-misses.
- Conduct clean-up of work areas at least once daily, based on the contract.
- Conduct regular safety talks for employees and provide site-specific training as required.
- Provide compensation and time necessary to employees who participate on safety committees.
- Provide adequate facilities (e.g. lunch area, wash-up area and toilets, tool storage, and first aid) for employees.
- Notify supervisor of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- Cooperate in accident investigations.

Joint Health and Safety Committee (JHSC)

- Meet at least once every three months.
- Conduct a monthly inspection of the workplace to identify hazards (worker member responsibility).
- Report findings to the committee and make written recommendations to senior management.
- Support the implementation and maintenance of the company safety program.
- Assist senior management in the annual review of the company health and safety program.
- Review inspection and accident/incident reports.
- Worker member to investigate cases where a worker is critically injured or killed.

Joint Health and Safety Committee (JHSC) – Site

- Only applicable to construction projects on which 20 or more workers are regularly employed and expected to last three months or more.
- Meet at least once every three months.
- Conduct a monthly inspection of the workplace to identify hazards (worker member).
- Report findings and make written recommendations to senior management.
- Support the implementation and maintenance of the company safety program.
- Assist senior management in the annual review of the company health and safety program.
- Review inspection and accident/incident reports.
- Worker member to investigate cases where a worker is critically injured or killed.

Health and Safety Representative – Site

A health and safety representative is required when there are between 6 and 19 workers regularly employed at a workplace. Only applicable to construction projects, where no committee is required and where the number of workers regularly exceeds five.

- Inspect the workplace monthly to identify hazards.
- Report hazards and make written recommendations to a supervisor.
- Attend and participate in health and safety meetings on site.
- Assist in the review of the health and safety program for the project.
- Help to implement the health and safety program.
- Assist in accident/incident investigation.
- Inspect the workplace when a person is killed or critically injured.

Worker Trades Committee

- Report health and safety problems to the joint health and safety committee.
- Assist in resolving disputes and problems related to health and safety.
- Attend health and safety meetings.

1.1.5 PERFORMANCE ACCOUNTABILITIES

Senior Management

Senior Management is held accountable through a performance evaluation (completion of the *Senior Management's Accountability Form*). The performance evaluation ensures the system is formalized and that responsibilities of Management have been met. This evaluation must be done at least annually.

Manager/Supervisor

The *Manager/Supervisor's Accountability Form* will be used to evaluate their responsibilities to maintain a healthy and safe workplace. The performance evaluation ensures the system is formalized, that the responsibilities of the manager/supervisor have been met, and that the Managers/Supervisors have taken every reasonable precaution for the protection of their workers. The performance evaluation must be done at least annually.

Worker

Workers will be held accountable to meet their responsibilities under the Occupational Health and Safety Act, applicable regulations, company practices and procedures. Workers not following their responsibilities will be disciplined in accordance with the progressive discipline procedure.

1.1.6 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Worker Trades Committee – Occupational Health and Safety Act, s. 10
- Duties of Project Owners - Occupational Health and Safety Act, s. 30
- Duties of Suppliers - Occupational Health and Safety Act, s. 31
- Duties of Directors and Officers of a Corporation - Occupational Health and Safety Act, s. 32

1.1.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

2.0 JOB HAZARD ASSESSMENT, ANALYSIS AND CONTROL

2.0.1 OBJECTIVE

Rankin Construction Inc. is committed to identifying and controlling potential or actual hazards on a job or task.

2.0.2 SCOPE

This procedure applies to all employees at Rankin Construction Inc..

Note: Hazard analyses for routine tasks performed by company employees can be found in the *Job Hazard Analysis*.

2.0.3 DEFINITIONS

Hazard – A hazard is any source of potential damage, harm or adverse health effects on something or someone.

Risk – A risk is the combination of the likelihood of the occurrence of the harm and the severity of it.

Hazard Analysis – The process of conducting a systematic review of work activities to identify the hazards, analyze the risks associated with the hazards, and determine appropriate ways to eliminate or control the hazards.

Task – An activity performed to fulfill a job.

Job Step – A segment of the operation necessary to advance the work. The steps must be kept in sequential order.

Ongoing Hazard Assessment (PSA, FLHA, JSA, DHA) – The process of conducting daily hazard assessments to address ever-changing site activities and conditions.

2.0.4 PROCEDURE

A Job Hazard Analysis has been conducted for all operations and activities. A cross-functional team comprised of workers, supervisors and managers will conduct a team-based review of the corporate Job Hazard Analyses for each job as an on-going initiative. The purpose of our Job Hazard Analysis is to identify, control or eliminate potential or actual dangers in a job or task. This can be found in the *Job Hazard Analysis Form*. When a new task is introduced to the workplace, or an existing task must be modified, the following steps are to be followed to complete a Job Hazard Analysis for that task, using the *Job Hazard Analysis Form (JHA)*:

1. Break down a Task into Sequential Steps

Identify the steps required to complete the task.

2. Identify Hazards Associated with Each Step

All potential hazards must be identified at each step. This can be done based on the knowledge of the job, knowledge of previous accidents/incidents causes, and personal experience. When identifying potential hazards, it is recommended to

include workers in the hazard identification process and inquire about their personal experience and knowledge of the job. Along with a hazard description, types of hazards must be identified. The types of hazards are as follows:

- **Physical** – Noise, vibration, electricity, heat and cold, UV exposure, pressure, and radiation.
- **Chemical** – Gases, vapours, liquids, solids, plasma, dust, fume, or mist.
- **Biological** – Living organisms, such as: bacteria, viruses, mould, parasites and fungi, bird/bat dropping, human waste or poisonous insects/plants.
- **Musculoskeletal** – Poorly designed equipment or work processes which place undue strain on the body by repetitive or strenuous activity.
- **Psychosocial** – Risks of crime and violence and/or harassment in the workplace; production pressures which can influence the pace of work.
- **Safety** – Housekeeping, falls, pinch points, sharp points/edges, moving machinery, dropping items, pressure systems, fires, and explosions.

3. Conduct a Risk Analysis for Each Hazard

The level of risk must be identified for all hazards, by determining the probability and severity of the injury/illness.

Severity is the amount of damage or harm a hazard could create and is ranked on a four-point scale as follows:

Severe injury/death (4) - The hazard could cause fatal or serious injury, illness and/or damage, resulting in permanent or long-term disability and/or significant loss.

Critical injury/lost time injury (3) - The hazard could cause moderate injury, illness and/or property damage resulting in lost time.

Minor injury (2) - The hazard could cause minor injury or illness without lost time or other loss.

Extremely minor injury (1) - The hazard could cause less than a minor injury or illness.

Probability is the likelihood of the hazard causing an injury or illness, and is ranked on a four-point scale as follows:

Frequent (4) - Injury or illness due to exposure to this hazard is frequent.

Likely (3) - Injury or illness due to exposure to this hazard is very likely.

Occasionally (2) - There is a chance that the hazard will cause injury or illness.

Unlikely (1) - The hazard will probably not cause injury or illness.

The risk matrix table is used to assess the risks of hazards by multiplying the scores for the probability and severity values together:

			Probability (How likely is the incident to occur?)			
			Frequent	Likely	Occasionally	Unlikely
Severity	If the incident occurs, how serious?		4	3	2	1
	Severe injury/death	4	16	12	8	4
	Critical/lost time injury	3	12	9	6	3
	Minor – first aid/medical treatment	2	8	6	4	2
	Extremely minor	1	4	3	2	1

Risks	Colour Code	Value	Action Needed
High risk	Red	12 and above	Immediate action needed
Moderate risk	Yellow	6-9	Some action needed
Low risk	Green	4 and less	No changes or minimum changes needed

Rankin Construction Inc. has defined their risk threshold level to be any task with a hazard risk of 12 or above. These tasks are considered critical tasks and require the development of a safe job procedure. A complete list of critical tasks can be found in the Job Hazard Analysis Form.

4. Identify Preventative Controls for Each Hazard

The hierarchy of controls are used to identify controls for each hazard. They are as follows:

- **Elimination:** Remove the hazard from the workplace.
- **Substitution:** Replace hazardous materials or equipment with less hazardous ones.
- **Engineering Controls:** Reduce the source of exposure by designing or modifying the equipment and processes.
- **Administrative Controls:** Establish controls that alter the way the work is done, which includes the timing of work, policies, other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- **Personal Protective Equipment:** Use equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise. This is the least effective means of controlling a hazard.

Preventative controls must be implemented for each identified hazard. The types are as follows:

- **At the Source** (Elimination & Substitution) – These can be obtained by eliminating or substituting a task.
- **Along the Path** (Engineering Control) – This can be obtained by redesigning work station/processes, and isolating processes, such as automated procedures, relocation, barriers, absorption, and dilution.
- **At the Worker** (*Administrative & Personal Protective Equipment*) – These can be obtained by doing job rotations and relief procedures, providing training

and supervision, orientation, safe job procedures, safe work practices, emergency planning, housekeeping hygiene practices and arranging for personal protective equipment (PPE).

Upon identification of a hazard, any controls, safe work practices and safe job procedures required must be implemented in a timely manner.

5. Communication of Job Hazard Analysis

Workers will review the job hazard analysis that apply to their job. The job hazard analysis must be reviewed and acknowledged by the workers to indicate that they understand their hazard exposures and controls. Workers who perform the job must ensure that all the basic steps of the task have been noted, are in the correct order, have suitable controls and are documented. If the worker does not agree with the analysis, they must inform their supervisor. The supervisor must review the worker's concern, update the analysis if required, and communicate this information to the workers. Supervisors must ensure that workers follow the control measures specified in the job hazard analysis.

6. Validation and Evaluation

Supervisors must monitor implemented controls for effectiveness. This can be in the form of obtaining feedback from workers. The *Job Hazard Analysis Form* in conjunction with the *Job Hazard Analysis Guide* are to be used to perform any new Job Hazard Analysis. The Job Hazard Analysis will be reviewed and modified annually by management or as required.

2.0.5 FACTORS TO CONSIDER

The development or review of a Job Hazard Analysis must be performed for the following additional factors:

- **Accident frequency and severity** – Jobs where accidents occur frequently or where they occur infrequently but result in severe injuries.
- **Potential for severe injuries and illnesses** – Consequences of an accident, hazardous condition, or exposure to harmful substances are potentially severe.
- **Newly established jobs** – Hazards are unknown due to the lack of experience with the job
- **Modified jobs** – New hazards may exist with changes in job procedures.
- **Infrequently performed jobs** – A job hazard analysis is required prior to non-routine work being performed.

2.0.6 ONGOING HAZARD ASSESSMENT

A daily pre-job safety assessment will be conducted by the site supervisor prior to any work being performed on-site, using the Daily **Pre-Job Safety Assessment Form**. This form is used to identify potential hazards specific to the work that is being performed on that day. This form will be filled out by site supervisors and reviewed and signed by the workers.

The site supervisor will also collect Daily Pre-Job Safety Assessments from all subcontractors, prior to their work commencing.

2.0.7 RESPONSIBILITIES

Management

- Support the development of job hazard analysis.
- Allocate the resources and assign the team to participate in the development process.
- Review worker, supervisor and JHSC recommendations and update the practices if required.
- Respond to the recommendations in a timely manner.
- Communicate the potential hazards of tasks to all workers.
- Follow up with implemented controls to ensure effectiveness.
- Communicate any new hazard analyses or any update to existing analyses.
- Review the job hazard analysis at least annually.

Supervisors

- Ensure their workers have reviewed the job hazard analysis of the task that relates to their specific workplace and tasks prior to commencing the work.
- Ensure their workers understand the potential hazards specified in the job hazard analysis for applicable tasks and can describe them during toolbox talks, worker interviews during inspections, etc.
- Review comments/concerns of the workers regarding the job hazard analysis with the Management or JHSC and provide recommendations.
- Monitor the existence of the job hazard analysis by site observations.
- Ensure the job hazard analysis is readily available to workers.

Workers

- Review and understand the job hazard analysis that relates to their specific job.
- Review the task prior to beginning the job to understand the potential hazards of the job.
- Report concerns or suggested changes to the job hazard analysis to supervisor or JHSC.

Joint Health and Safety Committee

- Participate in the development and review of job hazard analysis.
- Discuss supervisors or workers' feedback in the meetings.
- Recommend the required changes to the management.

Health and Safety Representative

- Participate in the development and review of job hazard analysis.
- Recommend changes to management.

2.0.8 REFERENCES

- Duties of Employers – Occupation Health and Safety Act s. 25, 26
- Duties of Constructors – Occupation Health and Safety Act s. 23
- Duties of Supervisors – Occupation Health and Safety Act s. 27
- Duties of Workers– Occupation Health and Safety Act s. 28
- Health and Safety Representative– Occupation Health and Safety Act s. 8
- Joint Health and Safety Committee– Occupation Health and Safety Act s. 9

2.0.9 DOCUMENT HISTORY

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2	July 3, 2020	Reviewed by Rankin Construction Inc.			
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3.0 SAFE WORK PRACTICES

3.0.1 OBJECTIVE

Safe work practices will be used to control the hazards identified in the Job Hazard Analysis. The review of relevant safe work practices will be part of training workers to perform their tasks

3.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

3.0.3 DEFINITIONS

Safe Work Practices (SWP) – written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. These are a set of positive guidelines or “do’s and don’ts” on how to perform a specific task that may not always be done in a certain way.

3.0.4 PROCEDURE

1. Development of Safe Work Practices

A Job hazard analysis is conducted for all operations and activities at Rankin Construction Inc. Safe work practices are developed as a control method to mitigate the hazards identified in the job hazard analysis. The practices will be updated to reflect process changes, and re-approved as appropriate. Safe work practices are developed as a team to incorporate management, supervisors, Joint Health and Safety Committee (JHSC), health and safety representatives from sites and workers’ participation.

2. Review of Safe Work Practices

Employees will review the safe work practices related to their job and acknowledge that they have understood them during orientation. Supervisors are responsible for ensuring their workers understand the safe work practices that apply to their specific tasks, prior to the workers performing those tasks. The safe work practices are readily available at all work locations for the workers to review at any time.

As workers review the safe work practices, they are encouraged to report any concerns or suggested changes to their supervisor or JHSC. The supervisor or JHSC will review the input of the workers then make suggestions to the management or JHSC. Supervisors will also incorporate the inputs from orientations, committee meetings and toolbox talks.

Safe Work Practices can be found in the ***Safe Work Practices & Safe Job Procedures Manual***.

3. Approval of Safe Work Practices

Management will review and approve the safe work practices. Approved practices will be communicated to workers.

4. Implementation of Safe Work Practices

Workers at Rankin Construction Inc. will not be allowed to commence the work prior to reviewing the safe work practices. Supervisors will monitor the existence of safe work practices with site observations. Supervisors must ensure that workers understand the safe work practices and can describe them. This can be achieved through toolbox talks and worker interviews during inspections. Management will be notified of any safe practices that are needed additionally.

5. Document Availability

Safe work practices will be available at all work locations for the workers to review them at any time.

6. Annual Review

The safe work practices will be reviewed annually by management to ensure they are accurate and still reflect the company's scope of work. Management will use the *Safe Work Practices Annual Review Form*. Worker, Supervisor and JHSC recommendations will be taken into consideration as part of the review. Management will assign the team to develop any new practices and/or update the existing practices as required. New or updated safe work practices will be communicated to all affected workers.

3.0.5 RESPONSIBILITIES

Management

- Support the development of safe work practices.
- Allocate the resources and assign the team to participate in the development process.
- Review worker, supervisor and JHSC recommendations and update the practices if required.
- Respond to the recommendations in a timely manner.
- Communicate the practices to all workers.
- Communicate any new practices or any updates to existing practices.
- Review the safe work practices at least annually.

Supervisors

- Ensure their workers have reviewed the safe work practices that relate to their specific workplace and tasks prior to commencing the work.
- Ensure workers understand the safe work practices and can describe them during toolbox talks, worker interviews during an inspection, etc.
- Review comments/concerns of the workers regarding the safe work practices with the Management or JHSC and provide recommendations.
- Monitor the existence of safe work practices by site observations.
- Have the safe work practices document readily available to workers.

Workers

- Review and understand the safe work practices that are related to their specific job.
- Do not proceed with the task prior to reviewing and understanding the practice.
- Follow the safe work practices while performing the job tasks.
- Report concerns or suggested changes to the safe work practices to supervisor or JHSC.

Joint Health and Safety Committee (JHSC)

- Participate in the development and review of safe work practices.
- Discuss supervisors or workers' feedback in the meetings.
- Recommend the required changes to the management.

Health and Safety Representative (Site)

- Participate in the development and review of safe work practices.
- Recommend changes to the management.

3.0.6 REFERENCES

- Duties of Employers – Occupation Health and Safety Act s. 25, 26
- Duties of Constructors – Occupation Health and Safety Act s. 23
- Duties of Supervisors – Occupation Health and Safety Act s. 27
- Duties of Workers– Occupation Health and Safety Act s. 28
- Health and Safety Representative– Occupation Health and Safety Act s. 8
- Joint Health and Safety Committee– Occupation Health and Safety Act s. 9

3.0.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

4.0 SAFE JOB PROCEDURES

4.0.1 OBJECTIVE

Safe job procedures will be used to control the hazards identified in the Job Hazard Analysis. The review of relevant safe job procedures will be part of training workers to perform their tasks safely.

4.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

4.0.3 DEFINITIONS

Safe Job Procedures – The step-by-step instructions that must be followed in a sequence to complete a task or process safely; a written, systematic description on how to complete a job safely and efficiently from start to finish. A safe job procedure must be developed for tasks that hold a risk level of 12 or higher.

Critical Task – A task that, if not accomplished following the specified safe job procedure, has the potential to result in a serious adverse effect; a job with high potential for serious loss or injury.

4.0.4 PROCEDURE

1. Development of Safe Job Procedures

A job hazard analysis is conducted for all operations and activities at Rankin Construction Inc. Safe job procedures are developed for critical tasks, as a control method to mitigate the hazards identified in the job hazard analysis. The procedures will be updated to reflect process changes, and re-approved as appropriate. Safe job procedures are developed as a team to incorporate management, supervisors, Joint Health and Safety Committee (JHSC), health and safety representatives from sites and from workers' participation.

2. Review of Safe Job Procedures

Employees will review the safe job procedures related to their job and acknowledge that they have understood them during orientation. Supervisors are responsible for ensuring their workers understand the safe job procedures that apply to their specific tasks, prior to the workers performing those tasks. The safe job procedures are readily available at all work locations for the workers to review at any time.

As workers review the safe job procedures, they are encouraged to report any concerns or suggested changes to their supervisor or the Joint Health and Safety Committee (JHSC). The supervisor or JHSC will review the inputs of workers then make suggestions to the management or JHSC. The supervisor will also incorporate the inputs from orientations, committee meetings and toolbox talks.

Safe job procedures can be found in the *Safe Work Practices & Safe Job Procedures Manual*.

3. Approval of Safe Job Procedures

Management will review and approve the safe job procedures. Approved procedures will be communicated to workers.

4. Implementation of Safe Job Procedures

Workers at Rankin Construction Inc. will not be allowed to commence the work prior to reviewing the safe job procedures. Supervisors will monitor the existence of safe job procedures with site observations. Supervisors must ensure that workers understand the safe job procedures and can describe them. This can be achieved through toolbox talks and worker interviews during inspections.

Management will be notified of any safe job procedures additionally needed.

5. Document Availability

Safe job procedures will be available at all work locations for workers to review any time.

6. Annual Review

The safe job procedures will be reviewed annually by management to ensure they are accurate and still reflect the company's scope of work. Management will use **the *Safe Job Procedure Annual Review Form***. Worker, Supervisor and JHSC recommendations will be taken into consideration as part of the review. Management will assign the team to develop any new procedures and/or update the existing procedures as required. New or updated safe job procedures will be communicated to all affected workers.

4.0.5 RESPONSIBILITIES

Management

- Support the development of safe job procedures.
- Allocate the resources and assign the team to participate in the development process.
- Review worker, supervisor and JHSC recommendations and update the procedures if required.
- Respond to the recommendations in a timely manner.
- Communicate the procedures to all workers.
- Communicate any new procedures or any update to existing procedures.
- Review the safe job procedures at least annually.

Supervisors

- Ensure their workers have reviewed the safe job procedures that relate to their specific workplace and tasks prior to commencing the work.
- Ensure workers understand the safe job procedures and can describe them during toolbox talks, worker interview during inspection, etc.

- Review comments/concerns of the workers regarding the safe job procedures with the Management or JHSC and provide recommendations.
- Monitor the existence of safe job procedures by site observations.
- Have the safe job procedures document readily available to workers.

Workers

- Review and understand the safe job procedures that relate to their specific job.
- Do not proceed with the task prior to reviewing and understanding the procedure.
- Follow the safe job procedures while performing job tasks.
- Report concerns or suggested changes to the safe job procedures to supervisor or JHSC.

Joint Health and Safety Committee

- Participate in the development and review of safe job procedures.
- Discuss supervisors or workers' feedback in the meetings.
- Recommend the required changes to the management.

Health and Safety Representative (Site)

- Participate in the development and review of safe job procedures.
- Recommend changes to the management.

4.0.6 REFERENCES

- Duties of Employers – Occupation Health and Safety Act s. 25, 26
- Duties of Constructors – Occupation Health and Safety Act s. 23
- Duties of Supervisors – Occupation Health and Safety Act s. 27
- Duties of Workers– Occupation Health and Safety Act s. 28
- Health and Safety Representative– Occupation Health and Safety Act s. 8
- Joint Health and Safety Committee– Occupation Health and Safety Act s. 9

4.0.7 DOCUMENT HISTORY

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1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			

3	January 10, 2022	Annual Review Completed		Rankin Construct ion Inc. Managem ent	January 10, 2022
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5.0 COMPANY RULES

It is the policy of Rankin Construction Inc.] to insist that all employees, subcontractors and others at the workplace, understand and strictly adhere to the provisions of the *Occupational Health and Safety Act*, all applicable regulations, company practices and procedures.

Below, are some of the most fundamental Safety Rules; know them and adhere to them. Your manager/supervisor will inform you of any additional safety rules and procedures as the need arises.

1. If you notice any unsafe practice or condition on the job, you are obligated by law and by the company to report the situation immediately to your supervisor so that corrective action can be taken.
2. All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his/her investigation and report it to management.
3. All relevant personal protective equipment must be worn when required. Personal protective equipment must be inspected prior to each use.
4. All work shall be carried out as per the Occupational Health and Safety Act, applicable regulations, company practices and procedures.
5. The workplace must remain in a clean and orderly condition. Proper housekeeping must take place throughout the workplace to eliminate potential hazards.
6. No possession or consumption of alcohol, marijuana or illegal drugs permitted while at the workplace.
7. Smoking is strictly prohibited near flammable or combustible gases and materials, and in all storage areas.
8. Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
9. Theft, vandalism or any other abuse or misuse of any property is prohibited.
10. Tools and equipment shall be inspected before each use and shall only be used if in good condition. Do not remove any guards or safety devices.
11. Do not operate any machinery unless you have been properly trained for the task.
12. Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back.
13. When in doubt, do not attempt any work that you feel is unsafe or may place yourself or others in danger. If you feel incapable of performing a task, advise your supervisor.

Workers, subcontractors, or others who willfully act in violation of the Company Rules, the Ontario Occupational Health and Safety Act, applicable regulations, company practices or procedures will be subject to disciplinary actions.

5.1 PROGRESSIVE DISCIPLINE POLICY

Rankin Construction Inc. progressive discipline policy and procedure are designed to provide a structured corrective action process to improve and prevent a recurrence of substandard employee behavior and performance issues. This policy applies to all workplace parties of the company as well as, but not limited to, subcontractors and vendors.

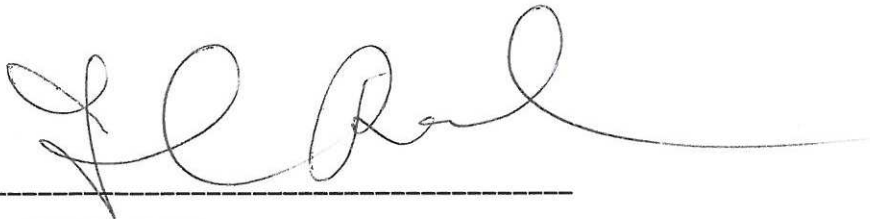
Anyone who violates company rules, procedures and code of conduct will be immediately made aware of such a violation. Supervisors will be required to fill out the Disciplinary Warning form

Rankin Construction Inc. reserves the right to combine or skip steps depending on the facts of each situation and nature of the offence. Disciplinary action taken will be consistent with the seriousness of the infraction. Some of the factors that will be considered are whether the offence is repeated despite coaching, counselling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

The following guideline outlines the disciplinary action Rankin Construction Inc. will employ for any company rule and safety infractions. These actions will not necessarily be implemented progressively. Disciplinary action taken will be consistent with the seriousness of the infraction.

1. Verbal warning
2. Written warning
3. Second written warning
4. Workplace suspension
5. Termination

Termination of employment or contract is the final step in the progressive disciplinary policy. This step may involve supervisors, managers as well as senior management. In the opinion of the Project Supervisor, the violation is life-threatening to one or more individuals on the project site. In the event that a subcontractor refuses or neglects to rectify a hazardous condition, practice or any violation, Rankin Construction Inc. shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties. Rankin Construction Inc. may also remove from the work site any individual who continues to cause the unsafe condition to remain or performs in a manner not consistent with the guidelines of the Act, applicable regulations, company practices and procedures.



Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

5.2 PROGRESSIVE DISCIPLINE

5.2.1 OBJECTIVES

To standardize a protocol for managing, motivating, and correcting substandard performance or behaviour of employee performances. Progressive Discipline will be used as a deterrent to prevent workers from working in an unsafe manner and will ensure compliance with all health and safety regulatory and program requirements.

5.2.2 SCOPE

This procedure applies to all employees and subcontractors at Rankin Construction Inc.. All employees are required to comply with all legal requirements concerning the health and safety of workers in the workplace, as well as the practices and procedures and any other requirements of the company's health and safety program. The company will not condone any breach of legal requirements or the health and safety program. Subcontractors are also required as part of the sub-contractual agreement to comply with the Rankin Construction Inc. Health and Safety Policy and the Program.

5.2.3 DEFINITIONS

Progressive discipline is a process for dealing with job-related behaviour that does not meet expected and communicated performance standards.

5.2.4 PROCEDURE

Employees and subcontractors who willfully act in violation of the Company Rules and/or the Ontario Occupational Health and Safety Act and Regulations will be subject to any of the following disciplinary actions as is appropriate:

6. Verbal warning
7. Written warning
8. Second written warning
9. Workplace suspension
10. Termination

All steps may not be followed and will be determined by the severity of the actions being addressed. Supervisors are responsible for following this process to maintain acceptable levels of performance and conduct, as well as a safe workplace. Supervisors must fill out a ***Disciplinary Warning Form*** when giving any type of warning to workers.

1. Verbal Warning

When a supervisor identifies that a worker is not compliant, and if informal discussions with the worker have failed to resolve the problem(s), a verbal warning from the supervisor will be given. The verbal warning shall be documented through the Disciplinary Warning Form.

2. Written Warning

A written warning is a record of a more serious situation or a recurrence of a problem previously noted in the verbal warning(s). The written warning must be read to the worker and must be signed by the supervisor (as an acknowledgement that the content has been read).

3. Second Written Warning

A second written warning is issued to an employee following the initial written warning. It is issued when the performance or behaviour has not improved or been corrected. The same procedure as the first written warning must be followed.

4. Suspension

Suspension can take place in extreme cases such as willful misconduct, disobedience or willful neglect of duty, danger to other employees, or as a recurrence of a problem previously noted in verbal and written warnings.

5. Termination of Employment

Termination of employment is the final step in the progressive disciplinary process. This step may involve supervisors, managers as well as senior management. All investigative materials along with any previous disciplinary documentation are to be kept and maintained as part of company property.

In the event that a subcontractor refuses or neglects to rectify a hazardous condition, practice or any violation, Rankin Construction Inc. shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties. Rankin Construction Inc. may also remove from the work site any individual who continues to cause the unsafe condition or performs in a manner not consistent with the guidelines of the Act, applicable regulations, company practices and procedures.

Violations to the following safety concerns represent a serious level of neglect and Rankin Construction Inc.'s project supervisor or his competent replacement has the right to exercise a "ZERO TOLERANCE" policy and have the violator(s) dismissed from the project. No further warnings are required or will be given.

- i. FALL PROTECTION VIOLATIONS
- ii. ELECTRICAL OR MECHANICAL LOCK-OUT VIOLATIONS
- iii. FIRE PREVENTION VIOLATIONS
- iv. TRENCHING VIOLATIONS
- v. COMPANY RULES VIOLATIONS

5.2.5 RESPONSIBILITIES

Management

- Assist with any disciplinary actions as required (i.e. suspension or termination).
- Enforce compliance with company rules and legislation.

Supervisors

- Oversee and implement the disciplinary procedure.
- Fill out the *Disciplinary Warning Form*, as required.
- Ensure the progressive discipline procedure is clearly communicated to each worker as part of orientation prior to the commencement of work.
- Address performance and disciplinary problems in a consistent and timely manner with employees.

Workers

- Cooperate with their supervisor through the disciplinary process.
- Take every reasonable precaution to correct the actions or behaviour as discussed with the supervisor.

Subcontractor

- Comply with the company rules and site-specific rules.
- Communicate the rules to their workers.
- Cooperate with the project supervisor through the disciplinary process.

5.2.6 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers – Occupational Health and Safety Act, s. 28

5.2.7 DOCUMENT HISTORY

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5.3 VISITOR SAFETY

5.3.1 OBJECTIVE

To standardize a protocol to ensure all visitors act in accordance with the company's health and safety policies, procedures, and the legislative requirements.

