HEALTH, ENVIRONMENT, SECURITY AND SAFETY MANUAL

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SECTION 1 COMPANY HEALTH ENVIRONMENT, SECURITY AND SAFETY POLICY

HEALTH, ENVIRONMENT, SECURITY AND SAFETY POLICY

Midwest Group's HESS program is designed to prevent injuries and to provide a safe and healthy work environment for all personnel. Midwest recognizes the right of workers to work in a safe and healthy work environment. At Midwest Group we believe that health, environment, security and safety make up the four pillars of an overall and effective loss prevention program that envelopes quality, productivity and schedule.

Managers, supervisors and workers must assess all work sites before work begins and identify existing and potential hazards. The methods used to control or eliminate the identified hazard must be clearly stated on a written job hazard assessment form as per part 2 of the Alberta OH & S Code (Third Edition 2013). Complete and active participation by everyone, every day, in every job is necessary in the safety commitment the company expects.

Midwest Group supports the coordinated effort of all workers and managers, concerning loss prevention in all facets of every task.

All personnel are responsible for their own safety, that of their co-workers and any other worker present on the job site who may or may not be in the director employ of Midwest Group. By complying with legislation, company and industry best practices, it is our goal to continually work towards zero harm to personnel, equipment, materials, the environment and security of people, equipment and materials. The continued success of our HESS program requires the dedication, commitment, and total participation of all management and frontline personnel working together to achieve this common goal.

Midwest Group. will achieve this goal with performance metrics that are attainable through the implementation of our program and ongoing continual improvement of all practices associated with the policies, safe work practices, procedures and legislative requirements of the provinces that we operate in.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

1.0 INTRODUCTION

As part of work execution, the management, supervisors and workers of Midwest Group are working to establish a HESS culture belief that the journey to best in class safety performance is available to all personnel and subcontractors working on behalf of Midwest Group. We expect that our personnel and any of our sub-contractors will be in full compliance with all applicable legislative requirements.

Midwest Group Management believe that Health, Environment, Security, Safety and even Quality Control/Assurance form the foundations of an overall and effective loss prevention program.

At Midwest Group we believe that many of our skills, knowledge and experience are transferable in our desire for;

- protecting the health of our workers, their families,
- being stewards of the environment in a proactive manner,
- being secure in our own communities and the project sites where we work,
- while providing a common sense approach to project safety requirements.

This HESS manual is the cornerstone of our values regarding overall safety performance and is in line with the requirements of the various regulatory bodies listed and shall govern all work site activities in Alberta and the provinces we operate in:

- Alberta Occupational Health and Safety Act, Regulations and Code
- Canada Labor Code Part 11, Safety (if applicable for Federally regulated work)
- NFPA (National Fire Protection Association)
- Alberta Fire Code
- Alberta Safety Codes

This manual is not intended to be an all-inclusive set of rules, but the minimum level of care and attention to safety that all personnel, whether employed or sub-contracted to shall meet when working for our MIDWEST GROUP and our clients.

The Midwest Group HESS Manual is intended to be a living document and any recommended improvements, changes or deviations must be approved by the President of Midwest Group

1.1 PRINCIPLES & TENETS

WE WORK ACCORDING TO THESE TWO PRINCIPLES, AND TEN TENETS.

Principle #1: Walk the talk. – Actions matter more than words. Say what you will do, and do it.

Principle #2: Integrity has value. – Do it the right way, not the easy way.

WE WILL ALWAYS:

1. Live each work day with courage, ride for the brand.
– We value the courage it takes to speak up about risks when others are blind to them.

2. Remove barriers to working safely.
– Safe work outcomes are achieved when workers are equipped to do it right the first time.

3. Some decisions are not easily made, do not look the other way, you are accountable.
– We would rather stop for something small than get stopped by something much larger.

4. Recognize limitations of equipment, materials and people.
– Equipment, materials, people, and processes all have their failure modes.

5. When you make a promise, keep it.
– We will comply with all applicable regulations to generate an honest return for personnel.

6. Do what has to be done and know where and when to draw the line.
– Abnormal conditions or behaviors must be addressed with a solution in mind.

7. Take pride in your work.
– We believe the truest rate of return should consider both the direct costs of production and the indirect costs associated with safety, reputation, quality, environmental impacts, and our social license to operate.

8. Consider other options and perspectives as equally valid as our own.
– All perspectives are valid: some are more informed, or others have a fresh set of eyes.

9. Guard our own safety and that of others.
– Everyone has the right to get home safely and enjoy what matters to them the most.

10. Strengthen the weakest link in the chain.
– If the learner hasn't learned, the mentor hasn't taught.

1.2 DEFINITIONS

"ACCIDENT PREVENTION" means the application of measures designed to reduce accidents or the potential for accidents within a system, organization, or activity. An accident prevention program is one which aims to avoid injury to personnel and / or damage to property, materials or, equipment.

"COMPETENT" means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

"COMPETENT PERSON" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

"CONFINED SPACE" means an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy with a restricted means of entry or exit and may become hazardous to a worker entering it because, (a)of its design, construction, location or atmosphere, (b) of the work activities, materials or substances in it, (c) the provision of first aid, evacuation, rescue or other emergency response service is compromised, or (d)of other hazards relating to it.

"CONSTRUCTION MANAGER" means the Client appointed Construction Manager.

"CONTRACTOR" means the person, firm or corporation identified as such in the executed Agreement.

"CONTRACTOR SAFETY PROGRAM" means the Contractor's health and safety system in which the Contractor defines how they do their work and administer their health and safety system.

"EMPLOYER" means (a) a person who is self-employed in an occupation, (b) a person who employs one or more workers, (c) a person designated by an employer as the employer's representative, or (d) a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.

"FACILITY or FACILITIES" means any location where Midwest is performing work.

"GROUND DISTURBANCE" means a ground disturbance is defined as any work, operation or activity that results in a disturbance of the earth to a depth of 30cm or more.

"HESS" means Health, Environment, Security and Safety.

"HOT WORK" means the use of open flames, other heat sources, static and / or spark-producing devices where there is a potential for explosion or fire.

"INCIDENT" means an unplanned event or chain of events, which has or could have resulted in injury and / or damage (loss) to assets, or which may have an impact on the public. "Incident" denotes both near miss events and accidents. The extent of near miss reporting and investigation is determined by the seriousness of the incident (i.e. its potential).

"MATERIAL SAFETY DATA SHEET" means a summary sheet supplied by the controlled product manufacturer that identifies the hazards, proper storage, and handling

"NCSO" means a National Construction Safety Officer from any province.

"OPERATOR" means any employee of a client.

"PRIME CONTRACTOR" means the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contactor, or if no

"PROJECT HSE PLAN" means a document that demonstrates how MIDWEST GROUP shall safely execute their work on any client site.

"REGULATION" means a rule, ordinance, law, legal regulation, or device by which conduct or performance is controlled.

"RESTRICTED SPACE" means an enclosed or partially enclosed space, not designed or intended for continuous human occupancy, that has an impeded or restricted limited means of entry because of its construction.

"SAFE WORK PERMIT" shall mean a permit issued as a written record by which a client authorizes an ANNSI employee to do work at a site.

"SAFE WORK PRACTICES" means the procedures for performing specific tasks which when followed protect persons from illness, injury, and the protection of property from damage.

"SAFE WORK PROCEDURE" means a series of specific steps that guide a worker through a task from start to finish in a chronological order to reduce the risk by minimizing potential exposure.

"VISITOR" means any individual who is not performing any assigned work activity on a project controlled worksite. An example of a visitor is any individual or group on a tour of a worksite.

"SAFETY REPRESENTATIVE" means an individual who is qualified to provide on-site safety services.

"WORKER" means any person engaged in an occupation at the worksite.

1.3 LEADERSHIP, ACCOUNTABILITY AND RESPONSIBILITY

OPERATION MANAGER'S ROLES & RESPONSIBILITIES

Specific responsibilities include, but are not limited to the following:

- Ensure hazard assessments are conducted as required.
- Allocation of appropriate resources for an effective Injury Prevention Program.
- Review safety inspection reports to ensure that problem trends and repeat incidents are corrected and/or eliminated.
- Review accident investigation reports to ensure they are serving their intended purpose.
- Review of all safety documentation as being generated from the project.
- Hold personnel accountable for safety performance.
- Set a good safety example.

PROJECT MANAGERS' ROLES & RESPONSIBILITIES

The project manager is responsible for the effective application of health and safety policies and procedures on the project site. The projects managers will:

- Ensure that hazard assessments are conducted as required.
- Follow up and ensure that all trade contractors are providing effective safety orientation to their personnel, utilizing the format provided.
- Ensure general and site specific safety orientation is provided to new workers prior to assignment of duties.
- Develop, submit for approval, and implement all unique Safe Job Procedures.
- Review safety procedures developed by trade contractors.
- Enforce safety requirements.
- Ensure that all personnel under his direction are held accountable for their safety performance.
- Ensure that weekly safety meetings are being held on site.
- Ensure the foremen frequently monitor the working conditions and the work practices of their workers.
- Ensure that safe work practices and safe job procedures are being followed. Ensure that new safe work practices and safe job procedures are developed as required and followed.
- Ensure that all accidents are promptly investigated, recorded, reported to management and appropriate corrective action is taken.
- Notify appropriate authorities (Safety Manager, OH&S) of accidents as per the Government requirements and owner requirements.
- Ensure compliance with the O.H. & S. regulations.
- Set a good safety example.

SUPERVISOR'S ROLES & RESPONSIBILITIES

The supervisor is responsible for promoting safety awareness and safe work skills in his workers, demonstrating by example that safe job performance is a top priority. The Supervisor will:

- Conduct hazard assessments as required.
- Provide safety equipment and protective devices to his personnel.
- Enforce all safety rules.
- Develop and administer an effective program of good housekeeping.
- Correct all substandard acts and/or conditions.
- Participate in, and ensure prompt and complete investigation and reporting of all accidents and incidents in his area of responsibility.
- Ensure all equipment used on site is maintained in a safe operating condition.
- Ensure PPE is readily available at the work site; correctly used, stored, maintained and replaced when necessary. (any new PPE implemented into the work place ensure that workers receive adequate instruction in its use.)
- Set a good safety example.

WORKERS' RESPONSIBILITIES

- Every worker has the obligation to refuse unsafe work.
- Each worker has the right to know and the right to participate in their employer's safety program.
- Every worker shall take reasonable care to protect the health and safety of himself and others present while he is working.
- Follow project rules, conduct or participate in hazard assessments as required and follow safe work practices and safe job procedures.
- Comply with all Personal Protective Equipment (PPE) requirements.
- Maintain good housekeeping within the work area.
- Report substandard conditions and substandard acts.
- Report all near misses.
- Report all accidents and injuries to your supervisor no matter how minor.
- Inspect all PPE prior to its use and wear as required by this manual.
- Follow all company rules
- Be at work fit for duty which means rested, not under the influence or in possession of drugs or alcohol.
- If under the direction of a physician and using prescription drugs, inform your supervisor of the potential side effects of medications and to use those medications in the properly prescribed manner.
- Participate and contribute actively in safety meetings.
- Set a good safety example.

SAFETY ADVISOR

- Ensure compliance of MIDWEST GROUP project personnel with the MIDWEST GROUP HESS Manual along with any Client HSE Program and applicable legislated requirements and conditions herein.
- Develop and implement a proactive approach to solving workplace challenges and improvement opportunities by positive implementation of leading indicators, instead of reactive to those events commonly referred to as lagging indicator.
- Where required, make revisions to portions of the Project HESS Plan that supports continuous improvement as directed.
- Advise Client/MIDWEST GROUP management/supervision on matters related to occupational health, environment, security and safety that may impact the project.
- Have, at a minimum, a Construction Safety Officer qualification, with industrial or major project experience of four-plus (4+) years in a Lead role.
- Attend/Lead at various meetings, such as tool box, safety meetings and progress meetings to provide additional support and project safety communications as well as monitor those meetings for quality and content.
- The MIDWEST GROUP HESS Lead shall be a visible presence in the field by spending a proportionate time between this role and other functions and duties where required.
- Provide advice and HESS experience, knowledge and action.
- Acts as the Lead investigator on incident investigations.
- Liaise with other Contractors and the Client on specific HESS matters.

VISITORS RESPONSIBILITY

- Be properly orientated as per the client's requirements.
- Wear Personal Protective Equipment (PPE) as required.
- Not go anywhere on site without a Midwest escort.
- Adhere to their Legislative Responsibility

SUPPLIERS

- Suppliers are directed to provide tools and equipment to MIDWEST GROUP that meets all legislated requirements and standards as well as manufacturers specifications.
- Suppliers shall ensure that all tools, appliance, equipment, designated substance or hazardous material that the supplier supplies comply with all applicable legislation, regulations and codes.

SUBCONTRACTOR (CONTROL)

- All sub-contractors shall submit current insurances such as vehicles, WCB, and applicable General Commercial Insurances, Certificate of Incorporation. All sub-contractors and their

employees are to attend at any project orientation prior to working and to comply with all policies, procedures, rules and regulations as required.

- Unless otherwise described or directed, attend at any required tool box or safety meeting.

SECTION 2 WORPLACE HAZARD MANAGEMENT AND CONTROL

HAZARD ASSESSMENT POLICY

PURPOSE

The purpose of this policy is to ensure that all worksites and tasks are suitably assessed for hazards and the necessary, effective controls are in place to reduce or eliminate risk.

POLICY

It is the policy of Midwest Group to implement a systematic process for the identification and control of hazards.

At a minimum, Midwest Group shall:

1. Perform a comprehensive hazard assessment for all activities; equipment; processes and property under our control.

2. Review the comprehensive hazard assessment annually to ensure its ongoing suitability for our operational needs.

3. Perform task hazard assessments prior to the start of any job requiring activities which are new or unusual.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

2.1 HAZARD ASSESSMENT

- Hazard Assessment is the means used for identification, recording and control of potential or existing hazards to prevent accidents.
- Written hazard assessments will be conducted on projects on a regular basis. On smaller projects a minimum of one will be conducted.
- The project team will provide safeguards, enforce personal protective equipment rules and develop code of practice or safe work plans where hazards cannot be eliminated.
- Hazards listed are to be prioritized by their degree of risk.
- Known or potential hazards, which cannot be disposed of or easily detected and controlled, must be given special attention.
- Hazards can be divided into two categories:
  a) Health Hazards – any agent, condition or situation that can cause an occupational illness:
     a. Chemicals
     b. Dusts, molds, air-borne particulates
     c. Energy sources
     d. Noise
     e. Work design (ergonomics)
     f. Harassment, violence
  b) Safety Hazards – anything that can cause an injury, e.g.:
     a. Slip/ trip hazards
     b. Working at heights
     c. Fire/ explosives
     d. Machinery
     e. Vehicles
     f. Lifting

2.3 PARTICIPATION IN HAZARD ASSESSMENTS

- Management is responsible to ensure that employees under their supervision complete and participate in performing Hazard Assessments as required.
- Supervisor is responsible to ensure that corrective or hazard reduction actions identified in the Hazard Assessment process are implemented and communicated in their areas of responsibility.
  - Identify current and future methods of control for each hazard identified.
  - Review completed hazard assessments with employees.

2.4 JOB HAZARD ASSESSMENTS

The JHA is part of the work planning process prior to starting a work task activity, where Foremen and workers determine the tasks to be performed, evaluate the hazards and implement appropriate controls;

- When a change to the work scope or a new hazard is identified while working the worker(s) are required to "Immediately Stop Work", notify their Foreman and update the JHA before restarting the assigned job task.
- Midwest foremen have the right to audit each contractor and their subsequent field crews to ensure that JHAs are current for the work being performed and comply with the Company and Contractor Safety Plans.
- JHAs found not to be current with the activities being performed will be in breach of this manual and shall result in that portion of the work being stopped and the JHA updated by the Foreman and crew for those activities.
- All sub-contractors shall have a field level risk assessment program to be used during the project or required to sign on to Midwest's process.

2.5 JOB SITE (PRE-JOB) HAZARD ASSESSMENTS

Pre-Job Hazard Assessments are a real-time assessment of the work site, and are carried out by employees prior to carrying out their work for the day.

PROCESS

The Job Hazard Assessment Process is a simple walk through of the work area to look for hazardous conditions that could lead to an incident. The easiest method is the Look-See-Observe method. This method begins with an overall view of the work site, followed by "drilling down" into the details.

1. LOOK – Look at the general condition of the work site. Look at the equipment, materials, weather, housekeeping and people present. If something seems like it might be out of place, take a closer look at it. Example: "I see a Zoom Boom".

2. SEE – Seeing involves drilling down into what is being looked at, and naming the parts of the machine, tools, equipment or materials. Example: “I see the Zoom Boom has forks, tires and a windshield”.

3. OBSERVE – Observing means to think critically about what you are looking at, by drilling down a little further. Example: “I observe that the zoom boom has a bent fork, a cracked windshield and a tree root stuck between the tire and rim”.

THE LOOK-SEE-OBSERVE method is an easy way to make any hazards pop out at you, and mitigates the checklist fatigue that can come with using checklists on a daily basis.

2.6 PRE-PROJECT HAZARD IDENTIFICATION / ANALYSIS

Job Number: _____Project Name: _____

Location: _____

Developed By: _____

Reviewed By: _____

BACKGROUND:

- What is the scope of the project?

- What are the limitations of the hazard analysis?

LOCATION:

- What is the exact location of the project?

- Are there any hazards as a direct result of the location of the project?
  - Traffic hazards and site access
  - Congestion due to site layout
  - Environmental issues
  - Weather
  - Process considerations
  - Known or unknown utilities
  - Emergency response concerns

- What are the suggested controls for the hazards identified above?

_____

_____

_____

- Are there any hazard assessments that have been done on this site that are available for review?

HEALTH:

- Define any specific health and hygiene issues related to the site

_____
_____
_____

Include any health and hygiene hazards directly related to the project (examples below)

- o A list of possible chemical and biological exposures (MSDS requirement) as a result of the location of the project, or the materials to be used in the construction phase.
- o Are there any substances and processes requiring a code of practice?
- o Any possible Occupational exposure limits for possible chemical or biological substances
- o Any noise exposure?

SAFETY:

- What are the specific safety issues related to the project?

_____
_____
_____

- Any safety hazards as a direct result of the project?
  - o Working at heights
  - o Critical lifts
  - o Confined space – Restricted Space
  - o Lock-outs
  - o Specialized Personal Protective Equipment requirement

What are the applicable Alberta Legislated Hazard Assessment requirements with respect to the scope of the project?

- 52(1) Confined Space – Restricted Space
- 210 Manual Lifting
- 221-222 Noise
- 228(1) PPE to include Hardhat, safety glasses, footwear, gloves
- 310(2) Machine Guards
- 319 Cutting Machines
- 389 Violence
- 393 Working Alone

What Alberta Legislated Safety codes of practice are associated with the project?

- Confined Space – Restricted Space
- Respiratory Protective Equipment
- Fall Protection Plan
- Emergency Response
- What controls are to be used for these safety hazards?

- Does the owner or prime contractor have any procedures, practices, standards or policies?

ENVIRONMENT

- Are there any specific environmental issues related to the project?
  - Air quality plan
  - Waste handling
  - Hazardous waste
  - Recycle plan
  - Water management plan
  - Controlled products plan (WHMIS)

- What are the applicable Alberta Legislated Environmental requirements with respect to the scope of the project?
  - Alberta Environmental Protection and Enhancement Act

- What controls are being put in place?

- Any environmental impact studies completed on the project location?

SECURITY:

- Are there any specific security requirements for the project?

- Are there any security concerns as a result of the project?
  - Travel and site access
  - Defined site boundaries
  - Identification badges
  - Vehicle permits

- What controls need to put in place for the above concerns?

- What are the Prime Contractor or Owner requirements with respect to Security on the project?

2.7 JOB HAZARD ASSESSMENT (SAMPLE FORM)

To be completed prior to daily task & reviewed/initialled after breaks

1. JOB #: _____ JOB NAME: _____DATE/TIME: _____

2. LOCATION OF WORK: _____ CONDUCTED BY: _____

3. CRITICAL TASKS TO BE COMPLETED:

- **Demolition** ☐
- Interior Framing ☐
- **Install**ing drywall/insulation ☐
- **Using** joint compounds ☐
- **Other**_____ ☐
- **Installing ceiling grid** ☐
- **Installing ceiling tile** ☐
- **Layout** ☐
- **Exterior Walls** ☐
- **Other**_____ ☐

4

Item #	Identified Hazards	Priority (1-2-3-4-5)	Safety Hazard & Location
Priority Index: 1. Very Hazardous 2. Hazardous with moderate risk 3. Low risk 4. O.K. 5. Not Applicable (N/A)			
1	Housekeeping / Material Storage		
2	Heavy Material / Awkward Lifting		
3	Cutting Material (Sharp Edges, Tools)		
4	Dust		
5	Lighting (Temporary or Permanent)		
6	Ventilation/Temperature		
7	Electrical hazards		
8	Overhead hazards		
9	Scaffolds (Baker or Rolling)		
10	High traffic (Occupied Space)		
11	Is there Excessive noise?		
12	Scissor Lift / Aerial Work Platform		
13	Other Trades / Workers / Customers		
14	Site Heavy Equipment/Traffic		
15	Other		

5.

Item #	Priority	CORRECTIVE ACTION NEEDED	Completed by	Date completed
Priority Index: 1. Very Hazardous 2. Hazardous with moderate risk 3. Low risk 4. O.K. 5. Not Applicable (N/A)				

6. HAZARD ASSESSMENT RESULTS AND CORRECTIVE ACTION REVIEWED WITH **ALL** WORKERS AFFECTED

Start of Day Signature **After Break Initial only**

_____ _____ _____ _____

7. COMPLETED BY: _____Foreman Review_____

2.8 JOB HAZARD ASSESSMENT (FAST WALL-SAMPLE)

To be completed at Job Start up or When Job/Site Conditions Change

1. JOB #: _____ JOB NAME: _____ DATE/TIME: _____
2. LOCATION: _____ CONDUCTED BY: _____

Item #	**Identified Hazards** (Activities & Conditions)	Priority (1-2-3-4-5)	Safety Hazard & Location
Priority Index: 1. Very Hazardous 2. Hazardous with Moderate Risk 3. Low Risk 4. O.K. 5. Not Applicable (N/A)			
1	Housekeeping/Material Storage		
2	Other workers		
3	Training		
4	Lighting		
5	Environmental Hazard		
6	Electrical hazards		
7	Overhead hazards		
8	Restricted access/Egress		
9	Ladders		
10	Work heights		
12	Vehicle traffic in storage yard		
13	First Aid availability/Skills		
14	Other_____		

4. Critical Tasks in Progress:

- Framing & layout ☐
- Operating Equipment (Forklift) ☐
- Operating Power Tools (Chop Saw, etc.) ☐
- Operating Overhead Crane ☐
- Other_____ ☐
- Other_____ ☐

Item #	Priority	CORRECTIVE ACTION NEEDED	Completed By	Date completed
Priority Index: 1. Very Hazardous 2. Hazardous with moderate risk 3. Low risk 4. O.K. 5. Not Applicable (N/A)				

6. Hazard assessment results and corrective action reviewed with workers (**workers print name)**:

_____ _____

_____ _____

COMPLETED BY: _____

FOREMAN REVIEW: _____

2.9 FORMAL JOB HAZARD ASSESSMENT INVENTORY

FREQUENCY:

1. Improbable – Manifestations of the hazard are very unlikely
2. Remote – Manifestations of the hazard are possible, but unlikely
3. Occasional – Some Manifestations of the hazard are likely to occur
4. Probable – Hazards will be experienced
5. Frequent – Hazards likely to occur

SEVERITY:

1. Negligible – No significant risk of injury
2. Minor – Potential for minor injury
3. Moderate – Potential for moderate injury
4. Critical – Potential for severe injury
5. Catastrophic – Likely to result in death

Position	Tasks	Risks Hazards	Frequency Severity	Controls	Corrective Actions
CEO	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,2	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain, set up work station with correct ergonomics
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Traffic (Heavy, Light, speed, congestion, accident)	4,4	Administrative	Allow plenty of time to arrive at the appointed time. Do not rush or if driving long distances take micro breaks, stretch, meals etc.
	Site Visits	Unknown	4,3	Elimination	Does the site visit have to occur?
	Site Visits	Unknown	4,3	Administrative	Site orientation, proper PPE
	Site Visits	Unknown	4,3	Administrative	Review Site Hazard Assessments
	Site Visits	Unknown	4,3	Administrative	Training (WHMIS, Confined Space, Fall Protection)
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Executive Assistant	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain and work station setup is ergonomically correct

	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure, get assistance in moving heaving objects
	Replacing Ink Cartridges	Hazardous Materials Handling	3,2	Administrative	Review manufacturer's instructions
	Working after hours	Security concerns	3.2	Administrative	Park in well-lit areas for visibility of area, follow working alone protocol
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Marketing Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,2	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure, get assistance in moving heaving objects
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving, Sire Visits	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Allow plenty of time to arrive at the appointed time. Do not rush or if driving long distances take micro breaks, stretch, meals etc.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Sales Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure, get assistance in moving heaving objects
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.

	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings	Vehicle Operation	4,4	Administrative	Allow plenty of time to arrive at the appointed time. Do not rush or if driving long distances take micro breaks, stretch, meals etc
	Driving (Site Visits, Meetings	Vehicle Operation	4,4	Administrative	Road conditions to be monitored prior to leaving to allow for changing traffic patterns
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Client Relations Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure, get help when required
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Allow plenty of time to arrive at the appointed time. Do not rush or if driving long distances take micro breaks, stretch, meals etc Road conditions to be monitored prior to leaving to allow for changing traffic patterns
	Driving (Site Visits, Meetings	Vehicle Operation	4,4	Administrative	Road conditions to be monitored prior to leaving to allow for changing traffic patterns
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Business Dev Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required

	Accessing Office	Seasonal Weather Conditions (Slips)	3,3	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Road conditions to be monitored prior to leaving to allow for changing traffic patterns
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Operations Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. Training (Have you taken any driver's training?) On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Road conditions to be monitored prior to leaving to allow for changing traffic patterns
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Operations Assistant	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.

	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Lifting boxes and equipment	Strain/Sprain	3,4	Engineered	Use a dolly or two wheeler to move object
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Admin Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Admin Assistant	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Replacing Ink Cartridges	Hazardous Materials Handling	3,2	Administrative	Review manufacturer's instructions

Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Finance Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Safety Advisors	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Accessing Office	Seasonal Weather Conditions (Slips)	3,4	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Road conditions	4,4	Administrative	Follow the rules of the road (Travel at posted speed limits, obey traffic signals)
	Driving (Site Visits, Meetings)	Road conditions	4,4	Administrative	Vehicle Inspection and Maintenance ongoing
	Driving (Site Visits, Meetings)	Road conditions	4,4	Engineered	Ensure vehicle has good tires and is mechanically sound
	Site Visits	Unknown	4,4	Elimination	Does the site visit have to occur?
	Site Visits	Unknown	4,4	Administrative	Site orientation

	Site Visits	Unknown	4,4	Administrative	Review Site Hazard Assessments
	Site Visits	Unknown	4,4	Administrative	Training (WHMIS, Confined Space, Fall Protection)
	Site Visits	Unknown	4,4	Personal Protective Equipment	At minimum CSA Approved Footwear, Hard Hat, Safety Glasses
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Sales Support	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain
	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Engineered	Ensure work station is setup ergonomically correct. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Estimating Support	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions

Pre-Construction Facilitator	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Accessing Office	Seasonal Weather Conditions (Slips)	3,4	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving (Site Visits, Meetings)	Environmental (Daytime, night time, rain, snow, fog, other)	4,4	Administrative	Can the trip be postponed due to inclement weather? Reschedule travel
	Site Visits	Unknown	4,4	Elimination	Does the site visit have to occur?
	Site Visits	Unknown	4,4	Administrative	Site orientation
	Site Visits	Unknown	4,4	Administrative	Review Site Hazard Assessments
	Site Visits	Unknown	4,4	Administrative	Training (WHMIS, Confined Space, Fall Protection)
	Site Visits	Unknown	4,4	Personal Protective Equipment	At minimum CSA Approved Footwear, Hard Hat, Safety Glasses
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Project Managers	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Lifting boxes and material	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if

					needed immediately or scheduled for maintenance
	Site Visits	Unknown	4,4	Elimination	Does the site visit have to occur?
	Site Visits	Unknown	4,4	Administrative	Site orientation
	Site Visits	Unknown	4,4	Administrative	Review Site Hazard Assessments
	Site Visits	Unknown	4,4	Administrative	Training (WHMIS, Confined Space, Fall Protection)
	Site Visits	Unknown	4,4	Personal Protective Equipment	At minimum CSA Approved Footwear, Hard Hat, Safety Glasses
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Purchasing Manager	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain
	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Engineered	Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Site Services Facilitator	Administrative (keyboarding)	Repetitive strain of wrists and hands	3,3	Administrative	Take short breaks when long periods of keyboarding occur, stretching of hands and wrists to alleviate strain. Ensure work station is setup ergonomically correct
	Accessing Office	Seasonal Weather Conditions (Slips)	3,2	Administrative	Sidewalks cleared in winter time of snow and ice. Parking lot sanded, Office stairs cleared of any obstructions.
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
	Lifting boxes and equipment	Over Exertion	3,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Site Services Assistant	Shipping /Receiving Material	Over Exertion	4,4	Administrative	Use proper lifting techniques, Safe Job Procedure. Get help when required
	Forklift Operation	Lifting	4,4	Administrative	Pre-use Inspection

	Forklift Operation	Collision	4,4	Administrative	Training, Certified operator
	Forklift Operation	Upset	4,4	Administrative	Safe Job Procedure
	Aerial Work Platform	Collision / Upset	4,4	Administrative	Training, Certified Operator, Safe Job Procedure
	Aerial Work Platform	Fall	4,4	Administrative	Fall Protection Training, Safe Job Procedure
	Aerial Work Platform	Fall	4,4	Personal Protective Equipment	Harness use while in Aerial Work Platform, Safe Job Procedure
	Power Tool Operation	Table Saw	4,4	Engineered	Inspected for defects prior to use, Safe Job Procedure, Area Barricaded off so that no one enters the area while operating the saw.
		Table Saw	4,4	Administrative	Owner's Manual read prior to first time use or when operator has not used for extended period of time.
		Table Saw	4,4	Personal Protective Equipment	Safety Glasses, Dust Mask as applicable, Gloves as needed
	Entering building from parking lot	Vehicles entering or leaving the parking lot	3,4	Administrative	Ensure you are aware of surroundings and any parking lot traffic.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Site Services Specialist	Loading and Unloading material from truck deck	Strain and Sprain	5,4	Engineered	Use dollies and mechanical assist equipment (forklift, hand truck, drywall carts) to load and unload truck as much as possible
	Driving to and from jobsites	Site conditions	4,4	Administrative	Review site Hazard Assessment prior to any task at a site.
	Driving to and from jobsites	Truck breaking down while driving	4,4	Administrative	Valid license. On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance
	Driving to and from jobsites	Other Drivers	4,4	Administrative	Follow road regulations and use defensive driving habits to mitigate possibility of incident.
	Site Visits	Unknown	4,4	Elimination	Does the site visit have to occur?
	Site Visits	Unknown	4,4	Administrative	Site orientation
	Site Visits	Unknown	4,4	Administrative	Training (WHMIS, Confined Space, Fall Protection)
	Site Visits	Unknown	4,4	Personal Protective Equipment	At minimum CSA Approved Footwear, Hard Hat, Safety Glasses
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Foreman	Driving (Site Visits, Meetings)	Vehicle Operation	4,4	Administrative	Valid license. On company vehicles ensure that you conduct an inspection prior to use. Document any deficiencies for correction if needed immediately or scheduled for maintenance

	Layout of Job	Unknown Site Conditions	3,3	Administrative	Pre-Project Hazard Assessment Review
	Layout of Job	Unknown Site Conditions	3,3	Administrative	Initial Project Hazard Assessment Review
	Layout of Job	Other Trades	3,3	Administrative	Site Specific Orientation
	Install Steel Studs	Power Tools	3,3	Administrative	Safe Job Procedure
	Install Steel Studs	Hand Tools	3,3	Administrative	Safe Job Procedure
	Install Steel Studs	Work at Heights	3,3	Engineering	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Install Steel Studs	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Install Steel Studs	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Install Ceiling Grid	Power Tools	3,3	Administrative	Safe Job Procedure
	Install Ceiling Grid	Hand Tools	3,3	Administrative	Safe Job Procedure
	Install Ceiling Grid	Work at Heights	3,3	Engineering, Administrative	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Install Ceiling Grid	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Install Ceiling Grid	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Install Ceiling Grid	Unknown Objects in floor slabs when drilling for hanger inserts	3,3	Engineering	Use hand held
	Installing Drywall	Power Tools	3,3	Administrative	Safe Job Procedure
	Installing Drywall	Hand Tools	3,3	Administrative	Safe Job Procedure
	Installing Drywall	Work at Heights	3,3	Engineering, Administrative	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Installing Drywall	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Installing Drywall	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Other Trades	Awareness	3,3	Administrative	Communicate with other trades when working in close proximity.
Position	Tasks	Risks/Hazards	Frequency Severity	Controls	Corrective Actions
Interior Systems Mechanic	Install Steel Studs	Power Tools	3,3	Administrative	Safe Job Procedure
	Install Steel Studs	Hand Tools	3,3	Administrative	Safe Job Procedure

	Install Steel Studs	Work at Heights	3,3	Engineering	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Install Steel Studs	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Install Steel Studs	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Install Ceiling Grid	Power Tools	3,3	Administrative	Safe Job Procedure
	Install Ceiling Grid	Hand Tools	3,3	Administrative	Safe Job Procedure
	Install Ceiling Grid	Work at Heights	3,3	Engineering, Administrative	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Install Ceiling Grid	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Install Ceiling Grid	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Install Ceiling Grid	Unknown Objects in floor slabs when drilling for hanger inserts	3,3	Engineering	Use hand held
	Installing Drywall	Power Tools	3,3	Administrative	Safe Job Procedure
	Installing Drywall	Hand Tools	3,3	Administrative	Safe Job Procedure
	Installing Drywall	Work at Heights	3,3	Engineering, Administrative	Safe Job Procedure - Use of correct equipment (Step Ladder, Scissor Lift, Safety Harnesses) and PPE to complete task safely
	Installing Drywall	Sharp Edges	3,3	Personal Protective Equipment	Safe Job Procedure - Wear cut resistant gloves
	Installing Drywall	Housekeeping	3,3	Administrative	Ensure all workers are cleaning up after themselves through toolbox discussions.
	Other Trades	Awareness	3,3	Administrative	Communicate with other trades when working in close proximity.

