2025

ASHTON CONSTRUCTION SERVICES

Ashton Construction Services Inc.

Health and Safety Manual

Contents

DISCLAIMER

The information presented in the General Policies, Health and Safety Manual is provided for general use and may not apply to every circumstance. This manual is not intended to be a definitive guide to government regulations and does not relieve persons using this manual from their responsibilities under applicable legislation.

Created February 2015

GLOSSARY OF TERMS

TERM	MEANING
Accident	An event which results in lost time and/or damage to property
ACS	Ashton Construction Services Inc.
ANSI	American National Standards Institute
CE	European accordance (European Community) or *Conformité Européanne* (“European Conformity”)
Contractor	Any person in an occupation or person who employs other persons including suppliers of materials and equipment
COR	Certificate of Recognition (for WCB accounts with 11 or more employees listed)
CSA	Canadian Standards Association
Employee	Persons who have Employment Insurance, Canada Pension or Income Tax deducted
Employer	A tradesman, contractor or supplier that works alone or hires other workers or sub-contractors
HSC	Health and Safety Committee
Incident	Any unplanned and unwanted event, that resulted in equipment/property damage or injury (including a fatality), **or that could have resulted in damage or injury**
JHA	Job Hazard Assessment
Job Site	Any place where a job activity is conducted. Includes ACS vehicles.
Manual	General Policies, Health and Safety Manual
Near Miss	Any unplanned and unwanted event that could have resulted in damage or injury
OHS Act	Occupational Health and Safety Act, Regulation and Adopted Code (Alberta)
PPE	Personal Protective Equipment
PSI	Pre-job Safety Instruction
Pt	Part number of the OHS Act
RPE	Respiratory protective equipment
SDS	Safety Data Sheet
Sec	Section of a Part of the OHS ACT
SECOR	Small Employer Certificate of Recognition (for WCB accounts with 10 or less employees listed)
Shop	Any indoor area where tools and equipment are manufactured, repaired or stored.
SJP	Safe Job Procedure
SWP	Safe Work Practice
WCB	Workers Compensation Board
WHMIS 2015	Workplace Hazardous Materials Information System
YARD	Any area of outside storage sheds or yard where material is stored.

REVISIONS

Page #	Revised by	Add	Remove	Date
10	BVS	Revision table	n/a	Oct 2021
26, 28,29	BVS	Amend 4.2 New Employee Safety Orientation process to reflect digital eOrientations	26,28,29	Oct 20 2021
37	BVS	Amend 5.3 Site Specific Hazard Assessments to reflect digital eHazard Assessments	37	Oct 20 2021
51	BVS	Change SSHA form example	51-52	Oct 20 2021
40-48	BVS	Review of FHAs and adding relevant job roles	40-48	Oct 20 2021
93-95	BVS	7.1 – 7.5 Amend inspection policy, procedure and inspection form to better reflect company procedure, employee involvement and form used	93-95	Oct 20 2021
126-127	BVS	Replace 9.5 Investigation and Incident report to include root causes.	126-128	Oct 20 2021
93-102	BVS	Add 6.2.26 Confined Space Code of Practice	n/a	Oct 22 2021
19-23	BVS	Element 3 HCS requirements updated	19-24	Aug 25 2022
39-47	BVS/ACS	Review of formal hazard assessments	39-47	Aug 25 2022
52	BVS/ACS	Review of safe job procedures	52	Aug 25 2022
125 -	BVS	Add forest fires, flood and lightning storms to ERP	-	Aug 25 2022
36-37	BVS	Updated procedure for FHA and FLHA review	36-37	Aug 30 2022
13	BVS	Site Superintendent Responsibilities	13	Jan 25 2023
103-104	BVS	SJP – After Hours Working new procedure	n/a	Jan 25 2023
61 & 152	BVS	Amended noise limits to 82dB from 85 dB	61 & 152	Nov 28 2023
120, 132 &122	BVS	Changes first aid training requirements from standard to intermediate and updated first aid kits requirements in ERP Plan	120, 132 & 122	Nov 28 2023
EI 7.5	BVS/ACS	Rewrite and overhaul of Maintenance Policy and forms, to include new software App Fleetio and BVS Digital Safety App	108-118	Nov 28 2023
39	BVS/ACS	Add to job task list for new job roles for managers and supervisors who work both in office and on site.	39	Nov 28 2023
44-45	BVS/ACS	Add formal hazard assessment for Work Site Supervisory Roles	-	Nov 28 2023
22	BVS/ACS	3.2.4 HSC meeting minutes amended to include distribution via email	22	May 22 2024
26-27	BVS/ACS	Add additional requirements to pre-recruitment training requirements.	26-27	May 22 2024
30-31	BVS	Update 4.6 Health and Safety Communication Policy to include all communication methods Update 4.7 Toolbox Meeting Form	30-31	May 22 2024
37	BVS	Update 5.2 Criteria for when FHAs are reviewed/updated	37	May 22 2024
106-107, 109	BVS	Update 7.1 Inspection Policy to include all levels of responsibility. Update example form and add Office Inspection Form	106-107, 109-110	May 22 2024
141-145	BVS	Update 10.1 Program Administration Policy to reflect current activity and add Weekly Managers Safety Report example	141-145	May 22 2024

	ACS	Update CEO signatures & add HSC sign-off to HAs		October 2024
	ACS	New SWPs- Scaffold & Gaurdrails		November 2024
	ACS	Updated Organizational Chart		February 2025
Misc	ACS	General re-wording of job titles throughout doc to match new org chart	Misc	February 2025

ELEMENT 1 MANAGEMENT COMMITMENT TO SAFETY

1.1 HEALTH & SAFETY POLICY

1.1.1 Overview

Ashton Construction Services Ltd. (ACS) is committed to a health and safety system that protects our workers, others (i.e. contracted employers) who enter onto our property and the general public.
ACS objective is a health and safety program that will reduce the number of injuries or illnesses to an absolute minimum and exceed the best experience of similar operations. The aim is zero illness or injury at ACS.
Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

1.1.2 Health and Safety Program Cooperation

The employer, managers, supervisors and workers at every level are responsible and accountable for ACS's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects.

1.1.3 Activities

The health and safety program shall:

- Provide mechanical and physical safeguards to all employees to the maximum extent possible.
- Conduct a continuous program of work site inspections to identify and eliminate or control unsafe work practices, conditions, health hazards and equipment. The program shall comply fully with the OHS Act, Regs and Code.
- ACS shall provide the training for the personal health and safety of all employees in keeping with the highest standards and to the greatest degree possible.
- Ensure that independent trades and contractors train themselves and their employees in good health and safety practices.
- Ensure the maintenance of ACS or Employee-owned Personal Protective Equipment (PPE) in accordance with the manufacturers' instructions, OHS Act and that workers be trained in the care and use of PPE. All employees and contractors shall provide and maintain their own safety equipment.
- Develop and consistently and fairly enforce ACS health and safety rules, policies and procedures as a condition of employment or contract.

- Promptly investigate every health and safety incident to correct the cause(s), to ensure that a similar incident will not happen again.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

1.2 ROLES & RESPONSIBILITIES

ACS recognizes that all responsibilities for health and safety are shared, and that health and safety is an essential part of all operations as follows:

- Accept the responsibility for leadership of the health and safety program for effectiveness and improvement.
- Ensure healthy and safe conditions continually exist by the provision of all reasonably practicable safeguards and training.
- Hold all Senior Management, Superintendents, employees and contractors personally responsible for the development of proper attitudes, genuine cooperation and rules compliance for health and safety within themselves and their employees.
- Ensure or exceed the compliance requirements of the OHS Act and ACS General Policies, Health and Safety Manual.

1.2.1 ACS Company Owner Responsibilities

- Maintain the premises in a way that ensures the health and safety of people visiting and working on site.
- Disclose to employers or prime contractors the full details of any potential hazards in or around the workplace so they can be eliminated or controlled.
- Cooperate with any person exercising a duty imposed by the OHS Act, Regs and Code.
- Comply with OHS Act, regulations and the OHS code.

1.2.2 ACS Senior Management and Contractors Responsibilities

- Provide policy instruction, practical direction and assistance to work site Superintendents to protect the health and safety of every worker, visitors or passers-by on ACS work sites.
- Understand and consistently enforce ACS safety policies and the OHS Act.
- Provide all Superintendents with clear understanding of the safety programs in place, and inform such personnel, be they contractor/sub-contractor or employee, of all OHS Act requirements.
- Ensure that there is no harassment, discrimination or violence in the workplace.
- Ensure that all contractors and employees have equipment and tools that are correct for the task, maintained in good working order, have all safeguards in place and employees competent in their safe use.
- Ensure that all workers on work sites have relevant PPE available, are trained in its use and maintenance and wear in accordance with this manual.
- Provide visitors and clients with the PPE to enter the work site and to arrange times that will provide the safest visit.
- Provide direction to contractors and employees in the area of on-going safety training and education that is available or may be required.
- Monitor all job site personnel and hold them personally accountable for safety performance.
- Monitor all contractors and hold them accountable for the safety performance of their Superintendents and workers.
- Conduct site safety inspections in accordance with ACS policy and the OHS Act.
- Conduct written hazard assessments and ensure review by all site personnel daily. Make the assessments freely available on the job site and then retain for management review and file.
- Correct all unsafe conditions/acts at the site immediately upon being aware of their existence.

- All contractors shall ensure compliance with the OHS Act.
- Ensure all contractors meet the first aid requirements of the OHS Act.
- Investigate all incidents that occur on a work site.
- Comply with all legislation, manufacturers' instructions, and ACS policies, and always set a good health and safety example to employees, clients, visitors and passers-by.

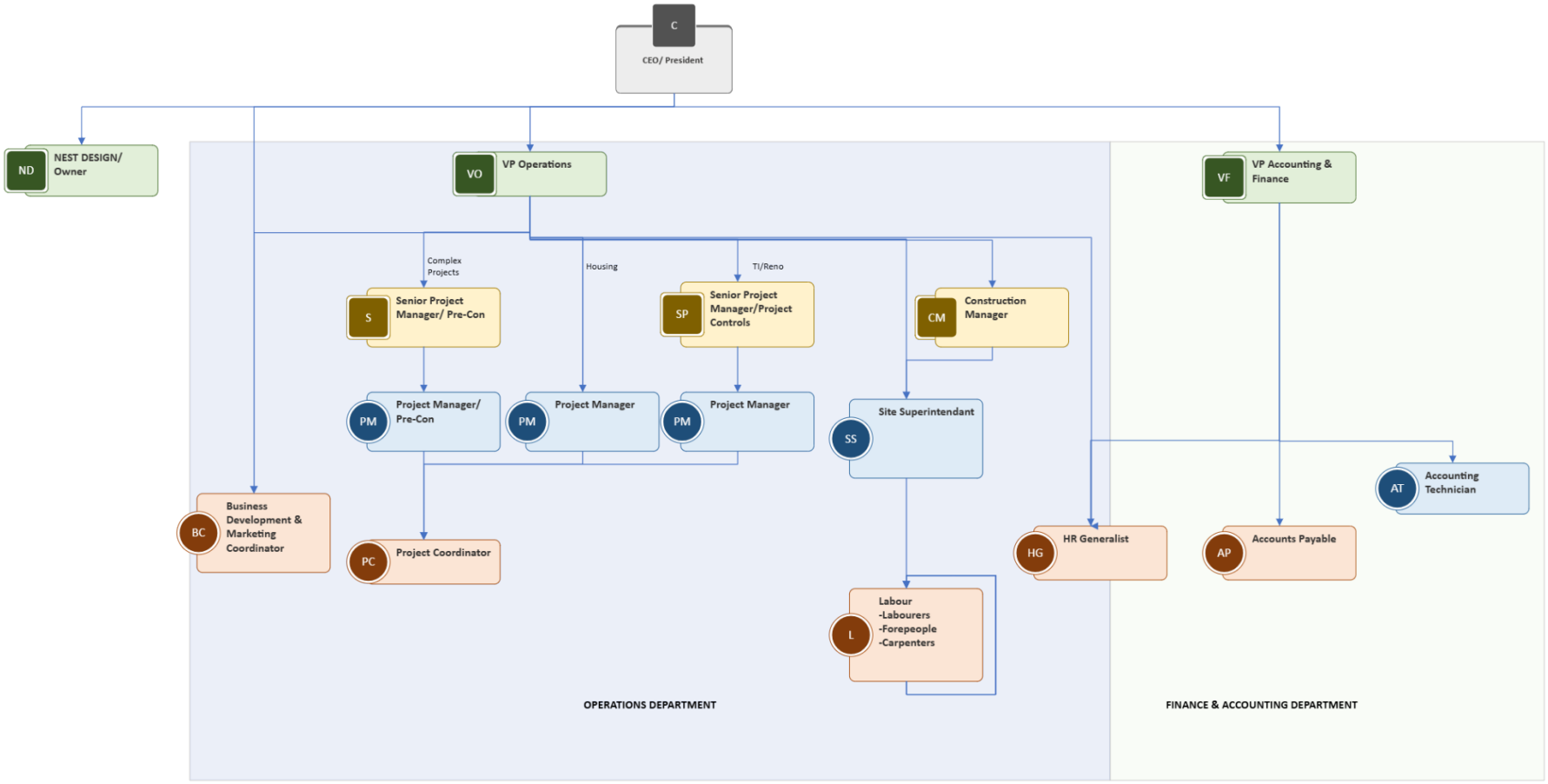
1.2.3 Supervisor/Superintendent Responsibilities

- Promote safety and awareness among all trades and workers sharing the work site.
- Establish safe work procedures for worker jobs/tasks under supervision and participate with workers, other trades, contractors/sub-contractors and management in the development of Safe Work Practices (SWP) and Safe Job Procedures (SJP).
- Instruct workers in safety through leadership, safety meetings and training.
- Ensure that there is no harassment, discrimination or violence in the workplace.
- Correct unsafe work practices by means of leadership, information, education and disciplinary action when required.
- Detect troubled employees and ensure their safety and the safety of others by responding appropriately to the issue at hand.
- Identify and correct unsafe conditions or acts and ensure conduct of the work when it is safe.
- Comply with all legislation, manufacturers' instructions and ACS policies.
- Inspect the work site monthly or as needed for potential hazards; identify, eliminate or control such hazards.
- Review and assist in the daily completion of hazard assessments on the work site or for the individual task for which they are developed.
- Conduct or participate in the investigation of all incidents that occur on the work site.
- Conduct a weekly Toolbox or Tailgate Meeting.
- Ensure that all tools and equipment on the work site are in good working order, appropriate for the task, with all safeguards in place and properly maintained.
- Stop the work and make a report of any unsafe conditions, acts or non-compliance with legislation, manufacturers' instructions and ACS policies by contractors or employees on the job site to Senior Management if the offender(s) fail to take the corrective action requested.
- Set a good example by personal conduct, work ethic, leadership and health and safety excellence.
- Responsible for giving permission for any after hours or outside of normal working hours work to be completed.
- When an after-hours permit is approved, must be on alert until the work is completed. Check in regularly with the trades and ensure site is secure once work is complete.

1.2.4 Employee Responsibilities

- Report any unsafe conditions or acts performed on the job site to the Superintendent or Senior Management if you are unable to correct them.
- Fully cooperate and correct unsafe conditions or acts immediately when requested.
- Ensure that there is no harassment, discrimination or violence on the work site.
- Make a report of any harassment, discrimination or violence on the work site to the Superintendent or Senior Management.
- Immediately report any injury **no matter how small** and get the needed first aid.
- Understand and comply with the OHS Act, manufacturers' instructions and ACS policies and rules.
- Arrive at the work site on time, in good condition and ready to work.
- Advise the Superintendent of any condition that may impair their ability to work such as a medical condition, prescription drugs or personal issues, including substance abuse.
- Maintain your conduct at a professional and courteous manner at all times.
- Avoid conflict with other workers and contractors on the site.
- Do not engage in any horseplay or other similar conduct.
- Maintain good housekeeping practices on the site.
- Properly maintain and correctly use the PPE required for the task.
- Only operate equipment that you have received the proper training and/or certification to operate and with authorization of the employer/ owner.
- Do not use company vehicles unless insured and authorized.
- Cooperate fully in the completion of Hazard Assessments, attendance at Safety Meetings, job training and follow the Superintendent's direction.
- Cooperate willingly with co-workers to ensure the health and safety of co-workers and other workers on the same site but not engaged in your task.
- Immediately inform the Superintendent or Senior Management if you believe you are in imminent danger by performing the task.
- Set a good example to co-workers by attendance at safety meetings, personal conduct, work ethic, leadership and health and safety excellence.

1.3 ORGANISATIONAL CHART



ELEMENT 2 PUBLIC, VISITORS AND CONTRACTED EMPLOYERS

2.1 PUBLIC, VISITORS & CONTRACTED EMPLOYERS POLICY

This company is committed to providing a healthy and safe environment for all contracted employees, visitors and public who may be affected by activities at job worksites by ensuring:

- All contractors and self-employed persons shall submit their Occupational Health and Safety programs to ACS for acceptance within the bid process. ACS reserves the right to reject OHS programs that do not comply with the Occupational Health and Safety Act (OHSA). If rejected, the contractor shall operate in accordance with this manual.
- Contractors must sign the 2.2 Acknowledgement of Health and Safety Requirements.
- Health and safety orientations are provided to all contractors by the safety officer, manager, or supervisor prior to them coming on site.
- Verbal health and safety orientations are provided to all visitors by the site supervisor prior to them coming on site, to review site hazards and PPE requirements. They are accompanied by a company representative at all times while on the work site.
- The orientation informs contractors and visitors of their health and safety responsibilities, worksite hazards and controls, and when conditions change.
- Contractors working on an ongoing basis are deemed competent through site inspection and monitored to ensure continued health and safe practices.
- Any identified contractor non-compliance is recorded on site inspection or incident reports, for corrective actions.
- Continued non-compliance will be addressed by meeting with the parties involved and if corrective actions are not completed may result in contractors being removed temporarily or permanently from the work site.

2.1.1 Contractor Charge Backs

Any contractor, an employee of a contractor or a contractor's sub-contractor who fails to maintain compliance with the Rules shall make the contractor liable to reimburse ACS for the cost of ensuring compliance as follows:

- Payment of an Administrative Fee of $250.00 (two-hundred and fifty dollars) for each occurrence; and
- The actual incurred costs relating to:
  - Replacement labour
  - Rental of replacement tools and/or equipment
  - Repairs to tools and/or equipment
  - Replacement of damaged materials, tools or equipment deemed beyond repair by a properly certified and competent technician
  - Other directly/indirectly related costs of other contractors, suppliers or ACS employees impacted by the non-compliance.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

2.2 ACKNOWLEDGEMENTS OF HEALTH AND SAFETY REQUIREMENTS

CONTRACTED EMPLOYERS

Contractors hired to perform work on the sites are required to sign off on the subcontractor safety sign off package prior to starting work on site.

Evaluation of Contracted Employers

Ashton has a process in place to evaluate Contracted Employers to ensue, as far as it is reasonably practicable to do so, that the contracted Employers are able to, and likely will, carry out their job duties in accordance with Alberta OHS legislation requirements.

The process consists partly of reviewing safety documentation that the contracted Employer uses to ensure safety, including, but not limited to, the review of:

- Formal Hazard Assessments
- Training certificates (if required. Ie: First Aid, Fall Protection, WHMIS etc...)
- Field Level Hazard Assessments
- Frequency and ability of contracted Employer to monitor their workers on site.
- Safe Job Procedures for critical tasks

Selection of Contracted Employers

Contracted Employers are selected based on a determination of their ability to meet the requirements as outlined in the above Evaluation criteria.

Monitoring of Contracted Employers

Contracted Employers are required to have a system in place to monitor their workers while on site to ensure compliance with relevant and applicable Alberta OHS legislation and Best Practices.

Ashton has an informal inspection process in place whereby Ashton Supervisors regularly monitor contracted Employers while on site.

Ashton has a formal inspection process in place whereby Ashton Safety Advisor will ensure that monthly formal inspections of worksites and contracted Employers will be done to ensure compliance.

All instances of observed non-compliance must be corrected in a timely fashion, and imminent danger situations will be corrected immediately.

Addressing non-compliance of Contracted Employers

Through informal and formal inspections, Ashton and/or the contracted Employer will address non-compliance concerns/issues and determine the level of importance for the purposes of corrective action. Any situation/issue that presents an imminent danger concern must be dealt with immediately. Work must be stopped, and the issue must be addressed for correction.

Depending on the degree of lack of compliance, Ashton may require the contracted employer to hold a safety meeting with their workers to address the safety concern and submit the signed off safety meeting to Ashton Safety Advisor before continuing to work; or potentially stop work in order to obtain proper training or PPE before work continues.

Contracted Employers and their workers will be subject to the same “3-strike rule” that Ashton employees/workers are subject to.

Contractors must:

1. Understand their health and safety responsibilities.

2. Understand and follow ACS Health and Safety Management System.
3. Ensure workers and subcontractors receive a safety orientation.
4. Complete a pre-project formal hazard assessment and submit daily site-specific hazard assessments as required.
5. Ensure all workers and contractors participate in site orientations, site safety meetings, follow site rules, and ensure all workers are familiar with health and safety requirements.
6. Have a health and safety program that is compliant to Alberta legislation or follow the ACS Safety Program.
7. Immediately report all incidents including, near-miss incidents, work refusals, lost-time, medical aid, and fatalities.
8. Ensure workers and subcontractors are competent and receive ongoing training.
9. Ensure workers have required Personal Protective Equipment (PPE).
10. Any non-compliance with H&S policies and procedures must be addressed in a timely manner and if not completed may result in contractors or self-employed persons being removed temporarily or permanently from the work site.

The Contractor Health and Safety Program has been read and its conditions are hereby accepted by the Contractor and all parties under the contractors' direct control.

The signer assumes full responsibility to inform its employees and subcontractors the terms provided in the program.

The signers acknowledge that compliance with the Health and safety Agreement is a continuing requirement and is valid from the start to end of every job.

Name of Contractor Company:_____

Contractor's Signature:_____Date: _____

ACS Representative:_____Date: _____

ELEMENT 3 HEALTH AND SAFETY COMMITTEES / REPRESENTATIVES

ACS have assessed the OHS requirements and due to the number of employees it requires a health and safety committee

3.1 TERMS OF REFERENCE

3.1.1 Composition

The committee's composition will follow the requirements below:

- The committee shall consist of at least 4 members.
- Members must be selected to represent all areas of the business.
- Worker members represent the workers and employer members represent their employer.
- There cannot be more employer members than worker members.
- Worker members must work for the employer and cannot be managers or supervisors.
- Workers select their own HSC members, the timeframe for selection is 10 days.
- If worker members are not selected within 10 days the employer may select worker members.
- The employer selects the HSC employer members.

3.1.2 Term of Office

The OHS Code 197 states a term of office must be established for committee members. When practicable the term of office for each member will normally be at least one year, unless an employee is no longer employed by the company or is no longer able to perform their duties effectively.

3.1.3 Co-Chairs

Two co-chairs will be selected by the members of the committee.

a) The worker members shall select one co-chair
b) The employer members shall select one co-chair

Co-Chair responsibilities:

- Alternate in serving as chair at committee meetings
- Participate in all decisions of the committee
- Prepare the agendas for the committee meetings
- Ensure that meeting minutes are recorded
- Ensure that meeting minutes are approved and given to the employer within 7 days of the meeting
- Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held

Either co-chair may call a special meeting.

3.1.4 Meetings

The HSC shall meet in accordance with OHS Code Section 197 & 198:

- Meet at least 4 times per year
- Meet if requested by a co-chair
- Meet if requested by an OHS officer

Meetings shall be held during normal working hours. A quorum is required to hold a meeting and make valid recommendations and decisions.

3.1.5 Quorum

The composition of the quorum shall follow the requirements below.

a) Consist of 2 members or ½ of the members (whichever is greater)
b) Both worker and employer members must be present
c) At least one half of members present are workers

3.1.6 Agenda and meeting minutes

Meeting agendas and minutes will adhere to the guidelines below

- Meeting agendas and minutes will follow the approved templates, see 1.3.
- An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- The co-chairs must ensure that meeting minutes are recorded.
- The co-chairs must ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.
- The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

3.1.7 Recommendations to the employer

Recommendations to the employer will follow the requirements stated below.

- Written using the approved minutes 3.4
- Directly related to health and safety
- Reasonably capable of being done
- Clear and complete (ensure the employer will not need more information to make a decision)

3.1.8 Replacing a member

If an HSC member must step down during the member's office term, the following procedure will be followed to replace the member:

a) The member will advise the committee in writing of their intent to step down
b) The committee will pass the motion to replace the member, if necessary
c) The committee will inform the employer if the member is an employer member, or the committee will proceed with an appropriate election process to elect a new worker member
d) Determine the demographic represented by the leaving member
e) Announce the departure to the work site
f) Hold an election to replace the worker member (ensuring appropriate demographic votes)
g) Announce the new member to the HSC and the work site
h) If the member stepping down is a co-chair, the committee must proceed with a co-chair selection once the new member joins the committee
i) Amend documentation to reflect the change.

3.1.9 Dispute Resolution – Failure to Reach Consensus

With the Employer

When a matter cannot be resolved after written reasons are given by the employer, the employer, the HSR, may refer the concern to an OHS officer

Amongst the HSC

When the committee is unable to reach an agreement regarding a health and safety matter the committee will take decision of the Co-chair. *(This may include having the co-chair contacting OHS or a third-party consultant)*

3.1.10 Members not Fulfilling Duties

If a member is identified as not fulling their duties and responsibilities, a special meeting will be held with the other HSC members to address the situation. Where possible support and training will be offered to help the non-performing member if this is not successful, the member will be formally notified in writing, that they are being removed from the HSC, and replacing a Member procedure followed.

3.1.11 Amendments

These terms of reference may be amended by vote of the committee members.

3.2 RULES OF PROCEDURE

3.2.1 Purpose

The purpose of the Health and Safety Committee is to identify and resolve safety concerns as well as promote health and safety at the work site.

The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

3.2.2 Duties and functions

The duties and functions of the committee are identified in the OHS Act, s.19, and include the items below.

a) The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers
b) Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
c) The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
d) Cooperation with an officer exercising duties under the OHS act, the regulations and the OHS code
e) The making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers
f) Reviewing the employer's work site inspection documentation
g) Assist the employer in the development, implementation, and review of violence and harassment prevention plans.
h) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee
i) Other duties, as may be specified in this act, government regulations and the OHS code

Duties shall be performed during normal working hours.

3.2.3 Training Requirements

Training can be provided internally or by an outside training provider. All committee members will be trained in:

a) the roles and responsibilities of co-chairs, and HSC members, b) work site party obligations and c) worker's rights under the OHS Act.

3.2.4 Records

The committee will keep accurate records of all activities and items addressed by the committee. Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee. Records will be kept for a minimum of 2 years. Meeting minutes once approved will be distributed to the entire team via email.

