Company Health and Safety Manual

Harding's Services Inc.

Company Health and Safety Manual

The following Safety Manual is the official **Harding's** Safety Manual and shall be adhered to by all workers.

Harding's has a responsibility to protect workers and the environment while engaged in its activities. To meet our responsibilities, we will operate under the following guiding principles:

Management is responsible for providing a safe working environment, providing the necessary information to operate safely and for ensuring that work is performed to accepted standards.

Where any of these safety regulations differ from, or are in conflict with any other regulations (e.g. Department of Labour, Occupational Health and Safety Act, Regulation and Code, Public Health or other government regulations) then the most stringent regulations shall take precedence.

It should be understood that no set of rules or safe work practices could cover all situations that arise. In such cases, the Supervisor or Worker must rely on his/her own experience or trade knowledge and be prepared to justify his/her actions.

Each worker is responsible for working safely with equal concern for the safety of all co-workers. A safe working environment can be achieved through careful planning and through the support and active participation of everyone.

Regulations

The Alberta Occupational Health and Safety Act is a fact of life but is not the only set of guidelines we need to be aware of. There are other regulations which affect the safety of workers. Adherence to all applicable regulatory bodies is expected of all workers at all times.

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Part I – Company Safety Policy

Section 1 – Company Safety Policy

The personal safety and health of workers, contractors, subcontractors, partners and suppliers of **Harding's Services Inc.** is of primary importance and our Management is **committed to providing information to a safe and healthy work environment.** Safety is a condition of employment with **Harding's and Harding's Franchisee's**, and shall not be sacrificed for the sake of expediency. To the greatest degree possible, franchise managers will provide all mechanical and physical facilities required to ensure personal safety and health on our jobsites, in keeping with the highest industry standards.

We recognize that workers have a right to work in a safe and healthy work environment. We will maintain a Health and Safety Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of the franchisor, franchisees, workers and subcontractors. It also requires cooperation in all safety and health matters, not only between the franchisee and worker, but also between each worker and his or her co-workers or subcontractors. All workers are responsible for ensuring the safety program is maintained and continues to develop. Only through such a cooperative effort can a safety program for all workers be established and preserved in their best interests. **Management is committed to work in a spirit of consultation and cooperation with workers in order to achieve success with our Safety Program.**

Objectives

Our objective is a Health and Safety Program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours. Before commencement of site work, we set Zero injuries as our safety expectation.

Management, supervisors, workers, visitors and customers must all comply with safety program requirements on any location where **Harding's** is primarily responsible for health and safety. On locations where the customer retains primary health and safety responsibility, our workers will comply with the customers' safety program requirements. If workers feel that doing so would place them in danger, they must refuse the work and contact their immediate supervisor.

Our Health and Safety Program will involve:

1. **Informing workers of the written Health and Safety Policies in this manual.**
2. Providing mechanical and physical safeguards to the maximum extent possible.
3. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the health and safety regulatory requirements on every job.
4. Developing and enforcing health and safety rules and requiring that workers cooperate with these rules as a condition of employment.
5. Investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not happen again.
6. Outlining expectations of workers, contractors and subcontractors.

We recognize that the responsibilities for safety and health are shared:

- **Harding's Services Inc** accepts the responsibility for leadership of the health and safety program, for it effectiveness and improvement, and for providing the safeguards required to ensure safe working conditions.

The Franchisee, Management, and Supervisors are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved. Management is responsible for ensuring workers under their charge are trained and oriented to work in a safe and responsible manner.

Workers and sub-contractors are responsible for wholehearted, genuine cooperation with all aspects of the Health and Safety Program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

Relevant Legislation

· Province of Alberta Traffic Safety Act

· Alberta Highway Traffic Act

· Provincial energy, mines and resources acts

· Oil and gas regulations

· Federal and provincial occupational health and safety acts and regulations and municipal bylaws ·

Alberta Provincial Workers' Compensation Act and regulations

· Workplace Hazardous Materials Information System (WHMIS) legislation

· Transportation of Dangerous Goods Act (TDG) and regulations

· National Energy Board Act

· Canada Labour Code, Part IV

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

Signed: _____
Management

Date: _____

Section 2 – Assignment of Responsibility and Accountability for Safety

Objective: To provide specific direction to the line management in their role within our safety policy.

Harding's Responsibilities:

- To provide information, instructions, and assistance to all staff in order to protect the health and safety of all the workers.
- To understand and enforce the accident prevention policy as well as the Occupational Health and Safety legislation.
- To provide all supervisory staff with an understanding of our accident prevention program as well as relevant Occupational Health and Safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, as well as any other special personal protective devices that may be required.
- To provide an ongoing safety program and approved first aid training courses as required. · To monitor

departments and projects and hold them accountable for their individual safety performance. **Supervisor/Foreman**

Responsibilities:

- To know and apply the firm's safety policy and relevant Occupational Health and Safety legislation.
- To ensure that all workers are educated to work in a safe manner and that they use all protective devices and procedures required by this firm and by legislation to protect their health and safety.
- To warn all workers of any potential or actual dangers and to advise them how to isolate, prevent, or remove such dangers.
- To arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.
- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the work place to ensure a safe and healthy environment.

Worker's Responsibilities:

- To read, understand, and comply with this firm's safety policy, safe work practices, procedures, and rules.
- To wear the safety equipment and personal protective devices and clothing required by legislation and their employer.
- To notify supervisor(s) of any unsafe conditions or acts that may be of danger to other workers or themselves. · To report all accidents and injuries to supervisor(s) as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and themselves.

Sub-Contractor's Responsibilities

Sub-contractors have legal responsibilities for working safely. You, as an employer, are required by law to make your workers aware of these regulations.

The following information is provided to familiarize you with the general safety requirements while working as a sub contractor to **Harding's** Specific instructions on rules and safe work procedures are available from the site Supervisor.

The following safety rules and regulations shall be complied with on all **Harding's** project sites. Read them carefully.

You Must:

1. Provide proof of good standing with the Workers Compensation Board (WCB)

2. Follow procedures established by **Harding's** to protect the health and safety of yourself and all other workers, and cooperate with your workers in protecting the health and safety of everyone at the workplace.

3. Comply with all Occupational Health & Safety Regulations and the orders of an Occupational Health & Safety Officer. You must on request, provide the Officer with information concerning any accidents.

4. Notify the Supervisor or the **Harding's** office immediately, of any accidents or near-misses. There will be no negative consequences for the reporting of near-misses.

5. Discontinue work if you have reason to believe that imminent danger exists, relative to your health and safety or that of your workers. Notify the Supervisor of the problem, and assign your workers in other areas until the dangerous situation has been rectified.

6. Instruct your workers to decline any work or the operation of any power tools or equipment, for which they are not properly trained, unless they are under the direct supervision of an experienced competent worker.

Visitor's Responsibilities:

- Complete a worksite orientation
- Follow the instructions of the Site Supervisor or personal escort
- Never walk around on any worksite unescorted
- Wear all PPE (Personal Protective Equipment) as directed by the Site Supervisor

Section 3 – The Right to Refuse Unsafe Work / Imminent Danger

The right to refuse unsafe work / imminent danger is a fundamental right (and obligation) of workers in all Canadian jurisdictions granted through respective provincial and territorial OHS acts. Right to refuse legislation imposes duties on workers and employers for the reporting, investigation and resolution of imminent danger situations.

Key responsibilities for workers are:

- Refuse to perform work that poses an imminent danger
- Report the work refusal to the task supervisor
- Cooperate in the investigation conducted by supervision / management

Key duties for management are:

- Ensure that no other workers are assigned to the tasks subject to the work refusal
- Investigate the situation and take appropriate actions
- Prepare a written record of the investigation including the actions taken to make the operation safe·

Worker(s) may be assigned to another task during investigation.

- Provide a copy of the investigation to the worker(s) that initiated the work refusal.
- Provincial/territorial legislation provides a process and specific steps for employers and workers to follow in the event of imminent danger situations.

Legislation / Best Practice - Alberta OHS Act, Section 35 & 36

All workers have the right to refuse work that would present an undue health and safety hazard for them working on the job site. An **undue hazard** is one which is not normal for that particular task or occupation or a working condition and to which the worker is not normally exposed while carrying out his or her work. The following summarizes the process and associated responsibilities for handling the worker's **right to refuse unsafe work.**

1. No worker must carry out or cause to be carried out any work task/procedure, or operate or cause to be operated any tool, appliance or equipment that would create an **undue hazard**. The worker has a responsibility to himself and his/her fellow workers to refuse unsafe work.
2. Workers must not be disciplined for exercising this right.
3. Workers who exercise their right to refuse unsafe work must **immediately report the problem** to their supervisor.
4. The supervisor must investigate the problem and either correct or explain to the worker why his concerns are not valid.

Section 4 – Environmental Policy

Harding's considers environmental protection to be an important and integral part of conducting business. "Environmental considerations are an important part of our decision-making process."

This company's Environmental Policy is to:

- Minimize hazards to public health,
- Protect the environment from adverse effects of construction operations,
- Meet or exceed all legislated standards and regulations,
- Assess potential environmental risks,
- Evaluate and monitor environmental performance to applicable standards,
- Work with industry, government, and workers to maintain environmental awareness, and
- Maintain effective reporting to management.

Additionally, on projects with known environmental contaminants, this company's policy is to:

- Provide education to participating personnel, thus enabling them to understand and share in the responsibility for monitoring and protecting the environment,
- Maintain an effective reporting and communications system, and
- Develop a project environmental action plan commensurate with company standards and regulatory/client requirements.

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

Signed: _____
Management

Date: _____

Section 5 – Working Alone Policy

Definition: "To work alone" means to work alone at a work site or travel to a worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

According to Alberta's OH&S Act, Regulation and Code, **Harding's** has the responsibility to minimize or eliminate risks associated with workers working alone.

Harding's will first conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker's work.

Working alone is considered a hazard for the purposes of Part 2 of the AB OH&S Code.

Harding's will, for any worker working alone, provide an effective communication system consisting of: · Radio communication,

· Landline or cellular telephone communication, or

· Some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

If effective electronic communication is not practicable at the work site, **Harding's** will ensure that: · The employer or designate visits the worker, or

· The worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

Workers of **Harding's** are required by the Act to work safely and cooperate with their employer by following the health and safety rules.

Job Hazard Assessments have been completed in writing and are included in this safety manual in the section titled "Safe Job Procedures".

Section 6 – Violence Policy/Program

Regulations

Harding's will comply with the following section of the AB OHS Act, Regulation and Code regarding violence.

Hazard Assessment

Harding's will ensure that **workplace violence is considered a hazard** for the purposes of Part 2 of the AB OHS Code, Hazard Assessment, Elimination and Control.

Policy and Procedures

Harding's has a policy and procedures respecting potential workplace violence, beginning further down on this page.

Instruction of Workers

Harding's will ensure that workers are instructed in:

- How to recognize workplace violence,
- The policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence, · The appropriate response to workplace violence, including how to obtain assistance, and · Procedures for reporting, investigating and documenting incidents of workplace violence.

Workers are educated on the company workplace violence program during their initial orientation after being hired.

Response to Incidents

Sections 18(3) to (6) and 19 of the *Act* apply to an incident of workplace violence.

Harding's will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker:

- Reports an injury or adverse symptom resulting from workplace violence, or
- Is exposed to workplace violence.

Harding's Workplace Violence Program/Policy

Workplace Violence is considered a serious offence for which necessary action will be imposed. **Harding's** considers Workplace Violence to be a Hazard for the purposes of **section 7 (PART 2 - Hazard Assessment, Elimination and Control)** of the Alberta OH & S code. This policy is to ensure all workers are able to work in an environment free of violence.

Procedures

Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. **Violations** of this policy will lead to disciplinary action that may include **termination, arrest, and prosecution.**

Section 6 – Violence Policy/Program

Informing Workers

Workers will be informed of this Workplace Violence Policy during Orientation upon being hired. Current Workers and Sub-Contractors will also be informed of this policy through the Orientation process.

Recognizing Workplace Violence

Workplace Violence includes but is not limited to:

- Attempted, threatened or actual conduct of a person that causes or is likely to cause physical injury.

Reporting

Workers are responsible for notifying their supervisor of any threats or acts of violence they have witnessed, received, or have been told that another person has witnessed or received. The supervisor shall then determine the scope of the investigation needed and take the proper corrective action. The supervisor shall also document the entire incident and forward it to management.

Response to Incidents

Workers are advised to consult a health professional of their choice for treatment or referral if:

- They report an injury or adverse symptom resulting from workplace violence, or
- They are exposed to workplace violence.

Section 18(3) to (6) and 19 of the OH & S Act apply to an incident of workplace violence.

Section 7 – Safe Driving Policy / Defensive Driving Training Program

All workers will be instructed on the contents of this Policy/Program prior to driving company owned or leased vehicles.

Motor vehicle incidents continue to be a major contributing factor in occupational injuries and fatalities. As a result road safety is an important component in our company's health and safety program.

In order to prevent vehicle incidents our company seeks to establish a partnership where the employer and worker adopt a safe approach to the task of driving as they would any other job-related activity.

To accomplish on-the-job driving safety, our company will not require any worker to drive under conditions which are considered unsafe or likely to create an unsafe environment.

Any worker that drives a company owned or leased vehicle will be required to successfully demonstrate driving competence to a supervisor prior to undertaking any driving related activities.

All worker drivers are expected to follow and apply defensive driving principles, comply with all legislated requirements and set a good example.

Workers must maintain adequate licensing and, if driving their own vehicles, insurance.

Workers must promptly report accidents, tickets, and violations.

Workers must never drive while under the influence of alcohol or drugs.

Workers must always wear seatbelts.

Workers must not transport passengers that are not also workers of the company.

Our company also encourages all workers to apply safe driving techniques to all off-the-job activities as well.

Preventing vehicle incidents have a positive effect on our families, our community and business operations. Be a team player as well as a team member.

Assignment of Responsibility

All personnel who operate a company owned or leased vehicle are expected to:

- Possess a valid driver's license for the type of vehicle(s) to be operated.
- Comply with all company driving policies, practices and procedures.
- Maintain your vehicle in safe operating condition.
- Attend company safe driving education and training courses.
- Refrain from driving while under the influence of alcohol or illicit drugs.
- Obey all traffic laws.
- Use the seat belt, buckle up.

· Refrain from displaying or reacting to road rage.

· Drive defensively.

· Use their signal lights when turning or changing lanes.

· Immediately report any vehicle deficiencies.

· Require passengers to use their seat belt(s).

· Drive according to weather and highway conditions.

· Refrain from tailgating.

· Pass other vehicles with care and caution.

· Be physically fit to operate the vehicle.

· Drive courteously.

· Refrain from driving when overtired.

· Maintain your focus on driving - be aware.

· Take rest stops when driving long distances.

· Check and validate that ancillary equipment is in/on the vehicle (i.e., First Aid kit, Fire extinguisher). · Set a good example.

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

Signed: _____

Management

Date: _____

Section 8 – Modified Work Policy / Management Standard

Harding's modified work program operates using guidelines from the AB WCB as follows:

Our modified work program is in place to help injured workers return to work while recovering and provides the opportunity to contribute to his or her workplace. Temporary modified work includes any changes to regular job duties, as a result of an injury.

Modified Work

Modified work helps an injured worker return to work while recovering and provides the opportunity to contribute to the workplace.

Why offer modified work?

- Retain an experienced worker
- Decrease your worker's time away from work
- Strengthen worker relations by showing an injury doesn't threaten job security
- Boost worker morale
- Maintain a reputation as a supportive employer
- Increase the worker's independence
- Reduce any additional hiring or training costs
- Reduce costs associated with claims

Modified work includes changes in:

- Tasks or functions
- Workload (e.g. hours or work schedules)
- Environment or work area
- Equipment

It can also include work:

- Normally performed by others
- Specifically designated as a modified work program

Harding's will ensure that modified work performed by our workers will be:

- Achievable: Given the patient's injury, can he or she physically do it?
- Safe: Our modified work plan will not endanger the worker's recovery or safety or the safety of others
- Constructive: The modified work plan will contribute to the worker's skill development and their return to full duties
- Productive: The duties will be meaningful to the organization

Part II – Hazard Identification and Assessment

Section 1 – Definitions and Legislation

Introduction

As with all occupational health & safety programs, the purpose of this element is the prevention of injury and illness to workers. This not only reduces human pain and suffering but has the added benefit of reducing other types of losses such as equipment damage, down time, and decreased productivity.

Objective

To understand the techniques necessary to complete an effective hazard assessment and analysis. On completion of this section you will be able to:

- Identify health & safety hazards associated with your work environment
- Evaluate hazards associated to specific jobs
- Prioritize hazards in terms of the risk they pose to workers
- Describe methods used to control the identified hazards
- Explain practical hazard controls applicable to your workplace

Hazard Assessment and Analysis is one of the most useful problem-solving techniques that benefit an entire organization. In order to remain economically viable and competitive in today's fast paced and volatile economy, a company has to be efficient and "**Do the right things the right way**".

A company must gain the most from their workers' skills, knowledge, and experiences. The company must also gain the most from their equipment and materials involved in the production process, and from the total work environment. At the same time the company must protect its people from occupational injury and illness so that they can remain healthy and productive. Workers and management alike share a large stake in performing hazard assessment. Properly conducted, a hazard assessment can mean the difference between a safe and productive workplace and an unsafe, inefficient one.

Occupational accidents and illnesses are extremely costly and may cause serious injury or death to workers and usually result from unchecked hazards, but accidents are preventable. Before hazards can be controlled they must be identified. Continual monitoring of the workplace is an effective means of identifying hazards. Once workplace hazards are identified, proper hazard control measures can be developed and implemented.

The following information is designed to introduce you to the process of Hazard Identification and Assessment and to provide you with the basic knowledge and tools for conducting them in your specific work environment.

The process that you develop will become the foundation for future monitoring of your worksite activities. When correctly and consistently implemented, hazard assessments will prove to be an excellent method to identify and evaluate hazards, and minimize or eliminate the risk potential.

A written hazard assessment provides immediate and future data concerning hazards and risk potential to those persons in positions of responsibility and accountability. This includes managers, safety representatives, supervisors, and workers alike. Subsequently, people in the workplace are made aware of the existing hazards and can initiate the proper corrective action to deal with the hazard.

Definitions

Accident - an unplanned, undesired event that can result in, or has the potential to cause, personal injury or property damage, or both. Accidents are the negative consequences of improper action or taking no action at all. These negative consequences may not occur immediately but if left uncorrected long enough, they will result in an accident. The severity of the consequence is difficult to predict but may be minor or fatal.

Consequence - for every action there is a consequence that can be either positive or negative. There are many factors that can influence the consequences of an action. It may be the mechanical condition of equipment, safe work procedures, the work environment, or the type of materials being used to name only a few. Taking the right action will result in a positive

consequence. Ignoring the hazard or not taking any corrective action will over time lead to a negative consequence.

Hazard - anything that exists with the potential for human injury and/or damage to property or the environment.

Hazard Analysis - a systematic approach that involves evaluating and prioritizing the hazards identified in the hazard assessment, establishing the appropriate control methods and monitoring compliance.

Hazard Assessment - a thorough examination of each task in a company to identify the existing hazards, so that appropriate hazard controls can be implemented.

What is Hazard Assessment?

Hazard Assessment (also known as Job Safety Analysis (JSA) or Job Hazard Analysis (JHA), or any combination of these titles), is an objective process for the examination of potential losses resulting from workplace hazards, changing conditions in the workplace, or health and safety program system failures. The type of loss may be injury or illness to people, mechanical damage to equipment, property damage, loss of production, or environmental damage.

Why Perform Hazard Assessment?

Aside from the obvious benefits such as cost-effective production and a reduction of injury and illness, there is a legislative aspect that must be considered. The Alberta OH&S Codes outline the need for assessment of potential hazards in the workplace.

Hazard Assessment, Elimination and Control

Part 2 OH&S Code

Section 7 - Hazard Assessment

1. An employer must assess a work site and identify existing and potential hazard before work begins at the work site or prior to the construction of a new work site.
2. An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified
3. An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it
4. An employer must ensure that the hazard assessment is repeated:

    a) At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
    b) When a new work process is introduced,

    c) When a work process or operation changes, or

    d) Before the construction of significant additions or alterations to a work site.

Section 8 - Worker Participation

1. If reasonably practicable, an employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

2. An employer must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and the methods used to control or eliminate the hazards.

Section 9 - Hazard Elimination and Control

1. If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to:

    a) Eliminate the hazards, or

2. If elimination is not reasonably practicable, control the hazard.
3. If reasonably practicable, an employer must eliminate or control a hazard through the use of engineering controls.
4. If a hazard cannot be eliminated or controlled under subsection (2), the employer must use administrative controls that control the hazard to a level as low as reasonably achievable.
5. If the hazard cannot be eliminated or controlled under subsection (2) or (3), the employer must ensure that the

appropriate personal protective equipment is used by workers affected by the hazard.

6. If the hazard cannot be eliminated or controlled under subsections (2), (3) or (4), the employer may use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of worker safety because a combination is used.

Section 10 - Emergency Control of Hazard

1. If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers,

   a) Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and

   b) Every reasonable effort must be made to control the hazard while the condition is being corrected.

2. Sections 7(2) and 7(3) do not apply to an emergency response during the period that emergency action is required.

Section 11 - Health & Safety Plan

If ordered to do so by a Director, an employer must prepare and implement a health and safety plan that includes the policies, procedures and plans to prevent work site incidents and occupational diseases at the work site.

Section 2 – Hazard Recognition and Control

Control and Hazard Recognition involves:

- Determining what hazards are present in or at the workplace,
- Assessing the level of risk for the hazards identified,
- Carrying out strategies to eliminate or reduce the risk Involved,
- Monitoring and follow-up to ensure the effectiveness of the control strategies chosen or implemented. Types of Hazards that you may encounter:
- Physical
- Chemical
- Ergonomic
- Biological

When conducting a Hazard Assessment, all four of these elements must be examined, sub-divided and evaluated to see what risks are present.

Some direct results of a Hazard Control Program are fewer injuries and illnesses; increased productivity and reduced costs associated with accidents and increased safety awareness.

Recognition, evaluation and control or workplace hazards are such a fundamental safety concept that it should be understood and practiced by every worker.

Conducting the Hazard Assessment will be the responsibility of the Manager and will be conducted when first starting work on a site.

To conduct a hazard assessment, proceed as follows:

1. Assemble the people who will be involved.
2. Discuss possible hazards with workers and sub-contractors.
3. Tour the entire operation.
4. Look for possible hazards originating with environment, material, equipment and people. 5. Keep asking “what if’ on an ongoing basis.
6. Mark on the checklist all items that need attention.
7. Review the findings.
8. Rank the items on a “worst first” basis.
9. Using the rest of your safety manual, start setting up a plan to control the hazards that have been identified. 10. Follow up during the job.

11. Ensure plans to control identified hazards are working.

Section 3 – Good Practices to Avoid Creating Workplace Hazards

1. Prior to starting work, take a few moments to evaluate the work area and work activity for potential hazards. 2.

Maintain good housekeeping standards.

3. Inspect tools and equipment prior to use.

4. Maintain protective equipment in good, clean condition.

5. Follow established procedures, and not taking any shortcuts.

6. Reporting hazards and incidents as soon as possible. This could prevent a serious accident.

Before any work at the work site begins, an initial Hazard Assessment should be conducted. The hazard assessment must be management/supervisor led. In small organizations the managers, may choose to conduct the assessment by themselves. In larger operations, you may involve supervisors and workers in this process. The team approach achieves the best results. Site drawings and proposed schedules are critical tools for identifying potential hazards, evaluating them, and for making recommendations for corrective actions and controls.

Section 4 – Site Hazard Assessment and Hazard Report Forms

Site Hazard Assessment (Step #1)

Job Location:

Address: | **Date/Time:**

Assessment Team:
Name:_____ Position: _____
_____ _____
_____ _____

	STATUS	IDENTIFIED HAZARDS	LOCATION OF HAZARD
(ex.) Mounting Truck	#2	Worker can slip/fall	Various area of job site
1.			
2.			
3.			
4.			

Hazard Assessment Corrective Action (Step #2)

ITEM#	STATUS	RECOMMENDED ACTION	ACTION TAKEN TIME/DATE	BY WHOM
(ex.) Mounting Truck	#2			Bill Smith
1.				
2.				
3.				
4.				

#1 Very hazardous, previous accident or high potential of accident **#2** Hazardous with moderate risk **#3** Low risk **#4** 0.K. **#5** Not Applicable (N/A)

Note: For corrective action, transfer information by priority number (i.e., 1, 2,3,4,5) to step #2 “Hazard Assessment Corrective Action”. Use additional forms as necessary.

Hazard assessments are to be conducted prior to conducting work in a new area or in an unfamiliar way to identify the potential hazards to which workers may be exposed, and to take steps to ensure hazards are corrected.

Hazard Report Form

Date: _____ Identified by: _____

Hazard: _____

Corrective Action: _____

By Whom: _____

Completion Date: _____

Section 5 – Field Level Hazard Assessment

Assessment Team Job Site: _____ Date: _____

Name: (Printed)	**Initials**	**Position/Title**

***Priority Status for Corrective Action**
#1 – Very Hazardous, Previous/Incident High Risk **#2** - Hazardous with Moderate Risk **#3** – Low Risk **#4** – Not Applicable

Item #	**Identified Hazards**	***Priority Status**	**Corrective Action**	**By Whom**
1	Housekeeping			
2	Material Storage			
3	Waste Disposal			
4	Lighting			
5	Ventilation			
6	Extreme Temperature			
7	Radiation Exposure			
8	Gas (Toxic)			
9	Flammables			
10	Dangerous Pressure			
11	Hazardous Chemicals			
12	High Risk Positions			
13	Electrical Hazards			
14	Overhead Hazards			
15	Underground Hazards			
16	Confined Space Entry			
17	Excavation			
18	Restricted Access/Egress			
19	Ladders			

20	Work at Heights			
21	Scaffolds			
22	Work Over Water			
23	Major Lifts / Crane			
24	Vehicles			
25	Mobile Equipment			
26	High Traffic			
27	Power Tools			
28	Permits			
29	Communications			
30	First Aid / Skills			
31	Others Working in Area			
32	Environmental Hazard			
33	Potential Slip, Trip or Fall			
34	Potential Overexertion or Strain			
35				
36				
37				
38				

Section 6 – Accident Ratio Study

1 Lost –time Injuries

Death- Disability LTA Medical Treatment (Off-Site)

10 Medical Aid Injuries

No Lost Time from Work First Aid Only (On Site)

30 Accidents

(Reported for Every Major Injury) An Undesired Event that Results in: Damage Equipment- Material- Tool- Property

600 Incidents

(Reported for Every Minor Injury) An Undesired Event that Could or Does downgrade the Efficiency of your Business Operation

-No Visible Injury or Damage

On average, 600 incidents lead to 30 accidents, 10 medical aid injuries, and one lost-time injury. The 600 incidents are caused by inappropriate behaviours in the workplace. The 41 accidents, medical aid injuries and incident are the negative consequences of the incidents. These statistics were developed from studies conducted in the 1930s and again in 1969. They are averages - your company may have a better record, or a worse one. The key is that, in any organization, there are consistent ratios between incidents, accidents and injuries. This "**pyramid**" effect is the basis on which modern accident prevention programs are constructed. It represents accidents reported and incidents discussed and not the total number of accidents or incidents that actually occurred.

The reporting and investigation of all accidents, incidents and near misses is critical.

Section 7 – Hazard Assessment and Analysis Process

Hazard assessment and analysis is a process used to identify the safest way to do a job. The process involves: 1.

Identifying the jobs at the worksite

2. Identifying the tasks associated with identified job

3. Identifying the basic steps of each task

4. Identifying the hazards involved in each task

5. Prioritizing the tasks according to the risk of the hazards (potential & probability)

6. Implementing the hazard controls and monitoring the effectiveness of the controls by an adequate worksite inspection process

Identification of any new hazards created by controls or hazards previously unidentified must be considered and followed through as part of the process.

Completed hazard assessments and analyses can be used in a number of ways:

- To develop or modify safe work procedures.
- As an aid to training.
- To enable work performance to be systematically observed.
- To focus attention on critical steps during safety inspections.
- As a reference guide for jobs that are done infrequently.
- To enable accident investigators to compare the actual events with the company standards.

For those companies that have off site field crews that perform duties at a client's worksite this Hazard Assessment and Analysis process can be cumbersome due to the dynamics of constantly changing site conditions, job assignments and starting of new work assignments.

It is recommended that the Alberta Construction Safety Association Field Level Risk Assessment process (or similar) be used for this application.

Section 8 – Hazard Assessment Team

Selection and Makeup

A Hazard Assessment Team should be selected and should include supervisors, workers, safety representative(s), and management, whenever possible. The critical factor of this process is Teamwork. Direct and meaningful worker participation is critical and essential. The hazard assessment process cannot be restricted to supervisory and managerial levels only.

Training

All members of the Hazard Assessment Team must be trained to an acceptable level in how to conduct hazard assessments and analyses in accordance with the company's system. Training could be done in a formal course, one on-one instruction with a supervisor competent in performing assessments,or discussed at safety toolbox meetings. As with all safety related training, the training system should be well structured and well documented.

Function

The most important function of the Hazard Assessment Team is actually conducting the hazard assessment, which consists of 6 basic steps:

1. Determine the jobs to be analyzed
2. Determine the tasks to be analyzed for each job
3. Breaking each task down into a sequence of basic steps
4. Identifying all existing and potential hazards of each step
5. Evaluating the control methods for the identified hazards
6. Prioritizing the tasks according to risk

Note: The Hazard Assessment Team may or may not be involved in Step 7 - implementation and Monitoring of hazard control measures depending on company size and structure.

Section 9 – Formal Hazard Assessment and Analysis Steps

STEP #1 - Determining the Jobs and Areas to be Analyzed

It is essential to ensure that the most hazardous jobs are examined first. The following factors should be considered when determining the most hazardous jobs:

- Accident Frequency and Severity history of the job (safety statistics).
- Potential for fatality or severe injuries (safety statistics).
- Newly developed jobs (manufacturing new products).
- Jobs that have been modified (new equipment).
- Jobs that are performed frequently (complacency).
- Jobs that are performed infrequently (lack of knowledge).

The inventory of all occupations and jobs in the company should be established and verified in accordance with the Company Organizational Chart.

Company Organizational Chart

The company organizational chart should be kept simple but must accurately reflect the structure, size, and makeup of the entire organization. The chain of command should be accurately reflected in the chart design. It must identify all administrative areas and jobs within the organization as well as the various manufacturing departments' casual or part time workers.

Position titles should be verifiable and the number of the various positions/trades in each department should be clearly definable. The chart must also indicate any day, afternoon, or night shifts if applicable.

Job Inventory

Make an inventory of all the jobs involved in the operation. Define all of the jobs that are performed in the organization. Examples include manager, foreman, shift supervisor, shipper, receiver, welder, machinist, administrative assistant, assembler, labourer, crane operator, mobile equipment operator, painter/sandblaster, pipe fitter, iron worker, millwright, maintenance technician, etc.

STEP #2 - Determining the Task(s)

Next, the various job-specific tasks for each job listed in the inventory must be identified. This does not have to be done for each worker in the position, just the position. This is the actual work that will be performed by the operator or crew during part of, or all of, one average workday. It may involve only company personnel, or a combination of company personnel and contractor personnel on-site.

(Chart on following page)

A task will usually consist of several steps that must be done in a specific sequence to be performed correctly, such as:

Job Title: Lathe Operator
Task: Fabricate Spindles
Steps:

1. work area preparation	4. fabricate, install, assemble, dismantle, etc.
2. assemble required tools and materials	5. equipment or machinery tear down
3. equipment or machinery setup	6. clean-up of the work area

STEP #3 - Breaking the Task Down Into Basic Steps

Start by listing all the basic steps of the task, in sequence, on the Risk Assessment form. Use as many forms as required. Complex or very hazardous jobs may take several steps to perform.

The next step is to break each task into various steps, Keep the steps in the correct sequence and number them sequentially (1, 2, 3, etc.). Any step that is out of sequence may cause you to miss potential hazards.

Start each step with an action verb (i.e. watch, turn, switch, lift, change, alternate, place, etc.), followed by what is done, not how it is done.

This step can be best achieved by observing an experienced worker doing the job. Supervisors and workers should both be involved in this process to ensure that the basic steps have been noted and are in the correct sequence. The observation should be done under normal working conditions and the workers should be advised that it is the job, not his/her competency that is being analyzed. The worker's comments on the hazards of the job may reveal problems not readily observable by the team and should be noted.

Observation may not be feasible for a new job so the analysis can be completed by discussion among knowledgeable and experienced workers. The identification of basic job steps may initially present some difficulties in that a determination must be made as to the amount of detail required.

If there are too few steps, certain hazards may be overlooked or if there are too many steps, the procedure becomes cumbersome containing too much unnecessary information. A good rule of thumb is that most jobs can be described in less than ten steps and only those steps that an instructor would describe when teaching the job to a worker.

If the job is complex and requires more than ten steps to adequately describe it, the job can be broken down into two or more "components," each with its own hazard assessment. For example, instead of simply stating "Use machine," separate the job into "Set-up machine" and "Operate machine."

STEP #4 - Identifying Potential Hazards

After all the steps have been listed, potential hazards at each job step must be identified. By using all the available information and trying to visualize what could happen, the team should be able to identify all likely hazards. These hazards should be indexed to match the corresponding job step.

This requires a combination of experience; knowledge; and open discussion between the members of the team.

One approach in starting the hazard analysis is to identify any sources of energy the worker or team may be exposed to or could come in contact with. Energy sources can be, but are not limited to the following:

1. Electrical
2. Chemical (acidic or caustic)
3. Mechanical (moving equipment or rotating machinery)
4. Compressed gases or liquids
5. Overhead work (material or structures could fall and strike workers)
6. Working at elevated heights
7. Powered equipment/ tools (pneumatic, hydraulic, electric)
8. Environmental (heat, cold, wind, sunshine)

9. Other energy sources applicable to the work site or task

The identified hazards must be identified and recorded on the Hazard Assessment form as to the type of hazard - safety hazard (S) or a health hazard (H).

Some examples may be:

Safety Hazard (Acute - immediate effects usually resulting in injury or damage)

1. Exposure to rotating machinery
2. Working under a suspended load
3. Icy conditions due to inclement weather

Health Hazard (Chronic - long term effect from constant exposure to harmful substances)

1. Excessive noise levels
2. Paint fume inhalation
3. Skin contact with solvents

The following considerations should be taken into account when identifying potential hazards:

Observation of the job, Knowledge of Accident Causes, Personal experience, Imagination, Murphy's Law - "If anything can go wrong...it will."

When identifying potential hazards that result from a particular Work-Related Activity, consider all possible sources of injury or illness specific to the Position in question. For example, Ergonomic Hazards for an office administrator while doing Administration work may arise through repetitive keyboard and mouse usage and improperly designed desk equipment. In comparison, Ergonomic Hazards for a Construction Worker may arise through repetitive shoveling motions while doing Labour work.

There may also be situations where there is a general hazard associated with a work related activity, (For example, Bump Hazards, or any unintentional contact between an worker's limb/extremity and a piece of equipment) that is more likely to occur with some positions than others (possibly because of increased exposure or likelihood due to the environment the worker in that position works in). These should be taken into consideration whilst identifying the potential hazards in the workplace.

STEP #5 - Evaluating Identified Hazards and Control Measures

This step evaluates the potential hazards of each step of the task, any hazard controls currently in place, and identifies what type of hazard controls are required to eliminate, control, or minimize the identified hazards, based on the information gathered in the hazard assessment. The sequence of evaluating hazards and identifying controls should be as follows:

Eliminate the Hazard

Eliminating the hazard completely is the best possible remedy. This may be as simple as replacing a defective piece of equipment or as complex as changing an entire work process. Other options for consideration are:

- Substitute with less hazardous, a more user-friendly product.
- Improve the work environment (ergonomics).
- Modify existing equipment or tools,or replace them with safer ones.

Contain the Hazard

If the hazard cannot be completely eliminated, harmful contact may be prevented through the use of Safe Work Practices and Safe Job Procedures.

ReviseWork Procedures

Safe work procedures (**Administrative Hazard Controls**) might be revised in a number of ways to control a potentially dangerous situation. Using an additional worker as a safety watch when working in a Confined Space may be assigned to the

job. A review of the hazard assessment may recommend a change in the sequence that steps are performed or the need for additional steps. Additional skill training or safety rules may also be necessary.

Personal Protective Equipment

PPE should only be used when engineered and administrative hazard controls are ineffective or insufficient.

PPE provides an additional degree of protection from injury.

Other

There may be other alternative methods of control available. The hazardous job such as sandblasting could be contracted out. This virtually eliminates any risk to your workers. The process may be so hazardous that the company decides not to manufacture the product any longer.

STEP #6 - Prioritizing the Hazard Assessments

A system must be developed and incorporated into the hazard assessment process that prioritizes the risk of the identified health and safety hazards for the occupations and jobs listed in the inventory. The system should include assessment of the hazards and a ranking system from the highest risk to the lowest risk (worst-first basis). This step determines the order in which hazardous jobs will be controlled.

Using the Priority Rating System rate the completed hazard assessments to determine which jobs will have hazard controls implemented first.

Using the Hazard Assessment Worksheet rate the completed hazard assessments to determine which tasks will have hazard controls implemented first.

1. **Likelihood** The probability, during a period of activity that a hazard will result in an accident with definable consequences:
   i) 1 (Slight)
   ii) 2 (Not Likely)
   iii) 3 (Likely)
   iv) 4 (High/Very Possible)
   v) 5 (Expected/Event will occur)

2. **Exposure Frequency:** How often is the worker exposed to the hazard?
   i) 1 (Annually)
   ii) 2 (Monthly)
   iii) 3 (Weekly)
   iv) 4 (Daily)
   v) 5 (Continuous)

3. **Consequence:** If something goes wrong, what are the possible consequences?
   i) 1 (Minor/First Aid)
   ii) 2 (Moderate/Medical Aid)
   iii) 3 (Serious/LTI)
   iv) 4 (Major/Fatality)
   v) 5 (Catastrophic/Multiple Fatalities)

4. Job Risk Factor: Using the information from the prioritization worksheet, rearrange the tasks in order of priority by adding likelihood, exposure frequency, and consequence numbers together. An example of this would be:

Position Title	Task	Hazards	Likelihood	Exposure Frequency	Consequence	Job Risk Factor
Welder	Grinding	Moving Parts	3	4	2	9
		Flying Debris	3	4	3	10
		Sparks	2	4	3	9

All tasks rating a score of 15 would be at the top of the list (most hazardous) and those tasks with a total of 3 would be at the bottom

STEP #7 - Implementing and Monitoring the Hazard Control Measures

After hazard control measures have been implemented, re-assess the hazard. If the risk is acceptable, continue on with the task. If the level of risk is still too high and unacceptable, additional risk assessment and analysis must be done and further hazard control measures implemented. This process of assessment, analysis and hazard control continues until the hazard is eliminated or reduced to an acceptable level through engineering, administrative, or PPE hazard control methods.