SECTION 3 SAFE WORK PRACTICES

Safe work practices are ways of controlling hazards and doing jobs with minimal risk to people and property. To reduce risks, an organization must have a set of safe work practices. Safe work practices contained herein are to be reviewed with personnel. Management must understand and fully endorse these safe work practices, and ensure that: safe work practices are in writing;

- all employees understand the safe work practices that apply to them;
- all equipment and management support to permit compliance are available;
- supervisors ensure that all safe work practices are followed;
- safe work practices are reviewed annually and updated as required by either legislation requirements or manufactures notice.

At Midwest Group the following safe work practices have been developed and others will be added as different tasks or tools are added.

- Housekeeping and Access at Sites
- Office Safety
- Defective Tools
- Fire and Use of Fire Extinguishers
- Portable Ladders
- Step Ladders
- Scaffolding
- Compressed Air
- Operation of Air Tools
- Extension Cords
- Power Tools Router Use
- Screw-gun Use Use of Chop Saws
- Hand-Held Power Circular Saws
- Portable Grinders
- Abrasive Wheels
- Welding, Cutting and Burning
- Use of Sharp Hand Tools
- Asbestos on the Worksite
- Fall Protection
- Driving a Motor Vehicle
- Working in an Occupied Space
- Use of Noggin Punch

3.1 SAFE WORK PRACTICE ANNUAL REVIEW

SAFE WORK PRACTICE	2015 REVEIW		LAST REVIEW OR DEVELOPMENT DATE	
	DATE	BY WHOM	DATE	BY WHOM
3.1 HOUSEKEEPING			Feb 2017	Darryl Braaten
3.2 OFFICE SAFETY			Feb 2017	Darryl Braaten
3.3 DEFECTIVE TOOLS			Feb 2017	Darryl Braaten
3.4 FIRE EXETINGUISHERS	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.5 PORTABLE LADDERS			Feb 2017	Darryl Braaten
3.6 STEP LADDER			Feb 2017	Darryl Braaten
3.7 SCAFFOLD USE	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.8 FALL PROTECTION			Feb 2017	Darryl Braaten
3.9 COMPRESSED AIR	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.10 OPERATION OF AIR TOOLS			Feb 2017	Darryl Braaten
3.11 ABRASIVE WHEELS	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.12 POPRTABLE GRINDER	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.13 POWER TIOOLS	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.14 WELDING, CUTTING & BURNING	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.15 USE OF SHARP HAND TOOLS	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.16 USE OF CHOP SAWS			Feb 2017	Darryl Braaten
3.17 SCREWGUN USE	March 18/15	Dan McMahon	Feb 2017	Darryl Braaten
3.18 ROUTER USE	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten
3.19 EXTENTION CORDS	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten
3.20 ASBESTOS ON THE WORKSITE	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten
3.21 DRIVING A COMPANY VEHICLE	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten
3.22 WORKING IN AN OCCUPIED SPACE			Feb 2017	Darryl Braaten
3.23 NOGGIN PUNCH	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten
3.24 SLAB EDGE WORK	March 16/15	Chris Macleod	Feb 2017	Darryl Braaten

001 SAFE WORK PRACTICE – HOUSEKEEPING

Developed by: **Ashford Baker** **Date: 06/19/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/21/17**

GENERAL: to ensure that hazards on a work site are controlled to protect workers and visitors to the site.

PROTECTIVE MECHANISMS: Job Hazard Assessment, This Safe Work Practice, ERP, Part 12 OHS Code Housekeeping

SUPERVISOR RESPONSIBILITY:
1. Supervisors are responsible for ensuring that good housekeeping practices are maintained on the jobsite at all times.
2. Ensure site access is properly established and maintained (walkways and outdoor access, entrance stairs, doorways and all other points of access on the site must be made safe for workers.
3. Ensure proper lighting is installed for safe, efficient work to take place.
4. Confirm that visitors to the site are properly equipped with PPE and are made aware of Midwest Contracting Ltd. company policies.
5. The Supervisor should escort visitors to the site.

WORKER RESPONSIBILITY:
1. Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
2. Keep boxes, scrap lumber and other materials picked up. Put them in a dumpster or trash/debris area to prevent fire and tripping hazards.
3. Ensure enough light is provided for workers to see properly and to prevent accidents.
4. Be aware of others working nearby or passing through the work area.
5. Keep tools and equipment such as electrical cords and hand tools in neat order while in use.
6. Dispose of trash regularly throughout the workday and in the appropriate manner.
7. When moving material(s) through stairwell, make sure to point steel towards the ground when approaching doorways or intersecting walkways. Also accompany pointing material down with a yell, letting people know you're coming through. Always have someone with you to help with opening doors and directing you around corners.

002 SAFE WORK PRACTICE – OFFICE SAFETY

Developed by: **Bonnie Ballard** **Date: 07/02/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/19/17**

GENERAL: Protecting workers from injuries associated with office environment.

PROTECTIVE MECHANISMS:
- ERP (Emergency Response Plan) and periodic drills, Manufacturer's recommendations
- Alberta OH&S Act, Regulation & Code, Part 12 Housekeeping
- Hazard Assessment
- Alberta Fire Code
- Local Legislation
- MSDS
- Working Alone Policy

SUPERVISOR RESPONSIBILITY:
Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

WORKER RESPONSIBILITY:
1. Ensure you are conversant with emergency evacuation.
2. Ensure that all electrical cords are in good condition and are not overloaded.
3. Ensure that computer monitors are adjusted to correct height and kept clean.
4. Ensure fans/space heaters are used .to manufacturer specifications.
5. Ensure floors and aisles are kept clear and not cluttered.
6. Ensure that only one filing drawer is open at one time and those drawers are closed when not in use.
7. Ensure proper type of fire extinguisher is available.
8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
9. Operate microwave according to manufacturer's specifications.
10. Ensure coffee makers are used according to manufacturer specifications.
11. Ensure dishwasher is loaded and unloaded safely. (i.e. Discard of chipped/broken dishes and handle knives with the point facing down.)
12. Ensure photocopier is maintained according to manufacturer's specifications.
13. Ensure chairs are in good repair.
14. Ensure rugs are kept clean and in good repair – free of tripping hazard.
15. Ensure paper cutter blade is placed in closed lock position. Ensure fingers are clear of blade when cutting and use the handle to slowly and carefully bring blade down on paper.
16. Ensure all loose clothing is tied back when using paper shredder. Hold paper at the top of the sheet to feed through. Ensure it is unplugged to empty shredder**.**
17. Use handrails when ascending/descending stairs

003 SAFE WORK PRACTICE – DEFECTIVE TOOLS

Developed by: **Ed Korner** **Date: 07/31/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/23/17**

GENERAL:
Defective tools may not operate as designed by the manufacturer and therefore, when put to use a defective tool or piece of equipment can potentially malfunction, causing harm to the operator, surrounding personnel and/or property or even death.

PROTECTIVE MECHANISMS:
- Field Level Hazard Assessments (FLHA) and equipment inspections.
- The application of Personal Protective Equipment specific to the task being completed.
- Equipment guards and lockout/tagout policy.
- Emergency Response Procedures
- Manufacturer guidelines for equipment safe operation, maintenance and care

SUPERVISOR/WORKER RESPONSIBILITY:
Remove defective tools from service, tag and arrange for their return to Midwest for repair, replacement or permanent removal.

WORKER RESPONSIBILITY:
Inspect all tools and equipment prior to use and watch for broken or missing guards on powered equipment, malfunctioning cords / cables (electrical hazard), lines / hoses (high pressure air), malfunctioning start/stop switches, dull cutting tools (saws / knives / drill bits), mushroomed heads on striking tools (chisels), worn-out jaws (wrenches / pliers), missing or cracked / damaged handles on both hand and power tools

004 SAFE WORK PRACTICE – FIRE EXTINGUISHERS

Developed by: **Andrew Martin** **Date: 07/12/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/19/17**

GENERAL:
Guidelines outlined in this Safe Work Practice are designed to provide instruction to ensure workers are protected from hazards and injuries associated with fire and the use of fire extinguishers. When using fire extinguishers, workers shall employ all necessary steps to minimize risk and safeguard the well-being of themselves, their fellow workers, Midwest/Client property and the environment in which they are operating.

PROTECTIVE MECHANISMS:
The following elements shall be referenced and utilized at all times for the safe implementation of this practice and to ensure that all personnel, property and the environment are protected at all times when performing this operation:

- Field Level Hazard Assessments (FLHA), equipment inspections and maintenance.
- The application of Personal Protective Equipment specific to the task being completed.
- Emergency Response Procedures and manufacturer guidelines for safe operation, maintenance and care of extinguishers.
- This safe work practice
- Training in fire extinguisher use
- Maintenance and inspection of company issued fire extinguishers.

SUPERVISOR RESPONSIBILITY:
• Ensure that fire extinguishers are checked monthly and attached inspection tag updated.
• Ensure that workers are trained in the use of fire extinguishers and that appropriate fire extinguishers are suitably located and accessible on site.

WORKER RESPONSIBILITY
1) All employees are responsible to ensure that activities which may present a hazard to themselves or others are controlled through the use of the following principles:
2) Basic, approved personal protective equipment shall be utilized at all times on all CGT jobsites. This will include but shall not be limited to; hard hats, safety glasses, gloves, suitable boots, protective clothing and hearing protection where required.
3) Fires can start anywhere and at any time. For these reasons, it is critical to know which fire extinguisher to use and how to use it.
4) Always call for help and activate the fire or emergency alarm prior to attempting to extinguish any fire.
5) Never turn your back on a fire; back away until you are a safe distance from the fire and if safe to do so, locate an appropriate extinguisher and attempt to put the fire out.
6) If the fire is too big to control with equipment at hand, immediately remove yourself from the area, gather any workers present and move to the muster area for headcount.

7) **Understanding the Fire Triangle** is the most basic concept in fire prevention and control. In order for any fire to occur, three critical elements must be present:

- A fuel or combustible material
- An ignition or heat source
- Oxygen in sufficient quantities to support combustion

When all three of these elements come together, combustion is the result; however, if only one of these elements is removed from contact with the remaining two, the threat of a fire can be minimized. Therefore, if **oxygen**, **heat** or the **fuel supply** can be removed from contact with the remaining two, there is minimal risk of fire.

CLASSIFICATIONS OF FIRE

A	**CLASS A**: Fires that involve ordinary combustible materials such as **wood, paper, trash, plastic** and **cloth**. Class A fires are usually relatively slow in their initial development and growth, and because these materials are solids, they are somewhat easier to contain.
RECOMMENDED EXTINGUISHERS:	Water from a hose, pump-type water cans, pressurized extinguisher, foam or soda acid extinguisher. Never use a **Class A** extinguisher (water) on a **Class C** (electrical) fire.
FIGHTING THE FIRE:	Soak the fire completely beginning at the base, ensure that all heat traces have been completely eliminated**.**
B	**CLASS B**: Fires that involve flammable and combustible **gases** such as Propane and Acetylene or **liquids** such as Gasoline, Fuel Oils, Paints and other Chemicals. These fires usually develop and grow very rapidly. Class B materials are fluid in nature, which allows them to flow and move.
RECOMMENDED EXTINGUISHERS:	ABC Units, Dry chemical, Foam and Carbon dioxide extinguishers.
FIGHTING THE FIRE:	Start at the base of the fire and use a swinging motion from left to right, smothering the fire and always keeping the fire directly in front of you.
C	**CLASS C**: Fires that involve **energized electrical equipment** such as motors, appliances, and machinery. This is the only classification of fire that is not directly related to the type of fuel. The fact that a live electrical circuit is involved is the determining factor. Power to the device makes it Class C even if the device is turned off.
RECOMMENDED EXTINGUISHERS:	ABC Units, Dry chemical and Carbon dioxide only, a **Class A** extinguisher (water) must **NEVER** be used on a **Class C** (electrical) fire as the user may suffer from electrical shock.
FIGHTING THE FIRE:	Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can easily become a Class A fire if the surrounding materials are combustible and become inadvertently ignited.
D	**CLASSD**: Combustible metals and metal alloys. These metals may include Potassium, Sodium, Magnesium, Aluminum, Titanium, and Zirconium. These materials are usually difficult to ignite but create intense fires once started. Class D fires are very difficult to extinguish, but, fortunately, they are relatively uncommon in most industries.
RECOMMENDED EXTINGUISHERS:	Agents for Class D fire extinguishers may include graphite powder, sodium chloride and powdered copper. Extinguishers for Class D fires must match the type of metal that is burning and will typically have labels noting the type of extinguishing agent within and the metals that will match the agent. Only Class D agents may be used for Class D fires. Any other agents will spread and intensify the fire.
FIGHTING THE FIRE:	Class D extinguishers are typically only for very small fires. These extinguishers are supplied with an applicator to disperse the agent directly over the fire in a circular motion to smother the fire until the burning product can be cooled enough to stop the chemical reaction.

REMEMBER P.A.S.S:

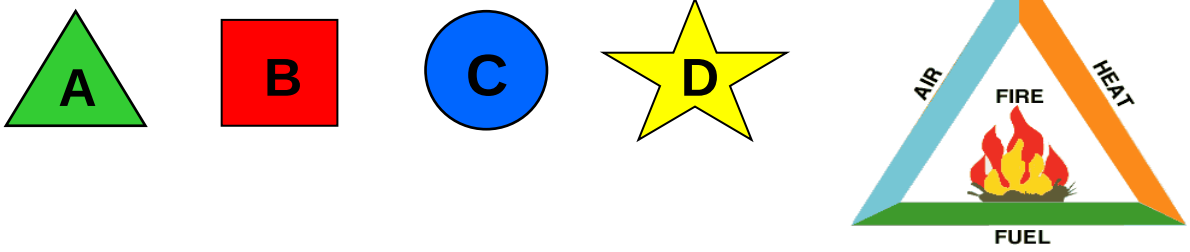
Pull the pin: Holding the extinguisher with the nozzle pointing away from you, remove the pin, seal or the lever release mechanism. This unlocks the operating lever.

Aim low: Point the extinguisher nozzle or hose at the base of the fire. Always hold the extinguisher vertically never horizontally.

Squeeze the lever fully: This will release the extinguishing agent through the nozzle. Releasing the lever will stop the discharge.

Sweep from side to side: Sweep the nozzle from side to side aiming at the base of the fire. As the fire closest to you goes out, advance on the fire and continue the sweeping motion until the fire is extinguished.

ALWAYS REMEMBER THE FIRE TRIANGLE AND FIRE CLASSIFICATION SYMBOLS; SOME FIRE EXTINGUISHERS MAY BE SUITABLE FOR ONE OR A COMBINATION OF FIRE CLASSIFICATIONS.



005 SAFE WORK PRACTICE – PORTABLE LADDERS

Developed by: **Rob Baustad** **Date: 12/08/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

GENERAL:
Ladders are utilized on a daily basis in our industry for access and egress to work areas and where required, to provide temporary work platforms from which to perform tasks. The guidelines outlined in this Safe Work Practice are designed to provide training and instruction prior to the use of ladders to ensure workers are protected from hazards and injuries associated with their use.

HAZARDS:
- Specific hazards associated with this Safe Work Practice may include the following:
- Access hazards due to poor housekeeping.
- Falls from a ladder due to misstep, overreaching or collapse.
- Materials or equipment dropping from elevated work to workers below.
- Pinch points between the ladder and structure or the moving points of the ladder (extension or stepladder).
- Strains from overreaching or overexertion during ladder set-up or movement.
- Electrocution hazards from contact with live equipment.

PROTECTIVE MECHANISMS:
The following elements shall be referenced and utilized at all times for the safe implementation of this practice and to ensure that all personnel, property and the environment are protected at all times when performing this operation:
- Review of this Safe Work Practice
- Correct ladder for the task, fall protection/restraint over 3 meters or client rules
- Proper climbing angle, ladder secured from movement or held by co-worker
- The application of Personal Protective Equipment specific to the task being completed.
- Manufacturer guidelines for safe inspection, operation, maintenance and care of the equipment.
- Emergency Response Procedures.

SUPERVISOR RESPONSIBILITY:
Supervision accepts responsibility to assure that all workers under their direction and care have been provided with appropriate training, instruction and supervision related to this Safe Work Practice.

WORKER RESPONSIBILITY:
All employees are responsible to ensure that activities which may present a hazard to themselves or others are controlled through the use of the following principles

1) All workers shall be provided training on the safe selection, use and care of portable ladders.
2) All ladders shall be inspected for damage and proper function prior to being used to perform a task. Check for proper function and movement of the ladder. Is each rung complete, are there

any damages or missing components. Are all of the nuts, bolts, fasteners, feet and ropes in good condition and secure? Tag and remove from service any ladder in questionable condition.

3) All ladders are manufactured to specific duty ratings based on the capacity of the ladder to support a given load. Users of any ladder must consult the specifications tag on the ladder to assure that the ladder will support the weight of the person accessing the ladder complete with any materials and equipment.
4) Wooden ladders are not to be painted as doing so may hide damages that may lead to a failure of the ladder during use.
5) Conductive or metal reinforced ladders are not permitted for use where contact with energized electrical equipment may occur.
6) Workers shall employ suitable personal protective equipment (PPE) in accordance with the hazards of the work and Gisborne / Client policy.
7) Safe access is absolutely crucial in eliminating incidents associated with falls from ladders. Ensure the ladder is set-up in a clear location away from prevailing hazards (anchor bolts, ledges, uneven ground) and maintain good housekeeping standards at the base and top of the ladder as mounting or dismounting the ladder can prove to be hazardous where tripping hazards are prevalent.
8) Always set the ladder on a firm, level surface. For extension or straight ladders, set the ladder one foot out for every 4 feet up and tie the ladder off appropriately or brace to prevent inadvertent movement when climbing or descending.
9) Extension ladders must have a minimum of one meter of overlap between the sections of the ladder when extended.
10) Always face the ladder and maintain three points of contact when ascending / descending the ladder. Check yourself prior to access, ensuring that your boots are free of anything that could cause you to slip (snow, ice, grease or oil) and nothing will catch on the rungs while climbing or descending the ladder.
11) Tools and equipment shall be hoisted up with hand lines or carried up in suitable tool belts or kuny bags, keeping the hands free for climbing at all times.
12) Ensure that the ladder is free from obstructions when climbing such as ropes (hand lines), hoses, cables or other items that may interfere with safe access / egress from the ladder.
13) Keep your center of gravity between the side rails. Your belt buckle should never be outside of the side rails. Never overreach sideways on a ladder, reposition the ladder to assure adequate support and stability at all times.
14) Always ensure that stepladders are erected properly. Open the ladder up, secure the spreader bars into position and lock prior to access.
15) When using a ladder, no worker shall work from the top two rungs of the ladder, nor is the top step of a stepladder permissible for access.
16) Ensure that extension or straight ladders extend a minimum of three feet beyond a landing to provide a secure grip when stepping on or off of the ladder.
17) Where work requires the use of a ladder as a workstation over 10’ in elevation, suitable means of fall protection must be employed. Consult the site Fall Protection Plan and your Supervisor for further direction related to fall protection systems.

006 SAFE WORK PRACTICE – STEP LADDERS

Developed by: **Bill Paul** **Date: 06/19/22**
Revised/Approved by: **Darryl Braaten** **Date: 02/22/17**

GENERAL:
As with all ladders, make sure the step ladder is in good condition and that it is the correct ladder for the job. Step ladders are to be used only on clean and even surfaces.

PROTECTIVE MECHANISMS: PPE, Manufacturer's recommendations, OH&S Code Section 133, ERP

SUPERVISOR RESPONSIBILITY:
Ensure that ladders provided are CSA approved and is the correct ladder for the job.
See that faulty ladders are removed from the job site and replaced or repaired.

WORKER RESPONSIBILITY:
1. No work is to be done from the top two rungs of a step ladder, counting the top platform as a rung.
2. When in the open position ready for use, the incline of the front step section should be one foot horizontal to six feet vertical.
3. The step ladder is only to be used in the fully opened position with the spreader bars locked.
4. Tops of step ladders are not to be used as a support for scaffolds.
5. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.
6. Only CSA Standard ladders will be used.

007 SAFE WORK PRACTICE – SCAFFOLDS

Developed by: **Dan Swayze** **Date: 06/22/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/22/17**

GENERAL:
Scaffolds provide temporary work platforms for construction personnel to access elevated work safely. The guidelines outlined in this Safe Work Practice are designed to provide instruction to ensure workers are protected from hazards and injuries associated with the use of scaffolding systems.

HAZARDS:
Specific hazards associated with this Safe Work Practice may include the following:

- Falls from heights during erection of the scaffold. Falling tools, materials and equipment during erection or use of the scaffold. Unsecured scaffold bracing or planking. Collapse of scaffold from overloading. Pinch points while erecting scaffold. Housekeeping issues at access points to scaffold and uneven surfaces throughout erected scaffold. Repetitive strain and or overexertion injuries from lifting equipment.

PROTECTIVE MECHANISMS:
The following elements shall be referenced and utilized at all times for the safe implementation of this practice and to ensure that all personnel, property and the environment are protected at all times when performing this operation:

- The application of Personal Protective Equipment specific to the task being completed.
- Manufacturer guidelines for safe erection, inspection and maintenance of the scaffold system.
- Emergency Response Procedures.
- Ongoing inspection program
- Fall protection training
- OH&S Code part 23

SUPERVISOR RESPONSIBILITIES:
Supervision accepts responsibility to assure that all workers under their direction and care have been provided with appropriate training, instruction and supervision related to this Safe Work Practice.

WORKER RESPONSIBILITY:
1. Ensure grounding on a firm and level base.
2. Scaffold height shall not be more than 3 times the smallest base dimension.
3. Use your safety harness and lanyards when working on scaffolding at a height of 3 m. or more above ground level. Attach the lanyard to a secure member of the scaffold.
4. Provide a safe access ladder. Do not climb cross braces for access to the scaffold. Use the ladder.
5. Ensure scaffold has a platform perimeter handrail.
6. Do not jump from, to or between scaffolding.

7. Anchor or tie a free standing scaffold according to regulations.
8. Do not use a ladder sloped against the side of a scaffold at any time
9. A toe board is required on all platforms.
10. Ensure platforms are secured and stable.
11. Keep both feet on the decking. Do not sit or climb on the guardrail.
12. Do not lean out from the scaffold.
13. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
14. Do not throw anything “overboard”. Use the debris chutes, or lower things by hoist or rope.
15. Ensure proper safe scaffold tags are installed. Check that the green tag on the scaffold is current (within 21 days). Apply red tag if scaffold is unsafe for use.
16. Utilize a tag line when hoisting material.
17. Minimize tools, material and debris on the platform.
18. Ensure a hand line with a tool bag for tools is utilized.

008 SAFE WORK PRACTICE – FALL PROTECTION

Developed by: **Merlin Bond** **Date: 07/06/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

FALL PROTECTION PLAN – PART A

Introduction: The goal of this plan is to ensure that all employees and sub-contractors of Midwest Contracting Ltd. are provided with the training, information and procedures for personal safety and conduct to be used by all workers who are performing work on any Midwest site at a height greater than 3.0 meters or as required by the client, whichever is the more stringent.

Midwest Contracting Ltd. has established a 100 percent Fall Protection Goal. 100 percent Fall Protection means no exposure to an elevated fall hazard is permitted**. IT MEANS CONTINUOUS PROTECTION!**

Exposure will be prevented by:

1. Establishing wall-opening guards, floor-opening covers and/or guardrail systems.
2. Using work platforms and/or aerial lifts.
3. Implementing an operational change.
4. Restricting worker travel limits.
5. Use of Fall Arrest and/or Travel Restraint Systems.

NO ONE WILL BE EXPOSED TO A POTENTIAL FALL TO A LOWER ELEVATION WITHOUT SOME FORM OF REQUIRED PROTECTION. IF THIS IS NOT FOLLOWED TO THE LETTER, THEN THE WORK WILL NOT BE PERFORMED.

Responsibilities for health and safety include the establishment and maintenance of an effective communication system between workers, supervisors and management. To this end, all personnel are responsible to ensure that their messages are received and understood by the intended receiver.

SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES ARE AS FOLLOWS:

A. MANAGEMENT:
1. Active participation in support of the 100 percent Fall Protection Program is essential. Management will display their interest at every opportunity.
2. Establish initial and periodic training for all PROJECT MANAGERS/SUPERINTENDENTS, FOREMEN, LEAD HANDS AND WORKERS.

B. PROJECT MANAGERS:

1. WORK SITE PLAN:
Project Managers will develop and implement a written Site Specific Fall Protection Plan including each area of the workplace where workers are assigned and a fall hazard of 3.0 meters or more exists.

THE FALL PROTECTION PLAN SHALL:

a) Identify the general location of the work.
b) define the work scope
c) equipment and materials to be used at work heights
d) describe the anchor points and fall arrest systems to be used
e) control of workspace
f) complete the hazard checklist
g) detail the rescue plan and review with all workers
h) determine the risk assessment, HIGH-MEDIUM-LOW and required approvals
i) complete the fall protection inspection checklist, note any deficiencies and remove from service
k) complete the pre use harness inspection log

C. PERSONNEL SELECTION:
1. Climbing or working at heights is not a normal, routine task/job.
2. The selection of workers who will perform elevated work tasks will/should be based on their "fitness to work" evaluation.

D. TRAINING
1. All personnel using fall protection shall be certified in Fall Protection Training Alberta Version (3 hours) as the company standard course with Fall Protection Refresher Training, Alberta compliant (1.5 hours) to be done upon the expiry of the 3rd anniversary of taking the initial course.

E. EMPLOYEES:
1. All workers will comply with the requirements of the 100 percent fall protection program. NO EXCEPTIONS!
2. Offer suggestions for improving the fall protection program.
3. Participate in all training programs and safety meetings.
4. Observe ALL safety rules, standards and directions.
5. Ensure that all communications received on the job site are understood prior to commencing the work.
6. Report all substandard conditions immediately!!
7. Be responsible for all personal fall protection equipment used.

D. INCENTIVES/DISCIPLINE: The company's disciplinary action policy is in effect.
FALL PROTECTION PLAN – PART B

1. Definitions:

"**anchor"**

- means a secure point of attachment;

"fall arrest system"

- means a system that will stop a worker's fall before the worker hits the surface below;

"fall protection system"

- means a) a fall restraint system, b) a fall arrest system, or
- work procedures that are in accord with Alberta OH & S Code and minimize the risk of injury to a worker for a fall;

"full body harness"

- means a body support device consisting of connected straps designed to distribute the force resulting from a fall over at least the thigh, shoulders and pelvis, with provision for attaching a lanyard, lifeline or other components;

"guard"

- means a protective barrier around an opening in a floor or along the open sides of stairs or a ramp, landing, balcony, mezzanine, raised walkway or any other area to prevent a fall to a lower level or inadvertent entry into a dangerous area;

"guardrail"

- means a guard consisting of a top rail 102cm to 112cm (40in. to 44in.) above the work surface and an intermediate rail located approximately midway between the underside of the top rail and the top of the toe board, if one is provided, or the work surface if no toe board is provided

"horizontal lifeline system"

- means a system composed of a synthetic or wire rope, installed horizontally between two anchors, to which a worker attaches a personal fall protection system;

"lanyard"

- means a flexible line of webbing, or synthetic or wire rope, that is used to secure a safety belt or full body harness to a lifeline or anchor; "lifeline" - means a synthetic or wire rope, rigged from one or more anchors, to which a worker's lanyard or other part of a personal fall protection system is attached; "personal fall protection" - means a worker's fall restraint system composed of a) a safety belt or full body harness and b) a lanyard, lifeline and any other connecting equipment that is used to secure the worker to an individual point of anchorage or to a horizontal lifeline system; "safety belt" - means a body support device consisting of a strap with a means for securing it about the waist and attaching it to other components.

2. OBLIGATION TO USE FALL PROTECTION

- Unless elsewhere provided for it must be ensured that a fall protection system is used when work is being done at heights.
- From which a fall of 3 meters (10 feet) or more may occur, or
- 1) Where a fall from a height of less than three meters involves a risk of injury greater than the risk of injury from the impact on flat surface.
- 2) The foreman will ensure that guardrails meeting the requirements of Part 4 (General Conditions) or other similar means of fall restraint are used when practicable.
- 3) If subsection 1 and 2 is not practicable, another fall system will be used.
- 4) If subsection 3 is not practicable, a fall arrest system must be used.
- 5) Before a worker is allowed into an area where a risk of falling exists, the foreman must ensure that the worker is instructed in the fall protection system for the area and the procedures to be followed.
- 6) The individual worker must use the fall protection system provided.

3. FALL PROTECTION PLAN

- The written fall protection plan must be enforced where,
- **1)** Work is being done at a location where workers are not protected by permanent guardrails and from which a fall of 3m (10ft.) or more may occur;
- **2)** The fall protection plan must be available at the workplace with the risk of falling, before work begins.

4. GUARDRAIL LOCATIONS

- An area accessible to workers must have guards or guardrails installed in any of the following circumstances
- 1) If a raised floor, open-sided floor, mezzanine, gallery, balcony, work platform, ramp, walkway or runway is 122cm (4ft.) or more above the adjacent floor or grade level;
- 2) On both sides of any walkway over or adjacent to any substance which is a hazard if a worker fell in, or on it, or which is over machinery or work areas;
- 3) Around the perimeter of any open container or containment area such as an open vat, bin, tank or pit which is 122cm or more in depth and which has sides that do not extend at least as high as required for a guardrail above the adjacent grade or work surface;

- 4) If a stairway ends in direct proximity to dangerous traffic or other hazard to prevent inadvertent entry in to the dangerous area.

5. EXCEPTIONS;

- Sections 5 does not apply
- 1) To the front edge of a loading dock or to the viewing edge of a performance stage and to the parts of the scenic units which will be visible to the audience during a rehearsal or performance, provided effective measures are taken to ensure that workers are protected from injury,
- or 2) During the construction, demolition, renovation or modification of a work area provided that
- a) Access is restricted only to the workers involved in the activity, and
  b) The requirements of this Fall Protection Plan are followed.

6. ELEVATED WORKERS

- If a worker is employed on stilts or work platforms or is otherwise elevated above the floor and the effective height of guardrails, walls, or barricades is thus reduced to less than the height specified in section 5, additional guardrails must be installed or a personal fall protection system must be used in accordance with the relevant requirements contained in this Fall Protection Plan.

FALL PREVENTION PLAN - FPP

A. GENERAL INFORMATION			
Project:	**Date:**		
Location:	**Permit #:**		
Weather/Wind:	**Muster Point:**	☐ **YES**	☐ **NO**

B. WORK SCOPE

Describe or list the tasks to be completed at height

C. TOOLS, MATERIALS & EQUIPMENT TO BE USED AT HEIGHTS

WORK TOOLS	MATERIALS	OTHER EQUIPMENT

Examples: Tool tethers, Canvas bag, Rope, Hand tools, Power tools, Work materials (cable tray, cable, etc),

D. DESCRIBE ANCHOR POINTS AND FALL ARREST SYSTEM

Comments:

Clearance Requirement Quick Calculation: 6 Ft + Height of Worker _____ + Lanyard Length_____ = _____

E. CONTROL OF WORK SPACE (REVIEW WITH CREW)

	Risky conditions	***Risk response***
1	Other workers in area	*Other workers to sign JHA, Safety Watch*
2	Caution tape needed	*Must be tagged with proper tags and dated*
3	Weather conditions	*Document on JHA*
4	New or Green Workers	*Identify with "GW" on all signatures*

Is a safety watch needed?

Name:

How will he/she control the work zone?

Comments:

F. HAZARD CHECKLIST	**(Y/N/NA)**		**(Y/N/NA)**
1. Is there an Aerial Work Platform immediately nearby?		9. Moving objects (motors, equipment)	
2. Can this work be completed using an AWP?		10. Stationary objects (piping, pinch points)	
3. Can this work be completed by any other means?		11. Energy sources (open panels)	
4. Does the Safety Watch know how to use the AWP?		12. Hazardous materials (chemicals, fumes)	
5. Does the Safety Watch have a radio?		13. Atmosphere (toxic, H2s)	
6. Is anyone uncomfortable with any aspect of the work?		14. Scaffold inspection tag current?	
7. Weather conditions (icy, wet, hot)		15. Work area flagged and tagged?	
8. Protruding objects (piping, sprinklers)		16. JHA completed and signed off?	

Comments:

G. RESCUE PLANNING (REVIEW WITH CREW)

1. Describe the most likely or foreseeable "worst case" scenario that could arise as part of this work scope:

2. Describe how we can rescue a suspended worker or ease potential trauma in the event of a fall arrest.

H. RISK ASSESSMENT

Risk Level	***Criteria***	***Approval Requirements***
LEVEL 3 - HIGH	MORE THAN 20 FT.	Workers involved, Safety Watch, Foreman, Superintendent, HSE Advisor/Manager
LEVEL 2 - MEDIUM	BETWEEN 10 - 20 FT.	Workers involved, Safety Watch, Foreman, Superintendent
LEVEL 1 - LOW	LESS THAN 10 FT.	Workers involved, Foreman

Level 3 ☐	Level 2 ☐	Level 1 ☐

I. SIGNATURES

	Name	1) Initial & Date*	2) Initial & Date*	3) Initial & Date*
1				
2				
3				
4				
5				
6				
7				

J. FALL PROTECTION CHECKLIST (REVIEW WITH CREW)

☐	All workers are fall protection trained	☐	SRL /lanyard passed inspection	☐	Adequate free fall distance
☐	Harness passed inspection	☐	SRL is rated for horizontal use	☐	No swing fall hazards noted
☐	Harness fits snugly	☐	Horizontal lifeline looks good	☐	Anchor points are suitable
☐	Trauma straps on harness	☐	Connecting devices are compatible	☐	Tool tethers are adequate

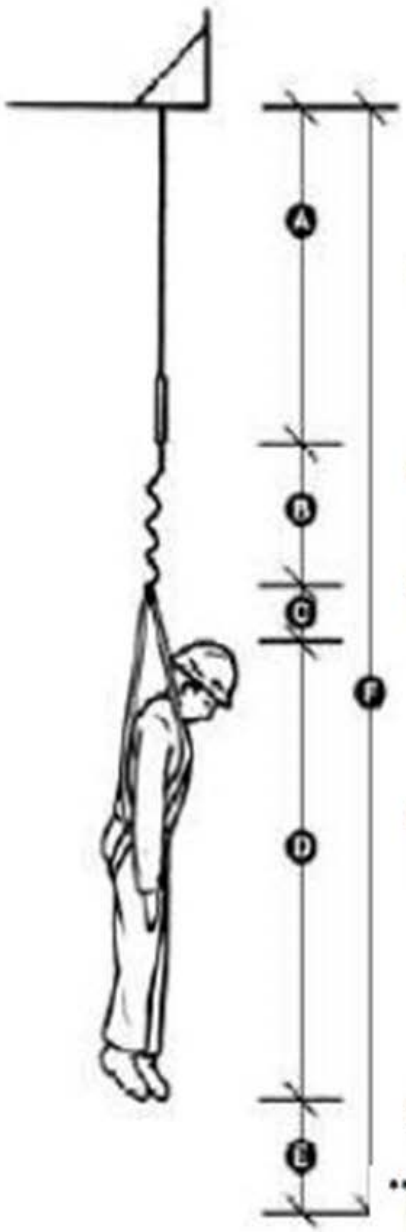
Note any deficiencies with fall arrest gear AND REMOVE FROM SERVICE!!