3.2.5 Inspections

The HSC will review work site inspection records at the HSC meetings.

3.2.6 Disclosure of Information

The committee or its individual members must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

3.2.7 Amendments

These rules of procedure may be amended by vote of the committee members.

3.3 HSC AGENDA

HSC MEETING AGENDA

DATE:

LOCATION:

AGENDA

AGENDA PREPARED BY:

1. Call to Order and Attendance
2. Acceptance of previous meeting minutes (not applicable first meeting)
3. Outstanding items from previous meeting (not applicable first meeting)
4. Review of inspection report(s)
5. Review of incident report(s) (if applicable)
6. New Items
7. Recommendations to employer
8. Training and communication
9. Other items
10. Adjourn

3.4 HSC MEETING MINUTES

HSC Meeting Minutes			
Work Site:			
Date:	**Time:**		
Location:			
In attendance: **Co-Chairs:**	**Absent: n/a** **Guests: n/a**		
Item		**Follow up** **Assigned to**	**Target date**
1. Acceptance of Previous Meeting minutes *Comments:*			
2. Outstanding items from previous meeting *Comments:*			
3. Review of inspection report(s) 3.1 Review of Inspection report MM/DD/YYYY *Comments*			
4. Review of incident report(s) 4.1 Review of near miss report MM/DD/YYYY *Comments* 4.2 Review of incident report MM/DD/YYYY *Comments*			
5. New Items •			
•			
6. Recommendations to employer 6.1 First Recommendation *Comments* 6.2 Second Recommendation *Comments*			
7. Training and communication 7.1 HSC Member training *Comments* 7.2 Crew Training *Comments*			
8. Other items 8.1 First other item *Comments*			
9. Adjourn 9.1 Meeting was adjourned at: 9.2 Next meeting scheduled for:			
Minutes Prepared By:			

Signed:_____ Date:
CO-CHAIR

Signed:_____ Date:
DIRECTOR

ELEMENT 4 TRAINING

4.1 HEALTH & SAFETY TRAINING POLICY

The purpose of this policy is to provide for general and specialized health, safety and related training throughout all levels of the organization. To ensure all workers are *competent* and protect everyone at the work site.

ACS will ensure that all employees and contractors receive and/or deliver adequate health, safety and related training that is necessary to minimize losses of human and physical resources of the company. All workers will participate in this training. This training will include, but not be limited to:

- Safety orientation, for new and transferred workers;
- Workers rights (right to refuse, to know and to participate;
- Safety training for workers, supervisors and management;
- Health and safety, policy, procedures, and responsibilities;
- Task and trade-specific training and certification;
- Hazard identification, reporting and control;
- Workplace Hazardous Materials Information System (WHMIS 2015) orientation;
- Safe work practices and job procedures, as applicable;
- The proper fitting, safe use, cleaning and maintenance of all protective equipment, as applicable;
- Discipline/enforcement policies;
- Violence and harassment prevention plans
- Emergency Response plans;
- Incident and near miss reporting;

4.1.1 Competency

To be deemed *competent,* all workers, must be:

- adequately qualified (e.g. certificates, tickets, trade qualifications)
- Suitably trained (orientation, on-the-job training, safe job procedures
- Sufficient Experience (e.g. task observations, performance reviews, skill assessments)

ACS will assess the competency of workers, using the following three methods:

a) New Employee Orientation
Orientations with new or transferred workers are conducted digitally in presence of management or site supervisors, within one week of employee start date, see 4.2 New Worker Orientation Meeting

b) Job Specific Training
Training for all workers including safe job procedures, on-the-job training, policies and procedures is ongoing and reviewed on an annual basis.

c) Competency Assessments
To evaluate and ensure ongoing competency, supervisors/managers will carry out competency assessments for each worker, on an annual basis or as required by operational changes, which may include, task observations during regular work tasks, routine site inspections, quizzes and completed task checklists.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

4.2 NEW EMPLOYEE SAFETY ORIENTATION MEETING

4.2.1 Introduction

Safety orientation is the most important tool that management has available to introduce new workers to ACS health and safety program. This is especially true of new workers aged 17 - 24, where the numbers of reported accidents/incidents are extremely high.

4.2.2 Safety Orientation

Safety orientation is completed digitally in presence of a site supervisor to cover site specific information. In this way, the new hire is made clearly aware of the responsibilities of each of the crew, and their commitment to safety. Conducted on the first day before the start of work, and preferably on site for practical “show and tell” examples. Conduct the orientation without interruptions.

4.2.3 Orientation Checklist

The orientation includes but is not limited to this list:

1. worker rights (right to refuse, right to know, right to participate),
2. health and safety policies and procedures,
3. health and safety responsibilities,
4. task specific hazards and controls,
5. hazard reporting,
6. applicable regulatory requirements (e.g., OHS legislation, WCB etc.),
7. discipline/enforcement policies,
8. violence and harassment prevention plans,
9. emergency response procedures (including alert/alarm systems), and
10. incident and near miss reporting.

There are a series of knowledge check questions throughout the orientation to ensure full attention and understanding of the safety orientation. Workers must achieve a 70% pass mark.

4.2.4 Job Specific Training

Usually, a new employee will be operating equipment or performing tasks that they are not at all familiar with. In addition, if employees change jobs, they should be trained on the new equipment/task. Observe employees even if they have stated that they are familiar with the equipment/task. For example, check persons new to siding to see if they lift material correctly or safely operate saws and air-nail equipment.

4.2.5 Records

Submitted orientation records are signed, dated and emailed to both the worker and company safety administration. Example of certificate and knowledge questions below.

4.2.6 Follow-up

Senior Management and Superintendents shall make it a rule to check all employees and contractors, on a regular basis, to ensure that they follow the training and do not develop unsafe short cuts or bad habits.

4.3 TRAINING REQUIRMENTS

Each job position requires specific skills and training. The following training as a minimum shall be conducted, with additional training when identified as necessary will be arranged to build training over time for all relevant positions.

4.3.1 Site Supervisors/Superintendents

- Construction Safety Training System (CSTS)
- Leadership in Safety (or equivalent)
- Fall Protection
- First Aid – Intermediate Level
- Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS 2015)

4.3.2 Fore Person(s)

- Construction Safety Training System (CSTS)
- Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS 2015)

4.3.3 Apprentices, Carpenters and Labourers

- First Aid – Basic Level
- Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS 2015)
- As required by site specific hazard assessments - Construction Safety Training System (CSTS) & Fall Protection

4.3.4 Administrative and Office Based Personnel

- First Aid – Intermediate Level
- Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS 2015)

4.4 ASSISTANCE AND SUPPORT

ACS is a member of ACSA. There are training resources available from the ACSA. To encourage employees to maintain a safety-conscious spirit, ACS will be pleased to assist Superintendents, Project Managers, Contractors and employees as follows:

- Develop their own training programs and manuals, or help organize special safety training, such as, the ACSA Construction Safety Training System (CSTS) certification or First Aid training, at a convenient place and time when required or requested.
- Provide referrals to specific subject matter experts or safety suppliers.

4.5 NEW CONTRACTOR / EMPLOYEE HEALTH & SAFETY ORIENTATION

ASHTON CONSTRUCTION SERVICES

New Worker Orientation

Orientation Date	**Monday, October 18, 2021**	Name	**Kevin Stern**
Email	**kevinstern@mail.com**	Job Title	**Roofer**
Company	**Elevated**	Supervisor's Name	**Jim Tschabold**

Question	Your Answer	Correct Answer
1. OHS Legislation applies to all worksites in Alberta not just construction	**TRUE**	**TRUE**
2. Select ALL workers rights from the list:	• **Right to refuse unsafe work** • **Right to know the hazards** • **Right to participate in H&S**	Right to refuse unsafe work Right to know the hazards Right to participate in H&S
3. Having one person always filling out the hazard assessment and everyone, signing is compliant?	**TRUE**	**FALSE**
4. PPE is always the first line of defense as a hazard control method.	**FALSE**	**FALSE**
5. It is safe to work off a folded step ladder leant against a wall.	**FALSE**	**FALSE**
6. Making fun of a fellow worker is OK, and is not classed as harassment if you know them?	**FALSE**	**FALSE**
7. An unsafe worker is only a hazard to themselves?	**FALSE**	**FALSE**
8. All injuries, regardless how minor, must be reported to your supervisor.	**TRUE**	**TRUE**
9.  This WHMIS pictogram stands for:	**Flammable**	**Flammable**
10. If I see an unsafe act by another worker, I do not need to do anything as long as I am safe	**FALSE**	**FALSE**

Your Score: 9/10

Signature 

4.5.1 NEW CONTRACTOR/EMPLOYEE ORIENTATION CERTIFICATE

ASHTON CONSTRUCTION SERVICES

CERTIFICATE OF COMPLETION

Charlene Ortolan

Start Date : **Monday, March 3, 2025**

has successfully completed the **ASHTON CONSTRUCTION SERVICES**

NEW EMPLOYEE SAFETY ORIENTATION

ON : **Monday, March 3, 2025**

Expiry Date: Tuesday, March 3, 2026

4.6 HEALTH AND SAFETY COMMUNICATION POLICY

4.6.1 Purpose

To ensure two-way communication is encouraged and maintained throughout the company, to provide all employees with information and methods to share health and safety concerns, with the ultimate goal of preventing or at least reducing incident severity. The primary method for on-going safety awareness and exchange of safety information is the safety meeting. These meetings are vital to pass on safety information and concerns to all ACS operations.

4.6.2 Scope

There are multiple methods used within the company to communicate health and safety information. All levels of employee are involved in health and safety communications.

4.6.2.1 Formal Safety Meetings

Project meetings with a safety focus are conducted on a monthly basis, attended by management and site superintendents. Attendance, agenda, and minutes recorded, by supervisor/management or safety representative and posted in Teams and the main office.

4.6.2.2 Toolbox Talks

A Toolbox Talk is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices. Meetings are normally short in duration held by the crew supervisor with the work crew and any other work site parties such as contracted employers, conducted at the job site prior to the commencement of a job or work shift. Topics include changes in the OHS Act, Regulation, Code, manufacturers' guides or introduction of new equipment. The supervisor must be well prepared for the meeting. Conducted at a minimum monthly for small lower hazard work sites and more frequently at larger busier work sites.

4.6.2.3 Weekly Managers Safety Reports

A weekly report providing a summary of worksite safety activity, including inspections, toolbox topics, safety activity statistics is sent to the Construction Manager / Project Manager / Office Manager

4.6.2.4 Group Safety Bulletins

Important health and safety information is sent to all employees via a group email, this may include new safe procedures, incident notifications and safety information that is urgent or requires timely attention.

4.6.2.4 Safety Channel on Teams

HSC meeting minutes and less urgent safety information is posted on the Safety Channel, with relevant employees tagged to ensure they receive a notification new info is available. All employees can respond and message the channel with feedback or comments.

4.6.3 Responsibilities

4.6.3.1 Owner/VP/Senior Managers

Ensure safety is discussed at the monthly Project Meetings. Review weekly and monthly managers safety reports for a summary of toolbox meeting topics and safety activity statistics.

4.6.3.2 Construction Manager / Project Manager / Project Coordinators

Review weekly Managers Safety Reports and Toolbox meeting records relevant to their work area in Builder trend, for topics and feedback from all employee levels. Pass on any relevant information from the Project Meetings to the Site Superintendents for dissemination to work crews.

4.6.3.3 Site Superintendents

Arrange and/or hold toolbox meetings at worksites. Review toolbox meeting records, upload to Builder Trend and file in the correct safety folder. Communicate and pass on any safety information relevant to the work crews.

4.6.3.4 Carpenters/ Skilled Labourers/Forepersons

Attend and participate in worksite toolbox meetings. Read all posts in the Safety Channel on Teams and any group safety emails. Respond and participate in group chats on the safety channel as necessary.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

4.7 TOOL BOX MEETING FORM

TOOLBOX MEETING	
DATE:	
PROJECT:	
SUPERVISOR:	
FACILITATOR:	

AGENDA ITEMS	
1	
2	
3	

ATTENDEE SIGN-IN		
PRINT NAME	**COMPANY**	**SIGN**

4.8 ENFORCEMENT OF THE HEALTH AND SAFETY PROGRAM

Compliance by all workers with ACS's Health and Safety Program. OHS Act, Regs, and Code and other applicable legislation is mandatory and shall be considered a condition of employment.

The follow methods will be utilized to ensure worker compliance with the health and safety program:

- Training and Retraining
- Observation and Inspections
- Disciplinary Action

The importance of safe work practices and the consequences of failing to abide by safe work procedures will be covered during worker orientation, and safety meetings. This will help ensure that all workers understand and follow ACS Health and safety program.

Workers observed performing unsafe acts or not following proper procedures will be retrained by their supervisor. This may be reported in their training record to document the training. If multiple workers are involved additional safety meetings will be held.

4.8.1 Disciplinary Action

The failure of a worker to adhere to safety policies and procedures established by ACS can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the worker but can also affect co-workers and/or customers.

Accordingly, any worker who violates any Company safety policies will be subject to disciplinary action. Workers will be disciplined for any infractions and unsafe work practices not only those resulting in injury or damage.

During the investigation the worker's supervisor will establish as best as they can the cause of the infraction. Negligence may be considered as:

- **incompetence** (if the worker is *neglecting* duties without realizing what is expected)
- or as **misconduct** (if the worker is fully aware that duties are being *neglected*, but *neglects* them anyway)

Infractions identified as incompetence in the first instance will be handled with training and/or retraining, and if serious may result in a verbal warning. Infractions identified as misconduct either by repeated offence or proof that worker is aware of correct procedures, will follow the progressive discipline procedure:

4.8.2 Progressive Discipline Procedure

Senior Management and supervisors will handle offences in an objective, fair and firm manner. See below for the escalating actions for misconduct.

4.8.2.1 First Offence

The immediate supervisor shall decide if the misconduct is minor or severe. Severe misconduct may result in immediate summary dismissal. Incidents of minor misconduct will be issued a Verbal Warning. Supervisors shall report it immediately to Management, who shall record it in the worker personnel or contractor file.

4.8.2.2 Second Offence

Supervisor shall request Senior Management to issue a Written Warning (WW) for a second and same offence. Senior Management shall issue the written warning if they see fit. Management shall record the warning in the worker file and database.

4.8.2.3 Third Offence

Suspension for workers shall occur for a third and same offence at the sole decision of senior management. Contractors shall have their payments withheld until compliance has been achieved in the sole opinion of the senior management after receiving written reports.

On return to work if behaviour does not improve summary dismissal may occur at the sole discretion of senior management.

4.8.2.4 Handling of Multiple or Different Offences

Should any contractor or worker commit more than one (1) offence and accumulate three (3) different First Offence Verbal Warnings, they shall be immediately issued a Written Warning by Senior Management.

Management shall at their sole discretion Immediately Dismiss the worker or contractor if they then commit any additional offence.

4.8.2.5 Removal of Verbal Warning

A Verbal Warning shall be struck from the worker's personnel record three (3) calendar months from the date the offence was committed or annual performance review, whichever shall occur first.

4.8.2.6 Removal of Written Warning

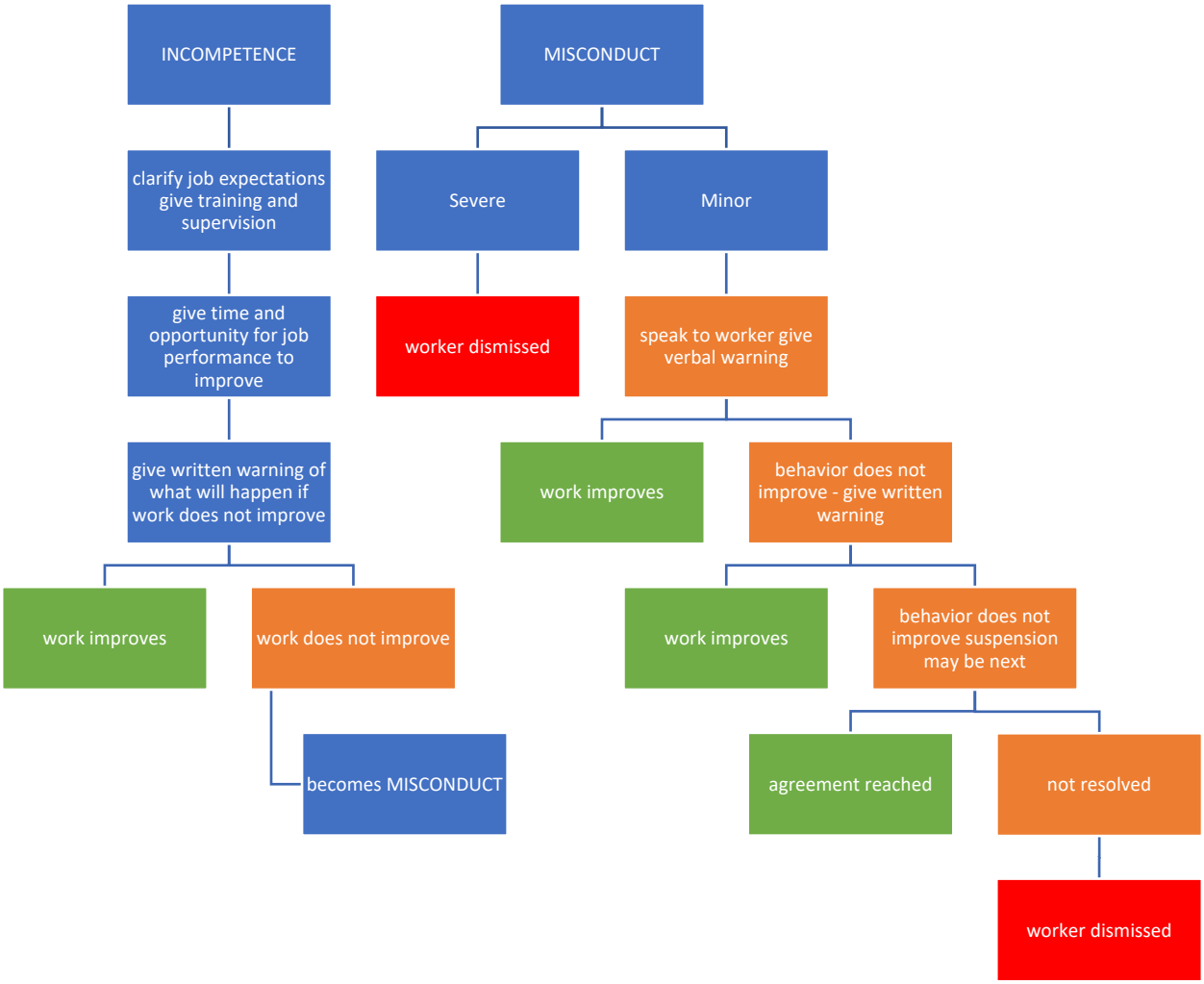
A Written Warning shall be struck from the worker's personnel file at the first annual performance review following the issue of the Written Warning, UNLESS the Written Warning was issued within six (6) calendar months or first annual performance review. Then the Written Warning shall remain on the worker's file or contractor's project file until the expiration of six (6) calendar months from the original date of the written warning.

4.8.2.7 Appeal

Workers or contractors who consider they have received unfair treatment from a supervisor for a Verbal Warning or Written Warning shall appeal first to the senior management in writing. Such persons shall:

- State the facts in writing of the unfair treatment as they see them;
- Request an interview with Senior Management in the presence of the Shop foreman; and
- Accept the decision of Senior Management as final.

4.8.3 Progressive Discipline Flow Chart



4.8.4 VERBAL/WRITTEN WARNING RECORD

Employee/Contractor Name:						
Contractor Company Name:						
Date of First Offence(s):						
Date of This Written Warning:						
Location:						
Type of Offence (√):	**Safety**		**Behaviour:**		**Other:**	
Description of Offence:						
Warning Issued By (print):						
Signature of Warning Issuer:						
Employee or Contractor Statement:						
I accept the description of the offence (√):		**I disagree with description of the offence and state as follows (√):**				
Acknowledgement and Release:	I acknowledge receipt of a copy of this warning and understand it will be placed on my employee or contract file. I permit discussion at safety meetings if safety related.					
I require a copy of any Senior Management Comments made(√):						
Employee's Signature:						
Date:						
Senior Management Comments:						
Comments Made By (print):						
Signature:						
Date:						

ELEMENT 5 HAZARD ASSESSMENTS

5.1 POLICY

Hazards exist in many forms. They can be visible or hidden, a condition or an act. Recognition and control of hazards are necessary to ensure completion of corrective actions before the start of work. **Recognition** is a critical step because the effectiveness of any health and safety program deals primarily with **controlling** workplace hazards.

5.2 FORMAL HAZARD ASSESSMENT (FHA)

ACS conducts organization-wide hazard assessments with an annual review using the Formal Hazard Assessment Form. These assessments are done based on position, job description, and risk assessment. These assessments will be revisited a minimum of once per year, however, may be revisited more often for departments with a change in process, accident, or incident. The Hazard Assessments may also need to be completed periodically throughout the year in the following situations:

- Annually
- When new operations, work processes, equipment, materials, or products are introduced.
- When operations, work-related processes, or equipment are modified.
- When site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard.

Supervisors assist with the completion of the Formal Hazard Assessments including risk identification and methods to control risk as needed. The Director can also review the reports upon completion to ensure compliance with OHS legislation and internal standards. Completed Formal Hazard Assessments are available on file and readily accessible to all staff and managers.

Supervisors and contractors must ensure workers are familiar with the risks associated with their positions. They are also responsible to ensure steps have been taken to reduce risk to a level that is reasonable and practicable for the work being done.

5.2.1 FHA Team

By involving as many knowledgeable and experienced people as possible, you ensure the FHA will be accurate and complete. An effective FHA team should include:

- Senior Management or Superintendent familiar with the job/task under analysis.
- The worker(s) most familiar with how the job is done and the related hazards.
- Health and Safety Committee.
- Sometimes experts/specialists such as the maintenance technician, technical representative, trainer or engineer from the manufacturer, distributor or rental supplier may be required to assist.

5.2.2 FHA Results

FHAs should result in **Safe Job Procedures** (SJPs) that include:

- Regulatory requirements
- Manufacturers' specifications
- Personal Protective Equipment (PPE) requirements
- Training requirements
- Responsibilities of each person involved in the job
- A specific sequence of steps to follow to complete the work safely
- Special Permits required (if any)
- Emergency Procedures (if any)

5.3 SITE SPECIFIC HAZARD ASSESSMENTS (SSHA/FLHA/eHazard Assessments)

A Site-Specific Hazard Assessment (SSHA) is a thorough examination of a specific task for the purpose of identifying what actual and potential hazards exist. Once the hazards have been identified a plan to eliminate or control the risk(s) must be developed. Note: Subcontractors may use their own SSHA (or variation) providing it identifies the task being performed, the hazards associated with the task, and the plan to eliminate or control the risk.

Site-Specific Hazard Assessments are completed and recorded digitally in the eHazard Assessment App:

- For **ALL** worksites including temporary, mobile works sites, and sites where ACS are not the prime contractor.
- At the beginning of a new shift or new task
- When the work changes (plans are modified, substitute equipment, etc.)
- Whenever work site conditions change (i.e. weather, materials, and equipment)
- Whenever a change in another person's activity on the worksite could pose a risk to you or other workers.

If a crew of workers are working together in one area and performing like work; and if the site conditions permit; and if it acceptable to the Superintendent, the crew may be covered by one collective eHA. The observation, identification, determination and documentation must involve all of the crew collectively and each member of the crew must sign the eHA. See 5.10 eHazard Assessment Example

5.3.1 Updates to eHazard Assessments

If conditions change, such as weather conditions, site conditions or a new hazard is identified, the existing eHazard Assessment can be updated by clicking the **EDIT** link in the email received by the worker who completed the original eHazard Assessment and add new hazards and necessary controls.

5.3.2 eHazard Assessment Review

All eHazard Assessments are submitted electronically and stored by job site. The site superintendent reviews completed assessments for accuracy and compliance within 1 week of submission. When reviewed the site superintendent signs the PDF and the documents are filed in the relevant folder for storage.

5.4 OTHER HAZARD ASSESSMENTS

5.4.1 Improvements

Contractors/sub-contractors and employees are encouraged to produce a Hazard Assessment checklist for their own specialty or for improvement of the existing ACS Hazard Assessment forms. Suggestions will receive full discussion and approval by ACS where appropriate.