Section 10 – Job Inventory and Work-Related Activities

The following is a list of **Harding's's** company positions in order of **Overall Risk Factor** from highest to lowest:

1. Handyman and Renovations:
a. Equipment & Material Handling
b. Operating Power Tools
c. Utilizing Hand Tools
d. Operating Pneumatic Tools
e. Labour
f. Ladders & Working at Heights
g. Powder Actuated Tools
h. Working Alone
i. Driving
j. Exposure to Weather Extremes

2. Painter / Epoxy Applicator:
a. Paint & Hazardous Material Handling
b. Equipment & Material Handling
c. Utilizing Hand Tools
d. Operating Power Tools
e. Labour
f. Ladders & Working at Heights
g. Working Alone
h. Driving
i. Exposure to Weather Extremes

3. Texturing Technician:
a. Equipment & Hazardous Material Handling
b. Operating Spray Gun
c. Operating Power Tools
d. Ladders & Working at Heights
e. Utilizing Hand Tools
f. Labour
g. Driving
h. Working Alone

4. Management Staff:
a. Driving
b. Coordination & Supervision
c. Communication
d. Managing Operations
e. General Staff Administration
f. Planning & Scheduling

5. Office Manager:
a. Communication
b. Organization
c. Administrative Duties
d. Time Management

6. Franchisee:
a. Overseeing Operations
b. General Staff Administration
c. Policy Formulation and Implementation
d. Public Relations
e. Strategic Planning

7. Office Administrator / Accounting

a. Communication
b. Organization
c. Administrative Duties
d. Errands

Handyman / Renovations – Job Description

Section 11 – Formal Hazard Assessments	1. Handyman and Renovations – Job Description

Major Duties/ Tasks:	Detailed Descriptions
Various Tasks on the Jobsite	· Handling different types of materials and equipment in order to complete a variety of different types of projects. · Working alone in varying types of job sites (house, apartment building, shop, etc.) · Working at heights often. · Must use a number of different hand, power, pneumatic, and powder-actuated tools as scope of projects may vary greatly. · A Handyman must have a good working knowledge of various trades, tools, and materials. · Must ensure that all jobs are completed to OH&S and company standards. · May be exposed to various weather extremes when completing projects outdoors.

Section 11 – Formal Hazard Assessments	1. Handyman and Renovations – FHA	

Review Date:	Workers Involved:

Position Title	**Work Related Activities**	**Hazards**	**H) Health Authority (S?) Safety**	**Risk (1–5)**				Average Risk	Rank (Priority)	**Controls**		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.		**Consequences**	**Frequency**	**Probability**	**Total**			List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Handyman	Equipment & Material Handling	Loading & Unloading Hazards	S	3	3	3	9	**10**	**1**	**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Lifting Hazards	S	3	4	3	10			**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
	Operating Power Tools	Ergonomic	H	3	4	2	9	**9**	**2**	**Eng:** Vibration dampening handle covers, Manufacturer's safeguards	**Admin:** Safe job procedures, Safe work practices, Policy, Sufficient Breaks, Work scheduling	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Sparks (May Ignite Flammable Materials)	S	3	3	2	8			**Eng:** Fire extinguisher in potential hazard areas	**Admin:** Training, Policy, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	3	4	4	11			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n

		Defective Equipment	S	3	2	3	8			**Eng:** Properly maintained tools, Correct saw blade for material, etc., Lockout/Tagout	**Admin:** Safe work practices, Safe job procedures, Lockout/Tagout policy, Policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Moving Parts	S	3	4	3	10			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practices, Safe job procedures, Policy, Training, orientation	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	3	4	10			**Eng:** Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	**Admin:** Safe job procedures, Safe work practices, Training, Policy	**PPE:** Hearing Prot'n
		Electrical Hazards	S	4	4	2	10			**Eng:** Manufacturer's safeguards, Properly maintained tools	**Admin:** Policy, Safe work practices, Safe job Procedures, Training	**PPE:** Foot Prot'n, Hand Prot'n, Head Prot'n

	Utilizing Hand Tools	Ergonomic	H	2	4	3	9	**9**	**2**	**Eng:** Use correct tool for job (e.g. A screwdriver is not a chisel)	**Admin:** Safe work practice, Safe job procedure, Work scheduling, Sufficient breaks, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	3	4	3	10			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, EyeProt'n
		Blunt Trauma Injuries	S	3	4	3	10			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Pinch Points	S	1	4	3	8			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Hand Prot'n
	Operating Pneumatic Tools	Ergonomic	H	3	3	3	9	**9**	**2**	**Eng:** Manufacturer's recommendation	**Admin:** Safe job proc, Safe work practices,Sufft Breaks, Work sched.	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Compressed Air	S	4	3	2	9			**Eng:** Proper hose fittings and secure connections	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	3	4	10			**Eng:** Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	**Admin:** Safe job procedures, Safe work practices, Training, Policy	**PPE:** Hearing Prot'
		Puncture Hazards	S	3	3	2	8			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Flying Debris	S	3	3	2	8			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
	Labour	Ergonomic	H	2	5	3	10	**9**	**2**	**Eng:** Use mechanical devices if possible	**Admin:** Safe job proc.,Safe work pract. Suff. Breaks, Work sched., Train	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Fatigue	H	3	3	2	8			**Eng:** N/A	**Admin:** Safe job proc.Safe work prac. Suff. Breaks, Work sched, Fatigue mgmnt	**PPE:** N/A

	Ladders & Working at Heights	Slip-Trip-Fall Hazard	S	3	3	2	8	**9**	**2**	**Eng:** Non-slip surfaces	**Admin:** Housekeeping policy, Safe work practices, Safe job procedures	**PPE:** Head Prot'n, Foot Prot'n
		Contact with Electrical Equipment	S	4	2	4	10			**Eng:** Non-conductive ladders, CSA certified ladder	**Admin:** Safe work practice, Safe job procedure, Maintenance policy	**PPE:** Foot Prot'n**,** Hand Prot'n, Head Prot'n
		Falling Objects	S	3	3	3	9			Eng: Safety Netting,	Admin: Housekeeping policy	PPE: Head Prot'n, Eye
		Defective Equipment	S	4	2	2	8			**Eng:** Proper maintenance, Use as specified by manufacturer, lockout/Tagout	**Admin:** Inspection policy, Maintenance policy, Lockout/Tagout policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Lifting Hazards	S	3	3	2	8			**Eng:** Utilization of mechanical devices when possible	**Admin:** Training, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
	Powder Actuated Tools	Noise	H	3	2	5	10	**8**	**3**	**Eng:** Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	**Admin:** Safe job procedures, Safe work practices, Training, Policy	**PPE:** Hearing Prot'n
		Flying Debris	S	3	2	3	8			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Stud Ricochet	S	3	2	2	7			**Eng:** Shield work area where task is performed	**Admin:** Training, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Sparks (May Ignite Flammable Materials)	S	3	2	2	7			**Eng:** Fire extinguisher in potential hazard areas	**Admin:** Training, Policy, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Ergonomic	H	2	2	3	7			**Eng:** Manufacturer's Recommendation	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
	Working Alone	Entrapment	S	4	2	2	8	**8**	**3**	**Eng:** Safety lanyard, Marking route, Adequate lighting	**Admin:** Safe work practices, Safe job procedures, Communication policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n,

												Knife
		Injury/Illness	S	3	2	3	8			**Eng:** Safety lanyard, Marking route, Adequate lighting	**Admin:** Safe work practices, Safe job procedures, Communication policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Fuelling Hazards	S	4	3	1	8	**8**	**3**	**Eng:** Adequate ventilation, Emergency shut-off systems, Proper lighting	**Admin:** Safe job procedures, Safe work practices, Training	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices, Safe driving policy, Training	**PPE:** N/A
		Wildlife	S	3	2	2	7			**Eng:** Deer whistles	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Ergonomic Hazards	S	3	3	2	8			**Eng:** Ergonomic seat and cabin	**Admin:** Frequent breaks	**PPE:** Hand Prot'n
		Driver Stress	H	2	2	2	6			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Fatigue	H	3	2	2	7			**Eng:** N/A	**Admin:** Frequent breaks	**PPE:** N/A
		High Traffic Volume	S	2	2	2	6			**Eng:** Seat Belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Poor weather conditions	S	3	2	3	8			**Eng:** Properly maintained truck, appropriate tires for season, fog lights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Night Driving	S	3	2	2	7			**Eng:** Properly adjusted headlights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Speeding	S	3	2	3	8			**Eng:** Install engine governor, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
	Exposure to Weather	Dehydration	S	1	2	3	6	**6**	**4**	**Eng:** N/A	**Admin:** Training, Policy, Frequent Breaks	**PPE:** N/A

	Extremes	Heat Stress	S	2	2	2	6			**Eng:** Shaded Areas, Roofing	**Admin:** Training, Policy, Frequent Breaks	**PPE:** N/A
Overall Risk Factor		Sun Burn	S	1	2	3	6			**Eng:** Shaded Areas, Roofing, Sunscreen	**Admin:** Training, Policy, Frequent Breaks	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
		Hypothermia	S	2	2	2	6			**Eng:** Heat Lamps, Heated Areas	**Admin:** Training, Policy, Frequent Breaks	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
8.4		Frostbite	S	3	2	2	7			**Eng:** Heat Lamps, Heated Areas	**Admin:** Training, Policy, Frequent Breaks	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n

Section 11 – Formal Hazard Assessments	**2. Painter and Epoxy Applicator– Job Description**	

Major Duties/ Tasks:	**Detailed Descriptions**

General Painting Duties and Tasks on the Jobsite	· Apply paint, polyaspartic coatings, vinyl and wallpaper including special papers and fabrics to walls, furniture and structures. · Examine and maintain painted exterior and interior painted surfaces, trimming and fixtures. · Prepare surfaces and apply paints, stains, shading stains, and clear finishes. · Remove previous paint by means of sandblasting, scraping, sanding, hydro blasting and steam-cleaning. · Inspect and refurbish wall surfaces by means of the appropriate materials. · Erects scaffolding or sets up ladders to perform tasks above ground level. · Read blueprints and drawings of the premise for the execution of painting job. · Order paint supplies and materials. · Apply wood finishing by suitably preparing surface. · Operate and maintain high pressure low volume spray machines. · Operate and maintain various power and manual tools. · Clean up job site after work and return equipment and tools. · Complete necessary documentation to remain in compliance with jobsite safety requirements. · Coordinate with Project Manager on project. · Engaging in all forms of labor that are necessary for the completion of the projects. · Ensuring that projects are completed to the set building standards and safety. · Using, cleaning and maintaining the different tools used on the construction site. · Loading and unloading equipment. · Clearing working areas. · Working closely with the other trades. · Working at heights. · Working alone. · Working in the hustle and bustle of a busy jobsite or work area. · Handling some awkward and repetitive manual tasks.

Review Date:	Workers Involved:

Position Title	Work Related Activities	Hazards		Risk (1–5)						Controls		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Painter	Paint & Hazardous Material Handling	Chemical Exposure	H	3	4	3	10	**10**	**1**	**Eng:** Adequate Ventilation	**Admin:** Training, Orientation	**PPE:** Respiratory Prot'n, Eye Prot'n, Hand Prot'n
		Ergonomic	H	2	4	3	9			**Eng:** Use correct tool for the job, Use ergonomic grips and handles	**Admin:** Training, Policy, Breaks	**PPE:** Hand Prot'n, Foot Prot'n
	Equipment & Material Handling	Loading & Unloading Hazards	S	3	3	3	9	**10**	**1**	**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Lifting Hazards	S	3	4	3	10			**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n

	Utilizing Hand Tools	Ergonomic	H	2	4	3	9	**9**	**2**	**Eng:** Use correct tool for job (e.g. A screwdriver is not a chisel)	**Admin:** Safe work practice, Safe job procedure, Work scheduling, Sufficient breaks, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	3	3	3	9			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Blunt Trauma Injuries	S	3	3	3	9			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Pinch Points	S	1	3	3	7			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Hand Prot'n
	Operating Power Tools	Ergonomic	H	3	3	2	8	**9**	**2**	**Eng:** Vibration dampening handle covers, Manufacturer's safeguards	**Admin:** Safe job procedures, Safe work practices, Policy, Sufficient Breaks, Work scheduling	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Sparks (May Ignite Flammable Materials)	S	3	2	2	7			**Eng:** Fire extinguisher in potential hazard areas	**Admin:** Training, Policy, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	3	3	4	10			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Defective Equipment	S	3	2	3	8			**Eng:** Properly maintained tools, Correct saw blade for material, etc., Lockout/Tagout	**Admin:** Safe work practices, Safe job procedures, Lockout/Tagout policy, Policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Moving Parts	S	3	3	3	9			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practices, Safe job procedures, Policy, Training, Orientation	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	3	4	10			**Eng:** Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	**Admin:** Safe job procedures, Safe work practices, Training, Policy	**PPE:** Hearing Prot'n
		Electrical Hazards	S	4	2	2	8			**Eng:** Manufacturer's safeguards, Properly maintained tools	**Admin:** Policy, Safe work practices, Safe job Procedures, Training	**PPE:** Foot Prot'n, Hand Prot'n, Head Prot'n

	Labour	Ergonomic	H	2	5	3	10	**9**	**2**	**Eng:** Utilization of mechanical devices when possible	**Admin:** Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Fatigue	H	3	3	2	8			**Eng:** N/A	**Admin:** Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Fatigue management	**PPE:** N/A
	Ladders & Working at Heights	Slip-Trip-Fall Hazard	S	3	3	2	8	**8**	**3**	**Eng:** Non-slip surfaces	**Admin:** Housekeeping policy, Safe work practices, Safe job procedures	**PPE:** Head Prot'n, Foot Prot'n
		Contact with Electrical Equipment	S	4	2	4	10			**Eng:** Non-conductive ladders, CSA certified ladder	**Admin:** Safe work practice, Safe job procedure, Maintenance policy	**PPE:** Foot Prot'n**,** Hand Prot'n, Head Prot'n
		Falling Objects	S	3	3	3	9			**Eng:** Safety netting, Lanyards	**Admin:** Training, Housekeeping policy	**PPE:** Head Prot'n, Foot Prot'n, Eye Prot'n
		Defective Equipment	S	3	2	2	7			**Eng:** Proper maintenance, Use as specified by manufacturer, Lockout/Tagout	**Admin:** Inspection policy, Maintenance policy, Lockout/Tagout policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Lifting Hazards	S	3	3	2	8			**Eng:** Utilization of mechanical devices when possible	**Admin:** Training, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
	Working Alone	Injury/Illness	S	3	3	2	8	**8**	**3**	**Eng:** Adequate lighting, Communication system	**Admin:** Safe work practices, Safe job procedures, Communication policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Fuelling Hazards	S	4	3	1	8	**8**	**3**	**Eng:** Adequate ventilation, Emergency shut-off systems, Proper lighting	**Admin:** Safe job procedures, Safe work practices, Training	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices, Safe driving policy, Training	**PPE:** N/A
		Wildlife	S	3	2	2	7			**Eng:** Deer whistles	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Ergonomic Hazards	S	3	3	2	8			**Eng:** Ergonomic seat and cabin	**Admin:** Frequent breaks	**PPE:** Hand Prot'n

		Driver Stress	H	2	2	2	6			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Fatigue	H	3	2	2	7			**Eng:** N/A	**Admin:** Frequent breaks	**PPE:** N/A
		High Traffic Volume	S	2	2	2	6			**Eng:** Seat Belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Poor weather conditions	S	3	2	3	8			**Eng:** Properly maintained truck, appropriate tires for season, fog lights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Night Driving	S	3	2	2	7			**Eng:** Properly adjusted headlights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Speeding	S	3	2	3	8			**Eng:** Install engine governor, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
Overall Risk Factor	Exposure to Weather Extremes	Dehydration	S	1	2	3	6	**6**	**4**	**Eng:** N/A	**Admin:** Training, Policy, Frequent Breaks	**PPE:** N/A
		Heat Stress	S	2	2	2	6			**Eng:** Shaded Areas, Roofing	**Admin:** Training, Policy, Frequent Breaks	**PPE:** N/A
8.3		Sun Burn	S	1	2	3	6			**Eng:** Shaded Areas, Roofing, Sunscreen	**Admin:** Training, Policy, Frequent Breaks	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n

Major Duties/ Tasks:	Detailed Descriptions
Various Tasks on the Jobsite	· Sprays materials using proper pneumatic texture spraying equipment. · Responsible for masking windows, doors and other nearby surfaces and equipment needing protection from spray and removing on completion of job. · Mixes materials for proper application. · Erects standing benches and ladder systems, moves furniture and equipment as necessary. · Repairs surfaces to be sprayed, including plastering and sheetrock finishing. · Adjusts equipment to maintain proper spray and cleans equipment. · Working alone in varying types of job sites (house, apartment building, shop, etc.) · Working at heights on a regular basis. · Must ensure that all jobs are completed to OH&S and company standards.

Review Date:		Workers Involved:									
Position Title	**Work Related Activities**	**Hazards**		**Risk (1–5)**						**Controls**	
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves	
Texturing Technician	Equipment & Hazardous Material Handling	Loading & Unloading Hazards	S	3	3	3	9	**10**	**1**	**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Texturing Compound Exposure	H	2	4	4	10			**Eng:** Adequate Ventilation	**Admin:** Training, Orientation	**PPE:** Respiratory Prot'n, Eye Prot'n, Hand Prot'n
		Lifting Hazards	S	3	4	3	10			**Eng:** Utilization of lifting devices	**Admin:** Safe work practices, Safe job procedures, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n

	Operating Spray Gun	Ergonomic	H	3	4	2	9	**10**	**1**	**Eng:** Vibration dampening handle covers, Lightweight gun & hose, Manufacturer's safeguards	**Admin:** Safe job procedures, Safe work practices, Policy, Sufficient Breaks, Work scheduling	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	2	4	4	10			**Eng:** Manufacturer's safeguards	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n, Respiratory Prot'n
		Noise	H	3	3	4	10			**Eng:** Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	**Admin:** Safe job procedures, Safe work practices, Training, Policy	**PPE:** Hearing Prot'n
		Electrical Hazards	S	4	3	2	9			**Eng:** Manufacturer's safeguards, Properly maintained tools	**Admin:** Policy, Safe work practices, Safe job Procedures, Training	**PPE:** Foot Prot'n**,** Hand Prot'n, Head Prot'n
	Ladders & Working at Heights	Slip-Trip-Fall Hazard	S	3	3	2	8	**9**	**2**	**Eng:** Non-slip surfaces	**Admin:** Housekeeping policy, Safe work practices, Safe job procedures	**PPE:** Head Prot'n, Foot Prot'n
		Contact with Electrical Equipment	S	4	2	4	10			**Eng:** Non-conductive ladders, CSA certified ladder	**Admin:** Safe work practice, Safe job procedure, Maintenance policy	**PPE:** Foot Prot'n**,** Hand Prot'n, Head Prot'n
		Falling Objects	S	3	3	3	9			**Eng:** Safety netting, Lanyards	**Admin:** Training, Housekeeping policy	**PPE:** Head Prot'n, Foot Prot'n, Eye Prot'n
		Defective Equipment	S	4	2	2	8			**Eng:** Proper maintenance, Use as specified by manufacturer, Lockout/Tagout	**Admin:** Inspection policy, Maintenance policy, Lockout/Tagout policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Lifting Hazards	S	3	3	2	8			**Eng:** Utilization of mechanical devices when possible	**Admin:** Training, Safe work practice, Safe job procedure	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
	Utilizing Hand Tools	Ergonomic	H	2	3	3	8	**8**	**3**	**Eng:** Use correct tool for job (e.g. A screwdriver is not a chisel)	**Admin:** Safe work practice, Safe job procedure, Work scheduling, Sufficient breaks, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n

		Blunt Trauma Injuries	S	3	3	3	9			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Pinch Points	S	1	3	3	7			**Eng:** N/A	**Admin:** Safe work practice, Safe job procedure, Training	**PPE:** Hand Prot'n
	Labour	Ergonomic	H	2	4	3	9	**8**	**3**	**Eng:** Utilization of mechanical devices when possible	**Admin:** Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Training	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n
		Fatigue	H	3	2	2	7				**Admin:** Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Fatigue management	**PPE:** N/A
	Driving	Fuelling Hazards	S	4	3	1	8	**8**	**3**	**Eng:** Adequate ventilation, Emergency shut-off systems, Proper lighting	**Admin:** Safe job procedures, Safe work practices, Training	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices, Safe driving policy, Training	**PPE:** N/A
		Wildlife	S	3	2	2	7			**Eng:** Deer whistles	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Ergonomic Hazards	S	3	3	2	8			**Eng:** Ergonomic seat and cabin	**Admin:** Frequent breaks	**PPE:** Hand Prot'n
		Driver Stress	H	2	2	2	6			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Fatigue	H	3	2	2	7			**Eng:** N/A	**Admin:** Frequent breaks	**PPE:** N/A
		High Traffic Volume	S	2	2	2	6			**Eng:** Seat Belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Poor weather conditions	S	3	2	3	8			**Eng:** Properly maintained truck, appropriate tires for season, fog lights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A

Overall Risk Factor		Night Driving	S	3	2	2	7			**Eng:** Properly adjusted headlights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Speeding	S	3	2	3	8			**Eng:** Install engine governor, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
8.3	Working Alone	Injury/Illness	S	3	2	2	7	**7**	**4**	**Eng:** Adequate lighting, Communication system	**Admin:** Safe work practices, Safe job procedures, Communication policy	**PPE:** Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n

Major Duties/ Tasks:	Detailed Descriptions
Various Managerial Tasks for the Company	· Plan, direct and coordinate the operations of various parts of the organization. · Responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies. · Coordinate, manage and monitor the workings of various departments in the organization. · Review financial statements and data. Utilize financial data to improve profitability. · Prepare and control operational budgets. · Control inventory. Plan effective strategies for the financial wellbeing of the company. · Improve processes and policies in support of organizational goals. · Formulate and implement departmental and organizational policies and procedures to maximize output. · Monitor adherence to rules, regulations and procedures. · Plan the use of human resources. · Organize recruitment and placement of required staff. · Establish organizational structures. Delegate tasks and accountabilities. · Establish work schedules. · Supervise staff. · Monitor and evaluate performance. · Monitor performance and implement improvements. · Manage quality and quantity of worker productivity. · Manage maintenance of equipment and machinery. · Provide technical support where necessary. · Facilitate coordination and communication between different trades and departments. · Manage customer support. Plan and support sales and marketing activities. · Liaison with top management. · Assist in the development of strategic plans for operational activity. · Implement and manage operational plans.

Management Staff – FHA

Part II – Hazard Identification and Assessment | March 2025

Section 11 – Formal Hazard Assessments

Review Date:		Workers Involved:										
Position Title	**Work Related Activities**	**Hazards**		**Risk (1–5)**						**Controls**		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Management Staff	Driving	Fuelling Hazards	S	4	3	1	8	**8**	**1**	**Eng:** Adequate ventilation, Emergency shut-off systems, Proper lighting	**Admin:** Safe job procedures, Safe work practices, Training	**PPE:** Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices, Safe driving policy, Training	**PPE:** N/A
		Wildlife	S	3	2	2	7			**Eng:** Deer whistles	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Ergonomic Hazards	S	3	3	2	8			**Eng:** Ergonomic seat and cabin	**Admin:** Frequent breaks	**PPE:** Hand Prot'n

		Driver Stress	H	2	2	2	6			**Eng:** Seat belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Fatigue	H	3	2	2	7			**Eng:** N/A	**Admin:** Frequent breaks	**PPE:** N/A
		High Traffic Volume	S	2	2	2	6			**Eng:** Seat Belt	**Admin:** Safe job procedures, Safe work practices	**PPE:** N/A
		Poor weather conditions	S	3	2	3	8			**Eng:** Properly maintained truck, appropriate tires for season, fog lights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Night Driving	S	3	2	2	7			**Eng:** Properly adjusted headlights, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
		Speeding	S	3	2	3	8			**Eng:** Install engine governor, seat belt	**Admin:** Safe job procedures, Safe work practices, Training, Safe driving policy	**PPE:** N/A
	Coordination and Supervision	Stress	H	1	3	1	5	**7**	**2**	**Eng:** N/A	**Admin:** Consultation with health professional	**PPE:** N/A
		Site Visits	S	3	3	2	8			**Eng:** Seat belt, appropriate vehicle	**Admin:** Safe work practice, Safe driving policy	**PPE:** Head Prot'n, Foot Prot'n, Eye Prot'n, High Vis Vest
	Communication	Ergonomic	H	1	4	1	6	**6**	**3**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
	Managing Operations	Ergonomic	H	1	4	1	6	**6**	**3**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
		Client Visits	S	2	2	1	5			**Eng:** Seat belt appropriate vehicle	**Admin:** Safe work practice - Office Safety, Safe driving policy	**PPE:** N/A
		Site Visits	S	3	3	2	8			**Eng:** Seat belt, appropriate vehicle	**Admin:** Safe work practice, Safe driving policy	**PPE:** Head Prot'n, Foot Prot'n, Eye Prot'n, High Vis Vest
	General Staff	Ergonomic	H	1	4	1	6	**6**	**3**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A

Overall Risk Factor	Administration	Workplace Violence	S	3	1	1	5			**Eng:** N/A	**Admin:** Policy, Orientation	**PPE:** N/A
	Administration	Ergonomic	H	1	3	1	5	**5**	**4**	**Eng:** Properly designed work space, ergonomic office equipment	**Admin:** Safe work practices - Office Safety, Safe job procedures, Training, Orientation	**PPE:** N/A
6.0	Planning & Scheduling	Ergonomic	H	1	4	1	5	**5**	**4**	**Eng:** Properly designed work space, ergonomic office equipment	**Admin:** Safe work practices - Office Safety, Safe job procedures, Training, Orientation	**PPE:** N/A

Major Duties/ Tasks:	Detailed Descriptions
General Office Manager Duties	· Maintains office services by organizing office operations and procedures. · Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. · Manages general requirements of company office. · Designs and implements office policies by establishing standards and procedures, measuring results against standards and making necessary adjustments. · Designs filing systems. · Reviews and approving supply requisitions. · Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. · Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. · Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. · Provide general information to staff, clients and the public regarding company or program rules, regulations and procedures. · Contributes to team effort by accomplishing related results as needed.

Review Date:		Workers Involved:										
Position Title	**Work Related Activities**	**Hazards**		**Risk (1–5)**						**Controls**		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Office Manager	Communication	Ergonomic	H	1	4	1	6	**6**	**1**	**Eng:** Headset for phone, Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
	Organization	Ergonomic	H	1	4	1	6	**6**	**1**	**Eng:** Properly designed work space and filing area	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
		Lifting Hazards	S	2	2	1	5			**Eng:** Utilize mechanical lifting devices whenever possible	**Admin:** Training, Safe work practice	**PPE:** Hand Prot'n
	Administrative Duties	Ergonomic	H	1	4	1	6	**6**	**1**	**Eng:** Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
		Fatigue	H	1	3	1	5			**Eng:** N/A	**Admin:** Safe job procedures, Safe work practices, Sufficient Breaks, Work	**PPE:** N/A

											scheduling, Fatigue management	
Overall Risk Factor		Stress	H	1	4	1	6			**Eng:** N/A	**Admin:** Consultation with health professional	**PPE:** N/A
		Chemical Exposure	H	1	3	2	6			**Eng:** Adequate ventilation, Locate printers and copiers away from work area, Purchase less dangerous toner and ink cartridges	**Admin:** WHMIS, Training, SDS, Safe work practice - Office Safety	**PPE:** Eye Prot'n, Hand Prot'n
5.8	Time Management	Stress	H	1	3	1	5	**5**	**2**	**Eng:** N/A	**Admin:** Consultation with health professional	**PPE:** N/A

Major Duties/ Tasks:	Detailed Descriptions
Serves as Chief Executive of the Organization	· Responsible for leading the development and execution of the Company's long term strategy with a view to creating shareholder value. · Ultimately responsible for all day-to-day management decisions and for implementing the Company's long and short term plans. · Communicates on behalf of the Company to shareholders, workers, Government authorities, other stakeholders and the public. · To lead the development of the Company's strategy; · To lead and oversee the implementation of the Company's long and short term plans in accordance with its strategy; · To ensure the Company is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy; · To ensure that expenditures of the Company are within the authorized annual budget of the Company; · To assess the principal risks of the Company and to ensure that these risks are being monitored and managed; · To ensure effective internal controls and management information systems are in place; · To ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically; · To ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business; · To communicate effectively with shareholders, workers, Government authorities, other stakeholders and the public; · To keep abreast of all material undertakings and activities of the Company and all material external factors affecting the Company and to ensure that processes and systems are in place to ensure that the CEO and management of the Company are adequately informed; · To ensure the integrity of all public disclosure by the Company; · To abide by specific internally established control systems and authorities, to lead by personal example and encourage all workers to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies.

Review Date:		Workers Involved:										
Position Title	**Work Related Activities**	**Hazards**		**Risk (1–5)**						**Controls**		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
President / CEO	Overseeing Operations	Ergonomic	H	1	4	1	6	**7**	**1**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
		Site Visits	S	3	3	2	8			**Eng:** Seat belt, appropriate vehicle	**Admin:** Safe work practice, Safe driving policy	**PPE:** Head Prot'n, Foot Prot'n, Other PPE to be determined by site-specific conditions
	Public Relations	Client Visits	S	2	2	1	5	**6**	**2**	**Eng:** Seat belt appropriate vehicle	**Admin:** Safe work practice - Office Safety, Safe driving policy	**PPE:** N/A

		Ergonomic	H	1	4	1	6			**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
	Policy Formulation and Implementation	Ergonomic	H	1	4	1	6	**6**	**2**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
	Strategic Planning	Ergonomic	H	1	4	1	6	**6**	**2**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
Overall Risk Factor		Stress	H	1	3	1	5			**Eng:** N/A	**Admin:** Consultation with health professional	**PPE:** N/A
	General Staff Administration	Ergonomic	H	1	4	1	6	**5**	**3**	**Eng:** Properly designed work space, ergonomic equipment	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
5.8		Workplace Violence	S	2	1	1	4			**Eng:** N/A	**Admin:** Policy, Orientation	**PPE:** N/A

HARDING'S YOUR IMPROVEMENT COMPANY	**Office Admin / Accounting – Job Description**	
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Section 11 – Formal Hazard Assessments	**7. Office Administrator / Accounting**	Page 1 of 1

Major Duties/ Tasks:	**Detailed Descriptions**

Various Duties and Responsibilities for the Company	· Work with manager to accommodate scheduling needs of clients. · Regularly attend staff meetings. · Ensure timely reporting of time and other expense reports to accounting department. · Provide guidance to new staff in relation to administrative job requirements. · Obtain the necessary training to ensure any tasks are undertaken with the necessary knowledge and in a safe fashion. · Speak to customers, suppliers and other professionals. · May need to answer questions, address concerns or refer a caller to another company representative. · Have excellent phone skills as well as a friendly, pleasant voice. · Keep an organized calendar of appointments and events. · Ensure that all records are properly maintained. · Be accountable for self and/ or for additional administrative staff. · Includes a wide variety of affairs such as setting appointments with clients or planning weekly staff meetings. · May also serve as personal assistant, so you may be required to organize reservations or prepare travel accommodations for your management. · Be the voice of the company, often speaking on behalf of your superiors. · Communicate among people within and outside the company, you will also be responsible for relaying important information. · Communication will take place face-to-face, over the phone, through letters and faxes and via email. · Responsible for creating and maintaining data spreadsheets or entering information into a company database. · Office administrator might keep a spreadsheet of local suppliers and material costs. · Keep detailed records of previous customer information: address, contact numbers, email addresses and service notes. · Provide a sense of organization and efficiency throughout the office and in other aspects of the company. · Accomplish this through maintaining orderly filing systems and a neat, clutter free environment. · Occasionally administrators also act as “go-fers,” running errands that do not particularly fall under any job description. These tasks may include but are not limited to making bank deposits, shopping for office supplies or picking up lunch for the staff.

Office Administration / Accounting – FHA

Part II – Hazard Identification and Assessment | March 2025

Section 11 – Formal Hazard Assessments | 7. Office Administration / Accounting – FHA

Review Date:	Workers Involved:

Position Title	Work Related Activities	Hazards		Risk (1–5)						Controls		
	List all work related activities for each type of work.	List the hazards for each work related activity. List both health and safety hazards.								List the proposed engineering, administrative, and PPE control(s) for each hazard. **Engineering:** Elimination, Substitution, Design **Administrative:** Policies, Procedures, Training, Work Permits **PPE:** Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Office Admin / Account ing	Communication	Ergonomic	H	1	4	1	6	**6**	**1**	**Eng:** Headset for phone, Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
	Organization	Ergonomic	H	1	4	1	6	**6**	**1**	**Eng:** Properly designed work space and filing area	**Admin:** Safe work practice - Office Safety	**PPE:** N/A
		Lifting Hazards	S	2	2	1	5			**Eng:** Utilize mechanical lifting devices whenever possible	**Admin:** Training, Safe work practice	**PPE:** Hand Prot'n
	Administrative Duties	Ergonomic	H	1	5	1	7	**5**	**2**	**Eng:** Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	**Admin:** Safe work practice - Office Safety	**PPE:** N/A

		Chemical Exposure	H	2	3	1	6			**Eng:** Adequate ventilation, Locate printers and copiers away from work area	**Admin:** WHMIS, Training, SDS, Safe work practice - Office Safety	**PPE:** Eye Prot'n, Hand Prot'n
Overall Risk Factor		Stress	H	1	1	1	3			**Eng:** N/A	**Admin:** Consultation with health professional	**PPE:** N/A
	Errands	File Pick-up / Delivery	S	1	2	1	4	**5**	**2**	**Eng:** Seat belt, appropriate vehicle	**Admin:** Safe work practice, Safe driving policy	**PPE:** N/A
5.7		Office Supply Pick-up	S	2	2	1	5			**Eng:** Seat belt, appropriate vehicle	**Admin:** Safe work practice, Safe driving policy	**PPE:** N/A

Benefits of Effective Hazard Assessment & Analysis

1. Increased involvement and safety awareness of workers
2. A safer workplace
3. Less accidents = fewer injuries
4. Less downtime = increased production
5. Less paperwork (company - WHS - WCB)
6. Less accident investigation time
7. Increased respect between the workers and employer
8. Increased teamwork toward health & safety

Remember! Keep hazard assessment and analysis as simple as possible. This process is the key to all effective health and safety programs.

Hazard Assessment and Analysis

Hazard assessment and analysis is a systematic process used to identify the safest way to do a job. The process involves:

- **Identifying** the jobs at the worksite
- **Identifying** the tasks involved in each job
- **Identifying** the basic steps
- **Identifying** the hazards involved in each job
- **Evaluating** the hazards and control measures
- **Prioritizing** the jobs according to the risk of the hazards (potential & probability)
- **Implementing** and **Monitoring** the hazard control measures

Types of Hazards that are Reportable:

Any circumstance that poses the risk of an accident or injury (incident).

How to report Hazards:

Workers are to use the **HAZARD REPORT FORM**, an example of which is located on the following page.

Responsibilities:

Management is responsible for investigating Hazards.

Both Management and Workers are responsible for Reporting Hazards.

All personnel will continuously be on the look out for Hazards and if practical, will take steps to immediately control any Hazards found.

If a perceived Hazard presents immediate danger to personnel, all work is to cease immediately and is not to recommence until the Hazard has been removed or controlled, or the appropriate Personal Protective Equipment has been donned by affected personnel.

Hazard Report Form

Date: _____

Identified by: _____

Hazard: _____

Corrective Action: _____

By Whom: _____ Completion Date: _____

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Occupational Health & Safety Acknowledgement

I, the undersigned, hereby by acknowledge that Harding's Services Inc. has provided an updated (March 2025) Occupational Health and Safety Manual and Policy to use within the franchise system for both the franchisee and its workers. (attached to this Memorandum)

I understand our responsibility in implementing, utilizing and maintaining the policy within our franchise and with our employees and subcontractors. I understand that I, my employees and/or subcontractors ("workers") are the ones completing work on a Harding's work site and that we are directly responsible for the work and the health and safety of each Harding's worksite under our franchise contract.

I will ensure that our workers comply with all OHS regulations and identify themselves individually to Government representatives, either as an employee of the franchisee or a subcontractor working for the franchisee.

Franchisee/Licensee **Signature**

Name:

Franchise Company:

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Part III – Safe Work Practices

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Contractors in all industries strive to get the job done on time, on budget and up to the high standards expected by clients. A major part of getting the job done within these parameters is doing it safely. Getting the job done safely means that the people involved follow **Safe Work Practices**, Safe Job Procedures, Rules and Regulations.

Definition

Safe work practices are a set of positive guidelines - or "Do's and Don'ts" - on how to perform a specific task that may not always be done in a certain way.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum risk to people and property. To reduce risks, an organization must have a written set of Safe Work Practices outlining **what is to be done in general terms** for each job considered to be hazardous. These must be developed to fit the particular company. Management must understand and fully endorse these Safe Work Practices, and ensure that:

· They are in writing.
· They are related to the scope of work.
· All workers understand the Safe Work Practices that apply to them.

Management and workers ensure that all Safe Work Practices are followed.