K. PRE-USE HARNESS INSPECTION LOG

Webbing	Stitching	Rivets Eyelets	D-Rings Buckles	Shock Absorber	Lanyards & Hooks	Cert Tag #	Checked by: Name	Date
☐	☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐	☐			

Name of person completing this plan **Signature:** **Date**

This must be calculated. The distance the worker would fall must be less than the distance to the nearest object/surface below the worker. Note: If using a lifeline and rope grab, the calculation will have to be from the grab location.



A (length of lanyard) is ____

B (extension of shock absorber) is ____

C (D-ring slippage) is 1'(0.3 metres)

D (height of worker to D-ring) is ____

E (safety factor) is 2'(0.6 metres)

****Swing fall distance** if worker not directly below anchor is _____

Clearance Requirement = _____

Calculating Clearance Requirement

Add **A + B + C + D + E + ****, to determine minimum distance from anchor point to nearest surface below worker.

Clearance requirement = _____

Distance to surface below _____

Clearance requirement must be less than the distance from the worker to the nearest surface below the worker.

Note: If your clearance distance is **greater** than the distance to the next surface below, you will need to change your anchor point, or your type of fall protection equipment.

You should also calculate Free Fall Distance.

Calculating Free Fall Distance

This must not be greater than1.2 m (4') if there is no shock absorber. It must not be greater than that permitted by fall protection manufacturer.

Calculate by adding:

Length of lanyard & connecting hardware _____

Height of D-ring from-worker's feet _____

and subtracting:

Distance between anchor point & unguarded edge _____

Free Fall Distance = _____

Note: If your free fall distance is greater than noted above, you will have to change your anchor point or your type of fall protection equipment.

009 SAFE WORK PRACTICE - COMPRESSED AIR

Developed by: **Rob Baustad** **Date: 12/18/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/23/17**

GENERAL:
Air power tools in construction range from small tools, such as, stapling guns, to heavy equipment, such as, a jack hammer. The hazards associated with compressed air must be thoroughly understood.

PROTECTIVE MECHANISMS: SELECTION AND USE:
Shut-off valves identified and labelled, hose connectors, quick-disconnect, pressure-release type Pressure regulator, Maintain proper air pressure, pressure relief device, relief valve in place.

SUPERVISOR RESPONSIBILITY
1. Provide or facilitate instruction of workers on proper use and care of system components, hoses and connections, as well as, applicable legislated safety requirements.
2. Provide proper identification and labelling of shut-off valves to facilitate emergency shut-off. 3. Ensure that a proper pressure regulator and safety relief device are installed in the system to maintain correct system air pressure.
4. Ensure that the pressure relief valve is directed away from the work area.
5. Ensure that equipment is maintained in accordance with the manufacturer's recommendations.

WORKER RESPONSIBILITY
1. Wear PPE, such as, eye protection, safety boots and gloves as appropriate.
2. Wear goggles over safety glasses when cleaning with compressed air.
3. Inform coworkers of the hazards or have restricted access to the hazardous area.
4. Do not use compressed air to blow debris or to remove dirt form any workers clothing.
5. Use the correct air supply hoses for the tool or equipment being used.
6. Keep air hose as short as practical, to minimize tripping hazards and whipping action.
7. Ensure that hose connections are the quick-disconnect pressure-release type with a safety chain or cable to provide for quick and safe disconnecting in an emergency.
8. Before starting the compressor, be sure the operator's manual and all safety information and warning signs have been read.
9. Use vacuum system for cleaning whenever possible instead of compressed air. Do not use compressed air to transfer flammable liquids (static electricity can build up and ignite fumes). Do not use compressed air to empty containers (container could rupture due to increased pressure).
10. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
11. Unplug or lock out machine when not in use.
12. Inspect fittings, regulators and valves for leaks, damage and other defects.
13. Hoses must be checked on a regular basis for cuts, bulges or other damage. Ensure that defective hoses are repaired or replaced promptly.

010 SAFE WORK PRACTICE – OPERATION OF AIR TOOLS

Developed by: **Craig West** **Date: 12/18/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

GENERAL: Protecting workers from injuries associated with operation of air tools.

PROTECTIVE MECHANISMS: Safe Job Procedure: #3, Hydraulic/Pneumatic Tools, Permit system, PPE ERP

SUPERVISOR RESPONSIBILITY: Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements

WORKER RESPONSIBILITY:
1. Regularly inspect tools and hoses before using. Ensure ESD works daily or before each use.
2. Obtain underground utility locates for the work area if using excavation tools.
3. Wear suitable clothing and personal protective equipment.
4. Do not point air tools at people when connected to an air supply.
5. Use proper shoring or slope equipment when air operated tools are used in ditch. Have a spotter AT ALL TIMES when working in a ditch. Ensure that emergency evacuation procedures are in place before entering ANY EVACUATED AREA.
6. Practice good housekeeping so that if air should leak, it doesn't cause dust clouds.
7. Workers should not have loose fitting clothing when working with or around rotating equipment.
8. Bleed air before disconnecting hoses.
9. Shut-off equipment while re-fueling.
10. Do not use an air tool for any purpose other than what it is intended for.

011 SAFE WORK PRACTICE – ABRASIVE WHEELS

Developed by: **Ron Baustad** **Date: 12/03/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/21/17**

GENERAL: Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed.

PROTECTIVE MECHANISMS: Safety glasses, Face shields, Cut Gloves, Safety boots, OH&S Code section 375, This Safe Work Practice, Ear Protection

SUPERVISOR RESPONSIBILITY:
Ensure that the worker is trained in proper use of the grinder and understands the requirements of the Alberta OH&S Code Section 375.

WORKER RESPONSIBILITY:
1. Familiarize yourself with the grinder operation and complete a hazard assessment before starting work.
2. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn.
3. Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
4. Inspect the grinder before use to ensure safe operation.
5. When mounting the wheels, check them for cracks and defects. Ensure that the mounting flanges are clean and the mounting blotters are used. Do not over-tighten the mounting nut.
6. Before grinding, run newly mounted wheels at operating speed to check for vibration.
7. Never use the grinder for jobs it is not designed for, such as cutting. Use a cutting disk for cutting and a grinder wheel for grinding.
8. Make sure no flammable substances or fumes are nearby that could catch fire from the sparks
9. The worker shall be familiar with the requirements of the AOH&S Code Part 25, Section 375.

012 SAFE WORK PRACTICE – PORTABLE GRINDERS

Developed by: **Dan Legg** **Date: 07/31/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/22/17**

GENERAL: Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed**.**

PROTECTIVE MECHANISMS: Safety glasses, face shields, cut rated gloves, safety boots, OH&S Code section 375, ear protection

SUPERVISOR RESPONSIBILITY:
Ensure that the worker is trained in proper use of the grinder and understands the requirements of the Alberta OH&S Code Section 375.

WORKER RESPONSIBILITY:
1. Familiarize yourself with the grinder operation and complete a hazard assessment before starting work.
2. Ensure proper guards are in place and that safety glasses, face shields, cut gloves and safety boots are worn. Be aware of other persons in the area and direct any sparks away from them.
3. Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
4. Inspect the grinder before use to ensure safe operation, checking cord for wear, casing, guard,
5. When mounting the wheels, check them for cracks and defects. Ensure that the mounting flanges are clean and the mounting blotters are used. Do not over-tighten the mounting nut.
6. Before grinding, run newly mounted wheels at operating speed to check for vibration.
7. Never use the grinder for jobs it is not designed for, such as cutting. Use a cutting disk for cutting and a grinder wheel for grinding.
8. Check frequently the condition of the grinding disc as sidewall abrasion will contribute to weakening of the blade integrity and potentially cause disc failure so change the disc often
9. Unless access to use grinder is impaired by struts, ceiling stringers, or other obstructions making use of grinder impractical, use snips to make cuts in any thin gauge diffusers for example or a hack saw. This will result in a safer operation for random cuts to be made.
10. As per manufacturers recommendations and specifications do not remove the handle from the grinder unless it is physically impossible to make the cut and other options such as snips or hacksaw are not practical either to be used.
11. Make sure no flammable substances or fumes are nearby that could catch fire from the sparks.
12. The worker shall be familiar with the requirements of the AOH&S Code Part 25, Section 375.

013 SAFE WORK PRACTICE – POWER TOOLS

Developed by: **John Hatt** **Date: 07/92/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

GENERAL: Power tools require training and skill to operate. Do not attempt to operate any tool unless you have received appropriate training.

PROTECTIVE MECHANISMS: 3-pronged cord with ground wire, safety shield, ear protection, dusk mask as required, gloves, Safe Work Practice #3, Hydraulic/Pneumatic Tools

SUPERVISOR RESPONSIBILITY:
1. Ensure that workers have been adequately trained in the use of the power tool.
2. Ensure that defective tools are removed from service and returned for repairs.

WORKER RESPONSIBILITY:
1. Do not use power equipment or tools on which you have not been trained
2. Do not carry plugged in equipment or tools with your finger on the switch.
3. Do not leave tools that are "On" unattended.
4. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
5. Do not operate a power hand tool or portable appliance: a) that has a frayed, worn, cut, improperly spliced or damaged cord. b) that has a two-pronged adapter or a two conductor extension cord unless otherwise specified by manufacturer. c) or if a prong from the three-pronged power plug is missing or has been removed.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service." Read and understand Safe Work Practice #2, Defective Tools.
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
11. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
12. Do not use electrical tools if its housing is cracked. 1
13. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Pneumatic Tools:
1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.

4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect airline when not in use.
8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees and notify foreman.

014 SAFE WORK PRACTICE – WELDING, CUTTING AND BURNING

Developed by: **Tim Wheeler** **Date: 06/12/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

GENERAL:
Although welding is not normally in our scope of work, this Safe Work Practice is included so that workers can take reasonable care to protect themselves from the hazards associated with being in close proximity to a welding operation. Work involving welding, cutting and burning can increase the fire and breathing hazard on any job.

SUPERVISOR RESPONSIBILITY:
1. Be aware of any adjacent welding operation and take appropriate action if there appears to be any uncontrolled hazards or practices that are not in accordance with the safety measures as outlined in the Safe Work Practice below.
2. Ensure workers are aware of the hazards associated with welding operations.

WORKER RESPONSIBILITY:
1. Take necessary precautions to protect yourself and co-workers from damage from welding flashes and other hazards.
2. Read and understand the following Safe Work Practice and report any unsafe or uncontrolled hazardous practices to your supervisor.
3. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
4. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of "screens".
5. Never start work without proper authorization.
6. Always have firefighting or prevention equipment on hand before starting to weld, cut or burn.
7. Check the work area for combustible material and possible flammable vapors before starting work.
8. A welder should never work alone. A fire or sparks watch should be maintained.
9. Check cables and hoses to protect them from slag or sparks.
10. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
11. Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.
12. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
13. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side)
14. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

015 SAFE WORK PRACTICE – SHARP HAND TOOLS

Developed by: **Shawn Manners** **Date: 08/22/12**
Revised/Approved by: **Darryl Braaten** **Date: 02/23/17**

GENERAL:
Protecting workers from injuries associated with the use of sharp hand tools ranging from retractable blades to bolt cutters.

PROTECTIVE MECHANISMS: Safe Work Practice #3, Safe Work Procedure #6, Knives & Sharp Instruments, #23, Olfa Knife, PPE, manufacturer's recommendations, maintenance policy statement, ERP

SUPERVISOR RESPONSIBILITY:
Supervisors are responsible to facilitate and\or provide proper instruction to their workers on protection requirements and training.

WORKER RESPONSIBILITY:
1. Wear proper PPE.
2. Ensure proper hand placement on both tools and material.
3. Ensure tools are in good working order.
4. Only use tools for intended purposes. Every tool has its intended purpose and a proper way of use.
5. Retract or cover sharp edges when not in use.
6. Do not leave sharp tools unattended.

016 SAFE WORK PRACTICE – CHOPSAWS

Developed by: **Ruthie Ballard** **Date: 06/23/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/22/17**

PROTECTIVE MECHANISMS: PPE, safety boots, manufacturer's recommendations, safety glasses and a full face shield at all times, maintenance policy statement. ear protection at all times, ERP

SUPERVISOR RESPONSIBILITY:
1. Ensure that workers are properly and thoroughly trained before using the chop saw
2. Ensure that guards are in place and are being used.

WORKER RESPONSIBILITY:
1. Conduct hazard assessment.
2. For operation of the chop saw, a full face shield and safety glasses are required. Operators should always wear safety glasses under a full face shield.
3. Gloves, loose clothing, jewelry, or any dangling objects including long hair should not be worn as they may catch in the rotating parts of the saw.
4. All guards must be in place and operating. If a guard seems slow to return to its normal position or hangs up, adjust it or repair it immediately. Unplug or lockout power when making repairs.
5. Hands and fingers must be clear of the path in which the blade travels.
6. Clean the lower guard frequently to help visibility and movement. Unplug before adjusting or cleaning.
7. Use only the recommended RPM and sizes of blades
8. Regularly check and tighten the blade and the blade-attachment mechanism.
9. Prior to installing or changing a blade, be sure to lockout or unplug equipment. Ensure that the blade and its related washers and fasteners are correctly positioned and secured in the saw's arbor. 10. To avoid losing control or placing hands in the blade path, hold or clamp all material safely against the fence when cutting. Do not perform operations freehand.
11. Never re-cut small pieces. Long material should be supported at the same height as the saw table.
12. Never place hands or fingers in the path of the blade or reach in back of the fence.
13. Use the brake if one is provided. To avoid contact with the coasting blade, do not reach into the cutting area until the blade comes to a full stop.

NOTE: After completing the cut, release the trigger switch and allow the blade to come to a complete stop, and then raise the blade from the work piece. If the blade stays in the cutting area after the cutting is complete, injury can result from accidental contact.

017 SAFE WORK PRACTICE – SCREW GUN USE

Developed by: **Edy Edwards** **Date: 12/18/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/20/17**

GENERAL: Preventing injuries associated with the use of a screw gun.

PROTECTIVE MECHANISMS: Inspections, PPE, Maintenance, this Safe Work Practice

SUPERVISOR RESPONSIBILITY:
1. Provide proper instruction on the safe use of screw guns.
2. Ensure damaged screw guns are tagged out and sent for repairs.

WORKER RESPONSIBILITY:
1. Inspect screw gun before each use.
2. Make sure the screw gun has a good bit.
3. Use a cord that is free of nicks and cuts.
4. Wear proper PPE (safety glasses, ear protection).
5. Use proper body mechanics when screwing up high or down low.
6. Ensure workers assisting you by holding the back side of a stud know where the screw will enter.
7. Ensure the cord is not a tripping hazard.
8. Tag out all defective screw guns.

018 SAFE WORK PRACTICE – ROUTER USE

Developed by: **Rob Baustad** **Date: 12/18/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/21/17**

GENERAL:
Preventing injuries from the use of a router

PROTECTIVE MECHANISMS: Inspections, hearing protection, use GFCI, eye protection, gloves, dust mask if needed

SUPERVISOR RESPONSIBILITY:
1. Ensure tools brought to the job are safe.
2. Ensure worker is competent to use router.

WORKER RESPONSIBILITY:
1. Use all appropriate PPE required for the job.
2. Make sure the tool is in good, usable condition.
3. Alert others working in the area of the use of the router.
4. If cutting out electrical boxes, make sure the wires are not live and that you do not damage the wires.
5. Do not wear loose clothing.
6. Make sure the router bit is sharp and correct for the job.
7. If using corded router, always use GFCI.
8. If working on a scaffold or sawhorse always ensure you have firm footing before starting tool.
9. Take a moment to read operator's manual.

019 SAFE WORK PRACTICE – EXTENSION CORDS

Developed by: **Rob Baustad** **Date: 12/18/13**
Reviewed/Approved by: **Darryl Braaten** **Date: 02/21/17**

PROTECTIVE MECHANISMS: Check Cords before use, always use grounded receptacles, if working outside, use GFCI outlet

SUPERVISOR RESPONSIBILITY:
1. Ensure that cords being used are CSA approved and the wire gauge of the cord is adequate for the equipment or tools connected to it.
2. Check equipment manufacturer's recommendations. 3. Replace damaged or cracked cords immediately.

WORKER RESPONSIBILITY:
1. Use extension cords only when necessary and only on a temporary basis.
2. Look for certification label such as CSA. Use only certified cords.
3. Only use cords with polarized plugs and grounded three-prong plugs.
4. Extension cords used outside should be specifically designated for outdoor use.
5. Insert plug fully so that no parts of the prongs are exposed.
6. Do not cover cords with rugs, wood or any other material that can trap heat and may lead to a fire.
7. Do not overload cords with too many appliances or tools.
8. If cord feels hot to touch, disconnect it immediately, cut it up and throw away.
9. Do not drive over or roll equipment over a cord.
10. Unplug the cord when it is not in use, pulling with a firm grip on plug end. Do not unplug by just pulling on the cable.
11. Inspect cords daily, for cracks or other damage and report defective cords to your foreman.
12. Roll out cord against the wall to eliminate tripping hazards.
13. Use the right length of cord for the job.
14. Roll up and put the cord away at the end of each day.

ADDITIONAL NOTES
1. Running a cord through a power bar before wall receptacle can eliminate the need to enter the electrical panel if circuit is tripped.
2. If breaker trips when plugging in cord, get a qualified person to reset breaker.

020 SAFE WORK PRACTICE – ASBESTOS

Developed by: **Ron Baustad** **Date: 12/18/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/22/17**

GENERAL
Refer to AOH&S Code Part 4 regarding worker exposures to harmful substances, including requirements where asbestos is present.

PROTECTIVE MECHANISMS: Trained in asbestos awareness, handling and decontamination, specialized protective clothing, PPE including respirator,

SUPERVISIOR RESPONSIBILITY:
1. Ensure that expert advice has been obtained and followed. (i.e. notify general contractor)
2. Ensure that workers involved with asbestos are suitably trained.

WORKER RESPONSIBILITY:
1. Always assume that materials used prior to 1976, such as plaster and blown insulation may contain asbestos.
2. If you suspect a material may contain asbestos, tell your supervisor immediately.
3. Do not perform asbestos removal operations, unless you have been trained, qualified and certified in asbestos removal procedures.
4. Use a respirator that has been fit tested and assigned to you by your supervisor.
5. Do not use sanders or power devices that may create dust or airborne particles.
6. Do not dry scrape, bead blast or mechanically pulverize any existing plaster or blown insulation.
7. Do not sweep or work in the area until proper authorization has been given.
8. Contain the area in plastic sheathing.
9. Post warning signs or hazard tape to prevent others from entering the area.

021 SAFE WORK PRACTICE – DRIVING A COMPANY VEHICLE

Reviewed by: **Ron Baustad** **Date: 12/05/13**
Revised/Approved by: **Darryl Braaten** **Date: 02/24/17**

GENERAL
The purpose of this Safe Work Practice is to protect workers from injuries associated with driving a vehicle and also to protect the vehicle and other property from damage.

PROTECTIVE MECHANISMS: Laws governing driving a vehicle on public, highway traffic act, Company Rules, refer to employee handbook, manufacturers recommendations, refer to manufacturer's handbook in vehicle, and as advised by the company Fleet Department.

SUPERVISOR RESPONSIBILITY:
1. To provide and facilitate employee training and instruction as required.
2. To implement mandatory compliance with applicable rules and regulations.

WORKER RESPONSIBILITY:
1. Ensure you have a valid operator's license and have it with you at all times.
2. Be conversant with and obey all traffic laws and applicable regulations.
3. Drive defensively, and in a safe and courteous manner.
4. When parking, back in where practical.
5. Ensure the vehicle has an emergency road kit.
6. Ensure you are not under the influence of alcohol or drugs.
7. Avoid driving when fatigued.
8. Ensure seatbelts are worn at all times when the vehicle is being operated, and ensure that passengers do the same.
9. Be familiar with the vehicle and its' capabilities.
10. Offering rides to strangers is prohibited.
11. Perform a "walk around" inspection prior to travelling.
12. Adjust mirrors and don't transport anything that may hinder vision.
13. Use good judgment and understand the basic recovery skills appropriate to the vehicle you are driving.
14. The use of handheld phones, using electronic devices such as laptop computers, video games, cameras, video entertainment displays and programming portable audio players (eg. MP3 players), entering information on GPS units, texting or emailing, reading printed materials in the vehicle, writing, printing or sketching, and engaging in personal grooming while operating a Midwest vehicle, or any vehicle while on company business, is strictly prohibited.
15. Only hands-free devices are permitted. Use of hands-free mobile phones should be kept to a minimum while driving. a) Where the use of a hands-free device is not practicable:
- Pull over and stop. • Allow a passenger to operate the phone;
- Use voice mail and respond to call at a safer time; or

• Let someone else drive, freeing you up to make or receive calls.
16. Maintain a safe following distance from the vehicle in front of you.
17. When changing lanes, check mirrors and blind spots, and start signaling before beginning to change lanes.

Precautions for Winter Driving:
18. Clear snow from all windows, lights, and mirrors when required.
19. Do not use cruise control on icy roads.
20. Accelerate and brake gently to reduce skids or spinouts.
21. Ensure winter clothing does not restrict movement, vision or hearing.
22. Ensure fuel tank is full when possible.
23. Ensure you are familiar with the installation of snow chains, if applicable.
24. Monitor weather reports, road conditions.
25. Refer to Safe Job Procedure #14, Working Alone when driving in isolated areas.
26. Operate vehicle at a speed safe for the prevailing conditions which may, in some cases, be below the posted speed limit. (i.e. snow, rain, or fog)

Note: These guidelines may not apply to every circumstance, and do not relieve the workers of their responsibilities under applicable legislation. Appropriate individual counselling and advice should be obtained by the worker.

Good Samaritan: On occasion the temptation to assist a fellow motorist in either the recovery of their vehicle off road, vehicle breakdown due to mechanical issues or flat tire has been fatal to many people stopping to provide assistance to motorists. It is strongly advised for all Midwest personnel to drive past the point of the breakdown and pull over where it is safe to do so and simply pass along the information to the RCMP via 911. Chances are the stranded motorist has already engaged emergency services for assistance, but at least you have provided further backup information and have not exposed yourself by getting out of your car onto a busy road or highway whereby you can be severely injured or worse due to other oncoming traffic.

022 SAFE WORK PRACTICE – WORKING IN AN OCCUPIED SPACE

Developed by: _John Hatt Date: Sept 9, 2012
Approved by: Dwain Paul Date: Sept 10, 2012

GENERAL: Circumstances and Scope of Work will dictate the need for relocation of occupants.

PROTECTIVE MECHANISMS:

- Dust walls
- Polyethylene sheets
- Occupant Warnings
- Signage
- Define Work Sites
- Pylons and Caution Tapes
- Set Traffic Patterns
- Possible After Hour Tasks

SUPERVISOR RESPONSIBILITY:

1. Ensure Emergency Preparedness and Response Plan posted. I.e. hazard assessments, site inspections.
2. Determine scope of work and affected areas, relocate occupants as required (possible after hours' tasks performed).
3. Ensure proper PPE and trained employees at site.

WORKER RESPONSIBILITY:

1. Participate in any hazard assessments plus pre-site inspections.
2. Define work site. I.e. pylons, caution tape, poly, warning signs etc.
3. Set traffic patterns for occupants and avoid trespassing by occupants.
4. Move/cover any furniture or equipment affected at work site.
5. Confine site with polyethylene curtain walls, accommodate occupants. I.e. noise control etc.
6. Ensure site is kept clean during demo, debris moved to bins and carried away to maintain safe and tidy work area.
7. PPE required (dust masks, goggles, hard hats etc.) Dust control is a must.
8. Consider occupants' requirements when moving debris/materials to and from work site.
9. Perform all tasks at a controlled noise level, minimal dust and safely in order to allow occupants daily operations.
10. Use extra caution when working with and above suspended ceilings. Never assume t-bar ceiling is in safe condition.
11. Perform hazard assessments as tasks at site change.
12. Finish work tasks completely and remove any excess materials, debris etc.
13. Clean site thoroughly, then remove any barriers, dust walls, warning signs, then do thorough final cleaning.

023 SAFE WORK PRACTICE – NOGGIN PUNCH

Developed by:	**Bertram Joseph**	**Date: 01/13/14**
Approved by:	**Rob Baustad**	**Date: 01/14/14**
Revised/Reviewed	**Darryl Braaten**	**Date: 02-21-17**

GENERAL: If you do not know how to operate the punch or have never operated it before ask a competent supervisor to train you on the safe operation of the punch.

PROTECTIVE MECHANISMS:
Training
Operators Manual
PPE including goggles
Keep hands out of line of fire

SUPERVISOR RESPONSIBILITY:

Worker using equipment must be trained in the safe operation and signed off as such by the supervisor.

WORKER RESPONSIBILITY:
1. Participate in a tool specific training exercise
2. Participate in any hazard assessment.
3. Check to see that the right size of cutting rail is chosen, that the punch is on, and is suitable for the material about to be punched.

024 Safe Work Practice - Working on Slab Edges Safe Work Practice

GENERAL: One of the most hazardous and potentially the most damaging by far, is working at unprotected edges of high-rises under construction. The majority of the catastrophic, long term and significant life changing accidents have been the result of workers falling from an unguarded slab edge. An unguarded slab edge becomes an extremely dangerous risk factor for workers and must be corrected prior to workers entering that work location.

Access and egress to and from the floor level, and the location of equipment and materials from other items of concern when working on high-rise floor slabs.

HAZARDOUS CONDITIONS:

Typically, three potentially at risk or hazardous conditions can exist:

1. The first has to do with workers being unprotected from falling when they are near the slab's edge. If a worker has to work in this hazardous condition, the pre-job hazard analysis should also determine if the use of PPE (fall-restraint and/or arrest devices) might inherently be a further hazard because of the mobile nature of working to be done on that floor slab. In addition, it is unlikely that it the anchor system would have the benefit of being properly engineered.

2. The second concerns the on slab lay-down placement of material. Having to approach the unprotected slab edge to get the material automatically places the worker in the hazard condition one identified above.

3. The third is the access and egress onto the floor. It also requires that the work area's entrance and exits be free from materials, equipment, accumulations of waste or other obstructions that could endanger or restrict a worker's safe movement.

PROTECTIVE MECHANISMS:

- The following are directions to be used by workers and supervisors when on a job that fails to comply with minimum OH&S standards.
- Initially, the supervisor and crew need to do a hazard assessment of the work are, including fall protection, safe access and egress, walkways, and how to place and secure all equipment, materials etc.

Practice:

1. **Hazardous Condition One**: Because Midwest Group does not have the technical capability to install these engineered devices, places the responsibility for providing such protective devices as guard rails with the owner/ prime contractor. It then falls on the employer (the Midwest Contracting Ltd. foreman) to conduct a pre work hazard assessment of the protective system. If it fails to comply with requirements or code, or it still imposes a risk, the foreman shall remove their workers from that area, and immediately inform Midwest Group management of their action.

2. Hazardous Condition Two: When putting steel bundles on the slab, foremen shall attempt to have materials laid down away from any edge. To avoid later risks, it will need to be away from any unprotected elevated slab edge or in any location where it could affect a workers access or egress from the work area. If this is not possible, a hazard assessment will need to be made to consider the safest, most risk-free, location must be made to avoiding placing it there.

3. Hazardous Condition Three: Temporary ladders used to gain access to any floor, at any level, needs to be safely designed and installed. This, again, is beyond Midwest Group capabilities, and rests with the owner or the Prime Contractor. To be considered safe for Midwest Group workers to use, the following at risk conditions must be identified and removed. Hazard assessments are designed to discover if every ladder has been secured at the top to avoid having it tip or slip while a worker is on it. It is to extend past (or has handrails that extend past) the access floor level by at least a metre. The assessment should also determine if there are any materials, equipment, of other objects that could obstruct a worker coming off the ladder. Take whatever steps are necessary to avoid having anyone step over or on steel bundles. They are extremely hazardous when placed directly at the top of, or in the path of, an access or egress walkway.

So, if any of these conditions fail to comply with requirements or code, or they still impose a risk, the Midwest Group supervisor shall remove their workers from that job area, and immediately inform Midwest Group management of their action. This will give Midwest Group management opportunity to use corporate channels to address the safety issue with the owner and/or client.

SECTION 4 SAFE JOB PROCEDURES

A job procedure is a written step-by-step description of how to do a job from start to finish. Job procedures are sometimes referred to as "proper job procedures" or "methods". Written job procedures are used to train new workers and workers that are moved to new jobs. Workers also use Job procedures as a reference, especially for complex jobs, hazardous jobs, or for jobs that are done infrequently. A job procedure contains the appropriate safe work practice and highlights safety points.