5.4.2 Miscellaneous

Some contractors complete a Hazard Assessment on their own form. This method is acceptable providing a copy is delivered to ACS Safety Coordinator.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

5.5 JOB TASK LIST

Tasks	Driving	Lifting	Power tools	Noise	Exposure to Chemicals	Harassment	Working Alone
President/VPs/Managers/Coordinators/HR/Finance & Accounting							
Filing		Y					Y
Data Entry							Y
Shredding of Documents			Y				Y
Stocking Office Supplies		Y					Y
Answering Phone							Y
Computer Work							Y
Working with Public						Y	Y
Driving (to work, to job sites)	Y						Y
Supervising & Working with other workers						Y	
Travelling around site & general construction tasks	Y	Y	Y	Y	Y		
Construction Manager/Project Manager/Superintendent							
Driving (to work, to job sites)	Y						Y
Public accessing the site						Y	
Supervising & Working with other workers		Y	Y	Y		Y	
Erecting scaffolding, stair towers etc.							
Travelling around site & general construction tasks	Y	Y	Y	Y	Y		
Carpenter / Skilled Laborers/Foreperson							
Driving (to work, to job sites)	Y						Y
Using a variety of tools: blowtorches, forklifts, levels, lifts, power drills, grinders, saws, and water spraying equipment		Y	Y	Y			
Working around gas, water, sewerage, electricity lines and pipes.				Y	Y		
Removing steel framing, drywall & flooring		Y					
Public accessing the site						Y	
Demolition work		Y	Y	Y	Y		
Supervising & Working with other workers		Y	Y	Y		Y	
Erecting scaffolding, stair towers etc.							
Travelling around site & general construction tasks	Y	Y	Y	Y	Y		
Labourer							
Driving (to work, to job sites)	Y						Y
Travelling around site	Y	Y	Y	Y	Y		
Cleaning and preparing the job site		Y	Y	Y	Y		Y
Loading and delivery of materials	Y	Y					Y
Set up and take down ladders		Y					
Moving Material around site; manually or with vehicle	Y	Y					Y
Cleaning and preparing the job site		Y	Y	Y			
General construction		Y	Y	Y			

Installing structures/fixtures		Y	Y	Y			
Demolition work		Y	Y	Y	Y		
General Working with other workers						Y	
Erecting scaffolding, stair towers etc.		Y					

5.6 FORMAL HAZARD ASSESSMENT – OFFICE TASKS

Job/position: President/CEO,VPs, Project Managers, Project Coordinators, HR, Finance & Accounting	Date of assessment:	May 2 2019
Assessment performed by: Sandra Fleming Bow Valley Safety / Steve Ashton	Date implemented:	May 2019
Reviewed by: Steve Ashton, Laurie Cantello, Louise Green – BVS	Reviewed/revised:	2023/11/28

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE
		Severity	Likelihood	**Risk**	
Driving (to work, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	**2**	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Company Rules, 11.6.5, Element 15 Fit for Duty. Inclement weather restriction for company sponsored driving.
In Office Tasks: Answering phone Computer work Filing Photocopier/shredding	1.(H) Sitting for long periods of time 2.(S) Heavy Lifting 3.(H) Stress, harassment and bullying 4.(S) Entering/leaving building, travelling to vehicle 5.(S) Fire 6.(S) slipping /tripping within office	1 1 1 2 2 1	1 1 1 2 1 2	**1** **1** **1** **4** **2** **2**	1.(E) Ergonomically correct workstations & stand accessible desks. (A) Take regular breaks and move around. Work Planning 2.(E)Lifting straps & back supports for heavy/awkward loads. Mechanical lifting devices when necessary (A) Use proper lifting form. Buddy lifts for any lift above 35 pounds or awkward loads **3**. (A) Regular safety meetings and meetings with HR. All allegations of bullying, harassment fully investigated. Wellness checks 4. (E) Lighting, sand/gravel, handrails on all steps, accessing and exiting buildings with 3 or more stairs. Ice melt/sand available (A) Inspection of lighting, condition of parking lot, regular safety mtgs **5**.(E) Fire Suppressions systems, fire extinguishers at every exit. (A) ERP, regular emergency drills, fire detection systems, fully functional fire alarm system. Tested and inspected regularly. Muster point discussed during

	7.(H) Working alone	2	1	**2**	orientation and reviewed annually. Drill of the emergency response plan reviewed annually. **6**.(A) Hazard assessment to analyze risk, regular safety meetings to provide education, regular inspections of common areas **7**. (E) Locked entrances/exits when workers are alone (A) SJP 6.2.7 – Working Alone include check in policy when workers are alone and worker training. (P) No loose clothing or hair with administrative tasks such as shredder, laminator. Non-slip shoes, no open toed shoes
Out-of-office tasks	1. (S) Entering/leaving building, travelling to vehicle 2. (S) Driving 3. (S) Exposure to construction hazards	2 2 2	1 1 2	**2** **2** **4**	**1.** (E) Lighting, sand/gravel (A) Inspection of lighting, condition of parking lot, regular safety mtgs to bring up concerns **2**. (A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving co. vehicles Refer SJP 6.2.7. Working Alone – Office Safeguards include check in policy when workers are alone and worker training. **3**. (E) Barricades to stop access in high hazard areas (P) Non-slip shoes, no open toed, high heels, sandals while performing work tasks. Ice grips in icy ground conditions will be available. PPE for construction: Steel toe caps, high-vis, hardhat & safety glasses
Working with Public	(S) Potential for hostile workplace from unknown public, possible violence (H) Harassment	2 1	1 1	**2** **1**	(E)Locked doors when workers alone (A)Signage warning public of zero tolerance policy for abuse against staff. (A) Training for staff, including specific orientations for front line workers. Refer SJP 6.2.7 – Working Alone – Office Safeguards include check in policy when workers are alone and worker training.
Supervising & Working with other workers	(H)Harassment (S) Violence	1 1	1 1	**1** **1**	(A) Training in violence and harassment prevention plans. Regular safety inspections and meetings
Travelling around site & general construction tasks	(S) Fire (S) Working around moving vehicles & equipment (S) Public accessing the site (S) Falling objects, flying debris	2 2 1 2	1 1 1 1	**2** **2** **1** **2**	(E) Use of fire detection systems (E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone (A) ERP & regular emergency drills

	(S) Working alone	2	1	**2**	(A) General Safety SJP 6.2.4, SJP 6.2.7 Working Alone, SJP 6.2.15 equipment, SJP 6.2.24 manual lifting.
	(H) Noise	1	1	**1**	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, hard hat, ear protection and dust masks where necessary
	(H) Dust inhalation	1	1	**1**	
	(S) Slips, trips and falling	1	2	**2**	

5.7 FORMAL HAZARD ASSESSMENT – WORK SITE SUPERVISORY TASKS

Job/position/work type: Construction Manager/Superintendent/Project Manager					Date of assessment:	Nov 28 2023
Assessment performed by: Louise Green, Laurie Cantello, Toby Ianson					Date implemented:	Nov 28 2023
Reviewed/revised:					Date Reviewed:	
Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE	
		Severity	Likelihood	**Risk**		
Driving (to work, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	**2**	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Company Rules, 11.6.5, Element 15 Fit for Duty. Inclement weather restriction for company sponsored driving.	
Travelling around site	(S) Fire	2	1	**2**	(E) Use of fire detection systems	
	(S) Working around moving vehicles & equipment	2	1	**2**	(E) Warning signage, and barricades at site entrance. Speed bumps around site	
	(S) Public accessing the site	1	1	**1**	(E) Locked entrances/exits when workers are alone (A) ERP & regular emergency drills	
	(S) Falling objects, flying debris	2	1	**2**	(A) General Safety SJP 6.2.4, SJP 6.2.7 Working Alone, SJP 6.2.15 equipment, SJP 6.2.24 manual lifting.	
	(S) Working alone	2	1	**2**		
	(H) Noise	1	1	**1**	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, hard hat, ear protection and dust masks where necessary	
	(H) Dust inhalation	1	1	**1**		
	(S) Slips, trips and falling	1	2	**2**		

Public accessing the site	(S) violence, harassment	1	1	**1**	-Site to be locked to prevent access. -Signage to be posted indicating danger
Supervising & Working with other workers	(H)Harassment (S) Violence	1 1	1 1	**1** **1**	(A) Training in violence and harassment prevention plans. Regular safety inspections and meetings
Out-of-office tasks	1. (S) Entering/leaving building, travelling to vehicle 2. (S) Driving 3. (S) Exposure to construction hazards	2 2 2	1 1 2	**2** **2** **4**	**1.** (E) Lighting, sand/gravel (A) Inspection of lighting, condition of parking lot, regular safety mtgs to bring up concerns **2**. (A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving co. vehicles Refer SJP 6.2.7. Working Alone – Office Safeguards include check in policy when workers are alone and worker training. **3**. (E) Barricades to stop access in high hazard areas (P) Non-slip shoes, no open toed, high heels, sandals while performing work tasks. Ice grips in icy ground conditions will be available. PPE for construction: Steel toe caps, high-vis, hardhat & safety glasses
Working with Public	(S) Potential for hostile workplace from unknown public, possible violence (H) Harassment	2 1	1 1	**2** **1**	(E)Locked doors when workers alone (A)Signage warning public of zero tolerance policy for abuse against staff. (A) Training for staff, including specific orientations for front line workers. Refer SJP 6.2.7 – Working Alone – Office Safeguards include check in policy when workers are alone and worker training.

5.8 FORMAL HAZARD ASSESSMENT – SKILLED CONSTRUCTION TASKS

Job/position/work type: Project Coordinators/Mgrs., Site Superintendents, Carpenters, Skilled Labourers, Foreperson					Date of assessment:	Nov 19 2019
Assessment performed by: Sandra Fleming					Date implemented:	Nov 2019
Reviewed By: Steve Ashton, Laurie Cantello					Reviewed/revised:	2023/11/28
Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE	
		Severity	Likelihood	**Risk**		
Driving (to work, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	**2**	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Company Rules, 11.6.5, Element 15 Fit for Duty. Inclement weather restriction for company sponsored driving.	
Travelling around site & general construction tasks	(S) Fire	2	1	**2**	(E) Use of fire detection systems	
	(S) Working around moving vehicles & equipment	2	1	**2**	(E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone	
	(S) Public accessing the site	1	1	**1**	(A) ERP & regular emergency drills	
	(S) Falling objects, flying debris	2	1	**2**	(A) General Safety SJP 6.2.4, SJP 6.2.7 Working Alone, SJP 6.2.15 equipment, SJP 6.2.24 manual lifting.	
	(S) Working alone	2	1	**2**		
	(H) Noise	1	1	**1**	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, hard hat, ear protection and dust masks where necessary	
	(H) Dust inhalation	1	1	**1**		
	(S) Slips, trips and falling	1	2	**2**		
Using a variety of tools: blowtorches, forklifts, levels,	(S) Sharp blades	2	2	**4**	(E) Barricade / block access to the area where tools are being used that could pose hazard to other workers	

lifts, power drills, grinders, saws, and water spraying equipment	(S) Rotating blades	2	2	**4**	(E) Ensure all guards installed on tools (E) Maintenance on tools and equipment
	(S) Open flames	2	1	**2**	(A) SJP 6.2.5 Operating Manlifts, SJP 6.2.14 Chop-Saws, SJP 6.2.16 Hot Work Permit, SJP 6.2.17 nail/staple gun, SJP 6.2.18 Circular saw, SJP 6.2.20 Saws-All and Jigsaw
	(H) Noise	1	2	**2**	(A) Job Specific training for tools/equipment
	(H) Vibration	1	2	**2**	(A) Competency checks / Adequate supervision (A) Regular safety meetings- sitewide (P) Tight fitting leather gloves for power tools, High-vis clothing, no loose clothing or hair, safety glasses, steel toe boots, hard hat, face shields for grinding
Working around gas, water, sewerage, electricity lines and pipes.	(S)Live power lines	3	1	**3**	(E) Prime confirmed with utilities gas is not a hazard to workers. -Confirmed with Mechanical contractor that water, sewer have been blinded/cut off to unit. -Electrical contractor switched main disconnect. -ACS worker walked through unit with voltage testers to perform self-checks. *Sprinkler lines still live – workers have been briefed on what to watch out for.
	(S)Gas leaks	3	1	**3**	
	(S)Water under pressure	2	1	**2**	
	(H)Exposure to biohazard waste (sewer pipes)	1	1	**1**	
Removing steel framing, drywall & flooring	(S)Slips, trips and falls	1	2	**2**	(A) Pre job meeting with Prime contractor and crew. (P) Workers to use appropriate PPE such as eye protection, gloves and hardhats removing steel, especially from ceiling. (P) Dust masks plus adequate ventilation when removing and disposing of drywall debris. (A) Workers try to limit amount of demo to material found in ceiling, primary focus on walls.
	(H)Dust	1	3	**3**	
	(S)Heavy Lifting	1	2	**2**	
	(S)Working at height	2	1	**2**	
Public accessing the site	(S) violence, harassment	1	1	**1**	-Site to be locked to prevent access. -Signage to be posted indicating danger
Demolition work	(S)Workers struck by falling steel frames during removal process	2	2	**4**	(E)Ventilation to be added by opening both access doors whenever possible. Removal of overhead hazards as soon as possible.
	(H)Dust	1	3	**3**	(E)Sweeping compound to be added
	(S)Slips, trips and falls,	1	2	**2**	(A) Hazard Assessment done before work commences. (A) Housekeeping. Workers performing demo will keep on top of tripping hazards.
	(S)Heavy loads	1	2	**2**	
	(S)Constrained postures	1	2	**2**	(A) Frequent safety inspections & meetings (weekly) Formal assessment of area by crew before dismantling of steel tracks.

					(P) Particulate dust masks and eye protection, hard hats at all times during demotion phase.
Supervising & Working with other workers	(H)Harassment (S) Violence	1 1	1 1	**1** **1**	(A) Training in violence and harassment prevention plans. Regular safety inspections and meetings
Erecting scaffolding, stair towers etc.	(S) Working at heights (S) Objects falling from height (S) Heavy lifting (S) Pinch Points	2 2 1 1	2 2 2 1	**4** **4** **2** **1**	(E) Scaffold will be secured to the building as they progress. (A) Competent, professional scaffolders with valid tickets must be contracted to erect scaffold. Contractors must produce a Fall Protection plan and review with ACS before work commences. (A) Daily SSHA completed before work starts. Regular work site inspections and toolbox talks to communicate with all workers on site.

5.9 FORMAL HAZARD ASSESSMENT – GENERAL CONSTRUCTION TASKS

Job/position/work type: Labourers, Foreperson					Date of assessment:	Nov 19 2019
Assessment performed by: Sandra Fleming					Date implemented:	Nov 2019
Reviewed By: Steve Ashton, Laurie Cantello					Reviewed/revised:	2023/11/28
Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE	
		Severity	Likelihood	**Risk**		
Driving (to work, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	**2**	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Company Rules, 11.6.5, Element 15 Fit for Duty. Inclement weather restriction for company sponsored driving.	
Travelling around site	(S) Fire	2	1	**2**	(E) Use of fire detection systems	
	(S) Working around moving vehicles & equipment	2	1	**2**	(E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone	
	(S) Public accessing the site	1	1	**1**	(A) ERP & regular emergency drills	
	(S) Falling objects, flying debris	2	1	**2**	(A) General Safety SJP 6.2.4, SJP 6.2.7 Working Alone, SJP 6.2.15 equipment, SJP 6.2.24 manual lifting.	
	(S) Working alone	2	1	**2**		
	(H) Noise	1	1	**1**	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, hard hat, ear protection and dust masks where necessary	
	(H) Dust inhalation	1	1	**1**		
	(S) Slips, trips and falling	1	2	**2**		
Cleaning and preparing the job site	(S) Uneven ground	2	2	**4**	(E) Ice Melt (E) Grading ground in high traffic areas	

	(S) Slippery surfaces	1	2	**2**	(A) **SJP 6.2.4 General Safety** (A) Regular safety meetings
	(S) Materials and obstructions	2	2	**4**	(A) Regular inspections / reporting uneven/unsafe ground (P) non-slip shoes, when working indoors, steel toes with ice grips in icy conditions
	(H) Extreme temperatures	1	2	**2**	
Loading and delivery of materials	(S) Heavy loads moving around	2	1	**2**	(E) Restricting access with barricades to area loading/unloading (E) Regular maintenance on equipment in particular backup warning lights
	(S) Dropping heavy objects	2	2	**4**	(A)**SJP 6.2.24 Manual lifting** (A) Driver Training, Equipment Operator Training,
	(H) Fatigue	1	1	**1**	(A) Regular safety meeting with other site teams (P) Leather gloves, high-vis clothing, no loose clothing or hair, safety glasses, steel toe boots
Set up and take down ladders	(S) Falling from height	2	1	**2**	(E) Provide a catch platform to prevent falling objects hitting workers or other persons below the work area.
	(S) Dropping items from height	2	1	**2**	(E) Restrict area with barricades preventing other workers from falling objects (A) SJP 6.2.6 Ladder Use, SJP 6.2.3 Fall Protection Planning
	(S) Ladder falling	2	1	**2**	(P) Tight fitting leather gloves, high-vis clothing, no loose clothing or hair, safety glasses, steel toe boots, hard hat
	(S) Uneven ground	1	1	**1**	
	(S) Working at height	2	2	**4**	
Moving Material around site; manually or with vehicle	(S) Uneven ground	2	2	**4**	(E) Road closures or barricades to restrict access (A) **SJP 6.2.24 Manual lifting**,
	(S) Moving vehicles	2	2	**4**	(A) Use flashing light on vehicle and spotter (A) Driver training
	(S) Obstructions, tight spaces	1	1	**1**	(P) Tight fitting leather gloves, high-vis clothing, no loose clothing or hair, safety glasses, steel toe boots, hard hat
	(H) Lifting heavy loads	1	2	**2**	
General construction	(S)Fire	3	1	**3**	(E) Fire extinguishers located on site at access points on each floor.
	(S)Poorly lit work areas	1	2	**2**	(E) Work lights provided by ACS for all work areas. String lights to be installed as soon as steel tracks are down.
	(S)Unstable structures/ falling/collapsing walls	2	1	**2**	Due to the recent age of building, the hazard of structural collapse would be remote. -Work plan does not include any impact to structure; hazard remote. Removing drywall/steel framing only.

Demolition work	(S)Workers struck by falling steel frames during removal process	2	2	**4**	(E)Ventilation to be added by opening both access doors whenever possible. Removal of overhead hazards as soon as possible.
	(H)Dust	1	3	**3**	(E)Sweeping compound to be added
	(S)Slips, trips and falls,	1	2	**2**	(A) Hazard Assessment done before work commences. (A) Housekeeping. Workers performing demo will keep on top of tripping hazards.
	(S)Heavy loads	1	2	**2**	
	(S)Constrained postures	1	2	**2**	(A) Frequent safety inspections & meetings (weekly) Formal assessment of area by crew before dismantling of steel tracks. (P) Particulate dust masks and eye protection, hard hats at all times during demotion phase.
General Working with other workers	(H)Harassment (S) Violence	1 1	1 1	**1** **1**	(A) Training in violence and harassment prevention plans. Regular safety inspections and meetings
Erecting scaffolding, stair towers etc.	(S) Working at heights	2	2	**4**	(E) Scaffold will be secured to the building as they progress. (A) Competent, professional scaffolders with valid tickets must be contracted to erect scaffold. Contractors must produce a Fall Protection plan and review with ACS before work commences.
	(S) Objects falling from height	2	2	**4**	
	(S) Heavy lifting	1	2	**2**	(A) Daily SSHA completed before work starts. Regular work site inspections and toolbox talks to communicate with all workers on site.
	(S) Pinch Points	1	1	**1**	

	2024/10/17
Steve Ashton, Director	**Date**

Reviewed BY: ACS HSC

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5.10 FORMAL HAZARD ASSESSMENT (BLANK)

Job/position/work type:		Date of assessment:	
Assessment performed by:		Date implemented:	
Reviewed/revised:		Date Reviewed:	

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE
		Severity	Likelihood	**Risk**	

Severity: How serious could the consequences be?	Likelihood: How likely is it going to happen?	Risk: Calculate the risk of hazards to prioritize preventive actions.
3 – It could kill you or cause a permanent disability, today or over time. **2** – It could send you to the hospital. **1** – It could make you uncomfortable.	**3** – It is highly likely. **2** – It might happen. **1** – It is unlikely.	Severity x Likelihood = Risk

5.11 E-HAZARD ASSESSMENT -SAMPLE

Site Specific eHazard Assessment Date / Time October 19, 2021 07:17

Job Site	Yowza	Weather	Cloudy
Your Company	Big Horn Sheet Metal	Temp.	COOL (0 to +10C)

Pre-inspection of Tools/Equipment done?	Yes	Toolbox Talk this week?	Yes
Is the worker working alone?	Yes	Work Alone control procedures	1. Phone/check in with supervisor every 30 mins
Are you doing any hot work today?	No	Fall Protection Plan Submitted?	No
Working at height today?	Yes		

1. List all Tasks to complete the job today	Using Powertools, Using ladders Installing ductwork
2.1 What Physical Hazards have you identified	☑ Awkward Loads ☑ Dust ☑ Falling Objects ☑ Flying debris ☑ Heavy Lifting ☑ Noise ☑ Poor Ergonomics ☑ Powered Tools ☑ Repetitive Motions ☑ Sharp blades / drill bits ☑ Slips, Trips and Falls ☑ Vibration ☑ Working around other trades on site ☑ Working at Heights
2.2. Chemical Hazards Identified	☑ N/A
2.3. Biological Hazards Identified	☑ N/A
2.4. Psychological Hazards Identified	☑ Stress ☑ Time Pressure
3.1 Engineering Controls	Use equipment guards
3.2 Administrative Controls	Inspect Equipment, Keep work area tidy, Limit Exposure times, Use Safe Job Procedure/Work Practice
3.3 PPE Controls	Approved Footwear, Hard Hats, Hearing Protection, Masks / Respirators, Reflective Hi-Vis Clothing, Safety Glasses

Completed By: **Rasmus Ekman** Signature

ELEMENT 6 HAZARD CONTROLS

6.1 HAZARD CONTROL POLICY

Eliminating hazards from the work site is always the best way to protect workers. However, this is not always realistic or possible. Wherever possible all hazards identified by formal hazard assessment, daily site-specific hazard assessments, inspections and investigations that cannot be eliminated will be controlled with methods following the hierarchy of controls:

1. Engineering Controls
2. Administrative Controls
3. Personal Protective Equipment

Management, Supervisors, workers and contractors shall prepare and maintain controls insofar as they apply to their specialties and areas of work. The company reserves the right to review and recommend changes to contractor Safe Job Procedures (SJPs).

6.1.1 Occupational Health and Safety Act

The OHS Act often requires specific regulatory administrative controls such as a “Code of Practice”, Safe Job Procedures or a Safe Work Practices. These are developed to ensure a particular work process is performed by competent workers in compliance with all appropriate legislation, manufacturers’ instructions and is made up from a list of specific job procedures. Examples include confined space entry work, work at heights, and machinery lockout/tag out procedures, trench and excavation.

All workers and contractors shall comply with the OHS Act, other applicable legislation i.e. The Road Safety Act, National Building Code, etc., manufacturer’s instructions for use, maintenance and storage.

6.1.2 Documentation

All contractors and workers shall complete and maintain documentation as required i.e. equipment use logs, records of modifications and maintenance, Hazard Assessments, Safety Inspections, etc. Contractors shall prepare and maintain SJP as applicable to their particular areas of work.

6.1.3 Training

All employees and contractors must clearly understand what applies to them and follow all hazard control methods available. Senior Management, Superintendents and Contractors shall provide adequate worker training on the correct use of the equipment.

6.1.4 Administrative Controls

ACS have developed General Rules, Policies and Safe Job Procedures that include safe work practices and specific Codes of Practice to reduce identified hazards, that cannot be eliminated or reduced by engineering controls.

6.1.4.1 General Rules

The Occupational Health and Safety Act (OHS Act), other legislation and rules are a part of every health and safety program. They contribute to the success of the program when effectively used. See **Element 11 for General and Specific Rules**

6.1.4.2 Safe Job Procedures

The Safe Job Procedures include safe work practices(SWP) such as a set of positive guidelines on how to perform a specific task, and a safe job procedure(SJP) a written, systematic descriptions of how to complete a job safely and efficiently from start to finish.

SJP are reviewed on an annual basis, by supervisor and management. Or after an incident or “near-miss” occurs relating to any safe practice it shall be immediately and thoroughly reviewed, corrections made, employee refresher training carried out and fully documented.

Employees are encouraged to review all SWP that apply to their specialties on a frequent basis and make recommendations for improvements.

6.1.4.3 Violence & Harassment Prevention Plans

ACS have a zero tolerance to any form of violence or harassment. See **Element 14 Violence & Harassment Prevention Plans** covers both policy and procedures for controlling these identified hazards as detailed in Part 27 of OHS Code.

6.1.4.4 Control of Workers Fit for Duty

ACS is committed to promoting the health, safety, and wellness of its Workers and the public. ACS has established **a Fit for Duty Policy in Element 15** to ensure an impairment-free work environment while respecting the privacy and human rights of all Workers.

6.1.5 Personal Protective Equipment

Personal Protective Equipment (PPE) is the final means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. PPE provides an additional degree of protection from injury once hazards are minimized by:

- Ensuring jobs are well planned
- Ensuring workers are properly trained
- Following all safe work practices and safe job procedures

See **Element 12** for more details on Personal Protective Equipment selection, use, and maintenance

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

6.2 SAFE JOB PROCEDURES

Safe Job Procedure	Created Date	Reviewed Date	Reviewed Date	Reviewed Date	Reviewed Date	Reviewed Date
6.2.1 - Sealants, Cleaning Solvents & Flammables	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.2 - Excavation and Trenching	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.3 - Fall Protection	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.4 - General Safety	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.5 - Man Lifts	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.6 - Portable Ladders/Step Ladders	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.7 -Working Alone – Construction Sites	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.8 - Benching Manholes and Concrete Pipe	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.9 - Chain Saws	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.10 - Exposing Existing Lines or Underground Line Crossings	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.11 - Grinding	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.12 - Air Purifying Respirators	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.13 - Fit testing	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.14 – Using a Chop Saw	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.15 – Fuel Powered Equipment	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.16 – Hot Work	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.17 – Nail/Staple Gun	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.18 – Circular Saw	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.19 - Propane Heaters and Vaporizers - Disconnection	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.20 – Saw-All and Jig Saw	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.21 – Stop Work Order	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.22 – Charging Batteries	2015/02/12	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.23 - Portable Electric Construction Heaters	2020/10/29	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.24 – Manual Lifting	2020/11/09	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.25 – Skid Steer	2020/12/15	2021/03/17	2021/10/20	2022/08/25	2023/11/28	2024/10/17
6.2.26 – Confined Space Code of Practice	2021/10/22	n/a		2022/08/25	2023/11/28	2024/10/17
6.2.27 – After Hours Working	2022/12/21				2023/11/28	2024/10/17
6.2.28 Safe Job Procedure – Guardrail Installation	2024/10/16					2024/10/17
6.2.29 Safe Job Procedure – Erecting Scaffolding	2024/10/16					2024/10/17

6.2.1 Safe Job Procedure – Sealants, Cleaning Solvents and Flammables

Date created:	2015/02/12
Approved by:	Steve Ashton

Over view:

- Caulks and cleaning solvents are used in day-to-day construction work to weather/waterproof seams/joints, clean tools and equipment. Take special care to protect the employee from hazards created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic. The Superintendent must be aware of all solvents/flammables that are used on the job and be sure that all employees who use these materials have been instructed in their proper use and any hazard they present. The following rules apply for solvents/flammables:

Tools/ Equipment:

- Use proper containers for carriage, storage and use of solvents/flammables.
- Ensure that the appropriate class of fire extinguisher is easily and immediately available.
-

Personal Protective Equipment:

- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use proper rubber gloves to protect hands.
- Wear protective clothing to prevent contamination of clothes.
- Use the correct respirator when breathing hazards exist.

WHMIS 2015:

- Meet all WHMIS 2015 requirements.
- Superintendent/workers shall ensure they read, comply, use and dispose of products in accordance with the instructions on the SDS, WHMIS 2015 requirements and local regulations.
- Never leave solvents/cleaners in open tubs or vats - return them to properly labelled storage drums or tanks. Ensure containers are WHMIS 2015 marked if materials/fluids transferred from the original containers.
- Use non-flammable solvents for general cleaning and use the correct solvent/cleaner for the job.
- Store flammables and solvents/cleaners in special storage areas.
- When flammable liquids are in use, make sure that no hot work or smoking is permitted in the area.
- Store soaked rags in a metal container with a tight-fitting metal lid and clearly marked with the contents.
- Provide adequate ventilation where any solvents and flammables are in use.
- Do not mix solvents or cleaners with other solvents or cleaners. Severe chemical reaction is highly possible and highly dangerous.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

6.2.2 Safe Job Procedure - Excavation and Trenching

Date created:	**2015/02/12**
Approved by:	**Steve Ashton**

Over view:

- During the normal course of work, excavation is a hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used:

Site Conditions:

- Install protective barricades to protect employees and the public.
- **No digging shall start until all utilities are located and clearly marked. Locate slips shall be available on site.**
- All work materials shall be at least 2 meters back from the edge of the excavation.
- Before approaching the excavation site, employees shall make eye contact with any equipment operators.
- The spoil pile shall be placed at least 1 meter away from the edge of the excavation.
- No vehicles shall be within a distance equal to the depth of the excavation.
- The excavation shall have adequate entrance and exit points.
- The walls and faces of the excavation shall be cut back to a 45° angle if they are over 1.5 meters in depth or temporarily and properly shored.
- The trench shall have adequate entrance and exit points every 8 meters.
- Ensure a first aider(s) and first aid supplies are available and meet the OHS ACT.