Index of Safe Work Practices

1. Back Injury Prevention
2. Backing up Equipment and Vehicles
3. Driving and Hand-held Devices
4. Driving/Winter Driving
5. Electrical Safety
6. Electrical Safety Tip Sheet
7. Fire and Use of Fire Extinguishers
8. Fire Prevention Checklist
9. First Aid
10. Handling Hazardous Materials
11. Housekeeping Standards
12. Office Safety
13. Lock-Out and Tag-Out Procedure
14. Permits and Registrations
15. Power Cords
16. Refuelling Vehicles/Equipment
17. Transporting Flammable Products
18. Weather Exposure/Dehydration on Jobsites
19. Company Vehicles
20. Compressed Air Safety
21. Defective Tools
22. Fall Protection
23. Flammable and Toxic Materials
24. Grinding Operations
25. Hand Tool Safety
26. High Pressure Washing/Blasting
27. Lifting Slings
28. Operation of Air Tools
29. Operation of Mobile Equipment
30. Operation of Saws
31. Overhead Power Lines
32. Portable Electrical and Power Tools
33. Portable Ladders
34. Power and Hand Tool Use
35. Propane Safety – General

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36. Restricted Work Areas
37. Scissor Lift
38. Screwdrivers
39. Securing Equipment and Materials
40. Transportation of Workers
41. Trucks – Haulage
42. Working on Hills and Slopes

SWP #1

BACK INJURY PREVENTION

Have you ever suffered from a "back strain" or a "rupture"?
The chances are that if you have, it occurred when you were trying to lift something which was either too heavy or too large for one person to do properly, or you lifted incorrectly.
Some hints on how to prevent back injury are:

· Size up the load - if you think you need help, ask for it.
· Get good footing.
· Bend your knees: get a good grip on the object to be lifted.
· Look up. Keep your back straight; lift with your legs, keeping the object being lifted as close to your body as possible.
· To put the object down again - **DO NOT BEND AT THE WAIST.** Keep the back straight and bend the knees, keeping the object close to the body until it is placed in a secure place.
· Avoid long duration of one man lifting functions - take breaks periodically if repetitive.

SWP #2

BACKING UP EQUIPMENT AND VEHICLES

Many injuries, collisions and accidents occur while backing up Equipment and Vehicles. It has been determined that the **best way to avoid the above problems is to avoid backing up** whenever possible. For this reason, the following work practice is in place for all personnel:

1. Whenever possible, vehicles and equipment shall be positioned while parking to avoid the necessity of backing later.
2. If dumping loads, try to use drive-by dumping instead of backing up.
3. If you must back into a location, position yourself using forward travel so you back up as little as possible. When you must back up, use the appropriate **Safe Job Procedure**, located in the next section of this Manual.

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SWP #3

DRIVING AND HAND-HELD WIRELESS DEVICES

The use of wireless phones, or similar hand-held wireless devices while driving (Palm Pilot, Blackberry, etc.), is a distraction and cannot be done without increasing risk. This SWP sets the procedures for the use of wireless devices while driving in Company owned or rented vehicles, and during worker-owned vehicle use while engaged in Company business (herein referred to as company vehicle). The use of such devices as described above are prohibited except where "hands-free" devices are properly used. If wireless phones are used in company vehicles while driving, the following procedure must be adhered to.

Do:

· Equip your vehicle or cellular phone with a "hands-free" device, and use it properly.

· Pull off road and safely park when phone conversations require extended discussion, emotional context, data or information to be looked up or written down.

· Inform the calling party that you are driving and will need to keep the conversation short or, if necessary, you will pull off the road.

· Suspend and or do not accept any calls while in heavy traffic or hazardous driving conditions. · Position your wireless phone within easy reach.

· Only place calls when you can do so safely. (i.e. -when stopped, before pulling into traffic when the phone conversation will be short, etc.).

· Use your wireless phone to help others in emergencies.

· Know your wireless phone features such as speed dial, redial, and caller ID (to return missed calls). · If you have passengers, let them handle any incoming or outgoing calls.

Do Not:

· Use wireless phones where they may cause an explosion (while fuelling vehicles, or in Class 1, Division 1 · Electrical classified areas at field or gas plant locations).

· Engage in extended phone conversations while driving.

· Use wireless phones while driving company vehicles unless equipped with a properly functioning hands-free device.

· Use wireless or hand-held electronic devices (Blackberry, Palm Pilot, etc.) while driving. · Dial a phone number while a vehicle is in motion.

· Engage in stressful or emotional conversations while driving.

SWP #4

DRIVING/WINTER DRIVING

1. Operators must have a valid operator's license.
2. All vehicles must be driven according to manufacturer's recommendations.
3. It is the operator's responsibility to be conversant with traffic laws and regulations. **Harding's** will not assume responsibility for unsafe or unlawful acts committed by our workers. That responsibility is placed upon the operator of each vehicle/piece of equipment.
4. Drive defensively. Always be aware of other drivers/operators around you.
5. Back up only where safe to do so.
6. Do not drive while fatigued or under the influence of alcohol or drugs.
7. Perform a "walk around" prior to driving.
8. Ensure seatbelts are worn at all times while travelling.
9. Refer to Safe Work Practice #3 for Cell/mobile phone use in vehicles.
10. Avoid offering rides to strangers or hitch hikers or strangers.
11. When driving in and out of shop/yard please drive slowly.
12. In case of accident, notify management immediately.
13. It is everyone's responsibility to keep company vehicles clean and free of garbage at all times. 14. Ensure vehicle has an Emergency Road Kit and Fire Extinguisher.

Winter Driving Considerations:

1. Clear snow from all windows, lights and mirrors prior to operating the vehicle.
2. Avoid using cruise control on icy roads.
3. Accelerate and brake gently to avoid skids and spinouts.
4. Winter clothing/PPE must not restrict vision, movement or hearing.
5. Keep fuel tank full whenever possible.
6. Be familiar with the installation of snow chains.

7. Be aware of current weather forecast in order to anticipate driving conditions.
8. Refer to “Working Alone” Policy when driving in isolated areas.

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SWP #5

WORKING WITH ELECTRICITY - GENERAL SAFETY

Why is it so important to work safely with or near electricity?

The electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous because coming in contact with the “hot” or live part of the socket could kill a person.

What kinds of injuries result from electrical currents?

There are four main types of injuries: electrocution (fatal), electric shock, burns, and falls. These injuries can happen in various ways:

· Direct contact with the electrical energy.
· When the electricity arcs (jumps) through a gas (such as air) to a person who is grounded (that would provide an alternative route to the ground for the electricity).
· Thermal burns including flash burns from heat generated by an electric arc.
· Flame burns from materials that catch on fire from heating or ignition by electrical currents.
· High voltage contact burns can burn internal tissues while leaving only very small injuries on the outside of the skin.
· Muscle contractions, or a startle reaction, can cause a person to fall from a ladder, scaffold or aerial bucket. The fall can cause serious injuries.

What are some general safety tips for working with or near electricity?

· Inspect tools, power cords, and electrical fittings for damage or wear prior to each use. · Repair or replace damaged equipment immediately.
· Always tape cords to walls or floors when necessary. Nails and staples can damage cords causing fire and shock hazards.
· Use cords or equipment that is rated for the level of amperage or wattage that you are using.
· Always use the correct size fuse. Replacing a fuse with one of a larger size can cause excessive currents in the wiring and possibly start a fire.
· Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists. · Unplug any cords to these outlets and do not use until a qualified electrician has checked the wiring.
· Always use ladders made of wood or other non-conductive materials when working with or near electricity or power lines.
· Place halogen lights away from combustible materials such as cloths or curtains. Halogen lamps can become very hot and may be a fire hazard.
· Risk of electric shock is greater in areas that are wet or damp.
· Install Ground Fault Circuit Interrupters (GFCIs) as they will interrupt the electrical circuit before a current sufficient to cause death or serious injury occurs.
· Make sure that exposed receptacle boxes are made of non-conductive materials.
· Know where the breakers and boxes are located in case of an emergency.
· Label all circuit breakers and fuse boxes clearly. Each switch should be positively identified as to which outlet or appliance it is for.
· Do not use outlets or cords that have exposed wiring.
· Do not use power tools with the guards removed.
· Do not block access to circuit breakers or fuse boxes.
· Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the current first.

SWP #6

ELECTRICAL SAFETY TIP SHEET

· Inspect cords and plugs.
· Check power cords and plugs daily. Discard if worn or damaged.
· Have any cord that feels more than comfortably warm checked by an electrician.
· Eliminate octopus connections.
· Do not plug several power cords into one outlet.
· Pull the plug, not the cord.

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· Do not disconnect power supply by pulling or jerking the cord from the outlet. Pulling the cord causes wear and may cause a shock.
· Never BREAK OFF the third prong on a plug.
· Replace broken 3-prong plugs and make sure the third prong is properly grounded.
· Never use extension cords as permanent wiring.
· Use extension cords only to temporarily supply power to an area that does not have a power outlet. · Keep power cords away from heat, water and oil. They can damage the insulation and cause a shock.
· Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.

SWP #7

FIRE AND USE OF FIRE EXTINGUISHERS

Purpose

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. Therefore it is important to know which fire extinguisher to use and how to use it.

Guidelines

Always keep fire extinguishers visible and easy to access. Fire extinguishers have to be properly maintained to work well. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials. **Recommended Extinguishers**

Water from a hose, pump-type water can, pressurized extinguisher, or soda acid extinguishers. **Fighting the Fire**

Soak the fire completely - even the smoking embers.

Class B: Flammable liquids, oil and grease.

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, always keeping the fire in front of you. **Class C:** Electrical equipment.

Recommended Extinguishers

Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

The various types of extinguishers purchased, used, and tested must be in accordance with the recognized standards.

Guideline for Developing a Code of Practice for Chemical Hazards

Injuries and ill health can ruin lives and affect an employer's business if production is lost, machinery and equipment damaged or insurance costs increase. Part 4 of Alberta's Occupational Health and Safety (OHS) Code requires an employer to have a written code of practice for the procedures to be followed when substances listed in Table 1, Schedule 1 are present in specified amounts at the work site. This Bulletin provides guidance for preparing a code of practice for chemical hazards to meet the requirements of the OHS legislation. It does not provide procedures for specific chemical hazards; however some resources are identified that can assist with this.

What is a "Hazard"?

Alberta's OHS Code defines a hazard as "a situation, condition or thing that may be dangerous to the safety or health of the worker." Part 2 of the OHS Code requires employers to assess and control hazards at their work site. A hazard has the potential to cause an injury, illness or loss. Some people think of a hazard as an incident waiting to happen. Potential hazards that are foreseeable can be mitigated. Identifying hazards requires a thorough assessment process. This will identify and evaluate conditions that could lead to workers getting hurt or becoming ill. Assessing hazards involves taking a look at what could harm workers at a workplace – the typical question to ask is "What could go wrong?" A hazard assessment takes into account the hazards specific to the work task being done. It also takes into account hazards present in the surroundings that may adversely affect the worker performing the task; for example materials used in a process.

Chemical hazards for which a code of practice is required include chemicals present in a product (such as isocyanates in paints and crystalline silica in masonry products) or as part of an operation or process (such as benzene in oil and gas operations and

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styrene in fiberglass manufacturing). Chemical hazards can be raw products at the start of a process, by-products generated at any stage of a process or the finished product itself. To prepare a code of practice, the hazards of the chemicals present must be known. The hazard assessment needs to be reviewed on a regular basis and revised if conditions change at the work site, when new work processes are introduced or work processes or operations change. The employer must involve workers who may be affected by the hazards.

What is a "Code of Practice"?

A code of practice is a document that describes the procedures to be followed to protect workers when they may be exposed to a chemical hazard. Section 33 of the Alberta OHS Act requires a code of practice to include "practical guidance on the requirements of the regulations or the adopted code applicable to the work site, safe working procedures in respect of the work site and other matters as required by a Director, the regulations or the adopted code". A code of practice must be in writing and available to workers at the work site who are affected by it. A code of practice is intended to provide safe work procedures that address issues specific to the hazard to which it applies. For example the code of practice can address procedures for safely handling a chemical, actions to take when there is a spill as well as personal protective equipment that must be worn when handling the product. The employer must ensure that workers to whom the code of practice applies receive appropriate education, instruction or training on the content of the code of practice. Workers should be involved when developing the code of practice as they often have the best understanding of the hazards involved in their work. The help of health and safety professionals such as occupational hygienists or professional engineers is also useful when preparing the code of practice, especially for complex situations.

Developing a Code of Practice for Chemical Hazards

The code of practice must identify locations at the work site where workers could be exposed to chemical hazards. The code of practice must be maintained and periodically reviewed to ensure that its procedures are up-to-date and continues to reflect the work activities for which it was originally written.

There are two basic steps when preparing a code of practice for chemical hazards:

1. Identify chemical products at the work site for which a code of practice is required
2. Develop the code of practice A code of practice contains more than just safe work procedures. It also includes information on:

• Controls used to protect workers;
• Measures to be taken to prevent releases;
• First aid procedures; • Emergency procedures;
• Decontamination procedures; • Waste handling practices;
• Monitoring and follow-up;
• Worker training requirements; and
• Site contacts.

1. Identify the Chemical Products at the Work Site

Chemicals can be found at almost any workplace. The first step is to inspect the workplace and identify the chemicals used and stored. Once a complete inventory is done, the employer must identify whether there are products or ingredients in the products are listed in Table 1, Schedule 1 and present in the quantities listed in Section 26 of the OHS Code. If so, the employer must develop a code of practice. The flowchart provided in Appendix A can assist with this process.

When conducting the inventory, the employer should focus on products used as well as finished products, including:

• Raw materials used in manufacturing
• Products used for specific work procedures (for example degreasing, painting, welding, abrasive blasting, office products)
• Building materials (such as asbestos, insulation, paint, fluorescent lights)
• Cleaners

To determine whether the products contain one or more of the target substances, the employer can refer to ingredient information, the product Safety Data Sheet (SDS), other information from the manufacturer or information on similar products. Caution should be used, however, when looking at similar products for comparison as product ingredients can vary between manufacturers. In some cases, if the product is made on site or information cannot be found, bulk analysis may be required.

2. Develop the Code of Practice

A code of practice is usually specific to a particular substance since the hazards associated with chemicals differ. However, if the chemical hazards for the products at the work site are the same and require similar procedures, the employer can develop one code of practice that applies to all activities for that class of chemicals or products. An example of this would be for a masonry company where crystalline silica may be found in dry mortar, cement and masonry blocks. In this case, the employer could

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develop one code of practice for crystalline silica that addresses all of the work procedures where these various products are used.

A work sheet that may assist in the development of the code of practice is provided in Appendix B.

There are several steps to developing a code of practice:

a) Identify where and when workers may be exposed to the chemical
b) Develop controls and work procedures to prevent exposure to the chemical
c) Develop protocols to address emergency situations and releases
d) Develop decontamination procedures
e) Develop methods to handle and control wastes
f) Determine training requirements and training resources
g) Identify protocols for follow-up and monitoring
h) Identify who the appropriate site contacts are

a) Identify when and where workers may be exposed

To properly evaluate whether controls are required in the workplace to protect workers, the employer must first determine what the worker is exposed to. An exposure assessment must be done properly. If the employer is doing the assessment to determine compliance with an occupational exposure limit for the substance, the measurements must be taken using one of the methods specified in Section 20 of the OHS Code. Some references that can assist with this are provided later in this document.

The exposure assessment should include the following elements:

Background Information:

• Description of the work site including normal worker activities and site operations
• Types of samples collected (personal, area, task-related) and the rationale for the sampling strategy
• Locations where samples were collected

SWP#8

FIRE PREVENTION CHECKLIST

Fire Extinguishers

In proper place ☐

Unobstructed ☐

Clearly marked ☐

Properly serviced and mounted ☐

Regularly checked ☐

Housekeeping

Premises free of combustible material ☐

No accumulation of rubbish ☐

Safe storage of flammables ☐

Passageways clear of obstacles ☐

Electrical Equipment and Wiring

No bare wiring or badly worn insulation ☐

Proper grounds - connections clean and tight ☐

Panels and outlet boxes clean and covered ☐

Motors and tools free of dirt and grease ☐

No lights near combustible material ☐

.

No makeshift wiring ☐

Shop Area and Fuel Handling

Proper precautions in welding areas ☐

Oil and fuel spills cleaned up ☐

No smoking areas clearly marked ☐

Proper fuel handling ☐

For further information refer to the Occupational Health and Safety Act, Regulations and Code

.

SWP#9

FIRST AID PROCEDURES

Job Site: ____

First Aid Attendant(s): _____

First Aid Call Number: _____

Hospital Phone Number: ___

Ambulance Phone Number:

All personal injuries must be reported to the supervisor.

The First Aid Attendant(s) will take charge in the event of an injury.

The First Aid Attendant(s) will decide on the most effective mode of transportation, to ensure the injured arrives at the hospital in a reasonable time. This of course depends on the severity of the injury.

If a phone is available, a call to the hospital will be placed with explanation as to the type and seriousness of the injury.

SWP #10

HANDLING HAZARDOUS MATERIALS

All WHMIS controlled substances must be clearly identified with either a supplier label or a workplace label.

This includes cleaners, lubricants or other commonly used materials.

An SDS must be available to anyone working with a WHMIS controlled substance.

If no information is available for the materials to be handled, call the manufacturer and request an SDS and a supplier label.

All personnel handling WHMIS controlled substances must be formally trained with regards to the WHMIS program at the work site.

Review information found in the SDS and on the labels.

All personnel involved in the task must be part of the pre job meeting.

ERP (Emergency Response Plan) developed in case of emergency.

Collect all the safety equipment required to safely perform the task at hand.

Comply with safe work precautions identified during the safety pre-job planning process.

Be aware of the surroundings as conditions may change which may adversely affect the job.

Should the changing condition warrant it - step back and hold a tailgate meeting to discuss the change in the job conditions.

If required, implement the emergency response plan.

All surplus hazardous materials should be returned to their normal storage areas or if they are going to be further used should be properly labelled and contained.

If the hazardous material is to be disposed of, ensure proper disposal methods are used. Disposal methods can be found in the SDS materials.

Clean all chemical residues off of any personal protective equipment worn or equipment used.

Clean up all spilled materials and dispose of contaminated materials in a suitable manner.

SWP #11

HOUSEKEEPING STANDARDS

All employees, contractors and subcontractors are required to:

Keep his or her area clean and free of oil, grease, mud, and any tripping hazards such as unnecessary tools/equipment, scrap metal and other debris.

Store equipment in its proper place inside the shop, make use of shelves and tag if necessary. The floor is not where equipment is kept.

Clean-up spills promptly with proper absorbing agents and materials.

Wipe your muddy/ wet feet before entering the office.

Place all garbage and waste materials in appropriate containers.

Store all oily rags in appropriate containers until disposal is possible.

Watch for hazards such as nails, protruding scrap metal, grease and oil.

Not run around nor participate in horseplay.

Keep the back doors locked at all times. Last person to leave the shop should check the doors and turn off the coffee pot and lights. Remember to set the alarm before locking the front door.

The offices are no place to store any equipment, remember: when a customer or supplier visits, and sees a tidy clean office environment, this reflects how we conduct ourselves in the workplace.

Keep exterior walkways and stairways free of snow, ice and obstacles.

Keep interior hallways, stairwells and other traffic areas clear.

A clean workplace is a safer workplace

For further information see the appropriate current Occupational Health & Safety Legislation.

SWP #12 OFFICE SAFETY

Injuries and accidents in the office are just as painful and costly as those occurring in the work place. The office should be no less safe than any other area and equal amount of care must be taken to assure the welfare of the workers. Some simple rules will eliminate the majority of office hazards.

Filing and Storage Cabinets

Prevent cabinets from tipping over by bolting cabinets together side by side where possible. Do not overload top shelves. Open drawers one at a time so as not to unbalance the cabinet. Close all the drawers when they are not in use. Use the handles to open and close the drawers to prevent pinched fingers. Do not struggle with firmly stuck drawers, the drawer may suddenly pull loose and fall on a foot, or could cause a muscle strain.

Paper Cutters and Shredders

After using the paper cutter make sure that the blade is closed. Be very careful when using the shredder to avoid catching jewelry, ties, clothing or long hair in the blades.

Waste Baskets

Never use a wastebasket as an ashtray as this could easily start a fire. If the basket is being used to dispose of glass, sharp edged cans or other similar objects, first place these objects in a bag or wrap them in newspaper and mark the contents clearly. Never leave these items loose in the container.

Electrical Cords

To avoid fire hazard ensure that all electrical cords are in good condition and not overloaded. Any cords that are worn or frayed are to be repaired or replaced immediately. Do not run electrical or telephone cords across aisles or walkways. Never remove an electrical cord form the wall socket by pulling on the cord, always pull the plug head instead.

Floor and Aisles

Slipping and tripping hazards are probably the most common in an office setting. To avoid these:

Keep floors and aisles free of all debris and storage boxes.
Use the aisles and walkways provided to move around the office. Do not take shortcuts.
Do not obstruct your forward view when walking by carrying objects that are very large.

Stairs

Never leave or store material on the stairs.

Pick up debris and wipe up spills on the stairs immediately.
Report unsafe conditions.
Hold onto the handrail when using the stairs.

Ladders

Basic rules for ladder use are as follows:

If using a stepladder, ensure that it is fully open and is on level ground before starting to climb.
Never stand on the top two rungs of the ladder.
Never reach to the side of a ladder, climb down and move the ladder.

Flammable Materials

By using a hazard assessment required by Part 2, flammable substances stored or used at a work area (that is considered not a hazardous location): will not be in sufficient quantity to produce an explosive atmosphere if inadvertently released, are not stored within 30 meters of an underground shaft, are not stored in the immediate vicinity of the air intake of ventilation supply system, an internal combustion engine, or the fire box of a fired heater or furnace, and are stored only in containers approved to CSA, or ULC Standards. CSA B376-M1980 (R1998), "Portable Containers for Gasoline and other Petroleum Fuels." ULC Standard CS0-1995, "Containers, Safety".

Atmospheric test results should be assessed, to ensure the atmosphere a worker is to enter, is not more than 20 percent of the lower explosive limit of a flammable or explosive substance. In any atmosphere within this range a worker is not permitted to enter.
If the work requires that the contents of metallic or conductive containers be transferred from one to another, an employer must ensure that static electricity is controlled while the contents are being transferred.

If a workers clothing/and or skin is contaminated with a flammable or combustible liquid, the worker must:

avoid any activity where a spark or open flame may be created or exists,
remove the clothing, and
ensure the clothing is decontaminated before it is used again. If a workers skin is contaminated the worker must wash the skin at the earliest possible time.

The supervisor is to ensure that an internal combustion engine in a hazardous location has a combustion air intake and exhaust discharge that are equipped with a flame arresting device, or located outside the hazardous location. Whenever possible, internal combustion engines should be located outside the hazardous location.

Never use flammable liquids such as gasoline, naphtha or varsol for cleaning in the office. Keep any flammable material in approved containers that are properly labelled. Do not leave the containers uncapped.

Fans

Use only the fans with a wire mesh guard that completely covers the blades.

Smoking

Do not smoke while handling computer tapes or other flammable material.

Fire Precautions

Ensure that all employees know the location of the firefighting equipment in the office and also know which type of extinguisher on which class of fire. Ensure that extinguishers are properly maintained. Ensure that all personnel are familiar with escape routes to be used in an emergency and know how to contact the emergency services.

SWP#13

LOCK-OUT AND TAG-OUT PROCEDURE

General

Tag and lockouts ensure that the operational status of any operating system remains unchanged while It is being used or worked on. Operating systems include: rotating equipment, electrical installations, instrumentation, vessels, underground and above ground piping systems, heavy equipment and any other equipment with the potential to release hazardous mechanical energy.

When performing work on energized equipment (electrical, mechanical, etc.) a proper lockout procedure must be used to ensure all equipment is secured in a zero energy state.

Any equipment or controls that might be pressurized must be blocked in and de-pressured by qualified personnel before work commences.

Tags

Tags must be attached to the isolation point to ensure that the equipment or operating system is not operated and remains safe for others to work on.

Tags are used to protect personnel exposed to hazards of an operating system and must be respected by all workers. The worker responsible for the operating system must isolate and tag the installation.

Any device which has a tag attached must not be operated or altered by anyone. If a device within an operating system must be operated intermittently for testing, etc. the tag must be removed by a designated worker before each operation.

The tag may be removed only by the worker who installed it and after the task is complete.

Lockout

(Use where applicable)

After worker has isolated and tagged any electrical system or piece of rotating equipment, each worker in charge of a crew of workers must install their padlock on the lockout device for worker and property protection.

The lock may be removed only by the worker who installed it and after the task is complete.

SWP #14

PERMITS AND REGISTRATIONS

All trucks are to carry proper registration, pink card for insurance, yearly renewal permits for goods hauled, log book for driver as required, and either the special permit for overweight or over-dimensional loads.

Some of **Harding's Services Inc.'s** customers may use a safe work permit system on their properties. It is the responsibility of employees to discuss the safe work permit system with the customer site representative and comply with their requirements.

SWP #15 POWER CORDS

Keep power cords clear of tools during use.

Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.

Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.

Do not use light duty power cords.

Do not carry electrical tools by the power cord.

Do not tie power cords in tight knots. Knots can cause short circuits and shocks.

Loop the cords or use a twist lock plug.

SWP#16

REFUELING VEHICLES/EQUIPMENT
Ensure refueling area is properly ventilated.

All gasoline and diesel vehicles will have their engines shut off during refueling.

Ensure that there are no open flames or smoking in the vicinity prior to refueling. Refueling operation will not occur within 3 meters (10 feet) of a source of ignition.

Avoid spillage on equipment or ground.

Turn off cell phones while refueling.

A fire extinguisher of sufficient size to control a potential fire and protect the workers will be stationed at refueling locations.

Contaminated soils will be cleaned up and disposed of according to provincial regulations.

Portable equipment (power augers, soil tampers, generators) will be allowed to cool down prior to re-fuelling. Refueling and transferring fuel from one container to another will not be performed inside a building. Move all containers outdoors.

Fuel storage containers/tanks must meet all legislative standards.

Safety or approved containers will be used to handle and store flammable liquids.

Each container/tank will only have one type of flammable liquid and be labelled to identify contents with a **WHMIS** label.

Stationary tanks will be bermed in case of a leak to contain the contents.

"No Smoking" signs will be attached or located near fuel storage area.

SDS sheets will be available for all fuels located on site.

Fuel spills will be cleaned up promptly using absorption materials.

A drip pail will be placed under the nozzle to capture spills.

SWP #17

TRANSPORTING FLAMMABLE PRODUCTS

Transportation and handling of flammable liquids is a integral part of daily construction activity involving workers and equipment. To protect workers from injuries associated with working with flammable liquids, use the following Safe Work Practice:

Ensure personnel are TOG trained.

Ensure documentation in place.

Ensure placards as per TOG regulations are in place.

Gasoline or other flammable products must not be carried in the passenger compartment of a vehicle.

Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC and WHMIS labels.

Ensure that containers are not damaged and that caps or fittings are properly secured after filling.

Ensure Flammable liquids are contained in an upright position and are secured to prevent overturning.

SWP #18

WEATHER EXPOSURE/DEHYDRATION ON JOBSITES

Often work will commence in remote areas with little or no services. Therefore the following practices and methods of conduct are in place:

Each employee is responsible for his/her own water/drink requirements.

Employees are responsible for their own food.

Hats are recommended to prevent heat exposure.

Sunscreen is recommended to prevent sunburn.

Employees are responsible to stop work if they feel unsteady or unable to continue work in a safe manner. It should be reported immediately to a manager or First Aid trained personnel.

SWP#19

COMPANY VEHICLES

All employees who operate Company vehicles must hold a valid driver's license, applicable to the type of vehicle being operated, as a condition of employment. Always remember that your vehicle is your place of work. The following safe working guidelines apply:

Do:

Report any vehicle anomalies to management.

Check vehicle fluid levels, running gear and electrical components prior to use.

Operate at or below posted speed limits and at a speed that is appropriate for road conditions.

Back in to your parking space.

Walk around the vehicle prior to reversing.

Ensure that all loads are covered and properly secured, such as equipment, tools and building materials.

- Ensure that the vehicle is kept clean.

Treat the public in a courteous manner at all times.

Always wear your seatbelt when the unit is in motion.

Do Not:

Use company vehicles for personal business at any time, this violation will result in immediate termination.

Operate a defective vehicle, report it to the Management before to make necessary arrangements for repairs prior to use.

Offer rides to anyone other than Company employees.

Allow passengers to ride in the back of a pick-up or any unit that is not equipped with approved seats and restraining devices.

Leave the vehicle running and unattended.

Drive while talking or texting on your phone.

Serious violations of the Alberta Highway Traffic Act such as careless driving may result in termination. Operators are responsible for any fines that are levied by a peace officer.

For further information see the appropriate current Occupational Health & Safety Legislation.

SWP#20

COMPRESSED AIR SAFETY

General Safety Requirements for Compressed Air:

All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified as to maximum working pressure (psi).

Air supply shutoff valves should be located (as near as possible) at the point-of-operation.

Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.

Hoses should not be strung across floors or aisles where they are liable to cause personnel to trip and fall. When possible, air supply hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage.

Hose ends must be secured to prevent whipping if an accidental cut or break occurs.

Pneumatic impact tools, such as riveting guns, should never be pointed at a person.

Before a pneumatic tool is disconnected (unless it has quick disconnect plugs), the supply must be turned off at the control valve and the tool bled.Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin. Shop air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide lessor pressure.

Goggles, face shields or other eye protection must be worn by personnel using compressed air for cleaning equipment.

Static electricity can be generated through the use of pneumatic tools. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapors or explosive atmospheres are present.

Safety Requirements for Operating & Maintaining Compressed Air Machinery:

All components of compressed air systems should be inspected regularly by qualified and trained employees. Maintenance superintendents should check with state and/or insurance companies to determine if they require their own inspection of this equipment. Operators need to be aware of the following:

Air Receivers:

The maximum allowable working pressures of air receivers should never be exceeded before use.

Air lines should be inspected frequently for defects, and any defective equipment repaired or replaced immediately.

Compressed air lines should be identified as to maximum working pressures (psi), by tagging or marking pipeline outlets.

Pressure Regulation Devices:

Only qualified personnel should be allowed to repair or adjust pressure regulating equipment.

Valves, gauges and other regulating devices should be installed on compressor equipment in such a way that cannot be made inoperative.

Air tank safety valves should be set no less than 15 psi or 10 percent (whichever is greater) above the operating pressure of the compressor but never higher than the maximum allowable working pressure of the air receiver.

Air lines between the compressor and receiver should usually not be equipped with stop valves. Where stop valves are necessary and authorized, ASME safety valves should be installed between the stop valves and the compressor.

The Safety valves should be set to blow at pressures slightly above those necessary to pop the receiver safety valves.

Blow-off valves should be located on the equipment and shielded so sudden blow-offs will not cause personnel injuries or equipment damage.

Case iron seat or disk safety valves should be ASME approved and stamped for intended service application.

- If the design of a safety or a relief valve is such that liquid can collect on the discharge side of the disk, the valve should be equipped with a drain at the lowest point where liquid can collect.

Safety valves exposed to freezing temperatures should be located so water cannot collect in the valves. Frozen valves must be thawed and drained before operating the compressor.

Air Compressor Operation:

Air compressor equipment should be operated only by authorized and trained personnel.

The air intake should be from a clean, outside, fresh air source. Screens or filters can be used to clean the air.

Air compressors should Never be operated at speeds faster than the manufacturer's recommendation.

Equipment should not become overheated.

Moving parts, such as compressor flywheels, pulleys, and belts that could be hazardous should be effectively guarded.

Compressed Air Equipment Maintenance:

Only authorized and trained personnel should service and maintain air compressor equipment.

Exposed, non-current-carrying, metal parts of compressor should be effectively grounded.

High flash point lubricants should not be used on compressors because of its high operating temperatures that could cause a fine or explosion.

Equipment should not be over lubricated.

Gasoline or diesel fuel powered compressors shall not be used indoors.

Equipment placed outside but near buildings should have the exhausts directed away from doors, windows and fresh air intakes.

Soapy water of lye solutions can be used to clean compressor parts of carbon deposits, but kerosene or other flammable substances should not be used. Frequent cleaning is necessary to keep compressors in good working condition.

The air systems should be completely purged after each cleaning.

During maintenance work, the switches of electrically operated compressors should be locked open and tagged to prevent accidental starting.

Portable electric compressors should be disconnected from the power supply before performing maintenance.

SWP #21 DEFECTIVE TOOLS

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DO NOT USE IT. In order to use any explosive actuated tools, you must currently hold a valid certification.**

Be aware of problems such as:

Chisels and wedges with mushroomed heads.

Split or cracked handles.

Chipped or broken drill bits or teeth on pipe threader.

Tools, which are not complete, such as files without handles.

Broken or inoperative guards.

Insufficient or improper grounding due to damage on double-insulated tools.

No ground wire on the plugs or cords of standard tools.

An on/off switch not in good working order.

A cracked reciprocating saw blade or any other cracked tool blade.

The wrong grinder wheel is being used.

The guard on a skill saw has been wedged back.

Gauges that leak or hoses that have softened.

Guidelines to ensure the safe use of tools:

Never use a defective tool.

Double check all tools prior to use.

Ensure that defective tools are repaired.

SWP #22

FALL PROTECTION

Working from Scaffolds

Scaffold platforms must be fully planked:

Guardrails consisting of a top-rail, mid-rail and toe-board are required whenever the working platform is 3.0 m (10 feet) or more above floor level.

Wheels and casters must be locked when personnel are working on the scaffold.

If the scaffold is more than 3.0 m (10 feet) high, it must not be moved with personnel on it unless:

they are tied off by means of a full body harness and lanyard to an independent support; and

the floor is smooth and level.

Scaffolds must meet the requirements specified in the Alberta General Safety regulations. Also refer to "Safe Work Procedure Manual for Scaffolders in Alberta".

Working from Ladders

A worker must wear his full body harness with the lanyard tied off to either a fixed support or a lifeline whenever:

his feet are 3.0 m (10 feet) or more above the floor;

he is above operating machinery; or

he is above hazardous substances or objects.

Ladders must meet the requirements specified in Alberta General Safety Regulations.

Working from Swing Stages

A worker must wear his full body harness with the lanyard tied off to:

an independent lifeline if the swing stage has only two independent suspension lines; or

the swing stage if it has four independent suspension fines (two at each end).

Working Beside Unprotected Openings and Edges

A worker must wear his full body harness with the lanyard tied off to a fixed support whenever his feet are more than 3.0 m (10 feet) above the next level or whenever he works above operating machinery, hazardous substances or objects regardless of the possible fall height.

Workers must be trained in the proper use of Fall Protection equipment before being assigned duties that require its use.

General information for Worker Fall Protection:

Determine if any of the work can be performed at ground level or if a man-lift can be used to lift assembled portions (e.g. sections of roof) into place, eliminating or reducing the number of workers exposed to falling.

Tether or restrain the worker(s) so he/she cannot reach the edge thereby eliminating the fall hazard.

Consider the use of aerial lifts or elevated platforms to provide better working surfaces rather than walking on top plates or beams.

Erect guardrail systems, warning lines, or control line systems to protect workers from falls off edges of floors or roof.

Place covers over holes as soon as there are created if no work is being done at the hole.

Use safety net systems or personal fall arrest systems (body harness).

Designate one of the workers as a safety monitor to observe employees and to alert employees of hazards that could cause them to fall.

Store materials in an area away from where workers are exposed to fall hazards.

The company will ensure that safety harness will be inspected before each use, and at the end of the job. If a harness or lanyard is defective the supervisor on the worksite will take the equipment out of use and notify the employer so it can be replaced. The harness will be tagged out of service.

SWP#23

FLAMMABLE & **TOXIC MATERIALS**

Flammable Products

Certain products in use may contain solvent components such as xylene or propanol. These solvents have relatively low flash points and will ignite when exposed to sparks or open flames. The following guidelines must be observed:

No smoking in or near the work area. Post "No Smoking" signs throughout the work area.

Type ABC fire extinguishers should be located in easily accessible stations in the work area.

No open flames or welding torches should be in the work area.

Enclosed areas create explosive conditions. Use of explosion-proof fans to disperse the vapours, and bring in fresh air.

As certain ventilation requirements with the Operations Manager prior to using hazardous materials.

Toxic Materials

Toxic or poisonous materials can be transmitted either by the inhalation of vapors, or contact with bare skin. Caution should be exercised when handling uncurled material or solvents.

The specific vapor respirator required will be determined by the Operations Manager.

Do all detail work (i.e. caulking, routing, and sealing of cracks), before the floor is primed or sealed.

Wear goggles when mixing, applying sealer or spraying primer.

Wear gloves, which extend 3/4 upwards the length of employee's forearm, during all phases of sealing and coating. Wear rubber gloves when washing tools with solvent.

Wear long sleeve shirts and pants during all phases of sealing and coating.

Wear protective foot coverings, either rubber boots, or a plastic liner inside shoes.

Hydrogen Sulphide

Hydrogen Sulphide is one of the most vicious and deadly hazards in Alberta. It goes by many names, H_2S, sour gas and sulphureted hydrogen. Workers in the industry must be acutely aware of its deadly properties.

You will be trained to recognize its presence, how to protect yourself from its lethal effects and how to resume and administer first aid to victims who are overcome.

Hydrogen sulphide is generally recognized by a characteristic foul odor (rotten eggs). Prolonged exposure to low concentrations will dull the sense of smell. This can be fatal to those who think they can detect dangerous concentrations by the offensive odor. It acts on the eyes and respiratory system, resulting in irritation. Irritation to the eyes often causes severe pain and may incapacitate the employee.

When high concentrations are present, death due to lung paralysis may occur before odor is detected.

Put on your breathing apparatus before attempting any rescue. You too can become a victim.

Remove victim immediately to fresh air.

Maintain victim at rest and administer oxygen is available.

If patient is not breathing, commence artificial respiration immediately.

Summon doctor or get victim to doctor.

Keep patient warm.

When breathing is restored, give stimulants such as tea or coffee, but do not leave unattended.

If eyes are affected, wash thoroughly with clear water.

Patients should be kept under medical observation until the doctor declares them fit to return to work.

In cases of slight or minor exposures where the employee has not been totally unconscious and wants to return to work after a short rest period, it is recommended that duty be postponed until the following day. Reflexes may not have returned to normal and the person could be subject to further injury from other work hazards.

For further information, refer to Safe Work Practice "H2S Safety" if it is included in this manual.

SWP #24

GRINDING OPERATIONS

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed. Serious injury may also occur if guards and protective equipment are not used and properly maintained.

Operation

Familiarize yourself with the grinder operation before commencing work.
Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
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.
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.
Before grinding, run newly mounted wheels at operating speed to check for vibrations.
Do not use grinders near flammable materials.
Never use the grinder for cutting, or other jobs for which it was not designed.
Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
Do not stand directly in front of grinding wheel when it is first started.

Adjustments

Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm.
Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm clearance.
If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.

The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.
Protect your eyes with goggles or a face shield at all times when grinding.
Bench Grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
Do not stand directly in front of grinding wheel when it is first started.

For further information, see the appropriate current Occupational Health & Safety Regulations

SWP #25

HAND TOOL SAFETY

What are some basic tips when using hand tools?

Always provide training on how to choose the right tool for the job, how to correctly use each tool, and how to identify when tools need repair.