1. Working in Restricted Spaces
2. Gas Generators
3. Hand Tool Safety
4. Hydraulic / Pneumatic Tools
5. Jumpstarting A Battery
6. Knives & Sharp Instruments
7. Manual Lifting
8. Manual Handling & Stacking of Board
9. Mixing Cementitious Materials
10. Powder Actuated Tools
11. Table or Band Saws
12. Installing Steel Studs
13. Using Joint Compounds
14. Working Alone
15. Installing Drywall
16. Bench Grinder Use
17. Use of Rolling Scaffolds
18. Ceiling Tile Installation
19. Skid Steer Use
20. Scissor Lift Use
21. Boom Lift Use
22. Forklift Use
23. Telehandler Forklift Use
24. All-Terrain Forklift Use
25. Bin Loading
26. OLFA Knife Use
27. T-bar Installation
28. Safe Use of Stilts
29. Bringing Material Down from Racking
30. Safe Use of Drywall Carts
31. Installation of Batt Insulation
32. Loading/Unloading Material: Elevators
33. Installation of Rigid Insulation
34. Installing Aluminum Door Frames
35. Demolition of Drywall Ceilings
36. Demolition of T-bar and Tile
37. Demolition of Walls
38. Installation of Welded Metal Door frame
39. Installation of 3 Piece Expandable Metal
40. Cutting Steel with the Stud Chopper
41. Use of Panel Saw
42. Use of Henrob Riveter
43. Use of 5hp Cutting Saw
44. Use of Steel Shear
45. Use of Steel Bender/Break
46 Use of Plasma Cutter
47. Use of Overhead 5-ton Crane
48. Loading Flat Deck Trailer
49. Material Securement
50. Planned lift of load
51. Removal of mold from small area

SAFE WORK PROCEDURES REVIEW

JOB PROCEDURES	2017 REVIEW		DEVELOPMENT DATE	
	DATE	BY WHOM	DATE	BY WHOM
1. WORKING IN RESTRICTED SPACES	Feb 1/17	Darryl Braaten	Sept 3/12	Tim Ballard
2. GAS GENERATORS	Feb 1/17	Darryl Braaten	July 27/12	Conrad Babineau
3. HAND TOOL SAFETY	Feb 14/17	Simon Roy	June 26/12	Craig West
4. HYDRAULIC/PNEUMATIC TOOLS	Feb 14/17	Simon Roy	July 9/12	Brent Logan
5. JUMPSTARTING A BATTERY	Feb 14/17	Darryl Braaten	June 29/12	Harland Hewitt
6. KNIVES & SHARP INSTRUMENTS	Feb 14/17	Simon Roy	Aug 6/12	Shawn Manners
7. MANUAL LIFTING	Feb 14/17	Simon Roy	July 20/12	Nathan Swayze
8. MANUAL HANDLING & STACKING OF BOARD	Feb 14/17	Simon Roy	Aug 3/12	Todd Warkentin
9. MIXING CEMENTITIOUS MATERIALS	Feb 16/17	Darryl Braaten	Sept 5/12	Bryan Chown
10. POWER-ACUTATED TOOLS	Feb 16/17	Darryl Braaten	July 31/12	Danny McMahon
11. TABLE OR BAND SAWS	Feb 16/17	Simon Roy	June 26/12	Jeff Green
12. INSTALLING STEEL STUDS	Feb 16/17	Simon Roy	June 22/12	Lynn Herauf
13. USING JOINT COMPOUNDS	Feb 16/17	Bryson Kuzek	June 22/12	Harold Poore
14. WORKING ALONE	Feb 27/17	Simon Roy	July 19/12	Dan Cubaynes
15. INSTALLING DRYWALL	Feb 27/17	Simon Roy	June 22/12	Dwayne Fiesel
16. BENCH GRINDER USE	Feb 27/17	Simon Roy	June 26/12	Jeff Green
17. USE OF ROLLING SCAFFOLDS	Feb 27/17	Simon Roy	July 3/12	Doug Bercier
18. CEILING TILE INSTALLATION	Feb 27/17	Darryl Braaten	June 26/12	Tom Mukics
19. SKID STEER USE	Feb 13/17	Darryl Braaten	Sept 4/12	Chad Grindley
20. SCISSOR LIFT USE	Feb 13/17	Simon Roy	July 31/12	Chris Macleod
21. BOOM LIFT USE	Feb 13/17	Darryl Braaten	July 31/12	Chris Macleod
22. FORKLIFT USE	Feb 13/17	Darryl Braaten	June 22/12	Rob Dunlop
23. TELEHANDLER FORKLIFT USE	Feb 13/17	Darryl Braaten	June 22/12	Rob Dunlop
24. ALL-TERRAIN FORKLIFT USE	Feb 13/17	Simon Roy	Sept 11/12	Bertram Joseph
25. BIN LOADING	Feb 20/17	Simon Roy	Sept 4/12	Ashford Baker
26. OLFA KNIFE USE	Feb 20/17	Simon Roy	June 25/12	Tim Wheeler
27. T-BAR INSTALLATION	Feb 20/17	Darryl Braaten	July 3/12	Doug Bercier
28. SAFE USE OF STILTS	Feb 20/17	Darryl Braaten	July 4/12	Mietek Garwol
29. BRINGING MATERIAL DOWN FROM RACKING	Feb 20/17	Simon Roy	Aug 8/12	Shane Brierley
30. SAFE USE OF DRYWALL CARTS	Feb 21/17	Darryl Braaten	June 22/12	Gabriel Loubert
31. INSTALLATION OF BATT INSULATION	Feb 20/17	Darryl Braaten	June 22/12	Doug Bercier

32. LOADING/UNLOADING MATERIAL ONTO ELEVATORS	Feb 21/17	Darryl Braaten	Aug 6/12	Shawn Manners
33. INSTALLATION OF RIGID INSULATION	Feb 23/17	Simon Roy	July 3/12	Dan Legg
34.INSTALLING ALUMINUM DOOR FRAMES	Feb 23/17	Bryson Kuzek	July 3/12	Bill Paul
35.DEMOLITION OF DRYWALL CEILINGS	Feb 23/17	Bryson Kuzek	July 6/12	Gabriel Allain
36.DEMOLTITION OF T-BAR AND TILE	Feb 23/17	Bryson Kuzek	June 26/12	Jeff Williams
37. DEMOLITION OF WALLS	Feb 23/17	Bryson Kuzek	July 6/12	Gabriel Allain
38. INSTALLATION OF WELDED METAL DOOR FRAMES	Feb 23/17	Bryson Kuzek	July 3/12	Bill Paul
39. INSTALLATION OF 3 PIECE EXPANDABLE METAL FRAME	Feb 23/17	Bryson Kuzek	June 26/12	Jason Plouffe
40. CUTTING STEEL WITH STUD CHOPPER	Feb 28/17	Simon Roy	Feb 14/12	Jordan Crough
41. USE OF PANEL SAW	Feb 28/17	Simon Roy	July 6/12	Bertram Joseph
42. USE OF HENROB RIVETER	Feb 28/17	Simon Roy	June 5/12	Justin Schmidt
43. USE OF 5HP CUTTING SAW	Feb 28/17	Simon Roy	June 5/12	Justin Schmidt
44. USE OF STEEL SHEAR	Feb 28/17	Simon Roy	June 6/12	Bertram Joseph
45. USE OF HENROB RIVETER	Feb 28/17	Simon Roy	June 6/12	Bertram Joseph
46. USE OF PLASMA CUTTER	Feb 28/17	Simon Roy	June 13/12	Bertram Joseph
47. USE OF OVERHEAD 5 TON CRANE	Feb 28/17	Simon Roy	June 6/12	Bertram Joseph
48. LOADING FLAT DECK TRAILER	Feb 28/17	Simon Roy	June 6/12	Justin Schmidt
49. MATERIAL SECUREMENT	Feb 17/17	Simon Roy	Feb 21/17	Darryl Braaten
50. PLANNED LIFT OF LOAD	Feb 17/17	Simon Roy	Mar 12/17	Darryl Braaten
51. SMALL MOLD REMOVAL OF DRYWALL	Feb 16/17	Simon Roy	Feb 17/17	Simon Roy

001S SAFE WORK PROCEDURE – WORKING IN A RESTRICTED SPACE

Developed by: Tim Belland **Date: Sept 3/12**
Reviewed by: Darryl Braaten **Date: Feb 1/17**
Approved by: Darryl Braaten **Date: Feb 1/17**

Equipment Required	PPE Required	Material Required
Communication device	Hard hat, safety glasses, steel toed work boots, harness, lanyard, signalling device	Protective Footwear
Rescue equipment		
as appropriate		
Emergency flashlight		

A "restricted space" is an enclosed or partially enclosed space, not intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction.

Job Steps:

1. All workers will be familiar with the applicable sections of the *Alberta Occupational Health and Safety Code Part 5, confined spaces, Sections 45 - 57*.
2. Although classified as a "restricted space", the AOH&S Code requirements continue to apply to workers entering a restricted space as follows:
    a. A Hazard Assessment must be performed prior to entry – Section 45;
    b. Workers assigned duties related to the entry must be trained to recognize hazards and how to perform their duties in a safe and healthy manner – Section 46;
    c. General safety requirements involving the use and availability of safety, personal protective, and emergency equipment, as well as a communication system – Section 48;
    d. Prevention of unauthorized persons entering a restricted space – Section 50;
    e. Workers must be protected from hazards created by traffic in the area of the restricted space – Section 51;
    f. Workers cannot enter or remain in a restricted space unless an effective rescue can be carried out – Section 55;
    g. A competent worker, designated by the employer, must be in communication with the worker(s) inside a restricted space – Section 56;
    h. A safe means of entry and exit must be available to all workers required to work in the restricted space – Section 57.

002S SAFE WORK PROCEDURE - GAS GENERATORS

Developed by: Conrad Babineau **Date: July 7 2012**
Reviewed by: Darryl Braaten **Date: February 14 2017**
Approved by: Simon Roy **Date: February 14 2017**

Equipment Required	PPE Required	Material Required
Extension cord	Hard hat, safety glasses, steel toed work boots, gloves, hearing protection signalling device	Fuel in spill proof CSA rated fuel can
		Spill pads

Job Steps:

1. Before each start, check oil level, fuel level and inspect for obvious damage.
2. Affix “do not use tag” if any damage/deficiencies are noted and report them to the supervisor.
3. If oil or fuel needs to be added, make sure generator is turned off, cooled down, and is in a well-ventilated area away from flames and sparks before refuelling or adding oil.
4. Place generator on firm ground in well-ventilated area.
5. Follow the starting procedure posted on equipment.
6. Check the voltage meter for abnormal readings and breaker switches.
7. Connect power cords, ensuring ends are intact with the ground and free of damage or frays.
8. Place cords away from walkways to prevent tripping hazards.
9. Proceed with caution, taking care not to overload the generator.
10. If job or environment changes, re-asses the hazards.
11. When finished using the equipment, disconnect all power cords, idle down engine and turn it off.

003S SAFE WORK PROCEDURES - HAND TOOLS

Developed by: Craig West **Date: June 26/12**
Reviewed by: Simon Roy **Date: February 14 2017**
Approved by: Darryl Braaten **Date: February 14, 2017**

Equipment Required	PPE Required	Material Required
General hand tools	Hard hat, safety glasses, steel toed work boots, gloves	

General Hand Tool Safety

Job Steps:

1. Use tied off containers to keep tools from falling off of elevated work platforms.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use tools while your hands are oily, greasy or wet.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
5. Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line and a safe container
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.
10. When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

Hammers

1. Do not strike nails or other objects with the "cheek" of the hammer.
2. Do not strike one hammer against another hammer.
3. Do not use impact tools such as hammers with mushroomed heads.

Pliers

1. Do not attempt to force pliers by using a hammer on them.

2. Do not use pliers that are cracked, broken or sprung.
3. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand

Hand Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Keep your hands and fingers away from the saw blade while you are using the saw.
3. When using a hand saw, hold your panel firmly against the work table.
4. Do not use a saw that has dull saw blades.
5. Do not carry a saw by the blade.
6. Oil saw blades after each use of the saw.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear your work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver or pry bar.
6. Engage the locking clip on the snips after use.

004S SAFE WORK PROCEDURE - HYDRAULIC/PNEUMATIC TOOLS

Developed by: Brent Logan **Date: July 9 2012**
Reviewed by: Simon Roy **Date: February 14 2017**
Approved by: Darryl Braaten **Date: February 14 2017**

Equipment Required	PPE Required	Material Required
Air lines	Hard hat, safety glasses, steel toed work boots, hearing protection, face shield	Container of hydraulic fluid Spill pads

Job Steps:

1. Inspect equipment before each use.
2. Do not point a compressed air hose at bystanders or use it to clean your clothing.
3. If a tool is unsafe, lock and/or tag tools "Out of Service" to prevent usage of the tool and return for service.
4. Do not use tools that have handles with burrs or cracks.
5. Do not use compressors if their belt guards are missing. Replace belt guards before use.
6. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
7. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Refer to Safe Work Practice #7, Operation of Power Tools

005S SAFE WORK PROCEDURE - JUMP STARTING A BATTERY

Developed by: Harland Hewitt **Date: June 29 2012**
Reviewed by: Darryl Braaten **Date: February 14 2017**
Approved by: Simon Roy **Date: February 14 2017**

Equipment Required	PPE Required	Material Required
Fire extinguisher	Hard hat, safety glasses, steel toed work boots, gloves, face shield	
Booster cables		

*****IMPORTANT: PUT OUT ALL CIGARETTES AND FLAMES*****

Job Steps:

1. Place the two vehicles so that the battery cables reach. Make sure the equipment is not touching
2. Make sure the batteries are the same voltage. 6-volt batteries have three filler vents; 12-volt batteries have six filler vents. (If 12-volt and 6-volt batteries were connected, the smaller 6-volt battery would be damaged and could explode.)
3. Make sure the equipment or vehicles are in neutral or park, and set the park brake. Turn off ignition and all accessories.
4. Unless necessary, do not try to start equipment with a frozen battery. If battery is low or dry, the surge could buckle the plates. If the battery has capped vent holes, remove caps to lessen the chance of pressure built up of hydrogen gas. Cover vent holes with cloth so that no one is splashed with acid in case of an explosion.
5. Identify the positive terminal of both batteries. These are coloured red, or have “+”, “P”, or “POS” written on the battery case, post or clamp.
6. Attach one jumper cable between the two positive terminals.
7. Attach one end of the second jumper cable to the negative terminal of the booster battery and the other end to some metal part of the vehicle/equipment on the equipment being started. The final connection should be at least one foot from the battery and must be on a piece of metal that is not painted, chrome-plated, heavily rusted or coated with grease. The likelihood of a spark when connecting the cables comes with the last connection, which completes the circuit.
8. Allow the boosting vehicle to run for three to five minutes while the batteries are connected, to allow the charge to transfer.
9. Start the engine of the vehicle being boosted and leave it running to charge the battery.
10. After the vehicle/equipment with the discharged battery is running normally, remove the cable connection at the engine block first, then the other end of the same cable from the booster battery. The reason for removing from the block first is the same as previously stated – breaking the circuit is when you might have a spark and you want to be distant from the source of volatile gases.

11. Finally, remove the negative cable from the booster battery. Disconnect positive cable from booster and positive from vehicle/equipment being started.

006S SAFE WORK PROCEDURE - KNIVES AND SHARP TOOLS

Developed by: Shawn Manners **Date: August 6 2012**
Reviewed by: Darryl Braaten **Date: February 14 2017**
Approved by: Simon Roy **Date: February 14 2017**

Equipment Required	PPE Required	Material Required
Tools	Hard hat, safety glasses, steel toed work boots, cut gloves	

(See related Job Procedure #23, OLFA KNIFE USE)

Job Steps:

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars or can openers.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the ground.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them. Ensure blades are retracted on utility knives.

007S SAFE WORK PROCEDURE – MANUAL LIFTING

Developed by: Nathan Swayze **Date: July 20 2012**
Reviewed by: Simon Roy **Date: February 14 2017**
Approved by: Darryl Braaten **Date: February 14 2017**

Equipment Required	PPE Required	Material Required
2 wheeled dolly	Hard hat, safety glasses, steel toed work boots, gloves	
4 wheeled handcarts		

Job Steps:

1. Ensure there are sufficient personnel to raise the load and hold it in place for an extended period of time to allow personnel to secure the load.
2. The ground crew must be able to tie the load to a secure point in the event the lift is delayed.

3. Get a good footing, position your feet 6 to 12 inches apart with one foot slightly in front of the other. Check the footing area before lifting.
4. Bend your knees and get a firm grip on the object with your hands and fingers. Use handles when present.
5. Keep your back straight. Lift with your legs. Keep the object to be lifted close to your body.
6. Perform lifting movements smoothly and gradually; do not jerk the load.
7. Maintain your balance and do not twist or turn as you lift. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
8. To put the object down do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position. Set down objects in the same manner as you picked them up, except in reverse.
9. When two people are lifting, one person will give the command to lift, so both will be lifting at the same time.
10. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

008S SAFE WORK PROCEDURE - MANUAL HANDLING AND STACKING OF BOARD

Developed by: Todd Warketin **Date: August 3 2012**
Reviewed by: Darryl Braaten **Date: February 14 2012**
Approved by: Simon Roy **Date: February 14 2012**

Equipment Required	PPE Required	Material Required
	Hard hat, safety glasses, steel toed work boots, gloves	

Job Steps:

1. Store all wallboard flat when possible.
2. When there is not enough space for flat stacking, up to 16 pieces of board may be stacked against a secure framed and boarded wall at one time on edge, but this is not encouraged as it may damage the edges.
3. When stacking board on edge, be sure it is stored at a proper angle to ensure it will not tip back.
4. When stacking board horizontally, stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
5. Do not allow boards to overhang more than an inch. Align flush all boards, to save the board edges from being crushed or broken during storage.
6. Use a co-worker to assist handling the boards when stacking. Coordinate and communicate your movements with those of your co-worker.

009S SAFE WORK PROCEDURE - MIXING CEMENTITIOUS MATERIALS

Developed by: Brian Chown **Date: Sept 5/12**
Reviewed by: Simon Roy **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
Mixing pail, bucket or wheel barrow, mixer, shovel	Hard hat, safety glasses, steel toed work boots, gloves, dust mask	Cement, plaster, water

Job Steps:

1. Do not handle cementitious mixtures if you have open cuts or scratches on exposed skin surfaces such as on your arms or hands.
2. Read the manufacturer's instructions and MSDS for the material being handled.
3. Use personal protective equipment or clothing such as canvas or rubber gloves and protective eyewear, to avoid cement poison or burns. Ensure appropriate clothing is worn to cover exposed skin.
4. Open doors, windows or turn on local exhaust fans when working indoors.
5. Mix materials according to manufacturer's specifications.
6. Dispose of unused materials in appropriate garbage containers.
7. Wash all tools thoroughly with water or as directed by the manufacturer.
8. If any airborne dust particles occur from use of this product, wear a NIOSH rated (min. N95) dust mask.

010S SAFE WORK PROCEDURE - POWDER ACTUATED TOOLS

Developed by: Danny McMahon **Date: July 31 2012**
Reviewed by: Simon Roy **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
Powder activated gun	Hard hat, safety glasses, steel toed work boots, eye protection	Powder shot Pins

Job Steps:

1. Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
2. Do not attempt to fasten through a pre-drilled hole unless the powder actuated tool has a hole locator.
3. Keep your head and body behind the powder actuated tool when firing it.
4. Before using powder actuated tools do not alter, bypass or remove the shield or guard at the muzzle end of the powder actuated tool.
5. Do not load a powder actuated tool until you are ready to fire it.
6. Warn of loud noise prior to shooting.
7. Shoot at a steady, accurate pace.
8. If the gun jams, be sure to remove the powder strip shot before clearing the jammed pin.
9. When finished with the gun, remove all pins and shot before putting it away.
10. Clean gun periodically, to ensure safe, accurate, function.
11. Refer to Safe Work Practice #7, Operation of Air Tools.

011S SAFE WORK PROCEDURE - TABLE OR BAND SAWS

Developed by: Jeff Green **Date: June 26 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
Table saw or band saw	• Hard hat • safety glasses • steel toed work boots • work gloves • ear protection • face shield	

Job Steps:

1. Ensure saw is unplugged or locked-out. Inspect work area to ensure it is clean and free of hazards and fill out Hazard Assessment. Inspect electrical cords, switches, blade and guards for defects.
2. Inspect material to ensure there are no defects or foreign materials in the material.
3. Place material on work platform and measure height of the wood. Adjust guard to 1/4 inch above height of material.
4. Adjust fence to correct width for a straight cut.
5. Turn on saw. Inspect blade as it runs to ensure no defects. Ensure the material is straight to prevent kick back and binding. Push it through the blade very slowly using a push stick if material is close between blade and fence.
6. Shut off saw. Wait until blade stops. Remove material from work platform.
7. Unplug or lock out machine and clean off. If there is a lot of sawdust, wear a dust mask while cleaning.

Operator must be wearing ear protection, safety glasses, and face shield for steps 5 to 7 inclusive.

012S SAFE WORK PROCEDURE - INSTALLING STEEL STUDS

Developed by: Doug Bercier **Date: July 3 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• cordless screw gun • snips chalk lines • power actuated tool • gas fasteners • tape measure • lasers	• hard hat • safety glasses • steel toed work boots • gloves • ear protection	• Steel studs • steel track • angle • L clips • 9/16 screws, • pins for fastener tool

Job Steps:

1. Read and understand all MSDS for steel studs and related material.
2. Read and understand related Safe Work Practice #15, Use of Chop Saws, and Safe Job Procedure #10, Powder Actuated Tools.
3. Eye protection is mandatory.
4. Make sure working area is clean, remove all tripping hazards.
5. Make sure all tools and equipment are in good working order.
6. Layout walls as per blueprints.
7. Use sharp snips or chop saw to cut steel studs or track to correct length.
8. Keep hands and fingers clear of sharp steel edges.
9. Install a strip of foam tape on the top track before placing it against the ceiling grid.
10. Install top track onto grid using ceiling L-clips. Use clamps when installing clips/track/studs.
11. Install track onto floor using powder actuated tool (always use ear protection for this procedure)
12. Install studs into top and bottom tracks.
13. Fasten studs to track using 9/16 wafer screws at top and bottom.

Deposit all debris into Midwest bins.

013S SAFE WORK PROCEDURES - USING JOINT COMPOUNDS

Developed by: Harold Poore **Date: June 26 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• sandpaper • pole sander • scaffold	• hard hat • safety glasses • steel toed work boots • gloves • ear protection as required • dust mask	• sponges

Job Steps:

1. Wear protective gloves when handling compounds or chemicals from containers labelled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.
2. Follow the manufacturer's instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each joint compound or chemical product used in your workplace.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use joint/filler compounds or chemicals from unlabeled containers.
5. Do not store chemical containers labelled "Oxidizer" with containers labelled "Corrosive" or "Caustic."
6. Always use safety glasses and gloves when handling joint/filler compounds or chemicals labelled "Corrosive" or "Caustic."
7. Dispose of unused materials in appropriate garbage containers.
8. Wash tools immediately after use, with water.
9. Wear a proper fitting, comfortable, dust mask during sanding operation.
10. Change your sandpaper when hand-feathering the edges of drywall compound. This will help prevent muscle fatigue.
11. Clean safety glasses frequently to ensure good vision, using the lens cleaning station at the safety box if convenient, or have a supply of individual lens cleaning packs with you.

014S SAFE WORK PROCEDURE WORKING ALONE

Developed by: Dan Chabavnes **Date: June 26 2012**
Reviewed by: Simon Roy **Date: February 16, 2017**
Approved by: Darryl Braaten **Date: February 16 2017**

In accordance with the Occupational Health and Safety Code Part 28, (Section 393 and 394) Midwest Contracting Ltd. recognizes the potential hazards of working alone.

Equipment Required	PPE Required	Material Required
• Cell phone	• As required for task	

Job Steps:

1. Employees and contractors working alone must carry a cellular phone or other electronic communication capable of communication between employee and supervisor, office or a person capable of assisting the worker in an emergency.
2. If effective electronic communication is not practicable or readily available, then either:
3. The supervisor or another competent worker will visit the worker **OR**
4. The worker will contact the supervisor, office or another competent worker. The contact will be at intervals of time appropriate to the nature of hazards associated with the work or on a prearranged schedule.
5. The worker will report in, to the supervisor, office or another competent person at the end of the shift.
6. In the area where there is no cellular phone coverage, at least two workers will be on site.
7. It will be the practice that all equipment operators or workers traveling for the company will carry their cellular phone with them when working.
8. Do not work in high risk areas, such as, stairs or engage in scaffold work, when working alone.
9. **Do not attempt heavy lifting when working alone.**

015S SAFE WORK PROCEDURE – INSTALLING DRY WALL

Developed by: Dwayne Fiesel **Date: June 22 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• cordless screw gun • hand tools • saw, cutting knife • drywall lifter	• hard hat • safety glasses • steel toed work boots • gloves	• gypsum wallboard • drywall screws

Job Steps:

1. Read and understand the MSDS for gypsum wallboard.
2. Read related Safe Job Procedures, #6 Knives and Sharp Instruments, and #8 Manual Handling and Stacking of Board.
3. Be aware of your immediate surroundings.
4. Sweep the floor and deposit debris in rolling Midwest bin.
5. Install wallboard using a screw gun, a measuring tape, a sharp utility knife, and a board lifter (if necessary).
6. Use proper length of screws.
7. Inspect screw gun to make sure electrical components are safe (free of cracks and tears).
8. Ceiling board should be installed with two workers.
9. Heavy drywall, such as 10 ft. by 5/8 Cement Fibre, should be carried by 2 workers to avoid back strain.
10. Maintain pressure on the wallboard until sufficient screws have been installed (3 on walls, 8 on ceilings).
11. Finish installing screws at minimum 16” intervals.
12. Make sure all electrical wires are neatly inside outlet or junction boxes, with no power in the wires.

016S SAFE WORK PROCEDURE - BENCH GRINDER

Developed by:Jeff Green **Date: June 26 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• grinder	• hard hat • safety glasses • steel toed work boots • gloves • ear protection • face shield	• operating manual

Job Steps:

1. Review Manufacturer's Safe Operation Manual before Initial Use
2. Ensure grinder is unplugged. Inspect work area to ensure it is clean and free of hazards and fill out Hazard Assessment. Ensure grindings will not last on combustible material. Inspect electrical cords, switches, shield and disc for defects.
3. Inspect material to be grinded for defects and ensure it is safe to proceed.
4. Plug in and turn on grinder. Inspect disc as it runs to ensure no defects.
5. Using both hands ensuring firm grip on item, carefully proceed to grind.
6. When done grinding shut off grinder and ensure it is unplugged or locked out. Inspect disc for defects and look for breaks in the cord
7. Leave the work area clean and free of debris ready for next use

017S SAFE WORK PROCEDURE - ROLLING SCAFFOLDING

Developed by: Doug Bercier **Date: July 3 2012**
Reviewed by: Simon Roy **Date: February 16 2016**
Approved by: Darryl Braaten **Date: February 16 2016**

Equipment Required	PPE Required	Material Required
• rolling scaffold	• hard hat • safety glasses • steel toed work boots • gloves	•

In accordance with the Occupational Health and Safety Code Part 23, Section 334, Midwest Contracting Ltd. recognizes the potential hazards with using a rolling scaffold.

Job Steps:

1. Inspect all components to ensure they are in good working order. (i.e. casters, locking devices)
2. Carefully assemble scaffold, preferably with a helper.
3. Ensure scaffold components fit together snugly as per manufacturer's specifications.
4. Clean up debris and sweep the work area where the scaffold is to be used.
5. The height of the rolling scaffold must not be more than three times its minimum base dimension. If an extra section or half-section is used, it must be secured in place properly and outriggers correctly installed.
6. Set the scaffold to the correct working height. You should be able to stand comfortably at your full height, and not have to crouch or over reach to do your job. Take time to adjust the scaffold deck to the correct height, should your overhead clearance change.
7. Do not remain on the scaffold while it is being moved unless the height of the platform is not more than twice the minimum base dimension.
8. If the rolling scaffold's platform is higher than twice the minimum base dimension the wheels must be locked. The wheels must always be locked when installing drywall.
9. When climbing onto a baker scaffold always try to use a ladder or sawhorse and enter from the side of the scaffold. If this is not possible climb over the top, but, make sure to always use 3 points of contact. Check to make sure whatever part of the scaffold you grab is secure and will not give way.
10. Do not use stepladders or sawhorses on top of scaffold platforms that are not specially made for this purpose.
11. Ensure there are no overhead dangers before proceeding.

12. When installing drywall on heavy gauge steel studs (20 gauge or heavier), use self-tapping screws, to minimize the pushing force needed to install the screws.
13. A sturdy, simple to use guard rail system has been designed and is available from the Midwest shop. The system consists of wooden rails having a hole at each end which fits over the top posts of the scaffold end frames. These should be used wherever possible to prevent workers from falling.

018S SAFE WORK PROCEDURE - CEILING TILE INSTALLATION

Developed by: Tom Mukics **Date: June 26 2012**
Reviewed by: Simon Roy **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• OLFA knife • Measuring tape • Pencil • Straight edge	• hard hat • safety glasses • steel toed work boots • gloves	• Ceiling tile

Job Steps:

1. Be aware of sprinkler system. Know where sprinkler shutoff is on every floor.
2. Read and understand the MSDS for ceiling tile.
3. Read related Safe Job Procedure, #23 OLFA Knife Use.
4. Inspect scaffold for broken parts before set up. (Refer to Safe Job Procedure, #17 Use of Rolling Scaffolds.)
5. Install scaffold at appropriate height.
6. Place a rolling Midwest garbage bin close to the work area.
7. Remove and dispose of bundle wrappings and place 1 or 2 bundles on the scaffold.
8. Be aware of your immediate surroundings.
9. Sweep the floor and deposit debris in rolling Midwest garbage bin.
10. Make sure your hands are clean.
11. Install full tiles where possible.
12. Be aware of hangers, ducts, etc.
13. Use a sharp utility knife to cut ceiling tile to proper lengths required.
14. When measuring the opening for cutting tile to fit, make sure the tile is not too tight.
15. Install tile with accuracy. When installing tile near an electrical or mechanical (light) fixture ensure no danger of fixture falling out of ceiling. Tie fixture up.
16. As you proceed, check the following:
    -no hangers are missing
    -no damaged main or cross tees (repair or replace if needed)
    -ceiling is level
17. Usually 2 rows of tile can be installed from one scaffold position
18. Take care not to over reach the scaffold.

19. Put waste ceiling tile in a rolling Midwest garbage bin.
20. Do a complete site walk-through to ensure the final product meets the Midwest quality standard.

019S SAFE WORK PROCEDURE - SKID STEER

Developed by: Chad Grindley **Date: September 3 2017**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	material required
	• hard hat • safety glasses • steel toed work boots • gloves • ear protection	• inspection sheet

Job Steps:

1. Complete proper training and certification. All workers with skid steer training must carry their certification card with them.
2. Read and understand the operator's manual, paying particular attention to safety requirements before operating the skid steer or any attachments.
3. Walk completely around machine to visually check for obvious damage (i.e. flat tire, leaks) and make sure the area is clear.
4. Survey work area for potential hazards.
5. Climb into skid steer with a mind to secure footing and hand holds.
6. Put on seat belt, turn on the skid steer and disengage park brake. (Ensure all controls are in the neutral position before starting the machine.)
7. With hand and foot controls proceed cautiously to operate machine as per training to complete task.
8. Upon completion move skid steer to a safe, out-of-the-way location.
9. Power down the throttle, ensure the bucket is in the down position, apply parking brakes and turn off ignition.
10. Safely exit vehicle while thoughtfully securing hand holds and footing.
11. Walk around vehicle checking for obvious damage incurred during operation.
12. If damage is present record and inform fleet manager for repair.
13. Turn off the engine and allow it to cool before refueling.

020S SAFE WORK PROCEDURE - SCISSOR LIFT

Developed by: Chris MacLeod **Date: July 31 2017**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• Scissor lift	• hard hat • safety glasses • steel toed work boots • gloves • fall arrest equipment	• inspection sheet

Job Steps:

1. Complete proper training and certification. All workers with scissor lift training must carry their certification card with them when on site.
2. Walk completely around machine to visually check for obvious damage (i.e. leaks). An inspection form must be filled out as you are doing this.
3. If damage is present, record and inform site services manager for repair. Tag the scissor lift for removal.
4. Scan work area for potential hazards. When doing this, look for severe undulations or unevenness in the ground, or objects such as plumbing pipes protruding through the floor. Mark them off with bright orange pylons so they can be spotted from higher up.
5. Turn on scissor lift, ensure battery power is sufficient, and if not then plug it in.
6. Make sure that tools and materials used in the lift are secure and safe from falling overboard.
7. Make sure you have a means of communicating with someone on the ground, just in case the lift gets jammed.
8. Operate scissor lift as per training.
9. When lowering or raising the platform ensure you are on stable ground and pay attention to above and below you as necessary.
10. While driving the lift in the raised or lowered position pay extra attention to your surroundings in the air and on the ground.
11. When finished with the machine drive it to a safe, out-of-the-way location. Ensure platform is completely down, and turn machine off.
12. Be certain battery power is sufficient for next use, if not, plug in.
13. Walk around vehicle, checking for possible damage incurred during operation.
14. If damage is present, document and notify fleet manager for repair.

021S SAFE WORK PROCEDURE -BOOM LIFT

Developed by: Chris Macleod **Date: July 31 2012**
Reviewed by: Simon Roy **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 16 2016**

Equipment Required	PPE Required	Material Required
• boom lift	• hard hat • safety glasses • steel toed work boots • gloves • fall arrest	• inspection sheet

Job Steps:

1. Complete proper training and certification. All workers with boom lift training must carry their certification card with them when on site.
2. Walk completely around machine to visually check for obvious damage (i.e. leaks). An inspection form should be filled out as you are doing this.
3. If damage is present, record and inform foreman who will notify site services manager for repair. Tag the boom lift for removal.
4. Scan work area for potential hazards. When doing this, look for severe undulations or unevenness in the ground, or objects such as plumbing pipes protruding through the floor. Mark them off with bright orange pylons so they can be spotted from higher up.
5. Turn on boom lift, ensure battery power is sufficient, and if not then plug it in.
6. Make sure that tools and materials used in the lift are secure and safe from falling overboard.
7. Make sure you have a means of communicating with someone on the ground, just in case the lift gets jammed.
8. Operate boom lift as per training.
9. When lowering or raising the platform ensure you are on stable ground and pay attention to above and below you as necessary.
10. While driving the lift in the raised or lowered position pay extra attention to your surroundings in the air and on the ground.
11. When finished with the machine drive it to a safe, out-of-the-way location. Ensure platform is completely down, and turn machine off.
12. Be certain battery power is sufficient for next use. If not, plug in.
13. Walk around vehicle, checking for possible damage incurred during operation.
14. If damage is present, document and notify site services manager for repair.

022S SAFE WORK PROCEDURE - FORKLIFT

Developed by: Chris Macleod **Date: July 31 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• forklift	• hard hat • safety glasses • steel toed work boots • gloves • seat belt	• inspection sheet

Job Steps:

1. Complete proper training and acquire certification. All workers with forklift training must carry their certification card with them when on site.
2. Read and understand the operator's manual, paying particular attention to safety requirements, before operating.
3. Walk around forklift to visually check for any evident damage (i.e. leaks) and make sure the area is clear.
4. If damage is present, record and inform foreman who will notify site services manager for repair.
5. Inspect work area for potential risks.
6. Ensure load is balanced and secure to prevent falling objects while moving.
7. Always use 3 points of contact when climbing on and off the forklift
8. Climb in, turn forklift on and remain seated with seatbelt fastened while in operation.
9. While operating forklift always consider the following points:

a) Never raise or lower load while turning
b) Ensure the mast is down while passing low areas
c) Always back down a hill if you have a load
d) Slow down and sound horn when approaching a corner or an intersection, and proceed with caution.

10. Always be aware of your surroundings. Make sure you have sufficient vertical and horizontal clearance.
11. Never dismount the forklift while it is moving.
12. Never allow stunt driving or horse play on or around a forklift
13. Avoid running over loose objects, and use caution when operation around scaffolding and ladders.

14. After every use ensure the forklift is parked in a safe, out-of-the-way location with the mast down, the parking brake is on, and the vehicle is turned off.
15. Inspect for obvious damage, if damage is present document and report to site services manager.
16. If at any time the battery is low be certain you have plugged it in.

023S SAFE WORK PROCEDURE - TELEHANDLER FORKLIFT

Developed by: Bob Dunlop **Date: July 22 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• Tele-handler	• hard hat • safety glasses • steel toed work boots • gloves • seat belt	• inspection sheet

Job Steps:

1. Complete proper training and acquire certification. All forklift operators must carry the appropriate certification card with them when on site.
2. Read and understand the operator's manual, paying particular attention to safety requirements, before operating.
3. Walk around forklift to visually check for any evident damage (i.e. leaks) and make sure the area is clear.
4. If damage is present, record and inform foreman who will notify site services manager for repair.
5. Check fuel levels before operating.
6. Inspect work area for potential risks
7. Ensure load is balanced and secure to prevent falling objects while moving.
8. Always use 3 points of contact when climbing on and off the forklift.
9. Climb in, turn forklift on and remain seated with seatbelt fastened while in operation.
10. While operating forklift always consider the following points:

a) Never raise or lower load while turning
b) Ensure the mast is down while passing low areas
c) Always back down a hill if you have a load
d) Slow down and sound horn when approaching a corner or an intersection, and proceed with caution.

11. Always be aware of your surroundings. Make sure you have sufficient vertical and horizontal clearance.
12. Never dismount the forklift while it is moving.
13. Never allow stunt driving or horse play on or around a forklift.

14. Avoid running over loose objects, and use caution when in operation around scaffolding and ladders.
15. After every use ensure the forklift is parked in a safe, out-of-the-way location with the mast down, the parking brake is on, and the vehicle is turned off.
16. Inspect for obvious damage, if damage is present document and report to supervisor or fleet manager.
17. If at any time the battery is low be certain you have plugged it in.