5.3.2 SCOPE

This procedure applies to all company visitors including, but not limited to contractors, subcontractors, vendors, suppliers, clients, and consultants who may visit any company location. This procedure does not apply to subcontractors who will be working on-site for a long period, as they will not be treated as visitors.

5.3.3 DEFINITIONS

Visitor -- short term non-operating personnel requiring access to the workplace such as: contractors, subcontractors, vendors, suppliers, clients, consultants, family members, etc.

5.3.4 PROCEDURE

To ensure that our employees and visitors are in a safe environment, the following minimum standards are to be strictly adhered to.

1. Entry of the premises

The following are the steps which must be followed when a visitor enters the facility:

- The visitor must read the ***Visitor Health and Safety Responsibilities*** statement.
- The visitor is required to provide identification; internal company contact and the purpose of the visit through the ***Visitor Sign-In and Sign-Out Log***. Visitor must not leave the front area until the designated host arrives.

Visitors entering a worksite must coordinate with the designated host, in advance, regarding the site-specific visitor policy. Visitors will be required to complete a site orientation and specific training, if required.

2. During the visit

The following must be followed by the visitor during the visit:

- Be accompanied by a designated host at all times.
- Once the visitor has signed out, they must promptly leave the premise.

- Visitors are asked to report concerns, unsafe conditions, or situations to their host.
- Wear all required personal protective equipment.
- Obey all posted signs and warnings.
- Be alert and yield to vehicular traffic.
- Do not touch or interfere with our processes or workplace equipment.
- Stay with their host and keep out of restricted areas.
- Watch for moving equipment or vehicles.

5.3.5 RESPONSIBILITIES

Designated Host

- Ensure that the visitors entering the premises are signed in.
- Inform the visitor of any personal protective equipment that will be required during the visit.
- Ensure site visitors receive a site-specific orientation.
- Inform the visitor that in the event of a fire alarm, to leave the workplace using the closest exit and assemble at the designated location.

Visitor

- Remain with the designated host at all times.
- Adhere and abide by all company policies and procedures.
- Use all required personal protective equipment.
- Unless authorized and qualified, any equipment is not to be touched.
- Remain outside of restricted or unauthorized areas.
- Follow all posted signs and rules.
- In the event of an emergency, follow the instructions of the designated host.
- Report any injury/illness or hazards identified during the visit to their designated host.
- Sign-in using the visitor log. Sign-out upon exiting the workplace and vacate the premise in a timely manner.

5.3.6 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27

- Duties of Workers– Occupational Health and Safety Act, s. 28

5.3.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

5.4 HAZARD REPORTING

5.4.1 OBJECTIVE

To outline steps to follow in reporting hazardous situations and conditions that may endanger the health and safety of employees.

5.4.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

5.4.3 DEFINITIONS

Hazard – A hazard is any source of potential damage, harm or adverse health effects on something or someone.

5.4.4 PROCEDURE

1. Hazard identified by worker

It is one of the duties of workers to report the existence of any hazard of which he or she knows to the employer or supervisor. Hazards that individual employees are unable to correct or eliminate themselves must be reported to their supervisor. The following are the steps to be taken to report such hazards:

- i. The employee must fill out Section I of the ***Hazard Reporting Form*** and submit the form to their supervisor.
- ii. The supervisor will immediately investigate the reported hazard and identify the required corrective actions. The supervisor will fill out Section II of the ***Hazard Reporting Form***. If required, the supervisor may request the assistance of the Joint Health and Safety Committee (JHSC) or the Health and Safety Representative (H&S Rep) on site.
- iii. The supervisor will make arrangements to notify the appropriate personnel to implement corrective actions.
- iv. The supervisor will verify that corrective action was taken to mitigate the reported hazard. Once the issue is rectified, the supervisor will complete Section III of the ***Hazard Reporting Form***. The form is then to be posted on the health and safety board, and a copy will be given to the JHSC or H&S Rep.
- v. If the worker does not receive a response from their supervisor, the worker may then report the hazard to management.

Note: This procedure does not apply to situations where a work refusal under the health and safety legislation is involved. These situations are covered in the Work Refusal Procedure.

2. Hazards identified by Joint Health and Safety Committee/ Health and Safety Representatives

A health and safety representative or the Joint Health and Safety Committee (JHSC) has the power to identify situations that may be a source of danger or hazard to workers and to make recommendations or report his or her findings thereon to the employer and the workers. The worker representative who inspects the physical condition of the workplace will inform the committee of situations that may be a danger or hazard to workers. Recommendations will be made to the management based on the findings.

5.4.5 RESPONSIBILITIES

Management

- Ensure action is taken on identified hazards.
- Inform workers of any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical, or physical agent.

Supervisors

- Investigate hazardous situations brought to their attention.
- Complete Section II and III of the *Hazard Reporting Form* without delay.
- Take corrective action without delay.
- Inform workers of corrective actions taken.
- Post the completed *Hazard Reporting Form* on the health and safety board.
- Provide a copy of the completed form to the JHSC or Health and Safety Representative.

Workers

- Immediately report hazards to their supervisor.
- Complete Section I of the *Hazard Reporting Form* without delay.
- Provide recommendations to the supervisor on how to eliminate or control the hazard.
- Inform management if the supervisor does not address the issue.

Joint Health and Safety Committee

- Identify situations that may be a source of danger or hazard to workers.
- Address the hazards in the committee meetings.
- Make recommendations to management as required.

Health and Safety Representative (Site)

- Identify situations that may be a source of danger or hazard to workers.
- Inform the hazards to the supervisor or management
- Make recommendations to the management as required.

5.4.6 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Worker Trades Committee – Occupational Health and Safety Act, s. 10

5.4.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

5.5 WORK REFUSAL

5.5.1 OBJECTIVE

To ensure prompt and effective management of a work refusal where a worker believes a dangerous condition exists in the workplace.

5.5.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

5.5.3 DEFINITIONS

A worker may refuse to work or do work where he or she has reason to believe that,

(a) any equipment, machine, device, or thing the worker is to use or operate is likely to endanger himself, herself, or another worker;

(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;

(b.1) workplace violence is likely to endanger himself or herself; or

(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker

5.5.4 PROCEDURE

1. The worker must notify their supervisor that they have a reason to believe their health and safety has been compromised. The worker must be directed to stay in a safe place near the work area. See the ***Work Refusal Flow Chart***.
2. The supervisor will document all information using the ***Work Refusal Form***.
3. With a member of the JHSC, the supervisor will investigate the work refusal to determine if the unsafe situation exists.
 - i. If an unsafe situation exists, immediate corrective action will be taken.
 - The supervisor will document the corrective action or the recommended corrective action.
 - Signatures of the refusing worker and supervisor must be obtained.
 - ii. If an unsafe situation does not exist, or corrective action taken eliminates the unsafe situation:
 - Make clear to the refusing employee why an unsafe situation does not exist.
 - Instruct the refusing worker to return to the previously assigned job. (Note: The refusing employee may continue to refuse)

- Signatures of the refusing worker and supervisor must be obtained.
4. The refusing worker can be assigned another duty, and another worker may be assigned to do the work if:
- i. The worker is qualified to do the job; and
 - ii. The worker is advised of the reason(s) for refusal.

This must be done in the presence of:

- i. A member of the joint health and safety committee who represents workers
- ii. A health and safety representative, or

A worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them.

NOTE: The employee asked to do the work may also refuse. A second work refusal report is not necessary unless different reasons are given for the second work refusal.

5. If the refusing worker does not agree the condition has been adequately controlled, management must be notified. The worker or management must notify the Ministry of Labour, Training and Skills Development (MLTSD). Management will fill out the ***Continuing Work Refusal Form***.
6. The Ministry of Labour, Training and Skills Development will investigate and provide a report; if the MLTSD inspector's decision is in favour of the worker, then corrective actions must be taken.

5.5.5 RESPONSIBILITIES

Management

- Participate in the continuing work refusal process.
- Notify the MLTSD, if required.
- Fill out the *Continuing Work Refusal Form*, when required.

Supervisor

- Investigate the situation to determine if the work is unsafe.
- Document the process using the *Work Refusal Form*.
- Assign another duty to the worker, if required.

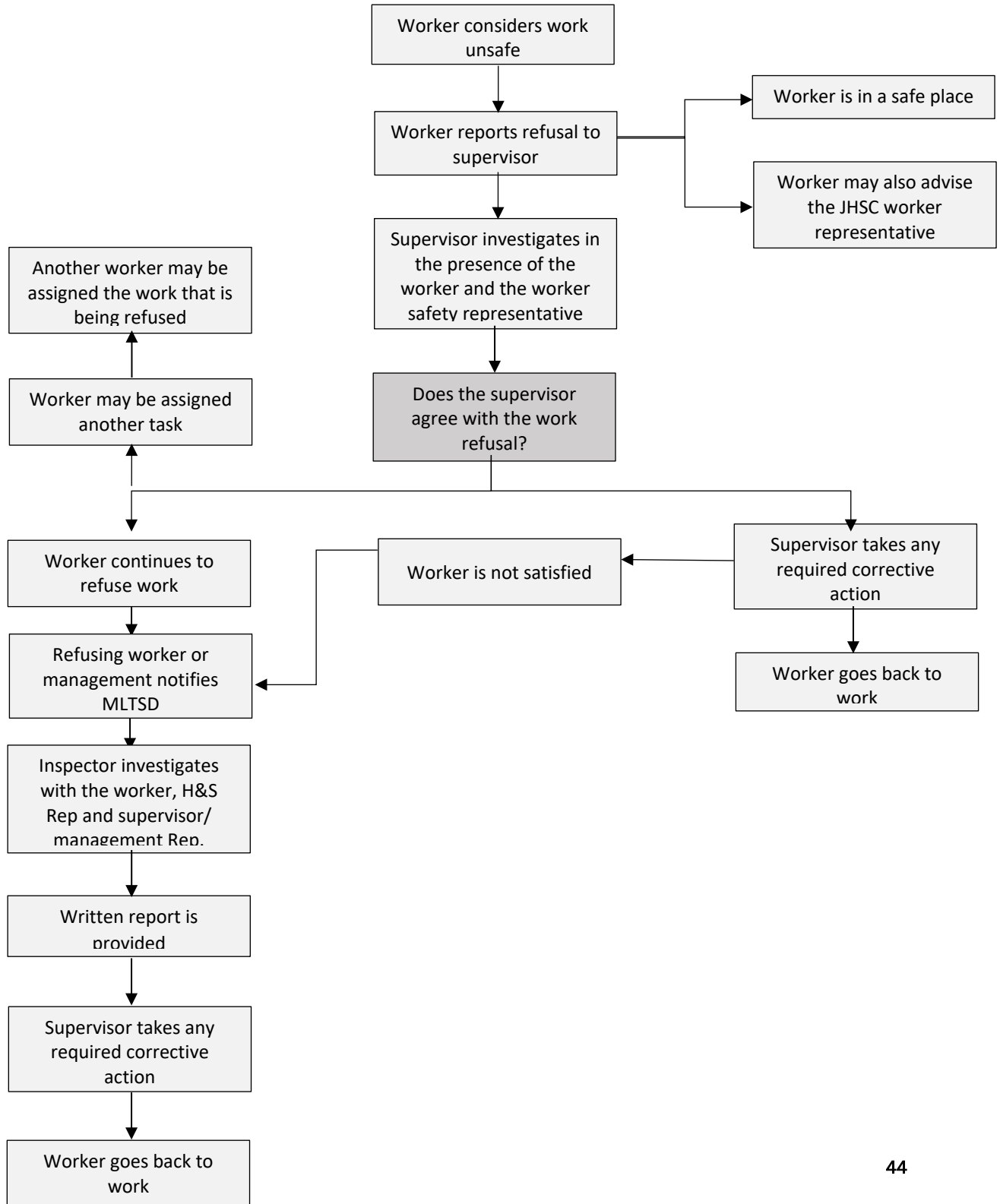
Worker

- Inform a supervisor that they are refusing to do unsafe work.
- Cooperate through the work refusal process.
- Participate in the investigation.

Joint Health and Safety Committee

- Participate in the investigation conducted by the supervisor

5.5.6 WORK REFUSAL CHART



5.5.7 REFERENCES

- Occupational Health and Safety Act, Part V, s. 43-49
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9

5.5.8 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
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3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

5.6 COMPANY VEHICLE RULES

5.6.1 OPERATING PROCEDURES

Most of our customers are part of the public that drive on our streets and highways every day. They look at you as a professional motor vehicle driver and the company is often judged by your actions behind the wheel. Therefore, it is imperative that you employ excellent public relations while driving a company vehicle. Drivers are not to become argumentative, rude, or discourteous at any time. It is required that you handle all differences with any other driver or customer with diplomacy. You are required to know, be familiar with, and follow the regulations under the Highway Traffic Act as well as municipal by-laws pertaining to commercial vehicles.

5.6.2 ALCOHOLIC BEVERAGES AND DRUGS

Any driver reporting for work under the influence of drugs or having alcohol on their breath will be immediately dismissed. Any driver consuming alcohol while on duty will be dismissed.

5.6.3 APPEARANCE

The company is judged on your appearance, neatness, and diplomacy. Be proud of your profession and show this pride by attention to personal grooming. Your vehicle and its contents should also convey neatness, efficiency, and professionalism.

5.6.4 TRAFFIC OFFENCES

Any infractions of the Highway Traffic Act or municipal By-laws will be the responsibility of the driver. Any fine resulting from infractions of the above, or parking offences are payable by the driver. Any such fines, parking violations or insurance surcharges due to a driver's record, billed directly to the company, will automatically be paid by the driver to relieve the company of the obligation, or will be processed for immediate Personnel deduction. Any summons received for a traffic violation while operating a company vehicle must be reported to the company immediately. The Company will not be responsible or obligated to find temporary or alternate employment for drivers who have lost their license through their own violations.

5.6.5 WASHING

Your vehicle is a travelling billboard. It is your responsibility to keep the vehicle clean, inside and out, at all times. Employees using company vehicles are expected and required to maintain vehicle cleanliness. Failure to follow this requirement may result in loss of privileges/use of company vehicles.

5.6.6 COMPANY RULES FOR DRIVERS

1. Always carry your driver's license with you and be sure that the vehicle permit, annual D.O.T. inspection sticker and insurance certificate are current and in the vehicle at all times;
2. The posted speed limit must not be exceeded at any time. Roads, traffic, and weather conditions must have priority over the posted speed limit;
3. Ensure that the vehicle is always equipped with a first aid kit;
4. Tailgating or following too closely is extremely dangerous as well as illegal and will not be tolerated;
5. Always check behind your vehicle **before** backing up;
6. All vehicles must have copies of company-issued accident report forms. Drivers are not to comment on or admit liability for an accident;
7. Four-way flashers must be used if stopping on or beside any highway, even if momentarily.
8. Slow down and approach all railway crossing with caution;
9. Lights, reflectors, glass, and license plates must always be kept clean. This will require extra attention under certain weather conditions;
10. Never pass on hills, curves, intersections, or when prohibited by pavement markings;
11. Circle checks must be conducted and recorded on a weekly basis on all vehicles;
12. All safety-related deficiencies must be reported immediately to your supervisor on a vehicle
13. Authorized personnel are only allowed to drive company vehicles;
14. Passengers other than company employees are not to be carried at any time;
15. Vehicles must be locked at all times. Drivers are responsible for all vehicle contents;
16. Employee-owned tools are not covered under the company insurance policy; therefore, it is the employee's responsibility to carry personal insurance for their own personal tools or property;
17. Supervisors may conduct spot-checks for vehicle cleanliness, stock, and mechanical condition at any time;
18. Report any mechanical defects or irregularities to the office using the Circle Check Report Form; and
19. Fluid levels are to be checked each time the vehicle is fuelled;

Your driving habits will from time to time be monitored and observed by company supervisors. Failure to comply with company regulations on driving procedures may result in disciplinary action being taken, up to and including termination of employment.

5.6.7 RESPONSIBILITIES

Management

- Assist with any disciplinary actions as required (i.e. suspension or termination).
- Enforce compliance with company vehicle rules and legislation.

Supervisors

- Oversee and implement the company vehicle policy.
- Ensure the company vehicle rules are clearly communicated to each worker as part of orientation prior to the commencement of work.
- Address performance and disciplinary problems in a consistent and timely manner with employees.

Workers

- Follow the company vehicle rules as stated above.
- Report any hazards resulting from the use of company vehicles.
- Take every reasonable precaution to drive safely, courteously, and economically.

5.6.8 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28

5.6.9 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.0 PERSONAL PROTECTIVE EQUIPMENT POLICY

The use of personal protective equipment (PPE) is necessary to help prevent serious injury or illness by eliminating or minimizing exposure to hazards. All Rankin Construction Inc. employees must comply with the Personal Protective Equipment Policy for the work location.

Personal protective equipment must be worn where required. The maximum degree of protection offered by basic and specialized personal protective equipment will be achieved only if the equipment is right for the job, fitted properly, used properly, and maintained properly. The required PPE for each job task has been determined by the Job Hazard Analysis, Safety Data Sheets (SDSs), as well as the legislation.

The following will also be observed and practiced by all company employees when the company undertakes any job or contract:

Mandatory PPE: All employees and visitors must wear CSA approved hard hats, safety boots, and high visibility vests or shirts as basic PPE on site and any other PPE required on the job site.

Specialized PPE: All employees and visitors, depending on the task or location, must wear specialized PPE, including respirators, personal fall protection equipment (i.e. harnesses), hearing protection equipment (i.e. ear muffs, ear plugs), or eye and face protection equipment (i.e. welding goggles).

All PPE used by the company will be within the requirements of the Occupational Health and Safety Act and Regulations.

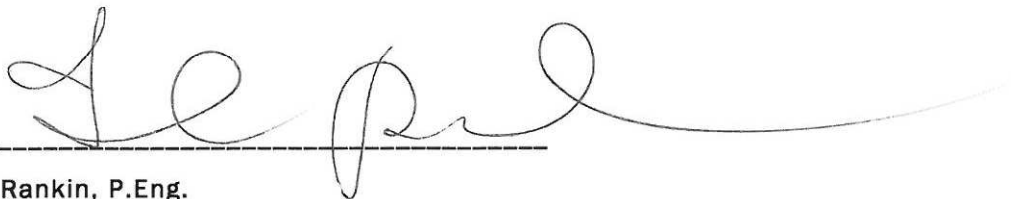
All PPE will be selected, used, and maintained in accordance with the manufacturer's instructions, specifications, and requirements.

All PPE will be inspected prior to each use.

All PPE that is damaged or in need of service will be removed from service immediately.

PPE shall not be used, modified, or changed contrary to the manufacturer's instructions.

Any violation of the personal protective equipment requirements will result in disciplinary action.



Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

6.1 EYE AND FACE PROTECTION

6.1.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information of Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.1.2 SCOPE

This program applies to any worker who may be exposed to eye or face hazards such as flying objects, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapours or potentially injurious light radiation during the course of work at Rankin Construction Inc.

6.1.3 PROCEDURE

1. Potential Hazards

- Flying objects
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding)

2. Types of Eye and Face Protection

Safety glasses – Provides minimum protection and are for general working conditions where dust, chips or flying particles may present a hazard. They are available in a variety of styles and provide side protection in the form of shields or wraparound arms. Lenses should have an anti-fog treatment.

Goggles – Provide higher impact, dust and acid or chemical splash protection than safety glasses. Moulded goggles are suitable when workers are continually exposed to splash or fine dust and should have indirect venting.

Face shields – Protect the full face from injury and they offer the highest impact protection and shelter from spraying, chipping, grinding, chemicals, and blood-borne hazards. A face shield is considered a secondary safeguard to protective eyewear; it should never be worn without safety glasses or goggles.

Welding goggles – Prevent exposure to harmful radiation, when arc welding, gas welding or burning. These protectors come in various shades, so wear the right one for the job

Prescription Safety Glasses – If you wear prescription glasses, check whether they qualify as safety eyewear.

- Glasses must be CSA approved.
- Glasses must have side shields.

- Lenses must be made of polycarbonate or plastic.
- Look for the manufacturer's logo moulded or etched into the top outside edges of the lenses.
- Look for "Z87" on the temple pieces.

3. Purchasing Criteria

The type of eye and face protection purchased is based on several considerations:

- Type of workplace hazards
- Relative fit of eye and face protection
- Safety glasses are industrial protection lenses or meets the requirements of the CSA Z94.3- standard and other relevant criteria (SDSs, legislative requirements, JHAs, SWP/SJPs).
- Eye and Face protection do not restrict

Selection of eye and face protection will be based on guidelines from CSA z94.3.1 'Guideline for selection, use and care of eye and face protectors'.

4. Selection of Eye Protection

Rankin Construction Inc. considers eye protection as general PPE that should be worn as needed. Determination of type and necessity for PPE will be contingent on the hazard assessment of task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

5. Proper Fit, Care, and Use

To get the maximum benefit from safety eyewear, your glasses need to fit and must be kept clean and when not in use stored in a place where they are not being harmed.

a) Fit

- Ensure your safety eyewear fits properly. Eyewear should cover from the eyebrow to the cheekbone, and across from the nose to the boney area on the outside of the face and eyes. Eye size, bridge size and temple length all vary. Eyewear should be individually assigned and fitted so that gaps between the edges of the device and the face are kept to a minimum.
- Eyewear should fit over the temples comfortably and over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
- Users should be able to see in all directions without any major obstructions in their field of view.
- Lens coatings, venting or fittings may be needed to prevent fogging.
- Do not modify eye/face protection.

- Do not substitute regular prescription glasses for safety glasses. Do not wear contact lenses in an area where air borne particles or gases are present.
- Ensure the safety stamp for safety glasses is located on the frame inside the temple near the hinges of the glasses.

b) Care

- Eye and face protection devices need maintenance.
- Clean your devices daily. Follow the manufacturer's instructions.
- Avoid rough handling that can scratch lenses. Scratches impair vision and can weaken lenses.
- Store your devices in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn.
- Replace scratched, pitted, broken, bent or ill-fitting devices immediately. Damaged devices interfere with vision and do not provide protection.
- Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.
- Do not change or modify the protective device.

c) Use

- Eye and face protection devices need maintenance. During certain tasks, employees are required to wear safety glasses while on site.
- When possible, avoid wearing contact lenses on site. This increases the risk of dust and other particles getting stuck underneath the lens.
- Spectacles are to be worn underneath additional eye protectors if they're needed to prevent a hazard
- Users should be able to see in all directions without any major obstructions in their field of view.

6.1.4 RESPONSIBILITIES

Management

- Ensure eye and face protection is provided to all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure eye and face protection is worn by all workers when required.
- Ensure eye and face protection is used properly by all workers on site.
- Ensure eye and face protection is stored, cleaned, and maintained properly.

- Review eye and face protection compliance problems and requirements in safety meetings with all workers.
- Notify Management when additional eye protection supplies are needed on site.

Worker

- Participate in personal protective equipment training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Not to remove or make ineffective any protective device required by the regulations or by the employer.
- Ensure eye and face protection is stored, cleaned, and maintained properly.
- Notify Supervisor when additional eye protection is needed on site.

6.1.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Construction Projects Regulation 213/91, s.24
- CSA Z94.3 Eye and face protectors
- CSA Z94.3.1 Guideline for selection, use, and care of eye and face protectors

6.1.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: References; Responsibilities; Proper Fit, Care, and Use; Purchasing Criteria; Potential Hazards			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.2 FOOT PROTECTION

6.2.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information on Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.2.2 SCOPE

This program applies to any worker who may be exposed to a variety of injuries, impact, compression, and puncture during work at Rankin Construction Inc.

6.2.3 PROCEDURE

1. Potential Hazards

- Compression
- Puncture injuries
- Impact

2. Selection Criteria

Footwear will be selected based on the hazards that are present. Assess the workplace and work activities for:

- Materials handled or used by the worker.
- Risk of objects falling onto or striking the feet.
- Any material or equipment that might roll over the feet.
- Any sharp or pointed objects that might cut the top of the feet.
- Objects that may penetrate the bottom or side of the foot.
- Possible exposure to corrosive or irritating substances.
- Possible explosive atmospheres including the risk of static electrical discharges.
- Risk of damage to sensitive electronic components or equipment due to the discharge of static electricity.
- Risk of coming into contact with energized conductors of low to moderate voltage (e.g., 220 volts or less).

- Type of walking surface and environmental conditions workers may be exposed to (e.g., loose ground cover, smooth surfaces, temperature, wet/oily, chemicals, etc.).

Also, evaluate the risk:

- to ankles from uneven walking surfaces or rough terrain;
- of foot injury due to exposure to extreme hot or cold;
- of slips and falls on slippery walking surfaces;
- of exposure to water or other liquids that may penetrate the footwear causing damage to the foot and the footwear;
- of exposure to rotating or abrasive machinery (e.g., chainsaws or grinders).

All jurisdictions in Canada require that workers wear adequate protection against workplace hazards. For workers exposed to foot hazards, the required protection is protective footwear certified by the CSA Group (CSA Standard "Protective Footwear", CAN/CSA-Z195).

All working footwear, for both men and women, whether it is safety wear or not, should provide comfort without compromising protective value. In addition, protective footwear should conform to CSA Standard CAN/CSA-Z195 or appropriate standard (SDSs, legislative requirements, JHAs and SWP/SJPs) for your jurisdiction.

- A steel toe cap should cover the whole length of the toes from tips to beyond the natural bend of the foot. A soft pad covering the edge of the toecap increases comfort. If the toecap cuts into the foot, either the size or style of the footwear is incorrect.
- Soles come in a variety of thicknesses and materials. They need to be chosen according to the hazards and type(s) of flooring in the workplace.
- Uppers of protective footwear come in a variety of materials. Selection should take into account the hazards, and individual characteristics of the worker's foot.
- A steel midsole which protects the foot against penetration by sharp objects should be flexible enough to allow the foot to bend.
- No one type of non-slip footwear can prevent the wearer from slipping on every surface type.

3. Selection of Footwear

Rankin Construction Inc. considers safety boots as mandatory general PPE. Anyone visiting or working on Rankin Construction Inc. site and property are required to wear CSA approved safety boots. Any additional requirements for foot protection will be contingent on the hazard assessment for the task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

- a) Footwear must be chosen based on the hazards that are present. Assess the workplace and work activities for:
- Materials handled or used by the worker.
 - Risk of objects falling onto or striking the feet.
 - Any material or equipment that might roll over the feet.
 - Any sharp or pointed objects that might cut the top of the feet.
 - Objects that may penetrate the bottom or side of the foot.
 - Possible exposure to corrosive or irritating substances.
 - Possible explosive atmospheres including the risk of static electrical discharges.
 - Risk of damage to sensitive electronic components or equipment due to the discharge of static electricity.
 - Risk of contacting with energized conductors of low to moderate voltage (e.g., 220 volts or less).
 - Type of walking surface and environmental conditions workers may be exposed to (e.g., loose ground cover, smooth surfaces, temperature, wet/oily, chemicals, etc.).
- b) Also, evaluate the risk:
- to ankles from uneven walking surfaces or rough terrain;
 - of foot injury due to exposure to extreme hot or cold;
 - of slips and falls on slippery walking surfaces;
 - of exposure to water or other liquids that may penetrate the footwear causing damage to the foot and the footwear;
 - of exposure to rotating or abrasive machinery (e.g., chainsaws or grinders).
- c) All jurisdictions in Canada require that workers wear adequate protection against workplace hazards. For workers exposed to foot hazards, the required protection is protective footwear certified by the CSA Group (CSA Standard “Protective Footwear” CAN/CSA-Z195-14).
- d) All working footwear, for both men and women, whether it is safety wear or not, should provide comfort without compromising protective value. In addition, protective footwear should conform to CSA Standard CAN/CSA-Z195-14.
- A steel toe cap should cover the whole length of the toes from tips to beyond the natural bend of the foot. A soft pad covering the edge of the toecap increases comfort. If the toecap cuts into the foot, either the size or style of the footwear is incorrect.
 - Soles come in a variety of thicknesses and materials. They need to be chosen according to the hazards and type(s) of flooring in the workplace.

- Uppers of protective footwear come in a variety of materials. Selection should consider the hazards and individual characteristics of the worker's foot.
- A steel midsole that protects the foot against penetration by sharp objects should be flexible enough to allow the foot to bend.
- No one type of non-slip footwear can prevent the wearer from slipping on every surface type.

4. Proper Fit, Care, and Use

a) Fit

- Try on new boots around midday. Feet normally swell during the day.
- Walk-in new footwear to ensure it is comfortable.
- Boots should have ample toe room (toes should be about 12.5 mm from the front). Do not expect footwear to stretch with wear.
- Make allowances for extra socks or special arch supports when buying boots. Try on your new boots with the supports or socks you usually wear at work. Check with the manufacturer if adding inserts affects your level of protection.
- Boots should fit snugly around the heel and ankle when laced.
- Lace-up boots fully. High-cut boots provide support against ankle injury.
- Do not modify safety footwear.

b) Care

- Use a protective coating to make footwear water-resistant.
- Inspect footwear regularly for damage (e.g., cracks in soles, breaks in leather, or exposed toe caps).
- Repair or replace worn or defective footwear.
- Electric shock resistance of footwear is greatly reduced by wet conditions and with wear. Footwear exposed to sole penetration or impact may not have visible signs of damage. Replacing footwear after an event is advisable.
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).

c) Use

- Use High-cut boots to provide support against ankle injury (260mm or 9 in).
- Lacing up boots fully in military style allows faster removal. In the case of an emergency, surface laces can be cut to release the boot from the user.

- Double layer socks in the winter by wearing one pair of light socks covered by one pair of wool socks. Check periodically for signs of frost bite.
- Use of winter boots that have an outer rubber shell with a felt liner insert.

6.2.4 RESPONSIBILITIES

Management

- Ensure appropriate footwear is worn by employees.