Select the right tool for the job. Substitutes increase the chance of having an accident.
Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
Ensure that employees are properly trained in the safe use of hand tools.
Use good quality tools.
Keep tools in good condition at all times.
Inspect tools for defects before use. Replace or repair defective tools.
Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact.

Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
· Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
Replace worn jaws on wrenches, pipe tools and pliers.
Redress burred or mushroomed heads of striking tools.
Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
· Point sharp tools (e.g., saws, chisels, knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.

Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
Carry tools in a sturdy tool box to and from the worksite.
Wear safety glasses or goggles, or face shield, and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.

Keep the work environment clean and tidy to avoid clutter which may cause accidents.
Use a heavy belt or apron and hang tools at your sides, not behind your back.
What should I avoid when using hand tools?

Do not use tools for jobs they are not intended to do. For example, do not use a slot screwdriver as a chisel, pry bar, wedge or punch or wrenches as hammers.

Do not apply excessive force or pressure on tools.

Do not cut towards yourself when using cutting tools.

Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver.

Do not wear bulky gloves to operate hand tools.

Do not throw tools. Hand them, handle first, directly to other workers.

Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.

Do not carry a sharp tool in your pocket.

SWP#26

HIGH PRESSURE WATER BLASTING

It's the People that Count

Each worker involved in a high pressure water job must be physically and mentally fit. Everyone has an important role to play.

If you're working in or around a high pressure water blasting area, never approach a water jet operator while the jet is operating. Wait until the jet is stopped and the operator sees you.

High pressure water blasting has the potential to be very dangerous. Always use safe work practices and procedures, wear appropriate PPE, and be alert at all times on the job.

A Powerful Force

Water - one of nature's most powerful forces, one of man's most powerful tools. From drinking water to rain, water is an integral part of life. Most people view water as harmless, yet some industrial uses of water can be highly dangerous if not used correctly.

Hand lancing is one method of high pressure water blasting, and is often used in refineries and petrochemical plants. It can be used for removing unwanted residue from surfaces or for cutting through materials like steel and concrete.

Severe Consequences

Water blasting uses extremely high pressure. The jet of water is usually in the 1,000 psi pressure rate, but can exceed 10,000 psi (Car washes are about 1,200 psi). In fact, the velocity of water at nozzle tip often exceeds that of a bullet coming out of a gun.

When injuries occur with high pressure water, you can count on them to be severe. Along with the physical damage caused by the blast, your body is injected with harmful bacteria. Unless immediate medical care is initiated, serious infection will occur.

The high pressure blast can cut through skin, ligaments, and bone in one quick motion resulting in the loss of a body part. If injected into more vulnerable parts of the body like the chest, abdomen, or head areas, death may be the final result.

Other hazards with high pressure water blasting:

The combination of water and residue may create dangerous vapors

Slips and falls may occur on wet or frozen surfaces

Confined Space Hazards

Hand lancing in confined spaces should only be used when no other methods can be found. In a confined space you may face:
Hazardous atmospheres

Limited space for lance control

Poor lighting

Limited entry and exit points

Poor communication with fellow workers

Poor footing and uneven surfaces

Difficult rescue of workers due to the design of the confined space

Training

Operating a high pressure water blister requires detailed training, including safe work practices and procedures. If you have not received specific training, you are not qualified to use this equipment. You will be a danger to yourself and others.

Once you are trained, you must demonstrate that you have the knowledge and experience under the supervision of an expert operator before you do the work on your own.

Job Planning

Start a water blasting job by doing pre-job planning. Each different type of cleaning or cutting operation should have specific written work procedures. The crew should meet before doing the job to discuss potential hazards, environmental problems, and safety standards. All workers in the area must agree on a code of signals. Checklists are a useful tool to ensure that everything's in place and working properly.

Before You Start

Before any work starts, put up warning barriers and signs - outside the range of the jet.
Before you start the job, you need to make sure everything's working correctly and in the right place.

Hoses
Arrange hoses so they do not create a tripping hazard. Check for damage, wear, or imperfections. It is important to keep an eye on hoses throughout the job. Remember to protect hoses from being run over or crushed.

Nozzle Tips
Before installing the nozzle tip, start the pump and flush the system completely. Inspect nozzle tips for damaged or plugged jets. Nozzle tips must be completely open. (Ensure the unit is shut off and disconnected before you install the nozzles.)

Starting the System
When you start the system, increase pressure slowly and inspect for leaks or faulty components.

Protect Yourself

Personal Protective Equipment (PPE) is necessary for all high pressure water blasting jobs. Although different jobs may require additional protection, here are the basics:

Full face and eye protection shield

Waterproof clothing, fully covering body and arms

Hand protection 9 necessary

Foot protection-waterproof with steel toe caps (High top CSA Rated)

Hearing protection-most high pressure water system, have high noise levels

Respiratory protection-when necessary, particularly in. confined spaces

PPE will not completely protect you from high pressure water impact, but may lessen the extent of an injury.

Doing the Job

When you set up your work area, make sure you define the area limits. High pressure water blasting is best done in a water jetting area.

During startup, make sure each member of the team is in position, direct the nozzle at the work piece, and hold the lance or gun securely. If you suspect there may be a problem (i.e., the water flow does not shut off when the trigger or foot pedal is released), stop work.

At any time during the job, stop work if:

You notice leaks or damage

There is a change in conditions or hazards

There is a plant or work emergency alarm

Work is not being done safely Here are some other important points:
Use the minimum pressure required for the job

Never leave a pressurized system unattended

Never hold objects being cleaned in your hands

Use equipment only as intended (i.e., never use a hose to support your weight when climbing in or out of a confined space)

Maintenance

Never work with damaged equipment. Replace or repair anything that is damaged or worn. Remember to always depressurize the system before making repairs.

Use the right tool for repair (i.e., do not use adjustable tools like crescent wrenches or pliers as these may damage equipment). Make sure all pieces on the system fit and work together correctly. Never use makeshifts. Have equipment overhauled and checked for correct functioning at the manufacturer's recommended intervals.

SWP #27 LIFTING SLINGS

Slings must be inspected prior to use each day.

Frayed or damaged slings must be removed from service.

Safety latches should be installed on all wire sling hooks where there is any danger of dislodgement of the load.

When slings are not in use, they should be stored in such a manner that they are not subject to wear.

Select proper sling for the lift and NEVER exceed the working load limits.

Use slings of proper reach. Never shorten a sling by twisting or knotting. With chain slings, never use bolts or nuts.

If unsure as to whether a sling is appropriate for a lift, do not undertake the lift. Report situation to the Foreman.

SWP #28

OPERATION OF AIR TOOLS

Pneumatic tools are powered by compressed air. Common types of these air-powered hand tools that are used in industry include buffers, nailing and stapling guns, grinders, drills, jack hammers, chipping hammers, riveting guns, sanders and wrenches.

How do you use pneumatic tools safely?

Review the manufacturer's instruction before using a tool.

Wear safety glasses or a face shield and, where necessary, safety shoes or boots and hearing protection.

Post warning signs where pneumatic tools are used. Set up screens or shields in areas where nearby workers may be exposed to flying fragments, chips, dust, and excessive noise.

Ensure that the compressed air supplied to the tool is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life.

Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions.

Use only the attachments that the manufacturer recommends for the tools you are using.

Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks.

Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible.

How should you handle air hoses?

Use the proper hose and fittings of the correct diameter.

Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.

Choose air-supply hoses that have a minimum working pressure rating of 1035 kPa (150 psi) or 150% of the maximum pressure produced in the system, whichever is higher.

Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective.

Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others.

Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device).

Install quick disconnects of a pressure-release type rather than a disengagement type. Attach the male end of the connector to the tool, NOT the hose.

Do not operate the tool at a pressure above the manufacturer's rating.

Turn off the air pressure to hose when not in use or when changing power tools.

Do not carry a pneumatic tool by its hose.

Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot.

Do not use compressed air to blow debris or to clean dirt from clothes.

What should you avoid with a compressed air?

Cleaning with compressed air is dangerous. You should not use the compressed air for cleaning.

Compressed air may be used only if no alternate method of cleaning is available. The nozzle pressure MUST remain below 207 kPa (30 psi). Personal protective equipment and effective chip guarding techniques must be used.

SWP #29

OPERATION OF MOBILE EQUIPMENT

No employee shall operate mobile equipment unless he/she has been trained in its operation and has been approved by the company as an operator.

All mobile equipment must be inspected by the operator each time it is refueled and as a part of the Pre-Start checklist.

Operators will perform a "walk around" of equipment before moving the machine if at any time the operator has left the immediate vicinity of the machine.

Mobile equipment should not be left unattended without the emergency brake applied and/or the machine blocked.

All safety devices: steps, ladders, railings, seatbelts etc. must be in good working order prior to use of the machine.

Machine cleanliness must always be maintained to ensure visibility and good working order.

Regular safety maintenance checks to include parking brakes, handbrakes, fluid levels, etc.

Ignition keys are to be removed and equipment "Locked Out" when servicing or undertaking repairs.

When, due to the nature of the job, a driver or mobile equipment operator requires signals from another person, a standard set of signals will be used and only one person will be permitted to give signals to the operator.

Ensure that there are no bystanders/riders in area before beginning operation.

Other equipment must be at a safe working distance when sharing jobsite. Always be aware of other equipment and maintain regular eye contact with other operators.

Check worksite base/footing to check for any soft or dangerous shoulders to prevent rollover or damage.

Never leave attachments raised if equipment is unattended or not in use.

Never put yourself or anyone else under the raised equipment as the hydraulics can fail.

Always lower all raised equipment and set brakes when getting off the machine.

SWP#30

OPERATION OF SAWS

These are General Safe Work Practices to be used with all types of saws used on our work sites. Saws are common tools used in construction. Utilize the SWP that applies to the particular type of saw that you are using. Lack of concentration and risky practices can result in many needless injuries. (See Safe Job Procedures for more detailed information on specific saw types).

Approved safety equipment such as safety glasses, face shield and ear protection

Where harmful vapours and or dusts are created, approved breathing protection is to be used.

The proper blade must be used for the selected material

The blade selected must be sharp and free from cracks or missing teeth

When possible, clamp the material you are cutting, especially compound mitre saw

Always utilize two people to rip long pieces of material

Never rip from the opposite end

8. Use a feed stick to propel the material through the blade. NEVER YOUR FINGERS!

The power supply must be disconnected before changing the blade or making adjustments

Ensure all cords are clear of the cutting area before commencing cutting operations

Maintain equipment on a regular basis

Keep area around saw free of any obstacles

Never "Feed" material into the blade of a chop saw

Never apply lubricant to a moving blade

Before cutting, check for foreign objects or any other obstruction that could cause the saw to "kick back"

Ensure all manufacturer supplied guards and safety devices are in place and operational before using any saw

SWP #31

OVERHEAD POWERLINES

Use the following Safe Work Practice to protect workers from injuries associated with equipment activities near overhead power lines:

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training and to perform worksite Hazard Assessments prior to commencing work.

Do not operate equipment near or under a power line until a permit has been obtained.

Maintain minimum safe clearances.

Install warning devices and signs.

Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by regulations for the line voltage.

Position signs or other devices to determine the "Danger Zone".

Be conversant with allowable clearances.

Adhere to all site-specific regulations

Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.

Working too close to overhead power lines with equipment can result in serious injury or death! Be aware of overhead power lines when operating equipment that could come into contact with the lines. Before working near overhead power lines learn to take the necessary safety steps to prevent contacts.
Maintain a safe working distance of 6 m (20') between the equipment and power lines. If this safe distance cannot be maintained contact the local power company for assistance.

Before operating equipment at construction sites, equipment yards, loading areas, etc., plan essential electrical safety requirements to help prevent contacts with power lines. Special precautions, such as relocating power lines, may be required. Contact the local power company or the nearest Electrical Protection Branch Regional Office for information and assistance.

Don't take chances - seek the advice and help of experts. Each year several people die as a result of coming into contact with overhead power lines.

Place power line warning signs in equipment cabs and around working areas to provide an effective reminder to workers of the presence of power lines.

Discuss safety concerns prior to operating equipment near power lines. In some instances, it may be necessary to post people as safety watchers.

Plan your move - are there any power lines to pass under?

Check the height of your equipment or load.
Power lines in Alberta are constructed to permit the safe movement of equipment or a load under them where the height of the equipment or load does not exceed 4.2 m when travelling on driveways to residences or residential garages.

IF SOMEONE DOES CONTACT A POWER LINE, FOLLOW THESE SAFETY STEPS:

Stay on equipment

It is generally safe to stay on equipment that has hit a power line as long as you don't touch the equipment and the ground at the same time. The operator should remain on the equipment unless there is a fire and, if possible, move the equipment from the wires. If there is a fire, jump free without touching the equipment and the ground at the same time. Shuffle away using small steps to minimize the danger of the electrical current, which may be in the ground, passing through your body.

Keep others away

Warn others not to approach or touch equipment. Touching a winch line on the equipment or the load could be fatal. Treat all electrical wires as being energized including those lying on the ground. If possible have someone guard the accident site.

Call the Power Company

Have someone call the power company to get help.

Rescue

Never touch the victim or the equipment while either one is still in contact with the power line. The rescue of a person in contact with a power line can only be attempted safely by someone trained to use special live line tools. In cases involving high voltage lines, even using a wooden tool, a dry rope, hose, wooden pole or board to move the victim from the wire is dangerous.

If life is at stake and rescue must be attempted, a heavy object such as those mentioned above can sometimes be thrown in order to dislodge the wire from the victim.

First Aid

Once the victim is free from the power line, begin first aid. If the victim is unconscious and either breathing erratically or not breathing at all, begin artificial respiration immediately. Every second counts. Don't leave the victim unattended. Have someone call for an ambulance.

If the victim is conscious and in shock, reassure the person. Don't apply heat, but keep the victim warm. Loosen clothing about the neck, chest and waist.

If the victim is burned, avoid handling the affected area. Do not apply lotions, break blisters or remove burned clothing. If the skin is blistering, bandage loosely, otherwise apply bandage firmly. Don't use gauze, cotton, wool or other material that is likely to stick.

Place an unconscious person gently on one side. Don't attempt to give an unconscious person anything to eat or drink.

See "Procedure for Working Near Power Lines" in the Safe Job Procedures section for further information.

SWP #32

PORTABLE ELECTRICAL AND POWER TOOLS

When and how should you inspect powered hand tools?

Inspect tools for any damage prior to each use.

Check the handle and body casing of the tool for cracks or other damage.

If the tool has auxiliary or double handles, check to see that they installed securely.

Inspect cords for defects: check the power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.

Check for damaged switches and ones with faulty trigger locks.

Inspect the plug for cracks and for missing, loose or faulty prongs.

What should you do if you find a tool defective?

If a tool is defective, remove it from service, and tag it clearly "Out of service for repair".

Replace damaged equipment immediately- do not use defective tools "temporarily".

Have tools repaired by a qualified person - do not attempt field repairs.

What should you do before using powered hand tools?

Ensure that you have been properly trained to use the tool safely. Read the operator's manual before using the tool and operate the tool according to the manufacturer's instructions. Use only tested and approved tools.

Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.

Prevent shocks. Ensure that the tools are properly grounded using a three-prong plug, are double-insulated (and are labeled as such), or are powered by a low-voltage isolation transformer: this will protect users from an electrical shock.

Check electric tools to ensure that a tool with a 3-prong plug has an approved 3-wire cord and is grounded. The three-prong plug should be plugged in a properly grounded 3-pole outlet. If an adapter must be used to accommodate a two-hole receptacle, the adapter wire must be attached to a known, functioning ground. NEVER remove the third, grounding prong from a plug.

Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.

Have a qualified electrician install a polarized outlet if the polarized, two-prong plug of a double-insulated tool does not fit in a two-hole receptacle. Double insulated tools use plugs having one prong that is visibly wider than the other.

Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.

Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.

Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.

Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.

Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires or burns.

What should you do while using powered hand tools?

Wear or use personal protective equipment (PPE) or clothing that is appropriate for the work you are doing; this may include items such as safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes, or rubber boots.

Switch off the tools before connecting them to a power supply.

If a power cord feels more than comfortably warm or if a tool is sparking, have it checked by an electrician or other qualified person.

Disconnect the power supply before making adjustments or changing accessories.

Remove any wrenches and adjusting tools before turning on a tool.

Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "Out of service" tag and replace immediately with a tool in good running order.

During use, keep power cords clear of tools and the path that the tool will take.

Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.

Use only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.

For outdoor work, use outdoor extension cords marked 'W-A" or 'W".

Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.

Eliminate octopus connections: if more than one receptacle plug is needed, use a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection.

Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug and cause electrical shock to the operator.

Follow good housekeeping procedures - keep the work area free of clutter and debris that could be tripping or slipping hazards.

Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock.

Ensure that cutting tools, drill bits, etc. are kept sharp, clean and well maintained.

Store tools in a dry, secure location when they are not being used.

What should you avoid when using powered tools?

Do not wear gloves, loose clothing or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment.

Do not use a tool unless you have been trained to use it safely and know its limitations and hazards.

Avoid accidental starting by ensuring the tool is turned off before you plug it in. Also do not walk around with a plugged-in tool with your finger touching the switch.

Do not bypass the ON/OFF switch and operate the tools by connecting and disconnecting the power cord.

- Do not disconnect the power supply of the tool by pulling or jerking the cord from the outlet.

Do not leave a running tool unattended. Do not leave it until it has been turned off, has stopped running completely, and has been unplugged.

Do not use electric tools in wet conditions or damp locations unless tool is connected to a ground fault circuit interrupter (GFCI).

Do not expose electric power tools to rain or wet conditions; wet tools increase the likelihood of electric shock.

Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools; this will reduce the likelihood of shock if the operator's body is grounded.

Do not plug several power cords into one outlet by using single-to-multiple outlet adapters or converters ("cube taps").

Do not use light duty power cords.

Stop using an electric power tool if you feel a tingle in your fingers. This is a warning that the tool is faulty and needs repair.

Do not connect or splice extension cords together to make a longer connection: the resulting extension cord may not be able to provide sufficient current or power safely.

Do not carry electrical tools by the power cord.

Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock.

Never break off the third prong on a plug: replace broken 3-prong plugs and make sure the third prong is properly grounded.

Never use extension cords as permanent wiring: use extension cords only as a temporary power supply to an area that does not have a power outlet.

Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.

Do not bush away sawdust, shavings or turnings while the tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.

Do not operate tools in an area containing explosive vapours or gases.

Do not clean tools with flammable or toxic solvents.

Do not surprise or touch anyone who is operating a tool. Startling a tool operator could end up causing an accident or injury.

SWP #33

PORTABLE LADDERS

What should you know about portable ladders before using them?

Falls from portable ladders are a major source of serious injury. Be aware of the hazards and take proper precautions to prevent falling.

What should you do before using a portable ladder?

Inspect the ladder before and after each use.

Reject and tag any ladders that have defects. Have faulty ladders repaired or thrown out.

Use a ladder designed for your task.

Canadian Standards Association (CSA) approval.

Get help when handling a heavy or long ladder.

Keep ladders away from electrical wires.

- Tie off ladders at the top and secure bottom to prevent them from slipping.

Set up barricades and warning signs when using a ladder in a doorway or passageway.

Before mounting a ladder, clean the boot soles if they are muddy or slippery. Avoid climbing with wet soles.

Ensure that footwear is in good condition.

Face the ladder when going up or down and when working from it.

Keep the centre of your body within the side rails.

Refer to safety regulations for specific measurement requirements.

What should you avoid when using a portable ladder?

Do not use a ladder in a horizontal position as a scaffold plank or runway.

Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.

Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.

Do not use items such as a chair, barrel or box as a makeshift ladder.

Do not use a portable ladder when other equipment is available.

Replace a ladder with a fixed stairway or scaffold.

Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.

Do not paint wooden ladders. Defects may be hidden by the paint. Wood preservatives or clear coatings may be used.

How should you set up the ladder?

Place the ladder feet 1/4 of the ladder's working length (e.g., foot to top support point) away from the base of the structure (e.g., for every 4 feet high, the base of the ladder should be out 1 ft; that means one horizontal foot from the support point).

Extend the ladder at least 1 m (3 ft) above the landing platform.

Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.

Rest both side rails on the top support and secure ladder to prevent slipping.

What should you know about climbing portable ladders?

- Check for overhead electrical wires before setting up a ladder.

Clear area around base and top of the ladder of debris, tools and other objects.

Tie off yourself with a safety harness when working 3 m (10 ft) or more off the ground or when working with both hands.

Ensure that only one person is on a single-width ladder.

Only one person is allowed on each side of a double-width ladder.

Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.

Grasp the rungs when climbing a ladder, not the side rails.

If your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails.

Wear protective footwear with slip-resistant soles and heels.

Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.

Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head.

Drape your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky. Climb down slowly.

What should you avoid when climbing portable ladders?

Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barricades or lock the doors shut.

Do not place a ladder against flexible or moveable surfaces.

Do not straddle the space between a ladder and another object.

Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.

Do not use ladders on ice.

Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.

Do not allow anyone to stand under a ladder.

Do not overreach from a ladder; move as required.

Do not use any type of ladder near electrical wires.

SWP #34

POWER AND HAND TOOL USE

Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.

On/Off switches must be functional and positioned so Operator has access.

Accessories can only be used that are designed for use with the specified tool.

Saw blades must be designed for the product being cut and at the rate of speed, O.E.M. guards must be in place and functional.

Chisels, punches, hammers, etc. to have all burrs ground from striking area and have tips properly dressed.

Cracked and/or splintered handles are to be replaced.

All tools must be cleaned after use and repairs made before being properly stored.

Tools to be used for designed purpose only.

Repairs to tools must be performed by qualified personnel using 0. E. M. parts or equivalent and "Locked Out" as required.

Grinder discs, buffers and stones to be used only for designed application and at rated speed.

Stationary grinders must have property adjusted tool rests and stones to be properly dressed.

Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.

SWP #35

PROPANE SAFETY-GENERAL

Propane is an invisible gas that is heavier than air that must be treated with respect when it is used on the jobsite.

The installation of propane fuel systems and use of this product on the jobsite must comply with the applicable regulatory requirements set out for its safe use.

Suppliers delivering the product or setting up the equipment at the site must comply with requirements of OH&S regulations and our safe work procedure.

Nylon slings must be used in a "choker" fashion when loading, off-loading, or lifting propane tanks.

"Lifting lugs" provided on tanks are not to be used; slings are to be wrapped around the shell of the tank.

Tank valves and regulators are to be removed from the tank prior to any movement of the tank.

Crane hooks shall be equipped with a "safety latch". All trucks, cranes, or equipment used to handle propane tanks must be equipped with fire extinguisher appropriate for the size and type of tank being handled. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.

Tanks are not to be heated to increase flow.

When in use, propane bottles are to be securely held in an upright position. Tanks are not to be hooked up and used without proper regulators.

Refer to SDS for further information.

SWP #36

RESTRICTED WORK AREAS

This SWP is in place to protect workers from injuries associated with working in restricted areas.

A Work Area will be designated as a "Restricted Area" where there is a danger of contact with energized electrical equipment or hazardous substance.

Protective Mechanisms:

Permit system

Hydrocarbon monitors

Fire extinguishers

Barricades and warning signs

Lockout procedures

Supervisors are responsible to:

Facilitate and/or provide proper instruction to their workers on protection requirements and training.

Designate limits of restricted area

Hazard analysis

Worksite inspection

The following practices will be utilized while working in restricted work areas:

Establish and maintain clear exits.

Have safety and emergency breathing air apparatus available.

Place continuous gas monitors at strategic points.

Place fire extinguishers at strategic points.

Isolate system to be worked on.

Purge system.

Check for hydrocarbon leaks.

Ensure no alternate power sources.

Continually monitor area for changing conditions.

SWP #37 SCISSOR LIFTS

Scissor Lift Safety and Operating Instructions

Inspect lift thoroughly for:

cracked welds,

missing pins, bent arms,

damaged or incomplete outriggers,

damaged battery charger,

damaged, loose or missing cord caps or pigtails,

missing or loose guard rails, guard rail chains or bolts,

missing or illegible decals,

control box,

emergency lowering valve,

lifting weight.

DO NOT USE lift if any of the above conditions exist.

List any of above problems in red on the lift control board, if your organization has one. Correct any of the problems within your capabilities. Report any other problems to the appropriate officials.

Sweep off work platform if necessary, disposing of trash in proper container. If lift needs washing, do so only after getting supervisor's permission and covering battery charger to protect it from getting wet.

Batteries:

Wear face shield or safety goggles when servicing batteries.

Inspect batteries for cracks, swelling or other damage.

Clean battery posts and cables making sure they are re-tightened properly.

Check batteries with a hydrometer and determine the necessary charging time required.

Charge as necessary, but don't remove battery caps. Monitor batteries during charge. Do not allow batteries to overcharge and boil.

Check lift for complete safety and operations.

Note: Battery acid can cause serious burns! Flush away acid with water from skin and clothes. Hydrogen and oxygen gases are produced during charging and normal operation. This gas mixture can explode if flames or sparks are near the battery vents.

Emergency Power Disconnect

An emergency power disconnect switch (Red Button) is provided on the platform control panel to disconnect electrical power to all functions of the machine, except platform lower, in the event of sticking contacts in relays or switches, which cause unwanted travel, raising, etc. This disconnect switch must be reset at ground level.

Control Panel Power Switch (On/Off)

Keep this switch turned to "Off" position at all times except when operating machine to prevent accidental actuation of machine controls.

Battery Maintenance

Check battery water daily and fill as necessary.

Charge batteries approximately 50% of the time the electrical functions were used.

Monitor batteries during charging. Do not allow batteries to over-charge and boil; don't remove caps.

Battery sulfuric acid can cause serious burn. Flush away acid with water from skin and clothes.

Hydrogen and oxygen gases are produced during normal battery operation. This gas mixture can explode if flames or sparks are near the battery vents.

Prior to Operating the Scissor Lift

No person shall operate a Man Lift or Scissor Lift until they have received adequate training, in accordance with manufacturer's specifications.

Erect warning devices.

Erect barricades and warning signs.

Ensure Flag Person on site.

Swamper to be utilized and identified.

Ensure means of communication between operator and swamper.

Fall protection in place.

SWP #38 SCREWDRIVERS

Some general safety tips to know when using screwdrivers:

Screwdrivers are made in various shapes and sizes and for many uses.

Use the correct screwdriver for the job.

Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.

Use a slot screwdriver with a blade tip width that is the same as the width of slotted screw head.

For cross head screws, use the correct size and type of screwdriver: a Phillips screwdriver may slip out of a screw head designed for use with the slightly, flatter-tipped Pozidrive screwdriver.

Use a vice or clamp to hold the stock if the piece is small or moves easily.

Wear safety glasses or a face shield that is appropriate for the hazards of the work you are doing.

Keep the screwdriver handle clean. A greasy handle could cause an injury or damage from unexpected slippage.

Shut off electricity before beginning work on electrical equipment (lock out, de-energize and tag out). **Insulated tools for use around electrical related tasks permitted for us on removing electrical fixture plates**.

If work must be carried out on "live" equipment, use screwdrivers that have insulated handles and a non- conducting shaft designed for electrical work. Remember, most plastic handles are designed for grip and comfort.

Use non-magnetic tools when working near strong magnets (e.g., in some laboratories).

Use a screw-holding screwdriver (with screw-holding clips or magnetic blades) to get screws started in awkward, hard-to-reach areas. Square-tipped screwdrivers (e.g., Robertson) that hold screws with recessed square holes are also useful in such situations.

Use an offset screwdriver in close quarters where a conventional screwdriver cannot be used.

Use a screwdriver that incorporates the following features when continuous work is needed:

a pistol grip to provide for a straighter wrist and better leverage,

a "Yankee drill" mechanism (spiral ratchet screwdriver or push screwdriver) which rotates the blade when the tool is pushed forward,

a ratchet device to drive hard-to-move screws efficiently, or

use a powered screwdriver.

File a rounded tip square making sure the edges are straight. A dull or rounded tip can slip out of the slot and

cause hand injury or damage to materials.

Store screwdrivers in a rack or partitioned pouch so that the proper screwdriver can be selected quickly.

Do Not:

Lean or push on a screw-driver with any more force than necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the right position when turned.

Keep the shank directly over the screw being driven.

Hold the stock in one hand while using the screwdriver with the other. If the screwdriver slips out of the slot you may cut your hand.

Hammer screws which cannot be turned. Grind the tip to fit all sizes of screw heads.
Try to use screwdrivers on screw heads for which they are not designed (e.g., straight blade screwdrivers on Phillips, clutch head, Torx or multi-fluted spline screw heads).

Use defective screwdrivers (i.e., ones with damaged edges or tips; split or broken handle; or bent shaft).
Use a screwdriver for prying, punching, chiseling, scoring, scraping or stirring paint.

Use pliers on the handle of a screwdriver for extra turning power. A wrench should only be used on the square screwdriver shank designed for that purpose.

Expose a screwdriver blade to excessive heat. Heat can affect the temper of the metal and weaken the tool.
Use a screwdriver to check if an electrical circuit is live. Use a suitable meter or other circuit testing device. Carry screwdrivers in your pockets.

SWP #39

SECURING EQUIPMENT AND MATERIALS

Transport vehicle/trailer is of a sufficient size and strength and of adequate design to handle the weight and size of the load

A worker shall not leave unattended or in a suspended position any machinery or any part or extension to machinery unless the machinery has been immobilized and secured against accidental movement

Labourers must stand clear and in eyesight of operators

Be aware of power lines

Be aware of slopes, ditches and grades

Secure load on flat level ground if possible

Ensure loads are secured with ratchet straps, chains and boomers

Make sure all ratchet straps, chains and boomers are inspected for defaults

Do not use faulty tie down equipment

Remove any faulty tie down equipment

Supervisor must be notified and replacement of tie down equipment must be done so immediately

SWP #40

TRANSPORTATION OF WORKERS

Only Personnel with Valid Driver's License May Operate Crew Trucks

A worker in a vehicle shall not allow any part of his body protrude of vehicle where the protrusion creates or may create a danger to the worker

A worker shall ensure that no equipment or material for which he is responsible is carried in the compartment of a vehicle in which another worker is travelling unless it is so placed or secured as to prevent injury to himself and the other worker

Where an open vehicle is used to transport workers, the employer shall ensure that it is so designed as to prevent any of the workers from falling from the vehicle

An employer shall ensure that during inclement weather, protection against the weather is provided for workers required to travel in a vehicle

Where a vehicle with an enclosed body is used to transport workers, the employer shall ensure that the exhaust outlet of the engine is located so that the exhaust gases cannot enter the enclosed body of the vehicle

SWP #41

TRUCKS - HAULAGE

All drivers are responsible for daily inspections / pre-trips of vehicle as per the National Safety Code.

Drivers must wear high visibility vest when outside of the vehicle.

Drivers are required to sound warning device re: air horn when commencing to back up and when involved in the paving operation to sound warning device again when coming within a 10 meter area of the paver hopper. No exceptions are allowed. Failure to do so may result in disciplinary action being taken.

Drivers must at all times perform "walk around" when vehicle has been left unattended.

Drivers must at all times know and realize hoist positions of the gravel box itself. Recognition of overhead wires and/or subsequent circuitry damage/power line contact are the driver's responsibility. If you are not sure of any situation sound your warning device and cease operation immediately.

Under no circumstances commence or continue operation of your vehicle if you are not positive and understand the work site situation.

Check and ensure your emergency/ breakdown warning devices are in your vehicle.

SWP #42

WORKING ON HILLS AND SLOPES

Be aware of equipment abilities and limitations.

Ensure you are familiar with the use of winches or cables.

Complete a walk around of the work site before commencing work.

Familiarize yourself with any loose/soft footing or rocks and other hazards on job site.

Try to move equipment straight up or down hills and slopes rather than across them. This will reduce the possibility of sliding or rolling the equipment.

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SWP #43

General Electrical Safety Rules:

- Do not touch or tamper with any electrical wiring, outlets, circuit breakers, or equipment.
- Only remove switch plates and outlet covers using insulated screwdrivers and only after verifying that they are not energized.
- Do not attempt repairs on any electrical system or device, including light fixtures, switches, or outlets.
- Stay clear of open or exposed wiring and immediately report any damaged or hazardous electrical conditions to the site supervisor.
- Ensure proper lighting in work areas to avoid accidental contact with electrical sources.
- Never use metal ladders near exposed electrical wiring.

Training Requirements for Unqualified Persons:
Harding's will ensure that employees who face a higher-than-normal risk of electrical incidents but are not qualified electricians receive training in electrical hazard awareness in accordance with Alberta Occupational Health and Safety Code.
The training program will include:

1. Recognizing electrical hazards (live wires, overloaded circuits, improper grounding, wet environments).
2. Understanding safe work distances from electrical equipment and power lines.
3. Safe use of tools and PPE when working near electrical components.
4. Emergency response procedures for electrical shocks, burns, and arc flash incidents.
5. Company policies regarding prohibited electrical work and required reporting of electrical hazards.

All workers will complete this training before performing any work near electrical sources and will receive annual refresher training as part of Harding's ongoing safety program.
Supervision & Compliance

- Supervisors are responsible for ensuring workers comply with these safety measures.
- Any worker found performing unauthorized electrical work will be subject to disciplinary action.
- All electrical hazards must be reported immediately to the supervisor or site manager.

SWP #44

Fatigue Management
Objective:
Fatigue can lead to poor decision-making, reduced work performance, and increased workplace accidents. Harding's is committed to managing fatigue through education, work scheduling, and accommodations to ensure a safe working environment.
Fatigue Awareness & Training:
All workers and supervisors must be trained to recognize and respond to fatigue-related risks, including:

- Signs & Symptoms: Excessive yawning, slow reaction time, difficulty concentrating, irritability.
- Common Causes: Lack of sleep, long work hours, mental and physical stress, poor nutrition.
- Prevention Strategies: Proper rest, hydration, stretching, scheduled breaks, and workload balance.

Work Scheduling & Rest Breaks:

- Workers must receive adequate rest between shifts in compliance with Alberta OHS Code.
- Breaks and task rotation must be used to minimize fatigue in physically demanding tasks.
- Workers must report excessive fatigue and will be reassigned if necessary.

Fatigue-Related Incident Response:
If a worker appears fatigued and at risk, supervisors will:

1. Assess the worker's condition and determine the level of fatigue.

2. Reassign or send the worker home if they are unfit for duty.
3. Document the incident for ongoing fatigue management.

Return to Work & Accommodations:

Workers recovering from fatigue-related conditions (burnout, illness, stress) will be provided modified duties and a gradual return-to-work plan as needed.

SWP #45

Equipment Modifications & Aerial Lifts

- Field modifications must be manufacturer-approved before implementation.
- Aerial lifts may not be altered unless explicit written consent is obtained from the manufacturer.
- Unauthorized modifications void safety certifications and may result in disciplinary action.

SWP #46

Rigging & Material Handling

Only trained and competent personnel may assemble/disassemble lifting equipment, attach/detach loads, or operate lifts.

Training & Qualifications:

- Workers must complete approved rigging and material handling training before performing lifting tasks.
- Only qualified personnel may attach/detach loads or signal crane/lift operators.
- Workers must demonstrate competency through hands-on evaluation before operating lifting equipment.

Safe Handling Procedures:

- Inspect all rigging/lifting equipment before use.
- Do not exceed load limits or lift unstable loads.
- Use proper hand signals and maintain clear communication during lifts.

SWP #47

Scaffolding Safety Procedures

Hazards & Controls

- Fall Protection: Guardrails and personal fall arrest systems must be used where required.
- Load Capacity: Never exceed manufacturer-rated load limits.
- Falling Objects: Use toe boards, netting, or barricades to prevent dropped objects.
- Electrical Safety: Maintain safe clearance from power lines.

Scaffold Inspection & Tagging

- Daily inspections must be conducted by a competent person before use.
- Scaffolds must be tagged (Green = Safe, Yellow = Caution, Red = Do Not Use).
- Any defects must be reported immediately and the scaffold taken out of service.

Scaffold Modifications

- Only qualified personnel may alter, move, or disassemble scaffolds.
- Unauthorized modifications are strictly prohibited.

Roles & Responsibilities

- Assembly/Disassembly: Only competent workers under direct supervision may erect or dismantle scaffolding.
- Supervisors ensure compliance with Harding’s safety policies and Alberta OHS requirements.

Safe Work Practices Annual Review

SWP#	Safe Work Practice	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
	Example			
1	Back Injury Prevention			
2	Backing Up Equipment & Vehicles			
3	Driving & Hand-Held Devices			
4	Driving/Winter Driving			
5	Electrical Safety			
6	Electrical Power Cord Safety			
7	Fire & Fire Extinguisher Use			
8	Fire Prevention Checklist			
9	First Aid			
10	Handling Hazardous Materials			
11	Housekeeping Standards			
12	Office Safety			
13	Lock-Out & Tag-Out			
14	Permits and Registrations			
15	Power Cords			
16	Refueling Vehicles & Equipment			

17	Transporting Flammable Products			
18	Weather Exposure/ Dehydration on Jobsites			
19	Company Vehicles			
20	Compressed Air Safety			
21	Defective Tools			
22	Fall Protection			
23	Flammable and Toxic Materials			
24	Grinding Operations			
25	Hand Tool Safety			
26	High Pressure Washing/Blasting			
27	Lifting Slings			
28	Operation of Air Tools			
29	Operation of Mobile Equipment			
30	Operation of Saws			
31	Overhead Power Lines			
32	Portable Electrical and Power Tools			
33	Portable Ladders			
34	Power and Hand Tool Use			

35	Propane Safety - General			
36	Restricted Work Areas			

37	Scissor Lift			
38	Screwdrivers			
39	Securing Equipment and Materials			
40	Transportation of Workers			
41	Trucks - Haulage			
42	Working on Hills and Slopes			
43	Electrical Safety for Non-Electricians			
44	Fatigue Management Policy			
45	Equipment Modifications & Aerial Lifts			
46	Rigging & Material Handling			
47	Scaffolding Safety Procedures			

A Safe Job Procedure is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish.

In carrying out their tasks at work, what workers don't know can hurt them. In the realm of Job Procedures, one way to increase knowledge of hazards is to conduct Job Hazard Analyses on individual jobs or tasks. A Job Hazard Analysis (JHA) is a procedure which provides for the integration of accepted safety and health principles and practices into a particular operation. In a JHA, each basic step of the job is examined to identify potential hazards and to determine the safest way to do the job. The end result is called a Safe Job Procedure.

JHAs should always be team efforts. By involving others in the process, you reduce the possibility of overlooking an individual job step or a potential hazard. You also increase the likelihood of identifying the most appropriate measures for eliminating or controlling hazards.