024S SAFE WORK PROCEDURE - ALL-TERRAIN FORKLIFT

Developed by: Bertram Joseph **Date: September 11 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• forklift	• hard hat • safety glasses • steel toed work boots • gloves • seat belt	• inspection sheet

Job Steps:

1. Complete proper training and acquire certification. All forklift operators must carry their certification card with them when on site.
2. Read and understand the operator's manual, paying particular attention to safety requirements, before operating.
3. Check fuel levels before operating.
4. Walk around forklift to visually check for any evident damage (i.e. leaks in the hydraulic system) and make sure the area is clear.
5. Check for proper operation of the lighting systems.
6. Check the overall load capacity, as well as the load rating of the forks. Do not overload.
7. If the forks are in any way cracked or damaged, this must be reported to the supervisor.
8. Inspect work area for potential risks, paying particular attention to uneven or slippery terrain when operating outdoors.
9. Check if the forklift can make the necessary turns in the area.
10. Ensure load is balanced and secure to prevent falling objects while moving. (i.e. ensure tracks and studs are balanced on the forks before removing from the racking)
11. Always use 3 points of contact when climbing on and off the forklift.
12. Climb in, turn forklift on and remain seated with seatbelt fastened while in operation.
13. While operating forklift always consider the following points:
    a) Never raise or lower load while turning.
    b) Ensure the mast is down while passing low areas.
    c) Always back down a hill if you have a load.
    d) Slow down and sound horn when approaching a corner or an intersection, and proceed with caution.
14. Always look out for workers walking across the route being travelled.
15. Always be aware of your surroundings. Make sure you have sufficient vertical and horizontal clearance when approaching doorways and other passageways.
16. Never dismount the forklift while it is moving.

17. Never allow stunt driving or horse play on or around a forklift.
18. Avoid running over loose objects, and use caution when operating around scaffolding and ladders.
19. After every use ensure the forklift is parked in a safe, out-of-the-way location with the mast down, the parking brake is on, and the vehicle is turned off.
20. Inspect for obvious damage, if damage is present document and report to supervisor or fleet manager.

025S SAFE WORK PROCEDURE - BIN LOADING

Developed by: Ashford Baker **Date: September 4 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• forklift drywall knife	• hard hat • safety glasses • steel toed work boots • gloves	• bags, dumpster or cardboard boxes

Job Steps:

1. Perform a quick hazard assessment of the location
2. Consider the process of unloading the bins as you load them.
3. Load steel and drywall flat when possible.
4. Avoid over filling bins past the top.
5. Avoid loading the bin so that refuse extends past the sides making it difficult to pass through doorways.
6. Ensure that there are no sharp objects, sticking out of the bins. Cut pieces small enough to fit.
7. Put floor sweepings and small debris in a cardboard box or wrap in plastic to avoid excessive dust.
8. Do not use the metal bands wrapping the bins to snap off knife blades.
9. If a bin is in any way broken, tag it and contact the office for removal. Leave the bin empty and sidetrack it until removed.

026S SAFE WORK PROCEDURE - OLFA KNIFE USE

Developed by: Tim Wheeler **Date: June 25 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Wheeler **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• knife	• hard hat • safety glasses • steel toed work boots • cut gloves	

Job Steps:

1. Inspect knife and blade before using.
2. Check for any debris that may impair its use.
3. Extend blade to one section to use knife.
4. Check that the blade is sharp.
5. Grip knife firmly and keep your other hand or fingers and all other parts of your body clear of the direction of travel of the knife blade.
6. When blade becomes dull, snap off one section
7. Always snap off one section at arm's length.
8. Use pliers to snap off blade.
9. Never use garbage bin straps to snap off blade.
10. Wrap used OLFA blades in plenty of paper or tape before discarding in a garbage container.

027S SAFE WORK PROCEDURE - T-BAR INSTALLATION

Developed by: Doug Bercier **Date: July 3 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Simon Roy **Date: February 16 2017**

Equipment Required	PPE Required	Material Required
• snips • spinning laser • screw gun • punch pop riveter • dry line	• hard hat • safety glasses • steel toed work boots • gloves	• wall mold • cross tees • main tees • rivets

Job Steps:

1. Beware of sprinkler system. Know where sprinkler shutoff is for every floor you are working on.
2. Wear proper PPE. (Eye protection is mandatory.)
3. Refer to Safe Job Procedure #17, Use of Rolling Scaffolds.
4. Ensure all holes in floor are covered and marked prior to scaffold use.
5. Clean area of debris and be sure hands are clean.
6. Use a sharp pair of snips to ensure clean cuts.
7. Keep hands and fingers clear of sharp steel edges.
8. Fasten wall mould at proper height set with rotating laser.
9. Place hangers in proper areas as required.
10. Place protective covering on the top cross brace to prevent damage to finished surfaces of t- bar during installation.
11. Place main and cross tees on the scaffold. Keep sharp ends clear of walkways and high traffic areas, to prevent injury to by passers.
12. Install main tees using hangers.
13. Level main tees to proper height using spinning laser.
14. Install cross tees into main tee slots as required, based on grid dimensions.
15. Once checked for square, pop rivet main tees to wall mould.
16. Clean up and place debris into garbage bin.

028S SAFE WORK PROCEDURES - STILT USAGE

Developed by: Mietek Garwol **Date: July 4 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• stilts	• hard hat • safety glasses • steel toed work boots • gloves	• hazard assessment

Job Steps:

1. Clean work area of any debris or tripping hazards.

Examples of extremely dangerous tripping hazards:

- Electrical marette connectors
- Electrical extension cords
- Scrap cut offs of B.X. wiring
- Plastic used for covering floors left loose
- Conduit scraps and screws

2. Adjust stilts to proper height before strapping on.
3. Find a stable elevated platform to sit or stand on while putting stilts on.
    - Scaffold
    - Step ladder, etc.

For the experienced user, stilts can be put on with no assistance of elevated platforms.

Important rules when wearing stilts:

Always be aware of hazards at head level.

- Door headers
- Bulk heads
- Sprinkler heads
- Exit lights and various fixtures
- Never walk fast
- Do not try to walk backwards
- Never walk on stairs or planks

Preventative Maintenance:

- Check that all bolts are always tightened
- Check that wing nuts are tight
- Wing nuts should be replaced if stripped
- Check to make sure springs are adjusted properly and not broken
- Leg straps and foot straps should be replaced if worn to the point of not staying tight

<u> Very Important **:</u>**

- When using stilts, if they are not properly adjusted to your body after prolonged usage they could cause fatigue or damage to the lower back and knees.
- When walking always be aware of floor and head height hazards.
- Respect the fact that if safety precautions are taken lightly in the event of an accident an injury could be very serious. (For example: Head injury, broken wrist, fingers or arms, lacerations)

029S SAFE WORK PROCEDURES - TAKING MATERIAL DOWN FROM RACKING

Developed by: Shane Brierley **Date: August 8 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• proper sized ladder • forklift	• hard hat • safety glasses • steel toed work boots • gloves	• inspection sheet • operator certification

Job Steps:

1. Determine which pallet on the rack you will access.
2. Ensure surrounding area at the base of racking is clear.
3. Decide if a ladder or forklift or reach forklift is best for task.
4. If a ladder is used, please follow these guidelines:

Be sure ladder is the correct height.

a. Use ladder within safety guidelines.
b. No leaning; don't stand on top two rungs
c. If you are moving a box, make sure it is sealed.
d. Have a firm balanced grip on the item you are retrieving.
e. Refer to safe work practices for portable ladders
f. Always maintain 3 points of contact to the ladder.

5. If a forklift is or Reach Forklift is used, please follow these guidelines:
6. a. Use forklift only if you have a valid forklift operator's certificate
   b. Check that the forks on the forklift are the correct distance apart for the pallet you are moving.
   c. Make sure there is enough clearance all around the forklift.
   d. Always be aware of surroundings. Look out for anyone who could have walked near before moving the forklift.
   e. Place the forks under the pallet in a stable position before lifting.
   f. When moving pallet keep pallet as near to ground as possible.
   g. (No higher than shin level.) Raise and lower mast only when driving forward.
   h. Place items on pallet in a way that would prevent anything from shifting or falling while in motion.
   i. Exit forklift only when forks are all the way down.
   j. Use all the safe operation rules and procedures taught in your forklift ----------training course.

030S SAFE WORK PROCEDURE - DRYWALL CARTS

Developed by: Gabriel Loubert **Date: June 22 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Rov **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• Drywall cart	• hard hat • safety glasses • steel toed work boots • gloves	• various materials

Job Steps:

1. Operating a loaded drywall cart, always is a two-person procedure.
2. Inspect cart to ensure it is in good working order.
3. Make sure the weight of the material is not more than seventy-five percent of the carts Load Capacity Rating.
4. Lock the wheels on the cart before loading.
5. Safe lifting practices should be used when loading or unloading cart.
6. Ensure even distribution of load.
7. Inspect path of travel to make sure it is clear of any obstacles blocking path and that there is a stable surface to be rolled on.
8. When at your destination, lock the wheels before unloading cart.
9. Do not leave cart unattended before unloading. Unload cart immediately using safe lifting practices.
10. Ensure material is safely stored and in a well-lit designated area.

031S SAFE WORK PROCEDURES - BATT INSULATION INSTALLATION

Developed by: Doug Bercier **Date: June 22 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• sharp knife • tape measure • straight edge	• hard hat • safety glasses • steel toed work boots • cut gloves	• batt insulation

Job Steps:

1. Put on PPE.
2. Secure an area large enough to be able to work in once the bag of insulation is fully opened.
3. Open bag of insulation.
4. Begin by placing full batts of insulation between steel studs. If necessary, use a 3 to 4 foot piece of stud or electrical pipe to put in top pieces. Be sure the insulation totally covers the area to be insulated.
5. To put in the cut pieces, find a solid and stable work area and a piece of scrap drywall slightly bigger than insulation batt.
6. Measure space between steel studs for the size of insulation necessary and place full batt of insulation on drywall piece. This will prevent premature dulling of the blade.
7. Transfer measurement taken from wall space into insulation.
8. With the assistance of a straight edge cut insulation. Make sure knife blade is not fully extended, to prevent premature breaking of the blade.
9. Do not attempt to cut through insulation in one cut. Use a series of strokes, making sure your hands and body are not in the path of knife. Cut down and away from you.
10. Install cut pieces of insulation.
11. Clean work areas after tasks are finished and proceed to the next area, following the same procedure.

032S SAFE WORK PROCEDURE - LOADING/UNLOADING MATERIAL ONTO ELEVATORS

Developed by: Shawn Manners **Date: August 6 2012**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2012**

Equipment Required	PPE Required	Material Required
• 2 warning signs • spotter	• hard hat • safety glasses • steel toed work boots • gloves	

Job Steps:

1. If the elevator lobby is for public use, place warning signs at either end of lobby.
2. Get the elevator locked off by security.
3. Have the 'spotter' person warning people as you load or unload the elevator.
4. Do not overload the elevator.
5. If no 'spotter' is present, verbally warn other workers/people when moving material off elevator, around corners, and through doorways.
6. If moving elongated material, make sure to keep the 'tip' of material as low as possible when moving around corners, through doorways, etc.
7. When finished, vacuum or clean up your work area, and leave the area in a tidy and presentable condition.

033S SAFE WORK PROCEDURE - INSTALLATION OF RIGID INSULATION

Developed by: Dan Legg **Date: August 6 2012**
Reviewed by: Darryl Braaten **Date: February 17 2012**
Approved by: Simon Roy **Date: February 16 2012**

Equipment Required	PPE Required	Material Required
• knife (serrated edge) • tape measure • straight edge	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• insulation

Job Steps:

1. Read and understand the MSDS for Insulation, checking for hazardous ingredients and recommended PPE.
2. Put on PPE as required.
3. Secure an area large enough to be able to work in once the carton of insulation is fully opened.
4. Open the carton of insulation.
5. Read related Safe Job Procedure #6, Knives & Sharp Instruments.
6. Inspect scaffold for broken parts before set up. (Refer to Safe Job Procedure #17, Use of Rolling Scaffolds.)
7. With the assistance of a straight edge cut insulation to appropriate dimensions, using a sharp utility knife, or a serrated knife (recommended).
8. Do not attempt to cut through insulation in one cut. Use a series of strokes, making sure your hands and body are not in the path of the knife. Cut down and away from you.
9. Place the foiled insulation between top and bottom track.
10. Tape all joints using foil tape, so that there is no insulation exposed.
11. Clean and tidy work area after task is finished. The use of a serrated knife is much better to use than an Olfa knife.

034S SAFE WORK PROCEDURE - INSTALLING ALUMINUM DOOR FRAMES

Developed by: Bill Paul **Date: July 3 2012**
Reviewed by: Darryl Braaten **Date: February 17 2012**
Approved by: Simon Roy **Date: February 17 2012**

Equipment Required	PPE Required	Material Required
• chop saw with metal cutting blade • laser plumb • screw gun rubber mallet • hammer drill (as needed) • appropriate jigs	• hard hat • safety glasses • steel toed work boots • gloves	• framing material • 1 ¼" drywall screws • self tapping screws for aluminum or concrete • mullion clips (as needed)

Job Steps:

1. Have rough openings framed correct size for doors to be supplied.
2. Have correct material delivered to job site.
3. Cut and install upright side members of door frame.
4. Cut and install headers centered in opening.
5. Level doors hinge side of header and screw off.
6. Pull upright members tight to header (square header).
7. Screw off hall side of header and tops of upright members.
8. Laser plumb hinge side of frame and screw off door side.
9. Install floor jig, pull frame members tight to jig and screw off.
10. Laser plumb strike side and screw off (use full jig for many frames).
11. Screw off hall side of upright frame members.

If door and window units, then install mullion clips with self-tap screens. Install mullion posts and sills.

035S SAFE WORK PROCEDURES - DEMOLITION OF DRYWALL CEILINGS

Developed by: Gabriel Allain **Date: July 6 2012**
Reviewed by: Darryl Braaten **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• router • saws all • bench/scaffold • garbage bin • shop vac • screw gun	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	

Job Steps:

1. Do a hazard assessment before starting the job.
2. Locate building sprinkler system shut-off location.
3. Communicate and co-ordinate sprinkler system shut-off location with General Contractor and other trades affected.
4. Cut access hole(s) to determine unseen hazards.
5. Put caution tape around demolition area or have flaggers.
6. Remove all sprinkler cover plates.
7. Scribe or router any intersecting walls.
8. Grip drywall pulling downward until screws pop.
9. If pieces are too big to safely remove, router or cut into smaller sections.
10. After drywall is removed, remove any drywall screws left behind.
11. Remove wafer screws and tie-wires that are attaching the furring bar to the carrying channel one piece at a time.
12. Cut splice wires on carrying channel one carrying channel at a time.
13. Cut wire attaching pencil rod to carrying channel.
14. Remove carrying channel one at a time.
15. Remove pencil rod.

036S SAFE WORK PRACTICE - DEMOLITION OF T-BAR & TILE

Developed by: Jeff Williams **Date: June 26 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• baker scaffold • screw gun • snips	• hard hat • safety glasses • steel toed work boots • cut gloves • dust mask	• garbage bin(s)

Job Steps:

1. Do a Hazard Assessment of work area.
2. Clean up the area before you begin.
3. Ensure all other ceiling components (lights, sprinklers, diffusers etc.) are independently suspended by the proper trades before starting any T-bar removal.
4. Set up baker scaffold making sure everything is fastened properly.
5. Remove all ceiling tiles. Put in garbage bin or on a pallet if saving them.
6. Remove all cross tees and put them in a garbage bin.
7. Unhook all hangers from main tee and cut down to fit in garbage bin.
8. Remove all wall molding with a screw gun. Cut down to fit in garbage bin.
9. Remove all hangar wire if not re-using it and place in garbage bin.
10. Clean up work area after you are finished.

037S SAFE WORK PROCEDURE - DEMOLITION OF WALLS

Developed by: Bryson Kuzek **Date: July 3 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• router • vacumn • saws all • screw gun • bench/scaffold • hand tools • garbage bin	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• poly • tape • hangers

Job Steps:

Do a job specific hazard assessment before job start-up. (i.e. sprinklers, electrical, HVAC conditions)

1. Re-support existing ceilings if required.
2. Install poly on affected areas. (Avoid tripping hazards)
3. Lay out demo areas, re: doors, site lights etc.
4. Remove existing beads.
5. Remove visible screws.
6. First, cut horizontal at wall center. (Avoid cutting steel studs and electrical wires.)
7. Remove drywall and cut up. Discard in garbage bins.
8. Remove insulation if present and discard in garbage bins (or wrap with poly then discard)
9. Remove drywall on second side and discard.
10. Remove all screws from affected studs.
11. Remove studs, cut, and discard in a proper manner inside garbage bins.
12. Cut and remove tracks from above and below.
13. Sweep all debris and bag properly.
14. Remove all installed poly.
15. Re-install affected ceiling tiles.
16. Vacuum and clean all affected areas.

038S SAFE WORK PROCEDURE - INSTALLATION OF WELDED METAL DOOR FRAMES

Developed by: Bryson Kuzek **Date: July 3 2017**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• laser level • hammer drill/bits • screw gun • ladder • hand tools	• hard hat • safety glasses • steel toed work boots • gloves • respirator for concrete drilling	• metal frame • concrete fasteners • framing screws • drywall • caulking

Note: Welded Frames are installed prior to drywall and in a steel stud partition application.
Job Steps:

1. Ensure no drywall installed closer than six inches of opening.
2. Slide steel studs in tracks away from opening.
3. Check frame size/location/door swing/hardware preparation.
4. Insert installation clips at stiles/header.
5. Slide frame into location and center of opening.
6. Butt steel studs against frame for temporary support.
7. Check header for level/square.
8. Fasten high side stile to floor with 1/4” drive fasteners.
9. Shim low side stile until header reads level and fasten.
10. With header leveled, bend clips to receive studs.
11. Fasten studs to frame clips with framing screws.
12. Check frame stiles for plumb.
13. Fasten stud to top and bottom tracks/framing screws.
14. Insert track header and cripple studs.
15. Drywall all around, ensuring level/plumb is good.
16. Caulk around frame perimeter.
17. Remove bottom spreaders.

039S SAFE WORK PROCEDURES - INSTALLATION OF 3 PIECE EXPANDABLE METAL FRAME

Developed by: Bryson Kuzek **Date: June 26 2017**
Reviewed by: Darryl Braaten **Date: February 17 2017**
Approved by: Simon Roy **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• laser level • screw gun • ladder • hand tools	• hard hat • safety glasses • steel toed work boots • gloves	• metal frame • concrete fasteners • framing screws • drywall • latex caulk/bond • #8 screws

Note: 3 Piece expandable frames are installed after rough framing and drywall is completed.

Job Steps:

1. Check opening for correct size and location.
2. Check frame for proper size/swing/hardware preparation.
3. Position frame header into location and as high as possible
4. Check door swing on header/temp and fasten with screw.
5. Place frame stiles diagonally under header.
6. Align locating tabs with slots in header.
7. Move stiles into vertical position ensuring tabs and slots align.
8. Move header firmly onto stiles and check metres.
9. Be sure all is checked and proper then bend tabs into locked position.
10. Move frame into a level/plumb/square position.
11. Shim stiles at base if required.
12. Fasten frame to wall with #8 screws in holes provided.
13. Caulk all around frame perimeter.
14. Fill screw heads with body filler and sand smooth.

040S SAFE WORK PROCEDURES - CUTTING STEEL WITH STUD CHOPPER

Developed by: Jordan Plouffe **Date: June 26 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
stud chopper	• hard hat • safety glasses • steel toed work boots • gloves	• steel studs • steel track

Note: 3 Piece expandable frames are installed after rough framing and drywall is completed.

Job Steps:

1. Perform a Job Hazard Assessment, identify the on/off buttons, and check for oil leaks.
2. Turn machine on and open lubricating oil valve.
3. Set steel onto machine against fence using proper lifting techniques, and avoid bumping the cutting lever.
4. Measure steel ensuring no part of your body enters the cutting area.
5. Pull on cutting lever ensuring a full cut and that no part of your body enters the cutting area.
6. Remove steel from machine using proper lifting techniques and avoid bumping the cutting lever.
7. Turn off machine and close lubricating oil valve.

041S SAFE WORK PROCEDURES – USE OF PANEL SAW

Developed by: Jordan Crough **Date: February 2013**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 7 2017**

Equipment Required	PPE Required	Material Required
• Horizontal & vertical cross cut saws	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• wood • drywall • plywood

Note: 3 Piece expandable frames are installed after rough framing and drywall is completed.

Job Steps:

1. Perform a Job Hazard Assessment
2. Identify the on/off switch, and check to ensure the blade is secure.
3. Before starting the saw, start the dust extractor fan.
4. Pay careful attention to the saw. If the sound of the saw changes, stop the saw and report it to your supervisor.
5. Keep your body away from the material, as it may kick back and cause injury.
6. When using the saw, be aware of your surroundings, bearing in mind that the overhead crane is in the area.
7. Turn off saw when loading or removing material, to or from the cutting area.

042S SAFE WORK PROCEDURES – USE OF HENROB RIVETER

Developed by: Justin Schmidt **Date: June 5 2012**
Reviewed by: Simpn Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• pneumatic riveter	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• steel stud • steel track • banding

Job Steps:

1. Turn power on.
2. Ensure that emergency shutdown switch is operational.
3. Turn power back on.
4. Ensure that there are enough rivets in the Riveter to perform the task.
5. Maneuver riveter into place.
6. Ensure bottom die is tight to surface that requires fastening.
7. Press the directional “DOWN” button on the handle until the head returns to its original starting position.
8. Maneuver tool to the next required location for fastening.
9. Repeat steps 6 and 7. Before proceeding with step 7, check to be sure a rivet hasn’t already been installed at this location.
10. Ensure all body parts are free and clear of all pinch points.

043S SAFE WORK PROCEDURE – USE OF 5HP CUTTING SAW

Developed by: Justin Schmidt **Date: June 5 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• pneumatic riveter	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• steel stud • steel track • banding

Note: 3 Piece expandable frames are installed after rough framing and drywall is completed.

Job Steps:

1. Ensure the proper blade is being used for the job being performed.
2. Ensure the blade is tight and secure.
3. Ensure all guards are in place.
4. Load material onto the table. Get help if required.
5. Make cut letting the saw work. Don't force the cut.
6. Wait until the blade has come to a complete stop before removing studs or track from the table.
7. If the saw starts to make irregular or unusual noises while cutting, stop and inspect and/or advise your supervisor.

044S SAFE WORK PROCEDURES – USE OF STEEL SHEAR

Developed by: Bertram Joseph **Date: June 6 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• shear machine	• hard hat • safety glasses • steel toed work boots • gloves • dust mask	• steel sheets

Job Steps:

1. Two trained persons are required for the safe operation of this machine.
2. Check that machine is operational by switching on/off buttons.
3. When starting the machine, be sure your hand is clear of the blade.
4. Wear safety glasses and gloves for protection from sharp metal pieces.
5. Ensure that you give the other person clear notification immediately prior to making a cut.
6. Keep all body parts away from the machine when in use.
7. Ensure measuring device is properly positioned before making a cut.
8. Turn off machine before retrieving cut pieces.
9. Only cut one piece of material at a time.
10. Always use caution when under machine retrieving cut pieces not to bang your head on overhead machine parts.

045S SAFE WORK PROCEDURE – USE OF STEEL BENDER/BREAK

Developed by: Bertram Joseph **Date: June 6 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• steel bender	• hard hat • safety glasses • steel toed work boots • gloves	• steel sheets

Job Steps:

1. Do Job Hazard Assessment before using this machine.
2. Check that machine is operational by switching on/off buttons.
3. When starting the machine, be sure your hand is clear of the blade.
4. Wear safety glasses and gloves for protection from sharp metal pieces.
5. Ensure that you give the other person clear notification immediately prior to making a cut.
6. Keep all body parts away from the machine when in use.
7. Ensure measuring device is properly positioned before making a cut.
8. Turn off machine before retrieving cut pieces.
9. Only cut one piece of material at a time.
10. Always use caution when under machine retrieving cut pieces not to bang your head on overhead machine parts.

046S SAFE WORK PROCEDURE – USE OF PLASMA CUTTER

Developed by: Bertram Joseph **Date: June 13 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• plasma cutter	• hard hat • safety glasses • steel toed work boots • welding or cutting gloves • welding shield	• rivet removal

Job Steps:

1. Check on/off switch to see if the machine is working.
2. Make sure the area where you're working is not wet.
3. Ensure there are no containers with fuel or gas in the area where you are working.
4. Gases and fumes produced during the plasma cutting can be toxic. Ensure proper ventilation is happening.
5. Keep your head clear of welding fumes. The toxicity of fumes will vary from one substance to another.

047S SAFE WORK PROCEDURE – USE OF OVERHEAD 5 TON CRANE

Developed by: Bertram Joseph **Date: June 6 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• overhead crane	• hard hat • safety glasses • steel toed work boots • gloves	• lifting components, slings, rigging gear

Job Steps:

1. Perform a Job Hazard Assessment and identify lift plan/procedure.
2. You must find the center of the job before lifting. Be sure what you are lifting is balanced.
3. Always make sure you work with the right slings to lift the load.
4. Never walk backwards while operating the crane.
5. No one should be under the load at any time.
6. Check wire rope for permanent damage or corrosion.
7. Check upper limit and hoist break.
8. Turn off the emergency stop button if it is damaged or missing. Lockout the crane.
9. Check hook for damage. The safety latch must be attached to the hook and be operational.
10. When lifting the load, raise the lead a few inches to see of it is stable enough to be moved.
11. When lifting a large component, the worker must use a tag line to control the load.
12. If you find something wrong with the crane, you must lockout the crane and report it to your supervisor.

048S SAFE WORK PROCEDURES – LOADING FLAT DECK TRAILER

Developed by: Justin Schmidt **Date: June 6 2012**
Reviewed by: Simon Roy **Date: February 17 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• trailer • forklift	• hard hat • safety glasses • steel toed work boots • gloves	• panels/bulkheads • straps

Job Steps:

1. Walk around trailer and ensure all tires are inflated and lights are clean.
2. Hook up to truck. Make electrical connections and ensure all lights are functional, clean if necessary.
3. Using a spotter, maneuver trailer to desired location for loading.
4. Spotter keeps him/herself visible to the operator at all times.
5. Clear deck of all debris. Once that is done, begin loading using forklift with manpower help as needed.
6. Evenly distribute the load on the deck. Watch pinch points while loading.
7. Once loaded, use ratchet straps to secure load safely to the deck. Use proper corner protectors to prevent cutting of straps.

049S SAFE WORK PROCEDURE – MATERIAL SECUREMENT

Developed by: _____ **Date:** _____
Approved by: _____ **Date:** _____
Reviewed by: _____ **Date:** _____
Approved by: _____ **Date:** _____

Equipment Required	PPE Required	Material Required
• ratchet straps, tied down materials • forklift	• hard hat • safety glasses • steel toed work boots • gloves	

Job Steps:

1. Identify material required
2. Undo material tie down system
3. Remove only required material from inventory pile
4. Re-secure material with existing tie-down device
5. Site laborers to perform site inspection at end of each shift to ensure material is correctly secured
6. Sign-off on site form in prime contractors' office

050S SAFE WORK PROCEDURE – PLANNED LIFT OF LOAD

Developed by: Simon Roy **Date: February 3 2013**
Reviewed by: Darryl Braaten **Date: March 12 2017**
Approved by: Simon Roy **Date: March 12 2017**

Equipment Required	PPE Required	Material Required
• ratchet straps, tied down materials • forklift	• hard hat • safety glasses • steel toed work boots • gloves	

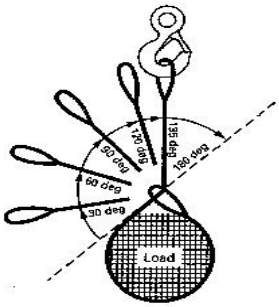
Job Steps:

To ensure safe and efficient lifting of load, follow these steps as minimum:

1. Only a competent worker shall work on lifting loads.
2. Check the load to be lifted for its shape, size and weight.
3. Verify the location of moving the load.
4. Note the weight of load to be handled and verify the sling capacity to handle the weight.
5. Check the height of the load and verify the maximum height sling can handle with respect to hoist.
6. Check working condition of hoist. If defective, report to supervisor.
7. Check if the rigging is certified for safe load.
8. Locate the position of material where it can be hooked.
9. Check if rigging hooks are equipped with safety latch. If not, stop lift & report to supervisor.
10. Refer to rigging chart and apply safe hooking position to load.
11. Ensure you as well as fellow worker are wearing PPE.
12. Warn workers working around you of the moving load.
13. Ensure that a signaler is in direct contact (visual or audible) of person operating hoist and that the signaler is trained in his job.
14. First lift the load about one foot off the ground to verify balance of load. Make some adjustment if required to balance the load. Now you are set to lift the load and move to desired location.
15. Take care not to move material over workers. At the same time make sure workers or worker do not stand near or under suspended load. This is very dangerous and can cause fatal accidents.
16. Ensure no one rides on the load.
17. Keep away from the load while moving it.
18. Use of tag lines must be assessed and used when required to control load.
19. Ensure hoist operator is familiar with plan and maintain good constant communication.
20. When planning a lift; plan to factor in the reduced SWL based on the angle of choke.

PLANNED LIFT OF LOAD

ANGLE OF CHOKE



Angle of Choke	Rated Capacity*
> 120°	100%
90° - 120°	87%
60° – 89°	74%
30° – 59°	62%
< 30°	49%

* As a percentage of Choker rating

051S SAFE WORK PROCEDURE – SMALL MOLD REMOVAL - DRYWALL

Developed by: Dan McMahon **Date: June 3 2012**
Reviewed by: Simon Roy **Date: February 16 2017**
Approved by: Darryl Braaten **Date: February 17 2017**

Equipment Required	PPE Required	Material Required
• ratchet straps, tied down materials • forklift	• hard hat • safety glasses • steel toed work boots • gloves • N-95 particulate respirator	• poly

Job Steps:

1. Identify area of drywall to be removed .
2. Put on N-95 safety mask and other applicable.
3. Cut affected area from wall with sufficient space between cut line and mold so as not to disturb the mold.
4. Place affected drywall into poly and secure the poly around the affected drywall with tape or some other form of securing the waste.
5. Dispose of waste products immediately after removing from the wall or ceiling.

SECTION 5 COMPANY RULES

ENFORCEMENT POLICY

PURPOSE

The Midwest Group is committed to excellence with respect to health and safety performance. We will accomplish this by promoting a safe work culture that promotes high standards that focus on eliminating loss due to injury, or damage to the environment, equipment or materials.

POLICY

All violations will be handled in an objective but firm manner with documentation required at each stage of enforcement.

The steps of enforcement progression are:

1. Verbal Warning
2. Written Warning
3. Dismissal

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

Signed **DATE**

5.1 COMPANY RULES

The Company Rules that follow apply to all project site workers; all trade contractors and visitors to the project site and facilities. A condensed list of these company rules shall be prominently posted on all sites.

1. **General Rules**
2. **Company Rules**
3. **Rules for Contractors and Sub - Contractor**

5.2 GENERAL RULES

1. **Personal Protective Equipment**
    a. Hard hats, Safety Glasses and C.S.A. approved "green triangle" safety footwear are mandatory safety equipment for all personnel on the construction site at all times.
2. **Worker Conduct**
    a. Possession or use of an intoxicating substance or drug on the job is strictly forbidden and will be ground for immediate dismissal from the site.
    b. Horseplay, fighting and possession of firearms are strictly forbidden on any work site.
3. **Accidents**
    a. Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to supervisor.
    b. First aid or medical treatment is to be obtained promptly for any injury.
4. **Housekeeping**
    a. All trades are required to keep their work area clean from debris and tripping hazards.
    b. Every worker is required to keep his work area neat, clean and orderly.
5. **Lighting**
    a. Adequate lighting shall be provided in all enclosed and outside areas of project sites. The lighting in all areas must be sufficient to allow safe and efficient working conditions both day **and night.**
6. **Traffic Hazard**
    a. When construction requires working in or disrupting traffic flow patterns, flagmen properly equipped with signal equipment, warning signs and approved barricades properly deployed shall be utilized. This requirement will be maintained for the duration of that work situation.
    b. Operate all vehicles and mobile equipment in accordance with site rules and highway **regulations.**
7. **Overhead Lifting**
    a. When overhead lifting is in progress, the hazardous areas shall be identified with warning signs and when necessary barricades or appropriate safe guards to prevent entry to the area, i.e.: caution or danger flagging should be used.
8. **Safe Guard Removal**
    a. Floor openings, roof openings and elevator shafts must only be exposed when absolutely necessary and for the minimum time required. All temporary covers must be marked identifying the hazard and "Do Not Open".
9. **Working at Heights**
    a. When working at heights in excess of 3.0 meters from a temporary work area or 1.2 meters from a permanent work area, safe guards such as guardrails or fall protection equipment or both shall be used.
10. **Tools and Equipment**
    a. No worker shall operate tools, equipment or machinery unless worker is fully qualified and authorized to do so.
    b. Any tool, equipment or machinery in use on any project will be maintained in a condition that will not compromise the health or safety of workers using or transporting that item. It

will be free of patent defects and of adequate strength to perform the function for which it was designed and intended.

c. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.

11. All power cords shall be free of defects.

12. Environment Protection

a. It shall be the responsibility of all supervisors and every worker on our work sites to protect and safeguard the environment from physical damage and pollution.

b. Care shall be taken to prevent unnecessary physical damage to trees, plants and disturbance or pollution of soil, water and air.

c. Any occurrence causing damage or pollution on the job site shall immediately be reported to the site superintendent and if necessary, the appropriate authorities.

d. Section #7 of the Material Safety Data Sheets provides clean up and proper disposal information for controlled products. It is against the law to dump or spill hazardous materials or dispose of any controlled substances in the normal waste stream.

5.3 COMPANY RULES

Violating the following rules will result in immediate dismissal.

1. Possession or consumption of alcohol or illegal drugs is not allowed.
2. Possession of firearms, or using tools as a weapon or intending to do harm is not allowed.
3. No fighting.
4. No stealing.
5. Vandalism is not allowed.

Violating the following rules will result in disciplinary action and could lead to dismissal.