Supervisor

- Ensure protective footwear is worn by all workers when required.
- Ensure protective footwear is used properly by all workers on site.
- Ensure protective footwear is cleaned and maintained properly.
- Review protective footwear compliance problems and requirements in safety meetings with all workers.

Worker

- Participate in personal protective equipment training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Not to remove or make ineffective any protective footwear required by the regulations or by the employer.

6.2.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Construction Projects Regulation 213/91, s.23
- CSA Z195 Protective footwear
- Z195.1-16 Guideline on selection, care, and use of protective footwear

6.2.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			

2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following: References; Proper Fit, Care, and Use; Selection of Footwear; Purchasing Criteria; Potential Hazards			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.3 HEARING PROTECTION

6.3.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information of Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible, or to supplement other controls.

6.3.2 SCOPE

This program applies to any worker who may be exposed to noise exposure that exceeds 85 decibels during work at Rankin Construction Inc.

6.3.3 PROCEDURE

1. Types of Ear Protection

Pre-moulded Ear Plugs - Come in different sizes and shapes to fit different sized ear canals. They have virtually no expansion or contraction, so obtaining a good seal with the ear canal may be challenging.

Formable or Foam Ear Plugs - When placed in the ear correctly, this type of earplug, will expand to fill the ear canal and seal against the walls. This expansion allows foam earplugs to fit ear canals of different sizes.

Ear Muffs - These devices fit against the head and enclose the entire perimeter of the external ear. The inside of the muff cup is lined with acoustic foam, which reduces noise. Their effectiveness depends on how tight the seal is between the foam cushion and the head.

Hearing Bands or Canal Caps - These devices cover the ear canal at its opening. They do not provide as much of a seal inside the ear canal and generally provide less protection than ear muffs or plugs, so they are typically not recommended.

2. Purchasing Criteria

When purchasing hearing protection, the following factors are considered:

- Correct for the job. Refer to the Canadian Standards Association (CSA) Standard Z94.2 “Hearing Protection Devices - Performance, Selection, Care and Use” or contact the agency responsible for occupational health and safety legislation in your jurisdiction for more information.
- Provides adequate protection, manufacturer’s guidelines will be checked.
- Review of hazard assessment library, SWP/SJPs and SDSs where applicable.
- Compatible with other required personal protective equipment, or communication devices.
- Comfortable enough to be accepted and worn.
- Appropriate for the temperature and humidity in the workplace.
- Able to provide adequate communication and audibility needs (e.g., the ability to hear alarms or warning sounds).

3. Selection of Hearing Protection

Rankin Construction Inc. considers hearing protection as general PPE that should be worn as needed. Determination of type and necessity for PPE will be contingent on the hazard assessment of task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to ‘Personal Protective Equipment Policy’ to distinguish between general and specialized PPE.

When selecting hearing protection, consider the following:

- Correct for the job. Refer to the Canadian Standards Association (CSA) Standard Z94.2-14 “Hearing Protection Devices - Performance, Selection, Care and Use” or contact the agency responsible for occupational health and safety legislation in your jurisdiction for more information.
- Provides adequate protection. Check the manufacturer's literature.
- Compatible with other required personal protective equipment, or communication devices.
- Comfortable enough to be accepted and worn.
- Appropriate for the temperature and humidity in the workplace.
- Able to provide adequate communication and audibility needs (e.g., the ability to hear alarms or warning sounds).

4. Proper Fit, Care, and Use

a) Fit

- Follow the manufacturer's instructions.
- With ear plugs, for example, the ear should be pulled outward and upward with the opposite hand to enlarge and straighten the ear canal and insert the plug with clean hands.
- Ensure the hearing protector tightly seals within the ear canal or against the side of the head. Hair and clothing should not be in the way.

- Do not wear hearing protection that are too small or too large.
- Do not wear hearing protection that does not cover the ear area properly.

b) Care

- Follow the manufacturer's instructions.
- Check hearing protection regularly for wear and tear.
- Replace ear cushions or plugs that are no longer pliable.
- Replace a unit when headbands are so stretched that they do not keep ear cushions snugly against the head.
- Disassemble ear muffs to clean.
- Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that the sound-attenuating material inside the ear cushions does not get wet.
- Use a soft brush to remove skin oil and dirt that can harden ear cushions.
- Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry. (Check the manufacturer's recommendations first to find out if the earplugs are washable.

c) Use

- Rankin Construction Inc. will provide worker with adequate training on the use of the device.
- Workers are to review the online module for hearing protection prior to initial commencement of work.
- Hearing protection is to be worn when there is a hazard to hearing loss. Risk of hearing loss if protective devise is removed even for short periods.

6.3.4 RESPONSIBILITIES

Management

- Ensure proper hearing protection is provided to all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure hearing protection is worn by all workers when required.
- Ensure hearing protection is used properly by all workers on site.
- Ensure hearing protection is stored, cleaned, and maintained properly.
- Review hearing protection compliance problems and requirements in safety meetings with all workers.
- Notify Management when additional hearing protection is needed on site.

Worker

- Participate in personal protective equipment training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Not to remove or make ineffective any hearing protection required by the regulations or by the employer.
- Ensure hearing protection is stored, cleaned and maintained properly.
- Notify supervisor when additional hearing protection is needed on site.

6.3.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 2
- Noise Regulation 381/15
- CSA Z94.2- Hearing protection devices - Performance, selection, care, and use

6.3.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: References; Responsibilities; Proper Fit, Care, and Use; Selection of Hearing Protection; Purchasing Criteria			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.4 RESPIRATORY PROTECTION

6.4.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information on Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.4.2 SCOPE

This program applies to any worker who may be exposed to respiratory hazards during work at Rankin Construction Inc.

6.4.3 DEFINITIONS

Accepted respirator – a respirator tested and certified by procedures established by the National Institute for Occupational Safety and Health (NIOSH).

Air-purifying respirator – a respirator with an air-purifying filter, cartridge, or canister that removes specific contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator – a respirator that supplies the respirator user with breathing air/gas from a source independent of the ambient atmosphere.

Fit test – the use of qualitative or quantitative methods to evaluate the fit of a specific make, model, and size of a respirator on an individual.

Hazardous atmosphere – any atmosphere that is oxygen-deficient, exceeds occupational exposure limits, presents a fire/explosion hazard, and/or contains an airborne toxic or disease-producing contaminant in concentrations deemed to be hazardous.

Immediately Dangerous to Life and Health Atmosphere (IDLH) – an atmosphere that poses an immediate threat to life, would cause adverse health effects, or would impair an individual's ability to escape.

Quantitative fit test – a test method that uses an instrument to assess the amount of leakage into the respirator to assess the adequacy of respirator fit.

Qualitative fit test – a pass/fail test method that relies on the subject's sensory response to detect a challenge agent to assess the adequacy of respirator fit.

Respirator – a device to protect the user from inhaling a hazardous atmosphere.

Service Life – the period during which a respirator provides adequate protection to the user.

User seal check – an action conducted by the respirator user to determine if the respirator is properly sealed to the face.

Tight-fitting facepiece – a respirator inlet covering that forms a complete seal with the face. This includes a half-facepiece that covers the user's nose and mouth under the chin; and a full facepiece that covers the user's nose, eyes, and mouth under the chin.

6.4.4 PROCEDURES

1. Types of Respirators




a) Air-purifying respirators (APRs)




b) Supplied-air respirators (SARs)



Air-purifying respirators can remove contaminants in the air that you breathe by filtering out particulates (e.g., dusts, metal fumes, mists, etc.). Other APRs purify air by adsorbing gases or vapours on a sorbent (adsorbing material) in a cartridge or canister. They are tight-fitting and are available in several forms.

Mask Type	Description
Mouth Bit Respirator 	Fits on the mouth and comes with a nose clip to hold nostrils closed - for escape purposes only.
Quarter-Mask 	Covers the nose and mouth.
Half-Face Mask 	Covers the face from the nose to below the chin.

Full Facepiece 	Covers the face from above the eyes to below the chin.
Refer to the Safety Data Sheet(s) (SDS) or sheets if more than one product is being used. The SDS will identify any respiratory protection required and should specify the type of respirator to be worn.	

2. Purchasing Criteria

Respirators shall be purchased based on the following criteria:

- Correct for the job. Refer to Canadian Standards Association (CSA) Standard Z94.4 “Selection, use, and care of respirators” or agency responsible for occupational health and safety legislation within the jurisdiction will be contacted for more information.
- Health of the worker and ability to wear a respirator
- Review of the hazard assessment, SWP/SJPs and SDSs for chemical exposure
- Existing legislation and standards
- Work requirements and conditions
- Duration of exposure
- Characteristics and limitations of respirators
- Respirator assigned protection factors

Workers shall be issued only those respirators for which they have been fit tested and medically approved.

Where an IDLH atmosphere is identified, only pressure-demand self-contained breathing apparatus (SCBA) or a combination pressure-demand supplied air respirator with auxiliary self-contained air supply, with a minimum rated service time of 15 minutes shall be used.

Respirators approved for escape only shall not be used for non-emergency applications.

Atmosphere-supplying respirators that make use of compressed air for breathing shall meet the standards set out in Table 1 of CSA Standard Z180.1, Compressed Breathing Air and Systems (March, 2000).

Atmosphere-supplying respirators that make use of ambient breathing air system shall have the air intake located in accordance with Appendix B of CSA Standard Z180.1, Compressed Breathing Air and Systems (March, 2000).

3. Selection of Respirator

Rankin Construction Inc. considers face masks as general PPE that should be worn as needed. Determination of type and necessity for PPE will be contingent on the hazard assessment of task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

- a) Respirators shall be selected based on the following criteria:
 - Health of the worker and ability to wear a respirator
 - Review of the hazard assessment
 - Existing legislation and standards
 - Work requirements and conditions
 - Duration of exposure
 - Characteristics and limitations of respirators
 - Respirator assigned protection factors
- b) Workers shall be issued only those respirators for which they have been fit tested and medically approved.
- c) Where an IDLH atmosphere is identified, only pressure-demand self-contained breathing apparatus (SCBA) or a combination pressure-demand supplied air respirator with auxiliary self-contained air supply, with a minimum rated service time of 15 minutes shall be used.
- d) Respirators approved for escape only shall not be used for non-emergency applications.
- e) Atmosphere-supplying respirators that make use of compressed air for breathing shall meet the standards set out in Table 1 of CSA Standard Z180.1-00, Compressed Breathing Air and Systems (March 2000).
- f) Atmosphere-supplying respirators that make use of ambient breathing air system shall have the air intake located in accordance with Appendix B of CSA Standard Z180.1-00, Compressed Breathing Air and Systems (March 2000).

4. Respirator Fit Testing

- a) Workers must pass an appropriate quantitative or qualitative fit test when using a respirator with a tight-fitting facepiece.
- b) A fit test shall be carried out:
 - 1.0 Prior to initial use of a tight-fitting respirator
 - 2.0 Every 2 years
 - 3.0 Whenever there is a change in respirator facepiece (make, model, or size)
 - 4.0 Whenever the employee reports or the supervisor makes visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but not limited to:

- Facial scarring;
 - Dental changes;
 - Cosmetic surgery;
 - Obvious change in body weight;
 - Facial rash (dermatological condition);
- c) Fit test shall be performed only on workers who are clean-shaven where the facepiece seals to the skin.
- d) When a worker is required to wear other personal protective equipment, such as eye, face, head and hearing protection during his/her course of work, the same protective equipment shall be worn during the fit test to ensure that they are compatible with the respirator and do not break the facial seal.
- e) Fit testing records shall consist of the following:
- Name and identification of the worker tested;
 - Type of test performed;
 - Make, model and size of the respirator fitted;
 - Date of the fit test;
 - Result of the fit test;
 - Name of the person conducting the fit test.
- f) When fitting a new respirator, try on several brands and sizes when possible.
- g) Different brands will fit slightly differently on your face.
- h) Move your head/face or make other movements to determine if the respirator is a good choice for you.
- i) The fit of your respirator should be evaluated periodically.

5. Use of Respirator

Prior to being assigned any task that requires the use of a respirator, the worker shall complete all the health screening, fit testing, and training requirements.

- a) Workers with facial hair that may interfere with the facepiece seal or valve function on tight-fitting respirators cannot use a tight-fitting respirator.
- b) Other personal protective devices or equipment shall not interfere with the seal of the facepiece to the face of the worker.
- c) Sidearms on eyeglasses or any other material such as hair, cloth, tissue, straps and jewelry shall not pass between the face and the sealing surface of the facepiece or interfere with the seal of the tight-fitting facepiece to the face or with the operation of the respirator. Workers who must have corrective eyewear, where the eyewear interferes with the respirator seal, shall be provided with respirator spectacle kits by their department.
- d) The worker shall check the seal of the facepiece immediately after putting on the respirator.

- e) The worker should never break the respirator face-to-facepiece seal to communicate.
- f) Workers shall not remove their facepieces at any time while working in an IDLH atmosphere.
- g) Workers shall be permitted to leave the hazardous area for any respirator-related reason. The worker shall leave the hazardous area when:
 - The respirator fails to provide adequate protection;
 - The respirator malfunctions;
 - He/she detects air leakage around the face seal;
 - He/she detects an odour or tastes a chemical;
 - He/she has increased breathing resistance;
 - He/she experiences any illnesses or discomforts such as dizziness, nausea, weakness, breathing difficulties, sneezing, fever, chills, confusion, etc.;
 - He/she experiences extreme discomfort from wearing the respirator;
 - He/she needs to wash his/her face and facepiece to minimize skin irritation;
 - Components (including air tanks) or purifying devices need change-out.
- h) The respirator shall not be altered in any manner. All cartridges, replacement parts, etc., shall be from the same manufacturer as the respirator (e.g., use only Honeywell cartridges and parts for a NORTH respirator).
- i) Where respirators are used for HAZMAT response, confined space entry etc.; the appropriate existing legislation, regulations, standards, and guidelines shall be consulted.

6. Care: Cleaning, Inspection, Maintenance and Storage of Respirators

- a) Rankin Construction Inc. shall provide each worker requiring a respirator with a respirator that is clean, sanitary and in good working order.
- b) Each worker issued a respirator shall properly maintain his/her respirator to retain its original effectiveness. The maintenance shall include:
 - Cleaning and sanitizing
 - Inspection and testing
 - Proper storage
- c) The respirator shall be cleaned and sanitized according to the respirator manufacturer's instructions.
- d) The frequency of cleaning shall depend on how many workers use the respirator and what it is used for.
 - Respirators issued to individual workers shall be cleaned and disinfected as often as necessary to maintain proper hygiene.

- A single respirator issued to multiple workers must be cleaned and disinfected before each use.
 - Respirators designated for emergency use only must be cleaned and disinfected after each use.
- e) The worker shall inspect his/her respirator before and after each use.
- f) The SCBA cylinders shall be inspected by a qualified person according to the requirements of CSA Standards CAN/CSA-B339 and CAN/CSAB-340, the appropriate CGA publications C-6, C-6.1, and C-6.2 the Transport Canada Regulations under the Transportation of Dangerous Goods Act, and the manufacturer's instructions.
- g) The emergency SCBA shall be inspected on a schedule to ensure readiness for the anticipated emergency use.
- h) The records of all inspections and service performed on an SCBA respirator and cylinder shall be maintained by the person responsible for the unit.
- i) The worker shall report defective or non-functioning respirators to his/her supervisor. These respirators shall be tagged and removed from service by the supervisor until repaired or replaced.
- j) Any respirator and cylinder repairs, and subsequent tests and checks shall be performed by the unit manufacturer or by a qualified external contractor. Defective or non-functioning half-mask facepieces shall not be repaired but will be disposed of and replaced instead.
- k) The worker shall store their respirators in a clean and sanitary location, in boxes or in plastic bags, marked with each worker's name. The respirators shall be stored in a manner that will protect them from dust, ozone, sunlight, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, greases, or any other potential hazard that may have a detrimental effect on the respirator.
- l) When packed or stored, each respirator should be positioned to retain its natural configuration.
- m) Used cartridges/filters to be reused shall be stored in a manner to prevent contamination of the respirator facepiece.
- n) Repair and maintenance consist of those activities related to restoring a respirator to the manufacturer's original operating condition, including:
- Operation of the respirator;
 - Care, cleaning, and inspection;
 - End-of-service recognition;
 - Change-out of filter elements;
 - Replacement of air cylinders;
 - Identification of problems;
 - Storage;
 - Removal from service; and

- Familiarity with and adherence to the manufacturer's instructions. This function requires that the individual maintain appropriate records. These activities can require a periodic proficiency review to the manufacturer's standards.

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the CSA.

6.4.5 RESPONSIBILITIES

Management

- Ensure appropriate respirators are provided to all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure respirator is worn by all workers when required.
- Ensure respirator is used properly by all workers on site.
- Ensure respirator is stored, cleaned, and maintained properly.
- Review respirator compliance problems and requirements in safety meetings with all workers.
- Provide fit tests to all workers prior to using respirators.

Worker

- Participate in respirator training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Not to remove or make ineffective any protective device required by the regulations or by the employer.
- Ensure respirator is stored, cleaned, and maintained properly.

6.4.6 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- CAN/CSA-Z94.4 - Selection, use, and care of respirators

6.4.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: References; Responsibilities; Purchasing Criteria; Selection of Respirators			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.5 HEAD PROTECTION

6.5.1 OBJECTIVE

Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.5.2 SCOPE

This program applies to any worker who may be exposed to overhead injuries such as dropped material, equipment tools or working under heavy mobile equipment during work at Rankin Construction Inc.

6.5.3 PROCEDURE

Safety headwear is designed to protect the head from the impact of falling objects, bumps, and contact with energized objects and equipment. It must be able to withstand an electrical contact equal to 20,000 volts phase-to-ground. A hard hat is mandatory to be worn at all times for every worker on a construction project in Ontario.

1. Head Protection Specifications

a) Types of Head Protection

There are two types of CSA Group-approved hard hats:

- Type 1: offers impact and penetration protection to the crown only.
- Type 2: provides crown and lateral (side) impact and penetration protection.

b) Classes and Make of Head Protection

There are many designs, but they all must meet CSA requirements for Class G, rated for 2,200 volts (General Usage), Class E, rated for 20,000 volts (Electrical trades and class C (Conductive), do not offer electrical protection). The CSA standard for head protection is Z94.1 (most recent standard), Class E, and Type 1 & 2. Type 2 provides extra protection against side impact.

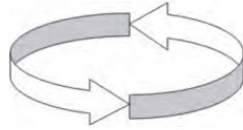
Class E hard hats come in three basic styles:

- Standard design with a front brim, rain gutter, and attachment points for accessories such as hearing protection
- Standard design with a front brim and attachment points for accessories, but without a rain gutter
- Full-brim design with attachment points for accessories and a brim that extends completely around the hat for greater protection from the sun.

Reversible Hard Hats

A hard hat should only be worn in reverse if:

- The hard hat has a reverse orientation mark

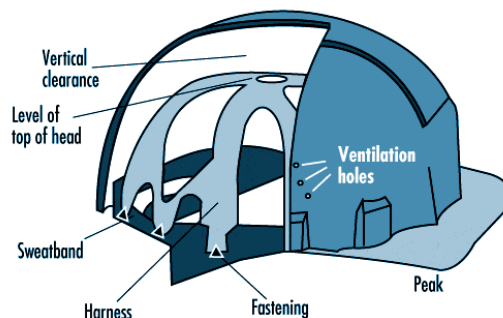


- The job, task, or work environment necessitates wearing it backward (e.g., when wearing a face shield or welding helmet).

Most head protection is made up of two parts:

- The **shell** (light and rigid to deflect blows)
- The **suspension** (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to the manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.



2. Purchasing Criteria

Head protection shall be purchased based on the hazards that are present. Assess the workplace and work activities for:

- Type of overhead hazards falling onto or striking the head.
- Possible explosive atmospheres including risk of electrical discharge.
- Environmental conditions the workers may be exposed to.
- Correct for the job. Refer to Canadian Standards Association (CSA) Standard Z94.1 "Industrial Protective Headwear - Performance, selection, care, and use" or agency responsible for occupational health and safety legislation within the jurisdiction will be contacted for more information.
- Review of hazard assessment library, SWP/SJPs and SDSs where applicable.

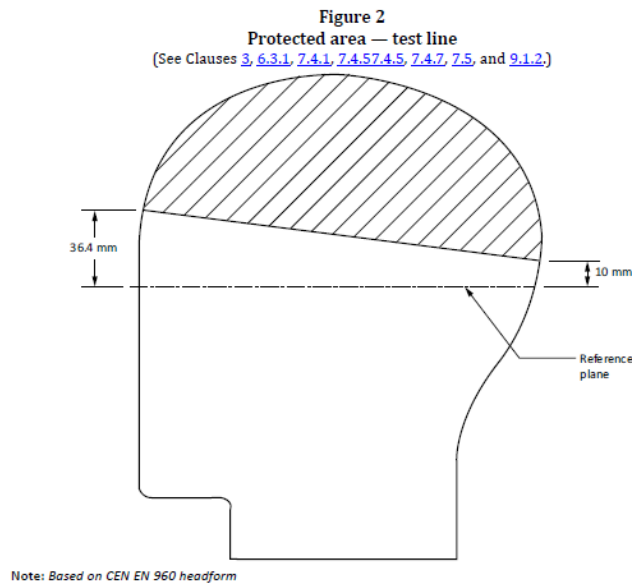
3. Protection

Rankin Construction Inc. considers the hardhat as a mandatory general PPE. Anyone visiting or working on Rankin Construction Inc. site and property are required to wear a CSA Group-approved hardhat. Any additional requirements for hardhats will be contingent on the hazard assessment for the task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

4. Proper Fit, Care, Use, Inspection and Maintenance

a) Fit

- Ensure the protected area should be at minimum above the test line and is positioned in accordance with manufacturer's marking instruction.
- The area the head protection covers will correspond to the head form size.



b) Care

- Proper care is required for headgear to perform efficiently. Its service life is affected by many factors, including temperature, chemicals, sunlight, and ultraviolet radiation (welding).
- Always consult the manufacturer's instructions for use and care instructions of your hard hat. You may also need to know which components of the hard hat must be inspected before each use.
- Do not alter or modify the shell to reduce the provided protection by the headwear by: drilling holes, painting the shell, use winter liners that contain metal or electrically conductive material, use metal labels or place chin straps over the brims of certain class of headwear.

c) Use

- Headwear should be visually inspected daily before use. Headwear which shows any characteristics as of cracks or other signs of wear. Refer to 4.2 Inspection for more information.
- Headwear which has been struck by an object must be replaced even if there is no sign of damage.
- Do not carry anything inside of headwear as it will affect the liners ability to absorb energy on impact.
- Any accessories used should be compatible with headwear and no interfere with its fit, form and function.
 - *Bandanas, Handkerchiefs, Bouffants or welder's caps:* Ensure fabric does not include any metal pieces to obscure the stability and fit of the helmet on the user.
 - *Decals, Laminates, Stickers or tape:* Decals or laminates applied on headwear should be compatible with surface material and not known to adversely affect characteristics of materials. Non-metallic sticks or reflective tape should be placed at least 13mm (1/2 in) above the edge of the brim. Stickers should not affect the ability for the user to inspect for damage.
 - *Winter Liners:* Similar to bandanas, liners should not affect proper fit, form, function or protective capabilities of headwear.
 - *Painting on Headwear:* No paint on helmets unless permitted by manufacturer.
- Additional considerations:
 - *Insect Repellent:* Consult headwear manufacturer if insect repellent or other chemicals wish to be directly sprayed or inserted into the headwear.

d) Inspection

When using head protection, consider the following:

- Inspect the shell, suspension, and liner every day before you use it. Look for cracks, dents, cuts, or gouges.
- If a hard hat is struck by an object, do not keep using it.
- Do not store your hard hat in direct sunlight—it will age quicker and can become brittle.
- Clean the shell, suspension, and liner regularly with mild soap and water.
- Never alter your hard hat by painting it, making holes in it, etc.
- Do not carry things inside your hard hat.
- Do not wear a baseball cap under your hard hat.
- Check the service life of your hard hat by reading the manufacturer's instructions.

e) Maintenance

- A hard hat's service life starts when it is placed in service.
- The "date code" stamped on the inside of your hard hat refers to the date of manufacture, not the starting date for useful service.
- *The following is a recommended replacement schedule:*
 - Hard Hat Suspension - replace after NO MORE THAN 12 months;
 - Entire Hard Hat - replace after NO MORE THAN 5 years.
- These are several things to look out for that might indicate a hard hat needs replacing, including:
 - Beyond expiration date
 - Dents
 - Scratches
 - Cracks
 - Painted
 - Use of solvents
 - Warped
 - Scorched
 - Taped together
 - Exposed to excessive heat
 - Excessive cold exposure

6.5.4 RESPONSIBILITIES

Management

- Ensure head protection is provided to all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure head protection is worn by all workers when required.
- Ensure head protection is used properly by all workers on site.
- Ensure head protection is stored, cleaned, and maintained properly.
- Review head protection compliance problems and requirements in safety meetings with all workers.

Worker

- Participate in personal protective equipment training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Do not remove or make ineffective any protective device required by the regulations or by the employer.

6.5.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Construction Projects Regulation 213/91, s.22
- CSA Z94.1 Industrial protective headwear – Performance, selection, care, and use

6.5.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: References; Fit; Use; Protection; Purchasing Criteria			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.6 SKIN PROTECTION

6.6.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information on Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.6.2 SCOPE

This program applies to any worker who may be exposed to injuries such as burns, cuts, scrapes, puncture wounds, radiation, chemical exposures, etc. during work at Rankin Construction Inc..

6.6.3 PROCEDURE

Workers should wear proper hand and skin protection when working on site. On every construction project, workers are required to use the appropriate protection when there is a risk of injury from contact between the worker's skin and:

- A noxious gas, liquid, fume, or dust
- An object that may puncture, cut, or abrade the skin,
- A hot object, hot liquid, or molten metal
- Radiant heat

Wearing hand/skin protection will reduce the exposure to physical, chemical and radiation hazards.

Hand/Skin Protection

1. Purchasing Criteria

Hand protection will be purchased to suit the job. Applicable legislation, JHA, SWP/SJPs will serve as guidance during procurement process.

Hazard Type	Degree of Hazard	Protective Material
Abrasions	Severe	Reinforced heavy rubber, staple reinforced heavy leather
	Moderate	Rubber, plastic, leather, polyester, nylon, cotton

Sharp-Edged Objects	Severe/Moderate	Metal mesh, staple-reinforced heavy leather, Kevlar-steel mesh
	Light	Lightweight leather, polyester, nylon or cotton
Chemicals and Fluids	Varies according to the SDS of the chemical	Varies according to the SDS of the chemical, but generally includes: natural rubber latex, butyl rubber, neoprene and nitrile
Electricity	All types of electrical work	Rubber-insulating gloves and mitts tested to the appropriate voltage (CSA Standard Z259.4-M1979 and CSA Z462)
Cold		Leather, insulated plastic or rubber, wool, cotton, cold resistant specialty fabrics. Ensure they are loose fitting for liquid nitrogen or carbon dioxide.
Heat	High temperatures (>350 C)	Heat-resistant specialty fabrics (e.g. Zetex)
	200 – 350 C	Nomex, Kevlar, Zetex, heat-resistant leather
	<100 C	Chrome-tanned leather, terry cloth

2. Selection of Hand Protection

Rankin Construction Inc. considers hand protection as general PPE that should be worn as needed. Determination of type and necessity for PPE will be contingent on the hazard assessment of task performed by a competent person. Relevant SDSs and legislated requirements will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

3. Fit, Care, And Use of Gloves

Pre-use Inspection and Fit

- Inspect the gloves for discoloration, holes, stiffness and tears before each use.
- Inflate rubber gloves to test for leaks before wearing.
- Ensure that the glove fits correctly. It should allow for maximum dexterity and mobility of your hand and fingers when carrying out task.

Use

- No single glove material will protect against all chemicals. Ensure glove is appropriate for the hazard that is being handled.
- Depending on the type of glove, chemical resistance will vary product to product and from manufacturer to manufacturer.
- No glove will be totally impermeable, discard hand protection well before you believe there may be chemical break through.
- Additional factors affecting glove performance include:
 - Increased exposure due to increase chemical concentration
 - Increase exposure due to direct immersion of chemical
 - Increase temperature
 - Mixture of Chemicals
 - Increased use

Care and Maintenance

- Gloves should be used only for the task that it is required.
- Before re-using gloves consider the duration that they have been used for, temperature and relative toxicity of the chemicals that they have been exposed to. These factors may contribute to the overall degradation of the gloves.
- Wash hands directly after each use of the gloves.
- Do not reuse disposable gloves.
- Store reusable gloves in a way that prevents damage from external exposures (e.g. in a sealed Ziploc bag) and according to the manufacturer's instructions.
- Be aware that some individuals may be allergic to latex and ensure that alternatives are available.

4. Type of Hazards

a) Physical

Physical Work Conditions	Recommended Gloves to be Worn
<ul style="list-style-type: none"> • Sharp edges of tools, material, or equipment • Splinters • Heat 	Leather gloves
<ul style="list-style-type: none"> • Light duty job 	Cotton gloves
<ul style="list-style-type: none"> • Using power tools and equipment that causes vibration to the hand and arm 	Anti-vibration gloves

5. Chemical

Gloves and skin protection should be determined and worn according to the SDS of the chemicals used. An SDS for the chemicals used should be available at all locations for workers to easily access and refer to.

CAUTION: Common glove materials that are used on-site do not protect workers from all hazards. Gloves may dissolve due to the exposure of hazards.

6. Ultraviolet

Workers who work outdoors are at risk of ultraviolet radiation. Long-term risks such as skin cancer and melanoma can be caused by exposure to sunlight, which is the main source of UV radiation.