Tools/ Equipment:

- Ladders shall be secured and extend at least three rungs above ground level.
- Operators of mobile equipment must be suitably trained and experienced

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar for their specialty.

6.2.3 Safe Job Procedure - Fall Protection

Safe Job Procedure	Fall Protection Planning		
Created by:	Bow Valley Safety	Date Created:	2015/02/12
Approved by:	S Ashton	Date Approved:	2021/03/17
Hazards Present:			
PPE Required:	Eye Protection, gloves, steel toed boots, hard hat		
Additional Requirements	1. Fall Arrest Harness, 2. Fall Arrest Lanyard, 3. Fall Arrest Shock Absorber, 4. Approved anchor		

Safe Job Procedures:

- This fall protection safe Job Procedure is intended to supplement the requirements of Part 9 of the OHS ACT Code. Superintendents/Crew Leaders shall ensure that where any work is being conducted above a height of 3 metres the following items are carried out.

Site Conditions:

- Complete fall protection plan using the Digital Safety App OR example attached to SJP 4.6.2, for all fall protection systems used on site other than guardrails. The FPP must be available onsite for review by OHS and be current to the work beginning conducted and the fall protection system being used.
- Workers who use fall arrest equipment must be trained in the usage of the equipment
- Workers shall fully inspect their fall arrest equipment for cuts, cracks, tears, abrasions, corrosion or any other damage that may affect the proper operation prior to each use.
- Workers shall wear the proper fall protection where any work is above a height of 3-metres or where there are unusual ground hazards i.e. unprotected rebar.
- No worker shall stand on the top step of a stepladder or higher than the third rung from the top of a ladder.
- A competent worker shall erect and inspect (daily) all scaffolds to the manufacturers' and OHS Act requirements. Tag all scaffold types when in excess of 3 Metres high at each entry/exit.
- At least one of the following approved by Workplace Health and Safety shall be used: guardrails, harnesses, a fall restraint device, safety nets or other travel restraint method.
- Full body fall arrest harnesses, shock absorbers and lanyards shall be capable of supporting the weight of the worker AND any tools or materials secured in the worker's tool belt.
- Ensure all fall arrest anchor points are rated for an impact of 2,300 Kg (5,000 lbs) and properly maintained.
- Ensure a first aider(s) and first aid supplies are available and meet OHS Act.

Tools/ Equipment:

- Pump jacks shall be used only if secured in accordance with the manufacturers' instructions.
- Inspect ladders prior to use and maintain in accordance with the manufacturers' instructions and OHS ACT. Work from ladders shall only be done when it is of short duration, light work and the workers keep their centre of balance in the middle of the tied off ladder or properly erected step ladder. Workers shall keep one hand on the ladder at all times.
- Inspect all mechanical elevated platforms daily in accordance with the manufacturers' instructions.

Procedure:

1. Review the manufacturers' instructions and proper precautions before use.
2. Complete fall protection plan included in this manual, for all fall protection systems used on site other than guardrails. The FPP must be available onsite for review by OHS and be current to the work being conducted and the fall protection system being used.
3. Inspect the complete fall-arrest equipment in accordance with the manufacturers' instructions and enter the inspection date and time in the harness log.
4. Conduct a standard form Site Specific Hazard Assessment (SSHA) of the work area.
5. Confirm that workers hold a valid "Fall Protection – User" qualification card.
6. Have the workers sign that they are aware of the Fall Protection Procedures to be used.
7. Obtain the cell-phone number of the site superintendent and the boom, ladder truck rescue equipment operator tasked to support the rescue and give to each of the workers.
8. Conduct test phone calls in the work area to confirm that communications reliably operate between the rescue operator and all the workers.
9. Install the fall-arrest anchor points in accordance with the manufacturers' guidelines.
10. Assemble and attach the safety lanyard and shock absorber to the anchor point and to the harness in accordance with the manufacturers' instructions.
11. Ensure the lanyard and shock absorber combined lengths are shorter than the fall distance AS THE WORK PROGRESSES.
12. Never attach more than one set of fall arrest equipment to one anchor point.
13. Inform the on-site rescue equipment operator when all elevated work is finished.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

6.2.4 Safe Job Procedure - General Safety Information

Date created:	2015/02/12

PERSONAL PROTECTIVE EQUIPMENT GENERAL INFORMATION

- Prior to requiring that a worker wear PPE, an employer shall complete a hazard assessment and shall take reasonable measures to put in place engineering techniques, systems, work practices or administrative controls to eliminate or reduce as much as possible the hazards identified at a work site. However, not all hazardous conditions may be eliminated, and PPE will be required where there exists a danger to the health and safety of a worker. Proper PPE shall be worn for all work as soon as employees leave their vehicles.
- **Hardhats:** Where a danger of injury to a worker's head exists or may exist i.e. where overhead work is being done, where materials are being hoisted overhead or where materials may be stored overhead. Thought shall be given to hazards to the head from the side as well as above. Hardhat protection shall be worn:
  - 100% of the time when on the exterior of the site.
  - 100% of the time until interior boarding is complete.
- **Eye Protection:** Whenever a danger of injury or irritation of a worker's eyes exists i.e. during use of power or pneumatic tools, drywall sanding, etc.
- **Full-face Shield:** Shall be provided to the employee when required in the operation of tools such as chainsaws, grinders, etc. Even if a full-face shield is used eye protection shall still be worn, as full-face shields do not provide complete eye protection from smaller objects that may deflect off the shield.
- **Hearing Protection:** Shall be worn by employees when exposed to noise levels greater than 82 dB e.g. chainsaw, air hammer, circular saw, etc.
- **Foot Protection:** Where danger of injury to a worker's foot exists or may exist, i.e. where housekeeping is poor, material delivery, uneven terrain. In any event CSA approved footwear shall be worn:
- 100% of the time when on the exterior of the structure.
- 100% of the time until final flooring is put down.
- **Limb and Body Protection:** Employees are required to wear:
  - A minimum of short pants, no shorter than 3 inches above the knee and short-sleeved shirt at all times.
  - Chainsaw pants shall be worn when using a chainsaw.
  - In any event, approved clothing shall be worn where any danger of injury to employees' hands, arms, legs or trunk of their body exists, i.e. material delivery, handling or use of harmful substances that may damage the skin or health by absorption through the skin.
- **Respiratory Protective Equipment:** Where there is/may be exposure to airborne contaminants or combination of airborne contaminants in concentrations exceeding applicable exposure limits, e.g. spray painting and sanding.
- **Lifting:** Lifting on work sites is done manually or mechanically. Follow the practices below:
  - **Manual Lifting:** Proper lifting techniques shall be employed, i.e. keep object as close to the body as possible, lift with legs not back. Know personal physical limits and do not be afraid to ask for help. Remove potential tripping or slipping hazards in the area before beginning a lift.
  - **Mechanical Lifting**: Equipment or machinery shall be of sufficient size to lift anticipated loads safely. Equipment or machinery shall be properly maintained.

Employees shall be competent in the operation of the equipment, including obtaining certification where required.

- **Riding:** It is absolutely forbidden to ride on any lift equipment that is not designed nor authorized to carry persons.

- **Trucking:** Truck operations often present a hazard to employees or other pedestrian traffic in the work area. Truck drivers shall be competent in the operation of the truck and any other equipment associated with the truck, i.e. conveyors, hoists, as well as any techniques used to load and unload materials. All equipment shall be suitable, properly maintained and capable of performing the task for which it is to be used.
- **Vehicle Parking:** No vehicles shall park on areas of construction sites where gravel has not been laid. Employees shall make themselves aware of the day's activities on the site and shall move their vehicles to assist delivery of material or tools of other trades in a spirit of immediate and polite cooperation. Vehicles shall not block access to other construction sites or normal road traffic.
- **Vehicle Back-up Warning:** Vehicles over 6,000 kilograms shall have back-up warning devices. Employees assisting the vehicle movement shall be competent for the job and always visible to the driver. The safest procedure is to have a person guide the vehicle driver to the chosen delivery point.
- Delivery of Materials:

- **Check of the Delivery Area:** All drivers/co-drivers shall step down from the cab of the delivery vehicle and walk the area. Ensure that entry to, exit from and the condition of the proposed delivery area(s) do not present a safety hazard to the driver, driver's vehicle/equipment or other employees on site, i.e. driving too close to trenches/excavations, overhead power lines, bad/soft soil conditions, etc.
- **Assistance:** Where the drivers think it necessary, they shall call for assistance from other site worker(s) to ensure that vehicle movement/use of delivery equipment does not present a safety hazard to the driver, driver's vehicle/equipment, other workers, passing vehicles and pedestrians. This shall include vehicle and/or pedestrian traffic control on and off the site.
- **Refusal to Deliver Material:** If the drivers consider the conditions of delivery present an imminent, serious safety or environmental danger. ACS authorizes drivers to refuse to complete the delivery. Drivers shall immediately write down the names and employer names of those involved or the circumstances. Drivers shall then contact ACS Superintendent for assistance. Drivers should also contact their supervisor.
- **Refusal to Accept Delivery of Material:** Should a worker on the site consider that the delivery of the material is not being conducted in a safe manner. ACS authorizes the worker to ask the driver to stop delivery immediately. The worker and driver shall agree on the safe procedure to be used and continue the delivery. Should they not agree, the worker and driver shall immediately write down their names and contractors' names. The driver and worker should contact their respective supervisors to advise them of the incident.
- **Delivery PPE:** Drivers and other employees shall wear PPE in accordance with sub-section 1 above. Unloading operations may need fall protection if material deliveries are above 3.0 metres in height.
- **Access to Buildings:** Proper access to the building shall be available at all times of work or visits. This includes proper ramps (minimum 600 mm wide), stairs and guardrails as required. Ramps shall have a maximum slope of 4/12 and be equipped with cleats. All ramps and steps shall be kept clear of ice, snow and mud/debris.

- **Housekeeping:** Job sites shall be kept clean and tidy as follows:
  - Scrap material placed in a safe and tidy manner in the designated scrap barrel or waste bin.
  - New materials delivered for use shall be stored in the designated area and stacked in a safe and tidy manner.
  - Cables and cords shall be kept clear of workspaces to prevent tripping hazards.
  - Fire extinguisher(s) shall be always readily available, especially for the use of volatile chemicals or solvents.
- **Lighting:** There shall be adequate lighting at all times when performing work as follows:
  - ACS shall supply lighting for entrances, exits, stairwells and corridors.
  - Contractors shall supply lighting for the type of work performed.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

6.2.5 Safe Job Procedure - Man Lifts

Date created:	2015/02/12

Overview:

Working with man lifts is inherently dangerous because of the equipment mobility and ability to raise workers to considerable heights.

- **Reference:** Self-propelled boom-type elevating work platforms are covered in CSA Standard CAN3-B354.4 - "Boom-Type Elevating Work Platforms."

Site Conditions:

- No persons shall operate a Man Lift unless certified in accordance with the manufacturers' specifications.
- Any persons using the man lift must be trained and certified or under supervision in order to use the machinery. All employees and contractors must have authorization before using the machines.
- An inspection must be conducted, and an inspection form filled out before every usage.

Superintendents are responsible to:

1) Facilitate and/or provide proper instruction to their workers on protection requirements and the training required to meet those requirements.
2) Determine the type of man lift equipment required.
3) Inspect the work site and complete a written Hazard Assessment prior to the start of work.

- Erect barriers in the area of equipment operation to prevent injury to passers-by. Employ Qualified Flag Person(s) should the Hazard Assessment reveal a need.
- Post signs clearly warning of overhead work.
- Prior to the start of work every day each worker shall check the fall protection harness, lanyard and anchor points in complete accordance with the manufacturers' instructions.
- No worker shall move or elevate a man lift until the guardrails have been properly erected and the worker correctly tied off.
- Never interfere with nor modify man lift guards and safety devices.
- Never exceed the weight rating capacity of the man lift.
- Ensure there is no danger from uneven/soft ground or overhead power.
- Always maintain a dead-slow speed when driving the equipment anywhere, loaded or unloaded.

Tools/ Equipment:

- If power tools are used on the platform, the worker shall ensure that the tools are properly secured to the platform and extension cords/hoses do not become entangled in the man lift booms or other equipment.

Personal Protective Equipment:

- Workers must always wear hard hats and fall arrest equipment when they are using the aerial platform.

WHMIS 2015:

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

6.2.6 Safe Job Procedure - Portable Ladders/Step Ladders

Date created:	2015/02/12

Over view:

- Protect employees from injuries associated with the use of portable ladders and stepladders.

Site Conditions:

- Portable ladders should only be used when there are no permanent, temporary stairways or work platforms available for the task.
- Select the correct ladder for the job.
- Superintendents are responsible to provide proper instruction to their employees on protection requirements, training and work site job hazard assessment.
- Never paint wooden ladders.
- Never use conductive metal ladders, wire or wire-reinforced wooden ladders in power line areas.
- Ensure surface is level and firm.
- Always tie off the ladder and set it at the proper angle.
- Ensure ladder feet are on level; firm ground and dug in or properly anchored.
- Never climb ladders higher than the third step from the top.
- Always maintain three points of contact when climbing up or down.
- Never erect or place ladders on boxes, tables, scaffold platforms, man-lift platforms, on vehicles or against an unsafe support.

Tools/ Equipment:

- Follow manufacturers' instructions.
- Inspect all ladders prior to performing a task.
-

Personal Protective Equipment:

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

6.2.7 Safe Job Procedure – Working Alone – Construction Sites

Date created:	2015/02/12
Approved by:	Steve Ashton

Over view:

- Workers are often working outside of buildings when other crewmembers are working elsewhere on the site. This SWP shall prevent injuries to workers or loss of materials and equipment. Follow the activities listed below:

Site Conditions:

- The employee shall be supplied/possess and trained to use a cell phone to contact ACS Superintendent or Project Manager. The cell phone shall have a battery charge for at least 50 percent longer than the scheduled work-alone time. The employee shall carry a properly operating and accurately set timepiece if the cell phone does not have an accurate time screen.
- Both the employee and Superintendent shall carry out a test phone call to confirm cell phone operation before the Superintendent departs the work site.
- If the test shows that there is no cell phone operation in that area, the Superintendent shall arrange to use a local standard phone, i.e. show home, pay phone (adequate coin change/calling card provided); OR revisit the work site every hour to 1 ½ hours.
- The Superintendent and employee shall carry the cell phone on their person.
- If the employee is injured/ incapacitated and can use the phone they shall call immediately.
- The employee shall phone the Superintendent every hour on the hour. If the employee cannot contact the Superintendent after 10 minutes, the employee shall contact the Project Manager.
- If the employee cannot contact either Superintendent or Project Manager although both transmitting and receiving phones are in good working order, e.g. ringing tone heard, voice mail system cuts in, etc., the employee shall try to make contact every 10 minutes with both in turn until real two-way voice contact is made. Leaving a voice message is not making contact.
- The Superintendent or Project Manager shall immediately phone the employee if a call from the employee is not received or conversation is garbled or strange within 5 minutes from the hour.
- The Superintendent or Project Manager shall immediately go to the employee's site, to see the employee, if unable to speak properly to the employee after 10 minutes of the hour.
- The Site Superintendent shall ensure first-aid supplies and emergency preparedness information is on site and meets the OHS Act, Code Table 3-7.

Tools/ Equipment:

- The Superintendent/crew leader shall ensure that employees are trained in the proper use of the equipment the employee is to operate to complete the tasks whilst working alone.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

6.2.8 Safe Job Procedure – Benching Manholes and Concrete Pipe

Date created:	**2015/02/12**
Approved by:	**Steve Ashton**

Over view:

- Manholes can create a unique challenge due to confined spaces present, therefore need special consideration.

Site Conditions:

- Complete hazard assessment
- Ensure that confined space entry hazards have been addressed, as covered in the “confined space entry” section of this safety manual.
- Face shield and half mask respirator, with high efficiency filters, must be worn while breaking concrete pipe. Hearing protection my also be required.
- Safety glasses and face shield must be worn when cutting PVC pipe. A ventilating fan should be used to provide adequate oxygen. Exercise caution when using a portable grinder. Exercise caution when removing material from manholes. If there is danger of material falling on top of the workers in the manhole, they should be instructed to leave the manhole prior to materials being removed.
- While pouring Redi-mix concrete, rubber gloves must be worn, in addition to required mandatory PPE.
- Manholes must be barricaded or marked when benching work is being performed to ensure that all personal in the area are aware the workers maybe inside the manhole.
- For further information see the appropriate, current, Occupational, Health and Safety Code, Part5 – Confined space:
    - 44(1) O.H.&S. Code
    - 44(2) O.H.&S. Code
    - 44(3) O.H.&S. Code

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required by manufacturer specifications and Occupational Health and Safety legislation.

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

6.2.9 Safe Job Procedure – Chain Saws

Date created:	**2015/02/12**
Approved by:	**Steve Ashton**

Over view:

- Chains saws are used for many jobs in construction. Since this tool is primarily for use in the logging industry, it can be unfamiliar for some workers.
- Before using and chain saw, workers must be trained in the proper use, care and safety. Even in the hands of experienced workers this tool can be very dangerous to the operator, with high level risks to the operator.

Site Conditions:

Proper training must include a minimum of the following elements:

- The proper protective equipment to be worn is set out by the manufacturers and Occupational Health and Safety legislation.
- Fuelling of the chain saw must be done in a well-ventilated area and not while the saw is running or hot.
- An approved safety container must be used to contain the fuel used along with a proper spout for funnel pouring.
- The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
- Ensure that the chain brake is functioning properly and adequately lubricated.
- When carrying/ transporting a chain saw the bar guard must be in place. The chain bar must be toward the back and the motor must be shut off.
- The chain saw must not be used for cutting above shoulder height.
- Chains saw must comply with CSA standards Z62.1-M-77

Tools/ Equipment:

- Saw guard, chain tool, chain sharpener, Extra oil and fuel

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required by manufacturer specifications and Occupational Health and Safety legislation.

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

6.2.10 Safe Job Procedure – Exposing Existing Lines or Underground Line Crossings

Date created:	**2015/02/12**
Approved by:	**Steve Ashton**

Over view:

- The purpose of this practice is to protect workers from injuries associated with excavating underground lines and cables. When it is necessary to disturb soil within existing cable pipeline right-of-way, then that pipeline, cable or conduit must be exposed before work is allowed.
- Some protective Mechanisms that may be required on site are crossing agreements, Notification of owner, permit system, survey report, P.P.E, Safe work procedures, barricades and warning signs, ERP (Emergency Response Plan).

Site Conditions:

- Complete hazard assessments.
- Locate all lines and determine the probable depth of the lines to be crossed.
- Sweep Right of Way (R.O.W) and site using radio detection units.
- Existing pipeline (s) and/or cables must be exposed “BEFORE” commencing any mechanical excavations.
- Hydrovac to expose critical area to allow for mechanical excavation as per Regulations.
- Probe for existing lines.
- If for any reason these hand excavations are temporarily filled in, lines must be exposed again before mechanical excavation can begin.
- A signal person must be present at all times to direct the mechanical excavation during the line crossing construction.
- Worker and operator must be conversant in proper hand signals.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required by manufacturer specifications and Occupational Health and Safety legislation.

WHMIS 2015:

- Meet all WHMIS 2015 and SDS requirements.

The information herein does not take precedence over applicable government legislation with which all management, employees and contractors shall be familiar.

6.2.11 Safe Job Procedure – Grinding

Safe Job Procedure	Safe Operation of Grinders		
Created by:	Bow Valley Safety	Date Created:	2013/03/22
Approved by:	S Ashton		
Hazards Present:	Sharp blades, hot metal, flying sparks, fire, noise		
PPE Required:	Eye Protection, gloves, steel toed boots, face shield		
Additional Requirements	1. Grinder, 2. Fire extinguisher, 3. Air compressor (if required), 4. Portable AC Generator/Inverter		

Safe Work Practices:

Severe injury may occur, if proper protective equipment is not used or properly maintained.

Site Conditions:

- Check the tool for the correct distance from the abrasive wheel, maximum 1.8" or 3mm. Assure all guards are in place and functional.
- Replace the grindstone when adjustment of the rest cannot provide 1/8" for minimum clearance.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles, or a face shield, at all times when grinding.
- 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 recommendations.
- The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating according to the manufacturer's recommendation.
- Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of the grinding wheel when it is first started.

Personal Protective Equipment:

Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required by manufacturer specifications and Occupational Health and Safety legislation.

WHMIS 2015:

Meet all WHMIS 2015 and SDS requirements.

Procedure:

1. Conduct a Hazard Assessment of the work area.
2. If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.
3. Wear the appropriate PPE.
4. Check that the on/off switch is set at "off," all guards and safety devices are operable.
5. Check the feed adjustments to ensure the material to be ground will not slip or kick back, up or forward.

6. Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the grinder power requirement and distance run.

7. Make the connections from the grinder to the power outlet or air compressor.

8. Properly place and secure the material to be ground, so that there is no risk to hands or other body parts. Do not hold the material in one hand and grind with the other, if necessary, clamp to a firm work surface.

9. Install the appropriate grinder wheel for the item(s) to be ground.

10. Inspect the grinder wheel for cracks and imperfections that might cause pieces of the grinding wheel to fly off.

11. Operate the grinder in accordance with the manufacturers' instructions. Let the grinder do the work.

12. When finished, disconnect from the power outlet or compressor to the grinder.

13. Maintain a fire watch for one hour after any metal grinding is completed.

14. Properly coil up the connection cords and return to the carry case or storage rack.

15. Maintain good housekeeping for scrap material and waste removal.

Applicable legislation, standards or documentation:

- Improper use of a grinder may be highly dangerous to the worker and other workers nearby.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually.

The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

6.2.12 Safe Job Procedure - Air Purifying Respirators

Date created:	2015/02/12
Approved by:	Steve Ashton

Overview:

ACS shall take every reasonably practical effort to protect workers from exposure to harmful substances during the execution of their work duties. This code of practice is designed to provide a clear set of instructions to be followed by all ACS employees. It is the responsibility of ACS to provide, maintain and store the appropriate RPE equipment for usage by employees. All employees using RPE will be trained in the care and use of equipment and shall be bit fit tested.

Workers must wear respiratory protective equipment when airborne contaminants exceed occupational exposure limits. If a worker is or might be exposed in a workplace to an air contaminant that exceeds an 8-hour TWA limit, ceiling limit or short-term exposure limit set by ACGIH for the air contaminant, the employer must provide an appropriate respirator and ensure that the worker uses it. Respiratory hazards will be controlled using ventilation. Where ventilation is not practicable, workers potentially exposed to airborne contaminants must wear respiratory protective devices.

Prior to respirator usage a Respirator Protective Equipment Code of Practice must be complete. For further information visit: http://work.alberta.ca/documents/OHS-bulletin-ppe004.pdf

Selection

- *Identify the airborne contaminant(s)* - Know the contaminant to ensure the respirator selected is approved for protecting against that specific contaminant. To select the appropriate particulate filter using the NIOSH classification system, it is necessary to determine whether oil is present in the workplace where the respirator will be used.

- *Determine the concentration of the airborne contaminant(s* - Determine the average workday concentration and the highest short-term concentrations of the contaminant.

- *Determine the oxygen concentration* — Workers in an oxygen-deficient atmosphere require air-supplying respiratory protective equipment. Compare the identity and concentration of the contaminant, including the concentration of oxygen in the work area, against the concentration of the contaminant considered immediately dangerous to life and health (IDLH). An IDLH concentration would cause immediate injury or debilitating health effects. Very high concentrations of acutely toxic substances or very low concentrations of atmospheric oxygen are examples of IDLH situations. IDLH situations require the use of positive-pressure air-supplying respiratory protective equipment. CSA Standard Z94.4 provides guidance for addressing IDLH situations involving oxygen deficiency.

  NIOSH provides a listing of IDLH concentrations for a wide variety of chemicals at http://www.cdc.gov/niosh/idlh/

- *Determine the physical form of the contaminant* — The contaminant may be present as a dust, mist, fume, fibre, gas or vapour (for example, silica dust, asbestos fibre or hydrogen sulphide gas). Sometimes it is present in more than one form. For example, spray-painting produces paint mist and solvent vapour; welding produces metal fumes and gases.

- *Find out the Occupational Exposure Limit (OEL)* for the contaminant and the concentration of the contaminant in the air

ACS should not be conducting any work in IDLH environments and therefore any employee, which encounters an IDLH environment, must leave the area and report to their Supervisor. Further assessment, equipment and training is required before any entry into IDLH environments

Air purify Respirators

TYPE	SUB-TYPE	ASSIGNED PROTECTION FACTOR	LIMITATIONS
Particulate Filter Chemical Cartridge or Canister Combination Particulate/Chemical	Half-Face piece	10	Unacceptable for protection in IDLH conditions or oxygen-deficient atmospheres. Choice of filter depends on identity of contaminant and, for particulate respirators, the presence of oil. (1). Service life depends on factors such as the type and amount of filtering medium, concentration of contaminant, temperature and humidity.
	Full-Face piece	100 (2)	
Powered Air-Purifying Respirator	Half-Face piece	50	
	Full-Face piece	1000	
	Helmet/Hood (3)	1000	
	Loose-Fitting Face piece (3)	25	

Notes: (1) NIOSH has classified air-purifying particulate filters as "N" (Not oil resistant), "R" (oil Resistant), or "P" (oil Proof). You can obtain these filters with filtering efficiencies of 95%, 99% or 99.97%.
(2) Assigned protection factors listed are from CSA Standard Z94.9-02 for a respirator that has been fitted using quantitative fit-test methods according to the standard. If qualitative fit testing is done, 10 is the assigned protection factor for a full face-piece air-purifying respirator.
(3) Need not be fit tested.

Use Instructions

1) Failure to follow all instructions and limitations on the use of this respirator and/or failure to wear this respirator during all times of exposure can reduce respirator effectiveness and may result in sickness or death.
2) **Before use of this respirator in a Non-IDLH environment, ACS employees must be trained in the usage of N95 respirators and have been fit tested in accordance with OHS and ACE fit testing SWP**
3) The particles which can be dangerous to your health include those so small that you cannot see them.
4) Leave the contaminated area immediately and contact supervisor if dizziness, irritation, or other distress occurs.
5) Store the respirator away from contaminated areas when not in use.
6) Dispose of used product in accordance with applicable regulations.