1. Smoking in non-designated areas.
2. No horseplay.
3. Personal Protective Equipment must always be worn.
4. Interference with safety, fire-fighting, or first aid equipment is not permitted.
5. Removal of safety guards, rails, or caution signs is not permitted.
6. Improper or unsafe use of tools and equipment is not permitted.
7. Physical and verbal harassment or intimidation will not be tolerated.
8. All safe work practices and safe job procedures must be followed at all times.
9. Arriving or remaining at work when your ability to perform the job safely is impaired will not be permitted
10. The use of personal listening devices (I-pods, etc.) on site is prohibited

Fitness for Work Policy

PURPOSE

Midwest wants every employee/subcontractor to be both fit and well. There is clear evidence that individuals who have emotional or physical health issues could be less productive and pose a hazard not only to themselves, but to others in the workplace.

POLICY

Midwest expects individuals to be responsible and accountable for their own actions.

Responsibility means making decisions in a rational manner.
Accountability means being willing to answer for your decisions or circumstances. Examples Include:

1. Health or Illness –Workers are responsible to report to their supervisors any health issues or illnesses that may compromise their work performance. Other work may be assigned within a person's normal work duties, or the employee may be referred to a physician.

2. Social/Family – Personal and relationship issues can lead to a loss of focus in the workplace, contributing to unsafe behaviors that lead to incidents. If you are going through a rough patch in life, it often helps to let others know and counselling or other help is available.

3. Drugs & Alcohol – Drugs and Alcohol are not to be used at work. Workers are expected to show up free of the influence of drugs or alcohol. Possession of these substances on company property, in vehicles or at client sites is strictly forbidden and is considered grounds for immediate dismissal.

5. Prescription Drugs – Prescription drugs without proof of a prescription are treated the same as Drugs and Alcohol. If you are taking prescription drugs, you must be able to supply the prescription or evidence thereof, on demand. Furthermore, you are responsible for taking the medication in the prescribed manner. *NOTE some over the counter medications may cause symptoms that can cause impairment, notify your project Lead.

6. Injuries During Days Off – Injuries sustained off the job can become aggravated. If you injure yourself off the job, you are obligated to inform us so we can accommodate.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

WORKPLACE VIOLENCE POLICY

PURPOSE

Midwest Contracting Ltd. believes that all workers have the right to work in a safe environment. Accordingly, we do not tolerate any violence or threats of violence in the workplace. Such acts will result in immediate disciplinary action, including, but not limited to: demotion, suspension, and termination. In addition, Midwest Contracting Ltd. strives to prevent workplace violence by non-employees.

POLICY

Violence includes not only intended physical harm, but threats of harm as well. Midwest Contracting Ltd. considers joking about violence, brandishing weapons, intimidating, harassing, and coercing other workers as forms of violence.

Rules and Regulations

Midwest Contracting Ltd. forbids the use or possession of any weapon by a worker on company grounds or while conducting company business. Any weapon found in a worker's possession, in his/her workspace, or in his/her car while conducting company business or while on company grounds is forbidden and will be confiscated. Weapons include firearms, knifes, explosives, and other items intended to inflict harm.

Reporting Procedure

A worker who is the victim of violence should report the incident to his/her supervisor as soon as possible. In the case that the supervisor is the perpetrator, the worker should report to his immediate supervisor. The proper authorities will then begin an investigation of the incident. They will obtain statements from the complainant, the alleged perpetrator(s), and any witness(s). After investigating the matter thoroughly, they will render a verdict.

All workers must cooperate with the investigation. Workplace safety is everyone's responsibility, and all must take part. Midwest Contracting Ltd. strongly encourages all workers to report any acts or threats of violence they may have observed and to cooperate with all investigations. Workers who do not cooperate face disciplinary action.

Midwest Contracting Ltd. will do its best to ensure the confidentiality of the complainant, the accused, and the witnesses. We cannot promise absolute confidentiality, but we pledge to conduct the investigation on a need-to-know basis. Only those who must know the particulars of the case will be given access to that information. In the case of a criminal act, such people include law-enforcement officials.

Disciplinary Action

If management decides that the accused had breached company policy, disciplinary actions include but are not limited to: demotion, suspension, and termination. Retaliation against any party involved – the accused, accuser, witnesses, and investigators – will not be tolerated. Workers acting as such will be disciplined.

_____ _____

SIGNED **DATE**

SEXUAL HARASSMENT POLICY

PURPOSE

It is the policy of Midwest Group that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of MIDWEST's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment when:

(1) submission to the harassment is made either explicitly or implicitly a term or condition of employment;
(2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
(3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment**.**

POLICY

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop.

If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to Midwest Groups' Manager OF Human Resources, who can be reached at the main office.

If a supervisor knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by MIDWEST management or a contracted human resource specialist.

If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. if the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

_____ _____

SIGNED **DATE**

5.4 PROCEDURES FOR DISCIPLINARY ACTION:

1. **VERBAL WARNING:**
   A. Employee is warned verbally that his/her conduct is in violation of applicable Midwest Group rules.
   B. Employee advised that the "verbal warning" will be supplemented by a written record which will be placed in the employee's file.
   C. At Management's discretion, the employee may be given a period of probation in which to confirm a positive response to the disciplinary action.
   D. At Management's discretion, the record of the "verbal warning" may be removed from the employee's personnel file upon successful completion of the probationary period.

2. **WRITTEN WARNING:**
   A. Employee is warned, in writing, that his/her action is not acceptable to Midwest Group.
   B. Employee will be requested to sign the "Notice of Safety Violation" [see APPENDIX] as acknowledgement that he/she has received and understands the action taken (employee has the right to refuse to sign).
   C. At Management's discretion, the employee may be given a probationary period in which to confirm a positive response to the disciplinary action.
   D. A copy of the "written warning" shall be Placed in the employee's personnel file.
   E. At management's discretion, the record of the "written warning" may be removed from the employee's personnel file upon successful completion of the probationary period.

3. **SUSPENSION:**
   At Management's discretion, and where an employee fails to comply to previous disciplinary action, that employee may be suspended for a period of time without pay.

4. **TERMINATION OF EMPLOYMENT:**
   Where an employee fails to respond favorably to previous disciplinary action, the employee will be advised that his/her employment with Midwest Group is terminated.

5. **TERMINATION FOR CAUSE/CONDITIONS FOR RE-HIRE:**

   A. Where an employee's action is considered by Midwest Group Management as proper and sufficient cause for immediate termination of employment, the employee will be advised that his/her employment with Midwest Group is terminated and rehire is at the discretion of Midwest Group Management.

SUBCONTRACTOR POLICY

PURPOSE

MIDWEST GROUP commits to only use subcontractors who implement and follow safe work practices and develop a genuine concern for the health and safety of all fellow workers at any MIDWEST GROUP worksite

POLICY

Consistent with this, MIDWEST GROUP will:

- Expect a total commitment to zero harm of people, environment or property, materials and equipment.
- Require written confirmation from any subcontractor at any of the sites we control to comply with all HSE standards.
- Require that all work undertaken will be carried out under the direction and control of a competent worker, suitably trained and experienced in the work to be performed.
- Ensure that cost and time issues will not be factors in compromising any safety requirements.
- Ensure all incidents are reported, investigated to include corrective actions.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

5.4 SAFETY RULES FOR CONTRACTORS, SUB-CONTRACTORS

All personnel who have not previously been cleared to perform duties within the construction site must report to the site foreman or site office.

No person is allowed to travel within company property or on a jobsite without an escort unless prior approval has been obtained.

It shall be standard practice that all contractors, sub-contractors and their employees working at a construction site (On behalf of Midwest Group) shall wear:

1. (CSA or ANSI approved) Hard Hats
2. (CSA or ANSI approved) Safety Boots
3. (CSA or ANSI approved) Safety Glasses
4. (CSA or ANSI approved) Hearing Protection (as posted or as required)
5. (CSA or ANSI approved) High Visibility Vest (Site Specific)

Arrangements should be made prior to ensure sufficient quantities (if to be supplied by the company) of hard hats and safety glasses are available.

All contractors, sub-contractors are expected to review and obey the company safety rules applicable to Midwest Contracting Ltd employees and legislation. All contractors, sub-contractors will be required to provide proof of Workers Compensation registration and proof of training for all employees that will be working on behalf of Midwest Group.

A breach of these rules or the applicable Health & Safety Laws may result in expulsion of a contractor or a contractor's employee from Midwest Group premises.

All contractors and sub-contractor's personnel should be given a safety orientation prior to their working at any construction site.

SECTION 6 PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT POLICY

PURPOSE

The purpose of this policy is to ensure that all employees use the correct Personal Protective Equipment when and where it is required.

POLICY

Midwest Group shall accomplish this by ensuring that:

- All employees, guests and visitors wear CSA approved hard hats, steel toe work boots and safety glasses and any other specialty PPE required for the job site.
- Any company-issued PPE is inspected at the time of issue and before each use.
- All PPE is to be in good shape and is maintained according to manufacturer's specifications.
- All PPE complies with relevant legislation, as described in the applicable provincial OH&S Act, Regulation and Code.
- All defective PPE is removed from service, tagged "out of service" until repaired, re-certified or disposed of.
- No piece of PPE is modified or changed contrary to the manufacturer's specifications.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

6.1 HARD HATS

All personnel are required to wear a hard hat. These hats comply with CSA standard CAN/CSA-Z94. 1-92, Industrial Protective Headwear.

Hard hats are to be worn at all times on the job site. Offices, lunchrooms and vehicles are hard hat exempt zones.

6.2 WORKBOOTS

Personnel are required to wear safety footwear on the job site. Footwear must comply to CSA Standard-Z195-M92 or ANSI Z41-1991 and must be at least 6" (inches in height). Footwear shall be in good condition without rips and tears in toe caps and run down heels.

Boots may be lace up, slip on or a safety rubber boot or insulated winter types and the boot must display the following CSA Green Triangle.

6.3 EYE PROTECTION

Safety glasses shall be worn on all job sites with the exception of job site offices, lunchrooms and closed vehicles and shall meet CSA Z94.3-92.

Mono goggles may be worn during certain conditions such as dust blown work sites or when directed by the client.

CSA approved glasses shall be worn under face shields during operations and where facial protection is required.

Dark or tinted glasses shall not be worn during the hours of darkness.

6.4 HEARING PROTECTION

On worksites where hearing protection is required, signs identifying this need will be posted.

In general hearing protection should be worn where noise prevents you from hearing a normal conversation or when an area has been deemed a haring protection required zone

6.5 HAND PROTECTION

PPE for the prevention of hand injuries will vary according to the tasks being carried out and the types of gloves may include:

- Leather gloves for general material handling.
- Rubber, nitrile or neoprene gloves when handling any hazardous type materials to prevent chemical burns or dermatological problems.
- Welders gloves to protect welders and helpers from slag burns.
- FR wristlets
- Gloves for handling sharp cutting edges or penetrative punctures.

In all cases of glove usage, a hazard assessment should be conducted by the work crew to determine the types of gloves that may be required.

Care should be taken to prevent caught in, between or under situations whereby fingers or hands can be injured.

6.6 GENERAL CLOTHING AND APPEARANCE RULES

Do not wear jewelry, rings, bracelets, ear rings, nose rings or other facial adornments that can become entangled or caught in equipment or machinery.

Ensure hair is tied back to prevent entanglement in work activities.

Where required wear fire protection coveralls or clothing when there exists a potential of flash fires or electrical equipment flash over.

Ensure coveralls are cleaned regularly, especially when they have become soiled with oils and greases.

Pants and either long or short sleeves are worn at all times.

Facial hair will be dictated by the type of work being performed (wearing of a respirator, requires clean shaven face) or as directed by the client.

6.7 SPECIALIZED PPE

Specialized PPE is chosen based on a pre-job hazard assessment. The assessment should be done when bidding or estimating a job and the cost factored into the estimate. Specialized PPE requires additional training. Copies of all manuals should be kept on hand in order for the end-user to familiarize themselves with the PPE. This reduces cost issues later on. Examples of specialized PPE include:

- Fall Protection Harnesses and Lanyards for working at heights.
- Face Shield for use with a grinder, chipping welds, chain saws.
- Cut-rated gloves for handling sharp metal.
- Respirators and dust masks for work in dusty conditions.
- Safety vests for work in areas with powered mobile equipment
- Personal flotation devices.
- Fire retardant coveralls or clothing.

6.8 DETERMINING SPECIALIZED PPE

Whenever possible, hazards should be controlled according to the hierarchy of controls. The hierarchy of controls is as follows:

1. Eliminate - Get rid of
2. Substitute - Change
3. Engineer - Make something new
4. Administrative - Instructions, job procedures, signage, policies
5. PPE - Gloves, hearing protection, aprons, helmets, coveralls etc.




SECTION 7 PREVENTATIVE MAINTENANCE

PREVENTATIVE MAINTENANCE POLICY

PURPOSE

The purpose of this policy is to ensure that all personnel inspect and maintain all tools, vehicles and equipment prior to use that will maximize the safety of themselves, coworkers, protection of materials, equipment and the environment.

POLICY

Midwest will accomplish this by including the following components:

- Adherence to applicable legislation, regulations, standards and manufacturer's specifications.
- Serviced by appropriately qualified personnel.
- The company is accountable to ensure that all vehicles, equipment, tools and materials are included in a regularly scheduled maintenance program.
- Personnel shall record all inspections on the applicable form for documentation purposes.
- Each worker is responsible to report all deficiencies to their foreman.
- It is the responsibility of all personnel to ensure that defective equipment is removed from service until repairs can be made or the item replaced.
- The site services manager is responsible for the preventative maintenance program that includes the scheduling and documentation of all repairs.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

7.1 PREVENTATIVE MAINTENANCE & INSPECTION PROGRAM

Type	Participants
• Daily – Assorted mobile equipment inspections done on documented inspection form	Any Midwest personnel operating equipment.
• Daily – informal but shall identify deficiencies, substandard conditions, correct as required.	Foreman
• Monthly - Management inspection of job site. Identify any noted deficiencies and assign corrective actions to responsible parties as required, including close out of action items	Foreman, client and one Midwest worker
• Monthly - Fire Extinguisher Checks On any company issued fire extinguishers at site, office or fast wall shop	A competent worker
• Tools and cords pre use inspection	Worker prior to use
• First aid kits	Foreman to assign monthly inspection or first aid kits on site to a worker holding a valid firt aid ticket
• Spill kits per use of machine	Operator of any mobile equipment

SECTION 8.0 TRAINING AND COMMUNICATION, MEETINGS

TRAINING AND COMMUNICATION POLICY

PURPOSE

Midwest Group will provide general and specialized safety training throughout all levels of the organization to ensure workers are suitably trained, sufficiently qualified and competent to do the work they are assigned in a safe and productive manner

Training is critical within a healthy and safe work environment. Health and safety training combined with technical training will contribute to the success of our workers and our company. Workers shall have the necessary training to produce work safety while delivering a quality product to our customers.

POLICY

Midwest Group will provide general and specialized safety training throughout all levels of the organization to ensure workers are suitably trained, sufficiently qualified and competent to do the work they are assigned in a safe and productive manner.

Workers will participate in all safety and job related training necessary to minimize losses of both human and physical resources to the company.

Doing work safely and correctly the first time eliminates rework that not only exposes our workforce to additional hazards but also decreases delay for our customers and increased costs to our company.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

8.1 REQUIRED TRAINING CERTIFICATIONS

Personnel	Required Training
All personnel	GHS 15
First Aid/CPR	Office settings 10-19 workers, 1 Standard First Aider and #2 First Aid Kit Jobsite settings – 5-19 personnel, 1 Standard First Aider and one Emergency First Aider, No. 2 First Aid Kit or comply with client's onsite provisions if any.
Those who work at heights with fall protection equipment	Fall protection awareness training
All wheeled platform operators and workers	All wheeled platform certificate
Operators of telescopic handlers	Certificate
Forklift operators	Forklift awareness training
Skid steer	Competent, sufficiently trained and experienced to operate
Powder actuated tool operators	Certificate of training
Operators of company vehicles	Valid driver's license and 3rd year driver's abstract to provide employer
Workers required to wear respiratory equipment	Fit test of mask, respiratory awareness training
Workers required to work within a restricted or confined space	Confined space awareness training
Other	Other training that may be deemed critical by the Company

8.2 COMPETENT WORKFORCE:

Midwest Group shall ensure that certain project commitment priorities such as: Safety, Quality, Environmental and Cost Effectiveness are met.

In order to meet these requirements, Midwest Group will employ only workers who have the appropriate knowledge, skill, and attitude and require the same of our subcontractors.

Midwest Group will ensure that all personnel are competent to perform the work assigned or are working under the direct supervision of a competent worker. For Midwest Groups' direct hires this assurance will be achieved and monitored through pre-hire interviews, and on-site worker assessments completed by supervisors and, when practicable, in conjunction with safety personnel.

In instances where government certification is required, only properly licensed workers will be assigned the work.

Midwest Group will provide for direct hires, and employees will be required to participate in all safety related training that is necessary to improve performance.

8.3 NEW WORKER/YOUNG WORKER PROGRAM (DIRECT HIRES)

The New Worker/Young Worker Program is the most important tool that Midwest Group Management has to introduce a new or young worker to the Midwest Group HESS Program. Through the orientation, the new worker learns of management's commitment to safety and his/her responsibility for safety, the responsibilities of supervisors, as well as legislative requirements.

A New Worker/Young Worker Orientation will occur prior to any work commenced, and be conducted in an unhurried fashion by either management, Supervisors, or the Site Superintendent. A copy will then be retained as part of the employee's file.

A new and/or young workers who are asked to complete a task for which they have not been trained will be paired with an experienced worker who will teach the new worker how to do the task properly and safely. Once the experienced worker is satisfied that the new/young worker is competent to complete the task on his/her own the mentor will then inform the supervisor.

8.4 IMMINENT DANGER

No MIDWEST GROUP employee or subcontractor shall carry out any work if on reasonable and probable grounds they believe:

- An imminent danger to the health and safety to themselves or co-workers exists or will cause to exist, either by procedure or operation of any tool, appliance or equipment.
- All personnel have not only the right, but the obligation to refuse unsafe work.

8.5 PROCESS FOR REFUSAL OF UNSAFE WORK

- A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause

to believe that to do so would create an undue hazard to the health and safety of any person.

- A worker who refuses to carry out a work process or operate a tool, appliance or equipment must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
- A supervisor or employer receiving a report must immediately investigate the matter and
  - (**A**) ensure that any unsafe condition is remedied without delay, or
  - (**B**) if in his or her opinion the report is not valid, must so inform the person who made the report.
- If it does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of
- A worker member of the joint committee,
  A worker who is selected by a trade representing the worker, or
- If there is no joint committee or the worker is not represented by a trade, any other reasonably available worker selected by the worker.
- If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

8.6 NO DISCRIMINATORY ACTION

- A worker must not be subject to discriminatory action as defined in the WCB Act because the worker has acted in compliance with this procedure or with an order made by an officer.
- Temporary assignment to alternative work at no loss in pay to the worker until the matter is resolved is deemed not to constitute discriminatory action.

8.7 DEFINITION

"Imminent Danger" - a danger which is not normal for the employee's occupation, or, a danger under which an employee engaged in that occupation would not normally work.

"Reasonable Grounds" – occurs where reasonable hazard protection is not provided for, or where it becomes necessary during the course of the work.

"Probable Grounds" - where to commence/continue with the work would most likely result in injury to the employee or other employees in the work area.

8.8 COMMUNICATION

8.1 ORIENTATION

- All Midwest personnel, contractor workers, and visitors must receive a safety and environmental awareness orientation before being allowed to work. The orientation consists of the following, but not limited to:
- Midwest Heath, Environment, Security and Safety Policy.
- General site requirements
- Site Specific hazards relating to their task
- PPE (Personal Protective Equipment)
- Understanding of the worker's obligation to refuse unsafe work, the right to know and participate in the HSE Program
- Alcohol and Drug Guidelines.
- General Rules
- Emergency Response Plan.
- Orientation Quiz.
- Presentation of applicable training certifications. Any certificate that expires during the phase of the work being done will have to be renewed by the worker prior to being permitted to continue work.
- Personnel arriving at a client project site shall attend at any client site orientation and be ready to provide applicable training certifications.

8.2 MEETINGS

DAILY TOOL BOX MEETING

- Midwest personnel shall attend at contractor daily tool box meetings depending on the individuals' availability.
- Meetings should be monitored for quality and content.
- Hazard identification, PPE requirements and emergency preparedness shall be included in the discussion.

SAFETY MEETINGS

- All Midwest personnel shall attend at any scheduled company safety meeting or client directed events.
- Retain a copy of the meeting for internal records.

- For internal COR requirements, all Midwest project managers through their foremen shall hold and document bi-monthly safety meetings.

PROCESS

- Review the previous safety meeting. This helps to ensure that previous corrective actions are followed up on.
- Discuss the topic and take notes on any feedback.
- Hold a “round table”, which means everyone has an opportunity to raise any issues or concerns.
- Record the concerns raised, identify an action plan, and assign responsibility to an individual to complete it.

These meetings are intended to ensure genuine two-way dialogue is occurring between field teams. By maintaining open dialogue, we intend to make our workplace safer, more productive and efficient.

8.3 COMMUNICATION WITH THE MEDIA

- Any and all communication with the press or news media on any project shall be conducted by and through the Client or his delegate. Midwest personnel are not to discuss project specifics with media and should exercise caution when discussing events at any public venue.

8.4 SAFE WORKER INCENTIVE PROGRAM

- A safe worker incentive program may be established for Midwest personnel at the discretion of Midwest Management.
- Criteria for eligibility will be communicated to all personnel involved.

8.5 HAZARD IDENTIFICATION AND CONSTRUCTION WARNING SIGNS

- Where Midwest is required to do so by reason of job task, we will ensure that suitable warning signs identifying known hazards shall be posted to warn workers and others in the area.
- Signage is typically supplied by the owning company or the contractor that MIDWEST is providing services for.
- These could include Overhead Warning Signs, Danger Due to Thin Ice, Confined Space, Hearing Protection, Traffic Control as well as monitoring signage for compliance and state of repair needed.

8.6 MANAGEMENT OF CHANGE

- Where safety, health, environmental, reliability and efficiency impacts of changes to facilities, operations and the organization may affect the workforce, environment, materials or equipment Midwest utilizes a MOC process. This process is done through a plan to review the change with subject matter experts, obtain approval to make the change, communicate the change that is occurring and training affected personnel that may impact the safety of personnel, environment, reliability and operations. Changes that could have a significant impact on the effectiveness of the health and safety management system include:
- Organizational changes, such as changes to the organizational structure and key personnel.
- Changes to facilities, equipment and technology.
- Changes to procedures or practices for design and construction.
- Changes to technical requirements, such as industry standards, industry recommended practices and regulatory requirements.
- Physical environment changes, such as adjacent land development.

8.7 MANAGEMENT OF CHANGE PROCESS

The process shall include:

- The identification of changes that could affect the health and safety management system, including the Emergency Response Plan or other project plans.

- Setting responsibilities and authorities for the review, approval and implementation of changes.
- Documentation and reasons for the changes.
- Analysis of implications and effects of the changes.
- Communication of the changes to affected parties and workers, including change of workers, additional safe work practices and other training needs
- The timing of the changes.
- Approval of the MOC process by the Senior Midwest Manager.

8.8 SAFETY STATISTICS

Midwest Group will track leading indicators with an objective of all project goals of zero recordable incidents. These will include:

- Number of orientations
- Number of hours worked
- Number of kilometers driven
- Number of FLHAs completed
- Number of daily tool box meetings
- Number of safety meetings held
- Number of formal inspections
- Number of proactive measures completed
- Number of recorded worker observations
- Number of drills or emergency exercises

Project statistics will be communicated to personnel in tool box meetings. All events such as near misses with high potential impacts, first aids, spills, material and property damage will be investigated and corrective action plans communicated to all workers.

8.9 JOINT WORKSITE HEALTH AND SAFETY COMMITTEE (JWHSC – MONTHLY – WHERE REQUIRED)

Joint Health & Safety Committees will be selected and chaired when required.

The Midwest Health & Safety Committee would meet on a monthly basis to discuss issues of corporate Safety performance, training, and education requirements, safety promotion, and loss management.

Additionally, Midwest personnel may simply be a project appointed member of the overall JWHSC.

The Committee is comprised of Senior Management, Management, Supervision, Safety, and Worker Representatives.

The mandate of this Committee is to continually monitor safety performance, to develop and implement programs, policies, and procedures which will maintain the highest achievable standards in safety, and to encourage, through active leadership, support, and full participation in all Midwest health and safety activities. Minutes and attendance of JHSC meetings shall be recorded, filed, and made available.

SECTION 9 INSPECTION

INSPECTION POLICY

PURPOSE

Regular planned inspections allow us to monitor worksite conditions and work practices. Inspections verify the use and effectiveness of hazard controls and they can also identify hazards that were not previously identified in the Hazard Assessment Process. Inspections give us the opportunity to identify and correct hazards before incidents happen.

POLICY

Types of inspections and audits will include:

Regular planned inspections include inspecting employees, contractors, vehicles, equipment, tools, processes and worksites at least bi-weekly. Workers and management participate in regular planned inspections. Site/task specific forms are used to conduct these inspections. The completed inspection reports will be retained in each department for a minimum of three years.

Informal inspections are a form of Managing by Walking Around, (MBWA) which occurs when management purposefully tours worksites commending and reinforcing desired performance and informing foremen and supervisors about substandard conditions and substandard performance. This type of inspection is usually documented in management's journals, day-timers, etc. Formal documentation is optional to record these inspections. Informal inspections should be an ongoing process performed by all management. Each member of management should conduct an informal inspection at least once per month.

HESS Program Audits will be conducted annually. External audits will be conducted every three years and internal audits will be conducted each year between the external audits. This HESS program is designed to meet the requirements of the Alberta Construction Safety Association. Audits provide us with information that identifies our strengths along with opportunities for improvement within our injury prevention program. After every audit a health & safety corrective action plan will be developed to plan and track improvements required and implemented until the next audit.
***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATED**

INSPECTIONS CONT.'

For the purpose of controlling losses of human and material resources by identifying and correcting substandard acts and conditions, Midwest Group will maintain a comprehensive program of safety inspections at all facilities and project sites.

Responsibilities:

a) Management is responsible for the overall operation of the program.
b) Supervisors are responsible for directing formal inspections on project sites that they control and involving workers in such inspections.
c) Workers are responsible for participating in and contributing to the inspection program.

Formal Safety Inspections

a) Supervisors are responsible to perform regular "Formal" Inspections of their work site on a bi-weekly basis, in documented form.
    a. Formal inspections will identify
        i. Potential problems
        ii. Faulty equipment
        iii. Improper work practices
        iv. New hazards
        v. Inadequacies

Formal inspections must include:

a) Identification of what is inspected
b) Inspection of work practices
c) Provide details of defects that need to be corrected
d) Prioritize corrective action

Any substandard procedures or other safety concerns discovered in any of the above inspections wherever possible will be corrected immediately or within an agreed upon time.

Informal inspections shall be conducted by each foreman at each job daily, noting items that are deficient and needing correction.

Formal Safety Inspections of the Office will be conducted and documented on a monthly basis.

SECTION 10 ACCIDENT, INCIDENT INVESTIGATION

ACCIDENT/INCIDENT INVESTIGATION POLICY

PURPOSE

Incident and near miss reporting is required by company policy, more importantly though, as incidents and near misses are reported, investigated and corrected fewer incidents will occur in the future. Reporting near miss occurrences and ensuring corrective action is taken will reduce opportunities for serious incidents to occur.

POLICY

Accidents, incidents and near misses are to be documented on the Accident/Incident/Near Miss Investigation Report Form.

All incidents are to be reported to your supervisor immediately.

Prevent injuries! Do what you have to do to save people from injury and property from damage, and then do not disturb the accident scene until your supervisor tells you that you may.

_____ _____

NAME **DATE**

10.1 It is Midwest Group's policy on site to carry out a "Formal" investigation into the following incidents:

a) Accidents that result in injury requiring medical (physician) aid.
b) Accidents that cause property damage or interrupt operation with potential loss exceeding $500.00.
c) Incidents that have the potential to result in the above.
d) Incidents which, by government regulation, must be reported to Occupational Health and Safety, Workers Compensation Board or other regulatory agencies.

This policy is structured to record and report accidents, determine cause, recommend preventative measures and act upon decisions to prevent recurrences.

10.2 Initiating Investigations

a) Upon completing emergency operations to protect the injured and secure the site, the site superintendent shall immediately initiate efforts to protect and record evidence for accident investigation. Statements from witnesses must be obtained before details are forgotten. Quarantining of the accident area is necessary to prevent evidence from being disturbed. Pictures of the scene are necessary. Record of environmental, physical and geographical conditions are to be included.

10.3 Project Management Participation

a) Project management will participate in the investigation and corrective phases of accidents and incidents which occur on their sites. The major undertaking of this team will be to analyze all compiled evidence, determine cause, develop and initiate effective corrective measures to prevent recurrence.

10.4 Authorization to Resume Work

a) In the event of a serious injury or hazardous situation requiring correction, work will not proceed until authorized by appropriate government agency and/or project management.

10.5 Monitoring Work Procedures

a) Once work has resumed following an accident, investigating the work shall be closely monitored by site supervisors to ensure any new work procedures agreed upon are applied, understood and working effectively.

10.6 Incident Follow Up Report

a) The project superintendent will complete an incident report recording the results of actions taken and listing any final changes and preventative measures to be put in place, before closing out the investigation.

10.7 Reporting of Accidents on Site

a) All accidents and incidents causing serious or minor injury or with the potential of causing injury or property damage shall be reported and thoroughly investigated. It is the responsibility of

every worker to immediately report to their supervisor, any accident, incident or injury whether serious or minor and if necessary seek medical aid.

10.8 Notifying Government Agencies

a) Accidents which cause serious injury or incidents with the potential to do so, are to be reported to the appropriate government agency.
b) For the purpose of section 18 of the Alberta Occupational Health and Safety Act, Regulations and Code: serious reportable accidents include:
    i. An uncontrolled explosion, fire or flood that cause a serious injury or that have the potential of causing a serious injury.
    ii. Collapse or upset of a crane, derrick or hoist.
    iii. Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

10.9 Worker's Compensation Board Accident Reporting Regulations

IN ALL CASES OF INJURY:

a) The Employer Shall:
    a. Furnish first aid in accordance with regulations of the Occupational Health and Safety Act.
    b. Keep a written record of all first aid treatment.
    c. When required, provide immediate transportation to a hospital, doctor, or to another place that is appropriate for the treatment of the workers' condition. Do not permit a worker to drive themselves to a medical clinic for treatment, the onus is on Midwest Group to provide care and control of an injured worker until that care has been transferred to a qualified medical physician
    d. It is the responsibility of the foreman to ensure the worker is safely transported by either himself or his/her lead.
    e. Promptly provide the WCB with an Employer's report of Accident (Form C-040) and such other reports or information as are necessary. If the accident disables, or is likely to disable, the worker for more than the day of the accident, the employer shall give notice of accident or the allegation of happening of the accident to the WCB within 72 hours after acquiring knowledge of the accident or the allegation and shall give a copy of that notice to the worker.
    f. If the worker is not disabled beyond the day of the accident, the employer is not required to report the accident to the Worker's Compensation Board UNLESS
    g. Medical Aid is not included under basic health services as defined by the Alberta Health Care Insurance (AHCI) Act.
    h. If the accident disabled a worker for the day of accident or part thereof, the employer shall, by the end of the next regularly scheduled pay period after that day, pay compensation to the worker for that day in an amount equal to the minimum normal

net wage the worker would have received for that day if he or she had not been disabled and had been available for work in the normal course.

i. If the accident disables a worker for longer than the day of the accident, compensation shall be paid to the worker from and including the day the accident occurred.
j. Depending on the client the worker may have to provide a drug and alcohol test, post incident to determine if substance use contributed to the incident.

b) The Worker Shall:

a. Promptly obtain necessary first aid treatment.
b. Notify the employer immediately of any injury requiring medical aid and ask the doctor for a treatment Memorandum (form C-050-84) to take to the employer and do not leave site to drive to a medical center.
c. Have the initial choice of doctor or qualified practitioner with the understanding that a change of doctor cannot be made without the permission of the Workers' Compensation Board.
d. Complete and promptly return all report forms received from the WCB.
e. Not leave the province without permission of the WCB. Failure to obtain such permission will place present and future compensation and medical aid entitlement in jeopardy. If the worker plans to leave the province during the disability period, WCB should be consulted.

10.10 Vehicle Accident/Incident Reporting

a) Refer to Automobile Accident Report.

MODIFIED WORK POLICY

PURPOSE

This modified duty policy is intended to serve as a guide to management to assist employees who have sustained a work related injury return to gainful, productive employment as soon as possible, while adhering to temporary, physician imposed restrictions. As such, MIDWEST will make reasonable efforts to provide modified work duty assignments to employees injured in the course of employment for which professional medical treatment is sought.

In the context of this policy, a modified duty job assignment is a temporary job assignment that conforms to the physicians imposed limitations. The temporary job assignment may, or may not be in the same classification as the employee's regular job and the employee will not suffer any loss of pay while these duties are in effect. The only condition that would be different would be the employee would not be eligible for extra hours for overtime purposes.

POLICY

At the discretion of management, all employees are eligible to return to work on a "modified duty" status, considering that the following criterion exist.

- The injury sustained by the employee has been determined to be work-related and compensable under current workers' compensation legislation; and
- The physical restrictions imposed by the treating physician are specific (e.g. no lifting over 50 pounds); and
- The physical restrictions imposed by the treating physician are for a specified, temporary period (e.g. 10 days); and
- Work-related tasks which are within the physical limitations of the treating physician are available and are within the physical and skill capacities of the injured employee, with reasonable accommodations made by the employer, the employee or both.

Communicating the Availability of Modified Duty Work Assignments

For every work-related injury that has the potential to involve time off work and/or physician-imposed physical restrictions, the injured employee and an employer representative (both) shall inform the treating physician of the availability of modified duty work assignments utilizing the **Midwest Group**

Notice to Attending Physician Letter. Similarly, an employer representative shall inform the workers' compensation insurance carrier of the availability of modified duty work assignments with every reported injury that has the potential to involve time off work and/or physician-imposed physical restrictions.

Limited Nature of Modified Duty Assignment

By definition, modified duty work assignments are temporary. In no way should a modified duty work assignment be perceived as permanent work activity.

Refusal of Modified Duty Assignment

As previously noted, MIDWEST will make reasonable efforts to provide employees with modified duty work assignments following a work-related injury for which the treating physician imposes temporary physical restrictions.