The following are what workers can do to reduce the exposure of UV radiation:

- Apply SPF 30 sunscreen on a regular basis
- Add UV protection to the back of your neck by using a fabric neck protector that clips onto the hard hat
- Wear clothing that covers as much of the skin as possible. Tighter woven material offers greater protection and are ideal.

Other PPE that can help reduce the exposure to physical, chemical, and/or ultraviolet radiation hazards are:

- Coveralls
- High visibility vests
- Aprons

7. Care and Maintenance

- Follow the manufacturer's instructions.
- Check gloves, and protective clothing for wear and tear.
- Ensure to provide management damaged gloves when receiving new gloves.
- Clean gloves and protective clothing to prevent debris development.

Dress Code

Summer Dress Code

- All Workers must wear a minimum of a full T-shirt and long pants to prevent injury from the elements and harmful substances. Exposed skin must be protected with sun block if working outside. No shorts or tank tops are permitted.

Winter Dress Code

- Several layers of clothing are recommended. Workers must cover any exposed skin.

Working in Extreme Weather Conditions

- Workers are required to remain alert of working in extreme heat. Preventative measures for reducing the risk of heat stress include the following:
 - Wear light, clothing
 - Schedule breaks inside of the cool-down area (Site Trailer) if possible
 - Use sunscreen and keep the head covered
 - Keep hydrated (bottled water is kept in the Site Trailer)
 - Report Heat Stress concerns to the Project Supervisor
- When working in extreme cold, Workers must consider the following measures to mitigate the risks of cold related illnesses:
 - Schedule breaks inside of the designated warming station (Site Trailer) if possible
 - Drink warm fluids
 - Wear many thin warm layers of clothing
- When working in either extreme heat or extreme cold, Workers must carefully assess their own personal limitations. If any Worker feels they are unable to Work in the conditions, they are requested to report to their Project Supervisor or Subcontractor Foreman and express their concerns.

High Visibility Vests and Shirts

1.0 Purchasing Criteria

High Visibility vest and shirts will be purchased based on the hazards that are present. The following specification will be considered in conjunctions with the workplace activities:

1. Apparel meets and is in compliance with CSA Standard Z96 or appropriate standard (SDSs, legislative requirements, JHAs and SWP/SJPs) for your jurisdiction.
2. Class of apparel – classes are determined by the amount of body coverage

Class of Apparel	Function
Class 3	Greatest body coverage (upper torso, over the shoulders and bands encircling both arms and both legs) and visibility under poor light conditions and at great distance.
Class 2	Moderate body coverage (full coverage of upper torso) and superior visibility.
Class 1	Lowest recognized coverage (stripes/bands over the shoulders and waist) and good visibility.

3. Retroreflective Level

Class of Apparel	Function
Level 2	Highest retroreflective performance, visible under dark conditions from a great distance
Level 1	High retroreflective performance, visible under dark conditions from a moderate distance.
Level FR	Special low-level retroreflective performance appropriate only for apparel designed to provide protection against brief exposure to flames and electrical arc flash.

2.0 Selection of High Visibility Vest and Shirts

Rankin Construction Inc. considers high visibility vest/shirts as mandatory general PPE. Anyone visiting or working on Rankin Construction Inc. site and property are required to wear CSA approved high visibility vest/shirt. Any additional requirements for skin protection will be contingent on the hazard assessment for the task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

3.0 Proper Fit, Care, and Use

Fitting

- When other PPE is required, it should be worn during the fit evaluation of the high-visibility safety apparel (shirts and vests) to ensure that there is no interference with the function of either

Use

- Ensure that the shirt/vest is worn as intended – done up properly around the body with no loose or dangling components.
- Ensure high-visibility elements are incorporated into the PPE or apparel is designed to ensure these elements are visible. The use of equipment or other PPE, such as radio, fall protection harness and high-top safety boots may obscure or reduce the effectiveness of the high visibility garment.
- If entanglement hazard exists, wear high-visibility safety apparel with a tear-away function

Care

- Inspect the high-visibility vest and shirts before and after each use to ensure that it is clean and in good condition:
 - Component parts, closures, pockets, high-visibility trim; and
 - Background material (e.g. contaminants, fraying, holes, cuts, fading, seam deterioration).
- Report any piece of defective equipment and report it to the supervisor.

- For optimal performance, ensure the vest/shirt is kept clean and laundered according to the manufacturer's instructions.

6.6.4 RESPONSIBILITIES

Management

- Ensure skin protection is provided to all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure skin protection is worn by all workers when required.
- Ensure skin protection is used properly by all workers on site.
- Ensure skin protection is stored, cleaned, and maintained properly.
- Review skin protection compliance problems and requirements in safety meetings with all workers.
- Notify Management when additional skin protection is needed on site.

Worker

- Participate in personal protective equipment training when applicable.
- Be informed of all hazards and potential hazards on a project.
- Do not remove or make ineffective any protective device required by the regulations or by the employer.
- Ensure skin protection is stored, cleaned and maintained properly.
- Notify Supervisor when additional skin protection is needed on site.

6.6.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Construction Projects Regulation 213/91, s. 25

6.6.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: References; Proper Fit, Care, and Use; Purchasing Criteria; Selection of High Vis Vests and Shirts; Selection of Hand Protection; Dress Code			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

6.7 PERSONAL FALL PROTECTION

6.7.1 OBJECTIVE

The purpose of this policy is to ensure that all employees receive appropriate information on Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. PPE is required to protect workers against hazards when other controls are not feasible or to supplement other controls.

6.7.2 SCOPE

This program applies to any worker who may be exposed within 3.048m (10ft) a fall hazard and a guardrail cannot be used during work at Rankin Construction Inc.

6.7.3 DEFINITIONS

Fall protection must be used where a worker may be exposed to any of the following hazards (O. Reg. 213/91, s. 26):

- Falling more than 3 metres (10 feet)
- Falling more than 1.2 m (4 ft) 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.

Personal Fall Protection Equipment – an assembly of components including a fully body harness (CSA approved), lanyard, lifeline, rope grab and adequate anchorage which must be worn in the event where work must be completed within 2m (6ft 6in) of an unprotected surface edge.

Travel Restraint System – a system that allows the worker to conduct work close to the surface edge of the building while preventing a fall hazard. It is a fall prevention method and cannot be used as a fall-arrest. The worker wears a full-body harness attached to an adequate anchorage point of a building's permanent fixture.

- Full Body Harness
- Lanyard
- Lifeline
- Rope grab to attach harness or lanyard to lifeline

Adequate anchorage for a travel restraint system means that it is capable of supporting a static load of 2 kilonewtons (kN) (450 lb) with a recommended safety factor of at least 2 (i.e., 4 kN or 900 lb).

Fall restricting System – a fall arrest system designed to limit the free-fall distance to no more than 0.6 metres (1'11 ft.). Fall restricting system is mainly used with ladder applications in a confined space, telecommunications, crane installations, utilities, etc.

Fall Arrest System – a means of protection after the fall or to control the severity of the fall's force. The system cannot prevent a fall from occurring. It must be maintained, supervised, and in good condition. The worker must not fall hitting an object, the ground, or bring them to a level beneath when a fall arrest system is in place.

Full body harness: used to stop a worker from an accidental fall in an upright position by equally distributing the weight through the shoulder straps of the leg and shoulder. The assembly of the harness provides suspension support to the upper body. In the event of a fall, the harness provides enough support that it does not further let go or drop the worker.

Components of a Full Body Harness

- Shoulder straps
- Chest straps
- Sub-pelvic strap
- Fall arrest D-Ring
- Buckles
- Leg/ thigh straps



6.7.4 PROCEDURE

1. Classes of Harnesses

Five main classes:

The Canadian Standards Association (CSA) regulates the classifications for full body harnesses. A harness can have more than one classification; however, all full body harnesses must meet the requirements for Class A Fall Arrest.

a) Class A Fall Arrest

Class A harnesses are designed to protect workers when they are 6ft or more above the ground. They support the body during and after a fall. Dorsal (back) D-rings are used for fall protection. They slide on impact, keeping the worker in an upright position.

b) Class AD Suspension and Controlled Descent

Class AD harnesses are used to support and hold a worker while being raised and lowered. There is one sternal (front) D-ring and one dorsal (back) D-ring. The sternal D-ring is used for attachment to a descent device.

c) Class AE Limited Access

Class AE harnesses are designed to raise or lower a worker through a confined area. Shoulder D-rings serve as anchorage points for attaching an extraction

yoke or other rescue devices. The D-rings slide on the shoulder strap for the optimal positioning of the worker.


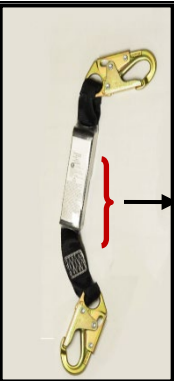

d) Class AL Ladder Climbing


Class AL harnesses are designed for use with a certified fall arrester that travels on a vertical lifeline or a rail. Sternal (front) D-rings are used for attachment to the vertical system.

e) Class AP Work Positioning

Class AP harnesses will hold and sustain a worker at a specific location, allowing full use of the hands, while limiting any free fall to two feet or less. Slide D-rings at waist level are used for positioning and restraint.

Connecting Means:

Mask Type	Description
Carabiner (D-clip) 	<p>The carabiner is a personal fall protection device made to remain completely closed while linking components. Opening the keeper requires two steps: twisting and pulling the locking mechanism back. The shape of the carabiner is an oblong ring and self-locks on the components it adjoins when pushed back. The spring mechanism loaded inside the gate helps it lock.</p>
 <p>→ Lanyard</p> <p>→ Shock Absorber (Energy Absorber)</p>	<p>A lanyard connects a full body harness or safety belt to a rope grab that connects with a lifeline or anchor. It is a flexible and sturdy rope line made of wire, synthetic, or webbing. The lanyard must be CSA Standard approved and come from manufactured sources only.</p> <p>The lanyard associated with a shock absorber shall be used in a fall arrest system. During a fall, a shock absorber reduces the impact applied to the worker. A shock absorber can come either previously attached to the lanyard or separately when bought in standard size or for heavier use. A lanyard with a built-in shock absorber must have a constant diameter or range.</p>
Lifeline 	<p>A piece of steel wire rope or synthetic fibre that assists as a component of fall arrest. The lifeline connects the fall arrest or travel restraint system to an adequate anchorage point.</p>
Snap Hook	<p>The lanyard connects to the full body harness and lifeline with a snap hook. The bottom keeper of the snap hook has a spring mechanism that needs to be lowered inside the hook to create an opening to connect, otherwise it remains locked.</p>

	<p>To prevent unplanned rollouts of adjoining ends, snap hooks must be enforced. Snap hooks that do not lock must not be used.</p>
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Not Recommended

Grab Hook: A grab hook connects components needed to make a personal protection system. However, grab hooks do not close completely on the equipment it connects. This is not recommended equipment and although available, must not be used according to CSA requirements.

Safety Belt: A safety belt is worn around the waist. The belt must function as per its intended use. It must not be used as a fall arrest method.



2. Selection of Shock Absorber

The force required to deploy a shock absorber must be at a minimum 6 kilonewtons (1349 pounds). The force of the shock absorber shall not be greater than the used material's allowable unit stress. This is applicable if the shock absorber, a component of the lanyard is used in the fall arrest system.

A fall arrest system must be capable of supporting a minimum 8 kilonewtons in static force without going over the allowable unit stress for each material used.

With a shock absorber, a fall arrest system must be capable of supporting a minimum static force of 6 kilonewtons without exceeding the allowable unit stress for each material used

3. Horizontal and Vertical Lifelines

There are requirements to protect horizontal and vertical lifelines while in use. Both require the design of a professional engineer and must follow CSA standards. All types of lifelines must be free from splices or knots unless the knots are used for fixed supports. A complete design copy of the lifeline used must be available on site.

a) Vertical Lifeline

- 16mm synthetic rope (Typical use)
- One person to use at a time
- Reach the surface or level above
- Positive stop to prevent run offs from the lifeline's end (ex. Rope grab)

b) Horizontal Lifeline (Standard Design/ Site Specific)

- The design must indicate arrangements, components, anchorage points, and all loads used

- All required components must be listed
- Indicate the number of workers allowed to use one lifeline at a time
- Clear instructions are given for inspection, installation, and maintenance

c) Lifeline Protection

- Free of splices or knots
- Free from areas exposed to chemicals, gasoline, or objects
- Discoloration, frailty, brittle
- Sun exposure, extreme heat, friction from normal movement
- Damages with rough, abrasive surfaces
- Work requiring flame or welding

4. Selection of Fall Protection Equipment

Rankin Construction Inc. considers face masks as specialized PPE and equipment should be worn when workers have a potential to fall about 3m (10 ft). Determination of type and necessity for PPE will be contingent on the hazard assessment of task performed by a competent person. Relevant SDSs, legislated requirements and CSA standards will be taken into consideration when performing hazard assessment. Refer to 'Personal Protective Equipment Policy' to distinguish between general and specialized PPE.

5. Set-Up, Fit, Use, and Care

The company will provide workers with appropriate Fall Arrest or Travel Restraint equipment. There are steps required to properly set-up, use, care, and store the equipment. The following guidelines shall be maintained on an everyday basis and reviewed by a competent person on an ongoing basis.

Fit

Proper fit of the harness is important – refer to the manufacturer's instructions for proper use and fit. General recommendations for proper fit include:

- Adjust near the strap so that it is snug and located near the middle of your chest;
- Adjust the leg straps so that your first can fit snugly between the strap and your leg; and
- Adjust the shoulder straps so that the back of the D-ring rests between your shoulder blades.

Inspection

Inspect the harness before each use, and look for the following:

- Burns, cuts, frayed material and loose or broken stitching;
- Heat or chemical damage;
- Damaged hardware or straps;

- D-ring and keeper pads that are free from wear and damage;
- Moving parts can move freely through their full range of motion; and
- The fall arrest indicator to confirm that it has not been deployed.

Care

- Refer to the manufacturer's instructions for the proper cleaning and storage methods.

6. How to “Don” and “Doff” Personal Fall Arrest Equipment

The following steps are required to put on and take off personal fall arrest equipment allow for easy use, storage, and maintenance.

a) “Don” Steps

- i. Hold the harness by the back of the D-Ring and then shake, allowing all the straps to fall into place
- ii. Unbuckle the waist strap and release the leg, chest, and shoulder straps if not already done so
- iii. Put the straps over the shoulders, so the D-ring is in the back's middle between the shoulder blades
- iv. Fasten both legs straps, then the waist strap
- v. Fasten chest strap by making sure the shoulder straps are firm and positioned to the center of your chest
- vi. Fasten all the buckles ensuring the harness is tight but comfortable
- vii. **Use the snap hook to connect the D-Ring of the harness to the lanyard**

b) “Doff” Steps

- a) Unfasten all the buckles
- b) Loosen all the straps of the harness including the leg straps, chest straps, and waist straps
- c) Extending all the straps out so that it is easier for the next person to put on
- d) Take off the harness and lay on a clean surface
- e) Fold each leg strap into the waistband then the shoulder straps

7. Set-up, Use, Maintenance and Storage

Rankin Construction Inc. will provide workers with appropriate fall arrest or travel restraint equipment. There are steps required to properly set-up, use, maintain, and store travel restraint and fall arrest equipment. These steps allow the worker to safely use the components required for personal fall protection. The following guidelines shall be maintained on an everyday basis and reviewed by a competent person on an ongoing basis.

- a) Harness
 - Chest-strap must be comfortable and at the middle of the worker's chest
 - Leg strap (worker's fist can comfortably go between the strap and leg)
 - Adjust harness straps to put the D-ring between the shoulder blades
- b) Carabineers
 - Made not to disconnect under twist loads
- c) Lanyard
 - Manufactured and to specific lengths
 - The lanyard must not be made smaller by making knots
 - Knots can reduce the effectiveness of a lanyard
 - Do not store near chemicals, wet places, or sharp objects
 - Prevent exposure to sunlight
 - One D-ring cannot link two lanyards
 - Use Y lanyards if two must be used
- d) Lifelines
 - The lifeline's set-up with the shock absorber in the overall system requires the manufacturer's instructions (ex. horizontal position)
 - A vertical lifeline to be used by one person only
 - Free of splices or knots (unless knots used for fixed supports)
 - Always store separately and do not store with chemicals, gasoline, or objects
- e) Rope Grab
 - Manufactured to a specific diameter
 - Manufactured to a particular lifeline (compatibility)
 - Correctly attached to the lifeline so that it is not inverted
 - Indicated arrow denotes the direction of attachment to lifeline
 - Each rope grab is designed for use with a specific length of lanyard (normally 2 or 3 ft. maximum)
 - Rope grabs must meet the requirements found in CSA-Z259.2.5: fall arrestors and vertical lifelines
- f) Snap Hook/ Grab Hook
 - Must close completely (Snap hook)
 - Do not attach one snap hook to another

- Must be connected to a compatible hardware
- Ensure snap hook spring has enough tension power to close the keeper

g) Self-Retracting Lifelines

Inspection requirements for self-retracting lifelines are dependent on the CSA standards, as summarized below:

CSA Standards	
CSA-Z259.2.2: Self-Retracting Devices	CSA-Z259.2.2: Self-Retracting Devices for Personal Fall Arrest Systems
Revalidation and Inspection	
<p>Based on usage and manufacturer's instructions.</p> <p>Infrequent to light use: revalidation by manufacturer every five years.</p> <p>Moderate to heavy use: revalidation by manufacturer every two years.</p> <p>Severe to continuous use (when used outdoors frequently or in a corrosive or dirty environment): revalidation by manufacturer every year.</p>	<p>Based on time and manufacturer's instructions.</p> <p>For type 2 and type 3 SRLs: return to the manufacturer no more than two years after the date of manufacture for inspection and maintenance, and then once a year after.</p>

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of fall protection equipment, or the CSAO.

6.7.5 RESPONSIBILITIES

Management

- Ensure written fall protection policy and procedures relevant to workplace. Policy and procedures must be easily accessible for review when required.
- Identify potential hazards and injuries due to fall

- Consider and provide the use of passive fall arrest systems such as guardrails, travel restraints or fall-restricting systems
- Provide education and training for workers and supervisors about their responsibility regarding fall protection and prevention. Workers must be educated about the proper methods of fall protection before allowed into work area.
- Ensure effective use of PPE according to applicable policy and procedures, legislation, and manufacturer guidelines.
- Review plan as necessary according the demands pertinent to the workplace on a regular basis to ensure plan is optimal in fall prevention and protection.

Employer

- Ensure written fall protection policy and procedures are relevant to the workplace. Policy and procedures must be easily accessible for review when required.
- Identify potential hazards and injuries due to fall
- Consider and provide the use of passive fall arrest systems such as guardrails, travel restraints or fall-restricting systems
- Provide education and training for workers and supervisors about their responsibility regarding fall protection and prevention. Workers must be educated about the proper methods of fall protection before being allowed into the work area.
- Ensure all PPE, clothing, and devices are provided and maintained in good condition.
- Ensure effective use of PPE according to applicable policy and procedures, legislation, and manufacturer guidelines.
- Review plan as necessary according to the demands pertaining to the workplace on a regular basis to ensure the plan is optimal in fall prevention and protection.

Supervisor

- Ensure workers abide by all pertinent workplace policies and procedures, and regulations for the appropriate jurisdiction.
- Ensure workers use and know how to wear appropriate PPE
- Inform workers about fall hazards and working at height
- Act on reasonable safety concerns provided by the workers (ex. defective equipment, safety concerns etc.)
- Participate in fall protection planning if relevant and when assistance is requested

Worker

- Ensure all PPE and devices are provided and maintained in good condition.
- Inform supervisor regarding potential fall hazards pre-operation.

- Participate in fall protection planning if relevant and when assistance is requested
- Adhere to all applicable fall protection legislation and company policies and procedures
- Actively participate in fall protection education and training
- Wear and use appropriate PPE as determined by the employer. Inspect PPE before each use.
- Take good care of PPE where possible. Notify supervisor or employer of any broken, defective, or missing PPE.
- Understand their right to refuse unsafe work

6.7.6 REFERENCES

- Responsibilities for Fall Protection Plan (General) – CCOHS
- Construction Projects Regulation 213/91, s.26
- CAN/CSA-Z259.1-: Body Belts and Saddles for Work Positioning and Travel Restraint
- CAN/CSA-Z259.2.5: Fall Arresters and Vertical Lifelines
- CAN/CSA-Z259.2.2 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems
- CAN/CSA-Z259.2.3 (R2004): Descent Control Devices
- CAN/CSA-Z259.10: Full Body Harnesses
- CAN/CSA-Z259.11: Energy Absorbers and Lanyards
- CAN/CSA-Z259.12 (R2006): Connecting Components for Personal Fall Arrest Systems (PFAS)
- CAN/CSA-Z259.14 (R2007): Fall Restrict Equipment for Wood Pole Climbing

6.7.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 18, 2020	Updated/added to the following sections: References; Responsibilities; Self-Retracting Lifelines; Definitions; Full Body Harness			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

7.0 PREVENTATIVE MAINTENANCE

7.0.1 OBJECTIVE

In addition to ensuring that workers use tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good condition. Rankin Construction Inc. maintenance program will reduce the risk of injury, damage, and lost production. The preventative maintenance program includes a system for scheduling and recording all maintenance work.

7.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

7.0.3 DEFINITIONS

Competent Inspector – an individual who has the training, experience, knowledge and understanding of the operation of the equipment. This individual must possess a certificate of qualification, specific manufacturer's training, or years of experience in the industry.

7.0.4 PREVENTATIVE MAINTENANCE PROGRAM

Rankin Construction Inc. has established a preventative maintenance program for scheduling and recording all maintenance work. All vehicles, machinery, tools, and equipment shall be maintained in a condition that does not endanger a worker.

7.0.5 INVENTORY

An inventory list will be maintained as part of the preventative maintenance program. The list will be compiled to ensure that no equipment is overlooked. Items included on the list are those that require scheduled servicing, adjusting or replacing of components, which can include power tools, mobile equipment such as skid steers, lift trucks, company vehicles, facilities, trailers, etc.

The inventory list will also include the last maintenance date, maintenance frequency and the next scheduled maintenance date of each item. Maintenance records will be retained.

7.0.6 GUIDELINE AND STANDARDS

All equipment and vehicle must be inspected and maintained in accordance with the following:

- The manufacturer's recommendations;
- Industry's regulations and standards; and/or
- Legislative requirements.

Operators manuals will be reviewed and be available with the equipment.

All equipment will be inspected and maintained by a competent inspector.

7.0.7 INSPECTION CHECKLISTS

The frequency of inspections must adhere to the manufacturer's recommendations, industry standards and legislative requirements. Standard checklists will be used for each type of equipment. Before the Supervisor transfers or assigns equipment into the control of other authorized person(s), they must ensure the equipment is in good working order according to the manufacturer's operations and maintenance guidelines.

Operators must perform an annual inspection or more as frequently recommended by the manufacturer of the vehicle, machines, tools or equipment before they are first used at the project. The operator has the responsibility to check before use and throughout the daily operation.

7.0.8 OVERDUE/DEFECTIVE TOOLS, EQUIPMENT AND VEHICLE

Equipment are to be inspected for defects and must be immediately locked and tagged out as applicable. Vehicles, machines tools or equipment should not be used when:

- When it is defective or hazardous
- When the weather or other conditions are such that its use is likely to endanger a worker
- While it is being repaired or serviced, unless the repair or servicing requires that it be operated.

1. Mobile Equipment/Vehicles

If a deficiency or an overdue condition is found during inspections:

- Operator should verify with manufacturer's operating manual for maintenance requirements.
- Document the deficiency or overdue on the inspection checklist.
- The inspecting agent must tag the equipment with a lockout tag.
- The Operator must notify the Project Supervisor of the tagging.
- The Equipment Manager will determine if the equipment can be repaired on site, or must be removed to facilitate off site repair or replacement.
- If it is determined that the equipment is unrepairable, the equipment will be taken to company workshop
- The Project Manager must inform the Equipment Manager, of the tagging to ensure a new tag is supplied to the 'Heavy Equipment'.
- Do not use the equipment until corrective action is taken.

Note: The lockout tag must only be removed by authorized Maintenance Personnel

2. Power/Hand Tools/Extension Cords

All electrically operated tools and equipment must be protected by ground fault interruption devices if used outdoors or in wet locations.

The Operator is responsible for following the manufacturer guidelines for storage, operation and maintenance of electrical equipment.

If a deficiency is found during inspections:

- If the extension cord is damaged, cut the cord to ensure it is not used on site.
- If a power/hand tool is damaged, tag the equipment and take it out of service.
- Send the defective equipment for repair or replacement.
- Notify the supervisor.

3. Personal Protective Equipment

All personal protective equipment which are found to be defective must be immediately reported to the site supervisor and removed from use. Ask your supervisor for replacement PPE and ensure PPE is working as intended.

7.0.9 LOCKOUT AND TAGGING

- Receive work assignment
- Locate the area and identify the equipment or machinery to be worked on
- Identify all power sources affecting the equipment or machinery, such as electrical, pneumatic, hydraulic, steam, gravity or momentum
- Determine whether lockout is required to perform the work assignment
- Locate and identify all power source components on equipment or machinery
- Determine whether it is physically possible to lock out each power source
- If lockout is required, check with the Qualified Operations Personnel before proceeding
- Have Qualified Personnel shut down the equipment or machinery, the Worker must install the personal safety locks with a tag indicating:
 - Name
 - Employer
 - Time and Date
 - Work location
- All repair tags should record the following information:
 - Date
 - Problem
 - Who tagged it
- Any power or product remaining in the equipment or machinery must be discharged or disconnected by Qualified Personnel
- With extreme caution, try to start the equipment or machine manually
- Look for any movement or functions
- If none observed, try to start again
- Look for any movement or functions
- If none observed, confirm that all power sources are at a zero energy state

- Carry out work assignment
- When work is complete and the area is ready to resume operations; remove all locks, tags, and lockout devices. Check that all Personnel are clear of the equipment or machinery
- Have Qualified Personnel restart the equipment or machinery
- Assignment is complete once the equipment or machinery is operating satisfactorily

7.0.10 SCHEDULED INSPECTIONS AND MAINTENANCE

All mobile equipment is to be inspected and maintained according to the following **Equipment Inspection Schedule** as a minimum.

Type of Equipment	Type of Inspection	Schedule
Cranes – Crawler, Truck, Hydraulic, etc.	Complete inspection and certification	Before putting to work and annually
	Critical items, controls, overall functioning	Daily
	Safety device, hooks, cables, electrical	Monthly
	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
Heavy Equipment	Complete inspection	Before putting to work
Dozers, Backhoes	Complete inspection	Every 3 months
Compactors, Trucks	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Operator's checklist	Daily
Miscellaneous	Complete inspection	Before putting to work
Compressors, Welding Machines, Generators	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
Slings, Shackles, Chokers, Lifting Devices	Deformation, cracks, corrosion, etc.	Daily or before each use
	Regular inspections of all devices	Every 3 months

7.0.11 OPERATOR QUALIFICATIONS AND TRAINING

All individuals who operate our mobile equipment, cranes, vehicles etc. will have the appropriate skills, accreditation and/or certification. This applies to both company employees and contracted equipment services.

The approval process includes the following:

- i. Possession of a valid driver's license appropriate to the type of equipment.
- ii. Successful completion of a practical operating exam administered by competent and authorized personnel.
- iii. No history of epilepsy or of a disabling heart condition or any other physical disability or impairment.
- iv. The operator should be trained in the following:
 - Responsibilities to operate the equipment in a safe manner;
 - Familiarity and comprehension of safety requirements for the piece of mobile equipment which they intend to operate;
 - Manufacturer's operating and maintenance procedures;
 - How to communicate to maintenance personnel when there is a problem with a specific piece of equipment;
 - Hand signals and/or other requirements set by the company, owner, or dictated by site conditions.

7.0.12 MAINTENANCE PERSONNEL QUALIFICATIONS

All individuals who perform maintenance work will have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and to contracted maintenance services.

7.0.13 RECORDS

The records of each maintenance activity will be maintained as part of the Rankin Construction Inc.'s preventative maintenance program. The information such as type of maintenance work was done, when, and by whom will be monitored as part of the program. Records of all inspections and maintenance are completed and maintained for review and approval.

7.0.14 RESPONSIBILITIES

Management

- Develop an inventory of equipment requiring preventative maintenance.
- Develop preventative maintenance and inspection checklists for all equipment requiring preventative maintenance.
- Ensure equipment is inspected and maintained by a competent person.

- Follow up on corrective actions as required.

Supervisors

- Ensure all preventative maintenance activities are conducted according to schedule.
- Follow-up on corrective action plans for equipment in need of maintenance work; document once corrective actions are taken.

Workers

- Complete preventative maintenance inspections assigned to them as per the frequencies outlined for each piece of equipment.
- Document any deficiencies found and submit the checklist to the supervisor.
- Do not use defective equipment.
- Have the appropriate skills, accreditation and/or certification.
- Maintenance Personnel/Company
- Have the appropriate skills, accreditation and/or certification.
- Provide maintenance services in accordance with the manufacturer's recommendations; Industry's regulations and standards; and/or Legislative requirements.

Maintenance Personnel/Company

- Have the appropriate skills, accreditation and/or certification.
- Provide maintenance services in accordance with the manufacturer's recommendations; Industry's regulations and standards; and/or Legislative requirements.