Use Limitations

1) This respirator does not supply oxygen. Do not use in atmospheres containing less than 19.5% oxygen.
2) Do not use when concentrations of contaminants are immediately dangerous to life and health, are unknown or when concentrations exceed 10 times the permissible exposure limit (PEL) or according to specific OSHA standards or applicable government regulations, whichever is lower.
3) Do not alter, abuse or misuse this respirator.

4) Do not use with beards or other facial hair or other conditions that prevent a good seal between the face and the sealing surface of the respirator.

Time Use Limitations

If respirator becomes damaged, soiled, or breathing becomes difficult, leave the contaminated area

Immediately and replace the respirator.

Fitting Instructions

Must be followed each time respirator is worn.

Fig.1

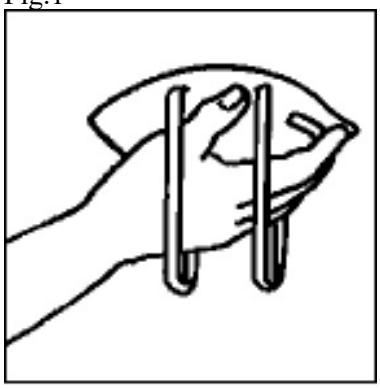


Fig. 2

Fig. 3

Fig. 4

1) Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.
2) Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.
3) Place your fingertips from both hands at the top of the metal nosepiece. Using two hands mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.
4) Perform a User Seal Check prior to each wearing. To check the respirator-to-face seal, place both hands completely over the respirator and inhale sharply. Be careful not to disturb the position of the respirator. A negative pressure should be felt inside the respirator. If air leaks around nose, readjust the nosepiece as described in step 3. If air leaks at the respirator edges, work the straps back along the sides of your head.

If you CANNOT achieve a proper seal, DO NOT enter the contaminated area. See your supervisor.

The worker is responsible to ensure that the respiratory equipment is properly cleaned and stored. Consult the manufacturer instructions for further details on proper cleaning and storage requirements.

Removal Instructions

See step 2 of *Fitting Instructions* and cup respirator in hand to maintain position on face. Pull bottom strap overhead. Still holding respirator in position, pull top strap over head and remove respirator.

6.2.13 Safe Job Procedure – Respirator Fit testing

Date created:	2015/02/12
Approved by:	Steve Ashton

Fit Testing for ACS employees

ACS shall take every reasonably practical effort to protect workers from exposure to harmful substances during the execution of their work duties. All employees using Respiratory protective equipment (RPE) will be trained in the care and use of equipment and shall be bit fit tested.

All workers who may be required to use respiratory-protective equipment must be given proper instructions in its selection, use, care, and must be fit tested before respirators are issued to them. In addition to the initial training, workers who don't routinely use respiratory-protective equipment should be given refresher training periodically or be tested in equipment use every three months.

Site supervisors must receive the same training as equipment users and must monitor compliance with respiratory-protective standards in this safe Job Procedure.

Training will include:

- the nature, extent, and effects of respiratory hazards the equipment user may be exposed to.
- the operation, capabilities, and limitations of selected respirators.
- inspecting, wearing, fit testing, maintaining, and storing respirators.
- dealing with emergencies using different respirators.

General

Respiratory protective equipment that has a tight-fitting face piece must be fit tested according to the CSA Standard Z94.4.

Fit testing must be done when:

- the respirator is first issued
- at least every two years if there is no change in the respirator or wearer
- if there is a change in the type, style, brand or size of respirator
- if there is a change to the wearer's physical condition that could affect respirator fit.

For more information, see CSA standard Z94.4M 1991.

Competency of the fit tester

ACS will designate employees or suppliers who are competent to conduct respirator fit tests. Designated individuals must be "adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision". The fit tester must be able to demonstrate that they are adequately qualified to conduct fit testing. This can be verified by a (dated) training card or certificate from a (competent) third party such as a training agency or respirator manufacturer.

Fit testers require:

General knowledge and understanding of the respiratory protection program including

a) Local policies and procedures;
b) Respiratory hazards encountered in the workplace, their potential health effects on the worker and the means to control them;
c) The rationale for the respirator selected;
d) Where to find information; and
e) Procedure to follow in case of an emergency.
f) The fit tester must have an understanding of the health surveillance process.

Fit testers administering quantitative fit tests should be able to

a) calibrate the equipment
b) perform the tests
c) recognize invalid tests
d) calculate fit factors
e) ensure equipment is working properly
f) demonstrate positive and negative pressure user seal checks

Health surveillance

All workers undergoing a fit test must complete a **Respirator Use Health Assessment** to identify any health conditions they have that would affect their ability to use a respirator. If any of the items under **Part 1: Respirator User's Health Conditions** are checked then **Part 2: Health Care Professional Primary Assessment** must be completed. Part 2 must be conducted by a health care professional. Health surveillance involves a review and a written opinion by a health care professional of the suitability of the worker to safely use a respirator. This activity also requires the maintenance of accurate records.

Care and practical use of respirators

Care and practical use of respirators refers to

(a) hands-on training relating to the choice of appropriate respirator for a given hazard
(b) the operation of each respirator that will be tested, including user seal checks care cleaning inspection end-of-service recognition change-out of filter elements replacement of air cylinders identification of problems use under failure or emergency modes storage
- removal from service
- basic maintenance
- familiarity with and adherence to the manufacturer's instructions and specifications

Limitations of the respirator

These are the restrictions, cautions, warnings and prohibitions imposed by the manufacturer, testing and certification agencies, regulatory authorities and the employer on the use, care and maintenance of the respirator.

User seal checks

A user seal check must be done each time a respirator is donned. Before fit testing is done, the wearer must also do the user seal checks. **User seal checks are not a substitute for fit testing.**

Negative pressure seal check

The negative pressure seal check is done by closing off or blocking the inlet opening(s) of the air purifying elements of the respirator so that when the user inhales, no air will flow

into the face piece. The user then gently inhales and holds their breath for at least 5 seconds. The face piece should collapse slightly on the face and remain collapsed while the breath is being held. If this occurs, the test is successful. Otherwise, the user must verify the seal of the respirator to the face and adjust the face piece and harness and repeat the test. If the test cannot be successfully completed, the user should check the respirator face piece components for leakage or use a different brand/size of respirator.

Positive pressure seal check

The positive pressure seal check is done by closing off or blocking the exhalation valve or breathing tube, or both, of the respirator so that no air will flow out of the face piece. The wearer exhales gently and checks for a slight positive pressure in the face piece. If no air leaks from the face piece while positive pressure is maintained, the test is successful. Otherwise the seal of the face piece must be checked, and the harness adjusted, and the test must be repeated. Again, if the user is not able to successfully complete this test, the respirator must be checked, or another type tried.

Seal checks for disposable respirators

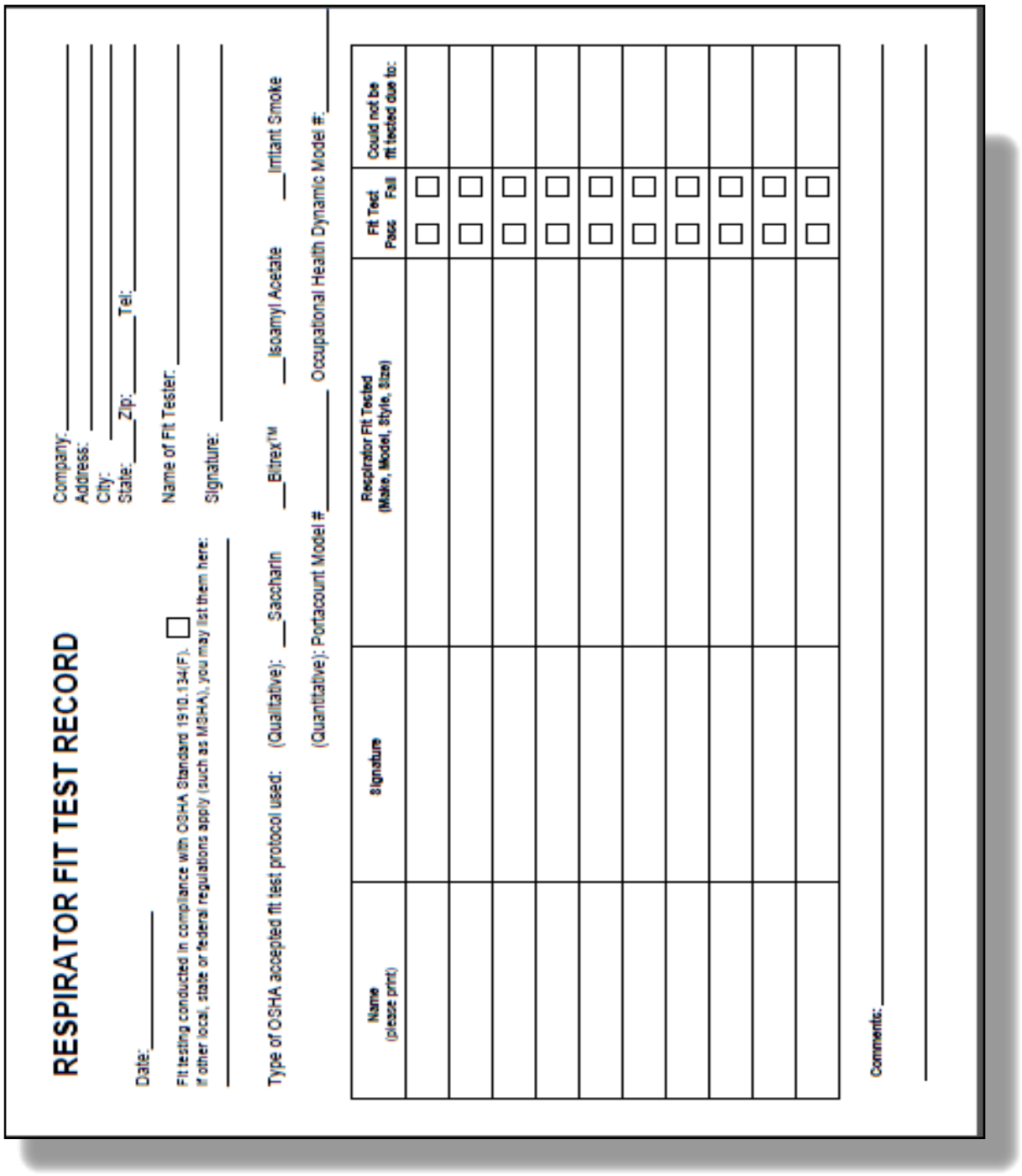
For disposable respirators, the user seal checks are done somewhat differently. For non-valved disposable respirators, both hands must be placed completely over the respirator while the wearer exhales. The respirator should bulge slightly. For disposable respirators that have a valve, both hands should be placed over the respirator and the user inhales sharply. The respirator should collapse slightly. If air leaks at the edges of the respirator, it should be re-positioned and adjusted for a more secure fit and the test repeated. If the seal check cannot be successfully completed, another type/style/size of respirator should be tried.

Forms:

- **Fit test form:** http://multimedia.3m.com/mws/mediawebserver?66666UuZjcFSLXTtMxTV48&cEVuQEcuZgVs6EVs6E666666--
- **Fit Test cards:** http://multimedia.3m.com/mws/mediawebserver?6666660Zjcf6lVs6EVs666BmdCOrrrrQ-
- **Respiratory use health Assessment**

Z:\12_Safety\Blank Safety Forms\Training\Respirator User Screening Form.doc

Fit test form:



RESPIRATOR FIT TEST RECORD

Company: _____
Address: _____
City: _____
State: ___ Zip: ___ Tel: _____

Date: _____

Name of Fit Tester: _____

Fit testing conducted in compliance with OSHA Standard 1910.134(F). ☐
If other local, state or federal regulations apply (such as MSHA), you may list them here:

Signature: _____

Type of OSHA accepted fit test protocol used: (Qualitative): ___Saccharin ___Bitrex™ ___Isoamyl Acetate ___Irritant Smoke

(Quantitative): Portacount Model #_____ Occupational Health Dynamic Model #:_____

Name (please print)	Signature	Respirator Fit Tested (Make, Model, Style, Size)	Fit Test Pass	Fit Test Fail	Could not be fit tested due to:
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

Comments: _____

_____

6.2.14 Safe Job Procedure – Chop Saws

Job:	Safe use of chop saws		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	Material Required	PPE Required
1. Chop saw	1. Material to be cut	1. Gloves
2. ABC Fire extinguisher	2.	2. Safety glasses
3. Fuel	3.	3. Safety footwear
4.	4.	4. Hearing protection

Job Steps	Actions to Be Taken
1.	Review the material description or Safety Data Sheet (SDS) to ensure that the proper precautions are taken for the material to be cut.
2.	Conduct a Hazard Assessment of the work area.
3.	Ensure that extension cords are properly grounded, not frayed and of adequate gauge for the chop saw to be used and for the distance from electrical outlet to work location.
4.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, i.e. contact glues fumes igniting from spark following carpet lay.
5.	Place the equipment on the proper frame or stand, level ground or on another firm and suitably elevated surface such as a trestle table.
6.	Place the fire extinguisher in a position that it will be easily accessible.
7.	Make the connections from the tool to the power supply outlet.
8.	Wear the appropriate PPE.
9.	Obtain the material to be cut using proper lifting and carrying techniques.
10.	Ensure the correct blade is attached for the material and inspect for cracks & sharpness. Change the blade if required.
11.	Measure the material to be cut.
12.	Secure the material to be cut to ensure that no risk of hand contact with the blade.
13.	Precisely follow the manufacturers' instructions for equipment use including push sticks or clamps. Cut the material in an easy motion. Do not ram the cutting blade through the materiel, i.e. let the saw do the work.
14.	Remove cut material and safely stack or install.
15.	Maintain good housekeeping for scrap material and dust removal.

Additional Remarks:

- The Superintendent shall ensure that workers are trained in the safe use of chop saws.
- Under no circumstances, interfere with any guards or safety devices.

6.2.15 Safe Job Procedure – Fuel Powered Equipment

Job:	Fuel Powered Equipment		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	**Material Required**	**PPE Required**
1. Gas-powered equipment	1. Fuel container with fuel	1. Gloves
2. ABC Fire extinguisher		2. Safety glasses
3. Fuel transfer spouts		3. Hearing protection
4. Hand pump/hose system		4.

Job Steps	**Actions To Be Taken**
1.	Review the Safety Data Sheet (SDS) to ensure that proper precautions are taken for the fuel used.
2.	Conduct a Hazard Assessment of the refuelling area.
3.	Warn other workers that a fuelling operation is going to commence. Request that a worker keep an eye on the process while fuelling in case immediate emergency assistance is required, i.e. fire or spill.
4.	Ensure that there is no building within 3 metres of the selected fuelling area.
5.	Place the appropriate fire extinguisher in a position that it will be easily accessible but far enough from the fuelling operation that it will not be consumed by any flames in the event of a spill. Do not use a truck tailgate or floor of a vehicle to fuel hand portable powered equipment.
6.	Place the equipment on level ground or hand portable equipment on a firm and suitably elevated surface such as a trestle table.
7.	Allow hand portable equipment to cool off before refuelling.
8.	Ensure that any ignition switch is set at the “off” position, all safety devices are operational, and set for refuelling
9.	Remove the fuel caps/covers.
10.	Precisely follow the manufacturers’ instructions. Do not overfill the equipment or make spills.
11.	Securely replace the fuel caps/covers on the equipment and fuel container.
12.	Switch off any refuelling pumps and drain refuelling hoses if necessary.
13.	Clean up any spills and place the wet rags in an approved covered metal container.
14.	Restore and secure the fuel container in the proper storage place in the vehicle or designated work site fuel storage area.
15.	Replace and secure the fire extinguisher in the proper storage place in the vehicle or storage area unless required in the work area where the equipment is to be used.

Additional Remarks:

- Under no circumstances shall any sources of ignition be within 3 metres of the fuelling site, e.g., a running vehicle, smoking, other equipment in operation within 3 metres, etc.

6.2.16 Safe Job Procedure – Hot Work Permit

Job:	Hot Work Permit (metal cutting, soldering and welding)		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	Material Required	PPE Required
1. Fire extinguisher		1. Gloves
2.		2. Safety glasses
3.		3. Safety footwear
4.		4. Hearing protection

Hot Work presents real danger of fires starting long after the work is completed from sparks or hot metal slag concealed in cracks, crevices or raining down between partitions. The Lead Hot Worker shall rigorously follow this permit format. It shall be signed by the Lead Hot Worker and by the Site Superintendent **PRIOR** to starting any hot work and closed off after the hot work is completed or at the end of each day or work period – whichever shall occur first. ***Permits shall be issued for each hot work period – including return from a lunch break.***

Job Steps	Actions To Be Taken
1.	Complete a Site-Specific Hazard Assessment and attach to Hot Work Permit.
2.	Complete Hot Work Permit within the **Digital Safety App** and ensure that supervisor permission and sign-off has been completed.
3.	Ensure work is trained on usage of the equipment and fire extinguishers
4.	Ensure the worker(s) have the proper PPE required by OHS Act, ACS safety manual and equipment manufacturer (fire/cut resistant clothing, gloves, apron, visor, respirator, etc.). If no – no work starts until correct CSA/ANSI/WHS approved PPE worn & worker(s) trained in use.
5.	Confirm there is **adequate** ventilation for hazardous fumes and/or smoke removal. If no – no work starts until ventilation installed and tested.
6.	Ensure there are no hazardous or flammable fumes in the in the area of the hot work. If yes - no work start until fumes are properly vented and air confirmed safe by air monitor test.
7.	Confirm no debris or sparks fall behind, in or on any flammable surfaces, between cracks or behind/between partitions. If yes – no work shall start until CSA/ANSI approved fire-resistant blankets/material(s) laid to protect the surfaces/partitions.
8.	If work is being completed over 3 meters then a Fall Protection Plan must also be completed with the Hot Work Permit. If applicable, obey SWP - Portable Ladders/Step Ladders.
9.	Ensure fire watch has been completed and sign-off before permit is closed out.

Additional Remarks: SEE EXAMPLE OF FORM ON FOLLOWING PAGE

ASHTON CONSTRUCTION SERVICES

Hot Work Permit Request

Hot Work presents real danger of fires starting long after the work is completed from sparks or hot metal slag concealed in cracks, crevices or raining down between partitions. The Lead Hot Worker shall rigorously follow this permit format. It shall be signed by the Lead Hot Worker and by the Superintendent **PRIOR** to starting any hot work and closed off after the hot work is completed or at the end of each day or work period – whichever shall occur first. ***Permits shall be issued for each hot work period – including return from a lunch break.***

Hot work Permit Requestor Freshwater plumbing

Date of Permit Request Friday, November 10, 2023 08:53

Name of Person doing hot work Connor Gray

Email connorgray5@hotmail.com

Name of Fire Watch Connor Gray

Work Site Hot Work Area description

In main area

A. Describe type of Hot Work

Soldering copper

B. Describe equipment (Electric Arc Welder, O/A Acetylene, Make, Model, etc.)

Acetylene

2. Is worker(s) trained, certified and competent in the use of the equipment? ☑ **Yes**

3. Do the worker(s) have the proper PPE required by OH&S Act, SCMV safety manual and equipment manufacturer (fire/cut resistant clothing, gloves, apron, visor, respirator, etc.)? ☑ Yes

4. Is there adequate ventilation for hazardous fumes and/or smoke removal? ☑ Yes

5. Will hot work be conducted in a hazardous fumes atmosphere? ☑ No

6. Will debris or sparks fall behind, in or on any flammable surfaces, between cracks or behind/between partitions? ☑ No

10. If fire/smoke alarms are in the area - have they been disconnected, removed/covered? ☑ **Yes**

13. Is the worker appointed to watch the Hot Work worker & as the fire/spark watcher properly trained in:

6.2.17 Safe Job Procedure – Nail/Staple Gun

Job:	Safe operation of nail/staple gun		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	**Material Required**	**PPE Required**
1. Air or electric nail/staple gun	1. Siding or soffit material	1. Gloves
2. Fire extinguisher		2. Safety glasses
3. Air compressor (if required)		3. Safety footwear
4. Portable AC Generator/Inverter		

Job Steps	**Actions To Be Taken**
1.	The Superintendent shall ensure that workers are trained in the safe operation of nail/staple guns.
2.	Conduct a Hazard Assessment of the work area.
3.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.
4.	Wear the appropriate PPE.
5.	Check that the on/off switch is set at “off” and all guards and safety devices are operable.
6.	Check the feed to ensure the correct gauge and type of nails/staples for the job are properly loaded.
7.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the gun power requirement and distance run.
8.	Make the connections from the gun to the power outlet or compressor.
9.	Properly place and secure the material to be nailed or stapled so that there is no risk to hands or other body parts.
10.	Operate the gun in accordance with the manufacturers’ instructions.
11.	Never point a nail/staple gun in a direction other then towards the work.
12.	When finished, disconnect from the power outlet or compressor to the nailer.
13.	Properly coil up the connection cords and return to the carry case or storage rack.
14.	Maintain good housekeeping for scrap material and waste removal.
15.	Ensure that any ancillary equipment such as stepladders are properly set up in accordance with the manufacturers’ instructions and SWP – Portable Ladders/Step Ladders.
16.	If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the adjustments and ensure there are no workers/other people likely to be at risk.
17.	**NEVER** walk around with the finger on the gun trigger.

Additional Remarks:

- Improper use of a nailer is highly dangerous to the worker and other workers nearby.
- Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

6.2.18 Safe Job Procedure – Circular Saw

Job:			
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	Material Required	PPE Required
1. Air/electric portable circular saw		1. Gloves
2. Fire extinguisher		2. Safety glasses
3. Air compressor (if required)		3. Safety footwear
4. Portable AC Generator/Inverter		4. Hardhat

Job Steps	Actions To Be Taken
1.	Conduct a Hazard Assessment of the work area.
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.
3.	Wear the appropriate PPE.
4.	Check that the on/off switch is set at “off” and all guards and safety devices are operable.
5.	Check the feed to ensure the correct gauge and type of blade for the job is properly fitted.
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the saw power requirement and distance run.
7.	Make the connections from the saw to the power outlet or compressor.
8.	Properly place and secure the material so that there is no risk to hands or other body parts.
9.	Operate the saw in accordance with the manufacturers’ instructions.
10.	Never point a saw in a direction other then towards the work.
11.	When finished, disconnect from the power outlet or compressor to the nailer.
12.	Properly coil up the connection cords and return to the carry case or storage rack.
13.	Maintain good housekeeping for scrap material and waste removal.
14.	Ensure that any ancillary equipment such as stepladders are properly set up in accordance with the manufacturers’ instructions and safe Job Procedures.
15.	If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the adjustments and ensure there are no workers/other people likely to be at risk.
16.	**NEVER** walk around with the finger on the saw trigger.

Additional Remarks:

- The Superintendent shall ensure that workers are trained in the safe operation of portable circular saws.
- Improper use of a saw is highly dangerous to the worker and other workers nearby.
- Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

6.2.19 Safe Job Procedure – Propane Heaters and Vaporizers

Job:	Propane Heaters and Vaporizers – Disconnection		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	**Material Required**	**PPE Required**
1. Propane heater		1. Gloves
2. Propane vaporizer		2. Safety glasses
3. Propane hoses		3. Safety footwear
4. Fire extinguisher		4. Hardhat

Job Steps	**Actions To Be Taken**
1.	Conduct a Hazard Assessment of the work area and ensure no one is smoking.
2.	Wear the appropriate PPE.
3.	Check the pilot light on the equipment to confirm that the pilot light is alight.
4.	Check the propane valve on the equipment from the incoming propane hose line is open, i.e. “on.”
5.	Check that the propane equipment “off/pilot/on” valve is set at “on” and all guards and safety devices are operable.
6.	Ensure that electrical power cords (if applicable) and propane hoses are properly connected, not kinked, frayed, cut or missing ground pins.
7.	Trace the propane hose line back to the tank from the equipment.
8.	Turn off the propane valve at the propane tank.
9.	Turn the heater or vaporizer thermostat above the usual setting of “3” to “5,” or if not so equipped, turn it above the temperature shown on the equipment thermostat. The equipment will fire-up.
10.	When the main flame dies down, check the pilot light to ensure that it is no longer alight.
11.	Close the valve where the hose enters the equipment.
12.	Disconnect the hose from the tank valve. DO NOT disconnect from the equipment first.
13.	Switch off and unplug (from the power supply) any electrical cables.
14.	Allow the equipment to cool down before moving.
15.	Properly roll up the propane hoses and any electrical cables.

Additional Remarks:

- If the equipment is already fired-up, turn off the valve at the propane tank and follow step 9 on.
- The Superintendent shall ensure that workers are trained in the safe disconnection of propane heaters or vaporizers.
- Improper use of propane heaters and vaporizers are highly dangerous to the worker and other workers nearby.

6.2.20 Safe Job Procedure – Saws-All and Jig Saw

Job:	Safe operation of a saws-all and jigsaws		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	**Material Required**	**PPE Required**
1. Electric saws-all or jigsaw		1. Gloves
2. Fire extinguisher		2. Safety glasses
3. Air compressor (if required)		3. Safety footwear
4. Portable AC Generator/Inverter		

Job Steps	**Actions To Be Taken**
1.	Conduct a Hazard Assessment of the work area.
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.
3.	Wear the appropriate PPE.
4.	Check that the on/off switch is set at “off,” all guards and safety devices are operable.
5.	Check the blade to ensure the type for the job is properly loaded.
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the saw power requirement and distance run.
7.	Make the connections from the saw to the power outlet or compressor.
8.	Properly place and secure the material to be sawn so that there is no risk to hands or other body parts.
9.	Operate the saw in accordance with the manufacturers’ instructions. Let the saw do the work. Forcing the saw could result in a “kick-back” that may injure the operator.
10.	When finished, disconnect from the power outlet or compressor to the saw.
11.	Properly coil up the connection cords and return to the carry case or storage rack.
12.	Maintain good housekeeping for scrap material and waste removal.
13.	Ensure that any ancillary equipment such as stepladders are properly set up in accordance with the manufacturers’ instructions and safe Job Procedures.
14.	If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the adjustments and ensure there are no workers/other people likely to be at risk.
15.	**NEVER** walk around with the finger on the saw trigger.
16.	Avoid using the “Lock-on” feature whenever possible.
17.	Ensure that any hidden wiring, plumbing, metal fabrication, etc. are clearly identified before starting the saw.

Additional Remarks:

- Improper use of a saw is highly dangerous to the worker and other workers nearby.
- Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.
- The Superintendent shall ensure that workers are trained in the safe operation of saws-alls or jigsaws.