An effective JHA team should include:

- the supervisor;
- the worker most familiar with how the job is done and its related hazards;
- other workers who perform the job; and
- experts or specialists such as maintenance personnel or design engineers.

Identifying/Selecting the Job to be Analyzed

Ideally, all jobs should be subjected to a Job Hazard Analysis. In reality this is not always practical or necessary. Because circumstances change from jobsite to jobsite, it is necessary to prioritize which jobs are examined first. Provision must be made in a safety program for the development of Safe Job Procedures wherever such procedures are likely to improve safety.

Factors to be considered in assigning a priority for analysis include:

- jobs with a high frequency of accidents or near misses which pose a significant threat to health and safety;
- jobs that have already produced fatalities, disabling injuries, illnesses or environmental harm;
- jobs that have the potential to cause serious injury, harm, or damage, even if they have never

produced an injury or illness;

- jobs involving two or more workers who must perform specific tasks simultaneously;
- newly established jobs whose hazards may not be evident because of lack of experience;
- jobs that have undergone a change in procedure, equipment or materials;
- jobs whose operation may have been affected by new legislation or standards;
- infrequently - performed jobs where workers may be at greater risk when undertaking non-routine jobs.

Developing Safe Job Procedures

The terms 'job' and 'task' are commonly used interchangeably to mean a specific work assignment, such as 'operating a grinder,' 'using a pressurized water extinguisher' or 'changing a flat tire.' JHA's are not suitable for jobs defined too broadly, such as 'overhauling an engine,' or too narrowly, such as 'positioning a car jack.' Job Hazard Analyses identify the materials and equipment needed and how and when to use them.
Safe Job Procedures usually include:

- Regulatory requirements
- Personal Protective Equipment requirements
- Training requirements
- Responsibilities of each person involved in the job
- A specific sequence of steps to follow to complete the work safely
- Permits required
- Emergency Procedures

Basic stages in developing Safe Job Procedures are:

- Identifying/selecting the job to be analyzed
- Breaking the job down into a sequence of basic steps
- Identifying potential hazards in each step
- Determining preventative measures to overcome these hazards

You may develop and write job procedures yourself. If you do not have the time available, it may be better to develop a list of jobs that require a Safe Job Procedure and delegate development and writing responsibilities to supervisors, teams of employees and supervisors, or industry consultants.

Typically, you need to perform a Job Hazard Analysis, then take that information and use it to produce a written Safe Job Procedure.

Index of Safe Job Procedures

SJP #1

Job Hazard Analysis

Job/Description: **BACKING UP VEHICLES/EQUIPMENT Tools** & **Equipment Required:**
Various Trucks/Equipment

Personal Protective Equipment:

Hard Hat	Safety Glasses Hearing Protection	Steel-toed Boots	High Visibility Vest Breathing Apparatus
Coveralls		Gloves	

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

People, vehicles or other equipment could be struck while backing up

Recommended Safe Job Procedure:

Circle check the Machine/vehicle

Check clearances-front, back, side, overhead

Use extreme caution when backing vehicles and equipment.

Ensure that back up alarms and lights are in good working order

Sound horn even if equipped with a backup alarm

Use a signal person as required

Check all mirrors and shoulder check before and during reversing process

Always keep your guide in view. If you lose view of him/her stop immediately

SJP #2

Job Hazard Analysis

Job/Description: **BOOSTING VEHICLES/EQUIPMENT Tools** & **Equipment Required:**
Vehicle/Equipment to be boosted and boosting vehicle/equipment

Personal Protective Equipment:

Hard Hat Safety Glasses Steel-toed Boots Gloves High Visibility Vest Breathing Ap Coveralls

Hearing Protection

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Fire

Explosion

Shock

Acid Bums

Recommended Safe Job Procedure:

Position vehicles so they do not touch.

The battery location in the vehicles will dictate the vehicle position.

Place transmissions in neutral or park and set the emergency brake.

Turn off all accessories including mobile phones and vehicle engine.

Wear safety glasses and gloves.

Connect a 12 volt battery to a 12 volt battery and a 6 volt battery to a 6 volt battery.

Connect the positive battery terminal of the booster vehicle to the positive battery terminal of the stalled vehicle.

Connect the negative battery terminal of the booster vehicle to the frame of the stalled vehicle.

Ensure battery cables do not touch fan blades or belts.

Start booster vehicle and attempt to start stalled vehicle.

Remove booster cables in reverse order.

SJP #3

Job Hazard Analysis Job/Description: **COMMUNICATIONS Tools** & **Equipment Required:**
Cellular Phones Mic's
Radios

Personal Protective Equipment:

As appropriate for the conditions in which you are using the communications device.

Potential Accidents or Hazards:

Concentration can be impaired if communicating while driving.

Unfamiliarity with communications device can distract a driver's attention.

Recommended Safe Job Procedure:

Do not drive while talking on the cell phone. Pull over when safe to do so to complete conversation.

If you must drive while communicating, utilize hands-free device where possible.

Keep radio communications brief and concise

Do not engage in stressful or emotional conversations while driving.

Avoid taking notes or looking up phone numbers while driving.

Make driving your first priority.

Please use communication devices to inform employees and supervisors of where you are throughout the work day if you are not in the same location scheduled, so they are able to contact you in case of emergency. If using communication devices while travelling, pull off road to a safe area to have conversation.

Please see Safe Work Practices for more information on cell phones.

SJP #4

Job Hazard Analysis

Job/Description: **FUELING VEHICLES/EQUIPMENT Tools** & **Equipment Required:**
Fuel Pump

Key

Materials Required:

Fuel

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Aparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Fuel could ignite or spill with severe consequences

Recommended Safe Job Procedure:

Bring vehicle to pump with tank to fill closest to pump.

Shut off ignition, cellphone, and extinguish any smoking material.

Remove fill cap, reset pump, insert nozzle into tank and fill with manufacturer recommend fuel type.

When filling complete, shut off pump, place nozzle back on pump, replace fill cap on tank.

SJP #5

Job Hazard Analysis

Job/Description: **PRESSURE WASHER**

Tools & **Equipment Required:**

Pressure Washer

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
		Gloves	Breathing Apparatus
Coveralls	Hearing Protection		

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Inexperienced or unqualified operators can suffer or cause injury

High pressure (hot) water could cause injury or damage

Operator could slip or fall while using the pressure washer

Inattention by operator could cause an accident

Recommended Safe Job Procedure:

Only qualified personnel may operate the pressure washer

Grasp wand firmly

Ensure area is clear of other personnel
Be sure of footing and balance

Ensure areas is free of hazards

Avoid slippery, uneven or unstable ground

Do not listen to music while pressure washing- safe operation requires your full attention

SJP #6

Job Hazard Analysis

Job/Description: **PROCEDURE FOR WORKING NEAR POWER LINES**

Operating voltage between conductors of overhead power line	Safe limit of approach distance for persons and equipment
0-750 volts Insulated or polyethylene covered conductors (1)	300 millimeters -
0-750 volts Bare, uninsulated	1.0 meter
Above 750 volts Insulated conductors (1) (2)	1.0 meter
750 volts-40 kilovolts	3.0 meter
69 kilovolts, 72 kilovolts	3.5 meter
138 kilovolts, 144 kilovolts	4.0 meter
230 kilovolts, 260 kilovolts	5.0 meter
500 kilovolts	7.0 meter

Do Not Enter These Limits
Work procedures when working around power lines:

Notify Power authority: by phone or in person	Familiarize yourself with the area in question: note any potential hazards power line location height of power line
Obtain following information name of person contacted note time and date line voltage	Hold tool box meeting with crew explaining: hazards cautions if contact is made, emergency.
Identify work being done: using lifting equipment etc. length of time area working in	Procedure: Keep area clear Do not approach inside limits Keep safe distance Wear appropriate PPE

If in doubt about the distance, do not approach until you are sure.

SJP #7

Job Hazard Analysis

Job/Description: **PUTTING OUT A FIRE USING A DRY CHEMICAL EXTINGUISHER**

Tools & Equipment Required:

Dry Chemical Fire Extinguisher

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

1. Extinguisher may fall*
2. Fall by tripping or slipping
3. Caught in spread of fire
4. Clothing catches on fire
5. Resurgence of fire

*If not recharged, potential for serious fire

Recommended Safe Job Procedure:

Remove extinguisher from hanger and grasp securely
Observe walking areas, obstacles slippery surfaces
Carry extinguisher in upright position to fire
Pull pin of extinguisher, hold hose/horn in one hand
Maintain control of extinguisher, avoid exposing individuals to contents
Use extinguisher in fast sweeping motion at the base of the flames
Maintain safe distance from fire
Continue use of extinguisher until fire is out or other help arrives
Move away when extinguisher is empty. Never turn your back on a fire

Promptly report use of extinguisher

SJP #8

Job Hazard Analysis

Job/Description: **SPILL CONTAINMENT Tools** & **Equipment Required:**
Shovels

Floor Dry Bags

Materials Required:

Floor Dry Bags

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

If flammable, product could ignite/explode

Product could enter sewer or waterway

Recommended Safe Job Procedure:

Stop leak from continuing at its source

Eliminate ignition sources (cigarettes, open flames, running engines, etc.)

Contain spill by building a berm if applicable

Prevent any contaminants from leaking into sewer system or waterways

Use floor dry to absorb liquids as applicable

Use emergency numbers posted at the site to report emergency and get help.

Call fire department HAZMAT at 911 or 264-1022 if it's a non-emergency

SJP #9

Job Hazard Analysis

Job/Description: **WASHING VEHICLES Tools** & **Equipment Required:**
Wash wand

Materials Required:

Water

Soap

Scrub brush

Personal Protective Equipment:

Safety Goggles as applicable Gloves
Potential Accidents or Hazards:

Exhaust fumes could cause asphyxiation

High pressure water could cause injury to yourself or anyone near you

Recommended Safe Job Procedure:

Move vehicle or part to be washed into the washing area. Ensure vehicle is shut off. Set park brake.

Wear gloves and eye protection as applicable.

Turn on water supply to pressure washer.

Pull out wand and amount of hose needed.

With a firm grip on wash wand turn on power to pressure washer.

Do not point the wand at any person or part of your own body; pressure is very high.

Point wand at area to be cleaned

When clean, shut off power first and then water to the pressure washer.

Coil up hose and put away.

SJP #10

Job Hazard Analysis

Job/Description: **AIR NAILERS AND STAPLERS Tools & Equipment Required:**
Air Nailer, Hose, Compressor

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

SJP #11

Job Hazard Analysis
Job/Description: **CHAINSAW Tools** & **Equipment Required:**
Chainsaw

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
	Hearing Protection	Gloves	Breathing Apparatus
Coveralls			

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Inexperienced or unqualified operators can suffer or cause injury or death
Blade could injure operator while sawing
Operator could slip or fall while using the chainsaw
Striking objects with the blade could cause injury or damage
Inattention by operator could cause an accident
Unauthorized person could attempt to operate the chainsaw

Recommended Safe Job Procedure:

Only qualified personnel may operate the Chainsaw
Hold chainsaw firmly by handles while sawing. Always use two hands
Be sure of footing and balance
Check the area to be chain-sawed for any foreign objects (nails, wire etc.) prior to commencing sawing
Do Not listen to music while operating the chainsaw- safe operation requires your full attention
Never leave the chainsaw unsupervised with the engine running
Do not work alone - chainsaw injuries can be very severe, and rapid medical aid may be necessary
Do not overreach
Ensure ground in area is clear
Never work on a ladder or any other insecure support

These are general safety precautions only. For more specific safety information on the Chainsaw, please refer to the Owner's manual which is located at the shop.

SJP #12

Job Hazard Analysis

Job/Description: **CIRCULAR SAW Tools & Equipment Required:**
Circular Saw

Materials Required:

Wood

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects can become caught in the saw.

Saw operator could lose his/her balance.

Saw blade can become pinched in the material being cut.

A sticking blade guard can cause serious injury.

Power cord can be cut causing shock.

Power cord may be too short to complete the cut. A sudden jerk or pulling on the cord can cause loss of control of the saw and a serious accident.

When making a "blind" cut (you can't see behind what is being cut), serious hazards can be hidden.

Crowded, cluttered conditions that can cause tripping or loss of balance are particularly dangerous.

Unsecured small pieces of material can cause the saw to jump, bind or kick back.

Blade could become loose and cause injury.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in rotating parts or accessories. Tie back long hair.

Do not use a circular saw that is too heavy for you to easily control. NEVER overreach!

Make sure the two ends fall apart when the wood falls at the end of the cut. If the two ends fall together, they will pinch the blade and cause the saw to kick back towards you.

Check for proper operation before each cut. Check often to assure that guards return to their normal position quickly. If a guard seems slow to return or "hangs up" repair or adjust it immediately. Never defeat the guard to expose the blade. For example, tying back or removing the guard.

Ensure cord and extension cord are clear of cutting area.

Ensure cord and extension cord are sufficiently long to complete the cut.

Ensure that hidden electrical wiring, water pipes or any mechanical hazards are not in the blade path. If wires are present, they must be disconnected at the power source by a qualified person or avoided. Contact with live wires could cause lethal shock or fire. Water pipes should be drained and capped. Always hold the tool by the insulated grasping surfaces.

Follow good "Housekeeping" practices. Keep the work area tidy at all times.

Avoid cutting small pieces of material which can't be properly secured, and material on which the base of the saw (shoe) cannot properly rest. Position the stock so that it is stable and stationary and can be cut from a balanced and comfortable position by the operator. Smaller pieces should be secured in a vice or clamped to a bench.

Check blades carefully before each use for proper alignment and possible defects. Be sure the blade washers (flanges) are correctly assembled on the shaft and that the blade is properly supported.

Preventing Portable Circular Saw Kickback

Kickback is a sudden reaction to a pinched blade, causing an uncontrolled portable tool to lift up and out of the work piece toward the operator.

Kickback is the result of tool misuse and/or incorrect operating procedures or conditions. Keep saw blades sharp. A sharp blade will tend to cut its way out of a pinching condition.
Make sure the blade has adequate set in the teeth. Tooth set provides clearance between the sides of the blade and the work piece, thus minimizing the probability of binding. Some saw blades have hollow ground sides instead of tooth set to provide clearance.

Keep saw blades clean. A build-up of pitch or sap on the surface of the saw blade increases the thickness of the blade and also increases the friction on the blade surface. These conditions cause an increase in the likelihood of a kickback.

Be very cautious of stock which is pitchy, knotty or warped. These are most likely to create pinching conditions and possible kickback.

Always hold the saw firmly with both hands.

Release the switch immediately if the blade binds or the saw stalls.

Support large panels so they will not pinch the blade. Use a straight edge as a guide for ripping. Never remove the saw from a cut while the blade is rotating.

Never use a bent, broken or warped saw blade. The probability of binding and resultant kickback is greatly increased by these conditions.

Overheating a saw blade can cause it to warp and result in a kickback.

Build-up of sap on the blades, insufficient set, dullness, and unguided cuts, can all cause an overheated blade and kickback.

Never set a blade deeper than is required to cut the work piece 1/8" to 1/4" greater than the thickness of the stock is sufficient. This minimizes the amount of saw blade surface exposed and reduces the probability and severity if any kickback does occur.

Minimize blade pinching by placing the saw shoe on the clamped, supported portion of the work piece and allowing the cut off piece to fall away freely.

Let the saw reach full speed before you begin your cut. If the blade is touching the wood when you pull the trigger, the saw will kick back towards you.

The rotation of the blade on a portable circular saw is such that if there is a problem, the saw will jump back towards you. So keep a firm grip on the saw at all times. Keep in mind that things behind the saw, like feet or fingers, are in more danger than things in front of the saw. It never jumps forward!

SJP #13

Job Hazard Analysis

Job/Description: **COMPOUND MITRE SAW Tools** & **Equipment Required:**
Compound Mitre Saw

Materials Required:

Material to Saw

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects/clothing can become caught in the saw

Severe injury can occur through inattention to cutting task being performed. Injuries such as finger loss can result from contacting the saw blade.

Improperly functioning guards can cause injury to the operator.

Operator could get cut while adjusting or cleaning the saw and work area.

Incorrect sized and RPM rated blades can cause injury.

Abrasive cut-off wheels mounted on a mitre saw can cause serious injury.

Loose blades can fly off the saw.

Improperly installed blade can cause injury.

Hands can inadvertently be placed in the path of the blade.

Material being cut could pull hands into the blade.

Unsupported long material can flip up after being cut through.

Small pieces can be pulled out of operator's hand, and cause injury.

Faulty spring loaded saw heads can be the cause of injury.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in moving parts or accessories. Tie back long hair.

It is of utmost importance that you do not lose concentration. Stay focused on the task. Exercise caution and alertness to avoid injuries. Do not contact moving parts. Keep hands and face well clear of moving parts.

Be sure all guards are in place and working. If a guard seems slow to return to its normal position or "hangs up," adjust or repair it immediately.

Blades are extremely unforgiving. Clean the lower guard frequently to help visibility and movement. Unplug before adjustment or cleaning.

Use only recommended size and RPM rated blades.

Abrasive cut-off wheels should not be used on miter saws. Miter saw guards are not appropriate for abrasive cut-off wheels.

Regularly check and tighten the blade and blade attachment mechanism.

When installing or changing a blade be sure the blade and related washers and fasteners are correctly positioned and secured on the saw arbor.

To avoid loss of control or placing hands in the path of the blade, hold or clamp all material securely against the fence when cutting. Do not perform operations freehand.

Never place your hands or fingers in the path of the blade, or reach in back of the fence. It's hazardous to do so. Do not cross arms or hands in front of blade to secure workpiece. Use clamps, if necessary. Saw blades coast after being turned off-use the brake if one is provided. To avoid contact with a coasting blade do not reach into cutting areas until the blade comes to a full stop.

Support long material at the same height as the saw table.

Never cut small pieces.

Miter saws have spring loaded saw heads to return the saw head to its up position. Adjust, repair, or replace the spring mechanism if the saw head does not automatically return to its up position when released. Hold or clamp the work firmly against the fence on the sawed end. Lock the miter saw and blades in the down position during transport or when not in use.

SJP #14

Job Hazard Analysis Job/Description: **CORDLESS NAILER Tools & Equipment Required:**
Cordless Nailer, Fuel Cell, Battery Cell and Battery Charger

Personal Protective Equipment:

Safety Glasses	Steel-toed Boots	High Visibility Vest
Hearing Protection	Gloves	Breathing
	Hard Hats	Apparatus
	Coveralls	

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Failure to follow all safety precautions and instructions may result in a permanent loss of vision, serious personal or even fatal injury, property damage and/or tool damage.

The Cordless Nailer is an internal combustion device. It produces hot exhaust gases that may ignite flammable materials.

Tool exhausts carbon monoxide similar to a gas chainsaw or lawnmower. Exposure to carbon monoxide may cause dizziness, nausea, or unconsciousness.

Fuel and/or the battery may burst, releasing flammable gas.

Material fragments can shoot toward eyes during nailing operations.

Carelessness can cause injury/death.

Accidental discharge of a fastener can occur.

Defective nailer can cause serious injury.

A fastener may be accidentally discharged.

Injury can occur if contacting element is removed or disabled.

Injury can occur while clearing jams or removing fasteners.

A fastener may ricochet and cause serious injury.

Fasteners can be driven into unseen hazards.

Operator could lose footing and slip or fall.

Children, unauthorized personnel could be injured if attempting to operate the tool.

Recommended Safe Job Procedure:

Do not attempt to operate this tool until you have read and understood all safety precautions and manual instructions.

This tool must not be used in a combustible environment or in the presence of combustible materials, such as flammable chemicals, adhesives, gasoline, or solvents.

This tool must be operated only in a well-ventilated environment

Do not expose the tool to temperatures in excess of 120 degrees F (49 degrees C).

Eye protection must meet the requirements of ANSI Standard Z87.1 and should have side shields for increased protection.

NEVER ASSUME THE TOOL IS EMPTY. Never point the tool at yourself or anyone else. **NEVER ENGAGE IN "HORSEPLAY" WITH THE TOOL.** The Cordless Finish Nailer is not a toy- it is a tool. Careless and improper use may result in a serious accident.

Never carry the tool within your finger on, or squeezing the trigger.

Never operate a malfunctioning tool. Never operate the cordless nailer if parts are loose, damaged or missing.

Do not load fasteners with the trigger and/or work contacting element pressed in.

Never operate the tool with the work contacting element removed or disabled.

Always point the tool away from yourself and others when clearing jams or removing fasteners. Pull the follower slightly back and push the release lever. Tip the tool nose up slightly and fasteners should slide out of the rear of the magazine. If fasteners are jammed, refer to the appropriate servicing section of the manual.

Do not drive fasteners into knots or on top of other fasteners.

Never drive fasteners into areas with concealed hazards. Always check the area behind the work surface for electrical wiring, gas pipes, water pipes, sewer drains or other potential hazards.

Always maintain secure and unobstructed footing when on ladders, platforms or other high locations. Never over-reach, since tool recoil may cause a loss of balance. Always be aware of edges and drop-offs when nailing on rooftops and other high locations. Keep them in full view.

Always store the tool within the fuel cell and battery removed. Store the fuel cell in the case with the Cordless Finish Nailer.

SJP #15

Job Hazard Analysis Job/Description: **ELECTRIC DRILLS Tools & Equipment Required:**
Electric Drill

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Drill could be defective and fail during use, causing injury
Drill could be dropped or knocked over by worker during work process.
Potential injury to hands while installing driver or bit.
Drill bit could snap causing flying metal shreds and drill to jump out of control.
Drill bit could grab in material causing strain on wrist/shoulder.
Clothing or long hair could catch in the drill.
Cord on corded drill could be contacted by moving drill bit, possibly causing shock or burns.

Recommended Safe Job Procedure:

Inspect before each use.
Always keep a firm grip on the drill while using it. Place in tool holster or in safe level spot when drill is not in use.
Disconnect battery or unplug drill while installing driver or bit. Install bit/driver in chuck and tighten by hand. Never use the power of the drill to tighten or loosen attachments.

Drill on 90 degree angle to materials. Make sure bit is properly sharpened, and straight and tight in the chuck.
Punch a guide hole in material before commencing drilling. Bend arms slightly to absorb shock if bit grabs. Keep a firm grip on the drill. Secure item to be drilled before drilling. Large pieces may be stable on their own, but smaller pieces should be held in a vice or clamp.
Do not wear loose fitting clothing. Keep clear of moving parts. Tie long hair before operating drills.
Keep the cord away from the drilling area.

SJP #16

Job Hazard Analysis

Job/Description: **ELECTRIC SANDERS Tools** & **Equipment Required:**
Electric Sander

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects/clothing can become caught in the sander.

Sanding is often a prolonged operation, and the operator can lose concentration.

Injuries such as skin abrasions can result from contacting the sanding medium or other moving parts-belts, pulleys, and arbors.

Sanding dust may affect your breathing and overcome you if you are not protected against it particularly when working with many of the exotic (tropical) hardwoods.

Dust can explode if the concentration becomes too great. Wood dust and the finishes from woodwork are very combustible.

Sander could start when plugged in if the switch is not in the "Off" position. Loss of control could result in an injury.

Damaging the extension or power supply cord could result in electric shock.

Abrasive belts of the incorrect width can cause injury.

Forcing too much pressure can cause stalling, overheating of the tool, burning of the workpiece, and possible kickback of the tool or workpiece.

Lack of guards or incorrectly installed guards can be the cause of injury.

Workpiece can be pulled out of operators hand if not held in proper place on the disc sander.

Incorrectly installed belt can rip and potentially cause injury.

These are the types of tool that children can readily pick up and cause injury.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in moving parts or accessories. Tie back long hair.

It is of utmost importance that you do not lose concentration. Stay focused on the task.

You must exercise caution and alertness to avoid injuries. Do not contact moving parts. Keep hands and face well clear of moving parts.

Use a dust mask in dusty work conditions. Adequate ventilation of the work area is very important.

The use of exhaust type systems or bag collection is recommended.

Before connecting a portable sander to the power supply be sure the switch and switch lock (if provided) are in the "off" position.

Keep power supply and extension cords from entanglement or contact with the moving parts of the sander. A cord that is contacted by a moving belt can cause loss of tool control and possible injury.

Abrasive belts should be the width recommended by the manufacturer.

9. It should never be necessary to force a portable sander. The weight of the tool applies adequate pressure.

Ensure all guards are in place and properly installed.

On the disk sander, use only the side of the disk that travels downward. The wood is pulled down onto the table by the machine's rotation.

Make sure that the sanding machine travels in the correct direction. Arrows on the back of the belt indicate the direction of travel that prevents your work from catching the belt's joint.

Do not leave saws unattended - unplug and secure the tool immediately after use.

SJP #17

Job Hazard Analysis

Job/Description: **EXTENSION LADDERS** - **CLIMBING Tools** & **Equipment Required:**
Extension Ladder

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Ladder could be defective and fail during use, causing injury or death.

Unauthorized personnel or children could be injured using the ladder.

Personnel could become injured while climbing/using the ladder.

Recommended Safe Job Procedure:

Warning - **DANGER! Metal ladders conduct electricity. Do not let ladders or any material come in to contact with live electrical wires.**

Inspect before each use.

To protect children or others from unauthorized use of the ladder, (that could result in the risk of injury to those not trained in the proper use of ladders), Never Leave A Ladder Set-up And Unattended.

Follow proper set-up procedure.

DO NOT USE LADDERS - if you tire easily, or are subject to fainting spells, are using medicine or alcohol that may cause impaired judgment or dizziness, or are physically handicapped.

Securely engage ladder locks before climbing.

Check that top and bottom ends of tile ladder rails are firmly supported.

Face the ladder when climbing up or down. Do not over reach. Keep body centered between side rails.

Maintain a firm grip, when climbing using both hands, when working from the ladder maintain a three point (contact with the ladder.

Do not climb onto the ladder from the side unless secured against side motion - or climb from one ladder to another ladder.

Do not stand closer to the top than 3 feet from the top. Never climb above the support point.

Do not use a ladder in high winds.

Never use a ladder as a platform, plank, or hoist.

Do not overload. Ladders are meant for one person only.

Do not "walk" or "shift" a ladder while standing on it.

SJP #18

Job Hazard Analysis

Job/Description: **EXTENSION LADDERS - INSPECTION Tools & Equipment Required:**
Extension Ladder

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

1. Ladder could fail during use, causing injury or death

Recommended Safe Job Procedure:

Inspect before each use.

Make sure all rivets and joints, nuts and bolts are tight and rungs are secure.

Ladder extension locks and feet functioning, and if necessary, lubricate.

Rope properly affixed and in good condition.

Never climb a damaged, bent, or broken ladder.

Keep ladder clean, free from wet paint, mud, snow, grease, oil, and other slippery materials.

SJP #19

Job Hazard Analysis

Job/Description: **EXTENSION LADDERS SETUP Tools & Equipment Required:**
Extension Ladder

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest Breathing
Coveralls	Hearing Protection	Gloves	Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Warning - DANGER! Metal ladders conduct electricity. Do not let ladders or any material come in to contact with live electrical wires.

Ladder could be defective and fail during use, causing injury or death
Ladder could fall over by slipping, sliding, or being knocked over

Recommended Safe Job Procedure:

Inspect before each use.
Secure base when raising and never set up ladder when it is extended.
Set extension ladder at a proper (75 1/2 degree) angle by placing ladder base a distance equal to 1/4 of total working length of ladder away from base of vertical support, if distance is less than 3 feet, place base of ladder a minimum of 3 feet from vertical support.
Set ladder on firm level ground. Do not lean sideways. Do not use on ice or snow or slippery surfaces without non-skid devices or securing feet.
Erect ladder with minimum 3 feet extending above roof line or working surface: tie top at support points.
Extend top section only from ground, never by "bouncing" or from the roof.
Do not over-extend, maintain minimum overlap of sections: up to and including 32 feet - 3 foot overlap; 36 feet - 4 foot overlap; over 36 feet and including 48 feet - 5 foot overlap.
Do not place on boxes, unstable bases or on scaffolds.
Do not tie or fasten ladders together to gain additional height.
Do not place in front of a door that could open into the ladder causing it to fall.
Do not lean the ladder against an overhead door-beware of automatic operation of the door.
Whenever possible use a second person to hold the ladder as added protection and security

SJP #20

Job Hazard Analysis Job/Description: **GENIE LIFTS Tools** & **Equipment Required:**

Genie Lift

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Tip Over Hazards

Improper use of the Genie Lift can create the possibility of the Genie Lift being caused to tip over, potentially causing injury or death. The following Safe Job Procedures are in place to avoid tip overs.

Recommended Safe Job Procedure:

Do not raise the platform unless the base is level, all four outriggers are properly installed and the leveling jacks firmly contact the floor.

Do not adjust or remove the outriggers while the platform is occupied or raised.

Do not move the machine while the platform is raised.

Do not place ladders or scaffolds in the platform or against any part of this machine.

Do not place or attach overhanging loads to any part of this machine.

Do not transport tools and materials unless they are evenly distributed and can be safely handled by the person in the platform.

Do not raise the platform unless the machine is level. Do not set the machine up on a surface where it cannot be leveled using only the leveling jacks.

Do not cause a horizontal force or side load to the machine by raising or lowering a fixed or overhanging load.

Do not push off or pull toward any object outside the platform.

Do not use the machine on a moving or mobile surface or vehicle

Do not operate the machine in strong or gusty winds. Do not increase the surface area of the platform or the load. Increasing the area exposed to the wind will decrease machine stability.

Occupants, equipment and materials shall not exceed the maximum platform capacity.

Do not operate the machine near drop-offs, holes, bumps, debris, unstable or slippery surfaces or other possible hazardous conditions.

Do not alter or disable machine components that in any way affect safety and stability.

Do not replace items critical to stability with items of different weight or specification.

Do not push the Genie AWP from the platform side of the machine.

When moving the machine with a forklift or other transport vehicle, the platform should be fully lowered, the machine should be turned off and no personnel shall remain in the platform.

Fall Hazards

When working in an elevated position, the possibility of falling exists, potentially causing injury or death. The following Safe Job Procedures are in place to avoid falls.

Recommended Safe Job Procedure:

The guard rail system provides fall protection. If occupants of the platform are required to wear personal fall protection equipment (PFPE) due to job site or employer rules, PFPE equipment and its use shall be in accordance with the PFPE manufacturer's instructions and applicable governmental requirements.

Do not sit, stand or climb on the platform guard rails. Maintain a firm footing on the platform floor at all times.

Do not exit the platform while raised. If a power failure occurs, have ground personnel activate the manual lowering valve.

Keep the platform floor clear of debris.

Lower the platform entry mid-rail or gate before operating.

Electrocution Hazards

This machine, even with an optional fiberglass platform, is not electrically insulated and will not provide protection from contact with or proximity to electrical current.

Recommended Safe Job Procedure:

Keep away from the machine if it contacts energized power lines or becomes electrically charged. Personnel on the ground or in the platform must not touch or operate the machine until energized power lines are shut off.

Maintain safe distances from electrical power lines and apparatus in accordance with applicable governmental regulations. These are available in the OH & S Handi-Guide, which is available at the office.

Allow for platform movement, electrical line sway or sag and movement due to strong or gusty winds.

Do not use the machine as a ground for welding.

Do not operate an AC powered machine or a DC battery charger unless using a 3-wire grounded extension cord connected to a grounded AC circuit. Do not alter or disable 3-wire grounded plugs.

Collision Hazards

Operators must comply with employer, job site and governmental rules regarding the use of personal protective equipment.

Recommended Safe Job Procedure:

Check the work area for overhead obstructions or other possible hazards.

Be aware of crushing hazard when grasping the platform guard rail.

Do not lower the platform unless the area below is clear of personnel and obstructions.

Use common sense and planning to control the movement of the machine on or near inclines.

Stay clear of descending platform.

Other Hazards:

Improper Use Hazard

Do not leave the machine unattended unless the key is removed to secure from unauthorized use.

Bodily Injury Hazard

Do not operate the machine with a hydraulic oil or air leak. An air leak or hydraulic leak can penetrate and/or burn skin.

Damaged Machine Hazards

Do not use a damaged or malfunctioning machine. Be sure all maintenance has been performed as specified in the operator's manual.

Be sure all decals are in place and legible.

Be sure the operator's, safety and responsibilities manuals are complete, legible and in the storage container located on the platform.

Conduct a thorough pre-operation inspection of the machine and test all functions before each work shift. Immediately tag and remove from service a damaged or malfunctioning machine.

Do not use the machine as a ground for welding.

SJP #21

Job Hazard Analysis

Job/Description: **JOINTERS/PLANERS Tools** & **Equipment Required:**
Jointer or Planer

Materials Required:

Wood

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Injury can occur if guards are not in place and functioning properly.

Objects can get caught in the machine.

Defects in the wood could damage the machine and cause kickback.

Hand injuries can occur when clearing shavings build-up off the table of the planer.

Wood can "kick back out" of the planer.

Wood can get stuck in the planer.

Short stock can get hung up between the power rollers inside the planer.

Improperly set up knives and tables can cause injury.

If you try to cut too much on the jointer, a kickback is likely to result.

Wood can kick out of the jointer.

On the jointer, if the wood were to kick out when your hand was above the cutter, your hand would drop onto the knives.

Some materials are incompatible with jointers and planers.

Hand injuries will occur if they contact the cutter head.

Feeding work against the grain can cause kick back.

Injury can occur during maintenance.

Recommended Safe Job Procedure:

Check often to assure that guards return to their normal position quickly. If a guard seems slow to return or "hangs up," repair or adjust it immediately. Never use a jointer/planer without a properly operating blade guard.

Do not wear gloves, loose clothing, jewelry or any dangling objects that may catch in rotating parts or accessories. Tie back long hair.

Check your stock for staples, grit or other junk in the wood, and also look for loose knots and severe checks.

Never brush shavings off the table with your hand. If you need to clear the table, you should shut the planer off, wait for it to stop and use a brush.

Stand to the side so you won.t get .kicked. if the wood does shoot out. Never look into a running planer.

If your wood gets stuck, disengage the clutch and turn off the planer. Do not use your hand to clear the blockage.

Never plane stock that is less than 300mm long.

Set up knives and tables in accordance with the owner/ operators manual.

The maximum depth of cut when jointing an edge is 3mm. Maximum depth of the cut when jointing a surface (anything wider than 50mm) is 1.5mm.

Most jointer accidents are caused by trying to joint wood that is too small the wood flips up and back, often breaking the operator's thumb. Never joint stock that is less than 300mm long.

Step your hands passed the cutter head.

Do not joint or plane chipboard, panelboard or any stock containing nails, paint or varnish.

When edge jointing, planning or beveling, use hold-down push-blocks to keep your hands well away from the cutter head.

Feed your work with the grain. Always feed against rotation of the cutting knives.

Always unplug if possible and lock the switch, if a lock is available, before changing blades or knives, making adjustments, performing maintenance jobs and when the tool is not in use. Store the key.

SJP #22

Job Hazard Analysis

Job/Description: **MAN BASKET PROCEDURE Tools** & **Equipment Required:**
Telehandler and Man Basket

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Equipment failure due to wear and tear, defects or damage.
Incorrect securement of Man Basket to Crane Hook could cause injury or death of personnel working in Man Basket.
Personnel could fall from Man Basket.

Crane Operator could cause injury to personnel in Man Basket by following hand signals from personnel other than those in the Man Basket.
Exception to #4 - When visibility is compromised.
SABA lines could be severed during work operations.

Recommended Safe Job Procedure:

Conduct daily or pre-use inspection and document. Perform Maintenance as per manufacturer's recommendations.
Ensure Cable Ring on Man Basket is securely attached to Crane Hook. Attach 2 Fabric Slings (rated at 12,400 lbs.) from Man Basket cable ring onto Crane Cable Blocks.
Personnel will attach fall protection lanyard onto inside secondary rail of Man Basket.
Crane operator will **follow directions/signals from Man Basket personnel only.**
When visibility is compromised, a signal man will be on the ground to convey signals to the Crane operator. The signal man will be positioned so as to be able to maintain eye contact alternately with both the Crane operator and Man Basket personnel at all times. In circumstances where eye contact cannot be maintained operations must cease immediately, and steps are to be taken to correct the problem.
When SABA is required the airlines will be installed through sides of Man Basket so they cannot be severed when Man Basket is put up against a work area.

SJP #23

Job Hazard Analysis Job/Description: **MANLIFT Tools** & **Equipment Required:**

Manlift

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Machine could arrive at the jobsite with prior damage, making it dangerous to use.

Machine could tip because of uneven ground and other ground level hazards.

Wind can cause bucket to move with potential for tipping over.

Machine could roll from parked position.

Boom/Bucket could strike obstructions or power lines.

Operator could fall from Bucket.

Attempts to increase working height could result in injury/fall.

Attempts to climb down from bucket could result in a fall.

Debris on floor of bucket could cause slip/trip.

There is always a danger of falling from the manlift.

Tip over hazards are present in many forms.

Electrocution hazards are always present while working near power lines.

Unauthorized users could start or move the machine.

Recommended Safe Job Procedure:

The operator of the machine should conduct a safety/ "circle check" of the vehicle to determine hazards, identify damage and leaks. This examination should be complete and all potential deficiencies corrected before further use.

Try not to park on uneven ground. Keep an eye out for drop-offs, holes, bumps, and debris.

Do not operate the boom if wind gusts exceed 30 mph or there is a threat of an electrical storm.

Set emergency brake. Position wheel chocks.

Look out for overhead obstructions and power lines.

Always keep feet on the floor of bucket. Do not sit, stand, or climb on the edge of the bucket.

Do not place any item in the bucket for the purpose of increasing work height (ladders, step stools).

Do not try to climb down from the bucket when it is raised.

Make sure bucket floor is clear of debris.

ALWAYS WEAR FALL PROTECTION!

Do not push or pull toward anything while raised in the bucket.

Do not exceed the 300 lbs. load capacity.
Do not move the truck when bucket is raised.
Do not operate in high winds.
Make sure machine is parked on even ground.
Make sure the outriggers are positioned properly.
Never use the bucket truck as a crane.
Maintain safe clearances from power lines and apparatus. No aerial platform, insulated or not, provides any electrical protection to the occupant if there is phase-to-phase or phase-to-ground contact.

Never leave the machine unattended unless the key is taken out and is secured from unauthorized users.

SJP #24

Job Hazard Analysis

Job/Description: **MANUAL LIFTING OF HEAVY OBJECTS Tools & Equipment Required:**
Object to be Lifted

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

1. Slips, trips and falls
2. Cuts and slivers

Strains or Back Injury

Hunched position can cause back strain

Having weight held away from torso can cause undue strain on your back.

Recommended Safe Job Procedure:

Inspect floor surface in work area. Inspect travel route.