7.0.15 DOCUMENT ANY DEFICIENCIES REFERENCES

- Construction Projects Regulation O. Reg. 213/91, Equipment, General, s. 93-116
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers – Occupational Health and Safety Act, s. 28

7.0.16 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: Responsibilities; Lockout and Tagging; Inspection Checklists; Overdue/Defective Tools, Equipment, and Vehicles			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

8.0 TRAINING AND COMMUNICATION

8.0.1 OBJECTIVE

Rankin Construction Inc. is committed to ensuring that all employees have the necessary instruction and training required to ensure their safety on the job at the company and to ensure effective systems are in place to communicate health and safety information to employees

8.0.2 SCOPE

This Training and Communication Program applies to all company employees. This program includes:

- The roles and responsibilities of relevant workplace parties in providing training;
- The mandatory safety and job-specific training required by all new employees;
- A process of providing required orientations;
- A process for delivering safety talks as a means of communicating health and safety information;
- The required company-wide health and safety meetings to be held by senior management.

8.0.3 DEFINITIONS

Competent person means a person who,

- a) is qualified because of knowledge, training, and experience to organize the work and its performance,
- b) is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace

Competent worker in relation to specific work, means a worker who,

- a) is qualified because of knowledge, training, and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
- c) has knowledge of all potential or actual danger to health or safety in the workplace

8.0.4 ORIENTATION AND TRAINING

New Employee Orientation

On the first day of employment, employees are required to complete The Company's Employee Health and Safety Orientation. New employees will be provided with a tour of the physical work environment and given the basic health and safety information. As part of the tour, the supervisor and the new employee will review the *New Employee Orientation Checklist*.

The following is the information that should be covered in the employee orientation:

- Introduction to the company
- Facility Orientation
- Company Policies
- Hazard Recognition and Assessment
- Safe Work Practices and Safe Job Procedures
- Training
- Emergency Procedures

Orientation will be conducted with all personnel upon joining the company. Both the worker and the supervisor will sign the orientation checklist.

Site Orientation

Any worker coming to a project site for the first time is considered a "new worker" and requires a site orientation. The supervisor is responsible for providing this orientation before the worker is allowed to start work. This will be done using the *Site Orientation Form*.

Health and Safety Online Training

Newly hired employees will be required to take health and safety training as part of the Health and Safety Program. The following mandatory training must be completed by all employees prior to commencing their job:

- Worker/Supervisor Health and Safety Awareness Training
- WHMIS-2015
- Workplace Violence and Harassment
- AODA

Employees will be accessing the training modules through the 4SafeCom Training Management System. Training records will be maintained in the system and monitored by supervisors and management.

Job Hazard Assessment

Based on the employee's job task, the job hazard assessment will be assigned to be reviewed. The Safe Work Practices (SWP) and Safe Job Procedures (SJP) that apply to those tasks will also be assigned. The required SWP and SJP for each task are identified in the *Procedure Matrix*. Employees will not be permitted to begin their job without reviewing their job hazard assessments or procedures. The reviews will be maintained in a system and monitored by supervisors.

Employees who are promoted/transferred will be required to take trainings based on their new job hazard exposure.

Job Specific Training

In addition to the mandatory trainings, based on the hazard assessment, employees may be required to take additional trainings (including hands-on trainings). This will be reviewed during the orientation.

Supervisors will also be trained on the following:

- Workplace Inspection
- Accident Investigation
- Emergency Response

The required training based on each job task is identified in the *Training Matrix* which was developed as part of the Job Hazard Analysis.

Training Facilitation

Management will ensure that the trainings are provided by a competent person. Training credentials from other companies will only be approved after verification. Ministry of Labour, Training and Skills Development approved training providers are only approved for Working at Heights and Joint Health and Safety Committee Training.

8.0.5 HEALTH AND SAFETY COMMUNICATION

Weekly Toolbox Talk

Site supervisors will conduct weekly toolbox talks with their workers. Each worker will acknowledge that they have understood the topics discussed. The topic of the talk and the worker's signatures will be documented using the *Toolbox Talk Form*.

Annual Health and Safety Meeting

Senior Management will coordinate a company-wide health and safety meeting annually. The *Meeting Agenda* will be provided in advance to all workers. Health and safety objectives of the year and an action plan will be communicated to employees. Employees are encouraged to provide their feedback and raise any concerns. The *Meeting Minutes* will be posted on the health and safety board at the main office. Action plans will be updated based on the discussion with employees, if required.

8.0.6 RESPONSIBILITIES

Management

- Conduct annual safety meeting with all employees.
- Take employees' feedback and concerns and update the action plan if necessary.
- Allocate resources for training.
- Appoint a competent person to conduct the trainings.
- Maintain the credentials of the trainers.

Supervisors

- Conduct orientation in the first day of employment to a new hire.
- Conduct weekly toolbox talks.
- Complete Site orientation for a worker on the first day on the site.
- Do not assign any worker for any task without providing proper training.

Workers

- Complete all training and task reviews before starting the job.
- Listen to instructions during orientations.
- Do not proceed without being properly trained on any task.
- Actively participate in toolbox talks and annual meeting and provide feedbacks.

8.0.7 REFERENCES

- Occupational Health and Safety Awareness and Training Regulation O. Reg. 297/13
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers – Occupational Health and Safety Act, s. 28

8.0.8 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

9.0 WORKPLACE INSPECTION

9.0.1 OBJECTIVE

Performing inspections helps to identify sub-standard conditions or practices. Inspections provide the opportunity to correct potential hazards before a loss occurs. Inspections will cover premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, methods, and practices as applicable.

9.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees who conduct workplace inspections. This procedure covers all operations (office, shop, job sites, etc.)

9.0.3 DEFINITIONS

A **workplace inspection** is a planned event in which the **workplace** is **inspected** to identify potential hazards. It is the best way of proactively identifying hazards before they can cause an injury.

9.0.4 GUIDELINES AND STANDARDS

At Rankin Construction Inc., inspections will be conducted as per the following:

- The manufacturer's recommendations;
- Industry's regulations and standards; and/or
- Legislative requirements.

9.0.5 PROCEDURE

Site Supervisor Inspections

Planned inspections will occur weekly on project sites. The site supervisor will perform a weekly inspection of the site using the *Site Weekly Inspection Form*. Any deficiencies found must be corrected in a timely manner.

Inspection reports will be reviewed during toolbox safety talks. The inspection reports will be evaluated and monitored by management. Records will be available for review.

Joint Health and Safety Committee (JHSC) Inspections

The JHSC will inspect the physical condition of the workplace monthly. The inspection will be conducted by one worker representative of the JHSC. Management may take part in the inspection. The inspection will be conducted using the **Office/Shop Monthly Inspection Form**. During the inspection, a minimum of one worker will be interviewed to address any concerns regarding health and safety in the workplace.

The JHSC will send the inspection report to Senior Management and will make any recommendations in writing regarding corrective actions. Senior Management (On behalf of the employer) will review the recommendations and respond within 21 days.

Health and Safety Representative Inspections - Site

Each site Health and Safety Representative will perform an inspection of their site monthly using the **Site Monthly Inspection Form**. The site supervisor may accompany the inspector on the inspection, if required.

The health and safety representative will send the inspection report to supervisor and senior management and will make any recommendations in writing regarding corrective actions. Senior Management (On behalf of the employer) will review the recommendations and respond within 21 days.

Senior Management Inspections

Senior Management will conduct at least one planned inspection of a job site annually. The inspection will be documented using the **Site Inspection Form**. Appropriate personnel will be notified of deficiencies found, and corrective action will be taken immediately.

Middle Management Inspections

Middle Management will conduct at least one planned inspection at a job site every month. The inspection will be documented using the **Site Inspection Form**. Appropriate personnel will be notified of deficiencies found, and corrective action will be taken immediately.

Equipment Pre-Use Inspections

A pre-use inspection will be performed daily for all equipment.

According to Ontario Regulation 213/91 sections:

93(3) All vehicles, machines, tools, and equipment shall be used in accordance with any operating manuals issued by the manufacturers and;

94. (1) All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions.

(2) The inspections shall be performed before the vehicles, machines, tools, or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.

Use standard pre-use inspection checklist for the appropriate equipment. Consult supervisor for the appropriate pre-use form required for the equipment.

The following forms are available:

- Vehicle Pre-use
- Tripod Pre-use
- Harness Inspection Pre-use

Ensure pre-use inspection records are retained for at least 2 years or 6 months after the vehicle/equipment ceases to be the operator's responsibility.

Pre-use inspections will be performed by the worker operating the equipment. Inspections should be performed in accordance with specific manufacturer's guidelines and the legislation. Standard pre-use inspection checklists will be used for each equipment.

9.0.6 INSPECTION SCHEDULE

Type of Inspection	Minimum Frequency	Who
Equipment Pre-Use Inspection	Daily and First Use at the project	Equipment operator
	Annually/ Manufacturer's requirements	Equipment Operator/ Competent Person
Site Inspection	Weekly (one job site)	Site supervisor
	Monthly	Site health and safety representative (may be accompanied by supervisor)
Company JHSC Inspection	Monthly	Worker representative of the JHSC (may be accompanied by management representative of the JHSC)
Office Inspection	Monthly	Health and Safety Representative
Workplace Inspection	Annually (one job site)	Senior Management
Workplace Inspection	Monthly (one job site)	Site health and safety representative (may be accompanied by supervisor)

9.0.7 FOLLOW UP AND CORRECTIVE ACTIONS

Identified deficiencies will be corrected immediately, if possible. Corrective actions will be documented on the inspection form used. If required, management will be notified of deficiencies. Workers affected by the hazard must be informed and corrective actions must be taken. Management will monitor the completion of weekly inspections.

Rankin Construction Inc. tracks actions resulting from workplace inspections with nonconformity, action description, responsible person, target completion date, actual completion date and verification of the effectiveness of the corrective actions.

9.0.8 COMMUNICATION

The results of workplace inspections will be communicated to workers in toolbox talks. Monthly inspection forms will be posted on the safety boards. Senior management will review the inspection reports on a regular basis through the tracking system. Any follow-ups on corrective actions will be communicated to relevant personnel.

9.0.9 REFERENCES

- Construction Projects Regulation O. Reg. 213/91, s. 14, 93, 94
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s.

9.0.10 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: Inspection Schedule; Equipment Pre-Use			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

10. INVESTIGATIONS AND REPORTING POLICY

Rankin Construction Inc. requires all employees to immediately report all accidents and incidents to their supervisor that result in injury or property damage, and all near misses with the potential for serious injury or property damage. It is our policy that one supervisor and one worker will investigate all fatalities, critical injuries, lost time, occupational illnesses, property damage, fires/explosions, or environmental releases. Supervisors will report the investigated accident incident promptly to management to ensure timely submission to the Ministry of Labour Training and Skills Development (MLTSD) and/or Workplace Safety and Insurance Board (WSIB). The investigations will be conducted with the purpose of determining the causes and contributing factors of the accident/incident. This analysis will be used to reduce or eliminate the risk of a further incident.

All investigation reports will be reviewed by management. Management will strive to implement corrective actions in a timely manner to ensure no similar incidents occur. Management will verify the effectiveness of corrective actions.

Reporting program will be carried out in accordance to what is required by the Occupational Health and Safety Act s. 51-53, the Construction Projects Regulation 213/91, O. Reg. 420/21, and any other applicable legislative requirements.



Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

10.1 INVESTIGATION AND REPORTING PROCEDURE

10.1.1 OBJECTIVE

The purpose of this procedure is to ensure all incidents and accidents are reported to supervisors, and that investigations are carried out as required. The goal of an investigation is to find the root cause of the incident to develop corrective actions to prevent fatalities and to prevent the same incident from occurring again. This procedure will also ensure that authorities are informed in a timely manner

10.1.2 SCOPE

Applies to all workplace injuries and employees who are involved in incident reporting and investigating.

10.1.3 DEFINITIONS

Lost Time Injury (LTI) refers to any injury that prevents a worker from coming to work on the day following the day of the injury.

Medical Aid refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.

First Aid refers only to injuries that can be treated on the job without any days lost.

An **Incident** is defined as property damage but with no injury to workers

A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.

Occupational Illness is defined as a condition resulting from a worker's exposure to chemical, biological, or physical agents in the workplace to the extent that the health of the worker is impaired.

Critical Injury is defined as an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg, or arm but not a, finger, or toe
- Involves the amputation of a leg, arm, hand or, foot but not a finger or toe,
- Consists of burns to a major portion of the body, or,
- Causes the loss of sight in an eye

10.1.4 PROCEDURE

Transporting the Injured Person

In the case of a non-critical injury, administer first aid immediately, if possible. If further medical assistance is needed, Rankin Construction Inc. will provide transportation to the hospital, doctor's, or medical professional's office or employee's home when necessary, following an injury or illness. The preferred method of transportation, if required, is by ambulance.

Should this method of transportation not be appropriate, Rankin Construction Inc. will call for a taxi. A first-aid certified individual or a designated person will accompany the injured employee.

- Should the employee refuse transportation by taxi, Rankin Construction Inc. will attempt to:
- Identify any other transportation methods that the employee would prefer
- Reiterate the importance of accepting transportation to the hospital, doctor's office, or home
- Call 911 and to have an ambulance attendant to administer medical attention at the accident scene
- Not allow the employee to continue work until medical clearance is provided

Transporting Companion

The assisting employee will not be held responsible for any actions taken in good faith to assist the injured employee. Upon arrival at the hospital, the assisting employee will notify their supervisor of the injured employee's status and will continue to do so throughout the day until the situation of the injured employee is stabilized.

Incident Reporting

Rankin Construction Inc. is committed to preventing workplace injuries and illnesses. To achieve this, the following will be reported:

- Fatality
- Critical Injury
- Lost Time
- Medical Aid
- First Aid
- Occupational Illness
- Property Damage
- Near Misses and Incidents
- Fire or explosion
- Environmental Release

Workers must complete the Incident Report Form, and hand it in to their supervisor. As prescribed by the Occupational Health and Safety Act s. 51-53 and O. Reg. 420/21, the following incidents must be reported at minimum:

- A worker falling a vertical distance of three metres or more.
- A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
- Structural failure of all or part of falsework designed by, or required by the Construction Regulation (O. Reg 213/91) to be designed by, a professional engineer.
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.
- Fatality and/or Critical Injury
- Fire or Explosion resulting in injury
- Occupational Illness
- In addition, Company clarifies the following must be reported:
 - Lost Time
 - Medical Aid
 - First Aid
 - Property Damage
 - Near Misses and Incidents
 - Environmental Release

In case of a critical injury, the supervisor must secure the scene immediately unless to relieve the person from more suffering or damage to the property. A supervisor will investigate the scene, with the help of the site H&S Representative, Joint Health and Safety Committee, or Senior Management if required. An Investigation Form

must be completed and given to management within 24 hours. Management will then notify the MLTSD, WSIB, etc. as required.

The following notification will be done by management when required:

Type of Incident or Accident	Reported to	When to report	How to Report
If a person, whether a worker or not, has been critically injured or killed at the workplace	Ministry of Labour, Training and Skills Development Health & Safety Contact Centre JHSC/Health and Safety Representative or the Union if applicable	Immediately	By telephone or direct means
	A director of the Ministry of Labour, Training and Skill Development	Within 48 hours	In writing
If an accident, explosion, or fire occurs, or if there is an incident of workplace violence, and a person is disabled or requires medical attention	A director of the Ministry of Labour, Training and Skills Development JHSC/Health and Safety Representative or the Union if applicable	Within 4 days	In writing
If occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board	A director of the Ministry of Labour, Training and Skills Development JHSC/Health and Safety Representative or the Union if applicable	Within 4 days	In writing
If the injured worker: <ul style="list-style-type: none"> requires treatment from a health professional (beyond first aid), or is absent from, or earns less than regular pay 	WSIB by the employer	Within 3 days	In writing (Form 7)
Serious Electrical Incidents <ul style="list-style-type: none"> Any electrical contact that causes death. Any electrical incidents that causes critical injury, Any fire or explosion or any condition suspected of being electrical in origin which might have caused a fire, explosion, loss of life, critical injury to a person, or damage to property. Any electrical contact with electrical equipment operating at over 750 volts. Any explosion or fire of electrical equipment operating at over 750 volts. 	Ministry of Labour, Training and Skills Development Health & Safety Contact Centre JHSC/Health and Safety Representative or the Union if applicable Electrical Safety Authority (ESA)	Immediately Within 48 Hours	Telephone By telephone 1-877-372-7233 or 1-877-ESA-SAFE.
If a worker is injured at work or becomes ill because a job, or if a worker subsequently loses time from work due to a workplace injury/illness	WSIB by the worker	Immediately	In writing (Form 6)
If the injured worker: <ul style="list-style-type: none"> does not receive health care, and 	WSIB by the employer	8th day of modified work.	In writing (Form 7)

<ul style="list-style-type: none"> • requires modified work due to the injury or illness, and • has been doing modified work at regular pay for more than 7 days 			
On a project site: <ul style="list-style-type: none"> • A worker falling a vertical distance from any height. • A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system. • A worker becomes unconscious for any reason. • Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment. • Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line, utility line or anything else outside the scope of the work. • Structural failure of all or part of false work designed by a professional engineer. • Structural failure of a principle supporting member, including a column, beam, wall, or truss, of a structure. • Failure of all or part of the structural supports of a scaffold. • Structural failure of all or parts of an earth-or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam, or trench. • Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it. • Overturning or the structural failure of all or part of a crane or similar hoisting device. 	<p>The JHSC, health and safety representative and trade union (if any); and</p> <p>A director of the Ministry of Labour, Training and Skills Development</p>	<p>Immediately Within 2 days</p>	<p>Telephone In writing</p>

Written Reporting Information Requirements - General

In accordance with the reporting requirements set out in O. Reg. 420/21 s. 2 and 3, Company shall provide a written report or written notice if,

- 1) a worker is killed or critically injured from any cause at a workplace as described in subsection 51 (1) of the Act;
- 2) a worker is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence as described in subsection 52 (1) of the Act; or
- 3) the employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the WSIB by or on behalf of the worker as described in subsection 52 (2) of the Act.

The written report/notice shall contain the following:

- The name, address and type of business of the employer.
- The name of the injured/ill worker.
- The nature of the bodily injury or occupational illness.
- For a written report involving a worker from point 1) above, the following shall also be included:
 - the name and address of the constructor if the occurrence is at a project,
 - the address of the worker,
 - the nature and circumstances of the occurrence, including a description of any machinery, equipment or procedure involved,
 - the time, date and place of the occurrence, and
 - the name and address of the legally qualified medical practitioner, registered nurse who holds an extended certificate of registration under the Nursing Act, 1991 or medical facility that is attending to or attended to the worker.
- For a notice involving a worker from point 2) above, the following shall also be included:
 - the nature and circumstances of the occurrence, including a description of any machinery, equipment or procedure involved, and
 - the time, date and place of the occurrence.
- For a notice involving a worker For a notice involving a worker from point 2) above, the following shall also be included:
 - a description of the cause or suspected cause of the occupational illness.
- The names and addresses or other contact information of any witnesses to the occurrence.
- The steps taken to prevent a recurrence or further illness.

Written Reporting Information Requirements – Accident at Projects

In accordance with the reporting requirements set out in O. Reg. 420/21 s. 4, Company shall provide a written notice if,

- 1) an accident, premature or unexpected explosion, fire, flood or inrush of water, cave-in, subsidence or rockburst occurs at a project site, mine or mining plant as described in subsection 53 (1) of the Act;
- 2) the failure of any equipment, machine, device, article or thing occurs at a project site, mine or mining plant as described in subsection 53 (1) of the Act that could have posed a risk to worker life, health or safety; or
- 3) an incident prescribed under O. Reg. 420/21 s. 4. (3) occurs.

The written notice shall contain the following:

- The name, address and type of business of the employer.
- For an occurrence at a project, the name and address of the constructor.
- The time, date and place of the occurrence.
- The nature and circumstances of the occurrence, including a description of any machinery, equipment or procedure involved.
- The steps taken to prevent a recurrence.

Additional Notices

In accordance with section 5.(1) of O. Reg. 420/21, in the cases that Company acting as the constructor or employer who submits a written report to a Director under subsection 51 (1) of the Act or gives a written notice under section 52 or 53 of the Act, Company shall also supplement the report or notice with a professional engineer's written opinion stating the cause of the occurrence if,

- The incident occurs at a workplace where Ontario Regulation 213/91 (Construction Projects) made under the Act applies and involves a failure of all or part of,
 - temporary or permanent works,
 - a structure,
 - a wall of an excavation or of similar earthwork for which a professional engineer has given written opinion that the stability of the wall is such that no worker will be endangered by it, or
 - a crane or similar hoisting device;
- The incident occurs at a workplace where Ontario Regulation 67/93 (Health Care and Residential Facilities) made under the Act applies and involves the collapse or failure of a temporary or permanent structure that was designed by a professional engineer or architect; or
- The incident occurs at a workplace where Regulation 859 of the Revised Regulations of Ontario, 1990 (Window Cleaning) made under the Act applies and involves the collapse or failure of a temporary or permanent support or structure that was designed by a professional engineer.

The professional engineer's written opinion shall be provided within 14 days after the occurrence.

Report Record Retention

Rankin Construction Inc. shall retain a copy of a written notice or report required under sections 51 to 53.1 of the Act for at least three years after the date the notice or report is made.

Incident Investigation

Rankin Construction Inc. will investigate the following accidents/incidents:

- Fatality
- Critical Injury
- Lost Time
- Occupational Illness
- Property Damage
- Fire or Explosion
- Environmental Release

In case of a critical injury, the supervisor must secure the scene immediately unless to relieve the person from more suffering or damage to the property. A supervisor will investigate the scene, with the help of the site H&S Representative, Joint Health and Safety Committee, or Senior Management if required. An Investigation Form must be completed and given to management within 24 hours. Management will then notify the MLTSD, WSIB, etc. as required.

Training

All company employees who may be required to investigate an accident/injury must complete the Accident Investigation online training through the 4SafeCom™ system.

Basic Investigation Procedure

The following are procedures to be followed in the event of a workplace incident/accident that requires an investigation:

- i. Secure the accident scene and ensure that it is not disturbed.
- ii. Do not allow similar work to continue until the investigation is completed and corrective actions are in place.
- iii. Notify management/head office and if on-site, the client and constructor immediately.
- iv. The supervisor must:
 - Assess the scene: Inspect equipment/ material that was involved in the incident/accident. Ensure to use drawings, sketches and take photographs of the incident/accident scene indicating sizes, distances, and weights of objects.
 - Interview: Ensure to interview any witnesses, people involved. Interviewing should be conducted as soon as possible by the person conducting the investigation (supervisor) and shall be conducted in a private place, away from any commotion.

- Root cause: Determine the root cause of the accident/incident and implement corrective action to prevent the incident from reoccurring.
- v. Provide all the investigation & reporting forms and/or other information to senior management team for review and distribution.

10.1.5 FOLLOW UP AND CORRECTIVE ACTIONS

The JHSC will review all accident/incident reports and make recommendations for corrective actions to the employer. Employer will determine if any corrective actions can be implemented, if so, when, and how. All corrective and preventative actions, if taken, will be communicated to all personnel through safety meetings, toolbox talks, or posted material.

Management is responsible for following up on corrective actions to ensure effectiveness.

10.1.6 RESPONSIBILITIES

Senior Management

- Review investigation reports
- Implement necessary corrective actions
- Follow up on corrective actions to ensure effectiveness

Site Supervisor

- Investigate, if required
- Complete the Investigation Form and hand it in to management

Workers

- Report all incidents/near misses immediately to their supervisor

Joint Health and Safety Committee

- Investigate and review all accident/incident reports
- Recommend any corrective actions to management
- Accompany the supervisor during an investigation, if required

10.1.7 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8

- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Notices – Occupational Health and Safety Act, s. 51-53
- Notices and Reports Under Sections 51 to 5.3.1 of the Act – Fatalities, Critical Injuries, Occupational Illnesses and Other Incidents – O. Reg. 420/21

10.1.8 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Update based on new legislative updates for critical injury and investigation reporting		Rankin Construction Inc. Management	January 10, 2022

11.0 EMERGENCY PREPAREDNESS

11.0.1 OBJECTIVE

To provide direction and to identify the resources required to respond to an emergency in the office, shop, and site. The plan may be implemented in whole, or in part, as the situation(s) warrants.

11.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees and subcontractors.

11.0.3 DEFINITIONS

Emergency – A present or imminent situation that requires prompt action to prevent or limit;

- Critical injury (as defined by the OHSA) of a member of the project team, including a worker, sub-trade, or a member of the public.
- Major disruption to operations (i.e., natural causes, fire/explosion, equipment failure, utility contact/damage, structural collapse, chemical spill, strike or work stoppage, power failure).
- Serious damage, theft, or destruction, of vital records (i.e., information that is essential for the continuation of daily operations, or which contains information which is essential to recreate the organization's legal & financial position and preserve its rights and those of its employees, customers, and stakeholders) or property (i.e. equipment, tools, materials, or office equipment and supplies);
- Workplace violence causing injury to a worker, sub-trade, or public; and/or causing damage, or destruction of company records and/or property.

Assembly Area – Area designated by the site supervisor to be the meeting point to which all site personnel must evacuate to in the case of an emergency. A site may have more than one assembly area to accommodate all personnel on-site. These are noted on the Emergency Response Plans.

Emergency Access and Egress Routes – Possible emergency routes that are to be utilized by personnel during the evacuation of the job site and/or by emergency services to access an accident/crisis scene. These are noted on the Emergency Response Plans.

11.0.4 PROCEDURE

Emergency Response Plans (ERP)

- During the site setup, the supervisor must develop a plan to reflect the specifications of the job site using the *Emergency Response Plan Form*. This plan must include:
- A list of workers along with their contact information who will be responsible in emergency situations.
- A description of potential emergencies that could occur on site.
- A method of reporting the emergency (i.e. telephones)
- A system for communication to all employees, internally and externally (i.e. two-way radios, telephones, alarms, etc.)
- Creating a Site Emergency Map, outlining the safety zone, emergency access and egress routes on site, location of emergency equipment, first aid station, fire extinguishers, etc.
- The manager's routine for shutdown of the job, if required.
- Implementation of an alarm system (tested periodically), that will signal to all on-site personnel that an emergency is in progress.
- An evacuation, headcount and rescue plan, which is only attempted by trained personnel.
- A list of emergency contact numbers.
- Input and approval of subcontractors, clients, neighbours. and emergency services.

Once developed, the plan must be approved by senior management and the plan must be communicated during the site orientation of all personnel who will be involved in the daily operations of that project. The plan must be visibly posted on the site safety board.

Testing

At the office/shop the ERP must be tested at least annually. Site supervisors must test their ERP at least once during the duration of a project if the project will exceed one year, and if the site constructor does not have a site ERP in place. This could be done by means of a fire drill/mock evacuation. The test can be documented using the *Emergency Evacuation Drill Evaluation Form*. Deficiencies will be documented. and corrective actions will be taken.

11.0.5 POTENTIAL EMERGENCIES

The following outline the necessary responses for some (not all) potential emergencies, which will be led by the Emergency Leads:

Medical Emergency

- i. Evaluate the incident area to ensure that it is safe for you.
- ii. Do not move the victim unless greater danger exists.
- iii. The first aider must provide first aid if required.
- iv. Alert supervisor or the nearest trained first aider.
- v. Contact 911 or provide immediate transportation to medical aid.
- vi. Ensure a report form or investigation form is filled out as required.
- vii. Report to the WSIB or MLTSD as required.

Power Failure

- i. Evaluate the area to ensure that it is safe.
- ii. It is important to stay at one location during a power failure.
- iii. If necessary due to hazards within the building, exit the building and proceed to the muster point.
- iv. One employee will be designated to contact management (if not on-site) to inform them of the power failure.
- v. Identify and evaluate the source of the power outage.
- vi. Contact the utility contractor responsible for the power outage to report the outage.

Gas Leak

- i. Evacuate the area to an upwind location.
- ii. Identify and evaluate any injuries.
- iii. If required, contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor's office or hospital as required.
- iv. Contact the utility contractor responsible for the equipment causing the leak.

Building/Structure Collapse

If in the collapsed building:

- i. If you are not trapped by the building collapse, free yourself as quickly as possible and move to a safe area away from the collapsed area.
- ii. If you are trapped by the building collapse, make as much noise as possible to alert other personnel on-site.
- iii. Contact 911 for immediate assistance or provide immediate transportation to the doctor's office or hospital as required.

If collapsed building is observed:

- i. Call 911 immediately.
- ii. Do not attempt to enter the area.
- iii. Report your observations to the site supervisor and responding emergency personnel.

Mobile Equipment Failure

If working around failing equipment:

- i. Move unnecessary personnel to a safe zone. Move surrounding equipment out of the way.
- ii. Maintain two-way communication with the operator and assist in navigating equipment.
- iii. Refer to the manufacturer's instructions based on the equipment for assistance.

If operating the failing equipment:

- i. Remain calm. Do not remove your seatbelt.
- ii. Maintain two-way communication with the supervisor and address the failure.
- iii. Follow the supervisor's instructions.

Powerline Contact

- i. Stay on the equipment. Never touch the equipment and the ground at the same time. In fact, touching anything that is in contact with the ground can be fatal.
- ii. Keep others away. No one else should touch the equipment or its load—including buckets, outriggers, load lines, and any other part of the machine. Beware of time-delayed relays. Even after breakers are tripped by line damage, relays may be triggered to restore power.
- iii. Break contact. The operator can try to break contact by moving the equipment clear of the wires while remaining inside the machine. However, that may not be possible if the contact has welded a conductor to the equipment.
- iv. Call the local utility. Get someone to call the local electrical utility for help. Stay on the equipment until the utility shuts down the line and confirms that the power is off. Report every incident of powerline contact to the utility - they will check for damage that could cause the line to fail later.
- v. Report the contact. If the powerline is rated at 750 volts or more:
 - Report the contact to the inspection department of the Electrical Safety Authority within 48 hours.
 - Provide notice in writing to the Ministry of Labour, Training and Skills Development and to the Joint Health and Safety Committee, health and safety representative, and trade union.