6.2.21 Safe Job Procedure – Stop Work Order

Contractor name:		**Stop order date:**	
Site/project name:		**Stop order time:**	
Exact Loc (floor, roof, etc.)		**Unit #/name:**	
Supervisor/foreperson name:		**Trade name:**	
Superintendent name:		**Time on site:**	
Safety coordinator name:		**Time on site:**	
Stop order issued by (name):		**Title/trade:**	
Other contractor affected name:		**Trade name:**	
Other contractor worker name:		**Title/trade:**	
Describe reason for stop order:			
Describe action required to remove stop order:			
Name/title of person tasked for action required:			
Contact telephone # (landline and cell/MIKE):			
Supervisor of person tasked and contact #:			
Date required action to be completed:		**Time:**	
Date stop order removed:		**Time stop order removed:**	
Signature of person who removed stop order:			
Name of person (print):		**Title/trade:**	
Contractor name:		**Contact #:**	
Describe any other action required/deficiencies:			
Charge back cost of stop order to contractor (name(s)):			
Estimated cost per contractor:			
Senior Management Comments:	(Refer to incident investigation report if completed and attach)		
Charge back(s) authorised by (name and title):			
Senior Management Signature:			
Name (print):		**Title/trade:**	
Date sent to accounts department:			

Distribution: Original – Safety Coordinator. Copies – all persons involved and accounting if required.

6.2.22 Safe Job Procedure – Charging Batteries

Job:	Charging Batteries		
Approved by:	Steve Ashton (Owner)	**Date:**	2013/03/22

Equipment Required	**Material Required**	**PPE Required**
1. Battery Charger	Eye wash station	1. Gloves
2. Fire extinguisher		2. Safety glasses
3. Battery		3. Safety footwear
4.		

Job Steps	**Actions To Be Taken**
1.	Conduct a Hazard Assessment of the work area.
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.
3.	Wear the appropriate PPE.
4.	Check that the on/off switch is set at “off,” all guards and safety devices are operable.
5.	Make sure there are no flammables around batteries and area is well ventilated.
6.	Check battery for cracks or leakage from battery case and post and battery vent is not plugged.
7.	Be aware of your surroundings and the closest eye wash station and water source.
8.	Follow manufacturer instructions for inspection and toping up electrolyte levels in the battery.
9.	Make sure the battery charger is unplugged from its power source.
10.	Apply the positive clamp (RED) to the positive post on battery.
11.	Apply the negative clamp (BLACK) to the negative post on the battery.
12.	Turn off all switches on the battery charger
13.	Plug battery charger back into power source.
14.	Select proper voltage of battery on charger dial.
15.	Go back, check on the status of the battery, and be observant of temperature of the battery, if it feels hot, you will have to turn down amperage. Having it hot, it could explode.
16.	Turn off the battery charger Dials or buttons. Unplug charger from power source.
17.	Remove the battery charger clamps NEGATIVE FIRST.
18.	Look over battery for abnormalities. Clean battery post for good connections in vehicle.
19.	Install back into vehicle positive cable first NEGATIVE LAST.

Additional Remarks:

- Refer to the manufacturer and battery specifications prior to beginning charging to ensure proper care use and maintenance of equipment and safety of operator.
- Improper use of a battery charger is highly dangerous to the worker and other workers nearby.

6.2.23 Safe Job Procedure – Portable Electric Construction Heaters

Safe Job Procedure	**Portable Electric Construction Heaters**		
Created by:	Sandra Fleming / Louise Green - BVS	Date Created:	Oct 28, 2020
Approved by:	S. Ashton	Date Approved:	Nov 2020
Hazards Present:	**Fires and Burns** Fires and burns are always a risk. There are several ways to reduce the risk such as: placement, equipment condition and the activity of workers. Extra caution is needed when operating portable electric construction heaters that are 3,000 watts and greater. The high heat output of these devices may increase the risk of fire if the heaters are not used as intended. Failure of the heating element could occur if the units are placed near combustible surfaces, in areas with limited airflow, or if operated under extreme conditions. **Electric Shock**		
PPE Required:			

Safe Work Practices

Portable space heaters present shock, fire and burn hazards if used or installed incorrectly. These heaters are intended for temporary use only!

CSA offers the following tips to help prevent unexpected failures of metal sheathed heating elements in portable electric heaters that could lead to electrical shock or fires:

- **Selection:** Before buying a heater, ensure it has been tested and certified to the applicable standard by an accredited certification organization, such as CSA, and that it is suitable for its intended use.
- **Instructions:** Always follow the manufacturer's operating instructions and warnings before using a space heater. If you do not have or understand the instructions, contact the manufacturer.
- **Temporary Use:** Electric portable fan space heaters are designed to provide temporary warmth only. They should never be permanently installed or mounted and should not be operated continuously over extended periods of time. Portable heaters should never be suspended from ceilings or rafters or in any other manner.
- **Tampering**: Never hard-wire (removing the plug cap) a portable heater directly to a power supply or modify or tamper with the construction of the unit.
- **Ventilation/Air:** Never block a heater's air flow to or from the fan. Obstruction of a heater's air intake or exhaust could lead to overheating and a potential fire hazard. Do not insert or allow foreign objects to enter any air vent as this may cause a potential for electric shock, fire, or damage to the equipment and never use the heater to dry clothes, boots, or other items of apparel.
- **Fire Hazards & Combustibles:** To avoid the risk of fire, do not use heating equipment near combustible surfaces. Heaters should only be installed on a non-combustible surface that extends a minimum of 1.5 meters beyond the front of the heater. Never operate a heater near flammable materials, chemicals or vapours.
- **Maintenance & Storage:** Ensure heaters have had sufficient time to cool down after use before moving or storing and be sure to store heaters in a dry location. Check regularly if there are rust marks or degradation signs on the heating element and follow the manufacturer's instruction for proper maintenance and replacement. Do not use the heater if it has been exposed to any mechanical damage.

Periodically clean the heater of any dust or particle accumulation. If you suspect the heater has been damaged or does not seem to work properly, discontinue use and refer to the manufacturer's instructions.

Safe Job Procedure

1. Site Specific Hazard Assessment (FLHA) to be filled out by worker

2. General requirements for installation of cord-connected heating units at all construction sites:

   a. Only install heaters approved by an accredited approval agency such as CSA or CUL
   b. Follow manufacturer's installation instructions.

3. Wiring installation of cord-connected portable construction heaters:

   c. Do not remove or tamper with the heater's power cord or attachment plug.
   d. The female receptacle must be in an approved enclosure or surface mount.
   e. AC-90, Teck, -90 or Cab-Tire of appropriate copper AWG size must be used to connect all heaters.
   f. All connections must terminate in approved junction boxes, wiring devices or panel boards.
   g. All wiring and equipment must be protected by a properly rated circuit breaker or fuse.
   h. NMD-90 or NMW-U are no longer permitted as a wiring method, unless the installation complies with Sections 12 and 76 of the CEC C22.1-09.

4. Electrical Connection: Before turning the heater on, make sure the power supply cord's plug cap is fully inserted into the outlet. To avoid overheating and a potential fire hazard, do not use an extension cord with the heater.

5. Breakers and GFCIs: Use of an electrical outlet with a Ground Fault Circuit Interrupter (GFCI) or a ground fault protected circuit is recommended. Only use a properly rated fused circuit or a breaker protected circuit for powering the unit as indicated by the manufacturer's instructions.

Additional Requirements:	Refer to the Canadian Electrical Code (CEC), Part 1, C22.1-09 Section 76 for wiring installation.

6.2.24 Safe Job Procedure – Manual Lifting

Safe Job Procedure	**Manual Lifting**		
Created by:	Bow Valley Safety	Date Created:	Nov 2020
Approved by:	S Ashton	Date Approved:	Nov 2020
Hazards Present:	Heavy loads falling, pinch points, awkward positions		
PPE Required:	Gloves, steel toed boots		
Additional Requirements	Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.		

Safe Work Practices:

- Ensure that you know your physical limitations and the approximate weight of materials.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and selection of lifting equipment

Procedure:

1. Ensure a good grip before lifting and employ proper lifting technique.
2. Avoid reaching out.
3. Size up the load. If you think you need help, ask for it.
4. Get a good footing.
5. Bend your knees and get a good grip on the object to be lifted.
6. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.
7. Keep your balance and do not twist or turn as you lift.
8. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.2.25 Safe Job Procedure – Skid Steer Operation

Safe Job Procedure	Skid Steer Operation		
Created by:	Bow Valley Safety	Date Created:	Dec 2020
Approved by:	S Ashton	Date Approved:	Dec 2020
Hazards Present:	Heavy loads falling, pinch points,		
PPE Required:	Hi Vis Clothing, steel toed boots, hard hat, gloves		
Additional Requirements			

Safe Work Practices:

- Phone Alberta ONECALL before excavation projects 1.800.242.3447.
- Know the location of all workers & public at all times.
- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and assess competence of operators
- ONLY certified operators must run skid steer in hazardous situations.
- Operators in training may run skid steer in open areas and under minimal risk conditions ONLY under direct supervision.

Procedure:

1) Complete pre-operation inspection of Skid Steer and complete FLHA before starting work.
2) Always read the manual before operation and understand the written instructions, rules, and regulations.
3) ALWAYS use 3 points of contact while entering & exiting the skid steer.
4) Follow safe practices & procedures for fueling.
5) KNOW your load capacities for forks & bucket & NEVER exceed them.
6) Be aware of any overhead power lines.
7) No passengers allowed.
8) Always operate in a well-ventilated area.
9) Always carry heavy end uphill.
10) Always wear seat belt and ONLY operate machine with lift bar down.
11) Keep away from pinch points at all times.
12) ONLY qualified personnel will “boost” skid steers.
13) ALWAYS install lift arm stop when working on machinery while lift arms are up.
14) Place jack stands at rear before lifting operator cab.
15) Before leaving skid steer, ensure lift arms are lowered, parking brake is on, and engine is stopped.
16) ALWAYS double check that attachments are installed properly.
17) Drive skid steer backwards when loading onto trailers and secure according to manufacturers instruction.
18) Always travel up & down slopes, never across.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.2.26 Safe Job Procedure – Confined Spaces

Safe Job Procedure	Confined Spaces		
Created by:	BVS	Date Created:	Oct 2021
Approved by:	Steve Ashton	Date Approved:	Oct 2021
Hazards Present:	Dust, flammable substances, toxic fumes, electrical shock, biological waste		
PPE Required:	Breathing Apparatus, hard hat, eye protection, coveralls, gloves		
Additional Requirements	Rescue plan, harness, spotter		
This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually			

GENERAL

Confined space is defined by regulation as; “an enclosed or partially enclosed space having restricted access and egress and which, due to its design, construction, location, atmosphere, the materials or substances in it or other conditions is or may become hazardous to a worker entering it or does not have any easy means of escape or rescue of a worker entering it”.

Responsibility for safety, both at the time of entry and during the entire operation, rest with the supervisor who must ensure that adequate steps have been taken to eliminate or control the hazards.

No worker will enter a confined space until such time as:

- A confined space specific hazard assessment and confined space entry permit has been established for that particular job and been reviewed and understood by all members of the crew involved.
- A permit system is in use and the confined space entry operation is closely monitored by adequate supervision.
- A means of communication and alert has been set up.
- A means of rescue and rescue personnel are available.

HAZARDS

Hazards commonly encountered in confined spaces include:

A) Toxic vapours, from materials such as chlorine, H2S and sludge scale resulting from:
- Poor ventilation in the work area.
- A gradual release of toxic substances.
- Chemical reactions.

B) Lack of oxygen causing asphyxiation, resulting from:
- Chemicals that are used to reduce the possibility of explosion (such as nitrogen) absorbing or replacing oxygen.
- Rusting (oxidation) of the metal in tanks that have been closed for an extended period of time.
- Nitrogen Purging

C) Flammable gases, vapours and liquids with potential of fire or explosion.
D) Electric shock from portable lights, tools or associated electrical equipment.
E) Injury from mechanical equipment such as augers, pumps, etc., inadequately activated.
F) Pyrophoric iron (iron sulfide) deposits.
G) Bodily injury from direct contact with corrosives or dermatitis - producing chemicals.
H) Ignition from static electricity.
I) Contaminants entering from other areas through ducts, piping. etc.

CONFINED SPACE PREPARATION CHECKLIST

Before entry into a confined space:

- ✓ Confined Space Specific Hazard Assessment and Confined Space Entry Permit must be completed.
- ✓ A **method of rescue** must be established.
- ✓ A **system of communication** between the safety watch and the worker(s) in the confined space must be established and maintained at all times. The system must be checked for effectiveness and establish an understandable contact with the support help and is not simply a check of the condition of the equipment.
- ✓ Hazardous materials contained in the space must be removed or diluted to a safe level by washing, steaming and purging.
- ✓ All internal electrical equipment must be locked in.
- ✓ The equipment to be entered must be isolated by disconnecting or binding and not by closing process valves.
- ✓ Before work begins in any manhole, vault or other confined space, the air must be tested by a competent person trained to use the appropriate gas detection equipment. Testing of the atmosphere in the confined space ensures no toxic or inflammable vapours or oxygen deficiency is in evidence or that contamination of the atmosphere can occur during the entry.
- ✓ Where proper test competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space to be entered has been isolated and any contaminants have been removed by adequate ventilation or other acceptable means.
- ✓ In some cases, the atmosphere may have to be tested for the presence of toxic vapours and radioactive sources.
- ✓ Adequate ventilation, either natural or forced, must be provided
- ✓ All workers are trained in appropriate methods for first aid, SCBA, evacuation and rescue techniques

CONFINED SPACE ENTRY PROCEDURE

1. Secure the site by erecting signs, barricades and any other traffic control device required to protect the workers from traffic.
2. Ensure that all equipment is at the site and ready for use (if required).

- Testing equipment
- Harness
- Communication device (if required)
- Life-line
- Lighting
- Rescue equipment

3. Ensure that any atmospheric hazards present in the confined space are identified and controlled.
- Use ventilation techniques to remove any harmful substances.
- Where ventilation is not practical, test must be carried out by a competent worker until the work is completed.
- Where the oxygen level in the sewer, manhole, or vault is less than 19%, do not enter unless you are wearing a breathing apparatus or proper ventilation equipment is available.
- For further information see the appropriate current Occupational Health and Safety Regulations.

4. If harmful substances are present or the air is deficient of oxygen, ensure the worker is:

- Protected by correct use of breathing apparatus.

- Attended by, and in communication with another worker stationed at or near the entrance of the confined space.
- Protected by appropriate rescue equipment available for immediate use.
- Aware of, and familiar with, any relevant codes of practice.
- Physically capable of effecting a rescue.

5. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continually monitored while personnel are working there.
6. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided. Workers entering the confined space must wear a rescue harness attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.
7. Check for any physical hazards in the sewer where work will be carried out (e.g. broken rungs, cracked walls).

- Complete and adequate vessel isolation blanking and blinding
- Temporary equipment for patches, diversion lines and tie-ins are available
- Check roof strength
- Decking or flooring support
- Protection from falling, splashes or dripping materials

8. Ensure that all workers know what procedures to follow in case of an emergency situation.
9. It is mandatory that a worker stand safety watch outside the entrance manway of the vessel or enclosed space when anyone is working inside. The safety watch must not leave the post or perform any other duty until replaced by a relief worker. If there is more than one crew working in a vessel at different elevations, such as a high tower, it is mandatory that a workman stands watch at each manway from where the crews are working.

EMERGENCY

The safety watch will enter the enclosed space in an emergency only after support help has arrived on the scene and after outfitting himself with the appropriate safety equipment and including fresh air supply if required.

STANDBY PERSON(S)

There must be a standby person(s) at the tank/vessel entrance who is:

A) Equipped with respiratory protective equipment.
B) Capable of effecting a rescue as required.
C) Able to communicate at all times with the worker(s) inside.

The standby person(s) must:

A) Never leave his post unless he is properly relieved by a qualified person(s).
B) Be able to summon for additional assistance.
C) Have access to a sounding alarm (such as an air horn) for emergencies.

CONFINED SPACE - ELECTRICAL

Only 31 volt, or less, service transformers are to be used in connection with drop lights when working inside metallic vessels, unless 100 volt service is essential for the operation of equipment. In this instance a ground circuit interrupter (Grouse Hinds circuit guard or equal) shall be used.

All electrical equipment must be checked for ground continuity; 100 volt power must have ground fault circuit interrupters installed; and must be explosion proof if there is a possibility that flammable vapours, gases or duct exist.

Consideration must be given to the potential of generating static electricity, which may develop while working with media such as high-pressure steam or air, inert gas or performing sandblasting.

Trucks, hose lines air movers etc., may require grounding to reduce static electricity.

BODY HARNESS & LIFELINES

Workers must be equipped with a body harness with a lifeline attached when:

A) They are wearing respiratory protective equipment.
B) Rescue may be difficult.
C) There is less than 19.5 kPa partial pressure present.

It is a good practice to use the body harness for any vessel work.

ISOLATION

The vessel must be completely isolated from other systems and equipment

- To isolate the vessel:

A) LOCKOUT all power-driven internal equipment (such as agitators) and any power sources according to proper lockout procedures.
B) BLANK-OFF or disconnect and blind all connecting pipelines.

Where threaded pipes are used, threaded plugs or caps must be of the same material

- Blank, blinds and plugs must be:

A) Of the same specifications as the system or better
B) Tagged prior to vessel entry

CLEANING

Depending on the nature of the contents, empty the residual material of the vessel by:

A) Draining
B) Pumping out
C) Floating off

In addition, the vessel must be cleaned by:

A) Hot or cold flushing
B) Steaming
C) Chemical neutralization
D) Inert gas and/or air purge

Sludge or encrustation should be removed, to the greatest possible degree, by operation from outside the vessel.

Water from steaming, and drained from vessels, and any tank hydrocarbons must be put into 45-gallon drums and retrograded.

VENTILATION

All clean-out doors (where provided) must be opened, and the tank/vessel thoroughly ventilated, preferably by a positive method of mechanical exhaust ventilation so arranged as to:

A) Remove contamination from all pockets or corners. Hydrocarbons may be trapped in draw off lines, baffles and sumps.
B) Avoid re-circulating contaminated air.

After the tank/vessel is cleaned and ventilated, the mechanical exhaust ventilation equipment must be kept operating to:

A) Provide secondary protection in case of accidental introduction of harmful substances.
B) Remove contamination that may be produced by work in the tank/vessel, such as welding, cutting, painting and coating.
C) Cool the tank/vessel to improve working conditions.

Excessive heat can develop during welding and cutting operations in confined spaces. General exhaust ventilation at the minimum rate of 56.6 cubic metres (2000 cubic feet) per minute PER welder will control both the welding fumes and the heat developed during welding.

Additional air supply air cooling may be necessary to maintain desirable work place temperatures for torch cutting over extended periods.

HOT WORK

No hot work on metal is permitted unless both sides have been inspected and cleaned. No hot work outside the confined space while there is a valid confined space permit issued. Be aware smoke or toxic fumes may be released due to welding and burning.

GAS TESTING

When any ignition source must be used in the confined space, a combustible gas test of the atmosphere in that space is required immediately before beginning the job and the monitored frequently throughout the job.

To prevent possible hazards from fire and explosion, open flames and welding should not be permitted when flammable vapour concentration of any amount are present.

EXAMPLES OF CONFINED SPACE BY INDUSTRY

Construction Industry
Caissons
Box Beams
Sewers
Pits
Trenches
Excavations
Crawl Spaces

Food and Similar Products
Retorts
Tubs and Kettles
Basins
Cold Rooms
Ovens
Flour Bins
Air Scrubbers
Batch Cooker
Caustic Soda Tanks
Clay Hoppers
Conditioners
Continuous Cookers
Extractors
Heated Lard Tanks
Heated Sugar Bins

Holding Bins
Hydrogenates
Metal Bins
Meat Dryers
Mixers
Tallow Tanks

Textiles
Bleaching Ranges
J-Boxes
Kiers
Die Kettles
Bale Presses
Dye Becks
Sizing Tanks
Steam Boilers

Paper and Pulp
Chip Bins
Barking Drums
Rag Cookers
Acid Towers
Digesters
Beaters
Hydrapulpers
Stock Chests
Adhesive Tanks
Bleach Tanks
Chip Silos
Furnaces
Machine Chests
Mix Tanks
Resin Tanks
Clay Mix Tanks

Rubber Products
Solvent Tanks
Shredders
Furnaces
Ovens
Mixers

Petroleum and Chemicals
Reactors
Storage Tanks
Distillation Columns
Cooling Towers
Dike Areas
Fire Water Tanks
Precipitators
Scrubbers
Crystallizers
Spray Dryers

Leather Products
Dye Vats
Tanning Tanks
Sludge Pits

Stone, Clay, Glass and Concrete Products
Kilns
Aggregate Bins
Cement Silos
Crushers
Dryers
Hoppers
Mills
Sand Bins

Primary Metals
Blast Furnaces
Cupolas
Coal Bins
Coke Bunkers
Annealing Furnaces

Water Treatment Tanks
Submarine Cars
Gas Holders
Soaking Pits
Acid Pickling Tanks
Plating Tanks

Fabricated Metals
Paint Dip Tanks
Degreasers
Caustic Cleaning Tanks
Drying Ovens
Shot Blasting Enclosures
Enclosed Assemblies
Sludge Tanks

Electronics Industry
Degreasers
Gas Cabinets
Dust Collectors
Tunnels

Printing and Publishing
Ink Tanks
Solvent Tanks

Electric, Gas and Sanitary Services
Cable Vaults
Manholes
Metre Vaults
Transformer Vaults
Bar Screen Enclosures
Chemical Pits
Incinerators
Pump Stations
Regulators
Sludge Pits
Wet Wells
Valve Pits
Digesters
Grease Traps
Lift Stations
Sewage Ejectors
Storm Drains

Machinery

Boilers
Conveyors'
Dust Collectors
Tunnels

6.2.26.1 CONFINED SPACE ENTRY PERMIT

CONFINED SPACE PERMIT NO:			
Site:		*Location:*	
Dept Doing Work		*Contractor:*	
Day/Month/Year:		*Time:*	

General Instructions to receiver of this Confined Space Permit

1. *The person(s) performing this work must comply with all applicable government and DND regulations and laws.*
2. *The person(s) performing this work must comply with all applicable safe work procedures and conditions of this permit.*
3. *The contractor(s), employee(s) or agent(s) doing the work at the site must understand and adhere to all of the conditions of this permit.*
4. *There must be a copy of this permit at the work site where the work is in progress.*
5. *Should a worker have a concern about the safe conditions of the job, then he/she is to stop work immediately and report the concern to the site manager/supervisor. Before work can be resumed, a new safe work permit must be issued. Note: No unauthorized equipment/materials are to be taken into the confined space.*

PERMIT AUTHORIZATION			
Employee Authorized to issue this Permit			
Agreement: *I understand that no work is permitted except shown on the permit.* *I have checked both the permit and the job.* *I understand the nature and extent of the work and the precautions to be followed in completing the work.* *I also agree that any other staff, or contract worker who will, or may work on this job shall have a complete understanding of the conditions of this permit and he or she will also work under these conditions.*			
NAME (PRINTED)		*POSITION*	
SIGNATURE		*DATE/TIME*	
PERMIT RECEIVER			
NAME (PRINTED)		*POSITION*	
SIGNATURE		*DATE/TIME*	
AUTHORISED ENTRANTS			
NAME		*SIGNATURE*	
NAME		*SIGNATURE*	
NAME		*SIGNATURE*	
NAME		*SIGNATURE*	
AUTHORISED TENDING WORKER (SAFETY WATCH)			

6.2.26.2 CONFINED SPACE SPECIFIC HAZARD ASSESSMENT

CONFINED SPACE PERMIT NO:	
DATE ASSESSED:	
ASSESSED BY:	
Description of Work to be Done:	

Hazards of Confined Space	***YES***	***NO***	***Special Requirements***	***YES***	***NO***
Oxygen Deficiency			*Hot Work Permit Required?*		
Combustible Gas/Vapour			*Lock-Out / Tag Out?*		
Combustible Dust			*Lines Broken, Capped or Blanked?*		
Carbon Monoxide			*Purge-flush and Vent?*		
Hydrogen Sulfide			*Secure Area – Post and Flag?*		
Toxic Gas/Vapour/Fumes			*Ventilation?*		
Pyrolytic Materials (spark emitting)			*Specialized Training?*		
Skin – Chemical Hazards			*Other:*		
Electrical Hazard			***Special Equipment***		
Mechanical Hazard			*Breathing Apparatus – respirator*		
Engulfment Hazard			*Escape Harness required*		
Entrapment Hazard			*Tripod Emergency Escape Unit*		
Thermal Hazard			*Body Harness / Lifelines*		
Slip / Fall Hazards			*Lighting*		
Other:			*PPE:*		
Other:			*Fire Extinguisher*		
Other:					

Communication Procedure:
Entry / Exit Procedure:
Rescue Procedure:
Additional Comments:

6.2.26.3 CONFINED SPACE - Air Quality Assessment and Test Results

Confined Space Permit No:			
Gas Detector Make		*Model:*	
Serial Number		*Calibration Date*	
Hazards Present (circle those present)		*CO_2 H^2S O_2 Flammables (specify)*	
SDS Available for hazardous materials?		*YES NO*	
Has confined space been thoroughly ventilated?		*YES NO*	

Test Results	***1***	***2***	***3***	***4***
Time Recorded				
Oxygen Level				
Fuel Vapour Level				

Conducted By		*Signed:*	

Comments:

6.2.26.4 CONFINED SPACE ENTRY LOG

Confined Space Entry Permit No: _____
Entry Date: _____ *Time:* _____
Anticipated Exit Date: _____ *Time:* _____

Name	Time In	Time Out	Comments

*Safety Watch: (Print)*_____*Signature:*_____

6.2.27 Safe Job Procedure – After Hours Working

Safe Job Procedure	After Hours Working		
Created by:	Bow Valley Safety	Date Created:	Dec 03 2022
Approved by:	S Ashton/Donovan Kingsburgh	Date Approved:	Dec 21 2022
Hazards Present:	Working Alone		
PPE Required:	Applicable to the tasks being performed		
Additional Requirements			

Safe Work Practices:

The Superintendent for each specific project is responsible for giving permission for any after hours or outside of normal working hours work to be completed.

In the event of an emergency the site superintendent must be informed immediately by telephone.

If the superintendent cannot be contacted, the next in line is the Project Manager for the specific site, then Donovan Kingsburgh (Operations Manager) and finally Steve Ashton (president) if none of the other site contacts are available.

When an after-hours permit is approved, the site superintendent must be on alert until the work is completed.

Contractors and workers must follow all safe job procedures and complete a hazard assessment before starting work.

Procedure:

1. Any contractor or worker planning to work after hours must request an after hours permit from the site superintendent.
2. The permit must include a summary of the after hours planned work, and the contact details of the contractor/ primary worker on site.
3. The site superintendent shall review the permit, sign to give approval and include the site superintendent contact information in the event of an emergency.
4. A site-specific hazard assessment must be completed for the after-hours work, with particular attention to hazards that may be present due to the nature of the work and when it is being completed.
5. The after-hours workers shall update the site superintendent at regular intervals during the work.
6. Once the work is complete the after hours work team, shall notify the site superintendent, and confirm the site has been safely shutdown and secured.