As long as the assigned modified duty work does not violate the treating physician's imposed physical restrictions, the employee is expected to return to work. Refusal of a modified duty work assignment may result in the termination of workers' compensation indemnity benefits and/or the termination of employment.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

10.11 MIDWEST GROUP NOTICE TO ATTENDING PHYSICIAN MODIFIED WORK

To Whom It May Concern:

The Midwest Group has developed a modified work program. Our modified work program offers work that is meaningful and productive and can be safely performed by a worker in keeping with compensable medical restrictions.

The modified work may incorporate regular work that has been:

- Changed
- Redesigned
- Physically modified
- Decreased in volume
- Decreased in time

The modified work will contribute towards the workers' rehabilitation by keeping the worker active and involved in the work place and provide gradual restoration to the worker's pre-incident physical capabilities.

Participation in a modified work program requires consent of the worker's physician and/or attending physician.

Please find attached a Modified Work Offer and a Performance Limit Agreement. The attending physician is asked to set the performance limits for the modified work and then discuss these limits with the worker. The worker and the physician will then sign off on the modified work offer and return the offer to Midwest Group. Any costs incurred for filling out the forms will be paid by the Midwest Group.

10.12 PERFORMANCE LIMIT AGREEMENT

I, _____, understand the following limits have been set. I agree not to exceed the limits as listed below and will advise my supervisor immediately if I am having difficulty performing the modified work assigned.

PERFORMANCE LIMITS

Sitting	_____	Standing	_____
Walking	_____	Lifting	_____
Bending	_____	Stooping	_____
Kneeling	_____	Crawling	_____
Twisting	_____	Reaching	_____
Climbing	_____	Work at height	_____
Exposure to heat	_____	Exposure to cold	_____
Exposure to noise	_____	Repetitive motion	_____
Exposure to dust, fumes or gases	_____	Other (specify)	_____

If changes are required from these established limits, a new form will be completed when the worker visits the attending physician.

Employee name	_____	Date:	_____
Employee signature	_____	Date:	_____
Signature of attending physician	_____	Date:	_____
Supervisors signature	_____	Date:	_____
Midwest OHS Advisor	_____	Date:	_____

10.13 TRANSITIONAL WORK PROGRAM

Date:

Dear Team Member:

Midwest Group has a Modified Work Program. This program allows you to work at temporary, modified assignments while you are recovering.

We need to know of any limitations and restrictions in order to ensure that we are able to provide a safe work assignment during recovery.

Please forward to the doctor the "Performance Limits Form". Have the doctor complete the form and return a copy to the safety department as soon as possible.

If you have any questions or concerns regarding the return to work program, please contact me at 403-277-1551.

Sincerely Yours

Darryl Braaten, OHS Advisor

By signing below, I am acknowledging that I have received and understand this letter and Midwest Groups Modified Work Procedures.

EMPLOYEE'S NAME (please print) _____

EMPLOYEE'S SIGNATURE_____ DATE_____

10.14 DESCRIPTION OF POSITION, TERM AND HOURS OF WORK

EMPLOYEE NAME: _____ (Print full name)

In keeping with our policy to consider alternate suitable employment for any employee unable to perform their regular work due to injury, we are offering the following modified work placement.

The modified work position is

(Name or description of position and department or location)

The duties you will be required to perform are as follows:

(Describe specific job duties and the physical requirements of the position)

The hours of work will be from _____ to _____, _____ (Days of week)

The duration of the modified work placement will be from _____(Date)

to _____ (Date)

During the modified work placement your supervisor will be _____
(Name of supervisor)

Your rate of pay will be _____ (Pre-accident job rate recommended)

It is expected you will only perform the duties outlined above.

_____ will monitor your progress and meet with you weekly to adjust your duties and/or length of placement as required based on your ability and relevant fitness information.

Name of employer contact: _____

10.15 ACCEPTANCE OR REJECTION NOTICE

Offer accepted: _____

(Employee signature & Date)

Offer rejected: _____

(Reason):_____

_____

(Employee signature & Date)

Employee signature: _____ Date:_____

Employer signature: _____Date:_____

Position: _____

SUBSTANCE ABUSE POLICY

Midwest Group is committed to providing our workers with a safe workplace and atmosphere which allows us to protect our workers, inventory and other assets placed in their care. Workers are expected to be in suitable mental and physical condition while at work, allowing them to perform their job effectively and safely.

It is a condition of employment that all workers are able to carry out their work duties unaffected by drugs or alcohol. Workers that arrive at work under the influence of alcohol or drugs will not be allowed to start work.

Workers involved in an incident that results in injury to self, coworkers or damage to materials, equipment, materials or the environment will be subject to attend a post incident drug and alcohol testing facility to determine if either substance contributed to the event.

Workers undergoing medical treatment with a controlled drug that may affect the safe performance of their duties are required to report this treatment to their supervisor/manager.

Midwest Group will take appropriate measures to ensure that alcohol or illegal drugs are not being used or sold on company property or at a company workplace. These measures may include but are not limited to searches of workers and personal property, on site and in company vehicles by management and/or law enforcement officers.

Midwest managers and supervisors are trained in the Substance Abuse Prevention Program (SAPP) and related effective monitoring and enforcement procedures. Workers must be prepared to submit to the alcohol and drug testing procedures outlined in section 15 in this manual, Notice of Safety Violation. We encourage workers to seek help, in confidence from a Substance Abuse Expert (SAE) provided by Alberta Health Services.

Contact Info: **(Services are free and confidential)**

Alberta Health Services – Addiction and Mental Health
Adult Addiction Services, Calgary (formerly 'AADAC')
2nd Floor, 1177 11th Avenue SW
Calgary, Alberta T2E 1K9
Phone #: 403.297.3071
Regular Hours 08:15-16:30 Monday to Friday (evening programming is available)
AAS-Calgary suggests that new clients come in for an intake/assessment any week day at 13:00

_____ _____

NAME **DATE**

10.16 General Requirements for Drug and Alcohol Testing

In order to minimize the risk of impaired performance due to substance abuse, the following are strictly prohibited for all employees performing work for MIDWEST GROUP at any company facility or at any project site:

- Use, possession, offering or sale of illicit drugs, illicit drug paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada, or their metabolites.
- Use, possession, distribution, offering or sale of alcoholic beverages.
- Having a blood alcohol concentration of 0.04% or higher. All MIDWEST GROUP employees are prohibited from consuming any alcoholic beverages during work hours, whether on or off company/project property.
- Intentional misuse of prescribed and/or over the counter drugs.
- Being un-fit for work due to the use of or after effects of alcohol consumption, use of illicit drugs, use of un-prescribed for which a prescription is legally required in Canada.
- Being un-fit for work due to the after effects of the legitimate use of prescribed or over the counter drugs. All employees working at any project must inform their supervisor if they are using any prescribed or over the counter drugs that could impair their ability at the work site.

10.17 Alcohol and Drug Testing Requirements

i. Alcohol and Drug Testing – Pre-Access Testing

The client will determine when A&D testing is required and which employees are to be tested. If any person has a positive test from their initial sample the testing company will send the sample for further testing to be done by a qualified laboratory. The employee will not be able to begin his/her employment until a negative result from the approved vendor's laboratory or a clearance from the Medical Review Officer is transmitted to MIDWEST GROUP

ii. Alcohol and Drug Testing – Reasonable Cause

An employee can be removed from a company facility and/or project site if there is reasonable cause to suspect alcohol or drug use in violation of the General Requirements of this policy. Reasonable cause includes, but is not limited to, instances where alcohol, drugs or drug paraphernalia have been detected on company or client controlled premises in a location which can be reasonably associated with a particular employee, where there are observable physical signs of impairment of an employee's ability to perform their tasks or where reasonable grounds exist to suspect the involvement of alcohol or drugs in an incident. In situations where clients demand reasonable cause A&D testing the A&D

testing must be conducted as soon as reasonably practicable once the determination has been made that reasonable cause exists. If there is a delay of more than four hours from the time the decision was made to test the suspected employee, the site supervisor must give the Project Manager a valid reason for the delay.

iii. Alcohol and Drug Testing – Post-Incident Testing

Some of MIDWEST GROUP clients require A&D testing after all significant incidents. The significance of the incident is determined by the client. The primary purpose of this type of testing is to determine whether alcohol and/or drug abuse were contributing factors to the incident. Some of MIDWEST GROUP clients may also require testing after significant incidents or near misses that may have had significant potential for more serious consequences. Where required by the client the post incident testing is an investigative procedure and testing is required even in the absence of direct evidence or suspicion of alcohol or drug abuse.

10.18 Alcohol and Drug Testing – Administration

i. Alcohol and Drug Testing – Positive Cutoff Levels

Substance	Screen	Confirmation
Alcohol (breath)	.04% (40mg/dl)	.04% (40mg/dl)
Amphetamine	1000 mg/ml	500 mg/ml
Cocaine	300 mg/ml	110 mg/ml
Cannabinoids	50 mg/ml	11 mg/ml
Opiates	2000 mg/ml	2000 mg/ml
Phencyclidine	25 mg/ml	25 mg/ml
Barbituates	200 mg/ml	200 mg/ml
Benzodiazepines	200 mg/ml	200 mg/ml
Methaqualone	300 mg/ml	100 mg/ml
Methadone	300 mg/ml	200 mg/ml
Propoxyphene	300 mg/ml	300 mg/ml

ii. Alcohol and Drug Testing – Testing Procedures by Qualified Providers

To ensure the integrity and legality of the A&D testing the company has subcontracted all A&D testing out to qualified vendors. If any employee requires it, they may obtain a copy of the vendors testing procedures from the vendor. All test results are kept strictly confidential. All test results that are sent to the head office are opened by the Project Manager and SAFETY and are kept in a secured location by them. MIDWEST GROUP will not divulge the contents of any test results to any party, other than to confirm the individual is either a positive test or negative test.

The testing provided by the vendor consists of three parts:

1. Initial test – samples testing negative on this test are eliminated from further analysis.
2. Secondary test – all specimens testing positive in the initial test must be sent for further more comprehensive testing at an approved laboratory. These tests will confirm beyond any doubt that the sample exceeded the positive cutoff levels or in some case the initial positive test was caused by cross reaction which produces a false positive test.
3. Medical review – The medical personnel administering the test will review and verify test results and discuss them with the donor in an effort to determine whether a positive finding could have resulted from the legitimate use of medications or some other medical explanation.

SECTION 11 EMERGENCY RESPONSE AND PROCEDURES

EMERGENCY RESPONSE POLICY

PURPOSE

Emergencies can occur at any time and at any project site or office as a series of unplanned events. Midwest will ensure that steps are in place that in the event of an emergency, the company and its personnel are able to respond.

POLICY

It is the policy of Midwest Group to ensure that emergency response plans are in place, and that the appropriate resources are available to handle emergency situations at the workplace as followed:

Midwest Group shall follow the Emergency Response Plan that has been developed by the client for the project site and to participate in any drills. However, where Midwest Group holds the Prime Contractor status and for the home office, plans will be adjusted to recognize that legislative requirement.

The site emergency response plan will outline the procedures for emergency evacuations of injured persons to the nearest medical facility.

It will also identify potential emergencies;
(b) procedures for dealing with the identified emergencies;
(c) the identification of, location of and operational procedures for emergency equipment;
(d) the emergency response training requirements;
(e) the location and use of emergency facilities;
(f) the fire protection requirements;
(g) the alarm and emergency communication requirements;
(h) the first aid services required;
(i) procedures for rescue and evacuation;
(j) the designated rescue and evacuation workers.

Midwest Group will ensure that there are arrangements in place to transport injured persons to the nearest medical facility capable of handling the injury. Typically, these arrangements include but are not limited to: on-site medical facilities, ambulances, emergency transport vehicles, helicopters, planes and boats. Where these primary modes of transport are not available on the worksite, alternate modes must be in place that meet the intent of the regulations.
***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

NAME **DATE**

11.1 FIRE SAFETY PLAN

(THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW IT)
(THIS PLAN SHOULD BE USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE PLAN)

Job Name	**Address:**	**Description of Project**	**Key Contact Name & #:**

Location of Muster Point: _____
(Draw a diagram if necessary)

General Provisions

- A warning system will be in place at the site to warn of potential threats, and facilitate evacuation (example, air horn).
- Each site will have a muster point where workers can be accounted for.
- A method of notifying the Fire Department or other emergency agency will be available at all times.
- Fire extinguishers shall be available at all times at each suite where workers are present.
- Access to fire hydrants and buildings for fire apparatus must be maintained.

Hazard Controls

- At the end of each work day, all combustibles will be cleared from the site area, disposed of in bins or stored in neat piles.
- No open-flame devices will be used unless a dedicated safety watch is in place (this includes hot work).
- No unsupervised LPG tanks or flammable liquids are allowed inside buildings.

Emergency Numbers:

Power: _____
Water: _____
Gas: _____

Prepared by:

Date Prepared:

11.2 EMERGENCY PREPAREDNESS PLANS

Fire Response Plan

1. Assess the size of the fire and extinguish it if possible according to the P.A.S.S. training you have received. (Pull. Aim. Squeeze. Sweep.)
2. If the fire is unmanageable activate the building fire alarm system or notify the fire department by dialing 9.1.1 (or designating someone else to notify them for you.) When you activate the building fire alarm system, it will automatically notify the fire department and get help on the way. It will also sound the building alarms to notify other occupants, and it will shut down the air handling units to prevent the spread of smoke throughout the building.
3. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
4. If the fire is already spreading rapidly, simply evacuate the building, closing doors and windows behind you as you leave.
5. Notify a Midwest supervisor/manager if he/she doesn't already know.
6. All workers to proceed to the pre-designated 'muster point'.
7. Each supervisor should take a roll-call of Midwest workers to make sure that all workers are accounted for.
8. No worker shall leave the 'muster point' without notifying the supervisor.
9. The fire department will decide whether it is safe to re-enter and notify the Midwest supervisor.
10. The supervisor shall then notify Midwest workers whether the site is safe to reoccupy after an evacuation.
11. Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department.
12. In the case of serious injury to a worker, Alberta OH&S will be notified by the Midwest Safety Department.

Explosion Response Plan

The purpose of the details explained below is for action in case of an explosion. Explosions include those caused by leaking gas, faulty heating equipment and flammable vap
ours.

1. Fall to the floor/ground and take immediate shelter under tables, desks or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
2. After the effects of an explosion have subsided, check exits or exit stairways prior to evacuating the building (as in "Emergency Evacuation Procedures") or site, if notified to do so by the supervisor, Fire Emergency Officer or Building Security Personnel.
3. Operate the nearest manual fire alarm station and telephone the Fire Department. Phone Number: 911

4. If it is safe to do so proceed to the "muster point". You should attempt to contact your supervisor if you have not already done so. Do not leave the "muster point" unless you are authorized to do so by your supervisor.
5. Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department
6. Do not return to the building or site until the "all clear" signal is given by the supervisor, Fire Emergency Officer or designate.

Emergency Response for Leaking Gases and Liquids

1. Stop – turn off all equipment.
2. CALL 911 for Emergency and Rescue
3. Know the location of the extinguishers and how to use them.
4. Protect yourself first, then others. If there is a fire try to extinguish it with a fire extinguisher or shut off leaking gases or fluids.
5. Evacuate the site if the fire cannot be put out or gases/liquids cannot be contained.
6. Know where each of the exits are, and be sure they are not locked or blocked off. Proceed to the "muster point".
7. Do a roll call and do not leave the muster point unless authorized to do so.
8. If you must rescue victims:
    - Keep upwind in the event of hazardous goods, spills, leaks or fire.
    - Administer First Aid to maintain life.
    - Keep spectators away.
9. Keep out of low areas
10. Do not feel compelled to control the hazard.
11. Use your own powers of observation and hearing to detect:
    - Hazards
    - Warning placards
    - Downed wires
    - Hissing sounds of gases
    - Leaking fluids/flames/smoke/steam etc.
12. The fire department will decide whether it is safe to re-enter the jobsite and notify the Midwest supervisor
13. The supervisor shall then notify Midwest workers whether it is safe to re-occupy the building after the evacuation.
14. The Midwest supervisor to document details of the emergency on an Emergency Information Form and send it to the Midwest Safety Department.
15. If the emergency is fatal, or causes serious injury to a worker or has the same potential, Alberta O H & S will be notified by the Midwest Safety Department.

Emergency Response Plan for Injuries

1. Recognize the emergency. (An injury is some kind of damage to the body caused by an external force.)
2. In the case of a less serious injury, the worker may be driven to the hospital by a Midwest worker and a First Aider.
3. If the worker is acutely injured or you are not sure, the worker should be transported by EMS/911.
4. Call emergency medical services EMS/911.
5. Call for the designated First Aider for your worksite if you do not have First Aid training.
6. If the injured worker does not consent to your help stay nearby. When EMS/911 arrive make sure they are informed the worker has refused help.
7. Keep the scene of the incident/accident as undisturbed as possible, unless you are providing first aid, or preventing further injury or property damage.
8. Once the immediate responses to the injury have been completed, report the accident/incident to your manager.
9. In the event of a fatality, a Midwest foreman or manager should notify the Police department.
10. Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department.
11. If the emergency is fatal, or causes serious injury to a worker or has the same potential, Alberta OH&S will be notified by the Midwest Safety Department.

Emergency Response Plan for Medical Emergencies

1. Recognize the emergency.
    a) A medical emergency is an illness or condition that needs immediate medical attention.
2. In the case of a less serious medical problem, the worker may be driven to the hospital by a Midwest worker and a First Aider.
3. If the worker is acutely ill or you are not sure, they should be transported by EMS/911.
4. Call emergency medical services EMS/911.
5. Call for the designated First Aider for your worksite if you do not have First Aid training.
6. Without the consent of the ill worker, do not try to give help, but stay nearby. When EMS/911 arrive make sure they are informed the worker has refused help.
7. Once the immediate responses to the medical emergency have been completed, report the accident/incident to your manager.
8. In the event of a fatality, a Midwest foreman or manager should notify the Police Department.
9. Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department.

Emergency Response Plan for a Fallen Worker

1. Upon hearing or seeing a worker in a fall arrest situation, summon the Midwest foreman/manager and First Aider immediately to the location.
2. The site foreman/supervisor will determine what, if any, equipment will be used to rescue the fallen worker.
3. If a ladder is able to be safely used to access the worker, place it under the worker to stabilize him/her.
4. The worker should access the ladder under his/her own power.
5. Lower the required Personal Protective Protection Equipment, such as a new lanyard or rope, to the worker so he/she may climb down safely.
6. The worker will then clip on his/her new lanyard or rope grab before unclipping used equipment.
7. If the worker is inaccessible by ladder the site foreman/supervisor and First Aider must assess whether the worker is otherwise accessible.
8. If the worker is inaccessible or deemed unsafe to access by the Midwest foreman/supervisor and First Aider, then Emergency Medical Services and the Fire Department must be called.
9. If the worker is, or becomes, unconscious, call EMS and the Fire Department, irrespective to any other situation.
10. At no time are workers permitted to attempt rescue if their own safety is compromised.
11. Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department.

Emergency Response Plan for Minor Floods (Water)

1. Stop – turn off all equipment.
2. Scan the area quickly in order to try to identify the source.
3. If you can identify the source and stop the leak without endangering yourself or others, do so.
4. Save equipment, materials, property, etc and clean up as much as you can.
5. Inform your Midwest manager.
6. If you cannot identify the source of the water or the flood is uncontrollable and has potential to cause danger, evacuate the site and notify building security and your manager.
7. Know where each of the exits are, and be sure they are not locked or blocked off. Proceed to the muster point.
8. Once the Midwest manager receives permission, he/she shall then notify Midwest workers whether it is safe to re-occupy the building after the evacuation.
9. The Midwest manager documents the details of the emergency on an Emergency Information Form and sends it to the Midwest Safety Department.
10. If the flood causes serious injury to a worker, or has the potential to cause serious injury, the incident/accident must be reported to Alberta OH&S by the Midwest Safety Department.

Emergency Response Plan for Severe Weather/Natural Disaster

The purpose of the details explained below is to provide general information on precautions to take when anticipation severe weather or when caught unexpectedly in a blizzard or natural disaster. Remember communication is always very important during an emergency. It is common for mobile telephone networks to be down or not working properly during these types of emergencies. Sometimes even land-line telephones are affected. Know where your workers are; keep together if possible. Make sure your workers arrive home safely during or after a severe weather/natural disaster emergency. Supervisors and workers should follow each other up by telephone if possible. The following information should help all Midwest workers during severe weather or a natural disaster emergency.

Keeping Warm in the Open

1. Cover all parts of your body evenly.
2. Keep yourself as dry as possible
3. Use body position to conserve heat. To conserve body heat, assume a rolled up position for a short time with knees reaching toward the chest.
4. Look for or build a windbreak; trees, branches, ravines, rocks and snow bands could be used. Dig into the snow bank from the side opposite the wind and take cover in it.
5. Move about to build up body heat.
6. Your body needs fuel to keep warm. A candy bar provides quick energy when you are cold.
7. Do not exhaust yourself trying to find help.
8. If you become lost, build a fire and shelter and wait for help.
9. Do not go to sleep!!

Driving Precautions

1. Carry a survival kit and start the trip with a full tank of gasoline.

Stalled, Stuck During a Blizzard

DO NOT ATTEPT TO WALK AND FIND HELP IN POOR VISIBILITY STORMS – DISORIENTATION OCCURS QUICKLY AND YOU MAY BECOME LOST.

2. Stay with the car.
3. Keep dry and warm.
4. Keep your survival kit handy and use it.
5. Do not overexert yourself
6. A window should be lowered slightly on the side away from the wind for ventilation.
7. Activate emergency flashers to signal distress.
8. Run your car motor sparingly and only if the exhaust is taken away by air currents.
9. Seek help in daylight when the bad weather has subsided.

Tornado, High Winds

1. Carry a means of communication.
2. Shelter in a basement or small interior room. Otherwise, get under heavy furniture.
3. If outdoors – Shelter in ditch, excavation, culvert, lie flat, face down.
4. In vehicle – Drive away from tornado at right angle – if tornado cannot be avoided – do not remain in car. Seek shelter.
5. Parked cars and mobile homes are unsafe. However, as a last resort, if no ravine or ditch is nearby, crawling under a parked car may provide some shelter from flying debris.

Earthquake

1. If you are indoors, stay there. Do not run outside.
2. If you are indoors take cover under a heavy desk, table; or stand in an inside doorway away from windows. (A door frame or inner core of a building are its strongest points and least likely to collapse.)
3. Do not use elevators as power may fail.
4. If you are outside, stay there. Move away from buildings to avoid crumbling walls and falling debris. Stay away from power lines and dangling electric wires.
5. If you are driving, stop quickly and stay in your car. If possible so not stop on a bridge, overpass or where buildings can fall on your car can provide protection from falling debris.
6. Drive your car only if necessary, and then with caution. Keep the roads clear for rescue and emergency vehicles. Do not enter damaged areas unless you have been asked by officials to do so.
7. Do not re-enter damaged buildings. Walls may collapse after the original shaking has ceased.
8. Keep your emergency supplies, clothing and food handy in case you are called on to evacuate.

Flood

1. Always have a means of communication with you and keep emergency lights, and flashlights in working order.
2. Store drinking water in clean containers. Water service may be interrupted.
3. Move to a safe area before you are isolated by flood waters and advise the evacuation centre or police of your whereabouts.
4. Do not attempt to cross on foot any flowing stream of flood waters.
5. Do not attempt to drive on a flooded road. You could become stranded.
6. If your car stalls in a flooded area, abandon it.

Hail Storm

1. If you are caught in a harsh hail storm (ex. Driving, walking, working under in an uncovered area, etc…), go to a covered area as soon as you can, to keep damage to yourself/vehicle to a minimum.
2. While out in a hail storm, keep your arms as close to your body as possible, so less areas of your body are vulnerable to the storm.

Details of the emergency will be documented on an Emergency Information form by your supervisor and sent to the Midwest Safety Department.

11.3 FIRST AID EQUIPMENT

On every Midwest jobsite there is a Safety Box or Safety Stand containing emergency equipment. The emergency equipment includes the following:

1. First Aid Kits

a) Each site will contain a First Aid Kit appropriate in size and content to the number of workers.

Minimum Requirements stated in the AOH&S Code

Number of workers on site	Schedule of supplies	Additional equipment
1	No. 1 First Aid Kit	None
2 - 9	No. 2 First Aid Kit	None
10 - 19	No. 2 First Aid Kit	None
20 - 49	No. 2 First Aid Kit	None

b) Operating Procedure
   1) All First Aid Kits on sites will be visibly checked monthly to ensure they are fully stocked and still in useable condition.
   2) Once an eye wash bottle has been used it must be thrown away immediately and replaced. After the eye wash bottle has been opened and used the remaining solution is no longer sterile.
   3) If a worker notices an item to be out of stock before the monthly check, he may inform the Midwest Safety Department for restock.

2. Fire Extinguishers

a) Fire extinguishers for class A, B, C, fires will be available on site and accessible to work area and all workers must know where they are located.
b) Operating Procedure
   1) A fire extinguisher should be used by a worker with valid fire extinguisher training.
   2) For a detailed procedure refer to Safe Work Practice # 3, Fire and Use of Fire Extinguishers.
   3) All fire extinguishers on sites will be visibly checked monthly to ensure they are charged and in good condition. When an extinguisher is found discharged, it must be reported and replaced by a serviceable unit.

11.4 EMERGENCY RESPONSE TRAINING REQUIRERMENTS

New Worker Orientation

10. All workers receive a safety orientation at the beginning of their employment that includes all aspects of Midwest's emergency preparedness systems and procedures.
11. Workers are informed, but not limited to, the following information:
    a. Workers are responsible to familiarize themselves with the Emergency Response Plan for the site.
    b. If there is a Site Specific Fall Protection Plan, all workers are to familiarize themselves with rescue/evacuation procedures on that Plan.
    c. What to do in case of an emergency.
    d. Where the muster point is on their jobsite.
    e. Who the First Aider(s) on their jobsite is/are.
    f. Who to report emergencies to.
    g. Their direct foreman/manager onsite.
    h. Emergency Response Plan's reviewed at Safety Meetings.

First Aid Training

1. All Managers, Foremen and Trade Contractors must have a valid First Aid Training ticket.
2. The number of First Aid trained workers on site is relative to the number of workers operating on site. (See Section 12, 12.7, of the Injury Prevention Manual, First Aid Services Required.)

Location and use of Emergency Facilities

If a worksite is required to have a First Aid Room by Part 11 of the OH&S Code, the Midwest workers must be informed its location.

The locations and phone numbers of hospitals, the phone numbers of government facilities, and the phone numbers for designated managers, to contact in case of an emergency are on the Emergency Contact Information sheet posted on each site. Workers must familiarize themselves with this sheet in case of an emergency.

MIDWEST GROUP
EMERGENCY CONTACT INFORMATION
AMBULANCE/POLICE/FIRE – 9-1-1

OFFICE ADDRESS - 220 - 41 ROYAL VISTA DRIVE N.W CALGARY, ALBERTA T3R 0H9
OFFICE PHONE 403-277-1551
OFFICE FAX 403-277-1552

HOSPITALS:

SHELDON CHUMIR HEALTH CENTRE – URGENT CARE 403-955-6200
1213 – 4th ST. S.W., CALGARY, AB
SOUTH CALGARY HEALTH CENTRE – URGENT CARE 403-943-9300
31 SUNPARK PLAZA S.E., CALGARY, AB
SOUTH HEALTH CAMPUS 403-956-1111
4448 FRONT ST. S.E., CALGARY, AB
FOOTHILLS 403-944-1110
1403 – 29th ST. N.W., CALGARY, AB
PETER LOUGHEED 403-943-4555
3500 – 26 AVE. N.E., CALGARY, AB
ROCKYVIEW 403-943-3000
7007 – 14th ST. S.W., CALGARY, AB
ALBERTA CHILDREN'S HOSPITAL (WORKERS UNDER 18) 403-955-7211
2888 SHAGANAPPI TRAIL N.W., CALGARY, AB

ALBERTA ENVIRONMENT EMERGENCY 1-800-222-6514
ALBERTA WORKPLACE HEALTH & SAFETY 1-866-415-8690
DANGEROUS GOODS & RAIL SAFETY 1-800-272-9600
POISON CONTROL CENTRE – ALBERTA 1-800-332-1414

THE FOLLOWING PHONE NUMBERS ARE FOR **EMERGENCY USE ONLY**:

DAN MCMAHON (OPERATIONS MANAGER) 403-801-0094
SHANE BRIERLEY (ADMIN. MANAGER) 403-710-4253
DARRYL BRAATEN (OHS Advisor) 403 370-6876

11.5 ALARM AND EMERGENCY COMMUNICATION REQUIRERMENTS

In the event of an emergency, the alarm in the building on the site is to be activated.

If there is no alarm system in place the air horn evacuation procedure will be used.

AIR HORN EVACUATION PROCEDURE

a. **Activate the alarm;** 3 sharp blasts on the air horn, found in the Safety Box/Stand.

b. Don't panic!

c. Call 911.

i. Identify who you are.

1. Type of emergency; medical, gas leak, fire, etc.

2. **The exact location** of the emergency, and any other pertinent information. Stay on the line for further instructions or provide a cellular phone call back number

d. **Evacuate the building via the nearest EXIT.** Remain calm!

e. **Close doors** to prevent spread of fire, smoke or fumes.

f. **All personnel are to meet at the designated muster point** to await further instructions. Foremen/managers are to conduct head count of the Midwest employees present.

g. Inform the Safety Department at (403) 277-1551 or cell 403 370 6876

11.6 FIRE WARDENS AND DESIGNATED EMERGENCY RESPONDERS

Head Office – Royal Vista

Chief Fire Warden

- Shane Brierley
- Jeff Green (Alternate)

MWG Office - 26th Street

- Fire Warden – Deanna Henderson
- First Aid Contact – Greg Barnes, Brent Logan

Midwest Tenant

Fire Warden

- Shane Brierley
- First Aid – Simon Roy

Fastwalls Shop

- Fire Warden – Simon Roy
- First Aid - Simon Roy

Sites

Foreman or supervisor present at the scene of the incident.

First Aiders

Any Midwest worker with a valid First Aid ticket. All sites are required to post notification of those holding a valid first aid ticket

11.7 Evacuation Procedures

If You Discover Fire, See Smoke or Smell Gas:

1. Sound alarm to warn occupants; (Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit, proceed outside, and clear the building to the nearest assembly point
3. If you require assistance to evacuate:
    a. Take shelter in a safe location,
    b. Inform someone of your location, and
    c. Ask them to notify the Fire Department of your location
4. If trained to do so, fight the fire using a fire extinguisher only if it is small and not between you and an exit; and
5. Call Facility Manager @ **403-710-4253**
6. Return to the building only when the Calgary Fire Department has authorized you to do so

If The Fire Alarm Sounds:

1. **Stop all work and remain calm;**
2. Evacuate **IMMEDIATELY** using the nearest safe exit, proceed outside, and clear the building to the nearest assembly point
3. If you require assistance to evacuate:
    a. Take shelter in a safe location,
    b. Inform someone of your location, and
    c. Ask them to notify the Fire Department of your location
4. Do not attempt to remove any vehicle from the parking lot/shop;
5. Obey all instructions of the Fire Wardens;
6. Comply with Fire Department orders; and
7. Return to the building only when the Calgary Fire Department has authorized you to do so

11.8 FIRE DRILLS / EVACUATION PROCEDURES

Fire drills are critical for ensuring the safety of the staff and clientele that enter your business, building or property. Practicing scheduled fire drills will help ensure individuals have the knowledge to safety escape a fire without injuring themselves or others.

The Alberta Fire Code suggests that fire drills are conducted by the person that is responsible for the building. It is also required that fire drills are held at intervals no greater than every 12 months (once a year).

Use the Fire Drill Report Template to record the results of your fire drill.

PRE-FIRE DRILL PROCEDURES

To be conducted by supervisory staff or maintenance personnel.
1. Contact the fire alarm monitoring company and advise them of the upcoming fire drill. Ensure to supply the monitoring company with the estimated timeline to conduct the fire drill.

2. Contact the Regional Emergency Services (RES) non-emergency line at 3-1-1. Ensure to supply Dispatch with the estimated timeline to conduct the fire drill.

INITIATING THE FIRE DRILL

Is there a “Fire Drill” feature on the panel?

Yes – utilize this feature to activate alarms for the purpose of the fire drill.

No – activate the nearest manual pull station.

2. Record the time from the activation of the fire alarm to the evacuation of all staff, students and clientele.

DURING THE FIRE DRILL

Supervisory staff are to monitor the evacuation process and note any of the following:

- Are individuals closing the doors upon exiting rooms?
- Are individuals remaining calm and proceeding towards the nearest exit?
- Are individuals assembling at the designated muster point?
- Are fire wardens (if applicable) ensuring the safe evacuation of all individuals?
- Are all individuals being accounted for (if applicable)?
- Are exits guarded to prevent re-entry into the building?

AFTER THE FIRE DRILL

1. Record the total evacuation time in the evacuation checklist report.
2. Silence the alarms, reset the manual pull station and reset the fire alarm system.
3. Ensure the fire alarm system is back to normal operating condition.
4. Inform individuals that they can re-enter the building.
5. Contact the fire alarm monitoring company and RES dispatch to advise that the fire drill is complete.
6. Re-evaluate any concerns that arose during the fire drill and discuss as a group (ex. safety meeting).
7. Keep record of the fire drill and any notes on the evacuation checklist report.

SITE DRILLS

Typically, all Midwest personnel follow the general contractor or prime contractor's emergency response plan for each project they are at.

However, to ensure compliance with audit needs and our own records each site shall hold at least one table top exercise to review the building premise's Emergency Response Plan annually. If Midwest personnel are on longer term assignments at these building sites, the foreman shall ensure to hold another drill in the following calendar year.

This information shall be documented on the bi weekly site safety meeting form as a topic that is signed by all attendees and forwarded in the usual manner to the main office for record keeping.

SECTION 12 RECORDS AND STATISTICS MANAGEMENT

RECORDS & STATISTICS POLICY

PURPOSE

MIDWEST GROUP commits to recording relevant metrics for gauging its performance outcomes with respect to health, safety and environmental events in order to gauge year-to-year improvements to the overall health and safety plan.