- vi. Since you cannot smell, see, or hear an electric current there is no way for you to determine if fallen power lines are live. Never assume a downed line is safe to touch or to approach. Stay away from them. Tell others to stay away as well. Call 911 to alert emergency crews of the situation.

Chemical Spill or Release

- i. Assess the scene.
- ii. Isolate the surroundings to prevent anyone from entering the area and remove anyone who may be in the vicinity. Contain the spill using a spill kit.
- iii. Notify supervisor.
- iv. If toxic fumes are present, the supervisor will evacuate the building or area immediately.
- v. Await further instructions.
- vi. Refer to ***Spill Response Safe Job Procedure*** for more details.

Fire and Explosion

If you detect a fire:

- i. Back away - assess the danger.
- ii. Use a fire extinguisher only if safe to do so.
- iii. Alert co-workers to evacuate the area - remain calm.
- iv. Sound an alarm - use pull station, shouts, etc.
- v. Evacuate building by nearest, safe exit close doors as you leave.
- vi. Proceed to designated staging area for, "head count."
- vii. Advise supervisor/foreman of observations, location of fire, etc.
- viii. Remain at designated, "staging area" until further advised.

When the fire alarm sounds:

- i. Assess the hazards.
- ii. Shut down equipment - if safe to do so.
- iii. Evacuate the building by the nearest, safe exit, close doors behind you.
- iv. Proceed to the designated staging area for, "headcount."
- v. Visitors, contractors, etc., are to stay with their host.
- vi. Advise supervisor/foreman of observations, location of the fire, etc.
- vii. Remain at designated, "staging area" until further advised

Vehicle Incident

During a collision resulting in injury:

- i. Stay at the scene.
- ii. Call for help or have someone else call 911.

- iii. Turn off engine and turn on flashers.
- iv. If trained in first aid, treat injuries.
- v. Calmly wait for assistance.

During vehicle trouble:

- i. At the first sign of trouble, begin to pull over.
- ii. Check your mirrors, put on your hazard lights.
- iii. Never stop in the driving lanes.
- iv. Exit vehicle through the door away from traffic.
- v. Call for help. While you wait for help, stay in your vehicle with the doors locked.

Workplace Violence

- i. Call the police, fire department or paramedics, summon medical attention, secure the location, or evacuate the premises.
- ii. There may be little sense in asking the perpetrator to stop, since doing so might just provoke that person even further.
- iii. Wherever possible, it is important to let the harasser or abuser know right away that his or her behaviour is unacceptable and that it must stop immediately.
- iv. Follow the general evacuation procedure found in this document.

Acts of terrorism

- i. If gunfire is suspected, immediately hide and be silent. Do not confront them!
- ii. If the primary route of evacuation is not safe, find an alternate route.
- iii. Seek refuge in a room, close and lock the door, and barricade the door if it can be done quickly.
- iv. Switch your phone to silent and text someone to contact 911.
- v. If gunfire is suspected outdoors, stay as close to the windows as possible.
- vi. If gunfire is suspected indoors, stay as close to the door as possible.
- vii. Once the danger has been cleared, seek medical attention, if required.

Tornado

If Indoors:

- i. Seek shelter underground, such as a basement or a safe room.
- ii. If there is no basement, go to the centre of an interior room on the lowest level away from corners, windows, doors, and outside walls.
- iii. Get under a sturdy piece of furniture and use your arms to protect your head and neck.

- iv. Do not open windows.

If outdoors:

- i. Do not wait until the tornado is visible to get inside.
- ii. If you cannot seek shelter, lie flat in a ditch or depression, and cover your head with your hands.
- iii. Do not go under an overpass or bridge if nearby, you are safer in a low, flat area.

Earthquake

If indoors:

- i. Drop, cover and hold; go under a sturdy piece of furniture, cover your head, and hold on.
- ii. If there is nothing to duck under, crouch in the corner of the room.
- iii. Stay away from windows to avoid contact with shattered glass.
- iv. Remain inside until the shaking stops.
- v. Use stairs instead of elevators when leaving the premises.

If outdoors:

- i. Drop to the ground in a clear spot away from buildings, powerlines, trees, and streetlights.
- ii. Stay away from objects that could fall and injure you, remain still until the shaking stops.
- iii. Look around for falling tools, equipment, or material.

If you are in a vehicle:

- i. Pull over to a safe place and stay inside.
- ii. Listen to your radio for instructions from emergency officials.
- iii. Do not leave your vehicle if downed power lines are across it, wait for help.
- iv. Stay away from anything that could collapse (i.e. buildings, structures, overpasses, underpasses, etc.)
- v. Do not move your vehicle until the shaking stops.

Flood

If indoors:

- i. Unplug electrical equipment if safe to do so.
- ii. Be ready to evacuate as directed.
- iii. Follow the evacuation routes.

If outdoors:

- i. Climb to high ground and stay there.

- ii. Avoid walking or driving through flood water.
- iii. If your car stalls, abandon it immediately and climb to higher ground.

Blizzard

If indoors:

- i. Await instruction from Site Supervisor.
- ii. Stay indoors!
- iii. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

If there is no heat:

- i. Close off unneeded rooms or areas.
- ii. Stuff towels or rags under cracks in doors.
- iii. Wear layers of loose-fitting, lightweight clothing, if available.
- iv. Cover windows at night.

If stranded in a vehicle:

- i. Stay in your vehicle.
- ii. Run the motor for about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- iii. Exercise to keep blood circulating and to keep warm.
- iv. Make yourself visible to rescuers.
- v. Turn on the dome light at night when running the engine.
- vi. Tie a coloured cloth to your antenna or door.
- vii. Raise the hood after the snow stops falling.

Other Inclement Weather Conditions

If indoors:

- i. Notify the supervisor at once and await instructions.
- ii. Following the direction of the supervisor, you and all personnel are to assemble in a designated head count area.
- iii. Supervisor may determine whether it is necessary to move to a safe area, return to town or wait out the storm.
- iv. In buildings that offer little protection against severe weather, personnel are to evacuate the building immediately on the advise of the supervisor. If severe weather is in progress refer Tornado guidelines.

If outdoors:

- i. Notify the supervisor at once and await instructions.

- ii. Following the direction of the supervisor, you and all personnel are to assemble in a designated head count area.
- iii. Supervisor may determine whether it is necessary to move to a safe area, return to town or wait out the storm.

If you're in a vehicle:

- i. Pull over to a safe place and stay inside.
- ii. Listen to your radio for instructions from emergency officials.
- iii. Do not leave your vehicle if downed power lines are across it, wait for help.
- iv. Stay away from anything that could collapse (i.e. buildings, structures, overpasses, underpasses, etc.)
- v. Do not move your vehicle until the shaking stops.

Exposure to biological agents

- i. Remain calm and assess the area of biological hazard exposure.
- ii. Notify the site supervisor immediately.
- iii. Follow the ***Biological Agents Safe Job Procedure*** based on the type of exposure.

Exposure to contaminated water

- i. Maintain a clean set of clothes in a dry, secure area.
- ii. Always wash your hands with clean water, soap, and paper towels, prior to changing clothes, eating, drinking, or smoking.
- iii. Where contamination is heavy, you must always:
- iv. Shower and change out of work clothes before leaving the job.
- v. Never take contaminated clothing home for washing.
- vi. Maintain shots or boosters for polio, tetanus, diphtheria, or hepatitis.

Exposure to Potential case or Suspected exposure to COVID-19

- i. Notify your supervisor if you develop symptoms and stay at home or go home.
- ii. Take the COVID-19 self-assessment and follow the Public Health Agency of Canada's most recent guidance to ensure you are properly tested.
- iii. Review your organization's **COVID-19 Procedure** for more information on the appropriate controls and actions for the particular workplace/situation.

Fall Rescue

- i. Remain calm. Notify the supervisor immediately.
- ii. Sound the emergency alarm to direct employees to stop working.

- iii. Maintain two-way communication with the employee if possible.
- iv. Isolate the area to limit exposure and move other employees to a safe zone.
- v. Maintain a clear pathway for trained rescue personnel to prepare for rescue.
- vi. Follow the *Fall Rescue Plan* based on the site specifications.

Trench Collapse

Incidents without collapse:

- i. Remain calm and assess the situation. Notify the supervisor immediately.
- ii. Sound the emergency alarm to direct employees to stop working.
- iii. Maintain two-way communication with the employee if possible.
- iv. Rescue team to create a safe zone in the non-collapsed area of trench from both ends if possible.
- v. Remove objects trapping victim. All work is to be stopped within the vicinity and area is to be isolated to limit exposure.
- vi. Maintain a clear pathway for trained rescue personnel to prepare for rescue.
- vii. Follow the *Trench Collapse Plan* where applicable based on the site specifications.

Incidents with collapse:

- i. Remain calm and assess the situation. Notify the supervisor immediately.
- ii. Sound the emergency alarm to direct employees to stop working.
- iii. Maintain two-way communication with the employee if possible.
- iv. Rescue team to approach the trench from the end and establish safe ingress and egress ladders (2 ladders in the trench maximum 50 feet apart).
- v. Initiate the removal of dirt while operating in a safe zone to extend the safe zone into the collapsed zone.
- vi. Create a safe zone around the victim. Victim is to be exposed from dirt using small shovels, hands and buckets. Assess victim during the unearthing process.
- vii. All work is to be stopped within the vicinity and area is to be isolated to limit exposure.
- viii. Maintain a clear pathway for trained rescue personnel to prepare for rescue.
- ix. Follow the *Trench Collapse Plan* where applicable based on the site specifications

Caught in or Crushed by Mobile Equipment

- i. Remain calm. Notify the supervisor immediately.
- ii. Sound the emergency alarm to direct employees to stop working. Contact emergency personnel if necessary.
- iii. Maintain two-way communication with the employee if possible.
- iv. All work is to be stopped within the vicinity and area is to be isolated to limit exposure. Equipment is to be shut down and tagged out if safe.
- v. Maintain a clear pathway for trained rescue personnel to prepare for rescue.
- vi. Assess victim and do not attempt rescue or move victim unless you can guarantee your safety and leaving them will cause further injury or endanger their life.
- vii. Secure incident site to prevent further injury and turn over control to emergency personnel once they have arrived.

Electrical Shock and Explosion

- i. Remain calm. Notify the supervisor immediately. Remain calm. Notify the supervisor immediately.
- ii. Sound the emergency alarm to direct employees to stop working.
- iii. Assess situation from a distance and evacuate area immediately.
- iv. Determine which objects are contacting the electrical output and determine safe zone and secure the area.
- v. Do not touch the victim who has been contacted by electricity.
- vi. Only if assessed safe to do so, turn off the power at the main switchboard or at the source of the current.
- vii. Only if assessed safe to do so, use an insulated object to push the victim clear of the electrical source.
- viii. Only if assessed safe to do so and appropriate, use the CO2 fire extinguisher designed to extinguish flames at the electrical source. Do not use an extinguisher which contains a conducting agent.
- ix. If not safe to turn off, wait for local electrical utility personnel to isolate and de-energize source.
- x. For overhead energized power lines, stay back 33 feet. Electrical utility will advise when the power is turned off and safe to enter the incident area.

Impact of neighbours

- i. Exchange emergency response plans with neighbours.
- ii. In the case of an emergency, follow their procedures.

11.0.6 EMERGENCY EQUIPMENT

All emergency equipment (first aid kits, AED equipment, rescue ladders, breathing apparatus, etc. must be inspected and maintained as per the manufacturer's guideline. Fire extinguishers must be inspected monthly and by a third party at least annually.

11.0.7 TRAINING

Employees at the office and shop will be trained in the emergency response plan during their orientation. Employees on-site will be trained in the emergency response plan during their site orientation.

Workers who oversee spill response will be required to complete Spill Response training.

Workers who may be required to use a fire extinguisher will be trained by completing Fire Extinguisher training.

At least one employee from each work area per shift will receive First Aid/CPR "A" + AED training in accordance with the recommendations provided by St. John Ambulance and in accordance with Regulation 1101. Additional staff will be appointed to cover each shift in case of absences or if the designated first responder is the one who is injured/ill.

- The trained employee will act as the first aid attendant for the first aid station in their respective shift/workplace.
- The trained employees must have their certificate posted on the first aid kit or health and safety board.

If you are not trained to respond to the emergencies listed above, contact trained personnel such as emergency services or certified third parties for assistance.

11.0.8 RESPONSIBILITIES

Management

- Review and approve Emergency Response Plans.
- Provide emergency equipment as required.

Supervisors

- Ensure Emergency Response Plan is available on site.
- Orient all new personnel on the jobsite to the plan.
- Post Emergency Response Plan on the health and safety board.
- Implement Emergency Response Plan as a member of site management, in the event of an emergency.

Workers

- Notify site management immediately of any imminent or present emergencies.

- Cooperate with site management in the implementation of the Emergency Response Plan.

First Aid Attendant

- Provide first aid assistance as required.

Joint Health and Safety Committee

- Assist the supervisor with the Emergency Response Plan.

11.0.9 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- First Aid Requirements Regulation (O. Reg. 1101) under the Workplace Safety and Insurance Act, 1997

11.0.10 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: Potential Emergencies (Inclement Weather, COVID-19, Trench Collapse, Electrical Shock)			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

12.0 STATISTICS AND REVIEW

12.0.1 OBJECTIVE

At Rankin Construction Inc., there is the utmost importance on the health, safety and well-being of employees and others who may be affected. Protecting employees from injury and other work-related health issues is an ongoing objective of the company. This procedure provides guidelines on organizing, monitoring and measuring health and safety performance to prevent accidents and injuries in the future.

12.0.2 SCOPE

This procedure applies to all supervisors and management at Rankin Construction Inc.

12.0.3 PROCEDURE

Weekly Statistics

Weekly statistics will be captured for all active projects. Weekly Safety Summary form will be completed by the Project Supervisors on a weekly basis. The previous week's summary will be populated by the supervisors every Monday for each project. The following information will be captured in the weekly summary:

- Number of daily hazard assessments
- Number of toolbox talks
- Number of Inspections
- Total man-hours
- Number of disciplinary actions
- Incidents classified as lost time, near miss, first aid, medical aid, property damage, motor vehicle incident, environment, quality, injury, illness, equipment, or workplace violence

Project Supervisors will submit Monthly project summaries for each project to the Management on the first week of the following month.

Monthly Statistics

Management will generate corporate health and safety summary incorporated with project summaries on a quarterly basis. This will include

- Health and safety summaries
- Training Compliance Percentage
- Orientation Records
- First aid treatment Summary
- Accident/Incident Summary

- Insurance Claims

Management will review the statistics on a quarterly basis and provide recommendations to senior management.

Semi-Annual Review

Senior management and the internal auditor will review the statistics on a semi-annual basis. Based on the analyzed statistics, the senior management and internal auditor will develop any needed corrective actions. Senior management will appoint appropriate individuals to take actions based on the action plan. Workers will be informed of the actions taken through postings, emails, memos, toolbox talks, etc. The review will take into consideration:

- Monthly Health and Safety Summaries
- 3 Randomized Weekly Safety Summaries
- Training Compliance Percentage/Matrix
- Orientation Records
- Insurance Claims (if applicable)

Annual Statistics

Senior management will review the quarterly reports and produce a yearly summary. The annual statistics will be analyzed, and trends will be identified based on:

- Trend reports
- Corrective action plans
- WSIB Compass Report
- Analysis of Non-Conformity Trends (From results of weekly site inspections, monthly inspections, hazard reports, etc.)
- Achievement of OH&S Objectives

Senior management will review the summary and implement any necessary corrective actions. Areas for correction will consider the following:

- Particular areas where training is needed.
- Where equipment should be repaired and replaced.
- Where a safe work practice should be developed.
- Where a specific job task analysis should be undertaken.

Trends Analysis Review

Senior management will compare 3 years of health and safety statistics and prepare a *Trends Analysis Report*, which will be reviewed in the following management meeting. Based on the review, any required corrective actions must identify areas such as:

- Areas where training is needed
- Where equipment should be repaired and replaced

- Where a safe work practice should be developed
- Where a specific job task analysis should be undertaken

Annual Audit

The internal auditor will conduct an audit of the health and safety program on a yearly basis. The audit report will be presented to senior management each year. Annual audit reports must be retained for 3 years. The internal auditor will submit the Audit Action Plan to the Management.

Action Plan

Senior management will review the internal auditor's report, annual statistics submitted by Management, and the trends analysis review and develop a *Corrective Action Plan*. The action plan will address deficiencies identified in the audit report and outline what corrective and preventative actions need to be taken to improve health and safety in the organization. The action plan will be posted on the health and safety board in the office/site trailer. Senior management will appoint appropriate individuals to take actions based on the action plan. Workers will be informed of the actions taken through postings, memos, toolbox talks, etc.

12.0.4 RESPONSIBILITIES

Senior Management

- Review the annual statistics submitted by Management.
- Review the audit submitted by the auditor.
- Develop an action plan, appoint individuals to implement corrective actions and communicate the information to all workers.

Management

- Review annual statistics and provide a summary report to Senior Management.

Supervisors

- Document all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MLTSD reports and JHSC minutes.
- Provide the monthly reports to the Management.
- Complete weekly site safety summaries.

Workers

- Report all accidents, incidents, near misses, first aid occurrences, lost time injuries and equipment damage to your supervisor.

Internal Auditors

- Conduct the audit and submit the report to senior management.

12.0.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28

12.0.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: Annual statistics; semi-annual Review			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

13.0 LEGISLATION

13.0.1 OBJECTIVE

To ensure that all required materials regarding health and safety are posted in conspicuous locations at Rankin Construction Inc.

13.0.2 SCOPE

This applies to all workplace parties of the company.

13.0.3 DEFINITIONS

Occupational Health and Safety Act is the key piece of safety legislation in Canada. It sets out the rights and duties of all parties in the workplace, as well as the procedures for dealing with workplace hazards and for enforcement as needed.

Occupational Health and Safety Regulations specifies additional requirements which apply to different work activities and any additional requirements for hazards and other workplaces.

13.0.4 SAFETY MATERIAL

Employees have access and are trained on the following documentation:

1. Health and Safety Manual

A copy of Rankin Construction Inc.'s health and safety manual will be available by the health and safety board in all workplaces. Workers are to be familiar with the company rules and guidelines. The health and safety manual was designed in accordance to what is specified in the legislation. For a list of applicable legislation refer to **13.1 Legislation list**.

2. Job Hazard Assessment

Each worker is to review the hazard assessments which capture the hazards found in their tasks. The hazard assessment contains a legislative section which supervisors and workers must be familiar with before starting task. The Job hazard assessment can be found near the safety board. Daily hazard assessments will be conducted and controlled according to what is legislated.

All workplace parties must ensure they are properly trained and have reviewed the Job Hazard Assessment prior to commencing work.

3. Safe Work Practices and Safe Job Procedures

All workplace parties involved in particular tasks must review and ensure they have received all legislated training as specified in the safe work practices and safe job procedures. Supervisors will verify workers prior to commencing work; workers have been properly trained and have reviewed the relevant documentation.

13.0.5 ORIENTATION

Legislation is introduced to all workers during their orientation. All new workers and supervisors will be given a tour of project site. The supervisor is responsible for providing this orientation before the worker is allowed to start work. This will be done using the ***Site Orientation Form***.

During the site-specific orientation, the following will be covered:

- Site specific safety standards/applicable procedures
- Names of First Aid Attendants and location of First Aid Stations/Kits
- Location of posted copies of:
 - Legislation
 - Health and Safety Policy & Health and Safety Program
 - Site SDS booklet
 - Emergency Evacuation Plan and Procedures
 - Name of Site Health and Safety Representative

To ensure all Employees (including Trade Contractors), remain familiar with the company's health and safety requirements, including changes to the regulations, all employees are required to participate in an annual health and safety orientation.

Ontario workplaces are to meet certain training requirements to comply with federal and provincial regulations. More information on worker training and communication can be found on 8.0 Training and Communication Procedure.

13.0.6 SITE SET-UP

The **Jobsite Document Checklist** will be used when setting up the health and safety board. Supervisors will verify the board has the following information is to be posted:

Supporting Legislation		Minimum Update
Section #	Occupational Health and Safety Act	
25(2)(i) 25(3.1)	Occupational Health and Safety Act and Regulations for Construction Projects (aka the green book)	As changes occur
25(3.1)	Employment Standards Poster (MLTSD) (posted)	As changes occur
25(3.1)	Health and Safety at Work Poster (MLTSD) and any extracts (posted)	As changes occur
57(10)	Copy of MLTSD Inspector's orders, inspection reports (posted)	As changes occur and monthly
25(2)(k)	Employer occupational health and safety policy (posted)	Yearly
38(1)(a)	Safety data sheets (SDSs) for hazardous products (available)	As changes occur
32.0.1(2)	Violence and harassment policies (posted)	Yearly
Section #	Construction Projects Regulation (213/91)	
6(6)	MLTSD approved notification form for the project (posted)	As changes occur

13(1)	Constructor's name and head office information (posted)	As changes occur
13(1)(c)	Address, telephone number of nearest MLTSD office (posted)	As changes occur
44	DANGER signs in hazardous areas (posted)	As changes occur
13(2)	Name, trade and employer of health and safety rep (posted)	As changes occur
29(10)	Location of toilet facilities – noted on ERP (posted)	As changes occur
5(2)(b)	MLTSD approved registration forms for all employers (available)	As changes occur
26.2(1.1) & (4)	Working at Heights training records (available)	As changes occur
	Emergency Planning	
17(3)	Emergency Response plan (ERP) (posted)	Yearly
26.1(4)	Fall arrest rescue procedures (available)	As changes occur
N/A	Emergency Services and Numbers, Location of nearest hospital – noted of ERP (map)	As changes occur
Section #	First Aid Requirements (WSIB Reg.1101)	
1(1)(b)(i)	In Case of Injury Poster (WSIB Form 82) (posted on notice board)	As changes occur
(ii)	Valid certificate of first aider on duty (posted on notice board)	As changes occur
(iii)	Inspection card for first-aid box (available/ noted on first aid box)	As changes occur
5	Employer records of first aid treatment given (available)	As changes occur

13.0.7 REQUIREMENTS

The following information is to be posted on every health and safety board:

Item	Supplied by	Minimum Update	Supporting Legislation
Health and Safety Policy Statement	Senior Management	Yearly	Occupational Health and Safety Act - Ontario Sec. 25. (2)(k)
Workplace Violence and Harassment Policy Statement	Senior Management	Yearly	Occupational Health and Safety Act - Ontario

			Sec. 32.0.1 (1)(2)
Employment Standards in Ontario - Poster	The MLTSD	As changes occur	Employment Standards Act, 2000 (ESA)
Occupational Health and Safety Act and Regulations- Ontario	The Government of Ontario	As changes occur	Occupational Health and Safety Act - Ontario Sec. 25. (2)(i)
First Aid Requirements Regulation (Reg.1101) - Ontario	Workplace Safety and Insurance Board (WSIB) - Ontario	As changes occur	First Aid Requirements Regulation – Ontario
Form 82 – In case of Injury	Workplace Safety and Insurance Board (WSIB) - Ontario	As changes occur	First Aid Requirements Regulation – Ontario (Reg.1101) Sec.3
Certifications of First Aid Attendants	Senior Management	As changes occur	
Health & Safety at Work: Prevention Starts Here - Poster	The MLTSD	As changes occur	Occupational Health and Safety Act - Ontario Sec. 25. (2)(i)
Name and work locations of JHSC Members/H&S Rep	Senior Management	As changes occur	Occupational Health and Safety Act – Ontario, Sec. 8
Inspection Reports	H&S Representative	Monthly	OHS Act Sec. 9
Emergency Services and Numbers – Certified First Aid attendant, 911, fire, police, ambulance, poison control centre, Ministry of Labour, Training and Skills	Senior Management	As changes occur	

Development, Utilities contact information			
Emergency Response Plan	Senior Management	Yearly	

13.0.8 RESPONSIBILITIES

Management

- Provide necessary information to protect the health and safety of the worker.
- Communicate the up-to-date information to workers
- Develop and implement an occupational health and safety program and policy.
- Comply with all regulations made under the Occupational Health and Safety Act.

Supervisor

- Ensure the posters are up to date.
- Communicate the up-to-date information to workers
- Respond to any hazards brought to their attention and taking every precaution reasonable in the circumstances for the protection of a worker.

Workers

- Understand and work in compliance with the Act and Regulations
- Inform the employer or supervisor of any known workplace hazards or violation under the act and regulation

13.0.9 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Occupational Health and Safety Act
- Construction Projects Regulation, O. Reg 213/91
- Industrial Establishment Regulation, O. Reg. 851
- First Aid Regulation, O. Reg 1101
- Workplace Safety and Insurance Act, 1997

13.0.10 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 16, 2020	Updated/added to the following sections: Responsibilities; Site Setup; Orientation; Safety Materials; Definitions			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

13.1 LEGISLATION LIST

All workplace parties must be familiar with the legislation prior to commencing work. Legislation has been incorporated in all workplace documents to Rankin Construction Inc.'s best knowledge.

13.1.1 APPLICABLE LEGISLATION BY ELEMENT

Element	Legislation
1	Occupational Health and Safety Act s. 23-32
2	
3	
4	
6	Headwear and Foot Protection – O. Reg 213/91 s. 21 – 23 Working at Heights Training – O. Reg 297/13 s. 7 Noise Training – O. Reg 381/15 s.3 Respirator Training – O. Reg 185/19 s. 9, 26.1 Occupational Health and Safety Act s. 25
8	Occupational Health and Safety Awareness and Training – O. Reg 297/13
9	Occupational Health and Safety Act s. 8 (8-14) and s. 9 (23-31)
10	Occupational Health and Safety Act s. 51-53 Critical Injury – O. Reg 420/21 Non-critical Injury – O. Reg 420/21 Occupational Illness – O. Reg 213/91
11	Construction Projects – O. Reg 213/91 s. 17-18, 52, 55 First Aid Requirements – R.R.O. 1990, Reg. 1101 s. 1, 8-12 Workplace Safety and Insurance Act – s. 38(1)
13	Occupational Health and Safety Act s. 25(2)(i), (k), 32.0.1 Occupational Health and Safety Awareness and Training – O. Reg 297/13 s. 1, 2 Construction Projects – O. Reg 213/91 s. 13(1), 29(10), 57(11), 141.2 (2) and 196(2)
14	WHMIS – O. Reg 860 Confined Spaces – O. Reg 632/05 Construction Projects – O. Reg 213/91 s. 28-29
15	First Aid Requirements – R.R.O. 1990, Reg. 1101 s.1-5 Occupational Health and Safety Act s. 28(1)(d)
16	Occupational Health and Safety Act s.8-9
17	Occupational Health and Safety Act s.32.0.1 – 32.0.3

13.1.2 JOB HAZARD ASSESSMENT LEGISLATION

Legislation	Applicable to	Topic
Occupational Health and Safety Act		
s. 23- 32	All Workplace Parties	Duties of employers and other persons
s. 32.0.1 – 32.0.8	All Workplace Parties	Workplace Violence and harassment
s. 33-42	Operations that use toxic substances	Toxic Substances
s. 43-49	Worker	Right to Refuse or Stop work where Health and Safety is in Danger
s. 50-50.1	Employer	Reprisals by Employer Prohibited
s. 51-53.1	All Workplace Parties	Notices (Death, Injury, Accidents etc.)
s. 54-65	Inspectors	Enforcement
s. 66-69	All Workplace Parties	Offences and Penalties
Construction Projects Regulation O. Reg 213/91		
O. Reg 213/01	All Projects	
s. 21-27	All Workplace Parties	Protective Clothing, Equipment and Devices
s. 28-30	All Workplace Parties	Hygiene
s. 31-34	All Workplace Parties	General Requirements for Project Structures and building
s. 49-51	All Workplace Parties	Temporary Heat
s. 52-58	All Workplace Parties	Fire Safety
s. 59	All Workplace Parties	Dust Control
s. 64-66	All Workplace Parties	Public Way Protection
s. 67-69.1	All Workplace Parties	Traffic Control
s. 70-72	All Workplace Parties	Access to and Egress from Work Areas
s. 73-74	All Workplace Parties	Platforms, Runways and Ramps
s. 75-77	All Workplace Parties	Stairs and Landings
s. 78-85., 86	All Workplace Parties	Ladders
s. 87-92	All Workplace Parties	Forms, Formwork, Falsework and Re-shoring
s. 93-116	All Workplace Parties	General guidance on Equipment
s. 117-121	All Workplace Parties	Explosive Actuated Fastening Tool
s. 122-124	All Workplace Parties	Welding and Cutting
s. 125	All Workplace Parties	Access to Heights
s. 126-136.0.1	All Workplace Parties	Scaffolds and Platforms
s. 136.1-142.06	All Workplace Parties	Suspended Work Platform and Boatswain's Chairs
s. 142.1-142.8	All Workplace Parties	Multi-point Suspended Work Platform
s. 143-149	All Workplace Parties	Elevating Work Platforms
s. 150-156	All Workplace Parties	Cranes, Hoisting and Rigging
s. 156.1-156.9	All Workplace Parties	Rotary Foundation Drill Rigs
s. 157-165	All Workplace Parties	Tower Cranes

s. 166-167	All Workplace Parties	Derricks, Stiff-Leg Derricks and Similar Hoisting Devices
s. 168-180	All Workplace Parties	Cables, Slings, Rigging
s. 181-195.3	All Workplace Parties	Electrical Hazards
s. 196-206	All Workplace Parties	Explosive
s. 207-210	All Workplace Parties	Roofing
s. 211	All Workplace Parties	Hot Tar or Bitumen Road Tankers
s. 212-221	All Workplace Parties	Demolition and Damaged Structures
s. 222-242	Excavating and Trenching Operations	Entry and Working Alone, Soil Types, Precautions Concerning Service and Adjacent Structures, Support systems and general requirements
s. 243-331	Operations in Tunnels, shafts, caissons and cofferdams	Land requirements, notices, explosives, hazards and controls
s. 332-399	Work done with Compressed Air	Communications, Controls, Medical Requirements, Lock Tenders, Decompression Procedures
Industrial Establishment Regulation, O. Reg. 851		
O. Reg 851	All Industrial Establishments	
s. 5	All Industrial Establishments	Notice of Accidents
s. 6	All Industrial Establishments	Retention of Reports and Records
s. 7-8	All Industrial Establishments	Pre-start Health and Safety Review
s. 9-10	All Industrial Establishments	Fees and Forms
s. 11-20	All Industrial Establishments	Premises
s. 21	All Industrial Establishments	Lighting
s. 22-23	All Industrial Establishments	Fire Prevention – Protection
s. 24-44.2	All Industrial Establishments	Machine Guarding
s. 45-	All Industrial Establishments	Material Handling
s. 72-78	All Industrial Establishments	Maintenance and Repairs
s. 79-86	All Industrial Establishments	Protective Equipment
s. 87-102	All Industrial Establishments	Molten Material

s. 103-119	All Industrial Establishments	Logging
s. 120-123	All Industrial Establishments	Buildings **Does not apply to industrial establishments in respect to access, exit, structural adequacy, washrooms, service rooms, fire-resistance rating of a separation, fire protection rating of a closure
s. 124-139	All Industrial Establishments	Industrial Hygiene
First Aid Regulation, O. Reg 1101		
Occupational Health and Safety Awareness Training, O. Reg 297/13		
Offices of Worker and Employer Advisers, O. Reg 33/12		
Designated Substances, O. Reg 490/09		
Needle Safety, O. Reg 474/07		
Confined Space, O. Reg 632/05		
Designated Substances – Asbestos on Construction Projects and in Buildings and Repair Operations, O. Reg 278/05		
Joint Health and Safety Committee – Exemption from Requirements, O. Reg 385/96		
Workplace Safety and Insurance Act 1997		
Noise , O. Reg 381/15		
Workplace Hazardous Materials Information Systems (WHMIS), R.R.O, Reg 860		
Window Cleaning, R.R.O. 1990, Reg. 859		
Roll-Over Protective Structures, R.R.O. 1990, Reg.856		
Critical Injury Defined, O. Reg. 420/21		
Control of Exposure to Biological or Chemical Agent, R.R.O. 1990, Reg. 833		
Building Code, O. Reg 332/12		

14.0 OCCUPATIONAL HEALTH

14.0.1 OBJECTIVE

To protect the health and safety of the employees at the company with regard to occupational health hazards.