Plan your lift. Wear appropriate gloves.

Know your abilities. Ensure object id not too heavy for one person. If the object is too heavy for one person, get help or use a mechanical device to make the lift safer and easier.

When lifting, squat with your back straight, looking up or straight ahead. Grasp object, keeping back straight and lift with legs to standing position.

Keep weight close to your body as you lift and when you carry the object.

SJP #25

Job Hazard Analysis

Job/Description: **PORTABLE GRINDER Tools & Equipment Required:**
Portable Grinder

Materials Required:

Material to Grind

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects/clothing can become caught in the portable grinder.
If a portable grinder is dropped, damage to the wheel or grinder can occur, possibly resulting in injury the next time it is used.
Awkward positioning and incorrect grip could cause operator to overbalance or fall, resulting in injury.
Kickback may result if not grinding properly.
Incorrect positioning of guards can result in injury.

Improper grip can result in injury if the grinder becomes jammed or wedged.
Using wheels and discs with a lower rated speed than the grinder can cause injury.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in rotating parts or accessories. Tie back long hair.
If you drop a portable grinder or a wheel, inspect carefully for damage before use.
Maintain firm control of the tool. Never overreach. Carefully maintain balance.
Do not allow the grinding wheel to bend, pinch or twist in the cut.
Take care to position the guard to provide you with maximum protections.
Hold an angle grinder firmly with both hands to avoid recoil caused by jamming or wedging.
Use only those wheels and discs marked with a rated speed that is at least as high as or above the speed rating on the nameplate of the tool. Don't use an unmarked wheel.

SJP #26

Job Hazard Analysis Job/Description: **ROUTER Tools & Equipment Required:**
Router

Materials Required:

Wood to be shaped

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects can become caught in the router.

The router bit or cutter could vibrate loose during use.

Operator could lose control of the router, leading to possible serious injury.

Chips can shoot out of the cutting area at high speed.

Hand injuries can occur while operating the router.

On switch could accidently be turned on while making adjustments or changing bits.

Router could start unexpectedly when plugged in.

Workpiece could move while being routed.

Router bit or cutter could grab if in contact with the workpiece before switching on.

Router could pull itself along, possibly out of control if used in the wrong direction.

Router bit or cutter could grab when setting router down on a surface.

A router can inflict serious injury in the hands of children or the untrained.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in rotating parts or accessories. Tie back long hair.

Make certain that the cutter or bit shaft is engaged in the collet at least 1/2 in. and tightened securely.

Keep a firm grip with both hands on your router at all times. Hold only those gripping surfaces of the router designated by the manufacturer.

If your router is equipped with a chip shield, keep it properly installed. Always face the cutter blade opening away from your body.

Do not reach underneath the work while bits are rotating. Never attempt to remove debris while the router is operating. Keep your hands away from bits or cutter areas when the router is plugged in.

Always disconnect the plug from the electrical outlet before changing bits or making any adjustments. If you are changing a bit immediately after use, be careful not to touch the bit or the collet with your hands or fingers. They could get burned because of heat build-up from cutting.

The switch should be in the "off " position before plugging into the power outlet.

Be certain to secure clamping devices on the workpiece you are using before operating your router. Never hold the stock with one hand while routing with the other.

Make sure the bit is clear of the stock before you turn the router on. Once the router is up to speed, cut with even pressure at a steady pace. Don't force the cut or overload the router.

Always cut against the rotation of the bit. This gives you better control as you push the router into the cut.

When inside routing, start the motor with the bit above the stock. When the router reaches full power, lower bit to required depth.

When routing outside edges, guide the router counter clockwise around the work.

When routing bevels, moldings and other edge work, make sure the router bit is in contact with the stock to the left of a starting point and is pointed in the correct cutting direction.

Allow motor to slow down and stop completely before setting router down.

Only trained personnel may use the router. Unplug and store your router immediately after use.

SJP #27

Job Hazard Analysis

Job/Description: **SAFE PROCEDURES FOR LOADING TRAILERS (Tilt Deck) Tools & Equipment Required:**
Truck and Trailer

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

To Load:

Attach truck to trailer.

Attach hoses, glad hands and safety chains.

Set **PARK BRAKE** on truck and supply air to trailer.

Lower ramps to ground if so equipped.

RELEASE DECK LOCKS (if so equipped).

Move tilt deck lever (located in the toolbox) to the **RAISE** position. The lever should remain in the raise position until the rear of the trailer touches the ground or until the air pressure gauge is 115 psi. After the deck is at maximum tilt, the tilt lever can remain in the **RAISE** position during loading.

Apply **TRAILER BRAKES.**

Load equipment.

Inspect deck locks to ensure they have latched securely.

Secure load.

Raise ramps to the vertical position.

To Unload:

Set **PARK BRAKE** on truck and supply air to trailer (2. Lower ramps to ground.
Remove tie downs.

Release deck locks by rotating them to the vertical position.

Move tilt deck lever (located in the toolbox) to the **RAISE** position.

Apply trailer brakes using the spike handle located in the toolbox.

Unload equipment

Raise ramps (see air ramp operation if so equipped)

SJP #28

Job Hazard Analysis Job/Description: **SAWS - GENERAL Tools & Equipment Required:**
Saw
Materials Required:

Various materials which require cutting

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Injury can occur if saw has loose guards, blade or hardware
Electrical cord could be cut by saw blade causing shock or injury
Loose clothing could catch in blade during cutting procedure
Use of saw can create loud noise and dust
Material being cut could bind in saw causing injury or damage
Hands could be cut on saw blade
Build-up of cuttings/debris around blade could cause binding/jamming
Defective or un-serviced saw could cause injury

Recommended Safe Job Procedure:

Check saw for loose guards, blade and hardware prior to use
Ensure electrical cord is well clear of blade and moving parts prior to use
Do not wear loose fitting clothing. Keep clear of moving parts of saw
Use proper PPE and advise others around you prior to using saw
Ensure blade is sharp. Operate saw with smooth, firm control
Ensure blade guard is in place. Keep hands a safe distance from blade at all times
Practice good housekeeping by keeping saw clean and well maintained
Tag-out saw and remove from service until proper maintenance has been performed

SJP #29

Job Hazard Analysis Job/Description: **SCAFFOLDS Tools & Equipment Required:**
Scaffold

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Inexperienced personnel could compromise the scaffold's safety during erection and dismantling of scaffolds causing injury or death to themselves or others.
Workers could fall while erecting or dismantling scaffolds.
Lack of all proper fittings being installed could compromise the structural integrity of the scaffold once erected.
Scaffolds may not have adequate vertical and/or horizontal bracing.
Workers could fall off the scaffold while performing duties on the scaffold.
Width of scaffold platform may not be wide enough for personnel to work safely.
Scaffold could fall away from the building.
Occasionally, scaffolds cannot be tied to the building to provide stability.
Scaffold frames need to be firmly connected for safe stability.
Scaffold planks could slide while workers are on the scaffold.
Defective scaffold planks could fail, causing injury or death.
Scaffold that is bent or not plumb can cause failure.
Scaffold planks that overhang too much or too little can cause injury/death.
Workers climbing up onto the scaffold platform could be injured during this task.
Scaffolds erected to major heights are more susceptible to safety issues.
Workers could slip on the scaffold platform.
Rolling scaffolds could roll when not expected or desired.

Recommended Safe Job Procedure:

The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations.
Workers erecting or dismantling a scaffold more than 2.5 m (8 feet) high must be tied off with safety belt and lanyard.
Scaffolds must be erected with all braces, pins, screwjacks, baseplates and other fittings installed, as required by the manufacturer.
Scaffolds must be adequately braced horizontally and vertically. Most tubular frame scaffolds should have braces both on every section in the vertical plane. Horizontal bracing is provided to some extent by the scaffold platform and the baseplates on the scaffold legs. However, where scaffolds are several sections high or where they are on casters, most manufacturers recommend that horizontal bracing be used.
Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe-board.
Scaffold platforms must be at least 46 cm (18 inches) wide and if they are over 2.5 m (8 feet) high they must be planked across their full width.
Scaffolds must be tied to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability.
Scaffold frames should be effectively pinned together where scaffolds are over two frames in height or where they are used as rolling scaffold towers.
Scaffold planks must be securely fastened to prevent them from sliding.
Scaffold planks must be of good quality, free from defects such as loose knots, splits or rot, rough sawn, measuring 50 mm x 255 mm (2" x 10") in cross section, and No. 1 spruce or better when new.
Scaffolds must be erected, used and maintained in a reasonably plumb condition.
Scaffold planks must be installed so that they overhang by at least 150 mm (6 inches) but not more than 300 mm (12 inches).
Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 150 mm (6 inches) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 5 m (16 feet) high.
Scaffolds over 15 m (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design.
Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.
Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

For further information see the appropriate current Occupational Health and Safety Act, Regulation and Code.

SJP #30

Job Hazard Analysis Job/Description: **SCISSOR LIFTS**

Tools & **Equipment Required:**

Scissor Lift

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate tor the job, consult with your supervisor.)

Potential Accidents or Hazards:

Machine could arrive at the jobsite with prior damage, making it dangerous to use.

Damage to unit could occur while operating the lift, or controls could malfunction.

Too much total weight could be placed on platform, or too much weight on one area.

Control box may not be located in a safe convenient place prior to being connected.

Controls could be activated accidently.

Problems can occur if main power switch is "On" prior to connecting cannon plug.

Operator could be "run over" or crushed by moving lift.

Problems can occur if power switch is on while connecting control panel plug to cannon connector.

Loads on platform can move when unit starts and stops.

Obstructions could be contacted while elevating platform.

Moving too quickly can cause safety problems.

Overhanging loads can catch on other surfaces.

Ladders of scaffolds on the platform can fall over with severe injury or death.

Towing the platform can cause damage and long distance moves can drain batteries.
15. Lift could collapse while performing maintenance

Recommended Safe Job Procedure:

Examine the machine carefully before each use for physical damage to the structural members, tires, electrical cables, etc. This examination should be complete and all potential deficiencies corrected before further use.

Do not use machine if physical damage occurs or if controls are not functioning properly.

Uniformly distribute loads placed on platform; don't overload rated lifting capacity.

Hang control box on guard rail or in position before connecting cannon plug.

Do not ever lay control box on lift as controls could be accidently activated.

Turn off main power switch before connecting cannon plug.

Ride on lift when it's moving. If this is not possible, stand to the side - never walk in front of or behind the lift.

Connect control panel cannon plug (with power switch off) to cannon connector located under platform.

Secure loads to prevent their movements when machine is started and stopped.

When elevating platform, care should be exercised to prevent machine contacting obstructions, as severe damage could result; use outriggers as a safety measure.

Adjust travel speed to suit operating conditions. Always clear area before any movement of machine vertically or horizontally.

Do not allow overhanging loads outside the work platform.

Do not alter the maximum working height by use of scaffolding or ladders on the platform.

Do not tow the work platform. For longer distance moves the lift should be transported by truck or trailer, instead of driven, to avoid battery failure.

Do not work under or perform any maintenance on the lift while the machine is in a raised position unless a safety bar is in position.

SJP #31

Job Hazard Analysis

Job/Description: **SECURING HITCH SYSTEM Tools** & **Equipment Required:**
Truck and Trailer
Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Damage to either truck or trailer.

Trailer could pull loose from truck.

Trailer jack could rip off and cause an accident.

Wiring may be faulty.

Faulty trailer brakes.

Recommended Safe Job Procedure:

Use a guide when backing up to trailer and align truck to trailer. Apply park brake.

Close pintle latch, securing with safety pin. Double check pintle latch security.

Ensure trailer jack is retracted before travelling.

Test lighting and airlines before travelling.

Attach emergency airlines to truck or wiring harness. Attach breakaway switch and check brakes.
Check brakes on trailer and battery for breakaway switch annually.

SJP #32

Job Hazard Analysis Job/Description: **STEP LADDERS Tools** & **Equipment Required:**
Step Ladder

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Ladder could be defective and fail during use, causing injury or death.

Personnel could tip ladder or fall if not using ladder of proper height.

Unstable surface could cause ladder to tip.

Ladder could slide and collapse causing injury.

Slipping/falling off ladder.

Recommended Safe Job Procedure:

Inspect before each use.

Select proper length of ladder for height you have to reach. Use ladder that is 3 feet shorter than the highest point you have to reach.

Check stability of surface you are working on. Ensure ground surface is smooth and level.

Open step ladder spreaders to their full width and lock in place. Do not use a step ladder leaning against a wall.

Climb ladder using both hands on side rails with your body centered on steps. Climb only on the step side of the ladder. Use caution while you are working on the ladder.

SJP #33

Job Hazard Analysis Job/Description: **TABLE SAW Tools** & **Equipment Required:**

Table Saw

Materials Required:

Wood

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

Objects can become caught in the table saw.
Long or wide workpieces can be difficult to control safely on the saw table.
Blade set higher than the stock being cut presents a serious hazard.
Operator could fall onto the blade by slipping or losing your balance.
If in line with the blade the operator can be injured by flying sawdust, woodchips or the work.
Using strong force to push material through the blade increases the chance of losing your balance.
Not having safety devices in place can result in severe injury or death.
Slow or sticky guards can cause injury.
Dull blades can cause binding, possible kickback and injury.
Foreign items in the stock being cut can become projectiles and cause injury.
Hand injury can occur when pushing material through the blade.

Recommended Safe Job Procedure:

Do not wear loose clothing, jewelry or any dangling objects that may catch in rotating parts or accessories. Tie back long hair.
Use an auxiliary work support when sawing long or wide workpieces to assure firm control of the workpiece at all times.

The height of the blade should be set just slightly higher than the stock being cut. It should never be more than 6mm above the height of the stock. This is to ensure that if your hand slips you only receive a slight cut and do not lose a limb.
Wear non-slip footwear. Always stand firmly on the floor and avoid any awkward operations.
Position your body so that it is NOT in line with the blade.
Ensure that the guides are positioned properly and that the tabletop is smooth and polished. An unclean or rough table requires you to use more force to push the stock through the blade.
Keep the blades' guards, spreaders and anti-kickback devices in place and operating properly. The spreader must be in alignment with the blade and the anti-kickback device must be in place and operating properly. Their action must be checked before cutting.
Check often to assure that guards return to their normal position quickly. If a guard seems slow to return or "hangs up," repair or adjust it immediately.
Keep your tool blades sharp.
Check that the stock has no nails, knots screw, stones etc. in it prior to cutting into the wood.
Use push sticks when there is a possibility of hands getting too close to the blade.

PREVENTING TABLE SAW KICKBACK

Kickback is the ejection of the workpiece from the saw back towards the operator. Table saw kickback may be caused by:

The kerf of the workpiece closing up and pinching the rear of the saw blade.

Wedging of the workpiece between the fence and the rear of the saw blade (fence not parallel with saw blade).

A crooked cut which causes the workpiece to bind against the sides of the blade as it passes through.

Edge of a workpiece against the fence not straight.

When binding, pinching or wedging occur the motion of the saw blade tends to lift the wood and may hurl it back toward the operator.

Specific safety precautions in preventing kickback when using table saws are given below:

Always use the spreader (splitter) when it is functional. This prevents the kerf from closing and pinching the blade. Make sure the spreader is properly lined up behind the blade.

Always use the anti-kickback pawls (fingers). If a kickback should occur they are designed to grab the workpiece and prevent it from being thrown back toward the operator. Keep the teeth of the pawls (fingers) sharp.

Anti-kickback devices may not work when cutting smooth or hard surfaces. Therefore always cut with the smooth, hard surface next to the table.

Always use the rip fence to guide the workpiece in a straight line when ripping.

Never freehand cut a workpiece, .free-handing causes crooked cuts and potential kickback.

Crooked edges on the stock can also cause crooked cuts.

Make sure the fence is parallel to the blade. If the fence closes in toward the rear of the blade it will tend to wedge the wood against the blade and may cause kickback.

Never tilt the blade or saw table such that the workpiece is trapped in the angle between the blade and the fence. This is a condition which has high potential of causing kickback. Use the fence to the side of the blade that results in an angle greater than 90 degrees between the blade and the table.

Keep the angle between the blade and fence open so that the workpiece is free to absorb any misalignments. (See owner's manual for cutting techniques).

Avoid standing directly behind the workpiece when making a rip cut.

Always use the miter gauge when crosscutting, and hold the workpiece firmly against it to assure a straight cut.

Other precautions which should be taken to prevent kickback while using a table saw:

A dull blade may cause a kickback. Keep blades sharp.

Make sure set tooth blades have adequate set. Tooth set provides clearance between the plate of the blade and the workpiece, thus minimizing the probability of binding. Some saw blades are hollow or taper ground to provide clearance.

Keep saw blades clean. A buildup of pitch or sap on the surface of the saw blade increases the thickness of the blade and also increases friction on the blade surface. These conditions cause an increase in the potential of a kickback.

Do not cut wet wood. It produces higher friction against the blade. Also the blade tends to load up with wet sawdust, affecting a much greater probability of kickback.

Be very careful of stock which is pitchy, knotty or warped. These are more likely to create pinching conditions and possible kickback.

Never use a bent, broken or warped saw blade. The probability of binding and creating a kickback is greatly increased.

Overheating a saw blade can cause it to warp and create a kickback. Buildup of sap on the blades, insufficient set, dullness, and unguided cuts can all cause an overheated blade.

Do not use more blade height than is required to cut the workpiece - 1/8 in. to 1/4 in. greater than the thickness of the stock is sufficient. This minimizes the amount of saw blade exposed.

Never use miter gauge with the rip fence.

TABLE SAWS CAN BE VERY DANGEROUS!! FOR FURTHER INFORMATION ON SAFE OPERATION OF THE TABLE SAW PLEASE REFER TO THE OPERATOR'S MANUAL.

SJP #34

Job Hazard Analysis
Job/Description: **TRUCK/TRAILER COUPLING PROCEDURE Tools & Equipment Required:**
Truck and Trailer

Personal Protective Equipment:

Hard Hat	Safety Glasses	Steel-toed Boots	High Visibility Vest
Coveralls	Hearing Protection	Gloves	Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Coupling Procedure:

Check the equipment before coupling: Make sure the pintle eye is properly lubricated, the locks are open and the ramps are stored properly; and ensure the mounting of the hitch to the tractor is in good condition and tight.

Back up close to the trailer, centering the hitch on the throat of the pintle eye. **STOP**

Check to see that the trailer is at the proper height for coupling. Raise or lower the trailer landing gear as required to obtain this position. The front deck of an unloaded trailer should be slightly lower than the rear of the trailer when coupled. This is so the deck will be level when the spring suspensions deflect under loaded conditions. If necessary, adjust the position of the pintle eye to achieve this.

Back-up to the trailer, keeping the trailer eye hole centered on the tongue of the coupling.

Back-up tight to the coupling eye.

Crank up the landing gear to give maximum ground clearance. Fold down or remove crank handle and place it in the crank handle holder. Cautiously engage the truck forward, to pull/strain the coupling as an initial hook-up safety test. Visually check to see that the pintle eye is in the coupling tongue locks.

Lock the pintle hook.

Connect the light cord, brake lines & safety chains. Excessive slackness in the air lines/ electrical cable requires proper retention to prevent entanglement or dragging on road surface. Make sure ramps are raised and stored safely for travel.

Check all lights to ensure they are in good working order (brake, signal etc.).

Safe Job Procedures Annual Review

SJP#	Safe Job Procedure	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
	Example	John Epp (01/05/05)	Bob Jones (01/05/06)	Bill Smith (05/04/07)
1	Backing Up Vehicles/Equipment			
2	Boosting Vehicles and Equipment			
3	Communication			
4	Fueling Vehicles			
5	Pressure Washer			
6	Procedure for Working Near Power lines			
7	Putting Out Fire Using a Dry Chemical Extinguisher			
8	Spill Containment			
9	Washing Vehicles			
10	Air Nailers and Staplers			
11	Chainsaw			
12	Circular Saw			
13	Compound Mitre Saw			
14	Cordless Nailer			
15	Electric Drills			
16	Electric Sanders			

17	Extension Ladder Climbing			
18	Extension Ladder Inspection			
19	Extension Ladder Set-up			
20	Genie Lifts			
21	Jointers/Planers			
22	Man Basket Procedure			
23	Manlift			
24	Manual Lifting of Heavy Objects			
25	Portable Grinder			
26	Router			
27	Safe Procedures for Loading Trailers (Tilt Deck)			
28	Saws - General			
29	Scaffolds			
30	Scissor Lifts			
31	Securing Hitch System			
32	Step Ladders			
33	Table Saw			
34	Truck/Trailer Coupling Procedure			

Rules and regulations are an integral part of our safety program. When used effectively, they will contribute to the overall success of our program.

Definitions

The following definitions are used in this section:

Rule: A directive that governs and controls conduct or action, and that is instituted by an organization.

Regulation: An ordinance, a law, or a directive set by an outside organization or agency, such as government, for control of people and their environment.

About Rules

Rules are basic "thou shalt" or "thou shalt not" statements. They leave no room for discretion or argument. Rules should be enforced. Action should be taken every time a rule is violated, and not only when some loss occurs because of the violation of rules.

Since our developing safety program already contains assignments of responsibility, safe work practices, and job procedures, and since regulations (discussed below) also control behavior, rules have been kept to a minimum.

About Regulations

Alberta Occupational Health and Safety are a fact of life and really make a lot of sense. There are numerous other regulations which affect the safety of employees:

- Highway traffic act;
- Electrical codes;
- Building codes; etc.

The intent is to draw your attention to the existence of such regulations. You must draw on your expertise and experience, and that of your employees, to determine what regulations apply to the organization. Obtain copies of relevant regulations, then study them and understand them. Applicable regulations must then be provided to and explained to affected employees.

Remember these regulations are for your benefit as well as for your employees' benefit. Rules can sometimes be difficult to "sell" to your employees. Regulations which often do the same job, are easier to sell - **IT'S THE LAW.**

1. Accidents, injuries or "near misses," regardless of their nature, shall be promptly reported to supervisors.

2. All work shall be carried out in accordance with safe work practices and in compliance with Alberta's Occupational Health and Safety Act, Regulation and Code.

3. Personal Protective Equipment appropriate to the task being performed shall be utilized at all times.

4. Smoking is prohibited in all areas where gasoline, fuels or any flammables are stored or handled. Smoking is permitted in designated areas only.

5. Running is not permitted anywhere, except in the case of extreme emergency.

6. Maintain good housekeeping in your work area.

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

8. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer "in place."

9. All electrical hand tools shall be grounded or double-insulated and in good repair, with guards and safety devices "in place."

10. Seatbelts must always be worn in all vehicles/equipment when vehicles/equipment are being operated.

11. First aid treatment is to be obtained promptly for any injury.

12. Theft, vandalism or any other abuse or misuse of company property is prohibited.

13. Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.

14. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for **immediate** dismissal.

15. All Company Policies and Hazard Control Methods must be followed at all times.

16. Riding on any hook, hoist or other material-handling equipment, which is used strictly for handling material and not specifically designed to carry riders is prohibited.

Harassment will not be tolerated. Harassment may be physical, sexual or racial. If an employee feels they are being harassed, he/she must make it clear to the harasser that the offending behavior is objectionable and must not be repeated. If it continues, management will intervene and correct the situation.

The management of **Harding's Services Inc.** is committed to providing an injury and accident free workplace. All employees are to abide by the regulations, safety rules, and the use of safe work practices and safe job procedures.

Safety violations will be handled in an objective but firm manner. The enforcement progression follows the following with documentation at each stage:

- First Violation: **VERBAL WARNING**
- Second Violation: **WRITTEN WARNING**
- Third Violation:

DISMISSAL

Legislation/Regulations

Harding's Services Inc. will comply with The Alberta Occupational Health and Safety Act, Chapter 0-2, Part 36 - Where disciplinary action prohibited, and Part 37(1) through (8) - Disciplinary action complaint. The Alberta Occupational Health and Safety Act is a fact of life but is not the only set of guidelines we need to be aware of. There are other regulations which affect the safety of employees. Any questions regarding regulations as they pertain to our operations should be directed to your supervisor.

The following are applicable to our operation.

- Provincial energy, mines and resources acts
- Oil and gas regulations
- Federal and provincial occupational health and safety acts and regulations and municipal bylaws
- Alberta Provincial Workers' Compensation Act and regulations
- Workplace Hazardous Materials Information System (WHMIS) legislation
- Transportation of Dangerous Goods Act (TOG) and regulations
- National Energy Board Act
- Canada Labour Code, Part IV

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

Signed: Management

Date:

Employee Verbal Warning Record

Employee's Name: _____

Date of Warning: _____

Project: _____

Warning Issued by (please print): _____

_____

Type of Violation: ☐ Safety ☐

Other Comments _____

_____

_____

_____

_____

Supervisor's Signature: _____

Employee Written Warning Record

Employee's Name: _____

Date of Warning _____

Project: _____

Warning Issued by (please print): _____

Type of Violation: O Safety D Other

Company Statement (Manager's Report):

_____

_____

_____

_____

_____

Signature: _____

Employee Statement (check the appropriate statement)

., I agree with the company's statement.

- I disagree with the company's statement for the following reasons. (State below)

_____

_____

_____

_____

I have entered my statement of the above matter.

Employee Signature: _____ Date: _____

= I would like to receive a copy of this statement for my records.

PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE OFFICE, AND THE ISSUE MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE.

' **(This employee's file already contains a signed acknowledgement of a previously issued verbal warning)**

PPE is an extremely important means of protecting workers from injury. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained, and that all Safe Work Practices and Safe Job Procedures are followed. PPE then provides an additional degree of protection from injury. Employees will be instructed in proper fitting requirements as prescribed by the PPE manufacturer.

All employees will use the appropriate personal protective equipment when and where it is required. All employees will be trained in wearing the required personal protective equipment. Generally, this will be prescribed by:

OH & S Act, Chapter Two - 14(1) - (3) Protection of workers on a project, Part 18 of the OH & S Code (2006) - Personal Protective Equipment (PPE)
OH & S Regulation - Equipment - Part 12(2)
General protection of workers - Part 13(3) and all other sections that may pertain to our operations. If you are not sure about which PPE is appropriate, ask your supervisor or refer to the Handi-guide which is available from the foreman.
Our company safety rules
To control a specified hazard as determined during the Hazard Assessment process.

Basic personal protective equipment that is required to be worn at all times include:

Safety footwear
Appropriate clothing

Specialized personal protective equipment will be required to be worn for the specific job or hazard identified. This may include, but is not limited to:

Hard Hats
Hearing Protection
Safety Eyewear Gloves
High Visibility Vest Flameproof Coveralls
Exposed Skin Hazard PPE
Respiratory Equipment
All personnel will be trained in the selection, use and care of PPE.

All personal protective equipment will be kept in good condition and maintained according to the manufacturer's specifications. Personal protective equipment used must conform to CSA and/or ANSI standards. PPE that has been removed from service will be tagged "OUT OF SERVICE" or "LOCKED OUT" by employees or supervisors and be returned and/or replaced.

Information gathered from the Job Hazard Analysis, applicable legislation, and the experience of management and workers will help you in your selection of appropriate PPE for your operation. In cases of special problems such as chemical handling or working at heights, you may wish to call on outside expertise to assist in the selection of PPE.

Part VI – Personal Protective Equipment	March 2025
	2. PPE & emergency Inspection/Training Form

Employee Name: _____ Employee Signature: ____ Inspection Date: _____

Eye and/or Face Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Safety Footwear	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Head Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Coveralls (including Fire Resistant)	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Hearing Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Gloves	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
High Visibility Vest	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Breathing Apparatus	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Personal H2S, LEL, 02, CO Monitor	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Other:	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Other:	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N

Other:	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N

Type of PPE	Application
Burning Goggles	When oxy-acetylene welding, burning or cutting
Chainsaw Pants	When working with chainsaws
Chemical Goggles	When handling hazardous chemicals which may splash or leak
Chemical Suits and/or Aprons	When mixing corrosive chemicals
Cold Weather Clothing	When working in extremely cold weather conditions
Dust Mask	When working around heavy concentrations of dust or other airborne particles
Face Shields	When handling corrosive chemicals, inspecting fire boxes, working on pressurized equipment. Using high pressure water, arc welding or performing any operation that may put the face at risk from flying objects, extreme temperatures, splashed acid or caustic substances
Fire-Retardant Clothing	When required by occupational health and safety regulations
Gloves	When handling sharp objects, chemicals, hot or cold objects, or ropes and cables
Hard Hats	On all worksites where overhead hazards exist
Hearing Protection	When working at sites with noise levels greater than legislated limits for unprotected exposure
High Visibility Vests	When working with traffic or around mobile equipment
Hoods	When sandblasting, handling caustic acid, or shutting off ruptured caustic or acid lines
Safety Goggles	When welding, cutting, drilling, grinding or performing any operation with potential exposure to chemical splash or leak, flying objects, or excessive heat or light
Safety Helmets	When riding all-terrain vehicles or snowmobiles
Safety Footwear	Where feet are at risk from falling objects or other hazards at field sites
Oxygen and other types of Gas Detection	When working in confined spaces or in areas with potential flammable gas for flash fire or exposure to toxic substances, such as H2S gas
Personal Flotation Devices	When working over or on water, or near water's edge
Respiratory Protective Equipment	When there is potential for exposure to oxygen deficiency or toxic gases exceeding regulated exposure limits

Safety Harness, Lanyards	When working from swinging scaffolds, boatswain's chairs, lifelines suspended and lifeline cages or at heights specified by OH&S Regulations

Personal Protective Equipment (PPE) should only be used when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that: all jobs are well planned, workers are properly trained, and all safe work practice procedures are followed. PPE then provides an additional degree of protection from injury.

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Duty to use personal protective equipment

OH&S Code Part 18 Section 228

If the hazard assessment indicates the need for personal protective equipment, an employer must ensure that:

Workers wear personal protective equipment that is correct for the hazard and protects workers,
Workers properly use and wear the personal protective equipment,
The personal protective equipment is in a condition to perform the function for which it was designed, and
Workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.

A worker must:

Use and wear properly the appropriate personal protective equipment specified in this Code in accordance with the training and instruction received,
Inspect the personal protective equipment before using it, and
Not use personal protective equipment that is unable to perform the function for which it is designed.

An employer must ensure that the use of personal protective equipment does not itself endanger the worker.

Types of PPE

PPE generally falls into two categories. The first category (Basic) is the PPE that should be worn at all times by all personnel in the workplace. This might include such PPE items as: hard hats, eye protection, and safety shoes. The second category (Specialized) covers PPE which is used only for specific jobs or for protection from specific hazards. This includes gloves, welder's goggles, respiratory protection, and fall arresting equipment.

Eye and Face Protection

Legislative Requirements - OH&S Code Part 18 Section 229

The employer must ensure that the worker wears properly fitting eye protection equipment that:

is approved to

CSA Standard CAN/CSA-294.3-92,lndustrial Eye and Face Protectors,

CSA Standard 294.3-99, Industrial Eye and Face Protectors, or

CSA Standard 294.3-02, Eye and Face Protectors, and

is appropriate to the work being done and the hazard involved.

Prescription eyewear may be worn if it:

is safety eyewear,

meets the requirements of:

CSA Standard CAN/CSA-294.3-92,lndustrial Eye and Face Protectors,

CSA Standard 294.3-99, Industrial Eye and Face Protectors, or

CSA Standard 294.3-02, Eye and Face Protectors, and

is appropriate to the work and the hazard involved.

Prescription safety eyewear having bifocal, trifocal, or progressive glass lenses must not be used if there is danger of impact unless it is worn behind equipment meeting the requirements of subsection (1).

If the use of plastic prescription lenses is impracticable, and there is no danger of impact, a worker may use lenses made of treated safety glass meeting the requirements of:

ANSI Standard 287.1-1989, Practice for Occupational and Educational Eye and Face Protection, or

ANSI Standard 287.1-2003, Practice for Occupational and Educational Eye and Face Protection

If a worker must wear a full face piece respirator and the face piece is intended to prevent materials striking the eyes, an employer must ensure that the face piece:

meets the requirements of CSA Standard 294.3-02, *Eye and Face Protectors,* or

meets the impact and penetration test requirements of section 9 of ANSI Standard 287.1-1989, *Practice tor Occupational and Educational Eye and Face Protection.*

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Code of Practice for Eye and Face Protection

General Information:

This PPE is designed to protect the worker from such hazards as:

Flying objects and particles

Molten metals

Splashing liquids

Ultraviolet, infrared and visible radiation (welding)

There are two types of Eye PPE:

"Basic eye protection" includes:

Eye cup goggles

Mono-frame goggles and spectacles with or without side shields

"Face protection" includes:

Metal mesh face shields for radiant heat or hot and humid conditions

Chemical and impact resistant (plastic) face shields

Welders' shields or helmets with specified cover

Filter plates and lenses

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should NOT be worn at the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from specialists, information on Safety Data Sheets (SDS) for various chemicals, or your supplier will help you select such protection.

For more information, refer to:

Alberta's Occupational Health and Safety Act, Regulation and Code

Standards for "Industrial Eye and Face Protectors"

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Do:

Ensure your eye protection fits properly (close to the face);

Clean safety glasses daily, more often if needed;

Store safety glasses in a safe, clean, dry place when not in use; and

Replace pitted, scratched, bent and poorly fitted PPE. (Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

Do Not:

Modify eye/face protection; or

Use eye/face protection that does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)

Eye Protection tor Welders

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

For further Information refer to the appropriate current Occupational Health and Safety Act, Regulation and Code.

Foot Protection

Legislative Requirements - OH&S Code Part 18 Section 233

An employer must ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site.

If the hazard assessment identifies that protective footwear needs to have toe protection, a puncture resistant sole, metatarsal protection, electrical protection, chainsaw protection or any combination of these, the employer must ensure that the worker wears protective footwear that is approved to:

CSA Standard CAN/CSA-Z195-M92(R2000), *Protective Footwear,* or

CSA Standard Z195-02, *Protective Footwear*

Despite subsection (2), if a worker is likely to be exposed to a hazard other than those referred to in subsection (2), the employer must ensure that the worker uses footwear appropriate to the hazard.

General Information:

Safety footwear is designed to protect against foot injuries. Safety footwear can protect against compression, puncture, and impact. A safety shoe is one with a reinforced steel toe cap and foot plate capable of protecting against heavy blows and punctures. The toe cap must be able of sustaining a static load of 2500 pounds (1130 kg) or the impact of a 50 pound (22 kg) weight dropping 18 inches (457 mm). Safety footwear is divided into three grades which are indicated by coloured tags and symbols:

Grade #1	Green patch - footwear with sole protection plus toe protection with a Grade 1 rating. Withstands a 50 lb. weight dropped from 22 inches.
Grade #2	Yellow patch - footwear with sole protection plus toe protection with a Grade 2 rating. Withstands a 50 lb. weight dropped from 16 inches.
Grade #3	Red patch - footwear with sole protection plus toe protection with a Grade 3 rating. Withstands a 50 lb. weight dropped from 10.5 inches.

Note: Footwear is also available with electric shock resistant soles reference CAN/CSA - Z195 - M92

Code of Practice for Foot Protection

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear is designed to protect against compression, puncture injuries and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols:

The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always overprotect, not under-protect.

Do:

Choose footwear according to the job hazard and approved standards;

Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);

Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current); and

Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not:

Wear defective safety footwear (i.e., exposed steel toe caps);

Under-protect your feet; or

Modify safety footwear.

For more information, look at:

Alberta's Occupational Health and Safety Act, Regulation and Code and other applicable legislation

CSA Standard "Protective Footwear"

Industrial Headwear

Legislative Requirements - OH&S Code Part 18 Section 234

Subject to sections 235, 236 and 237, if there is a foreseeable danger of injury to a worker's head at a work site and there is a significant possibility of lateral impact to the head, an employer must ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of:

CSA Standard CAN/CSA-294.1-92 (R1998), *Industrial Protective Headwear,* or

ANSI Standard 289.1-1997, *American National Standard for Industrial Head Protection* For Type II head protection, or

ANSI Standard 289.1-2003, *American National Standard for Industrial Head Protection.*

Subject to sections 232, 233 and 234, if there is a foreseeable danger of injury to a worker's head at a work site and the possibility of lateral impact to the head is unlikely, an employer must ensure that the worker wears industrial protective headwear that is appropriate to the hazard and meets the requirements of:

CSA Standard CAN/CSA-294.1-92 (R1998), *Industrial Protective Headwear,* or

ANSI Standard 289.1-1997, *American National Standard for Industrial Head Protection,* or

ANSI Standard 289.1-2003, *American National Standard for Industrial Head Protection* for Type II head protection.

Do:

Train employees in the proper use and maintenance of headgear;

Replace headgear that is pitted, holed, cracked or brittle;

Replace headgear that has been subjected to a blow even though damage cannot be seen;

Remove from service any headgear if its serviceability is in doubt;

Replace headgear and components according to manufacturer's instructions;

Consult WH&S or your supplier for information on your headgear.

Do Not:

Drill, remove peaks, or alter the shell or suspension in any way;

Use solvents or paints on the shells (makes shells "break down");

Put chin straps over the brims of Class B headgear;

Use any liner that contains metal or conductive material;

Carry anything in the hard hat while wearing the hard hat.

Code of Practice for Head Protection

General Information:

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is a hard hat that has the required "dielectric strength." There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts; the shell (light and rigid to deflect blows), and the suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets. In Alberta they can only be used when the only hazard is that a worker might strike his/her head against a stationary object.

Inspection and Maintenance:

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do:

Replace headgear that is pitted, holed, cracked or brittle;
Replace headgear that has been subjected to a blow even though damage cannot be seen;
Remove from service any headgear if its serviceability is in doubt;
Replace headgear and components according to manufacturer's instructions;
Consult applicable legislation or your supplier for information on headgear.

Do Not:

Drill, remove peaks, or alter the shell or suspension in any way;
Use solvents or paints on the shell (makes shell "break down");
Put chin straps over the brims of certain classes of headgear;
Use any liner that contains metal or conductive material; or
Carry anything in the hard hat while wearing the hard hat.

For more information, look at:

Alberta's Occupational Health and Safety Act, Regulation and Code and other applicable legislation
CSA Standard "Industrial Protective Headwear"
ANSI Standard

Limb and Body Protection

Legislative Requirements - OH&S Code Part 18 Section 242

If there is a danger that a worker's hand, arm, leg or torso may be injured, an employer must ensure that the worker wears properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified.

Code of Practice for Limb and Body Protection

General Information:

Due to the nature of the workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as "job exposures" (exposure to fire, temperature extremes, body impacts, corrosive, molten metals, cuts from sharp or abrasive materials). PPE in the category would be items such as:

Leg, arm, chin and belly guards,

Specialty hand pads and grips,

Leather aprons and leggings,

Full body suits,

Flame and chemical resistant clothing, and

Various types of plastic boot covers, and overshoes.