Applicable legislation, standards, or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials, or any other significant change or at a minimum annually

After Hours Work Permit			
Work Site			
Work Site Address			
Contractor Company			
Contractors/Workers Names			
Contractors Contact Number			
Number of workers			
Work Date			
Start Time		Est. Completion Time	
Description of work to be completed:			
Reason for doing this work after hours:			
Contractor Signature:			
All work will be completed in accordance with the after-hours safe job procedure and follow the working alone procedure if applicable.			
Actual Time Work Completed:			
In the event of Emergency Contacts in order of priority (every effort must be made to contact the site superintendent first.)			
1. Site Superintendent		Contact Number	
2. Project Manager		Contact Number	
3. Operations Manager	Donovan Kingsburgh	Contact Number	403 688 3513
4. President	Steve Ashton	Contact Number	403-812-0844

APPROVED:

Site Superintendent's Signature:	
Approval cannot be given until all details and contact information is provided	
Comments:	
After work permit must be signed as approved prior to start of work	

6.2.28 Safe Job Procedure – Guardrail Installation

Safe Job Procedure	Installing guardrails		
Created by:	BVS	Date Created:	Oct 30, 2024
Hazards Present:	- Fall hazards from elevated work surfaces, unprotected edges, floor openings, and unstable surfaces. -Injury hazards range from personal injury to disabling injuries and can include death.		
PPE Required:	- Fall protection during installation and dismantling – if worker(s) are exposed to a fall hazard. -Hi-visibility clothing, Steel-toe boots, Hardhat (Safety Glasses and Hearing Protection when necessary)		
Additional Requirements:	-Fall protection plan including a rescue plan for any workers exposed to fall hazards.		
Reviewed by:	Maia Schumacher	Reviewed Date:	February 7, 2025

Guardrails are a stationary (or "fixed") system used to protect workers from falls when working at heights. Guardrails are a preferred means of protecting workers because the system does not rely on the worker to be trained to use, inspect, and wear a fall protection system.

Well built guardrails are a reliable and convenient means of fall protection because they act as a visible and physical barrier to help prevent falls from heights or between levels including falls from roofs, balconies, stairwells or falls into open holes. Guardrails are used where covers, floors or walls cannot be installed or are not practical.

SAFE WORK PRACTICES:

Do's and Don'ts - What needs to be considered when installing guardrails?

Do- Make sure workers in the area near the unguarded edge are protected from falls by other means (travel restraint, fall arrest, netting, etc.) until the guardrail is completely installed.

Do- Consider how long the guardrail will be required (and factor in the local weather and other environment conditions).

Do- Only use lumber that is construction grade quality or better. Some jurisdictions require the lumber used be spruce, pine or fir (S-P-F) timber.

Do- Inspect the lumber for damage or rot. Lumber should have no visible defects that could affect its loadbearing capacity.

Do- Choose the appropriate fasteners for the materials being used. Make sure all nails and other fasteners used are strong enough to withstand the forces applied to them.

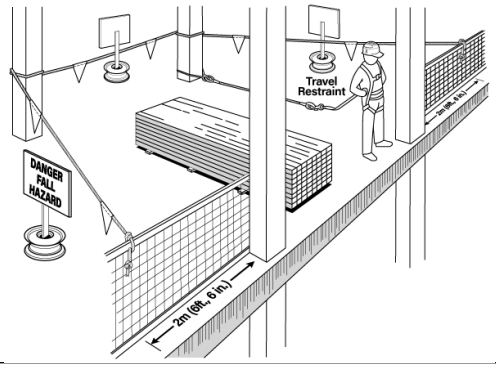
Don'ts - reuse old construction materials.

Don't allow spaces/holes/gaps in the guardrail that will allow workers, tools or material to fall through.

Don't forget to have the guardrail re-installed after it has been removed for loading material etc. Ensure all protruding edges or parts, like nails, have been checked for after removing a guardrail.

SAFE JOB PROCEDURE:

1.	Ensure worker tasked to install guardrails is competent to safely build guardrails that meet the legislative requirements under OHS Code, Part 22 Safeguards – Section 315 (1) Guardrails.

2.	Workers must be protected from the fall hazard during the installation and removal of guardrails by a fall protection system.
3.	Installation requirements: -Horizontal guardrail to be installed at 36 to 42 inches above the base of the guardrail -Horizontal, intermediate member spaced mid-way between the top member and the base, -Vertical members at both ends of the horizontal members with intermediate vertical supports that are not more than 3 metres apart at their centres. -Constructed of lumber that is 38 millimetres by 89 millimetres or of material with properties the same as or better than those of lumber.
4.	The guardrail must secured so that it cannot move in any direction if it is struck or if any point on it comes into contact with a worker, materials or equipment. Guardrail systems need to be capable of withstanding a force of at least 250 pounds (890 N) of pressure at any point along the top rail.
5.	If the guardrail is removed, everyone working inside the marked off area must use a travel restraint or fall arrest system at all times. 

Applicable legislation, standards, or documentation:
Alberta Occupational Health & Safety
Code, Part 22 Safeguards – Section 315 (1) Guardrails.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.2.29 Safe Job Procedure – Erecting Scaffolding

Date created:	2024/10/16
Approved by:	Steve Ashton

Preparation:

- **Hazard Assessment**: Conduct a thorough hazard assessment of the work area to identify potential risks such as overhead power lines, unstable ground, or weather conditions.
- **Training**: Ensure all workers involved are trained and authorized to erect scaffolding. Training should cover scaffold hazards, safe erection procedures, and fall protection.
- **Legislation Compliance**: Familiarize yourself with Part 23 of the Alberta Occupational Health and Safety (OHS) Code, which covers scaffolds and temporary work platforms.
- **Equipment required**: Standard PPE (boots, hardhat, safety glasses, gloves), depending on heights, fall arrest and harness may be required. Standard hand tools plus the potential for powered hand tools such as a skill saw for cutting mud sills or an impact for bracing scaffolding to the wall or install of tiebacks may be required.

Erection Process:

- **Foundation**: Use level, sound, and rigid footings capable of supporting the load without settlement or displacement. Baseplates and mudsills must be used to distribute the load.
- **Base Setup**: Plumb and brace poles, legs, posts, frames, and uprights to prevent swaying and displacement. Position the first level of bracing as close to the base as possible.
- **Assembly**:
  - Securely fasten all couplers and connections before assembling the next level.
  - Install diagonal braces to enhance stability.
  - Add platforms at appropriate intervals and secure them to the scaffold frames.
- **Guardrails and Toeboards**: Install guardrails and toeboards on all railed sides to prevent falls and falling object hazards.

Safety Measures:

- **Inspection**: A competent person must inspect the scaffold before each work shift. Tag the scaffold with a green tag if safe to use, or a red tag if unsafe.
- **Load Limits**: Never load the scaffold beyond its maximum intended load or rated capacity.
- **Access**: Provide safe access to the scaffold, such as portable ladders, hook-on ladders, or stairway-type ladders. Ensure workers do not climb diagonal braces.
- **Fall Protection**: Use personal fall arrest systems or guardrail systems as required.

Dismantling:

- **Stability Check**: Ensure the scaffold has not been structurally altered in a way that makes it unsafe. Stabilize the scaffold as necessary before dismantling.
- **Orderly Dismantling**: Dismantle the scaffold in the reverse order of erection, ensuring stability at each step.

Emergency Procedures:

- **Emergency Contacts**: Have emergency contact numbers readily available.
- **First Aid**: Ensure first aid kits are accessible, and workers know the location.

The information herein does not take precedence over applicable government legislation with which all management, employees, and contractors shall be familiar.

ELEMENT 7 INSPECTIONS & MAINTENANCE

7.1 WORK SITE INSPECTION POLICY

7.1.1 Purpose

To proactively identify new potential hazards and confirm the performance of controls in place. To reduce the risk of injuries to workers and damage to tools, vehicles, and/or equipment, by identifying and correcting unsafe acts and conditions.

7.1.2 Scope

All company employees are required to participate as requested in both informal and formal inspections at all worksites.

7.1.2.1 Planned (formal)

Routine (periodic) inspections are conducted at regularly scheduled intervals, as detailed below. Intermittent (irregular) inspections may also be conducted as identified by hazard and work site conditions. Formal inspections are completed by management, supervisors, the safety representative with participation from the workers.

7.1.2.2 On-going (informal)

Supervisors and workers, who do most of their work on the work site will conduct on-going inspections. They should constantly watch for unsafe acts and unsafe conditions. An unsafe situation can immediately be corrected by discussing the problem with workers or by issuing instructions to have an unsafe condition corrected. Any observations, corrective actions taken, or follow up required are recorded.

7.1.3 Responsibilities

7.1.3.1 Owner/Senior Managers

Ensure inspections are carried out at the required frequencies and completed by competent employees. Review weekly and monthly managers safety reports for a summary of inspections and safety activity statistics and inspection reports.

7.1.3.2 Construction Manager / Project Manager / Office Manager

Review weekly Managers Safety Reports and Inspection records relevant to their work area in Builder trend. Ensure corrective actions are appropriate and have been completed on inspection reports and results communicated with the team.

7.1.3.3 Site Superintendents

Arrange, participate in and complete worksite inspections as required. Review inspection reports, arrange for corrective actions to be completed, upload to Builder Trend and file in the correct safety folder. Communicate and pass on any safety information relevant to the team.

7.1.3.4 Workers/Forepersons

Participate in worksite safety inspections with site superintendents and/or safety representative. Complete any delegated corrective actions.

7.1.4 Frequency

Frequency is determined by level of risk identified in the Hazard Assessment Process. Formal inspections are conducted for each area at the following minimum intervals and results recorded on the relevant inspection forms:

Work Sites:	Monthly	Office/Shop:	Quarterly

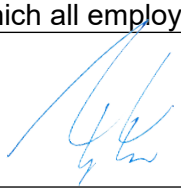
7.1.5 Training

All employees who participate in inspections are trained in the 7.2 Inspection Procedure below and assessed for competency by management.

7.1.6 Housekeeping

General housekeeping in the workplace must receive considerable attention during inspections. Good housekeeping, demonstrated by the orderliness and cleanliness of the job site, usually suggests a safe, well-managed job and pride in the contractors' work. Poor housekeeping leads to injuries, damage to equipment/property and costly delays.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

7.2 INSPECTION PROCEDURE

1. The inspection must be planned to include all areas and equipment as detailed on the specific inspection form for that particular work area.
2. Review previous inspection to ensure previous items and corrective action have been completed within specific timescales.
3. Record the inspection on specific form for each area (see below)
4. Tour the work area, identifying unsafe acts, unsafe conditions and determining the levels of compliance with the OHS act, regs, & code, safe job procedures and rules.
5. General housekeeping in the workplace must receive considerable attention during inspections. Good housekeeping, demonstrated by the orderliness and cleanliness of the job site, usually suggests a safe, well-managed job and pride in the contractors' work. Poor housekeeping leads to injuries, damage to equipment/property and costly delays.
6. Also note any best practices being followed, what is being done particularly well, and worth sharing with workers.
7. Consider these four contributing factors to hazards – **P E M E**:
    a. People – are they competent/well trained? Are the following rules and procedures?
    b. Equipment – Is it appropriate for the task? Is it properly installed and maintained? Are manufacturers specs being followed?
    c. Materials – What materials are being used? Are they being handled, stored and disposed of properly?
    d. Environment – Where is the task being performed? Does the work site environment introduce hazards?
8. Complete corrective action form, to ensure deficiencies are identified and corrected.
9. Document any corrective action that has already been taken.
10. Rank the hazards according to risk, using the risk matrix. Prioritize corrective actions according to level of risk.
11. Assign a competent worker to implement identified corrective actions, prioritizing the highest risk ranking hazards first.
12. All corrective actions must be S.M.A.R.T.
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Time-bound
13. Obtain site superintendent sign-off.
14. Upload to Builder Trend and file accordingly.

7.2.1 Work Site Inspection (example report)

Work Site Inspection

Date of Inspection May 16, 2024 11:50

Weather Sunny, Overcast Temp°C 13

22011 Glamping (Kananaskis)

Contractors	BECL		
Scope of Work	Site Work		
Describe Specific Scope of Work	Civil Construction		
Site Superintendant	Brendan Halge	# of Workers on Site	1
Have there been any near misses?	NO		
Any outstanding items from the last inspection?	NO		

Inspection Items and Corrective Actions

Certificates/Tickets (copy on site)	Acceptable	Electrical	Acceptable
Chemical Storage	Acceptable	ERP	Acceptable
Equipment Inspections	Acceptable	Fall Protection/Fall Arrest	N/A
Excavations	Acceptable	Fall Protection Barricades	N/A
Fall Protection Plan (if required)	N/A	Hazard Assessments reviewed	Acceptab
First Aid Kits/First Aid	Minor	Fire Extinguishers	Minor
Health & Safety Committee	Acceptable	Hot Work Permit	Acceptable
Housekeeping	Minor	Ladders	Acceptab
Lighting	Acceptable	Material Storage	Acceptable
Orientations Completed	Acceptable	PPE (Specified Below)	Acceptable
Protection of the Public	Acceptable	Safety Meeting/Toolbox Records	Acceptable
Scaffolding	Acceptable	Signage	Acceptab
		Site Conditions	Acceptable

Tools	Acceptable
Other Hazard	N/A

Fire Extinguishers Comments/Corrective Action

Fire extinguisher on site is expired. It is recommended that the fire extinguisher be replaced with an inspected extinguisher. See Photo #3.

Responsible ACS **Target Date** Friday, May 17, 2024

First Aid Kits/First Aid Comments/Corrective Action

Eye wash was missing from the safety station posing a hazard should a worker need to use it. It is recommended that an eye wash station be made readily available to workers at all emergency/safety stations. See Photo #4.

Responsible ACS **Target Date** Friday, May 17, 2024

Housekeeping Comments/Corrective Action

Wood material observed on site with nails protruding posing a hazard. It is recommended that the nails be bent over or removed and that housekeeping be maintained. See Photo #5.

Responsible ACS/BECL **Target Date** Friday, May 17, 2024

Safety Summary

Great to see additional signage posted on site fencing notifying public to keep out of construction site. Also, great work adding additional bear spray stations strategically placed throughout the site. See Photos #1 & #2.

Site Picture





Inspector Name	Mitch Mielnichuk	Inspector Signature	
Date of Inspection	05/16/2024		

Inspection Team	Mitch Mielnichuk		
Reviewed By	Lindsay Turner	Reviewer Signature	
Reviewer Job Title	Safety Administrator		
Date Reviewed	05/16/2024		
Site Superintendant	Brendan Halge		

7.2.2 Office Inspection Form

Office Inspection Form			
Date		**Time**	
Site Location			
Inspection Done By (print name)**:**			
Inspection Team (print name)**:**			
Outstanding Items			

Item #	Item	Comments
	Are Emergency Procedures readily available to office staff, including evacuation to the muster point locations in case of fire?	
	Is the working alone policy available to office staff?	
	Are office staff familiar with details of working alone policy?	
	Is a trolley or handcart available to move heavy desks and bulky files?	
	First aid supplies readily available?	
	Are electrical cords used in office in good condition and not overloaded?	
	Are floors and isles kept clear and free from clutter?	
	Are all rugs clean and in good repair to prevent tripping hazards?	
	Has a mock fire drill been held in previous 12 months?	

Corrective Actions

Item #	Action	Priority	Person Responsible	Target Date	Completed Date

Signature of Inspection Team	
Management Comments:	
Manager Name	
Signature	
Date	

7.4 MAINTENANCE POLICY

Work site activity means people working with tools and equipment. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment are inspected properly before ANY use, maintained in accordance with the manufacturers' guidelines or better, and kept in good repair. An effective preventative maintenance program will reduce the risk of injuries, damage or lost production.

ACS, contractors and employees shall maintain all tools, vehicles and equipment in a condition that will maximize the safety of all personnel. The preventative maintenance program shall include the following components:

- Follow all applicable regulations, standards and manufacturers' specifications.
- Use only appropriately qualified and competent technicians.
- Document all maintenance work.
- Carry out inspections in accordance with the manufacturers' instructions or quarterly if there are no manufacturers' instructions i.e. hand tools.
- Use of the Fleetio App to manage, and maintain equipment inventory and current status.

The following shall NEVER occur:

- Use of any equipment or tool, under any circumstances, for purposes other than for which that equipment or tool was designed and intended.
- Remove safety guards, safety catches or warning labels.
- Place back in-service equipment or tool removed for maintenance or repairs that have not been completed by a **qualified and competent technician**.
- Receive anything other than the manufacturer's recommended modifications and service.
- Connect to a power source by frayed, cut, inadequately rated or otherwise damaged extension cords, hoses or lines.
- Continue to use equipment or tool that is ineffective, damaged or requires maintenance. Such items shall be clearly tagged and removed from service immediately.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

7.5 MAINTENANCE OVERVIEW

7.5.1 Coverage

Preventative maintenance covers all of the following:

- Light Hand Tools, e.g. hammers, chisels, screwdrivers, etc.
- Heavy Equipment, e.g. bulldozers, earthmovers, heavy trucks, tractor-trailers etc.
- Mobile Lifting Equipment, e.g. cherry pickers, light cranes, forklifts, scissor-lifts, hoists, etc.
- Office Equipment, e.g. photocopiers, computers, printers, etc.
- Personal Protective Equipment (basic and specialized)
- Power Tools (air, electrical and explosive powder actuated)
- Light Vehicles, i.e. cars, light trucks and light trailers

7.5.2 Duties of Superintendents

Superintendents shall:

- Keep an up-to-date equipment inventory list, by making sure all tools are signed out correctly using the Fleetio app.
- Immediately report ‘issues’ in Fleetio, remove from use, not return to use, and label/tag/lockout equipment that is:

- Suspect
- Damaged
- In need of servicing
- Giving poor performance or operational problems
- Schedule and document all equipment inspections, routine maintenance, modifications, breakdowns and repairs in the Fleetio App.

7.5.3 Maintenance Persons

All persons tasked to maintain or repair any piece(s) of equipment shall be properly trained, qualified and certified on the equipment by the manufacturer or supplier and kept current. Documented proof of such qualification shall be maintained in the personnel file and clearly visible to the naked eye in the maintenance workshop.

7.6 MAINTENANCE DOCUMENTATION

All vehicle, tools and equipment records are maintained within the Fleetio App. This includes an inventory, maintenance schedules and maintenance records. See examples on the following pages, but refer to Fleetio for up to date information.

7.6.1 Equipment Inventory & Maintenance Schedule (Example from Fleetio)

Unit	Assigned To:	Year	Make	Service Program	Service Task	Status	Next Due Date (based on average usage)	Next Due At (based on service intervals)	Last Completed	Time Interval	Frequency
Unit 0322	Jeff Iverson	2019	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Overdue	Monday, December 16, 2024		6/3/2023		month(s)
Unit 1210	Project | 8th & 8th	2017	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Overdue	Wednesday, July 16, 2025		2/16/2021		month(s)
Unit 1216	Flex Use	2022	Ford		Tire Replacement	Upcoming	Wednesday, October 22, 2025	Wednesday, April 1, 2026		3	year(s)
Unit 1217	Flex Use	2022	Ford		recall	Upcoming	Wednesday, October 22, 2025	Friday, October 16, 2026	10/16/2025	1	year(s)
Unit 1218	Flex Use	2022	Ford		Retorque Tires	Upcoming	Friday, October 24, 2025				month(s)
Unit 0621	Kenny Vermette	2023	Ford		Retorque Tires	Upcoming	Saturday, October 25, 2025				month(s)
Unit 0826	Flex Use	2019	Ford		Engine Oil & Filter Replacement	Upcoming	Wednesday, November 19, 2025	Sunday, November 30, 2025	45609	6	month(s)
Unit 0202	Mike Young	2024	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Upcoming	Friday, December 19, 2025	Sunday, May 3, 2026	9/3/2025	8	month(s)
Unit 0209	Kurtis Jones	2024	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Upcoming	Thursday, January 1, 2026	Tuesday, April 14, 2026	8/14/2025	8	month(s)
Unit 0322	Jeff Iverson	2019	Ford		Oil Change	Upcoming	Wednesday, January 14, 2026		7/17/2025		month(s)
Unit 0323	Jeff Iverson	2019	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Due Soon	Wednesday, January 14, 2026	Tuesday, March 17, 2026	7/17/2025	8	month(s)
Unit 0302	Steve Ashton	2024	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Upcoming	Sunday, February 15, 2026	Friday, May 22, 2026	9/22/2025	8	month(s)
Unit 0621	Kenny Vermette	2023	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Upcoming	Tuesday, March 3, 2026	Monday, June 15, 2026	10/15/2025	8	month(s)
Unit 1014	Kamil Franek	2020	Ford		Engine Oil & Filter Replacement	Upcoming	Wednesday, April 15, 2026	Tuesday, April 1, 2025	10/1/2024	6	month(s)
Unit 1210	Project | 8th & 8th	2017	Ford	Ford F-150 Maintenance Schedule	Engine Oil & Filter Replacement	Due Soon	Friday, July 17, 2026	Monday, January 5, 2026	5/5/2025	8	month(s)
Unit 1216	Flex Use	2022	Ford		Engine Oil & Filter Replacement	Upcoming	Thursday, August 20, 2026	Thursday, April 16, 2026	10/16/2025	6	month(s)
Unit 0621	Kenny Vermette	2023	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Upcoming	Thursday, September 10, 2026		1/9/2025		month(s)
Unit 0622	Kenny Vermette	2023	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Upcoming	Friday, September 11, 2026		5/29/2025		month(s)
Unit 0202	Mike Young	2024	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Upcoming	Thursday, October 1, 2026				month(s)
Unit 0209	Kurtis Jones	2024	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Upcoming	Saturday, October 24, 2026				month(s)
Unit 0302	Steve Ashton	2024	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Upcoming	Thursday, February 18, 2027				month(s)
Unit 0202	Mike Young	2024	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Upcoming	Thursday, April 8, 2027				month(s)
Unit 0209	Kurtis Jones	2024	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Upcoming	Monday, April 26, 2027				month(s)
Unit 0302	Steve Ashton	2024	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Upcoming	Tuesday, October 19, 2027				month(s)
Unit 0629	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Tire Rotation	Upcoming	Saturday, October 30, 2027	Saturday, October 17, 2026	10/17/2025	12	month(s)
Unit 0630	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Engine Oil & Filter Replacement	Upcoming	Saturday, October 30, 2027	Saturday, October 17, 2026	10/17/2025	12	month(s)
Unit 0322	Jeff Iverson	2019	Ford	Ford F-150 Maintenance Schedule	Cabin Air Filter Replacement	Upcoming	Friday, November 5, 2027				month(s)
Unit 0629	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Cabin Air Filter Replacement	Upcoming	Saturday, March 4, 2028				month(s)
Unit 1210	Project | 8th & 8th	2017	Ford	Ford F-150 Maintenance Schedule	Engine Air Filter Replacement	Upcoming	Tuesday, February 5, 2030				month(s)
Unit 0629	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Engine Air Filter Replacement	Upcoming	Wednesday, March 27, 2030				month(s)
Unit 0209	Kurtis Jones	2024	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Sunday, May 8, 2033				month(s)
Unit 0202	Mike Young	2024	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Sunday, June 19, 2033				month(s)
Unit 0302	Steve Ashton	2024	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Saturday, October 6, 2035				month(s)
Unit 0621	Kenny Vermette	2023	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Monday, August 25, 2036				month(s)
Unit 0322	Jeff Iverson	2019	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Saturday, January 4, 2042				month(s)
Unit 1210	Project | 8th & 8th	2017	Ford	Ford F-150 Maintenance Schedule	Transmission Fluid Drain & Refill	Upcoming	Monday, December 29, 2053				month(s)
Unit 0629	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Transmission Fluid Drain & Refill	Upcoming	Thursday, April 8, 2055				month(s)
Unit 0629	Flex Use	2022	Ford	Ford F-350 Super Duty Maintenance Sche	Engine Coolant Drain & Refill	Upcoming	Wednesday, October 1, 2064	Monday, October 31, 2033		60	month(s)

7.6.2 Vehicle Inspection Checklist (Example from Fleetio App)

Ashton Construction Services
113 Bow Meadows Crescent, Unit 4
Canmore, Alberta, T1W 2W8
CA
4036883500

Inspection Submission #00001

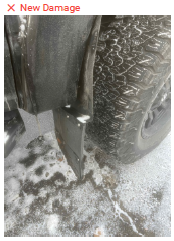
Example Monthly Vehicle Inspection

TRU Unit 0302
VIN/SN: XXXXXXXXXXXXXXXX1
Active • Truck • Bob Ashton

4. Monthly Vehicle Inspection Checklist v19

Submitted	Fri, Oct 27, 2023 11:52 AM	Start Date	Fri, Oct 27, 2023 11:48 AM	Duration	4 minutes
User	Bob Ashton				

Inspection Items

EXTERIOR	
Body Take a walk around the vehicle, note and take pictures of any damages. See instructions.	✕ New Damage  Mud flap falling off due to snow
Box Is the box clean and free of debris that could fly out?	✓ Pass Clean
Bumpers Check front and back bumpers, is there any damage?	✓ No
Hitch Is the hitch dinged or damaged that would compromise hauling?	✓ No
Mirrors Any damage to the side mirrors? Scratches or cracks that would impede visibility?	✓ No
Tire/Wheels Check tires for nails, bumps or slashes. Check rim for dings. See instructions.	✓ Safe to drive
Underneath Look underneath the vehicle. Is there anything loose or dragging?	✓ Safe to drive
Windshield Check windshield for new dents or cracks. See instructions.	✓ Pass
INTERIOR	

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Page 1 of 3

Inspect Fire Extinguisher Inspect fire extinguisher. See instructions.	✓ Pass 
First Aid Kit inventory Check the contents of your first aid kit. Do you have the full inventory needed? See instructions.	✓ Pass
No Junk & Vacuum Please remove garbage, vacuum, and dust the dash/console every month. See instructions.	✓ Clean Clean
ELECTRICAL	
Maintenance sticker date	2023-12-01
Engine Oil Record % Record Engine Oil Percentage.	✓ 59.0
Kilometer Reading	Odometer: 10,001 km
Emergency Lights Put emergency lights on and look to see if they are working.	✓ Pass
Headlights Turn on headlights. Are they working?	✓ Yes
Left Indicator Turn on left indicator, check.	✓ Pass
Right Indicator Turn on right indicator, check.	✓ Pass
Run Lights Check running lights.	✓ Pass
ENGINE	
Brakes In the last month, have you had any issues with your brakes; if so, note in comments.	✓ Safe to drive
Transmission Is the transmission running smoothly?	✓ Safe to drive
Power Steering How is the steering of your vehicle? Does it need an alignment?	✓ Safe to drive