POLICY

Consistent with this MIDWEST GROUP will:

- Expect that all spills, near misses, incidents, injuries and similar events are reported in an expedient manner.

- Require that total hours worked are recorded on a monthly or quarterly basis for annual reporting as per the Safety Summary Sheet in this manual.

- Require that any changes to the Health and Safety Manual are described in the annual revision log, as described in this manual.

- Keep records of hazard assessments, toolbox meetings, employee safety training, health and safety orientation forms, maintenance records, meeting minutes, inspection reports, investigation reports, medical treatment reports, WCB reports, emergency response drills and audit records.

- Keep records of any other items, as deemed important by other regulatory bodies, agencies or authorities.

***The safety information in this policy does not take precedence over applicable government legislation which all employees should be familiar with.**

_____ _____

SIGNED **DATE**

12.1 Safety Summary Sheet

Relevant Safety Statistics should be recorded in the following sheet to track progress of key variables over time.

☐ Annually ☐ Quarterly

Hours Worked		Lost Time		Medical Aid		First Aid		Frequency**	
Month	YTD*	Month	YTD*	Month	YTD*	Month	YTD*	Month	YTD*

** YTD – Year to Date*
**** The Total Recordable Incident Rate** is calculated as follows:
Lost Time Cases + Medical Aids + First Aids X 200,000
Number of employee Hours of Exposure

Note: These numbers are most accurate when the # of employees exceeds 40.

12.2 Safety Manual Revision Log

Changes to the Safety Policies, Forms or other items should be documented on the following revision log.

Revision #	Date	Description of Revisions	Revised By	Approved By
1		Formatting, form changes		

SECTION 13 LEGISLATIVE REQUIREMENTS

LEGISLATION

The Midwest Group will ensure that a copy of the HANDI-GUIDE to Alberta's OH & S Act, Regulation and Code is readily available to all workers. We include here a few excerpts from the Act that directly affect the way we conduct business.

Excerpts from Alberta Occupational Health & Safety Act, Code and Regulations, Effective July 1, 2009

Section 2 of the Act outlines the obligations of employers, workers, etc.

2(1) Every employer shall ensure, as far as it is reasonably practicable for him to do so,

(a) the health and safety of

(i) workers engaged in the work of that employer, and

(ii) those workers not engaged in the work of that employer but present at the worksite

at which that work is being carried out, and

(b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act and the regulations.

2(2) Every worker shall, while engaged in occupation,

(a) take reasonable care to protect the health and safety of himself and other workers present while he is working, and

(b) co-operate with the worker's employer for the purposes of protecting the health and safety of

(i) the worker

(ii) other workers engaged in the work of the employer, and

(iii) other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

Section 18 of the Act, Serious injuries and accidents

18(1) If an injury or accident described in subsection (1.1) occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.

(2) The injuries and accidents to be reported under subsection (1) are

(a) an injury or accident that results in death;

(b) an injury or accident that results in a workers being admitted to a hospital for more than two days;

(c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
(d) The collapse or upset of a crane, derrick, or hoist, or
(e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Section 35 of the Act, Existence of Imminent Danger

35(1) No worker shall
(a) carry out any work if, on reasonable and probable grounds, he believes that there exists an imminent danger to the health or safety of that worker,
(b) carry out any work if, on reasonable and probable grounds, he believes that it will cause to exist an imminent danger to the health and safety of that worker, or another worker present at the work site, or
(c) operate any tool, appliance, or equipment if, on reasonable and probable grounds, he believes that it will cause to exist an imminent danger to the health and safety of that worker or another worker present at the work site.

(2) In this section, "imminent danger" means in relation to any occupation
(a) a danger which is not for that occupation, or
(b) a danger under which a person engaged in that occupation would not normally carry out his work.

Every employee will have access to a complete copy of the Alberta Occupational Health and Safety Act, Regulation and Code.

SECTION 14 MISCELLANEOUS

ENVIRONMENTAL POLICY

Midwest Group pledges our commitment to act in an environmentally responsible manner. We affirm our commitment to our stockholders, our workers, our clients, and our neighbors through the following policy:

"Midwest Group is committed to protecting human health and the environment through compliance with applicable Federal, Provincial, and Municipal environmental laws and regulations and by continually striving to reduce the environmental impact associated with our operations"

We will achieve this commitment through the application of the following principles:

√ Midwest Group will comply with all applicable government laws and regulations.

√ Midwest Group will not create unacceptable new risks to the environment and will strive to minimize risks from existing environmental conditions.

√ Midwest Group will strive to minimize the quantity and degree of hazardous waste resulting from its operations

√ Midwest Group will strive to become a leader in respect to environmental protection and enhancement.

The Environmental Policy at Midwest Group was adopted April 1, 2008 and is applicable to all operations.

_____ _____

SIGNED **DATED**

SECTION 15 FORM SAMPES

FAST WALL JOB HAZARD ASSESSMENT

To be completed at Job Start up or When Job/Site Conditions Change

1. JOB #: _____ JOB NAME: _____ DATE/TIME: _____
2. LOCATION: _____ CONDUCTED BY: _____

Item #	**Identified Hazards** (Activities & Conditions)	Priority (1-2-3-4-5)	Safety Hazard & Location
Priority Index: 1. Very Hazardous 2. Hazardous with Moderate Risk 3. Low Risk 4. O.K. 5. Not Applicable (N/A)			
1	Housekeeping/Material Storage		
2	Other workers		
3	Training		
4	Lighting		
5	Environmental Hazard		
6	Electrical hazards		
7	Overhead hazards		
8	Restricted access/Egress		
9	Ladders		
10	Work heights		
12	Vehicle traffic in storage yard		
13	First Aid availability/Skills		
14	Other_____		
15	_____		
16	_____		

CRITICAL TASKS IN PROGRESS:

- Framing & layout ☐
- Operating Equipment (Forklift) ☐
- Operating Power Tools (Chop Saw, etc.) ☐
- Operating Overhead Crane ☐
- Other_____ ☐
- Other_____ ☐

Item #	Priority	CORRECTIVE ACTION NEEDED	Completed By	Date completed
Priority Index: 1. Very Hazardous 2. Hazardous with moderate risk 3. Low risk 4. O.K. 5. Not Applicable (N/A)				

Hazard assessment results and corrective action (if applicable) reviewed with workers (**workers print name)**:

_____ _____

_____ _____

COMPLETED BY: _____

OFFICE REVIEW: _____

SAFE JOB PROCEDURES SAMPLE FORM

All Midwest workers are required to familiarize themselves with the Safe Job Procedures.

- Specific operations require safety procedures.
- Safe Job Procedures are step-by-step instructions of how a task is to be done.
- All personnel affected will receive instructions and should fully understand the entire procedure before engaging in the task.

Safe Job Procedures are to be available to workers in the area where the work is being performed.

S

Developed by:_____ **Date:** _____
Approved by: _____ **Date:** _____
Reviewed by: _____ **Date:** _____
Approved by: _____ **Date:** _____

Equipment Required	PPE Required	Material Required
•	•	•

Job Steps:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

SAFE WORK PRACTICE SAMPLE FORM

001 SAFE WORK PRACTICE - SAMPLE

GENERAL: to ensure that hazards on a work site are controlled to protect workers and visitors to the site.

PROTECTIVE MECHANISMS:

SUPERVISOR RESPONSIBILITY:

WORKER RESPONSIBILITY:

NOTICE OF SAFETY VIOLATION

This is to verify that I, _____, did commit an unsafe act and/ or safety violation on the day of _____.

This violation consisted of:

_____

_____

_____

I understand that with this written warning, another Safety infraction and/or violation will result in an unpaid suspension from my work duties or removal from employment.

Signed: _____

Employee: _____

Date: _____ Time: _____ a.m./p.m.

Site Superintendent: _____

Project Manager: _____

MW Equipment Repair Form

Inspectors Name:

Tool/Equip Title:

Tracking #:

Serial #:

Make:

Model:

Tool Issue/Problem:

Other Comments:

Tool Returned by:

Inspectors Initials:

Please hand this form to Jeff for Repair Authorization

Repair Shop:

Shipping Method:

Shipping Date:

NEW WORKER SAFETY ORIENTATION CHECKLIST

Workers Name: _____ Hire Date: _____

Position: _____ Supervisors Name: _____

Topics Covered
□ Company Injury Prevention Policy

Responsibility for Safety
□ Worker
□ Supervisor
□ Manager
□ Hazard Assessments

Safe Work Practices
□ General Housekeeping
□ Scaffolds
□ Floor Openings
□ Ladders
□ Cutting
□ Powder Actuated Tools
□ Electrical Equipment
□ Grounding
□ Other

Safe Job Procedures
□ Workers Right to Refuse Work
□ Other

General Rules
□ Alcohol/Drugs
□ Smoking
□ Horseplay/Fighting
□ Theft
□ Vehicle Operation
□ Disciplinary Action
□ Posted Rules

Personal Protective Equipment
□ Training
□ Head Protection
□ Eye Protection
□ CSA Approved Foot Protection
□ Hand Protection
□ Hearing Protection
□ Respirators
□ Fall Protection

Preventative Maintenance
□ Lock Out Tag System

Training

Yes	No	
□	□	WHMIS
□	□	First Aid/CPR
□	□	Scissor Lift
□	□	Forklift
□	□	Loss Prevention Fire Extinguisher
□	□	Fall Arrest

(Please provide proof of training if you mark Yes to any of the above.)

Meetings
□ Injury Prevention Meetings (weekly)
□ Site Safety Inspections (bi-weekly)
□ Working at Heights

Emergency Procedures/Alarm systems
□ Fire
□ Ambulance
□ Police/Security
□ First Aid(ers have red crosses on hats)
□ Emergency Response Plan
□ Report to Supervisor
□ Incident/Near Miss Reports

Legislation
□ Location of Legislation
□ Workers Rights and Responsibilities
□ Substance Abuse Prevention Program

I have carefully reviewed all the topics and agree to accept and work safely

.

_____ _____

Worker Signature Midwest Representative

SAFETY ORIENTATION KNOWLEDGE QUIZ

Name _____Date _____

Mark the best answer (s) with an 'X'.

1. On a Midwest work site you are responsible to take reasonable care to protect the health and safety of:
   - ☐ Yourself and other workers present on the work site
   - ☐ Yourself only
   - ☐ Your supervisor
   - ☐ The electricians and the painters

2. How frequently are written Hazard Assessments to be done? (may check more than one)
   - ☐ At the start-up of each job
   - ☐ Weekly
   - ☐ Daily
   - ☐ Whenever there is a substantial change to the safe work environment

3. What is the primary means used by Midwest Contracting to prevent injuries and/or damage to property?
   - ☐ Incident Reports
   - ☐ Site Safety Inspections
   - ☐ Tool Box Meetings
   - ☐ Job Hazard Assessments

4. Which of the following infractions would result in immediate dismissal? (may check more than one)
   - ☐ Vandalism
   - ☐ Smoking on the worksite
   - ☐ Intoxication
   - ☐ Theft

5. What PPE are you responsible for providing? (check one)
   - ☐ Safety Boots
   - ☐ Hardhat
   - ☐ Safety Glasses
   - ☐ Hearing Protection

6. When are you permitted not to wear a hardhat? (check one)
   - ☐ During partition layout
   - ☐ Under finished ceilings
   - ☐ During taping
   - ☐ When the client says it is permissible and no overhead hazards remain

7. Specific, step-by-step instructions for the safe execution of any task documented are what? (check one)
   - ☐ Safe Work Practices
   - ☐ Safe Job Procedures
   - ☐ Hazard assessments
   - ☐ Drywall for Dummies
8. General Housekeeping means that you are responsible for what? (check one)
   - ☐ Immediately cleaning up all debris that you create
   - ☐ Ensuring that your immediate work area is clear of slip and trip hazards
   - ☐ Sweeping the floors
   - ☐ Personal Hygiene
9. What is the maximum height at which you may stand on a rolling scaffold, and move it without getting off first? (check one)
   - ☐ The top fastened step
   - ☐ 48”
   - ☐ Within reach of a secured ceiling structure
   - ☐ Two times the minimum base width
10. If you observe a safety hazard on site, whom do you report it to? (check one)
    - ☐ The General Contractor
    - ☐ Head Office
    - ☐ Your Foreman
    - ☐ Mommy
11. How should power tools that are damaged or malfunctioning be handled? (check one)
    - ☐ Fixed on site if possible
    - ☐ Discarded
    - ☐ Used with caution
    - ☐ Tagged and set aside for pickup
12. Where would you find a list of First-Aiders on your jobsite? (check one)
    - ☐ Lunch area
    - ☐ Emergency Response Plan
    - ☐ Head office
    - ☐ Website
13. How frequently should documented Site Inspections be done? (check one)
    - ☐ Daily
    - ☐ Weekly
    - ☐ Bi-weekly
    - ☐ Monthly

14. Which of these occurrences should be written up in an Incident Report (may check more than one)
    - ☐ An accident/incident resulting in an injury
    - ☐ An accident that does not result in an injury or damage to property
    - ☐ Any conduct on site that creates a safety risk
    - ☐ Tofu in your lunch container

Signed _____

TOOL BOX MEETING

Project Name / Number: _____ Date / Time: _____

Site Supervisor / Foreman: _____ No. of workers on Site: _____

Review last meeting minutes: _____ Review Hazard Assessment: _____

Review Site Inspection / Incidents: _____ Review Applicable SWP's/SJP's: _____

Emergency Response Drill Conducted? : _____ Date/Results/Action of ERP drill: _____

ATTENDANCE RECORD: (PLEASE PRINT NAME) (For more space write on back of form)

_____ _____

_____

_____ _____

_____ _____

_____ _____

_____

Topic of Discussion: _____

_____

Trade / Employees Suggestions: _____

_____

Corrective Action: _____

_____

_____ _____

Foreman / Supervisor Signature Reviewed By

Date / Time of Next Meeting: _____

INCIDENT INVESTIGATION

Incident Date and Time:			
1.	Incident Type: ☐ Injury/Illness ☐ Property Damage ☐ Major Potential ☐ Fire ☐ Spill ☐Close Call ☐ Vehicle Collision		
2.	Incident Date (M/D/Y): _____/_____/_____	**3.**	Time (24 Hour Clock):
4.	Area:	**5.**	Specific Location:
Injury/Illness			
6.	☐ First Aid ☐ Medical Aid ☐ Modified Work ☐ Lost Time ☐ Fatal		
7.	Name of Worker:	**8.**	Age: Gender:
9.	Occupation:	**10.**	Experience:
11.	Nature of Injury:		
12.	Object/Equipment/Substance Inflicting Injury/Damage:		
Property Damage			
13.	Description of Property:		
14.	Description of Damage:		
15.	Estimated Loss/Damage Cost:		
Other Actual/Potential Loss			
16.	Type:		
17.	Description:		
18.	Estimated Cost:		
19.	Evaluation of Risk Potential if Not Corrected (circle selection):		
Severity:	**1**. Imminent Danger **2**. Serious **3.** Minor **4**. Not Applicable (N\A)		
Probability:	**A.** Probable **B**. Reasonably Probable C. Remote **D**. Extremely Remote		
20.	**Description of Incident:**		

Diagram of Scene:
21. Witness(es):
Witness(es) Statement(s) Attached: ☐ Yes ☐ No
22. Immediate Cause(s)
Description:
23. Underlying Cause(s)
Description:
24. Corrective Action(s) (Immediate, Interim, Final):
Recommendations Completed by Whom: Date/Time:
25. Date Report Completed: (Y/M/D) _____/_____/_____
Signatures

Supervisor:	Worker:
Midwest Management: (Page 2 of 2)	

INVOLVED EMPLOYEE STATEMENT

Employee Name:_____ Date: _____

Project Name:_____ Time:_____

Company: _____ Location: _____

Address: _____ Phone: _____

Who, What, When, Where & Why: _____

_____

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PRINT AND SIGN NAME

_____

DATE

WITNESS STATEMENT FORM

Employee Name:_____ Date: _____

Project Name:_____ Time:_____

Company: _____ Location: _____

Address: _____ Phone: _____

Who, What, When, Where & Why: _____

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PRINT AND SIGN NAME

_____

DATE

AUTOMOBILE ACCIDENT REPORT

Date of Accident:			Claim Number: *(Office use)*
Worker's *Surname* *First Name:* *Initial*			Driver's License Number:
Make of Vehicle:	Year:	Model:	Company Assigned Vehicle Number: *(Vehicle # A)*
Describe Damage:			Estimate of Damage:

Location of Accident:		Weather Condition:	Road Condition:
Your Speed:	Direction:	Other's Speed:	Direction:
Police Investigation By:			Charges:
Who was responsible for the accident? (Reason)			

Owner of Other Vehicle: *(Vehicle # 1)*	Owner of Other Vehicle: *(Vehicle #2)*
Telephone Number:	Telephone Number:
Address:	Address:
Make of Vehicle:	Make of Vehicle:
Model: License Number and Province:	Model: License Number and Province:
Name of Insurance Company:	Name of Insurance Company:
Description of Damage:	Description of Damage:
Name of Driver:	Name of Driver:

Telephone Number:	Telephone Number:
Address:	Address:

AUTOMOBILE ACCIDENT REPORT

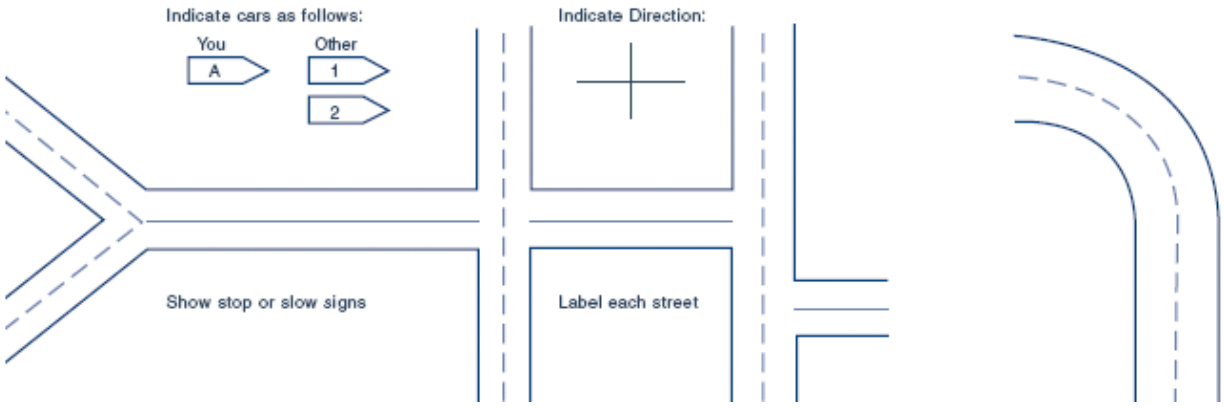
Details of Accident:

Witnesses:

Name:	Name:	Name:
Address:	Address:	Address:
Telephone Number:	Telephone Number:	Telephone Number:
In which car? ف Your car أ Other Car #1 أ Other Car #2 أ Other	In which car? ف Your car أ Other Car #1 أ Other Car #2 أ Other	In which car? ف Your car أ Other Car #1 أ Other Car #2 أ Other

Description of Accident:

(Illustrate position of vehicles at the time of the collision. Show skid marks – if any.)
(If any street is more than two lanes or is one way only, please indicate.)



CHECK ONE:

I was: Driver of vehicle A أ Passenger in vehicle A

Describe the accident in your own words (attach separate sheets):

INITIAL EMERGENCY INFORMATION AND EMERGENCY INCIDENT LOG

Initial Emergency Information
Description of Incident and Emergency:
Description of Location:
Environmental conditions: Wind direction Wind Speed Temperature
Any extreme weather conditions? If so, describe:

Media Involvement: □Yes □No	Media Name:

Threat to Residences / Buildings / Town? If so, describe:

Is there Immediate Danger to people? If so, describe:

Have people evacuated? If so, how many and where to:

Any injuries? If so, describe:	
Emergency / Incident Log	Date:
Time:	Description of event or significant action taken

SCAFFOLD INSPECTION CHECKLIST

JOB #: _____ JOB NAME: _____

	SCAFFOLD INSPECTION CHECKLIST	YES	NO	N/A
1.	Scaffold erection should be coordinated by a competent worker			
2.	Rolling scaffold wheels are working correctly:			
	a) Castors rotating properly			
	b) Wheels rolling freely			
	c) Locks working on all four wheels			
	d) Wheels are properly secured to frames			
4.	Scaffold end frames welds are intact.			
5.	Scaffold side frames locks are functioning; check all welds.			
6.	Scaffold decks:			
	a) Scaffolds with hold-down clips. Clips are working.			
	b) No cracks			
	c) Guardrails are intact			
	d) Deck is not bent (lays flat)			
	e) Deck is the correct size for rolling scaffold (nice snug fit, not loose)			
	f) Deck is free of debris			
7.	Outriggers are in good working condition with no cracks			
8.	All components marked with Midwest brand or sticker.			
9.	Scaffold is tagged with a green tag. The date on the green tag is not more than 3 weeks old. (Last date checked)			
10.	If you have marked any of the above items with a 'NO' the scaffold should be tagged with a red tag and set aside for repair.			

CORRECTIVE ACTION REQUIRED:

_____

COMPLETED BY: _____ DATE: _____

REVIEWED BY (SUPERVISOR): _____DATE:_____

SCISSOR LIFT – PRE-START INSPECTION

***** WARNING *****

This inspection must be completed before each machine use each day or at the beginning of each shift.
Failure to do so could result in death or serious injury.

- User/Operator is responsible for the Pre-Start Inspection.
- Keep Inspection records up to date.
- Record and report all discrepancies to your supervisor.

MODEL NUMBER _____ SERIAL NUMBER _____

INITIAL	DESCRIPTION
	1. Perform a visual inspection of all machine components, i.e. missing parts, torn or loose hoses, hydraulic fluid leaks, torn or disconnected wires, damaged tires etc. Replace components as necessary.
_____	2. Check the hydraulic fluid level with the platform fully lowered.
_____	3. Check the tires for damage. Check wheel lug nuts for tightness.
_____	4. Check the hoses and the cables for worn areas of chafing. Replace if necessary.
_____	5. Check the platform rails and safety gate for damage, defects or sharp objects.
_____	6. Check the pivot pins for security.
_____	7. Check that all warning and instructional labels are legible and secure.
_____	8. Inspect the platform control. Ensure the load capacity is clearly marked.
_____	9. Check the hydraulic system pressure (See Machine Specification). If the pressure is low, determine the reason and repair in accordance with accepted procedures as outlined in the service manual.
_____	10. Check the base controls for proper operation. Check all switches and push buttons for proper operation.
_____	11. Check the platform controls for proper operation. Check all switches and push buttons, as well as ensuring that the drive controller returns to neutral.

DATE _____ INSPECTED BY _____

FORKLIFT OPERATORS WEEKLY CHECKLIST

Make:_____ Unit #:_____Operator:_____

Start hours at beginning of week _____ End hours at end of week: _____ Date: _____

At the end of the week put a check mark **(✓)** for okay, or an **(X)** for not okay. If an item must be marked not okay, please recommend a corrective action in the **ACTION REQUIRED** box. Every Monday, the previous weeks' form must be submitted to the Site Services Manager.

	INSPECTION OF:	✓ / X	ACTION REQUIRED:
1.	BATTERY		
	VENTS		
	CONNECTOR COVERS		
	CABLES		
2.	OVERHEAD GUARD		
3.	TIRES		
4.	CARRIAGE		
5.	FORK LOCKING PIN (LEFT/RIGHT)		
6.	FORK (LEFT)		
7.	MAST		
8.	LIFT CHAINS		
9.	FORK (RIGHT)		
10.	HYDRAULIC OIL		
11.	SEAT & BELT		
12.	LISTEN FOR UNUSUAL NOISE		
13	CHECK BRAKE		
14.	TILT CONTROL		
15.	FORWARD DRIVING		
16.	REVERSE DRIVING		
17.	BACK UP ALARM		
18.	LIGHTS		
19.	HORN		
20.	GAUGES		
21.	OIL SPOTS ON FLOOR		

Comments: _____

_____

Site Services Manager: _____Date:_____

MONTHLY FLEET VEHICLE INSPECTION FORM

Send in to the Fleet Department or Fax to: 403.277.1560

Unit #:	License #:	Odometer #:
Year:	Make:	Model:

OK -	Attention - Maintenance needed	Repair - Repairs need	Fleet Department Use

OK	Attentio	Repair		Resolved
			Engine Oil level - Within acceptable Limits	
			Coolant level - Within acceptable Limits	
			Tire tread & Sidewalls - Look for Damage	
			Tire Inflation - Check Pressure	
			Windows Clean - Inside & Out	
			Vehicle is Clean - Inside & Out	
			Windshield Wipers - Clean & streak-free	
			Seat belt - Functions Correctly	
			Emergency/Incident Reporting - Kits available	
			Fire Extinguisher - Accessible & Charged	
			Fire Extinguisher - Accessible & Charged	
			Engine on Criteria - Check Engine Light/Messages	
			Headlights - Hi & Lo Beam	
			Backup - Lights/Alarm/Camera/Sensors	
			Brake Light - Include Third Brake Light if Equipped	
			Fluid Leaks	
			Horn Works	
			Mirrors - Function & are Clean	
			Brakes - Function Correctly/Parking Brake	
			New Damage to vehicle	
			Other - specify	

Notes: _____

_____

I have personally inspected this vehicle and have found it to be in the condition listed above:

Signature: _____ Date: _____

Print: _____

Reviewed By:	

GENERAL JOBSITE INSPECTION

Job Name:	**Job Address:**
Inspected By:	**Date:**

#	Item	#	Item
1	Housekeeping, litter	24	Personal Protective Equipment
2	Storage of Chemicals	25	Respiratory equipment, ventilation
3	Storage of Materials and Waste	26	First Aid Supplies or First Aiders
4	Storage of Tools and other Equipment	27	Signage, warning signs and labels
5	Spills	28	Smoking or open flame
6	Sanitation	29	Safe Work Practices
7	Slippery surfaces	30	Fire Extinguishers
8	Heating and Cooling	31	Utility locates, flagging, ground disturbance
9	Fire and Explosion Hazards	32	Other contractors in area
10	Electrical wiring, temp. power, grounding	33	Proper permits in place
11	MSDS/WHMIS/TDG	34	Adequate shoring, slopes on excavations
12	Flammable liquids, gasses and storage containers	35	Barricades/fence
13	Dusts, mists and fumes	36	Ladders and Scaffolds
14	Entrances, walkways, stairs ladders	37	Lighting or visibility
15	Floor openings	38	Lifting – Manual techniques
16	Machine guarding, hand rails or guard rails	39	Lifting – Mechanical
17	Protruding objects, rebar, metal wire	40	Safety training, qualified workers
18	Safe entry and exit	41	Proper disposal of chemicals, paints and materials
19	Working Alone	42	Tag lines, load securement, hand placement
20	Fall Protection Plan	43	Cranes, hoists, rigging and lifting equipment
21	Fall Protection Equipment	44	Zoom Boom, Aerial Work Platform
22	Confined Space Entry and Exit	45	Vehicles
23	Lockout/Tagout – Isolation of Hazardous Energy	46	Delivery trucks

ITEM #	LOCATION	HAZARD	PRIORITY	CORRECTIVE ACTION	DATE/TIME ACTION COMPLETED	BY WHOM (PRINT NAME)

Priority Index: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable (N/A)

Reviewed By: Signature	Reviewed Date

WORKING ALONE PLAN TEMPLATE

Worker's Name: _____
Worker's Phone (Cell, SAT or Radio Channel):_____
Worker's Job Title: _____
Supervisor: _____
Supervisor's Phone (Office/Other):_____
Contact Person: _____
Contact Person's Phone #(s): _____
Department: _____
Worksite (Name, Address, Location):_____
_____

It is the responsibility of the supervisor to identify any hazardous agents or activities which arise from the conditions and circumstances of the worker's work.

IT IS STRONGLY RECOMMENDED THAT HANDLING OF HAZARDOUS SUBSTANCES OR PERFORMING HAZARDOUS ACTIVITIES BE PROHIBITED WHEN A WORKER IS WORKING ALONE. WORK INVOLVING ENTRY INTO CONFINED SPACES MUST NEVER BE CONDUCTED ALONE.

What are the conditions or circumstances under which the employee is required to work alone?:
_____
_____
_____
Types of duties to be conducted stating limitations/prohibitions:
_____
_____
_____
Identify hazardous activities the worker may perform while working alone (check those that apply:

Cash Handling Duties ( )

Work with Hazardous Substances ( )

Heavy Physical Labour ( )

Work with Heavy Machinery ( )

Use Ladders, Scaffolding ( )

Work with High Electric Currents ( )

Work with Power Tools ( )

Work at isolated Areas ( )

Work with Equipment Under Pressure or Vacuum ( )

Other Activities Not Listed Above:

_____

Personal protective equipment required:

_____

_____

Is the employee trained in the proper use of appropriate personal protective equipment and work procedures? Yes ( ) No ( )

Schedule for contacting the employee:

_____

_____

Means of communication:

_____

Plan to assist the employee in case of an emergency:

_____

_____

The working alone plan must be complied with by both the Employing Authority and the Employee. The working alone plan must be reviewed annually or more often if necessary. Records must be maintained of contact times and a check at the end of the work shift must be done.

_____ _____

SIGNATURE OF EMPLOYER SIGNATURE OF WORKER

_____ _____

Date Date

SAFETY MEETING FORM

Toolbox Meeting ☐ Monthly Safety Meeting ☐

Meeting Location:	Date:
Weather:	Prepared by:

List the topics discussed, Include a discussion of the hazards and control measures.

Activities	**Hazards**	**Controls**

Additional Notes or Comments

Name	**Initials**	**Name**	**Initials**
1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		17	
9		18	

Corrective Action	**Assigned To**	**Date**	**Completed (Y/N)**

Respirator Inspection Forms

Respirator selection information form

Process/operation information	
Work area location:	
Work area characteristics (open area, confined space, etc.):	
Location of hazardous area relative to safe area:	
Work description/operation:	
Anticipated length of time that respirator will be used:	
Worker activity level (light, moderate or heavy):	

Information for each breathing hazard		
Step 1:	Oxygen level (if below 19.5%, air-purifying respirators cannot be used)	%
Steps 1, 2:	Air contaminant and concentration	
Step 3:	8-hour TWA limit	
Step 4:	IDLH concentration	
Step 5:	Can the contaminant cause eye irritation?	
Step 5:	Can the contaminant irritate skin or be absorbed through the skin?	
Step 6:	Respirator under consideration and assigned protection factors	
Step 7:	Hazard ratio (minimum protection factor)	
Step 8:	Maximum use concentration (MUC)	
Step 9:	Air-supplying or air-purifying respirator?	
Step 10:	State of contaminant	

Step 11:	Adequate warning properties (odor, irritation, etc.)?	

Recommended approved respirator(s):	
Recommended approved filter or cartridge:	
Other protective equipment required:	

Respirator inspection checklist for air-purifying respirators

Filtering facepiece	
Check for:	☐ Holes in the filters ☐ Worn-out (torn, no longer elastic) or missing straps ☐ Missing or curled valves ☐ Folds, creases, or distortion in the face piece
Air-purifying respirators with replaceable cartridges or filters	
Check the facepiece for:	☐ Dirt ☐ Cracks, tears, holes ☐ Warped surfaces ☐ Broken fittings (for example, strap holders) ☐ Cracked, scratched, or loose-fitting lenses (full-face models) ☐ The presence of filter seal gaskets (if the respirator has gaskets)
Check the head straps for:	☐ Wear and tear ☐ Lack of elasticity, knots ☐ Broken or faulty buckles
Check the valves for:	☐ Soap residue or dirt on valves or on the valve seat ☐ Cracks, tears, hardening, or warps in the valves or the valve seat ☐ Missing or damaged valve cover ☐ Valves that are curled under the valve seat
Check that the cartridges or filters are:	☐ Made by the same manufacturer as the respirator ☐ The correct type for the hazard ☐ Fitting securely in the face piece (threads are not worn) ☐ Free from cracks or dents ☐ Marked with the date they were put into service
Powered air-purifying respirators (PAPRs)	
In addition to the previous checklist items, check the:	☐ Condition of battery pack, wires, and connections ☐ Airflow (does it meet manufacturer's specifications?) ☐ Condition of breathing tube (if respirator has one)

Respirator fit test form

Name of worker:	Date:

Does the worker wear/have:

- ☐ Eyeglasses
- ☐ Contact lenses
- ☐ Dentures
- ☐ Facial hair

If yes to any of the above, discuss how the respirator seal will be affected (workers must be clean-shaven where the respirator seals with the face). Other comments regarding counselling on eyeglasses, dentures, contact lenses and facial hair:

Does the worker have any medical concerns about wearing a respirator?

- ☐ Yes
- ☐ No

If yes, refer worker for a medical assessment.

Fit test procedure

Fit testing must be repeated annually to ensure that a proper face seal is maintained.

Check when completed successfully:
- ☐ Correct positioning of respirator and strap adjustment
- ☐ Negative- and positive-pressure user seal check

Qualitative fit testing using:
- ☐ Irritant smoke with HEPA/organic vapor cartridges
- ☐ Bitter aerosol with particulate filter
- ☐ Isoamyl acetate (banana) oil with organic vapor cartridges
- ☐ Saccharin with particulate filter
- ☐ Other _____

Qualitative fit testing:
- ☐ Pass
- ☐ Fail

Quantitative fit testing:
- ☐ Pass
- ☐ Fail

Respirator(s) fit tested by worker

When a worker wears different makes and models of respirators, fit testing must be done on each make and model of respirator and the results recorded. The worker should also wear all other required personal protective equipment, such as hearing and eye protection, while undergoing the test.

Make/model/size			
Make/model/size			
Make/model/size			

Points discussed with the worker

- ☐ Respirator selection
- ☐ Respirator limitations
- ☐ Storage and maintenance
- ☐ Cartridge dating, change frequency, and limitations
- ☐ Where to get replacement parts

Fit test date:	Next fit test date:
Fit tested by:	
Comments:	

MSDS INVENTORY SHEET

Person completing inspection__________________________________Date_________________________

Location of Storage________________________

Chemical Name	Manufacturer	Maximum Quantity	UN Number	MSDS on File?
(example) Ethyl Alcohol	*Sigma*	*4 L*	*64175*	*yes*