Insulated tools for use around electrical related tasks permitted for us on removing electrical fixture plates.

For more information on the type of specialty PPE you require, check your local OH&S office. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts):

PPE for the hands include: Finger guards, Thimbles and Cots, Hand pads, Mitts, Gloves, Barrier creams.

Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

PPE for the hands come in many forms, each designed to protect against certain hazards, gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects.

When selecting hand PPE, keep the following in mind: look for anything at the job site that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done.

Inspect and maintain hand PPE regularly.

If in doubt about the selection or need for glove or hand PPE, consult your Supervisor, Safety Data Sheet (SDS), or local OH&S. office.

Do:

Inspect hand PPE for defects before use

Wash all chemicals and fluids off gloves before removing them

Ensure that gloves fit properly

Use the proper hand PPE for the job

Follow manufacturer's instructions on the care and use of the hand PPE you are using

Ensure exposed skin is covered (no gap between the sleeve and hand PPE).

Do Not:

Wear gloves when working with moving machinery (gloves can get tangled or caught)

Wear hand PPE with metal parts near electrical equipment

Use gloves or hand protection that is worn-out or defective

Reflective Vests - General information:

This Personal Protective Equipment (PPE) is designed to allow greater visibility of individuals to both the public and to other job site employees. Ensure that the vest is clean for visibility and not too loose to prevent it catching on other objects. These PPE will be company issued. If in doubt refer to the OH&S regulations, available from your supervisor.

For further information refer to Alberta's Occupational Health and Safety Act, Regulation and Code.

Hearing Protection

Legislative Requirements - OH&S Code Part 16

Noise Exposure Section 216:
An employer must ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of the work site where workers may be present.

Section 217:

An employer must ensure that the following are designed and constructed in such a way that the continuous noise levels generated are not more than 85 dBA or are as low as reasonably practicable:

A new work site;

Significant physical alterations, renovations or repairs to an existing work site or work area;

A work process is introduced to the work site or work area;

Significant equipment is introduced to the work site or work area.

Subsection (1) does not apply to alterations, renovations or repairs begun or work processes or equipment introduced before April 30, 2004.

Noise Management Program Section 221:
If a noise exposure assessment confirms that workers are exposed to excess noise at a work site, the employer must develop and implement a noise management program that includes policies and procedures.

An employer shall ensure that no worker is exposed to noise in excess of the Occupational Exposure Limits set out in Schedule 3 Tables 1 and 2 by first taking all reasonable steps to institute:

Engineering

Work practice or administrative controls, and, if such reasonable steps are not effective to keep noise exposure under those limits, then by supplying protective equipment to the worker in accordance with this regulation.

Code of Practice for Hearing Protection

General Information:

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The "rule of thumb" for hearing protection is: Use hearing protection when you can't carry on a conversation at a normal volume of voice when you are 3 feet apart. Remember, this is only a rule of thumb. Any sound over 85 dBA requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the different industries are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or OH&S office for further info.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size is different. One style may not fit every person on

your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

Hazards - Once hearing or any part of it is lost, it cannot be replaced or repaired.

Excessive noise is a leading cause of hearing loss. Noise induced hearing loss can be caused by:

A sudden loud noise such as an explosion or blast (impulse noise), or
Constant exposure to a noisy environment for long periods of time.

The destructive effects of noise depend on loudness, pitch (how high or low the sound is), length of exposure, previous ear trouble, the distance the employee is from the source of the noise, and the position of the source. In hearing loss, it is the high-pitched frequencies that are the first to go. If noise levels continue unchecked, these losses become permanent and may spread to those frequencies associated with speech.

Whenever possible, hazards to hearing should be controlled at the source. For example:

Change a noisy machine or process to a quieter one;
Modify existing equipment by adding damping between the base of the floor or wall, by bracing equipment better, or by adding sound absorbent material around noisy equipment; and
Isolate employees from noise through the use of an enclosed control room, or sound barriers and partitions.

Employees' work schedules can be rotated so that an unprotected employee is never exposed to hazardous noise for longer than what is safe.

For further information, look at the CSA Standard "Hearing Protectors" 294.2 M1984 and Alberta's Occupational Health and Safety Act, Regulation and Code.

Respiratory Protective Equipment

Legislative Requirements - OH&S Code Part 18

Specialized operations may require the use of respiratory protective equipment. Examples would include (but not be limited to):

Painting operations
Sand blasting
Welding of "exotic" metals

- Other chemical use

Nuisance dust

Section 244:

An employer must determine the degree of danger to a worker at a work site and whether the worker needs to wear respiratory protective equipment if:

A worker is or may be exposed to an airborne contaminant or a mixture of airborne contaminants in a concentration exceeding their occupational exposure limits, or

The atmosphere has or may have an oxygen concentration of less than 19.5 percent by volume.

In making a determination under subsection (1), the employer must consider:

The nature of any contaminants

The concentration or likely concentration of any airborne contaminants,

The duration or likely duration of the worker's exposure,

The toxicity of the contaminants,

The concentration of oxygen,

The warning properties of the contaminants, and

The need for emergency escape.

Based on a determination under subsection (1), the employer must provide and ensure the availability of the appropriate respiratory protective equipment to the worker at the work site.

A worker must use the appropriate respiratory equipment provided by the employer under subsection (3).

Section 245:

Respiratory protective equipment is used at a work site, an employer must prepare a code of practice governing the selection, maintenance and use of respiratory protective equipment.

Code of Practice for Respiratory Protective Equipment

General Information:

Respiratory protection falls into two major categories. The first category is Air Purifying Respirators (APRs), which are particle (dust) chemical cartridges but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), airline systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice.

Air Purifying Respirators (APRs):

There are two basic types of APRs:

Disposable fiber type with or without charcoal or chemical filter "button" and

The reusable rubber facemask type with disposable or rechargeable cartridges.

The choice depends on your job, labor, cost, and your maintenance facility.

It's important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don't supply or make oxygen.

The service life is affected by the type of APR, the wearer's breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Safety Data Sheet (SDS), O.H.&S. or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days' growth is the worst. Follow the manufacturer's instructions to the letter regarding the mask, filters, cartridges and other components. Workers who must use respiratory protection should be clean-shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators:

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding.

For more information check the:

Safety Data Sheet (SDS)

OH&S Regulations

Local OH&S office, or

Safety equipment supplier.

Alberta OH&S Statute and Regulations

CSA Standards "Compressed Breathing Air" Z180.1-M1978

"Selection, Care and Use of Respirators" Z94.4-M1982, and Chemical Hazards Regulation (Alberta Reg. 8/82).

Do:

Train workers very carefully in the APR's use, care and limitations

Ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer's instructions

Dispose of exhausted cartridges and masks in sealed bags or containers

Keep new, unused filters separate from old, used filters

Monitor APR use; they are useless just hung around the neck

Replace filters when breathing becomes difficult.

Do Not:

Use for protection against materials, which are toxic in small amounts

Use with materials that are highly irritating to the eyes

Use with gases that can't be detected by odor or throat or nose irritation

Use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)

Use respirators or masks if the service ability is in doubt.

Use APRs where oxygen content in the air is less than 18% or 18 kilopascals (partial pressure or greater).

Fit Testing For Respirators:

Respirators that need tight seals to perform effectively should be worn only when an effective face seal can be maintained.

Workers who are required to wear respirators must be clean-shaven, since even one day's hair growth reduces the effectiveness of the seal.

Every time a respirator is used, conduct a test to ensure that an effective face seal is maintained by one of the following methods:

Negative pressure fit test:

After closing off inlet, inhale so that the face piece collapses slightly;
If after 10 seconds the face piece remains slightly collapsed and no inward leakage is detected;

The face piece fit is considered adequate.

Positive pressure fit test:

After closing off the exhalation valve, exhale gently into face piece;

If a slight positive pressure builds inside the face piece and no outward air leakage is detected, the face piece is considered adequate.

Note: Difficult or impossible to do on respirators without valves.

Respiratory Equipment Qualitative Fit Test and Training Form

Employee Name: _____ Date of Birth: _____ Company: ____Supervisor Name: _____
This fit test is required annually.

1. Does employee wear glasses?	Yes	D	No	D
2. Does employee have facial hair, dentures or other attributes that will prevent a positive face fit?	Yes	D	No	D
3. Respirator Type (Make, Model)	Yes	D	No	D
4. Compatible with eye glasses	Yes	D	No	D
5. Positive pressure fit check	Yes	D	No	D
6. Negative pressure fit check	Yes	D	No	D
7. Head Stationary Normal Breathing (60 seconds)	Yes	□	No	D
8. Head Stationary Deep Breathing (60 seconds)	Yes	□	No	□
9. Head Turning Side To Side (60 seconds)	Yes	□	No	□
10. Head Moving Up and Down (60 seconds)	Yes	D	No	□
11. Talking (recite printed material or count backwards)	Yes	□	No	□
12. Bending Over (60 seconds)	Yes	□	No	D
13. Head Stationary Normal Breathing (60 seconds)	Yes	D	No	D
14. Respirator fit test result	Yes	D	No	□

Based on information provided on this form, and through observation, I certify that the employee named on this form can wear the respiratory protective equipment listed above and has been trained in Respiratory Fit Test Procedures.

Signature of Person Administering Test: ____ Date: _____ I have received training on Respiratory Equipment Fit Testing.

Employee Signature: _____

The fall protection system to be used at the work site,

The procedures used to assemble, maintain, inspect, use and disassemble the fall protection system, and

The rescue procedures to be used if a worker falls, is suspended by a personal fall arrest system or safety net and needs to be rescued.

The employer must ensure that the fall protection plan is available at the work site before work with a risk of falling begins.

Instruction of Workers:

Section 144:

An employer must ensure that a worker is trained in the fall protection plan and the safe use of the fall protection before being allowed to work in an area where a fall protection system must be used.
Code of Practice for Safety Harnesses, Lifelines and Lanyards

General Information:

Harnesses, lifelines and lanyards are used in construction to provide workers working at heights above ground level with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting device or rope grab. Better quality systems usually have some form of shock absorber in the system.

If the fall to be arrested is short (less than two feet or 0.6 m) a safety belt can be used. If the fall is greater than two feet, a body harness is recommended to prevent further injuries caused by the sudden stop at the end of the fall.

A lifeline should never be used as a service line. The only time a lifeline becomes a load bearing line is in the event of a fall. At all other times it should be just slack enough to permit free movement on the service lines.

In the construction industry, fully body harness systems used with a shock absorber are preferred over waist safety belts.

It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

Refer to Part 9, sections 142-149 of the AB OH&S Code for specific details and specific CSA, ANSI/ASSE and GEN Standards.

Do:

Obtain expert advice before purchasing a fall arresting device Properly train and practice with the system you decide to use Use webbing type harnesses instead of leather harnesses
Use only the manufacturer's components for replacement parts
Inspect carefully before each use (inspection to be performed by a trained worker) Have the harness fitted snugly to the worker using the system

Do:

Ensure that the anchor points are secure and able to support the load In the event of a fall Follow the manufacturer's instructions on care and use
Ensure all lines used with the systems have thimbles
Use only the proper safety rated fastenings with the system Use a full body harness with shock absorber whenever possible

Do Not:

Modify, change or put additional holes in the harness or hardware Jerry-rig the system
Use the system for any other than its intended use
Use the lifeline for a service line

Fall Protection Plan

Date: __Address: _____

Work Site Name/Location: _____

Fall Hazards

Identify all existing and potential fall hazards associated with the work site.

Fall Protection Systems to be used

Identify the fall protection systems to be used at the work site to protect workers from the fall hazard (I.e. travel restraint, personal fall arrest system, safety net, control zone, etc.).

Anchors to be used during the work

Identify the anchors, both engineered and improvised, that the workers are to use.

Clearance Distance(s) to be confirmed

Clearance distances must be sufficient to prevent a worker from striking the ground, an object or level below the area.

Procedures

Identify detailed procedures to assemble, inspect, use, maintain and dismantle the fall protection system(s) identified above.

Rescue Plan

Describe the procedures that will be followed if a worker falls and needs to be rescued.

This Fall Protection Plan was developed by:

Name: _Signature: ____

It is the policy of this company to maintain all tools and equipment in a condition that will maximize the safety of all personnel. We will adhere to any and all Legislation pertaining to Maintenance of equipment and tools as found in the Alberta OH & S Act, Regulation and Code and under all other applicable legislation, including:

Alberta OH&S Regulation - Equipment 12(1)

Alberta OH&S Code - Part 3 - Specifications and Certifications- 12(d)

To accomplish this, a "Maintenance Program" shall be maintained and shall include the following components:

Adherence to applicable regulations, standards, and manufactures specifications;

Services of appropriately qualified maintenance personnel;

Scheduling and documentation of all maintenance work.

Removal and/or "LOCK OUT" of unsafe/inadequate equipment or vehicles.

S1andards

The company recognizes the following standards and regulations and uses them as the basis for conducting business:

Occupational Health and Safety Act, Regulation and Code and all associated regulations.
Fire and Loss Prevention Standards.
Vehicle/Equipment Manufacturer's Standards and Specifications

Training

Operators will be trained in the following areas:

Responsibilities

Manufacturers operating and maintenance procedures

Monitoring

The monitoring functions will be accomplished in two areas. First, the people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are complete. Secondly, management will monitor the entire program to ensure that it is functioning in accordance with company policy.

Maintenance of Tools

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT. Be aware of problems like:

Split or cracked handles

Wrenches with worn out jaws

Tools which are incomplete are not safe to operate (i.e. Tire Jacks)

Removing Defective Tools - Report any defective tools or equipment to a supervisor. Do not use this tool or equipment until repaired or replaced.

Equipment Inventory

The following is equipment that requires monitoring, periodic checks and maintenance:

Vehicles - Light trucks, Heavy trucks

Mobile Equipment

Personal Protective Equipment

Fire Protection Equipment

Schedules

Records for Scheduled and Non-Scheduled maintenance of Vehicles and Mobile Equipment will be kept in the Maintenance Records binders, which are kept at the Harding's Services Inc. shop.

Qualifications

All individuals performing maintenance work will have the required skill, accreditation and/or certification. This certification applies to both employees and contracted maintenance services.

Records

Records for the maintenance of the listed equipment shall be recorded, and maintained in the Harding's Services Inc. office.

Maintenance Records

All mobile equipment should be inspected and maintained according to the manufacturers' specified schedules. Records of all inspections and maintenance should be completed and maintained for review and approval.

Maintenance of equipment, and release of lubrication fluids, etc., should be performed only in approved areas. Spills and leaks from equipment should be cleaned up promptly.

A maintenance record will be kept in the Harding's Services Inc. office and will be maintained by the manager, recording all maintenance performed.

Signed: Management

Date: ___

All defects of the vehicle/equipment shall be reported to the supervisor.

The cab of the vehicle/equipment shall be kept in clean condition and free from tools and debris.

Mounted fuel tanks shall be secured in the vehicle.

Fuel tanks shall have the proper hoses and when not used, the taps are to be turned off.

Fire extinguisher, first aid kit, flags, and flares shall be kept within easy reach and in good repair.

Trucks shall be blocked securely before work on the commencing maintenance work.

A proper jack shall be used to lift vertically, never on an angle.

A jacked up vehicle must be blocked up securely before working under it.

Lock-out Tags will be in appropriate place when performing maintenance on equipment.

Type of Equipment	Type of Inspection	Schedule
Heavy Trucks	Complete inspection and certification	Annually
	Critical items, controls	Daily, prior to use
	Preventative maintenance	Manufacturer's recommendation
	Oil change	Every 500 hours
Heavy Equipment	Overall functioning	Daily, prior to use
	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Oil change	Every 500 hours
Light Trucks	Preventative maintenance	Manufacturer's recommendation
	Critical items, controls	Daily, prior to use
	Oil change	Every 10,000 km's
	Tire Rotation	Every 20,000 km's
Trailers	Complete inspection and certification	Annually
	Critical items, controls	Daily, prior to use
	Overall functioning	Every 3 months
	Preventative maintenance	Manufacturer's recommendation

	Tire replacement	As required
Fire Extinguishers	Complete inspection and certification	Annual
	Complete inspection	Every 6 months

Circle or walk-around checks on any piece of mobile equipment are necessary to ensure the unit is safe to operate both for the personnel and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

The components to be checked include, but are not limited to:
(Check what is applicable to the particular truck/equipment you are using)

Circle Check for Personnel in the Cab Area and Around the Vehicle/Equipment

Check the cab area for other operators.

Check for people who may be working around the vehicle/equipment. Walk completely around the vehicle/equipment, looking underneath, in the engine compartment, and in the cab.

Brake Lines

Visually check the brake lines for leaks. (Check for moisture on the brake line.)

Report any leaks to maintenance for repair as soon as possible.

Do not operate a vehicle/equipment with brake leaks.

Steering Assembly

Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses.

Check that all the joints are tight and have little play. Report any faulty conditions to your supervisor.

Note: Never operate a truck or equipment with faulty steering.

Front Tires

Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material.

Check for tire bulges at the road surface, which indicate low air pressure.

Check the rims for cracks and breaks.

Check the valve stems for wear and cuts.

Note: It is especially important that front tires be in good condition because steering is dependent on them.

Front Wheel Lugs

Check the front wheel lugs each day.

Report any loose or broken wheel lugs.

If there are broken or loose wheel lugs, do not operate the equipment. Report the condition to your supervisor.

Front Suspension

Check the front suspension for bottoming out.

Check that all fastening devices are tight and in place.

Fluid Levels

Check all the fluid levels at the beginning of the shift with the equipment on level ground.

Refer to the manufacturer's requirements to ensure the proper procedure is followed.

If the fluid levels in any areas are found to be on the add mark or below it, notify your supervisor.

Do not operate the equipment until the fluid level is brought up to an appropriate level.

Fluid Leaks

Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking.

Make a visual check when the engine is running to see if any fluid is dribbling or running down the side of the engine block or any other areas.

Fan Belts, Blower Belts, Alternator Belt, etc.

Check that all the belts are in place, tight, and in good condition.

Air Tanks

Main Air Tank

Drain the tank twice each shift during the winter months and at the beginning of each shift at other times.

Take caution when draining air tanks because of the sludge and water that comes out.

Tanks should be drained until clean air is visible.

Front and Rear Air Application Tanks

Drain the tanks twice each shift in the winter months and at the beginning of each shift at other times.

Check all air lines for any damage or deterioration during the check on the air tanks.

Main Frame

Visually check the main frame for cracks.

Report any problems to the supervisor.

Lights

Turn on all equipment lights to see if they are working properly. Replace faulty lights:

Headlights

Clearance Lights

Back Up Lights

Retarder Lights

Glass

Check that the windshield, windows and mirrors are clean and free of cracks.

Handrails and Ladder

Check the condition of the handrails and steps. Look for loose handrails or rungs.

Report any problems.

Wheel Chocks

Ensure that the truck is equipped with two wheel chocks mounted in a readily-accessible place.

P. Seat Belts

Check that the truck has seat belts.

Use them!

Q. Fire Extinguisher

Check that the truck is equipped with adequate fire extinguishers in good condition.

Replace faulty fire extinguishers immediately.

R. Back L4J Alarm

Check that the backup alarm is working correctly.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VII - Maintenance Program	March 2025
	4 - Scheduled Maintenance Record

Unit#: _____ Make_____ & Model:_____

Date	Hours	Kilometers	Work Performed

Operator:_____

Supervisor: ----------

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VII - Maintenance Program	March 2025
	5 – Unscheduled Maintenance Record

Unit#:____ __Make:_____& Model:_____

Date	Hours	Kilometers	Work Performed

Operator ----------

Supervisor: _____

Date/time: __ Distance on Unit: _____km/miles Make & Model: _____Unit#: _____

Item	OK	Requires Action	N/A	Comments
Brakes				
Steering				
Tires				
Tracks				
Air Tanks				
Fluid Levels				
Engine Belts				
Suspension . Front				
Rear				
Hydraulics				
Main Frame				
Body Dump				
Lights				
Glass				
Handrails				
Ladders				
Wheel Chock				
Seat Belts				
Fire Extinguishers				
Back-Up Alarm				

Operator: _____

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VII - Maintenance Program	March 2025
	7 - Comprehensive Truck/Equipment Checklist

Date/Time: ____ Distance/Hours on Unit: _____ Make & Model: _____Unit#: _

Rating Legend: NA - Not Applicable
Checkmark - Passed in Good Working Order
M - Passed but Maintenance Required
R - Rejected, Repair Required

Fluid Levels							
Motor Oil		Rear End		Air Filter		Windshield Washer	
Radiator		Brake Fluid		Oil Change?		Others	
Power Steering		Grease		Oil Filter Change?			
Driver's Compartment							
Sun Visor		Speedometer		Windshield		First Aid Kit	
Windshield Wiper		Air Leakage		Instrument Lamps		Survival Kit	
Side Window		Horn & Switches		Hazard Warning Kit		Others	
Pedal Pads		Defrost		Air Pressure Gauge			
Seat Belts		Fire Extinguisher		Phone/Radio			
Body Exterior							
Headlights		Glad Hand & Air		Turn Signals		Tire Pressure	
Tail lamp		Clearance Lights		Fenders		Brackets/Straps	
Marker Lamps		Stop Lights		Air Lines		Beacon	
Trailer Hitch		Hazard Lights		Bumpers		Others	
Trailer Electrical		TDG Placards		Mud Flaps			
Under The Hood							
Hood		Air Comp. Belt		Exhaust System		Others	
Power Steering		Fuel System		Distributor			
Air Filter		Fan & Belt		Alternator			
Cooling System		Battery & Wiring		Air Lines			
Brakes, Tires, Wheels							
Brake Components		Chock Block		Spare Tire		Brake Camshaft	
Spring Bolts		Brake Drum		Tire Iron		Tread Depth	
Disc Brakes		Brake Line Hose		Parking Brake		Brake Operation	
Reservoirs & Valves		Tire Pressure		Emergency Brake		Others	
Undercarriage							
Pin & Bushing Wear		Sprocket		Suspension		Tie Rod	
Link wear		Shock Absorbers		Springs		Differential	
Oil Pan		Muffler		Pittman Arm		Others	

Completed by: _____

Work Required: ____

Assigned to: _____ Work Completion Date & Time: _____ Additional

Comments:_____

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VIII – Training & Safety Meetings	**1 – Training Policy**

This company will ensure that our employees are trained in all areas necessary for them to be able to perform their tasks in a safe manner.

Education and training are a vital component of accident prevention, legislation and our safety program - we will do all that is reasonably practicable to ensure all employees are competent* for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training.

* As stated in the OH&S Guidelines, a competent worker is "adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision."

Alberta OH&S Regulation Part 1 Section 15 - Safety Training will be our guideline in training our personnel. EMPLOYEES must participate and apply the training received.
DO NOT attempt a job that you are not competent with or cannot do safely

ASK YOUR MANAGER

At minimum, all employees will receive, and participate fully, in:

Safety orientations for newly-hired personnel;

Task and trade-specific training and certification;

Specialized safety and related training; and

Refresher and update training.

All training will be documented and a copy retained on file.

Depending on the complexity of the job, and the employee's skill/experience level, job-specific training may take anywhere from a few minutes to several months.

Safety Meetings will be held once per month at a minimum.

Harding's Services Inc. will certify the required number of employees in St. John Ambulance Standard First Aid as outlined in the Occupational Health & Safety Code Schedule 2.

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

Signed:
Management
Date:

	Harding's Services Inc. Company Health and Safety Manual
Part VIII – Training & Safety Meetings	March 2025
	2 – New Worker Orientation

New employees of Harding's Services Inc. shall be oriented into the company immediately after being hired. No employee shall begin to work on any Harding's Services Inc. work sites, without having had the scope and objective of the project explained to him/her by a qualified individual. A tour of the pertinent work site is mandatory.

Orientation will include:

All policies and performance standards will be discussed with each new employee.

All new employees will receive a basic job site-specific safety orientation.

Instructions on the use and care of personal protective equipment.

Company and prime contractor safety policies and rules.

Worker's responsibilities to wear personal protective clothing.

Specific job hazards

Safety precautions

Job responsibilities

Rules and regulatory requirements

Worker's right to refuse to do unsafe work

Company's and prime contractor's responsibilities to provide as safe work place.

This form is to be completed on an employee's first day of work.

Please answer the following accordingly:	Yes	No
1. Made aware of responsibility to attend Safety Meetings		
2. Defensive/Off-Road Driving		
3. Care and Use of Required Personal Protective Equipment		
4. Review of Company Safety Policy		
5. Discussed Company Rules		
6. Trained in Emergency Procedures, Roles, and Responsibilities		
7. Awareness of Applicable Legislation		
8. Employee First Aid trained? If yes, Level: Expiration:		
9. Employee WHMIS trained?		
10. Lockout/Tagout procedure		
11. Reviewed Safe Work Practices, Safe Job Procedures		
12. Notified of Inspection and Accident Investigation procedures		
13. Roles and Responsibilities for Health and Safety		
14. General Housekeeping/Sanitation		
15. Notified of his/her Right to Refuse Unsafe Work		
16. Location of OH&S Act		
17. Notified of requirement for investigations of near-misses/incidents		
18. Procedure for reporting Accidents/Incidents/Hazards		
19. Received instruction on Investigation of near misses/incidents		

Additional Remarks : ----------

Does the Employee have any Health/Safety conditions or concerns that should be reviewed or documented? (e.g. Epi-pen required, lack of training, back problems, etc.)

This is to certify that I, have been given the Harding's Services Inc. Company Safety Orientation. As indicated by a "Yes' response I understand and have reviewed the contents of the Company Safety Manual and additional information provided to me.

Employee Signature: _____ Date: _____ Employee Name (please print): _____

Company Representative Signature: _____ Date: _____

Company Representative Name/Position (please print): _____

This type of training ensures that the employee understands the job, and has the knowledge to do it in a competent manner.

Job specific training should occur: At the time of hire or
When an employee is assigned new or different work or

When an employee is moved to a new work site.
In every case the approach is the same. Job-specific training should be conducted by the employee's Supervisor. The Supervisor should:

Review safe work practices and job procedures

Bring his/her attention to all known safety hazards specific to the job site.

Provide all necessary information for the employee to do the job safely and correctly.

Supervise until the new employee understands the job and can do it in a competent manner.

Harding's Services Inc. is required to hold Tool Box Meetings and/or Safety Meetings at least once a month. This does not preclude meetings to brief workers on specific job hazards peculiar to a specific operation.

The major purposes of these meetings are to:

Promote accident prevention through discussion of health and safety matters with the aim of correcting procedures, conditions or practices which are unsafe.

Give every employee the opportunity to be involved in the health and safety program.

Provide the opportunity to discuss work procedures applicable to a specific operation to ensure familiarity with the procedures to be used, particularly if the work is new or has not been done for a while.

Provide the opportunity for all employees to review and discuss Personal and Vehicle Accidents, O.H.&S. regulations and other matters pertinent to work procedures and accident prevention.

The Manager/supervisor shall ensure that all the workers are kept updated on safety procedures, construction plans, permits, utility locations and any other relevant information pertaining to the ensuing construction project. This may be accomplished by conducting on-site meetings with all crewmembers before construction commences. Records shall be kept of this meeting with a copy given to the Manager for filing.

Procedures

Toolbox meetings are to be initiated and led by the Supervisor.

While the meetings are intended to be informal and short in duration, the Supervisor shall record the minutes of the meeting on the "tool box meeting" form.

If a decision or remedial action is required and within the authority of the Supervisor, the action to be taken or completed shall be noted in the "action" section of the form.

The Manager will respond to the issue and record it in the follow up section.

Harding's Services Inc. and its employees will attend and participate in all safety meetings of the prime contractor while working for or on the prime contractor's job site. Copies of the safety meeting minutes will be requested by Harding's Services Inc.

Safety Meeting Form

Project: _____Location: ____

Time: _ Date: _

Number Attending: __ Foreman: ___

Topic(s) Discussed: (includes new and existing hazards) __

Suggestions Offered:

Action(s) to be taken:

Date/Time:_____

By Whom—

Injuries/Accidents Reviewed:

Manager's Signature—

Attendees (Print & Sign):

1. _____
2.
3.
4.
5.
6.
7.
8.
9.
10.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VIII – Training & Safety Meetings	**5 – Employee Qualifications Record**

Employee Name: _Date Hired: ___ Position when hired: _____

Driver's License Class: Orientation ☐ 1. ☐ 3. L= 5. Other Air Endorsement

☐ Yes ☐ No

First Aid Yes No Level: ___ Expires: _____

W.H.M.I.S. T.D.G.	Yes		No No
CSTS	Yes		No
	Yes		
H2S Alive	Yes	D	No
Forklift	Yes		No
Overhead Crane	Yes		No
Other ___	Yes	D	No
Other ___ ☐	Yes		No

Short-Service Employee (SSE) Program

Objective:

New employees, temporary workers, or employees transitioning into new roles face a higher risk of incidents due to lack of familiarity with job tasks and safety procedures. Harding's implements a **Short-Service Employee (SSE) Program** to provide **mentoring, monitoring, and additional oversight** during this critical period.

SSE Classification:

A worker is classified as an **SSE** if they:

- Have **less than six months** of experience in their role.
- Are temporary employees or contractors unfamiliar with Harding's safety procedures.
- Have been **transferred** to a significantly different job role.

SSE Supervision & Monitoring:

- SSEs will be **paired with an experienced mentor** who will provide **direct supervision** and guidance.
- **Daily check-ins** will be conducted to assess the SSE's understanding of safety procedures and job expectations.
- SSEs will **not be assigned high-risk tasks** without proper training and supervision.

Mentorship & Training:

- SSEs must **complete job-specific safety training** before performing tasks independently.

- Mentors will provide **hands-on training** and ensure the SSE understands **hazards, PPE requirements, and safe work procedures**.
- SSE progress will be **reviewed weekly** to determine when additional supervision is no longer required.

Evaluation & Transition:

- SSEs will undergo a **formal assessment** at the end of their short-service period to ensure competency.
- Supervisors will determine when an SSE is ready to work independently based on **safety performance and skill competency**.

Failure to comply with SSE safety protocols may result in **corrective action or additional training**.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part VIII – Training & Safety Meetings	**6 – On the Job Training Record**

Date/Time: ----------

Name of Trainer: ----------

Name of Trainee: ----------

Critical Task for which Training is being provided: _

Details of Training Conducted: ___

Subcontractor Safety Management

1. Compliance & Oversight

- Subcontractors must follow all jurisdictional safety laws and Harding's policies.
- Supervisors must enforce compliance and monitor safety practices.

2. Supervisor Roles & Responsibilities

- Provide safety direction, training, and monitoring for subcontractors.
- Conduct pre-job safety meetings, hazard assessments, and site inspections.

3. Subcontractor Orientation & Training

- Mandatory orientation before starting work.
- Training covers hazards, PPE, safe practices, and emergency procedures.

4. Risk Assessments & Inspections

- Pre-job hazard assessments to identify risks.
- Ongoing site inspections to ensure subcontractor compliance.

5. Incident Management & Reporting

- Immediate reporting of all incidents (injury, near miss, property damage).
- Supervisors must document incidents and implement corrective actions.
- Records kept per Alberta OHS requirements.

6. Safety Performance Evaluation

- Tracking & monitoring of safety compliance.
- Failure to meet standards may result in corrective action or contract termination.

	Harding's Services Inc. Company Health and Safety Manual
Part VIII – Training & Safety Meetings	**8 – Health & Safety Representative Program**

1. Requirement for Health & Safety Representative (HSR)

- Each Franchisee with 5 to 19 workers must appoint a Health & Safety Representative (HSR) as per jurisdictional OHS laws.
- The HSR must be selected by the workers they represent.

2. Responsibilities of the HSR

- Identify workplace hazards and ensure they are addressed.
- Conduct worksite safety inspections and participate in hazard assessments.
- Assist in developing and maintaining workplace health and safety policies.
- Ensure workers are informed about OHS requirements and best practices.
- Act as a point of contact for safety concerns and incident reporting.

3. Training Requirements

- The HSR must complete mandatory training covering:
  - OHS rights and responsibilities
  - Hazard assessment and control measures
  - Incident investigation procedures
- Training must be completed before assuming HSR duties and renewed as required by OHS regulations.

4. Frequency of Inspections & Meetings

- Worksite inspections must be conducted regularly to ensure compliance.
- Safety concerns must be documented and reported to the Franchisee.
- The Franchisee must hold quarterly safety meetings to review hazards, incidents, and safety performance.

5. Record-Keeping & Compliance

- The Franchisee must maintain written records of:
  - HSR appointment and training completion
  - Safety inspections and corrective actions taken
  - Minutes of quarterly safety meetings
- Records must be readily available for review by workers and regulatory authorities.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part IX – Inspections	**1 – Inspection Policy**

Definition: An observation tour of the workplace for the specific purpose of determining the levels of compliance with established safe work practices, safe job procedures and safety rules. Inspections are conducted to maintain the effectiveness of a safety program.

What is a Safety Inspection?

A safety inspection is an observation tour of the workplace to check for compliance with established safe work practices, procedures, and safety rules. It should identify any situation that has the potential to cause personal injury or property damage, including unsafe conditions on the work site and unsafe acts on the part of the workers. The vast majority of accidents are caused by unsafe acts, frequently combined with unsafe conditions that have been allowed to exist. "A safety inspection is not a Hazard Assessment and Analysis process." An inspection simply identifies and documents existing or potential hazards.

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

It is the policy of this company to maintain a comprehensive program of safety inspections. All of this company's facilities and job- sites shall be included in the inspection program.
All Inspections will be held in compliance with the OH&S Act, Regulation and Code, and any other applicable regulations/legislation.

Responsibilities

Management is responsible for the overall operation of the program.
Management shall conduct informal inspections on an ongoing basis in their area of responsibility.
Formal inspections shall be conducted by Management or designate at each facility or job-site on a regularly scheduled basis.

Employees are responsible for participating in, and contributing to the inspection program.

All personnel will continuously be on the lookout for hazards and if practical, controlled immediately. Planned inspections will be conducted on a quarterly basis in the office and shop.

Job sites will be inspected as required as they are constantly changing from project to project.

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

Signed: Management

Date: _

There are two main types of Safety Inspections:

Ongoing (or informal) inspections

Planned (or formal) inspections.

Ongoing (Informal) Inspections

Supervisory personnel who do most of their work on the job site will conduct ongoing inspections. They will constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with an employee or by issuing instructions to have an unsafe condition corrected. The supervisor must record situations that require additional corrective action.

Supervisors will encourage workers to bring forward their observations of unsafe acts and unsafe conditions on an ongoing basis. In fact, this is an employee's right and responsibility under the Occupational Health and Safety Act. Management will always initiate prompt corrective action in response to valid concerns of workers.

Planned (Formal) Inspections

As the name suggests, planned inspections are structured events. The Supervisor conducts these formal inspections. Planned inspections will be conducted on a **quarterly** basis.

The basic procedure for conducting a planned inspection is:

Identify the inspector or inspection team;

Locate and review reports of previous inspections;

Obtain an inspection report form;

Proceed with the inspection tour;

During the tour, get off the "beaten path";

Look over, under, around, behind, inside, etc.;

Take the time to observe the activities of all personnel;

Take immediate corrective action where there is imminent danger;

Record all unsafe acts and conditions; (no names)

On completion of the tour, rank the unsafe acts/conditions on "worst case first" basis;

Identify corrective action required for each unsafe act/condition;

Assign a person responsible for each corrective action and a date for completion;

Distribute copies of the inspection report to all employees and management at safety meetings;

Follow up and review process.

	Harding's Services Inc. Company Health and Safety Manual
Part IX – Inspections	**3 – Worksite Inspection Checklist / Hazard Assessment**

Location: ___Date: __

Conducted By: _____ Signed: _____

Examples of items to watch for:

People

Unsafe Acts
Unsafe Work Procedures
Improper Tool Use
Improper Equipment Use
Not Using PPE Other Workers
Hazard Classes:

Equipment Trucks Vehicles
Vessels
Piping Implements
Moving Equipment

Materials

Housekeeping
Controlled Products
SDS Sheets
Storage/Stacking
Rough edges
Lock-out tags

Environment

Noise
Ventilation
Lighting
Temperature
Ice & Snow
Sanitation

A	Unsafe conditions or unsafe acts with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, material or environmental damage. **Immediate Corrective Action Required.**
B	Unsafe conditions or unsafe acts with the potential for serious injury or property damage that is disruptive to productions, process, or environmental damage, but less severe than class "A" hazards. **Corrective Action Required (48 Hours).**
C	Unsafe conditions or unsafe acts with the potential for minor injury, occupational illness, non-disruptive property or environmental damage, but less severe than class "B" hazards. **Corrective and/or Follow-up Action Required (3-7 Days).**

Item#	**Unsafe Act/ Condition**	**Hazard Class**	**Corrective Action(s)**	**By Whom / Date**

Hazards identified should be ranked and controlled by priority.

	Harding's Services Inc. Company Health and Safety Manual
Part X – Incident Investigations	**1 – Investigation Policy**

Purpose

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Section 19(1) to (6) - Investigation of Accident - of the Occupational Health and Safety Act will be adhered to by this company.

Policy

This company will fully investigate the following types of incidents:

Accidents that result in injuries requiring medical aid.

Accidents that cause property damage or interrupt operations with potential loss.

Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.

All incidents that fall under pertinent sections of the OH&S Act must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Act.

Definitions

Accident:

An accident is an undesired event that results in harm to people, damage to property, or loss to process.

Incident:

An incident is any unplanned and unwanted event, which results in damage or injury or which could have resulted in damage or injury (i.e., close call/near misses).

Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident. Additionally, information collected will be valuable in meeting the WCB and OH&S reporting requirements.

Near Miss:

A near miss is an incident with no visible injury or damage.

Investigations will be conducted by the supervisor in charge of the area and/or personnel involved. The investigator must review every incident report to ensure that appropriate corrective actions take place.

Responsibilities - Reporting Procedure

All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested. Employees shall be instructed on the reporting process during their orientation.

Supervisors shall be responsible for conducting investigations (including Near Misses) and submitting their report(s) to management. Supervisors will be trained in investigation and reporting procedures.
Company Owners shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to management.

The management shall review all supervisors' reports, determine the corrective action to be taken, and ensure that such action is implemented.

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

Signed: Management

Date: __

This is not a disciplinary policy but one in which we can identify the cause of an incident so that corrective action can be taken to prevent a reoccurrence of the incident. Additionally, information will be valuable in meeting the WCB and Alberta OH&S reporting requirements.