14.0.2 SCOPE

This procedure applies to all Rankin Construction Inc. employees.

14.0.3 DEFINITIONS

Occupational illness – a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired

14.0.4 PROCEDURE

Risk Assessment

A job hazard analysis has been completed for all tasks performed at the company, which includes the risk of occupational health hazards. Controls for these hazards have also been identified in the job hazard analysis. The job hazard analysis will establish controls such as: elimination, substitution, engineering, administration, and PPE to assist employees on working in a safe workspace.

A risk assessment must be conducted for newly identified occupational health hazards and must be added to the existing job hazard analysis.

Physical Agents

Physical agents are sources of energy that may cause injury or disease. Examples include noise, vibration, radiation, and extremes in temperature. Physical agents become the most hazardous when a worker is exposed to them for a longer period.

Biological Agents

Sources of biological hazards may include bacteria, viruses, insects, plants, birds, animals, and humans. These sources can cause a variety of health effects ranging from skin irritation and allergies to infections (e.g., tuberculosis, AIDS), cancer, etc.

Lead

Lead has been commonly used for many industrial and commercial purposes, primarily because it is widely available, easy to extract, and easy to work with. Two routes of entry are of major concern: inhalation and ingestion.

A significant portion of lead that is inhaled or ingested gets into the bloodstream. Once in the bloodstream, lead circulates through the body and is stored in various organs and body tissues. Some of this lead is filtered out of the body and excreted, but some remains in the blood and tissues. As exposure continues, the amount stored will increase if the body absorbs more lead than it excretes. The lead stored

in the tissue can slowly cause irreversible damage, first to individual cells, then to organs and whole-body systems.

Asbestos

Asbestos refers to a group of naturally occurring minerals once used widely in the construction industry. Asbestos is found in small fibres and in clumps of fibres which may be released into the air as dust during construction. Asbestos fibres are easily inhaled and carried into the lower regions of the lung which overtime can cause fibrotic lung disease and changes in the lining of the chest cavity. These diseases can lead to reduced respiratory function and death. Long-term inhalation of asbestos fibres also increases the risk of lung cancer and mesothelioma.

Silica

Silica dust and particles are a hazard on many jobsites.

Silica dust and particles are generated from:

- cutting and drilling concrete
- sandblasting concrete
- cutting and drilling masonry
- grinding concrete and masonry
- sanding drywall.

If we breathe in silica dust and particles into our lungs often enough and long enough, we can get a disease caused silicosis. Silicosis is a disabling, progressive, non-reversible, often deadly lung disease. You may show no symptoms in the early stages and then have severe breathing problems in the later stages. Many workers with silicosis can develop other health problems such as tuberculosis and lung cancer. They can also develop complications such as heart disease.

Workplace Chemicals

Every workplace has chemicals, if chemicals are not used, stored, and handled properly, they can cause injury, illness, disease, fire, explosions, or property damage. Information of the hazards of chemicals and appropriate precautions to take to work safely and avoid injury will be given to workers as required. Workplace Hazardous Materials Information System (WHMIS) provides health and safety information on hazardous products intended for use, handling, or storage in workplaces.

Confined Space

A confined space is defined as a place:

- a) that is partially or fully enclosed
- b) that is not both designed and constructed for continuous human occupancy, and
- c) where atmospheric hazards may occur because of its construction, location, or contents, or because of work that is done in it.

All three criteria must be met before a space is defined as a confined space. Both physical and atmospheric hazards may exist in a confined space. Prior to entering a confined space, a confined space program must be in place, workers must be

adequately trained, have the required personal protective equipment available and must have a rescue plan.

14.0.5 TRAINING

All workers will be trained in WHMIS 2015 as part of their orientation. Workers will also be required to review the safe work practices and safe job procedures for the occupational health hazards that relate to their specific job tasks. Asbestos awareness training will be taken by workers who may come in contact with asbestos. This will be used as a refresher training and will be taken yearly.

14.0.6 SITE REQUIREMENTS

Prior to starting work at a site, the site foreman must ensure there is:

- Adequate toilet/wash-up facilities
- Adequate supply of potable drinking water
- SDS are readily available on site

14.0.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
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15.0 FIRST AID

15.0.1 OBJECTIVE

Rankin Construction Inc. is committed to ensuring that all company locations are in compliance with the First Aid Requirements Regulation (O. Reg. 1101) under the Workplace Safety and Insurance Act, 1997.

15.0.2 SCOPE

This First Aid Procedure applies to all company employees.

15.0.3 DEFINITIONS

First Aid is defined as the one-time treatment or care and any follow-up visit(s) for observation purposes only.

First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and/or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit.

15.0.4 FIRST AID STATIONS

All company locations must have a first aid station. First aid stations must be positioned in a conspicuous location and accessible to everyone.

A first aider as prescribed in O. Reg. 1101 station is in the charge of the first aid station.

A first aid station shall contain:

- a) a first aid box containing the items required by the Regulation
- b) a notice board displaying,
 - the Board's poster known as Form 82
 - the valid first aid certificates of qualification of the trained workers on duty, and
 - an inspection card

No. of Workers	First Aid Station Requirements	First Aid Kit/Box Requirements
0 to 5	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual • Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • Form 82 	<ul style="list-style-type: none"> • 1 card of safety pins • 12 adhesive dressings individually wrapped • 4 sterile gauze pads, 3 inches wide • 2 rolls of gauze bandage, 2 inches wide • 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses • 1 triangular bandage
6 to 15	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • Form 82 	<ul style="list-style-type: none"> • 1 card of safety pins • 24 adhesive dressings individually wrapped • 12 sterile gauze pads, 3 inches wide • 4 rolls of 2-inch gauze bandage • 4 rolls of 4-inch gauze bandage • 4 sterile surgical pads suitable for pressure dressings, individually wrapped • 6 triangular bandages • 2 rolls of splint padding • 1 roll-up splint
16-199	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual • Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • 1 stretcher • 2 blankets • Form 82 	<ul style="list-style-type: none"> • 24 safety pins • 1 basin, preferably stainless steel • 48 adhesive dressings individually wrapped • 2 rolls adhesive tape, 1 inch wide • 12 rolls of 1-inch gauze bandage • 48 sterile gauze pads, 3 inches square • 8 rolls of 2-inch gauze bandage • 8 rolls of 4-inch gauze bandage • 6 sterile surgical pads suitable for pressure dressings, individually wrapped • 12 triangular bandages • Splints of assorted sizes • 2 rolls of splint padding

Where there is no site office for the project, a first aid station shall be maintained in a vehicle.

15.0.5 FIRST AID TRAINING

In Ontario workplace first aid requirements are outlined by the WSIB in O. Regulation 1101. The regulation summarizes the type of certificate, required by an employer based on the number of employees per shift.

Number of Employees per Shift	Type of Certificate
0 to 5	<u>Emergency First Aid</u> (One day)
6 to 15	<u>Standard First Aid</u> (Two days)
16 to 199	<u>Standard First Aid</u> (Two days)

Both trainings will cover CPR and AED module.

At least one employee from each work area per shift will receive First Aid/CPR “A” + AED training in accordance with the recommendations provided by St. John Ambulance and in accordance with O. Regulation 1101. Additional staff will be appointed to cover each shift in case of absences or if the designated first responder is the one who is injured/ill.

- The certified employee will act as the first aid attendant for the first aid station in their respective shift/workplace.
- First Aid/CPR/AED training certificates for each of the designated first aid attendants must be posted at each First Aid Station.
- First aiders must be recertified every 3 years. The training records will be maintained by management. Employees will be notified of the recertification.
- Training will be provided by a recognized training authority.

15.0.6 PROCEDURE

When an accident occurs:

- i. The first trained person on location will administer first aid.
- ii. This trained person will then have someone notify the supervisor (if the supervisor is not available), and the health and safety representative.
- iii. Supervisor will assess the severity of the injury and ensure that protection has been provided against continuing or further hazards.
- iv. first aid trained person will stay with the injured person until help arrives and will inform medical personnel of first aid treatment given.
- v. Record first aid treatment or advice given to the injured person.
- vi. Provide immediate transportation to a hospital, doctor's office, or the worker's home, if emergency vehicle transportation is not available.

15.0.7 FIRST AID TREATMENT LOG

The First Aid Log will be maintained by the first aid attendant(s) and will be used to document first aid treatment or advice provided by the first aid attendants in their work areas. The First Aid Log must be completed by the attendant each time an employee receives first aid treatment, regardless of how minor the injury.

The following information will be entered in the log:

- Date & time of the report
- Injured worker's name
- Location (Where did it happen i.e. parking lot)
- Circumstances (how did it happen?)
- What caused the injury? (i.e. slippery floor, sharp object etc.)
- Name of witnesses
- Description of Injury (body part, location, etc.)
- Name of first aider
- Signature of the first aider

15.0.8 FIRST AID KIT INSPECTIONS

- On site, first aid kits will be inspected on a quarterly basis by the supervisor or designated first aid attendant for the work area.
- In the office, the first aid kits will be inspected by the Joint Health and Safety Committee (JHSC) worker representative during their monthly workplace inspection.
- The inspector will examine the first aid kit in their work area and document the results of their inspection on the ***First Aid Inspection Checklist***.
- Any deficiencies or missing items will be notified to management.
- Management will replace the missing or damaged item immediately to be in compliance with O. Reg. 1101.
- The inspector will provide the date of the inspection and their signature.

15.0.9 TRANSPORTATION

Supervisor at the sites and the office manager will ensure that a vehicle is always available for transporting any injured worker to a medical facility.

15.0.10 RESPONSIBILITIES

Senior Management

- Provide resources and set up medical/first aid facilities to comply with Workplace Safety and Insurance Act and First Aid Regulation.
- Review first-aid treatment records annually.
- Implement appropriate preventative actions.
- Ensure training is provided by a recognized training authority.

Supervisors

- Ensure that the first aid station is easily accessible at each site.
- Ensure that the first aid station is stocked as per the legislated requirements.
- Ensure the availability of a Certified First aider all the times.
- Maintain, inspect, or appoint a Certified First Aider to be responsible for maintaining and completing a quarterly inspection of the first aid station.
- Ensure a vehicle is always available for transporting an injured worker to a medical facility.
- Ensure First Aider is available to accompany an injured worker to a medical facility

Workers

- Report all injuries immediately.
- Cooperate with the first-aid attendant during the treatment process.
- Fill out first aid log (if applicable).

First Aid Attendant

- Provide first aid immediately as required.
- Fill out the First Aid Log when first aid treatment is given to any worker.
- Ensure first aid kits are adequately stocked.
- Inform Supervisor/Management immediately on any missing or damaged item.

Joint Health and Safety Committee (JHSC)

- Review first aid logs during committee meetings.
- Provide recommendations to Senior Management if applicable.

15.0.11 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Workplace Safety and Insurance Act, 1997, Part XIII, s. 159
- First Aid Requirements Regulation (O. Reg. 1101) under the Workplace Safety and Insurance Act, 1997

15.0.12 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
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16.0 JOINT HEALTH AND SAFETY COMMITTEE

16.0.1 OBJECTIVE

This Terms of Reference provides the basic guidelines necessary to have an effective Joint Health and Safety Committee (JHSC) at Rankin Construction Inc.. The Occupational Health and Safety Act is built upon the principle that workers and employer work together to ensure that the working environment is safe and that provincial standards are met. This is achieved with the assistance of the Joint Health and Safety Committee member representatives.

The terms of reference define the purpose, role, powers, and responsibilities of the committee and ensure that the joint health and safety committee is functioning with a clear mandate to implement the principle of shared responsibilities of management and workers.

16.0.2 SCOPE

This procedure applies to the company Joint Health and Safety Committee.

16.0.3 PROCEDURE

The JHSC shall ensure that all health and safety concerns are brought forward and revisited until they have been resolved. The JHSC will meet every 3 months to discuss issues including, but not limited to:

- First aid records
- Accident investigation reports
- Hazard reports
- Monthly inspection reports
- Review minutes of prior JHSC meeting
- Review training records
- Health and Safety disciplinary actions
- Ministry of Labour, Training and Skills Development (MLTSD) orders (if any)

The specific details of the JHSC are the following:

Purpose and Mission of the JHSC

The primary purpose and mission of the JHSC is to monitor, assist and support the Internal Responsibility System (IRS). This is best accomplished when the JHSC fulfills its essential role of identifying weaknesses in the company's IRS and recommends solutions that enable all parties to understand, accept and carry out their individual and collective responsibilities for health and safety. The JHSC will endeavour to make recommendations that establish, implement, monitor, evaluate and improve company policies, programs, and procedures. An effective JHSC ensures that any weaknesses in the company's chain of internal responsibility are

identified and that the attention remains focused on these weaknesses until they are addressed and resolved.

Selection of JHSC Member and Co-Chairs

Worker representatives on the JHSC are to be selected by the workers who do not exercise managerial functions. The employer shall select the remaining members of a committee from persons who exercise managerial functions for the employer. Two members of the committee will co-chair the committee, one of whom will be selected by the members who represent workers and the other of whom will be selected by the members who exercise managerial functions.

The Structure of the JHSC

The company will have a committee with at least one management member and one worker member, to include representatives from the office, plant, and site.

Duration	Workforce	Minimum Requirements
Any	6-19	Worker representative elected (by workers)
3 months or more	20-49	Joint Health and Safety Committee (JHSC) with one worker representative elected (by workers) or selected (by union). One management member appointed by plant management.
3 months or more	50+	JHSC with at least two workers elected (by workers) or selected (by union). At least two management members appointed by management. One management and one worker member must be certified by the Ministry of Labour, Training and Skills Development.

The office JHSC shall consist of a minimum of two certified members - one member who does not exercise managerial functions, and one member who does exercise managerial functions. The term of the serving certified member will be a minimum of two years. Alternatives may be allowed; however, they shall only be used in emergency conditions and with the approval of the co-chairs. Each party will supply a list of one alternative.

The project sites with 50 or more workers, lasting 3 months or more shall consist of a minimum of two certified members: one worker representative and management representative.

The JHSC shall meet every quarter on a specific date and time, decided upon by the JHSC.

A co-chair may, with the consent of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comments. However, this individual(s) shall not participate in the regular business of the meeting unless asked to do so.

If a certified member resigns, steps shall be taken to ensure that the requirement for a certified member is met.

The certified member may bilaterally order the company to stop work if they agree that the work being performed is dangerous as defined in the Occupational Health and Safety Act Section 44 (1).

A list of JHSC members will be posted in a conspicuous location such as a bulletin board. This list will be updated as required.

The Functions of the JHSC

In accordance with the Occupational Health and Safety Act, the JHSC functions are as follows:

- To conduct meetings according to an established schedule.
- To conduct monthly workplace inspections.
- To receive and review all incidents, inspection and health and safety audit reports and to make recommendations, as necessary.
- To receive and review all health and safety-related test results and to make recommendations, as necessary.
- To operate on the principle of consensus-building when reaching decisions.
- To make written recommendations to the employer, as necessary.
- To have members accompany Safety Association representatives or MLTSD/Health and Safety Inspectors as required.
- To investigate incidents, injuries or occupational illnesses as required.
- To report findings of investigations to the MLTSD and management as required.
- To assist and promote the development of company health and safety policies, programs, procedures, and best practices.
- To obtain information from the employer regarding potential or actual workplace hazards.
- To obtain information from the employer regarding statistics, trends, records, processes, or any other information that may help it to fulfill its mandate.
- To always work in compliance with legislation, company health and safety policies, programs, procedures, and industry best practices.
- To assist in hazard assessment of new or modified facilities, processes, procedures, equipment, devices, and materials.
- To monitor the effectiveness of the Internal Responsibility System and its own effectiveness on an ongoing basis through various auditing programs.
- To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Occupational Health and Safety Act.
- To evaluate all newly introduced potential hazards (i.e. machinery and/or chemicals) and communicate the hazard potentials to respective Management, prior to their use.

- To develop and implement with Management, training programs for all newly introduced hazards and participating in the development and delivery of health and safety training programs.
- To be present during an occupational hygiene testing if required at the workplace.
- To advise the selection of personal protective equipment.
- To address matters related to Designated Substances Regulations and WHMIS, where applicable.
- To address any workplace harassment incident if it is brought to the committee.
- To review these terms of reference at least annually or sooner if required.
- To carry out any other duties and functions as prescribed by the legislation.

Quorum

Both co-chairs should be present at every meeting and the management representatives must be not more than worker members.

Health and Safety Meetings

JHSC meetings are to be held at least every 3 months on a specific date and time, which will be decided as a committee. Records of the recent meeting must be posted on the health and safety board.

Meetings shall address several issues including the analysis of first aid records, accident investigation reports, hazard/near miss reports, and the hazards identified on the JHSC tour. In addition, meetings may include the review of minutes to the last JHSC meeting, applicable training records, hygiene surveys, safety/safety talk meeting minutes, health or safety-related disciplinary action, repeat items, as well as any other items that may arise.

Minutes of Meetings

The committee will designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, filed and circulated within 5 working days of the meeting, or as the committee may from time to time instruct. The secretary will use the ***JHSC Meetings Minutes***. Minutes of the meetings will be reviewed and edited, where necessary, by the co-chairs. They will then be signed and circulated to all committee members.

Remuneration Payment of Attending and Preparing for Meetings

All time spent in attendance at committee meetings or in activities relating to the function of the committee will be paid for at the members' current rate of pay for performing work, and the time spent shall be considered as time at work.

Meeting Agenda

The co-chair will prepare an agenda using the ***JHSC Meeting Agenda Form*** and will forward a copy of the agenda to all committee members prior to the meeting. The committee may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with based on consensus rather than voting. Formal motions will not be used. All items

will be reported in the minutes. Unresolved items will be recorded and placed on the agenda for the next meeting.

Workplace Inspection

The JHSC will inspect the workplace once a month on a rotation schedule. Each inspection must be done by a minimum of one worker and management member.

Further Required Trainings for all JHSC Members

In addition to the legislated requirement that at least one worker member and one management member of the JHSC receive certification training, all JHSC members are required to take the following training that pertains to their legislated responsibilities:

- Accident Investigation
- Workplace Inspection
- Emergency Response
- Occupational Health and Safety Responsibilities
- Hazard Analysis

Confidentiality of Information

JHSC members are required by the Occupational Health and Safety Act to keep confidential any personal medical details or other sensitive information they receive. This means paying strict attention to the security of committee records. For the committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

Responding to Unsafe Conditions or Practices

One of the most important legislated functions of the JHSC is to develop recommendations to control hazards or address safety concerns at the workplace. Certified members of the JHSC have the authority to investigate and act upon dangerous circumstances that require immediate attention. Individual committee members may identify hazards during monthly inspections, incident investigations or through daily worker contacts. However, because committee members are workers under the legislation, they first have a legal duty to report any hazards or contravention they become aware of to their supervisor.

Accident Investigation

All accidents, injuries and incidents will be reviewed and discussed by the committee during the regular 3 months meeting to explore if anything can be done to prevent any similar occurrences in the future.

In the event of a critical injury, one of the designated members of the committee along with a member of Senior Management shall investigate the accident. Refer to the First Aid, Incident, Accident Reporting, and Investigation Procedure for further details.

Critical Injury: For the purposes of the Act and Regulations, “critically injured” means an injury of a serious nature that,

- a) Places life in jeopardy;

- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg, arm, fingers, and toes (but not a single finger or toe);
- e) Involves the amputation of a leg, arm, hand, foot, fingers, and toes (but not a single finger or toe);
- f) Consists of burns to a major portion of the body; or
- g) Causes the loss of sight to an eye.

Accompaniment

The committee will designate certified worker members to accompany a Ministry of Labour, Training and Skills Development inspector while carrying out a Ministry inspection of the workplace.

Work Refusals

In the event of a work refusal, the designated certified worker member will investigate if possible. Please refer to the Work Refusal Procedure for further details.

Formal Written Recommendations

The JHSC will be required to submit formal written recommendations to control hazards at the workplace. Recommendations can be based on the following:

- Workplace Inspections
- Observations
- Discussions
- Review of training programs
- Worker request or concerns

In developing recommendations, the committee must complete the ***Joint Health and Safety Committee Management Recommendation Form***, which will meet the following criteria:

1. Define the hazard
2. Collect all necessary information
 - Description of the process and workplace layout.
 - History/details of previous accident and investigations.
 - Comments and suggestions from supervisors and workers in the area concerned.
 - Maintenance schedules and manufacturers specifications.
3. Consider possible solutions, considering:
 - The actual and potential seriousness of the problem.

- The range of possible solutions.
- The practicality of the solution being recommended.

In submitting recommendations, the recommendation must meet the following criteria:

1. It must be submitted by either co-chair of the committee upon final agreement by the committee.
2. It must be submitted to senior management.
3. It must be submitted within one week of the JHSC meeting at which the recommendation was decided upon.

Senior management must send written communication directly to the co-chairs within **21 days** regarding recommendations of the committee included in the minutes. This can be done by giving an assessment of the problem(s) and outlining who is responsible for resolving the matter, along with a timeframe in which the matter will be resolved.

General

All workers will be encouraged to discuss their problems with their supervisor before bringing it to the attention of the committee.

- a) Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution of the problem. All problem resolutions will be reported in the minutes.
- b) Medical or trade secret information will be kept confidential by all committee members.

Amendments to these Guidelines

Any amendments, deletions or additions to these guidelines must have the consensus of the total committee and shall be set out in writing and attached as an appendix to these guidelines.

16.0.4 RESPONSIBILITIES

Senior Management

- Providing assistance and co-operation where necessary to the committee to carry out its role.
- Respond to written recommendations to the committee within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.
- Conducting a minimum of one workplace inspection annually.

Supervisors

- All supervisors, who are not committee members, shall attend at least one JHSC meeting per year and at least one JHSC inspection per year.
- Set an example by being consistently safety conscious and insisting on the safe performance of work.
- Observe the work in progress and provide positive input to the workers.
- Involve in ongoing hazard assessment.
- Participate in the development and review of safe work practices and procedures.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Workers

- All workers shall cooperate with the committee members while they perform their JHSC duties.
- All workers shall comply with this standard, procedures, and legislative requirements.
- Report all accidents, injuries, first aid and near-misses immediately to the supervisor.
- Advise other workers of unsafe conditions or work practices.
- Participate in solving health and safety problems.
- Provide recommendations to the supervisor to improve health and safety.

Joint Health and Safety Committee (JHSC)

- All JHSC members shall perform duties as legislated. All JHSC members shall comply with these standards, procedures, and legislative requirements.

16.0.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Worker Trades Committee – Occupational Health and Safety Act, s. 10

16.0.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
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16.1 HEALTH AND SAFETY REPRESENTATIVE – SITE

16.1.1 OBJECTIVE

To outline the requirements and responsibilities with regards to the site health and safety representative.

16.1.2 SCOPE

This procedure applies to all site employees at Rankin Construction Inc., especially the workers who will be taking the role of the health and safety representative.

16.1.3 SELECTION

On sites with 6-19 employees, a health and safety representative is required. The health and safety representative must be selected by the workers on-site and must be a worker.

16.1.4 RESPONSIBILITIES

The following are the basic responsibilities of the site H&S Rep:

- Conduct monthly site inspections.
- Make recommendations to their supervisor/management.
- Assist the site supervisor in accident/incident investigations.
- Act as a representative of the company workers on site, with regards to health and safety

16.1.5 REFERENCES

- Health and Safety Representative– Occupational Health and Safety Act, s. 8

16.1.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
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16.2 WORKERS TRADE COMMITTEE

16.2.1 OBJECTIVE

To outline the requirements and responsibilities with regards to the worker's trades committee. The joint health and safety committee shall establish a worker trades committee to assist it on all projects where the number regularly employed exceeds 49 and where the duration of the project is expected to exceed three months.

16.2.2 SCOPE

This procedure applies to all site employees at Rankin Construction Inc., especially all trades included on the site project.

16.2.3 PROCEDURE

Structure of the Worker Trades Committee

The worker trades committee shall consist of at least one worker representative from each trade on the project, as required in the *Occupational Health and Safety Act*, s. 10. The representatives must be selected by the workers in the trades they represent or, if a trades union represents the workers in the trades, by the trades union.

A chairperson should be chosen from among the worker trades committee members by the members. It is recommended that the chairperson be a member of the JHSC to maintain good communication between both committees.

The names, trades and employers of the worker trades committee members should be posted at designated locations determined by the JHSC.

Members chosen to be a part of the worker trades committee should have expertise and good technical knowledge of the trades in which they are from.

Note: Trades does not mean "union".

Frequency of Worker Trades Committee Meetings

The worker trades committee should meet in correlation with the JHSC. When practical, the worker trades committee should meet immediately prior to the regular JHSC meetings so issues addressed in the meeting can be communicated to the JHSC without delay.

Meetings should be held at a designated place on the project.

Meeting Documentation

There is no formal agenda or minutes required for worker trades committee meetings. Issues raised at the meeting should, however, be documented in writing for the JHSC and should be included with JHSC minutes.

All items raised will be dealt with based on consensus and not formal motions.

Functions of the Worker Trades Committee

The committee, and individual committee members shall:

- Assist the JHSC in dealing with trades-specific concerns regarding health and safety.
- Identify, to the JHSC, any health and safety problems involving the trades represented.
- Assist certified JHSC members in dealing with trade-specific dangerous circumstances when requested.
- Assist certified JHSC members in dealing with trade-specific work refusals when requested.
- Liaise with the trade workers they represent regarding health and safety problems.
- Assist, when request, in accident investigations by members of the JHSC.

Reporting Procedures

- i. Any individual on-site who discovers a safety-related problem should immediately correct the problem if it poses an immediate danger to the health and safety of any worker and then report the problem to the Project Supervisor.
- ii. The Project Supervisor shall take the action necessary to correct the safety-related problem and/or inform the constructor's supervisor if assistance or direction is required.
- iii. The constructor shall in turn report back to the JHSC regarding the informed **safety-related problem**.

***Note:** All employees should discuss any occupational health and safety concerns with their supervisor before raising it with the worker trades committee representative or a member of the JHSC.*

Compensation

Committee members shall be compensated their current rate of pay by the member's employer during preparation prior to the meeting and during committee meetings.

16.2.4 RESPONSIBILITIES

Supervisors

- Respond to worker trades committee recommendations and concerns regarding health and safety.
- Set an example by being consistently safety conscious and insisting on the safe performance of work.
- Observe the work in progress and provide positive input to the workers.

- Involve in ongoing hazard assessment.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Workers

- All workers shall cooperate with the committee members while they perform their worker trades committee duties.
- All workers shall comply with this standard, procedures, and legislative requirements.
- Report all accidents, injuries, first aid and near-misses to their supervisor.
- Provide recommendations to the supervisor to improve health and safety.

Joint Health and Safety Committee- Site

- Respond to worker trades committee recommendations and concerns regarding health and safety.
- Perform JHSC duties in compliance with the legislation, standards, and procedures.

Worker Trades Committee

- All worker trades committee members shall perform duties as legislated. All worker trades committee members shall comply with these standards, procedures, and legislative requirements.

16.2.5 REFERENCES

- Duties of employers – Occupational Health and Safety Act, s. 25, 26
- Duties of constructors – Occupational Health and Safety Act, s. 23
- Duties of supervisors – Occupational Health and Safety Act, s. 27
- Duties of workers– Occupational Health and Safety Act, s. 28
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Worker Trades Committee – Occupational Health and Safety Act, s. 10

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17.0 WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT

Rankin Construction Inc. is committed to the prevention of workplace violence and harassment and will take every necessary precaution to protect all workers, subcontractors and the public from workplace violence and harassment from all sources. Senior management of Rankin Construction Inc. recognizes the rights of workers to work in an environment free of violence and harassment.