Investigation Procedure

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved. Supervisors should assist in the investigation and must review every incident report to ensure that appropriate corrective actions take place.

The person or team conducting the investigation of an accident/incident will utilize the following procedure:

Take control of the scene.

Initiate the Emergency Response Procedure.

Ensure that any injured persons are cared for.

Ensure that no further injury or damage occurs.

Get the "big picture" of what happened.

Examine equipment/materials involved.

Preserve the evidence - collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.

Take photographs of the scene.

Interview witnesses and obtain written statements where appropriate.

Analyze all the available information to determine the causes.

Look for causes where "the system failed the worker," not only for those where "the worker failed the system."

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Determine what corrective action will prevent recurrence.

Complete the report.

Follow-up to ensure corrective action is completed.

Note: Incident Investigations are not conducted to fix blame. They are conducted to find facts to help prevent recurrence.

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Incident Type: Injury/Illness Fire Property Damage Near Miss Spill
I... Other 1-, Vehicle Collision

Incident Date (Y/M/D): _____ 3. Time: _____
4. Area: _____ 5. Specific Location: _____
Injury/Illness: (Complete #6 to #11 only if an injury has occurred)
First Aid[Medical Aid Modified Work C Lost Time I. Fatal
Name of Employee: ___ 8. Age: __ Sex: M F
Occupation: _ Experience: __

Nature of Injury:

Object/Equipment/Substance Inflicting Injury/Damage: _____

Property Damage:

Description of Property:

Description of Damage:

Estimated Damage Cost:

Other Actual/Potential Loss:

Type: ----------
16.Description:
Estimated Cost: _____
Evaluation of Risk Potential if Not Corrected:

Loss Severity Potential 1· Major Serious ı Minor r· Rare
Probable Recurrence Rate L. Frequent I Occasional

Description of Incident: _____

Diagram of Scene:

Witness(es):

Witness(es) Statement(s) Attached: Yes Li No

Immediate Cause(s) —

Description:

Underlying Cause(s): _

Description

Corrective Action(s):

Recommendations Completed by Whom: ___

Date Report Completed: (V/M/D): ____

Signatures:

Supervisor: __Employee: ___

Reported to OH & S Branch r- Yes No

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The supervisor will complete an accident/incident report for all Accidents, Occupational Illnesses and Near Misses. Employees will report all incidents and near miss accidents to their immediate supervisor without delay.
Supervisors will report the incident immediately and complete the accident report within 24 hours.

If one of the following types of serious incidents occur, the site supervisor will inform the WHS Division by telephone of the incident providing the information requested:

An injury or accident that results in death,

An injury or accident that results in a worker's being admitted to hospital for more than 2 days.

An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,

The collapse or upset of a crane, derrick or hoist, or

The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

In the case of equipment damage or serious injury the supervisor will report the accident immediately.

In the event of a fatal accident, the following procedure is to be used:

Report immediately to:

Supervisor

Local Police Department

Nearest Occupational Health and Safety Office

Do not disturb the accident scene other than necessary to affect rescue or prevent deterioration in the situation until released to do so by the police or the Occupational Health & Safety Inspectors.

To report serious incidents, contact your nearest Workplace Health and Safety office

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part X – Incident Investigations	**5 – Accident/Incident/Loss/Near Miss – Witness Statement**

Name: Company: _____
Location: _____ Date/Time: __ Telephone: _____Cell: _____
** When completing this statement, be sure to include all events and factors that led to this accident/incident/loss/near miss. Include actions taken during and after. Please print clearly. Attach all original Witness Statements to the accident/incident/loss/near miss report.*

Description of events:

Witness Signature:
Office Use Only

File#: Date Received: ___
Job#: ___ Received by:

	Harding's Services Inc. Company Health and Safety Manual
Part XI – Emergency Preparedness	**1 – Emergency Preparedness Policy**

Emergency preparedness means having plans in place that we hope we will never have to use. **Harding's Services Inc.** will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

First aid to an injured worker

Transportation to a medical facility

Means of contacting outside agencies for assistance

Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

Location of emergency equipment such as:

First aid supplies

Fire extinguishers

Location of communication device and contact numbers for contacting outside assistance Location of SDS sheets
Escape route and muster point
Emergency phone numbers

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

Signed: Management

Date:

Harding's Services Inc. will use the following **General ERP** in response to any emergencies that may occur **including the office location.** It will be customized and updated for the particular concerns of each jobsite **using input from affected workers** on the site. This will include measures for **Fire, First Aid and Spill** emergencies and all other possible emergencies. If a site is being worked on for a long duration, the ERP must be updated regularly to reflect the **current circumstances** on the job site.

Emergency response training will be conducted in the form of Emergency Drills, where personnel will rehearse Emergency Response procedures to be used in the event of a real emergency. Use of Fire Extinguishers is addressed in the Safe Work Practices and Safe Job Procedures sections of the Manual.

Each job site has an Emergency Phone Number List that gives the phone number and location of emergency facilities. Personnel are instructed to use the appropriate facility depending upon the nature of the emergency.

Definitions of Emergency Levels 1 - 2 - 3 - Identifying Potential Emergencies Emergency Level 1
Accidental Death.

Dismemberment.

Destruction of Company property in excess of $10,000.

Emergencies that may require rescue or evacuation.

Emergency Level 2

Destruction of Company property and or environmental damage.

Injuries which require loss of work day, investigations.

Emergency Level 3

Situations where the potential for downgrading incidents exist or imminent danger to Koch personnel, equipment, the environment or the public is recognized.

Emergency Response Procedures for Emergency Levels 1-2-3

In all cases of worker injury, the **FIRST RESPONDER** on the scene shall:

Sound the Alarm

Take Charge of the situation.

Make the Area Safe.
Call for help. Do not leave the casualty; send someone to notify the shop foreman, the acting VP of Operations, or operator's representative.

Assess the casualty's injuries.

Treat for life threatening conditions, at the location where found, if possible.

Ensure Medical Aid is on the way.

EMERGENCY LEVEL 1

Death & Dismemberment - Response Procedure

Initiate First Responder Procedure.
The foreman or lead hand shall ensure that the First Responder Procedure has been initiated. This is to assure the safety of all remaining site personnel.
If a rescue or evacuation is required, foreman or lead hand will initiate necessary actions to facilitate that response immediately.
If conditions warrant, the foreman or lead hand will issue a cease work order to all personnel. If the situation poses no further threat to individuals on site he shall secure the Accident Site, to preserve physical evidence.
Contact the proper authorities, RCMP- Workplace Health & Safety of Alberta, and the office of **Harding's Services Inc.**
Direct Media inquiries to the office of the President of **Harding's Services Inc.**
Harding's Services Inc. management shall perform notification of family.

Property Damage In Excess Of $10,000 - Response Procedure

Initiate First Responder Procedure.
Seal the area.
Contact the offices of **Harding's Services Inc.**
Contact the responsible authorities.

EMERGENCY LEVEL 2

Destruction of Public Property or Environmental Damage and Accident Requiring Loss of Workday, Investigations - Response Procedure

Initiate First Responder Procedure.
Contact the offices of **Harding's Services Inc.**
Contact the owner of the property after consultation with head office.
Contact the responsible authorities.

EMERGENCY LEVEL 3

Situations Where There Exists a Potential Danger to Personnel Equipment the Public or the Environment - Response Procedure

Call out a warning. Halt work. Notify the foreman, the President, or operator's representative.

If the unsafe act or condition is attributable to **Harding's Services Inc.** activities the foreman or lead hand will control and where possible, immediately eliminate the potential hazard.
The President will be contacted in situations that are beyond the control of **Harding's Services Inc.** and may adversely impact the health and safety, of those persons present at our work site or the assets of the corporation.

The President will declare a state of Emergency to exist after consulting with the foreman, and notify the proper authorities. In the absence of the President the foreman will where necessary declare a state of emergency.

Potential Emergencies (Based on Hazard Assessment) Medical, Fire, Spill, etc.	**The following are identified potential emergencies:**	
	>	
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Emergency Procedures	**See below for Emergency Response Procedures**	
	>	
	>	
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	>	
	>	
	>	
Location of Emergency Equipment	**Emergency equipment is located as follows:**	
	Fire Alarm:	
	Fire Extinguisher:	
	Fire Hose:	
	Panic Alarm Button:	
	Other:	
Workers Trained in the Use of Emergency Equipment	**Name**	**Equipment Trained On**
Emergency Response Training Requirements	**Type of Training**	**Frequency**
	Use of Fire Extinguishers	Orientation; Annually
	Practice Fire Drills	

Location and Use of Emergency Facilities	**The nearest emergency services are located at:**	
	Fire Station:	
	Ambulance:	
	Police:	
	Hospital:	
	Other:	
Fire Protection Requirements - Alarm and Emergency Communication Requirements	> Fire extinguishers are located in all work trucks	
	> Initiation of the Fire Alarm Procedure	
	> The fire alarm signal will be discussed during site orientation. In some situations it is intermittent sharp beeps, but this could vary depending on the site (e.g. The supervisor's truck horn)	
First Aid	**First aid supplies are located at:**	
	Type No. 1 First Aid Kit in supervisor's truck	
	First Aiders are: *(Examples for Level are Standard, Emergency, etc.)*	
	Name:	Level:
	Name:	Level:
	Name:	Level:
Procedures for Rescue and Evacuation	**In case of fire:**	
	1. Advise all personnel	
	2. Initiate fire alarm procedure	
	3. Evacuate all persons to a safe muster point and account for everyone including visitors and clients	
	4. Assist ill or injured workers to evacuate the area	
	5. Provide first aid to injured workers if required	
	6. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility	
Designated Rescue and Evacuation Workers *(Qualification Examples: Fire Warden, Deputy Fire Warden, etc.)*	**The following workers are trained in recue and evac**	
	Name	**Qualification**

Completion Date: ____

Signed:

Emergency preparedness means having plans in place in the event of a serious injury, fire, explosion, or spill. At a minimum our intent is that we are capable of:

Providing first-aid to the injured

Providing transportation to medical aid for the injured

Conducting initial attack fire-fighting

Cleaning up minor spills

Promptly contacting outside agencies for assistance

Medical Aid/First-Aid - procedure to follow in the event of a serious injury

Notify Superintendent, foreman by telephone. Emergency contact list must be kept in each vehicle.

Assess the situation. Protect yourself, and prevent any further injury to casualty.

Administer first-aid if qualified, to the best of your ability.

Do not move casualty, unless absolutely necessary to prevent further injury.

Superintendent or foreman will contact EMS as required.

Make provisions for meeting EMS and directing to casualty.

Do not endanger yourself or others.

Fire/Explosion - procedure to follow in the event of a fire or explosion

Procedure - Small Fires

If possible remove any source of fuel that may be fuelling the fire.

Use appropriate extinguishing media, until the fire is out.

If there is any doubt that the fire can be readily extinguished, first contact Superintendent or foreman.

Continue with action described for larger fire response if needed.

Do not endanger yourself or others.

Procedure - Large Fires/Explosions

Notify Superintendent or foreman.

Evacuate all personnel to designated muster area, ensure all personnel accounted for.

Superintendent or foreman to contact emergency services as required.

Assess situation, if possible remove source of fuel that may be fuelling the fire.

If safe to do so, remove any mobile equipment that may be endangered.

Maintain safe perimeter around fire/explosion area until emergency service arrives.

Do not endanger yourself or others.

Spill Response - the priority considerations after a spill has occurred are to:

Protect yourself and others from injury.

Minimize damage to the environment.

Minimize property damage.

Emergency phase:

Notify your Superintendent or foreman

Determine hazards of the substance spilled and take appropriate action to ensure your safety.

Determine source of sold and if possible prevent further loss of product.

Do not endanger yourself or others.

Non-emergency phase:

Initiate containment measures to limit the effects of the spill (this could be absorbent material, dykes, bell-holes, or trenches)

Initiate clean-up of as much of the product as possible using equipment such as absorbent material, vacuum trucks or skimmers.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XI – Emergency Preparedness	**5 – Monitoring System Process**

To ensure that the responsibility for health and safety at the work site is fulfilled, **Harding's Services Inc.** will use the following system/process for monitoring the safety performance of personnel.

Instruct employers/supervisors on site to investigate all accidents/incidents and submit documentation to management.

Ensure that employers/supervisors on site conduct regular tailgate/toolbox meetings and submit the minutes to management.

Ensure that the employer/supervisor is involved at work site safety meetings and cooperates with safety requirements.

Ensure that the employer/supervisor participates in safety inspections/audits.

Promote safety awareness on the work site.

Ensure all work site emergency safety equipment is easily identifiable to all site personnel (e.g., fire suppression equipment, first aiders, etc.).

Have "work site safety" on the agenda of each site meeting.

Promote safety at all times.

Fire Protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations at **Harding's Services Inc.** The best time to stop a fire is before it starts.
The Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

The Fire Loss Control Program includes the following objectives:

To prevent loss of life and personal injury

To protect property

To provide uninterrupted operations

To prevent the opportunity for fire

FIRE RESPONSE PLAN

If you discover a fire, see smoke, or smell gas;

Warn persons nearby in the same area.

Make efforts to contain the fire, e.g. close doors, windows, etc.

All personnel employed by **Harding's Services Inc.** are responsible for sounding the nearest alarm.

All personnel should be trained to understand the alarm procedure that will apply within your work area; this shall be consistent throughout the entire company.

The first person trying to contain the fire should delegate a responsible person to call the emergency phone number. They should instruct that person to report back to them and confirm that contact with proper authorities has been made.

The person or fire team should try to fight the fire using extinguishers, only if it is small, and as long as the fire is not between the person or team and an exit (escape route). That person or team should evaluate the situation to determine if the fire may be fought without posing risks which are beyond the scope of their experience, and/or level of skills while waiting for the fire department to arrive.

If you do not have a designated responsibility, don't run but walk smartly to a safe area or the outside of the building, using the nearest safe exit.

At the muster point, report in to your designated fire warden. Fire Wardens are to perform a head count and be aware of all employee locations - even those out of the office.

Fire Warden #1_ Fire Warden #2 _____

IF CLOTHING CATCHES FIRE

Don't run - it fans the flames. Act quickly to smother the fire.

If another person catches fire, make them lie down, then roll them up in a rug, coat or blanket, with the head outside.

Gently beat the fire out. Give burn or shock first-aid.

FURTHER PRECAUTIONS

NEVER RISK YOUR LIFE unless it is to save another life. Property can be replaced.

As you make your escape, close all windows and doors to prevent the spread of fire.

If a fire is suspected on the other side of a door, open it slowly, with your foot and shoulder against it.

If fire, heat or smoke prohibits easy escape, close the door, seal top and bottom if possible, partially open window, remain at window with a coat or carpet over your head, and wait for rescue by the fire department. **DON'T PANIC.**

DO NOT JUMP from windows above the first floor.

- If escape is attempted through heavy smoke or heat, crawl on hands and knees remembering that some degree of fresh air always exists at floor levels.

Report all fires, regardless of size, to the fire department.

REMEMBER THAT HEAT, TOXIC GASES, AND SMOKE, KILL MORE PEOPLE THAN DO ACTUAL FLAMES.

THINK CALMLY, DO NOT PANIC, BUT DO SOMETHING- DON'T WASTE TIME OR RISK YOUR LIFE.

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

Signed: Management

Date: _____

Fire Extinguishers

In proper place ☐

Unobstructed ☐

Clearly marked ☐

Properly serviced and mounted ☐

Regularly checked ☐

Housekeeping

Premises free of combustible material 0

No accumulation of rubbish ☐

Safe storage of flammables ☐

Passageways clear of obstacles ☐

Electrical Equipment and Wiring

No bare wiring or badly worn insulation ☐

Proper grounds - connections clean and tight ☐

Panels and outlet boxes clean and covered ☐

Motors and tools free of dirt and grease ☐

No lights near combustible material ☐

No makeshift wiring ☐

Shop Area and Fuel Handling

Proper precautions in welding areas ☐

Oil and fuel spills cleaned up ☐

No smoking areas clearly marked ☐

Proper fuel handling ☐

For further information refer to the Occupational Health and Safety Act, Regulations and Code.

Emergency Evacuation drills shall be held on each work site at a frequency appropriate to the hazards of that work site. These drills shall consist of the following general steps to increase awareness and training.

Practice Reduces Confusion

Sounding of the alarm. (actual and simulated)

Evacuation of the site to a predetermined muster point for the gathering of all personnel, (actual)

Emergency telephone call. (simulated)

Head count. (must account for all personnel) (actual)

Fire team or fire prevention officer to complete an evaluation of the fire. (simulated)

Fight fire to their experience or skill level. (simulated)

Ensure access and egress routes are clear and controlled. Those properly trained should stand by to assist fire department. (simulated)

Render first aid where necessary. (simulated)

Sound all clear, maintain a fire watch if needed, return to duties. (actual)

A site plan and layout of all work areas shall contain a legend which clearly defines the location of the site buildings, material storage areas, emergency access, egress, primary and secondary gathering areas, fire extinguisher locations, power lines, gas lines, etc., for reference during training or an actual emergency.

PLEASE POST

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

Date & Time: _____ Location:_____

Details of Emergency Drill

Please refer to the previous section "Emergency Evacuation Procedures/Drills" for instructions on how to conduct drills.

Job Site Location and Description:

In the space below, please identify Escape Routes and Muster Points:

PLEASE POST

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HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XI – Emergency Preparedness	**11 – Emergency Preparedness Plan for Contact with an Underground Utility**

Never bury a damaged utility

Trying to cover up an accident can be dangerous, and can lead to costly damages or criminal charges against you and **Harding's Services Inc.** Take the following steps instead:

In case of electrical contact:

Call 911 and the electric company immediately.

Warn co-workers to stay away.

Do NOT touch the equipment and the ground at the same time,

Stay on the equipment unless it's on fire.

If you must exit the equipment, jump clear and land with your feet together. Shuffle away with feet together and on the ground.

In case of gas pipeline contact:

Call 911 and your gas utility.

Call your supervisor.

Keep people out of the area.

Keep all ignition sources (like vehicles) away, as this can cause gas to ignite. Be available to tell emergency personnel what happened.

In case of other utility contact:

Notify your supervisor and the utility owner immediately,

If you cut a fiber optic cable, do not look into the end of it. This can cause serious eye damage even if the light source is not visible.

When encountering a spill of any nature, it is the responsibility of the **EMPLOYEE** to:

Warn others in the immediate vicinity that a spill has taken place;

Designate a fellow employee to guard the area; and

Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

Re-assign employees to other areas or evacuate if necessary using the following guidelines:

Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.

Evacuation procedures shall be as stated in "Emergency Evacuation Procedures"

Move crosswind or upwind - never downwind - to avoid toxic gases and vapours.

Render first aid if necessary.

Cordon off the immediate area.

Attempt to identify the spilled substance (placards, labels}.

Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).

Keep all employees informed of procedures taken.

Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone Numbers: In Case of Life Threatening Emergencies - **CALL 911**!

For non - life threatening emergencies see numbers in Section 6.14 - Emergency Phone Number List.

PLEASE POST

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XI – Emergency Preparedness	**13 – Emergency Phone Numbers**

Date: __

Ambulance: __ Police: _____

Poison Control: _____Fire Department: ___ Water Utility: _____Electrical Utility: ___
_____ Gas Utility: _____Cable Utility: _____
OH&S: _____WCB: _

Emergency Response Team
Coordinator -

First Aid Attendants: ----------

Stretcher Locations: –

Site Location, Address, Etc. ----------

Other Office After Hours

Prime Contractor	_____
Alberta Environment	_____
Public Safety Services	_____
Alberta First Call	_____
Insurance Company	_____
Stars Ambulance	_____

Nearest Hospital Location: _____ Phone: _____
Nearest Clinic Location: _____ Phone: _____

Post Near Phones and Keep Copy in Vehicle

Emergency Resource Phone Number List

Province Wide Emergency Response	1-888-888-4567
Fire - Police - Ambulance & Hazardous Spills	911
Workplace Health and Safety	1-866-415-8690
E.R.C.B (Edmonton)	1-780-427-0200
E.R.C.B (Calgary)	1-403-297-8311
E.R.C.B. (Drayton Valley)	1-780-542-5182
Alberta Environment (Emergency/Complaint)	1-800-222-6514
Alberta Public Safety Service	1-800-272-9600
Alberta One Call (Call Before You Dig)	1-800-242-3447
Utilities:	
ATCO (Emergency)	1-800-511-3447
TRANS ALTA (Emergency)	1-800-332-1002
TELUS	310-CUTS (2887)
Harding's Services Inc.:	
Franchise Office	1-403-254-4726

List of Harding's Services Inc.'s Qualified First Aiders

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

# **of Workers at Worksite Per Shift**	**Close Worksite**	**Distant Worksite**	**Isolated Worksite**
1	Type P Kit	Type P Kit	Type P Kit
2 to 10	No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
11 to 49	1 emergency first aider, No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
50 to 99	1 emergency first aider, 1 standard first aider, No. 2 Kit	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 2 Kit
100 to 199	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated are for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints

# **of Workers at Worksite Per Shift**	**Close Worksite**	**Distant Worksite**	**Isolated Worksite**
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, No. 1 Kit	1 standard first aider, No. 2 Kit, 3 blankets	1 standard first aider, No. 2 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
20 to 49	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
50 to 99	2 emergency first aiders, 1 standard first aiders, No. 2 Kit	2 emergency first aiders, 1 standard first aiders, No. 3 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets
100 to 199	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, 1 advanced first aider, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room

# **of Workers at Worksite Per Shift**	**Close Worksite**	**Distant Worksite**	**Isolated Worksite**
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 1 Kit, 3 blankets	2 standard first aiders, No. 1 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint
20 to 49	2 emergency first aiders, 1 standard first aider, No. 2 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints
50 to 99	2 emergency first aiders, 2 standard first aiders, No. 2 Kit, 3 blankets	2 emergency first aiders, 3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	4 standard first aiders, 1 advanced first aider, No. 3 Kit, 3 blankets, stretcher and splints
100 to 199	2 emergency first aiders, 2 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 emergency first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 advanced first aider, 1 nurse or 1 EMT-P, first aid room

Date of Injury or Illness: ____ Time: _____
(D/MM) (am/pm)

Date Injury or Illness **reported:** _ Time: __
(D/MM) (am/pm)

Full name of Injured or Ill Worker: ___

Description of Injury or Illness: _____

Description of where the Injury/Illness began: _____

Cause of Injury or Illness: _____

First Aid Provided? ☐ Yes ☐ **No**

Name of First Aider: _

First Aider Qualifications:

Emergency First Aider	Emergency Medical Technician-Paramedic
Standard First Aider	Emergency Medical Technician-Ambulance
Advanced First Aider	Emergency Medical Technician
Nurse	Emergency Medical Responder

First Aid provided: _____

_____

_____

_____

_____

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HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XII – Records and Statistics	**1 – Reports and Filing**

Safety related reports, that are kept on file on work sites, and stored so that they are readily available, will include:

Safety orientation forms (in each employee file);

Minutes of safety meetings (filed by date);

Reports of formal inspections (filed by date);

Accident/incident investigation reports (filed by date) (regulatory requirements);

Medical treatment reports (filed by date) (regulatory requirements).

Hazard assessments (filed by date)

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XII – Emergency Preparedness	**2 – Summaries of Safety**

Summaries of safety related reports provide management with an overview of their program's activities and results. Examining summaries will help in determining trends and setting priorities for future safety program measures.

Monthly: The following report shall be compiled:

Monthly Injury Summary

Annually:

The Year End Injury Summary Report shall be compiled.

From the summaries, statistics can be calculated for the Injury Frequency Rate, and Injury Severity Rate.

The Injury Frequency Rate is calculated as follows:

No. of recordable cases x 200,000 No. of employee-hours of exposure

The Injury Severity Rate is calculated as follows:

No. of work days lost x 200,000 No. of employee-hours of exposure

Employee related safety records will be maintained in each employee's personnel file by the office staff. These records are kept in a secure location with minimal access by staff outside the office.

The following safety records will be maintained in the employee's file:

Safety Training (Tickets, Certificates, etc.)

Safety Orientation form

Workers' Compensation Reports

Driving Records (if required)

Disciplinary actions

Injury/illness Reports

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Month of: ....

Incident#:	**Incident#:**
Date:	**Date:**
Employee:	**Employee:**
Location:	**Location:**
First Aid Required:	**First Aid Required:**
Medical Aid Required:	**Medical Aid Required:**
Time Lost:	**Time Lost:**
Comments:	**Comments:**
Incident#:	**Incident#:**
Date:	**Date:**
Employee:	**Employee:**
Location:	**Location:**
First Aid Required:	**First Aid Required:**
Medical Aid Required:	**Medical Aid Required:**
Time Lost:	**Time Lost:**
Comments:	**Comments:**
Incident#:	**Incident#:**
Date:	**Date:**
Employee:	**Employee:**
Location:	**Location:**
First Aid Required:	**First Aid Required:**
Medical Aid Required:	**Medical Aid Required:**
Time Lost:	**Time Lost:**
Comments:	**Comments:**

Total time lost - this sheet= ____Days *(Use additional copies of this sheet as needed)*

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XI – Emergency Preparedness	**5 – Year End Injury Summary**

Year: ___

	January	February	March	April	May	June
# **Lost Time Cases**						
# **Davs Lost**						
# **Hours Worked**						
Frequency						
Severity						

	July	August	September	October	November	December
# **Lost Time Cases**						
# **Davs Lost**						
# **Hours Worked**						
Frequency						
Severity						

Average Days Lost per Month= Total days lost during the year/ 12.

Total Days Lost _____ / 12 = __ _

The Injury Frequency Rate is calculated as follows: ___

##of recordable cases x 200 000 /#of employee-hours of exposure

The Injury Severity Rate is calculated as follows: ____

# of work days lost x 200 000 /#of employee-hours of exposure

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XI – Emergency Preparedness	**6 – Safety Activity Summary**

For the period ending: Month / Year

D Monthly ☐ Quarterly ☐ Yearly

Number of Workers Hired: _____

Number of Workers Completed Orientation: ____

Number of Tool Box Meetings Conducted: _____

Number of Hazard Assessments Conducted: ___

Number of Formal Inspections Conducted: _____

Number of Investigations Conducted: ___

Damage Only: _

Injury Only: ____

Injury and Damage: ____

Near Miss: ____

Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Manager's Signature: _____Date: _____

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XIII – Legislation	**1 – Introduction**

This part of the Manual contains:

Highlights of Alberta's Occupational Health & Safety Act, Regulation & Code

All new information, bulletins that may affect the operations of this company

New Policies/Programs as they become pertinent to our Health and Safety Management System

A page for making any additional notes required

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XIII – Legislation	**2 – Highlights of the OH&S Act, Regulation and Code**

The Occupational Health and Safety Act, and the Occupational Health and Safety Regulations are the primary Health and Safety Legislation for employers and employees in Alberta.

Highlights of the Act and Regulations:

Employees shall ensure, as far as reasonably practical, the health and safety of their workers.

Workers shall take reasonable care to protect the health and safety of themselves and other workers, and shall co-operate with their employers for the purpose of protecting the health and safety of themselves and other workers.

If a serious injury or accident that has the potential for serious injury occurs at a work site, the employer shall notify Occupational Health and Safety and shall conduct an investigation.

Accidents to be reported to Alberta Labour:

An injury or accident that results in death.

Injury resulting in the worker being admitted to hospital for more than two days.

Unplanned or uncontrolled explosion, fire or flood.

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Collapse or upset of a crane, derrick or hoist.

Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

No worker shall carry out any work if, on reasonable and probable grounds, he/she believes that there is **imminent** danger to the health and safety of him/herself or another worker.

Where work is to be done which may endanger any worker, the employer shall ensure that the work is done only by a competent worker, or under the direct supervision of a competent worker.

A person who contravenes the Occupational Health and Safety Act or the Regulation, or fails to comply with an order made under the Act or the Regulation, is guilty of an offense and liable for fines or imprisonment.

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General Obligations of Employers and Workers

Employer

Under the OHS Act, employers are responsible for ensuring the health and safety of all workers at the work site. Specific requirements are outlined throughout the OHS Act, Regulation and Code depending on the work that is to be done.

You are an employer if:

You employ one or more workers,

You are designated to represent an employer,

Your responsibility is to oversee workers' health and safety or

You are self-employed.

Reference: OH&S Act, Section 2(1) Responsibilities include:
Keeping equipment in safe working order

Properly labeling and storing dangerous chemicals

Ensuring workers perform their duties as required by the OHS Legislation

Ensuring workers have the training and experience needed to do their jobs safely

Informing your workers of any dangers on the job site

Monitoring workers who may be exposed to certain hazards such as chemicals or noise. In some cases specific health examinations may be required.

Reference: OH&S Regulation, Sections 12, 13, 15, OH&S Code

Worker

Workers must take reasonable care to protect the health and safety of themselves and other workers.
Reference: OHS Act, Section 2(2)

Prime Contractor

If there are 2 or more employers involved in work at a work site at the same time, there must be a **"prime contractor".** The prime contractor for a work site is:

The contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or

If no agreement has been made or is in force, the owner of the work site.
The prime contractor, as far as it is reasonably practicable to do so, must ensure that the OH&S Act, Regulation and Code are complied with.

The Occupational Health and Safety Act does not require the prime contractor to be present at the work site. It does require the prime contractor to have a system in place to ensure, as reasonably practicable, compliance with the OH&S Act, Regulation and Code.
Reference: OH&S Act, Section 3

Specific Requirements

Specific requirements for health and safety are included throughout the OHS Act, Regulation and Code. Some key areas applicable to all industries include:

Serious Injuries and Accidents

Employers must report to AHRE Workplace Health and Safety:

An injury or accident that results in death,

An injury or accident that results in a worker's being admitted to hospital for more than 2 days.

An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,

The collapse or upset of a crane, derrick or hoist, or

The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Reference: OHS Act, Section 18

NOTE: There are also separate requirements for reporting injuries to the Worker's Compensation Board (WCB). These are covered under the Worker's Compensation Act, which is different from Occupational Health and Safety legislation. For further information and access to WCB forms go to www.wcb.ab.ca.

Imminent Danger

The OHS Act, Section 35 outlines the worker's duty to refuse work in the case of imminent danger. "Imminent danger" means any danger that isn't normal for a job, or any dangerous conditions under which a worker wouldn't normally carry out their work. If workers think their work may put them or another worker in imminent danger, they must refuse to do it.
Reference OHS Act, section 35

For Example:
A construction worker who has not been trained to handle explosives is being asked by his employer to destroy some explosives left behind at the work site by other employers. (Handling explosives is a danger normally present for blasters, but not for the construction worker).
The construction worker must refuse to carry out the work and inform the employer of the refusal and the reason for the refusal.

The employer must investigate and take action to eliminate the immediate danger.

HARDING'S YOUR IMPROVEMENT COMPANY	**Harding's Services Inc.** Company Health and Safety Manual
Part XIII – Legislation	**4 – OH&S Code List of Topics**

The following list summarizes all topics covered by the OH&S Code. If any other Parts of the OH&S Code apply to your work site refer to the OH&S Code and Explanation Guides available at: www.gov.ab.ca/hre/whs/law/ohs.asp

Topic	Part of OH&S Code
Definitions and General Application	Part 1
Hazard Assessment, Elimination and Control	Part 2
Specifications and Certifications	Part 3
Chemical Hazards, Biological Hazards and Harmful Substances	Part 4
Confined Spaces	Part 5
Cranes, Hoists and Lifting Devices	Part 6
Emergency Preparedness and Response	Part 7
Entrances, Walkways, Stairways and Ladders	Part 8
Fall Protection	Part 9
Fire and Explosion Hazards	Part 10
First Aid	Part 11
General Safety Precautions	Part 12
Joint Work Site Health and Safety Committee	Part 13
Lifting and Handlinq Loads	Part 14
Lockinq Out	Part 15
Noise Exposure	Part 16
Overhead Power Lines	Part 17
Personal Protective Equipment	Part 18
Powered Mobile Equipment	Part 19
Radiation Exposure	Part 20
Riqqinq	Part 21
Safeguards	Part 22
Scaffolds and Temporary Work Platforms	Part 23
Toilets and Washing Facilities	Part 24
Tools, Equipment and Machinery	Part 25
Ventilation Systems	Part 26
Violence	Part 27
Working Alone	Part 28
Workplace Hazardous Materials Information System (WHMIS)	Part 29
Demolition	Part 30
Divinq Operations	Part 31
Excavating and Tunnelinq	Part 32
Explosives	Part 33

Forestry	Part 34
Health Care and Industries with Bioloqical Hazards	Part 35
Mining	Part 36
Oil and Gas Wells	Part 37
Residential Roofing	Part 38
Tree Care Operations	Part 39

Summary

The above highlights are general only and each worker has the responsibility to obtain and become familiar with the content of the Act and the applicable regulations. This company has copies of the Occupational Health and Safety Act, Regulation and Code in our office that are readily available to every worker for their review.

This company requires that all its personnel be familiar with and practice the safety standards of the company. We insist that the safety standards of the client are the absolute minimum when on site and that, as individuals, all employees and contractors are to conduct themselves in such a way that safeguards them, their fellow workers, and the assets of the company. It will be the responsibility of Management to ensure the compliance by employees with established rules and regulations for the health and safety of the company.

The provincial regulations outline safety responsibilities and minimum safety requirements. It is the responsibility of all personnel, to read, understand and comply with the regulations that are applicable to their job.

This manual supersedes all previous Safety Policies previously issued. This is a consolidated update of existing procedures to ensure that Occupational Health and Safety practices are carried out in an approved manner and in accordance with regulatory laws and regulations, codes and specifications of federal, provincial and local governments, and company policies as it relates to Health and Safety.

This manual will be revised and/or amended at any time as the need arises. Suggestions for its improvement are encouraged from employees and should be submitted in writing to the president of the company.

Revisions

Revision#	Date	Section	Subject	Initial
1				
2				
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Notes

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Occupational Health & Safety Acknowledgement

I, the undersigned, hereby by acknowledge that Harding's Services Inc. has provided an updated (March 2025) Occupational Health and Safety Manual and Policy to use within the franchise system for both the franchisee and its workers. (attached to this Memorandum)

I understand our responsibility in implementing, utilizing and maintaining the policy within our franchise and with our employees and subcontractors. I understand that I, my employees and/or subcontractors ("workers") are the ones completing work on a Harding's work site and that we are directly responsible for the work and the health and safety of each Harding's worksite under our franchise contract.

I will ensure that our workers comply with all OHS regulations and identify themselves individually to Government representatives, either as an employee of the franchisee or a subcontractor working for the franchisee.

Franchisee/Licensee **Signature**

Name:_____ _____

Franchise Company:_____ _____

Drug and Alcohol Policy – Franchisee Obligations

Further to Section 5 of this manual wherein a Drug and Alcohol Policy is required for the franchisee itself, Harding's provides you with a policy to utilize in your own work with your employees and subcontractors. Upon hiring or signing subcontractor agreement, the following drug and alcohol policy must be used with all of your employees and subcontractors.
This policy will form part of the Sub-Contractor Agreement and obligations of the Sub-Contractor.

There is zero tolerance for the use of drugs or alcohol in the workplace for Sub-Contractors of Harding's Services Inc. either working directly for or through a Licensee of Harding's Services Inc. This includes the possession of or impairment of such use under the following rules & obligations, which form the Drug & Alcohol Policy for Harding's Services Inc.

Harding's Impairment Definition:
An Employee, Licensee or Sub-Contractor may be considered impaired or suffering from a substance abuse problem if there is, but not limited to, one or more of following conditions present;
odour of alcohol or drugs on their breath or person,
glassy or red eyes
unsteady gait or walking pattern
slurring
poor coordination
personality changes (e.g. increased interpersonal conflicts; overreaction to criticism)
working in an unsafe manner or involvement in an accident
failing a drug or alcohol test
consistent lateness, absenteeism, or reduced productivity or quality of work

Acting reasonably there may be sometimes there are immediate signs and symptoms present. Other times, it is a pattern of behavior that may be a concern. Table 'A' attached outlines the **Signs and Symptoms of Problematic Substance Use** for your reference.

Effective hours of operation:
Licensees and Sub-Contractors - any and all times that the Licensee, it's employee's or sub-contractors are representing Harding's Services Inc. in the public domain or leasing space or property from Harding's Services Inc., including but not limited to: operating a motor vehicle branded with Harding's, while in the workspace of a client, wearing Harding's apparel, while using Harding's equipment and while in the office(s) of Harding's Services Inc.

Zero Tolerance of possessing or being under the impairment of recreational drugs and alcohol for all employee's, Licensee's and Licensee's Sub-contractors of Harding's.

Substance Abuse issues must be disclosed by the employee, or sub-contractor to their Licensee, Manager or President of Harding's Services Inc. immediately.

Medical Cannabis use must be disclosed at the time of prescription or at the time of hiring to the Licensee, Manager or the President of Harding's Services Inc. and must include a Doctor's Medical Certificate prescribing such use, however it does not need to include the reason of such use to ensure the sub-contractor's privacy. A medical prescription does not excuse the individual's legal responsibility to maintain sobriety in the workplace or to become impaired at work while maintaining their prescription.

It is the responsibility of the sub-contractor to complete their work prudently and diligently. Any use of drugs or alcohol that burdens the Licensee of Harding's Services Inc. with undue hardship will be cause for immediate termination of the sub-contractor, unless otherwise agreed to in writing by the President of Harding's Services Inc..

Acknowledgement Receipt

Dated this _____ day of _____, 202___.

Name (print)_____, (signature)_____

Table 1
Signs and Symptoms of Problematic Substance Use
(not specific to any causal agent)

	Indicators
Physical	deterioration in appearance and/or personal hygiene unexplained bruises sweating complaints of headaches tremors diarrhea and vomiting abdominal/muscle cramps restlessness frequent use of breath mints/gum or mouthwash odour of alcohol on breath slurred speech unsteady gait
Psychosocial impacts	family disharmony (e.g., how the colleagues speak of family members) mood fluctuations (e.g., swinging from being extremely fatigued to 'perkiness' in a short period of time) inappropriate verbal or emotional response irritability confusing or memory lapses inappropriate responses/behaviours isolation from colleagues lack of focus/concentration and forgetfulness lying and/or providing implausible excuses for behaviour
Workplace performance and professional image	calling in sick frequently (may work overtime) moving to a position where there is less visibility or supervision arriving late for work, leaving early extended breaks; sometimes without telling colleagues they are leaving forgetfulness errors in judgement deterioration in performance excessive number of incidents/mistakes non-compliance with policies

	doing enough work to just ‘get by’ sloppy, illegible or incorrect work (e.g., writing, reports, etc.) changes in work quality

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