Behaviour associated with workplace violence and harassment will not be tolerated at Rankin Construction Inc. As the employer, Rankin Construction Inc. will ensure that this policy and supporting program are implemented and maintained and that all employees have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Employees will be trained in recognizing and reporting violence and harassment in the workplace. All employees are encouraged to raise concerns relating to workplace violence and harassment without fear of retaliation or penalty. Reported incidents of workplace violence and harassment will be taken seriously. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Management and supervisors are responsible for ensuring that this policy and related procedure are being followed by employees and for ensuring that they understand that workplace violence or harassment is unacceptable from anyone in any form.

Employees may seek help to address workplace harassment from various sources such as the Joint Health and Safety Committee (JHSC), health and safety representative, employee assistance program, etc.

Senior management of Rankin Construction Inc. will allocate resources necessary to address workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned.

Management will address workplace violence harassment from all sources such as customers, clients, visitors, subcontractors, supervisors, workers, and members of the public. This policy will be reviewed at least annually to ensure that it meets the needs of the company.



Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

17.1 WORKPLACE VIOLENCE AND HARASSMENT PROCEDURE

17.1.1 OBJECTIVE

Rankin Construction Inc. will not tolerate workplace violence and harassment as defined under the Ontario Occupational Health and Safety Act. Workplace violence may occur between co-workers, contractors, subcontractors, suppliers, etc. In addition, any harassment or discrimination incidents that escalate into workplace violence will not be tolerated. Any employee who engages in violence or harassment is subject to discipline up to and including termination of employment. The purpose of this procedure is to identify steps to follow in the event of an incident involving workplace violence and harassment.

17.1.2 SCOPE

The procedure applies to Rankin Construction Inc. employees. This procedure has been developed in accordance with the Ontario Occupational Health & Safety Act - Bill 168 and Bill 132. The policy will be reviewed annually in accordance with applicable legislation.

17.1.3 DEFINITIONS

Workplace Violence

As per the Occupational Health and Safety Act, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Some examples of workplace violence are:

- **Threatening behaviour** - such as “shaking fists”, “moving closer aggressively”, “pointing finger”.
- **Physical attacks** – such as “hitting”, “shoving”, “spitting”, “pushing” or “kicking”.

Workplace Harassment

As per the Occupational Health and Safety Act, workplace harassment is defined as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment;

Workplace sexual harassment is defined as:

- a) engaging in a course of vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comments or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

17.1.4 WORKPLACE VIOLENCE AND HARASSMENT POLICY AND PROGRAM

The up-to-date workplace violence and harassment policy should be posted on all health and safety boards. All employees must review the policy as part of their orientation. Senior management in consultation with the Joint Health and Safety Committee (JHSC) will review the policy at least annually or as often as necessary and update all employees on the amendments as soon as possible.

17.1.5 WORKPLACE VIOLENCE RISK ASSESSMENT

An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. Management and supervisors are required to periodically assess the risk of violence in each workplace.

Assessments and reassessments must be documented, using the ***Workplace Violence Risk Assessment Tool***, and must identify the potential risks of violence in the workplace.

The assessment requires an evaluation of the following:

- General physical environment.
- Specific risks associated with the type of work or conditions of work.
- Controls associated with the specific risks.

A reassessment should be done periodically as often as necessary. Reasonable controls must be implemented to eliminate or mitigate the risks identified in the assessment. A copy of the results of the assessment must be given to the JHSC or health and safety representative or on request of the workers if the assessment is in writing.

17.1.6 HANDLING WORKPLACE VIOLENCE

Summoning Immediate Assistance

If a violent situation is determined an immediate threat, the emergency response plan for the workplace must be followed:

1. Employees who are at an immediate risk of workplace violence should promptly leave and seek out a safe place.

2. Employees who are in a situation or have witness situation where workplace violence is likely to occur should immediately contact the Manager/ Project Supervisor by cell phone (phone number is posted in the safety board) or by direct contact, sound the site air horn or alarm system, or contact the police by dialing 911.
3. When making the emergency service call:
 1. Remain calm
 2. Let the operator control the conversation. They have standard questions for obtaining critical information from you in a timely and orderly manner
 3. Clearly state your location and the location of the situation you are reporting using the street address, if you know it.
 4. State briefly and clearly what you have observed or why you are calling.
 5. If possible, without exposing yourself to danger, stay on the line until emergency services arrive, unless the operator specifically asks you to hang up.
4. Taking into consideration the circumstances, secure the location or evacuate the premises on the advice of the supervisor when safe to do so.
5. Wherever possible, it is important to let the harasser or abuser know right away that his or her behavior is unacceptable and that it must stop immediately.

Domestic Violence

Domestic violence is defined as violent, threatening or extremely coercive behavior perpetrated by one partner in a current or former relationship on the other. It can consist of a pattern of ongoing abuse or a single isolated incident.

If senior management becomes aware of domestic violence that would likely expose a worker to physical injury in the workplace, senior management shall take every precaution reasonable in the circumstances to protect the worker and other employees. If a supervisor/co-worker discovers that a co-worker is coming to work with bruises or if a co-worker is confiding to his/her co-worker regarding domestic violence issues, he/she is to advise him/her to discuss the issue with senior management. All information must be kept confidential to help maintain the privacy of the individual being threatened with domestic violence.

The following steps should be taken if workers are found to be exposed to domestic violence:

1. Report issues of domestic violence immediately to senior management. All information will be kept confidential to maintain the privacy of the individual being threatened with domestic violence.
2. If an employee has a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the employee may be required to notify his or her Supervisor, and to supply a copy of that order to Senior Management. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at the company, in direct violation of the court order. Such information will be kept confidential.
3. Employers will apply controls to workplace violence according to the risk if applicable. Controls may include but are not limited to:

- Limit number of entrances or exits
- Installing public way
- When required, a mobile phone will be provided to the affected workers.

Employee with a History of Violence

Senior management's duty is to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behavior if:

- a) the worker can be expected to encounter that person during his or her work; and
- b) the risk of workplace violence is likely to expose the worker to physical injury.

No employer or supervisor shall disclose more personal information in the circumstances than is reasonably necessary to protect the worker from physical injury.

Violence without Intent

Violence in the workplace can occur without the intent of the person who is causing harm. Examples of this include:

- A person could become violent due to medical conditions.
- A person could become violent due to a disability such as Autism, mental health.
- Two individuals who are not employees of the company could be fighting and injure an employee who tries to intervene.

If a supervisor becomes aware or ought reasonably to be aware that a worker is taking medication which could potentially cause a violent incident, they must immediately contact senior management to implement safety measures to protect the worker and/or their coworkers.

17.1.7 WORK REFUSAL

An employee has the right to refuse work if he/she has reason to believe he/she is in danger from workplace violence. However, an employee can only refuse work if the alleged violent offender is at the workplace and has threatened to hurt the other worker. The protocol for the work refusal process can be found in the work refusal procedure.

17.1.8 REPORTING

Workers that feel they are a victim of workplace violence or harassment must fill out a ***Workplace Violence and Harassment Reporting Form*** and report it to their immediate supervisor or if the supervisor is the alleged harasser, report to senior management. The worker may report to the JHSC if the alleged offender is a member of senior management or if worker is not comfortable going to senior management.

Procedures for Incidents Involving Employees

The following steps should be taken if an employee believes they are a victim of workplace violence or harassment:

1. Fill out the Workplace Violence and harassment Reporting Form on the 4Safecom site
2. Report to the incident to
 - Direct Supervisor for workplace violence and harassments incidents from workers
 - Senior Management for workplace violence and harassments incidents from supervisor
 - JHSC or health and Safety Representative if workplace violence and harassments incidents from members of senior management
OR
if employee is not comfortable going to senior management

Employee who reports threats or acts of violence, be retaliated against through disciplinary action. Acts of retaliation include (but are not limited to): interference, coercion, threats, physical restraint, workload reassignments, denial of promotion, or any other manner of retribution. Any acts of retaliation must be reported immediately to the President.

Procedures Incidents Involving Outsiders

Should a worker be harassed or threatened by an individual outside of the workplace and have reason to believe this person may harm them in any way, the Employee is required to report concerns to his or her Supervisor.

If a visitor to any of the company's workplaces is seen with a weapon (or is known to possess one), makes a verbal threat or sexually assaults against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services and their Supervisor.

Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

17.1.9 INVESTIGATIONS

Supervisors (with the help of the JHSC or site H&S Representative, if required) must investigate using the ***Workplace Violence and Harassment Investigation Form***. During the investigation, the supervisor will interview and document the comments of any witness(es) and the alleged offender. Information will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective actions.

When there is an incident or complaint of workplace harassment, it needs to be investigated by a third party outside the company, the Management will appoint a licensed private investigator, human resource professional, lawyer, or personnel who holds other professional designation based on the harassment complaint.

If a person is disabled from performing his/her usual work or requires medical attention because of incidence of workplace violence but is not critically injured and

no fatalities occur, the employer will submit a written notice within 4 days occurrence to:

- The committee, the health and safety representative and trade union, if any.
- The director if the inspector requires notification of the director.

The results of the investigation or any corrective actions taken will be communicated to the reported victim and alleged offender.

Any incidents, discussion or investigations will be kept confidential, except where disclosure is necessary for the purpose of investigation or where it may be required by law.

17.1.10 OUTCOMES OF INVESTIGATIONS

Offender

Workers will be subject to the Company's progressive disciplinary policy and procedure. Rankin Construction Inc. reserves the right to combine or skip steps depending on the facts of each situation and nature of the offense. Disciplinary action taken will be consistent with the seriousness of the infraction. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Victim of Workplace Violence and Harassment

Workers injured from incident will follow the guidelines outlined in Rankin Construction Inc.'s Return to Work Program. Rankin Construction Inc. is committed to cooperating with all of their employees who have been injured on the job site and will do everything they can for an early and safe return to work.

As per the Occupational Health and Safety Act s. 52, If a person is disabled from performing his or her usual work or requires medical attention because of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:

1. The committee, the health and safety representative and the trade union, if any.
2. The Director, if an inspector requires notification of the Director.

17.1.11 RESPONSIBILITIES

Management

- Take all precautions necessary to provide a safe work environment for all employees that is free of violence, threats of violence, harassment, assault, and intimidation.
- All complaints will be addressed, and disciplinary measures will be taken when a report has been substantiated, regardless of the position of the offender.

- Any incidents or discussion will be kept confidential, except where disclosure is necessary for the purpose of investigation or punitive action, or where it may be required by law.

Supervisors

- Investigate reported alleged incidents of workplace violence or harassment.
- Implement corrective actions as required.

Workers

- Treat their fellow employees with proper consideration and respect.
- Report all incidents of workplace violence and harassment to their supervisor or senior management or H&S Representative.
- Address the harasser to let him/her know that the comment was not acceptable.
- Inform the supervisor if harassment does not stop.

Investigator

- The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation or as required by law.
- The investigator must remind the worker who allegedly experienced workplace harassment, the alleged harasser(s), and any witnesses of any confidentiality requirements under the company workplace harassment program.
- The investigator must thoroughly interview both the worker who has allegedly experienced workplace harassment and the alleged harasser(s) if the alleged harasser(s) is a worker. If the alleged harasser is not a worker of the company and is known to the company, the investigator must make reasonable efforts to interview the alleged harasser.
- The investigator must collect and review any relevant documents.

Alleged Offender

- Respond to allegations against them.
- Cooperate in the investigation process.
- Review policies and procedures.

Joint Health and Safety Committee

- Treat workplace violence and harassment incidents the same as any other workplace hazard.
- Participate in the investigation if required.

17.1.12 REFERENCES

- Violence and Harassment, Occupation Health and Safety Act, Part III.0.1 s. 32.0.1 – 32.0.8
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9

17.1.13 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 15, 2020	Updated/added to the following sections: Outcomes of Investigations; Reporting; Summoning Immediate Assistance; Domestic Violence			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

18.0 RETURN TO WORK POLICY

Rankin Construction Inc. is committed to cooperating with all their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At Rankin Construction Inc., we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.

Goals of the RTW Program

Rankin Construction Inc. will:

Assess each individual's situation according to any practitioner's report and recommendations and will provide modified work to suit the degree of injury.

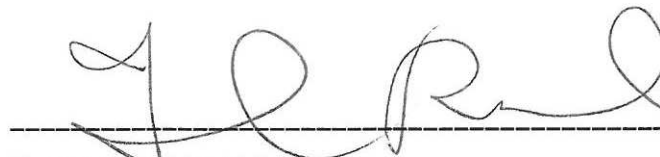
Assist in the employee's active recovery and encourage the worker to return to work to their pre-accident job, whenever possible.

Identify jobs that are suitable for accommodating injured workers on a temporary basis to facilitate the early and safe return to work program and limit any loss of their earnings.

Give employees the best opportunities available for a successful return to work or alternatively starting a new job if returning to the former position is not possible.

Investigate every injury to ensure the injury claims management process is administered as quickly and fairly as possible in order to restore the injured worker to their full pre-injury earning capabilities as soon as possible

Maintain continuous contact with the injured/ill worker and WSIB.


Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

18.1 RETURN TO WORK PROGRAM

18.1.1 OBJECTIVE

The Return to Work (RTW) program will facilitate a safe and early return to work for workers who have sustained a workplace injury while employed with Rankin Construction Inc. The RTW program will provide every opportunity for injured workers to return to gainful employment in the event of a disabling workplace accident.

18.1.2 SCOPE

This procedure applies to Rankin Construction Inc. employees who sustain a workplace injury or illness, and all employees involved in the Return to Work Program. It is the duty of senior management to follow this procedure.

18.1.3 DEFINITIONS

Modified work – the modification of an employee’s position that allows for the employee to carry out the work assigned within the employees’ capabilities.

Functional Abilities Form – is a form found on Workplace Safety & Insurance Board (WSIB) Ontario to help facilitate the return to work discussion between the employer and the injured/ill worker. The form is to be completed by the treating health professional and provides the injured/ill worker with a common frame of reference on the injured worker’s functional abilities.

Suitable Work – Modified work which is safe, productive and within the employee’s functional abilities and matches the employee’s pre-injury pay as closely as possible.

Accommodation – A change or modification to the job or workplace so that the work is within the injured or ill person’s functional capabilities and the risk of injury is reduced. Types of accommodation include:

- Reduce hours
- Graduate RTW hours
- Re-assign duties
- Restructure the job
- More frequent rest breaks
- Work platform vs. ladders
- Ladders for climbing scaffolds
- Mini stretch breaks (10-15 minutes)
- Chair with back support vs. Picnic table
- Anti-vibration tools (e.g. anti-vibration jackhammer)

- Make heavy tools available at waist height
- Light shop work, general clean-up
- Painting trailers, containers (light work with brush)
- Pickup or delivery of plans
- Training in their selected field, where possible
- Computer training in safety prevention, if available

18.1.4 PROCEDURE

Injured Worker

Workers will inform their supervisor immediately of any injuries sustained in the workplace and receive prompt first aid treatment and when required medical treatment by a healthcare professional. The worker must take to the physician an Injured Worker's Package consisting of: **Letter to Treating Practitioner** and the **Functional Abilities Form**.

The worker must provide to their supervisor a medical assessment from a licensed physician(s) outlining any restrictions resulting from the injury/illness before returning to work. All information provided will be kept confidential.

Note: A change in physician cannot be made without permission of WSIB.

Contact with the Injured Worker

If a worker is required to take time away from work, he/she must maintain regular contact with management regarding their condition. Rankin Construction Inc. will maintain correspondence, using the Contact Log, to return an employee back to work as quickly and safely as possible.

Re-Integration Plan

It is the employer's duty to modify the work or workplace to accommodate to the needs of the injured worker. This may include providing accommodation. The following steps will be followed to re-integrate the worker:

- i. The injured worker's supervisor/management will assess the most recent medical report(s) and provide suitable modified work that is consistent with the worker's functional abilities form.
- ii. Depending on the severity of the injury, the worker's return to work plan will take into consideration the following forms:
 - Functional Abilities Form
 - Job Hazard Assessment for relevant tasks
- iii. Where workplace parties are unable to arrange a return to suitable and available work plan, a work transition assessment will be conducted by WSIB to determine what help a worker may need to return to work with Rankin Construction Ltd. or a new one.
- iv. This will be done using the existing Physical Demands Matrix which was developed through the Job Hazard Analysis.

- v. If work is modified, the injured worker will be provided with a Modified Job Description Form. The injured worker must sign the form as well. If management and the employee cannot agree on a workable solution, WSIB may be contacted and a mediator brought in to assist towards a resolution.
- vi. After modified work is agreed upon, the worker may begin work. The injured worker will be observed for a while to ensure that the work being performed does not exceed the workers physical restrictions and that difficulties are not encountered.
- vii. The supervisor must maintain regular communication at least once a week, using the Contact Log, with the employee to monitor the progress and effectiveness of the re-integration.
- viii. The work return process will adapt as changes are to arise. Employer will accommodate worker according to the worker's physical restrictions determined by what has been written in the **Physical Demands Form** and advice provided by the physician in **Functional Abilities Form**.
- ix. The worker will only return to their normal job function once given written clearance by a physician.

Management will review the follow-up/progress reports at the end of each week, unless problems with the program occur during the week, at which time immediate intervention by the management team will take place.

WSIB Reporting

Management must report the following to WSIB:

- Any changes in wages because of the modified duty.
- Any changes in the duties or the duration of the program.
- The inability of the employee to comply or participate in the program.
- The completion of the program.

18.1.5 RESPONSIBILITIES

Senior Management

- Contact injured worker ASAP and stay in regular contact. Cooperate in providing suitable work.
- Cooperate in providing suitable work and cooperate with the return-to-work process.
- Report the employee's injury/illness to WSIB by submitting form 7.
- Provide WSIB with all the requested information regarding the injured/ill employee.
- Inform WSIB with information regarding potential disputes/disagreements between you and the injured/ill employee.
- Offer to re-employ the injured/ill employee and provide him/her with suitable work.

- Provide workers with Functional Abilities Form to take to the testing practitioner for completion.
- Educate workers about the return to work program.
- Pay full wages and benefits for the day or shift on which the injury occurred.
- Make certain that workers understand their obligations to co-operate.

Supervisors

- Advise the employee of the availability of modified duties or a transitional work program and provide the required forms.
- Assist in the creation of and support the employee's modified duty program. Provide the worker with the modified work form.
- Maintain communication with the employee on modified duty and monitor the progress and the effectiveness on an individual case by case basis.
- Schedule regular meetings with the employee to communicate and assist in the evaluation of the program's effectiveness.
- Communicate with the injured worker and document the communication on the Contact Log. This communication is to be on a regular basis, at least once a week or as frequently as may be required. This will be determined on a case by case basis.

Workers

- Cooperate with the return-to-work process.
- Report your injury immediately/illness to your employer as soon as possible.
- Maintain regular contact with the supervisor and keep record of the correspondence. Reach out to the employer after their first health-care treatment begins to commence discussions on their return to work plan.
- Actively work with employer to identify suitable work opportunities.
- Provide WSIB with all the requested information about their return to work.
- Inform WSIB on any significant changes to their medical condition or income within 10 days of the change occurring. Such changes include:
 - Returning to work
 - Starting to receive other income or government benefits
 - Important updates on their medical conditions
 - Disputes or disagreements between their employer on their return to work
- Communicate any concerns or problems to their immediate supervisor. By doing so, the problems will be ironed out early.
- Obtain the necessary forms from the treating agencies as may be required by the employer.

- Seek medical assistance immediately. Ensure that other scheduled rehabilitation activities, such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- Co-operate with all requests for documentation as required by WSIB and the Employer.

Healthcare Professional

- Provide health, medical and functional abilities information as required.
- Fill in the forms as requested.
- Act as a resource.

18.1.6 REFERENCES

- Workplace Safety and Insurance Act, 1997, Part V, Return to Work s. 40-42
- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28

18.1.7 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 15, 2020	Updated/added to the following sections: Responsibilities; Re-integration Plan; Definitions			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

19.0 MANAGEMENT REVIEW POLICY

Senior Management of Rankin Construction Inc. is committed to conduct an annual review of the occupational health and safety program and the occupational health and safety performance of Rankin Construction Inc. to ensure that continual improvement is being made to the occupational health and safety management system. The program and performance will be reviewed for sustainability, adequacy, and effectiveness.

Evaluation of an Occupational Health and Safety Program

An internal audit will be conducted annually, and a report will be submitted to the Senior Management. The audit report and the supporting documentations will be reviewed to evaluate the 19 elements of the OHS Program, including the following:

- Records such as inspections, hazard assessments, incident reports, statistical reports
- Evaluation of legal compliance (required new policy, procedure, training, etc.)
- Follow up on actions from previous management reviews
- New Job tasks or modification to existing tasks

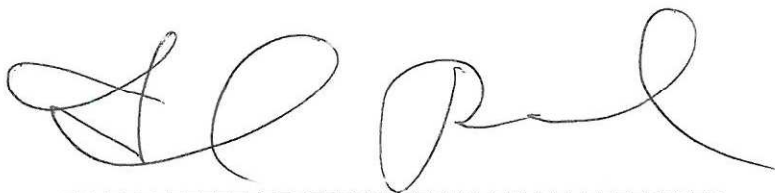
Evaluation of OHS Performance

The following will be reviewed to evaluate the company's OHS performance:

- Statistical reports (weekly, monthly, yearly safety & injury reports)
- Corporate and project health and safety summaries
- Employees performance through Accountability forms, Disciplinary actions
- Review of previous year's OHS objectives

Senior Management will compare 3 years of health and safety records and prepare a trend analysis. Based on the review, opportunities for improvements will be identified. An action plan will be developed to implement changes to the OHS management system Rankin Construction Inc.'s health and safety objectives for the year will be identified and follow-ups will be implemented.

The action plan will be posted on the office health and safety board. Senior Management will appoint appropriate individuals to implement control measures based on the action plan. Workers will be informed of the actions taken.

A handwritten signature in black ink, appearing to read 'T. Rankin', is written over a horizontal dashed line.

Thomas Rankin, P.Eng.

Chief Executive Officer, Rankin Construction Inc.

{On behalf of Senior Management}

Signed:

January 10, 2022

19.1 MANAGEMENT REVIEW PROCEDURE

19.1.1 OBJECTIVE

To ensure that Senior Management is involved in health and safety activities at Rankin Construction Inc. and is an active participant in improving safety culture.

19.1.2 SCOPE

This procedure applies to the Senior Management of Rankin Construction Inc.

19.1.3 PROCEDURE

Senior Management of Rankin Construction Inc. will conduct an annual review of the occupational health and safety program to ensure that continual improvement is being made to the program. The program will be reviewed for sustainability, adequacy, and effectiveness.

Management Review

Senior management will schedule an annual meeting to review the OHS program and performance of the previous year.

Evaluation of the OHS Program

A review will be done on an annual basis that includes the evaluation of all elements of the OH&S program

The inputs of the review are:

Internal records (when applicable)

- COR internal audit report findings
 - Workplace and Equipment inspections
 - Hazard assessments (Daily, Library)
 - Safe Job Procedures & Safe Work Practices
 - Incident reports
 - Statistical reports (Summaries and Trend Analysis)
- External communications (When applicable)
 - Evaluations conducted by COR external auditor
 - Evaluations of Legal compliance
 - GAP Analysis
 - Consultant communications (Email, Meeting Minutes)
- Follow up actions from previous management reviews
- Changing circumstances
 - Legislative Changes Publication
 - Legal Developments (MLTSD Orders, changes in business conditions)
 - Industry Changes or Adjustments
- Policy statements (which require an Annual review)
 - Health and Safety
 - Progressive Discipline
 - Personal Protective Equipment
 - Investigation and Reporting
 - Workplace Violence and Harassment

- Return to Work
- Management Review

Evaluation of OHS Performance

A review will be done on an annual basis that assesses the OH&S performance of the organization and verifies that:

- Key performance indicators have been developed, measured, and analyzed to determine the overall OH&S performance.
- Comparison from previous statistics are reviewed and any future steps necessary to prevent reoccurrence are implemented.
- The review of the OH&S objectives has been performed to determine whether objectives/targets have been met.
- Opportunities for improvement have been identified and changes made to the OH&S management system.
- Changes have been made to the OH&S policy and objectives (if applicable).

Senior management will compare 3 years of health and safety records and prepare a trend analysis in the meeting. The minutes of the meeting will be documented.

Based on the review, opportunities for improvements will be identified. A **Continuous Improvement Action Plan** will be developed to implement changes to the OHS management system. Rankin Construction Inc.'s health and safety objectives for the year will be identified and follow-ups will be implemented. The action plan will be posted on the office/site trailer health and safety board.

Senior Management will appoint appropriate individuals to implement control measures based on the action plan. Workers will be informed of the actions taken through postings, memos, toolbox talks, etc.

Outputs/Outcomes of Review

Based on the review, opportunities for improvements will be identified. A **Continuous Improvement Action Plan** will be developed to implement changes to the OHS management system. Rankin Construction Ltd.'s health and safety objectives for the year will be identified and follow ups will be implemented. The action plan will be posted on the office/site trailer health and safety board.

The following may be some outputs/outcomes of review dependent on status of company:

- Program (Policy, Procedure, forms) changes to adapt to changes in company
- Addition/revisions to JHA or SWP/OSJP
- Annual H&S goals determined from Key performance indicators

Senior Management will appoint appropriate individuals to implement control measures based on the action plan. Workers will be informed of the actions taken through postings, memos, toolbox talks, etc.

19.1.4 RESPONSIBILITIES

Management

- Review the annual statistics based on documentation submitted by supervisors and workers.
- Review the audit submitted by the auditor.
- Identify the health and safety objectives for the year.
- Develop an action plan, appoint individuals to implement corrective actions and communicate the information to all workers.

Supervisor

- Document all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MLTSD reports and health and safety representative inspections.
- Provide the monthly reports to Management.

Workers

- Cooperate with the auditor during the interview.

Internal Auditor

- Conduct the audit and submit the report to Senior Management.

19.1.5 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28

19.1.6 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	October 15, 2020	Updated/added to the following sections: Inputs of Review; Outcomes of Review			
4	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022

20.0 CONTRACTOR MANAGEMENT

20.0.1 OBJECTIVE

To outline the procedure to be taken for every subcontractor at Rankin Construction Inc.. This procedure will ensure that every subcontractor employed by Rankin Construction Inc. is committed to working safely.

20.0.2 SCOPE

The procedure applies to all subcontractors at Rankin Construction Inc..

20.0.3 PREQUALIFICATION

Subcontractors must submit the following prior to arrival on a Rankin Construction Inc. construction site:

- Form 1000
- Certificate of Insurance
- WSIB Clearance
- Health & Safety Policy
- Health & Safety Program
- Workplace Violence and Harassment Policy
- SDS (submitted a minimum 72 hours prior to product delivery to site)
- Training Records for all Workers:
 - WHMIS 2015
 - Health and Safety Awareness
 - AODA
 - Workplace Violence and Harassment
 - Hazard Specific Training (i.e. Working at Heights, Elevating Work Platforms, etc.)
- Safe Job Procedures (Critical Lift Procedure, Working at Heights Rescue Procedure, etc.)

Rankin Construction Inc. will also complete the ***Subcontractor H&S Checklist*** prior to the subcontractor's arrival on site.

20.0.4 SITE ORIENTATION

Prior to commencing work on-site, all subcontractor workers must complete the site orientation, which will be delivered by the site supervisor. Each worker must sign off on the *Site Orientation Checklist*.

20.0.5 REQUIREMENTS WHILE ON PROJECTS

Subcontractors must report all incidents that occur while working on a Rankin Construction Inc. site. When an investigation is required, the investigation report must be submitted to the site supervisor in a timely manner.

Daily

Subcontractors are required to submit Daily Pre-Job Safety Assessments (PSA) to the site supervisor. The PSA must identify the hazards of their work on that day. If the Subcontractor does not have a form to complete, they are to Rankin Construction Inc.'s Daily Pre-job Safety Assessment.

Weekly

On a weekly basis, Subcontractors will conduct a documented:

- Toolbox Talk
- Site Inspection

The documents must be submitted to the site supervisor before the end of each week.

20.0.6 PERFORMANCE MONITORING

If a subcontractor violates a Rankin Construction Inc. health and safety rule, the site supervisor must inform the subcontractor immediately by submitting a *Subcontractor Violation Form*.

20.0.7 RESPONSIBILITIES

Management

- Ensure all required documents are received from subcontractors prior to their commencement of work.

Supervisors

- Collect required documentation from subcontractors on site.
- Monitor the subcontractor's performance.
- Issue *Violation Forms* if required.

Subcontractors

- Supply all required documentation prior to work and during the project.
- Abide by all Rankin Construction Inc. health and safety rules, as well as the legislation.

- Respond to *Violation Forms* in a timely manner.

20.0.8 REFERENCES

- Duties of Employers – Occupational Health and Safety Act, s. 25, 26
- Duties of Constructors – Occupational Health and Safety Act, s. 23
- Duties of Supervisors – Occupational Health and Safety Act, s. 27
- Duties of Workers– Occupational Health and Safety Act, s. 28
- Duties of Project Owners - Occupational Health and Safety Act, s. 30

20.0.9 DOCUMENT HISTORY

No.	Date	Description of Modification	Modification made by	Approved by	Date of Approval
1.	June 30, 2020	Developed by Rankin Construction Inc.			
2	July 3, 2020	Reviewed by Rankin Construction Inc.			
3	January 10, 2022	Annual Review Completed		Rankin Construction Inc. Management	January 10, 2022