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Page 2 of 3

Open the Hood of the Vehicle Take photo of the engine.	 Clean and good to go
Radiator Is your radiator in good working order? Any issues with your engine overheating or A/C not working well?	✓ Safe to drive
Washer Fluid Check washer fluid levels. Top up every month. See instructions.	✓ Pass
Belt(s) Inspect the belts for any damage. Make note of anything out of the ordinary.	✓ Pass
Other Notes Please note anything else that would be important for us to know.	
Sign Off Do you verify that the above statements are true? Please sign if so.	Bob Ashton

7.6.3 Construction Aerial Platform Daily Use Checklist

AERIAL PLATFORM PRE-SHIFT INSPECTION SHEET

To be completed by **each operator** *prior to any mobile equipment use.*

Operator name:	**Make/ model:**
Date:	**Machine hours:**
Height:	**Serial number:**

FLUID CHECKS

Description	OK	ADD	Amount and type
Engine oil			
Hydraulic oil			
Coolant			
Fuel (Note type required)			
Windshield washer fluid			

VISUAL INSPECTION AND FUNCTION TEST

Item	Status	Action required
Operator and safety manual		
Warning/ operator decals readable		
Tires in good condition and pressure		
Wheel hub and nuts in place		
Hydraulic hoses pinches or leaks		
Boom wear pads		
Electrical connectors and wires		
Battery cables and connections		
Control box, connectors and gauges		
Engine belts and air cleaners		
Hydraulic, cylinders, pumps and valves		
Boom chain or cable (If applicable)		
Limit switches and alarms		
Auxiliary ground controls		
Welds, bushings and pins		
Horns, tilt alarm and other warning devices		
Cut-out and limit switches, emergency stop		
Switches indicators and lights		
NOTES:		

SIGNATURE OF OPERATOR:

7.6.4 General Scaffold Checklist (attach to Inspection Report)

Employer Name:			
Crew Leader:			
Job Site Name:		**Date/Time**	
Specific Location:		**1. Inspected by:**	
2. Inspected with:		**3. Inspected with:**	

Item #	Scaffold Inspection Checklist (√)	Yes	No
1.	Erection and inspection done by a competent worker.		
2.	Scaffold square, straight and plumb in all directions.		
3.	All scaffold components present, tight and secure.		
4.	No tubes or members over-extended and hazardous.		
5.	Base plates and screws firmly supported on all legs - mudsills.		
6.	Levelling adjustment screws extended less than 0.3 meters and lock nuts tightened.		
7.	Tower tied to rigid support horizontally and vertically according to regulatory requirements.		
8.	Freestanding tower scaffold steadied with guywire according to regulations requirements for its height.		
9.	Rolling scaffold wheels locked.		
10.	Platform planks have cleats on underside at each end with wood/angle iron.		
11.	Platform planks tied down securely.		
12.	Platform planks maximum span 2.4 metres for heavy duty and 3 metres for light duty.		
13.	Separate ladder(s) used for scaffold access.		
14.	Ladder(s) securely fastened in place.		
15.	Safety cage needed around vertical ladder based on height according to regulatory requirements.		
16.	Perimeter placed on work surfaces - toe boards permanent and temporary height according to regulatory requirements.		
17.	Perimeter at handrail height with a mid-rail around all work platforms according to regulatory requirements.		
18.	Separate rope or hand line in place at all platforms to raise and lower tools or material.		
19.	Warning devices/signs provided if erected over walkways or roadways (flashing lights, reflective tape streamers or area is roped/taped off).		
20.	Minimum clearance from overhead power lines maintained as per OHS Act.		
21.	Rolling scaffold wheel brakes locked and outriggers extended to maintain maximum height of 3 times the smallest base dimension.		
22.	Scaffold constructed and maintained according to certified engineer or manufacturers' specifications and drawings.		
23.	Inspected **daily** by a competent worker, tagged at each entry and exit point.		
24.	Other (describe):		

1. Signature of Inspectors:	
2. (In the same order as listed at top of form)	
3. (May be the worker who erected/inspected)	
Senior Management/Other Comments:	**Comment by - Name, Initial & Date**

7.6.5 Powered Mobile Equipment Checklist (Example from Digital Safety App)

Operator Daily Checklist

November 17, 2023 10:46

Operator	**Kieth**
Job Site	**22051 121 Bow Meadows Crescent**
Company	**Bow Kor**
Equipment	**Bobcat Skidsteer**
Current Hour Meter:	**893.2**

1. Pre-Start Inspection

	Pass / Fail	Notes
Are the operators, safety and responsibilities manuals available?	Pass	
Tire condition (if applicable) and pressure, rim condition, lug nuts tight	Pass	
Boom/Mast condition, pins and retainers, welds, damaged attachments	Pass	
Fuel, oil, hydraulic oil, antifreeze and battery charge levels, daily grease	Pass	
Cab or platform cleanliness, dents or scratches, decals and placards	Pass	
Signs of fluid leaks on engine, hydraulic cylinders, hoses or ground	Pass	
Seat belt, personal harness, lanyard, anchorage points, gates and safety chains	Pass	
Glass, seat, mirrors, doors, compartment covers	Pass	

Work Area

	Completed?	Notes & Considerations
Walk the intended work route, remove hazards and obstructions	✓	
Observe ground conditions, for slope and soil stability	✓	
Observe weather conditions, wind, rain, snow, ice that may affect equipment handling	✓	
Look for power lines, overhead obstructions, personnel and vehicle zones etc.	✓	
Weather conditions in previous 24 hours (make note)	✓	

Machine require maintenance? **NO**

Run Tests

	Pass / Fail	Notes
Ground and platform controls, emergency systems, operate all functions	Pass	
All hydraulic systems and their respective functions	Pass	
Brakes, steering, lights, horn, warning beepers and lights	Pass	

Safe Machine Operation

	Yes / No	Notes (If NO provide Details Here)
Have I read and understood the responsibilities, safety and operators manuals?	Yes	
Have I received authorization to operate this machine?	Yes	
Do I practice dual 360 degree awareness when operating?	Yes	
Do I have qualified personnel on site who can help in an emergency situation?	Yes	
Do I have way to communicate in an emergency? ie cell-phone	Yes	

Machine safe for operation? **YES**

Comments:

Signature

7.6.6 Fall Protection Equipment Inspection Record (Example from Digital Safety App)

ASHTON CONSTRUCTION SERVICES

Harness Inspection

Job Site 22054 Lake Louise Staff Housing 4-2 Site B6

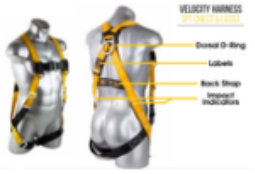
Name of Inspector Jory Lodewyk **Date of Inspection** August 3, 2023

Harness Part # 2001 **Serial #** 1234

Date of First Use November 9, 2022 **Date Manufactured** October 8, 2022

Harness Configuration

Chest Strap Quick-Connect **Leg Straps** Quick-Connect **Waist Belt** Yes



Webbing

	Pass or Fail	Notes
Shoulder / Chest / Leg / Back Straps	Pass	
Cuts / Burns / Holes	Pass	
Paint Contamination	Pass	
Excessive Wear	Pass	
Heat / UV Damage	Pass	

Hardware (Buckles & D-Rings)

	Pass or Fail	Notes
Shoulder Adjustment Buckles	Pass	
Leg & Waist Buckles / Other Hardware	Pass	
D-Rings (Dorsal, Side, Shoulder, or Sternal)	Pass	
Corrosion / Pitting / Nicks	Pass	

Labels and Markings

	Pass or Fail	Notes
Label (Intact & Legible)	Pass	
Appropriate ANSI/OSHA/CSA Markings	Pass	
Inspections are Current / Up-to-Date	Pass	
Date of First Use	Pass	
Impact Indicator (Signs of Deployment)	Pass	

Stitching

	Pass or Fail	Notes
Shoulder / Chest / Leg / Back Straps	Pass	

Inspector's Signature

ELEMENT 8 EMERGENCY RESPONSE

8.1 POLICY

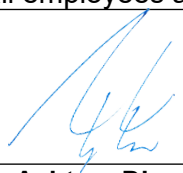
No matter how complete a health and safety manual is, or how careful people are, there is always the risk of an emergency. Emergency preparedness means having plans in place that it is hoped will never be used. Emergency preparedness makes sure that the right resources to deal with emergencies are available at the workplace. At a minimum the OHS Act requires contractors to be able to:

- Provide first aid to the injured
- Provide transportation a medical facility
- Conduct initial fire fighting
- Promptly make contact with emergency services for assistance

8.1.1 SCOPE

ACS Senior Management, Superintendents, Contractors and Employees shall take all required measures relating to training and safeguarding human life, preserving equipment, material and property to be able to continue operations.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

8.2 ACTION

All field employees, depending on appointment/title shall receive training in:

- Use of proper fire prevention techniques and initial fire fighting procedures.
- Acquire and remain current in Intermediate First Aid for Senior Management, Superintendents, Supervisors/Crew Leaders and Contractors; and Basic First Aid for at least one member of each work crew.
- Containment of chemical or other hazardous spills i.e. diesel and gasoline.
- Proper use of hazardous gases i.e. propane.
- Prevention of release of flammable paints, lacquers, sealants or other volatile chemicals i.e. solvents and glues.
- Proper storages of all hazardous materials including the above.
- Develop emergency Plans and have them practiced and reviewed on a regular basis to ensure that:
- People know immediately what to do thus saving valuable time, possible life and reducing equipment, material and property damage.
- Elimination or reduction of panic and confusion.
- Proper treatment of injuries reduces the risk of further injury or of worsening existing injury.
- In the event of a site evacuation being required, all personnel accounted for and equipment, material and property damage greatly reduced.
- Emergency Services reach the site in minimum time.

8.3 WORKER'S DUTY TO REPORT AN INJURY OR ILLNESS

Workers are required to report to their employer any work-related physical injury or sudden occurrence of illness experienced while at work. The employer should establish to whom the report is made e.g. first aider, foreman, nurse, supervisor, safety person, or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar, recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

8.4 WRITTEN RECORD OF INJURY OR ILLNESS

ACS is required to create and maintain an accurate written record of all work-related physical injuries or sudden occurrences of illness that workers experience while at work. Although the cause of the injury or illness may be unknown at the time it is being treated, every effort should be made to determine the cause within a reasonable period. The cause of work injuries should be added to the record and if an illness is the result of occupational causes, this information should be also be added. Even if no first aid administered, an injury or illness reported by a worker must be recorded. The Safety Coordinator shall retain all first aid records for a minimum of 3 years from the date of report of the injury or illness.

8.5 NOTICES AND PROCEDURES

The following forms and procedures shall be clearly posted and remain on site notice boards, etc. Make workers aware, before the start of work on construction sites, of the location of the following information:

Emergency Telephone Numbers	Emergency Evacuation Procedure – Administration Building and Maintenance Shop sketches

Emergency Evacuation Procedure – All sites, Construction Project Office and Construction Office Trailer sketches	First Aid Report

8.6 EFFECTIVENESS OF THE ERP

Drills will be conducted at least annually, and written records maintained, including comments and recommendations, and any deficiencies corrected.

8.7 EMERGENCY RESPONSE PLAN

Emergency Response Plan	
Physical Address	
Emergency Meeting Point:	
Emergency Procedures	In the event of an emergency occurring within or affecting the work site: **Evacuation will be initiated by:** • **Air Horn of three sharp blasts**
Primary Contacts: Secondary Contacts:	
Local Emergency Contact Numbers	• General Emergency: 911 • Fire station: Canmore Fire Station 1-403-678-6199 • Police: Canmore RCMP 1-403-412-5488 • Gas: ATCO emergency 1-800-511-3447
First Aiders are: As per OHS Code Schedule 2	
First Aid Supplies: Eye Wash Stations:	Type 3 Intermediate Small First Aid Kit located
Fire Alarm: Extinguishers: Hose:	
Emergency Services Addresses	**Canmore Fire Department** 1021 Railway Ave, Canmore Alberta T1W 1P3 **Canmore General Hospital** 1100 Hospital Pl, Canmore AB T1W 1N2

GUIDE FOR CALLING 911

1. Hello, my name is _____.

2. I am a construction worker at:

   The phone number at the site office is:

   I am calling from phone number: _ _ _ _ _ _ _ _ _ _ _ _

3. We need: a) Ambulance; b) Fire Truck; c) Police

FOR AMBULANCE CALLS

4. We have a Male/Female Age……

Whose condition is:

- [ ] Broken arm/leg/foot/hand, etc.
- [ ] Conscious
- [ ] Non-conscious/unconscious
- [ ] Breathing
- [ ] Not-Breathing
- [ ] Pulse
- [ ] No Pulse
- [ ] Bleeding
- [ ] Other

5. Someone will be waiting at _____ as guide.
   (Name which site and entrance gate)
6. Do you need any more information?

7. What is the expected time of arrival _____?

8. Do you need me to stay on this phone?

Specific Emergencies

FIRE

Action Plan:

- Alarm will be sounded by site superintendent.
- All personnel are to evacuate the facility immediately on the sounding of the fire alarm.
- SHUT-OFF ALL Equipment.
- Close all doors, but do not lock doors to rooms that are being evacuated.
- Assemble at Muster Point locations for a head count.
- Do not leave the Muster Point until authorized to do so by Emergency Personnel.
- Do not attempt to remove any equipment or vehicles from the facility.
- Allow the Emergency Personnel to carry out their assigned duties.
- Obtain permission to re-enter the facility from responding Emergency Personnel.

General Response Actions:

- If the fire is small enough that it can be extinguished by a hand held fire extinguisher, and is not between you and an exit, you may fight the fire using hand-held extinguishers, if you have been properly trained. Once the fire is extinguished, notify:
    - Site Superintendent and Supervisor

- If the fire cannot be safely extinguished:
    - Warn supervisor and persons nearby
    - Activate the nearest fire alarm
    - Notify the Fire Department by calling 911.
- Evacuate the site.
- Ensure all persons are assisted in evacuating the site.
- Proceed immediately to the designated Muster Points.
- Follow the instructions of emergency personnel.

Site Superintendent/Supervisor:

- Upon activation of an alarm, notify the Fire Department, by calling 911, and proceed directly to the Muster Point.
- Take head counts.
- Report to Fire Department any personnel remaining on the worksite (physically challenged w/monitor, persons refusing to evacuate, etc.) and of persons injured.
- Once ***ALL CLEAR*** is given, coordinate the safe re-entry of staff onto the worksite.
- Participate in a debriefing meeting to evaluate the evacuation procedures.
- Submit a post-incident report.

MEDICAL EMERGENCY

Action Plan:

- Stay calm
- Assess the situation
- Take command
- Provide protection
- Aid and manage
- Guide emergency services

1. If the injury is basic and can be handled with site first aid, notify an available certified first aider of the situation.
2. If injury has been identified as requiring assistance beyond basic first aid - CALL 911.
3. Sound the alarm to halt all other work.
4. Send a designated person to site entrance to direct emergency personnel to the scene.
5. Stay with the injured worker to reassure and keep comfortable until further help arrives.
6. If a hazard still exists, designated workers will initiate a site evacuation, and ensure all workers proceed to the MUSTER POINTS.
7. If the hazard impacts the victim consult with emergency personnel over the phone as to if the worker should be moved.
8. Ensure the scene stays secure and all workers are kept away.
9. Once basic first aid is administered and further investigation is needed, the worker will be transported to a medical facility.

Anticipated response time; Both Canmore worksites, emergency rescue personnel are within a 7-minute response time. Job scope does not involve confined spaces, therefore regular rescue personnel will be sufficient.

Once worker has been transported, full investigation will be completed to determining if work should continue and what control measures should be in place.

EMERGENCY SITE EVACUATION (NON-FIRE)

Action Plan:

- Evacuation shall be initiated by Site Superintendent only.
- Site evacuation is initiated by sounding an aerosol-powered horn be sounded in three (3) sharp blasts, followed by a five (5) second delay, then three (3) more sharp blasts. This shall be repeated several times to ensure that all workers on site have heard this signal.
- All personnel must evacuate the site immediately on the sounding of the alarm.
- SHUT-OFF ALL Equipment.
- Assemble at Muster Point locations for a head count.
- Do not leave the Muster Point until authorized to do so by Emergency Personnel.
- Do not attempt to remove any equipment or vehicles from the facility.
- Each supervisor is responsible for a taking a roll call following the evacuation, to ensure that all their workers are accounted for.

- Each supervisor shall report the results of the **roll call** to management, or the Prime Contractor as required in the Site Safety Plan.

- The Superintendent shall determine if the site is safe to reoccupy following an evacuation. No one is to re-enter the site without authorization.

IN THE EVENT OF SPILL

ACTION PLAN:

When encountering a spill of any nature, it is the WORKERS responsibility to:

1. Warn others in the immediate vicinity that a spill has taken place;
2. Designate a fellow employee to guard the area; and
3. Inform the site supervisors.

It is the responsibility of the SUPERVISOR to:

1. 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.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all WORKERS of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

IN THE EVENT OF AN EXPLOSION

ACTION PLAN:

Explosions include those caused by leaking gas, faulty heating equipment, flammable vapours.

- **Fall to the floor/ground** and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
- **After the effects of an explosion have subsided**, check exits or exit stairways prior to evacuating the building (as in "Emergency Evacuation Procedures"), if notified to do so by the SUPERVISOR, or Emergency Services.
- Do not return to the building or site until the "all clear" signal is given by the supervisor, Fire Emergency Officer or designate.
- **Site Superintendent** will call 911 and proceed with evacuating the building.

NATURAL GAS LEAK

Signs

- "Rotten egg" smell
- Blowing or hissing sound
- Flames, if a leak has ignited

If you smell gas inside a building

1. Warn others in the immediate vicinity, inform the shop foreman. Leave immediately.
2. Leave lights and appliances alone.
3. Do not do anything that could cause a spark and ignite the gas:
    a) Do not use electrical devices, such as light switches, telephones, or garage door openers
    b) Do not use an open flame, matches or lighters
    c) Do not start vehicles parked in the area
    d) Do not try to shut off any natural gas valves
    e) Call ATCO Gas or 911 once you are outside
    f) Emergency line 24 hours a day Rural Alberta: 1-800-511-3447
4. Shop foreman will sound the alarm and evacuate the site
5. Proceed to the Muster Point and remain there until dismissed by emergency services.
6. Do not re-enter the building until cleared by emergency personnel.

If you smell gas outside a building

1. Call ATCO Gas or 911 immediately.
2. Keep people away from the area.
3. Do not do anything that could cause a spark and ignite the gas:
    a. Do not use electrical devices, or garage door openers
    b. Do not use an open flame, matches or lighters
    c. Do not start vehicles parked in the area
    d. Do not try to shut off any natural gas valves

LEAKING GASES, LIQUIDS

1. **Stop** - Turn off all equipment.
2. **CALL 9-1-1** (for Emergency and Rescue) or Ph #_____
   (Fire Emergency back-up number).
3. **Protect yourself first, then others**. Try to contain the leak or shut off valves for leaking gases or fluids.
4. **Evacuate the site** if the gases/liquids cannot be contained.
5. **Know where each of the exits are and** be sure they are not locked or blocked off.
6. **Do a personnel count (roll call)**.
7. **If you must rescue victims:**
   - **Keep upwind** in the event of hazardous goods, spills, leaks or fire.
   - **Administer First Aid to maintain life.**
   - **Keep unnecessary people away.**

5. NOTE: Keep out of low areas.
   - Do not feel compelled to control the hazard.
   - Use your powers of observation and hearing to detect:
   - hazards
   - warning placards
   - downed wires
   - hissing sounds of gases
   - leaking fluids
   - flames, smoke, steam, etc.

CONFINED SPACE INCIDENT

ACTION PLAN:

1. **Stop** - Turn off all equipment except ventilator.
2. **CALL 9-1-1** (for Emergency and Rescue) or Ph #_____
   (Fire Emergency back-up number).
3. **Do Not Enter** confined space to help with a rescue until atmosphere has been retested and another watch person has arrived.
4. If situation and/or atmosphere is critical, see if they can rescue themselves.
5. If unconscious, try to remove person(s) with tripod/lanyard system.
6. If rescue is impossible with available equipment try to keep fresh air to victim with ventilation system and wait for emergency services.
7. Get emergency services to check out person(s) involved.

Emergency Phone numbers

Department of the Environment Ph. #_____

Spill Report Centre - 24 Hr. Toll Free Ph. #_____

City Report Centre - 24 Hr. Toll Free Ph. #_____

DRIVING EMERGENCY

Action Plan:

- STOP Failure to stop could result in demerit points or criminal prosecution.
- CALL AMBULANCE if anyone is seriously injured.
- ENSURE SAFETY Do not stand in between two vehicles, or in front or behind a vehicle to inspect damage. When the area is safe, move vehicles and passengers away from traffic, unless someone is injured or you suspect a drunk driver.
- Alert other drivers, use hazard lights, cones, warning triangles or flares.
- REPORT to the POLICE if –
    - If the total damage to all vehicles and property appears to be more than $1,000, file a Collision Report Form. Failure to do so could result in demerit points or a fine.
    - If anyone is injured.
    - If any of the vehicles are not driveable.
    - If any driver does not have a driver's licence, or proof of insurance.
- Report the incident to your supervisor as soon as possible.
- INFORMATION Take pictures and collect information from the other driver and witnesses if possible.
    - Names and addresses of drivers and witnesses
    - Copy of other drivers' insurance
    - Draw a sketch of the incident if possible.
    - Use the Incident investigation report to record details

FOREST FIRE WORKING IN A REMOTE LOCATIONS

If the fire reaches your jobsite:

Remain confined.

Close the door, windows and any vents in order to stop smoke from entering. Try to stay indoors.

Watch the building carefully, particularly on the side where the fire is approaching.

Use wet towels, rugs and sheets, as well as established water reserves.

Extinguish all sparks and embers. Check unoccupied areas to ensure that no spark or ember has reached it.

Listen to the radio or if you can access the internet: http://www.emergencyalert.alberta.ca/

http://canmore.ca/

Avoid using landlines or cellphones to prevent congesting the lines or bandwidth.

Respond to calls for help from the fire fighters.

Find out about your local self-protection plan such as
:http://canmore.ca/residents/emergency-services/emergency

FLASH FLOODS

Flash floods occur within six hours of a rain event, or after a dam or levee failure, or following a sudden release of water held by an ice or debris jam, and flash floods can catch people unprepared.

You will not always have a warning that these deadly, sudden floods are coming.

- If you come upon flood waters, stop, turn around, and go another way.
- Climb to higher ground. If it is moving swiftly, even water six inches deep can knock you off your feet.
- Never try to walk, swim or drive in flood water.
- If you are in a vehicle and become surrounded by water, if you can get out safely, do so immediately and move to higher ground. Vehicles can be swept away in two feet of water.
- Stay away from creek and stream banks in flooded and recently flooded areas.

Listen to the radio or if you can access the internet: http://www.emergencyalert.alberta.ca/ http://canmore.ca

LIGHTNING STORMS

IF CAUGHT OUTDOORS

- Keep a safe distance from tall objects such as trees, hilltops, and utility poles.
- If you are in a forest, seek shelter in a low area under a thick growth of small trees.
- If in an open field, avoid projecting above the surrounding landscape by seeking shelter in low-lying areas such as valleys, ditches and depressions. Crouch down, put feet together and place hands over ears. Be alert for flash floods.
- Avoid isolated sheds or other small structures in open areas.
- Stay away from anything metal: industrial/farm equipment, golf clubs, bicycles, open air motorized vehicles such as convertibles motorcycles, golf carts, ATV's, wire fences, clotheslines, metal pipes,

rails, and other metallic paths that could carry lightning to you from some distance away.

- Feeling your hair stand on end is an indicator that lightning is about to strike. You must try to make yourself the smallest target possible and minimize your contact with the ground. Squat low to the ground on the balls of your feet. Place your hands over your ears and put your head between your knees. DO NOT lie flat on the ground.
- Keep a minimum distance of five meters from other people.
- Stay away from water. DO NOT go boating or swimming if a storm threatens.

INDOORS

- Stay away from doors and windows.
- DO NOT use a corded telephone, except in an emergency. Cordless and cellular telephones are safer to use.
- Take off headsets.
- Turn off, unplug, and stay away from appliances, computers, power tools, and televisions. Power surges from lightning can cause serious damage.
- Avoid showering or bathing. Plumbing and bathroom fixtures can conduct electricity.

SAFETY TIPS

- Keep a watchful eye to changes in the weather.
- Carry a portable weather radio.
- If a thunderstorm watch/warning has been issued, consider postponing any outdoor activities.
- Remember the 30 – 30 lightning safety rule: go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after the last clap of thunder.
- Rubber soled shoes and rubber tires provide NO protection from lightning. The steel frame of a hard topped vehicle does provide increased protection if you are not touching metal. Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.

8.8 FIRST AID REPORT

Private and confidential when completed

Date of Injury/Illness occurred:		**Time:**		**a.m. p.m.** (Circle)
Date of report:		**Time:**		**a.m. p.m.** (Circle)
Full Name of Worker:				
Worker Telephones:	**Home:**		**Cell/MIKE/Other:**	
Name of Employer:				
Employer Contact Name:				
Employer Contact Telephones:	**Office :**		**Cell/MIKE/Other:**	
Describe Injury/Illness:				
Location where injury occurred, or illness started:				
Describe Injury/Illness cause:	Attach or note date and location of Investigation Report if applicable			
Was First Aid provided (circle):	Yes (if yes see below)		No	
Name of First Aid Giver:				
First Aid Giver Telephones:	**Office**		**Cell/MIKE/Other:**	
First Aid Giver Qualification Level (√)				
Basic First Aid		Intermediate First Aid		
Advanced First Aid		Nurse		
Emergency Medical Technician – Paramedic		Emergency Medical Technician - Ambulance		
Emergency Medical Responder		Medical Doctor		
Describe First Aid provided:				
Distribution of First Aid Record Copies (√)				
Copy to Worker:		Copy Refused:		Worker's Initials:
Safety Coord:		Date Received:		Time Received:

8.9 EMERGENCY RESPONSE DRILL RECORD

Emergency Response Drill			
Date		Time	
Location			
Drill lead by:		# of workers:	
Type of drill			
Attendees			
Names	Signature	Names	Signature
Summary of completed drill (i.e. what worked well, what needs improvement)			
Follow Up Action Required:			
Corrective Action	Assigned to	Target Date	Date Completed
		‘	
Reviewed By:		Date	

ELEMENT 9 INVESTIGATIONS

9.1 INTRODUCTION

The goal of incident investigation is to determine the direct (worker level), basic (supervisor level) and root causes (management level) of an incident, and appropriate corrective actions and follow-up can be taken to prevent recurrence.

9.2 POLICY

There are two general types of incidents. *Losses*, where there is a financial impact on the company, and *near-misses* where there is no measurable financial impact but potential for a loss to occur.

The following types of occurrences shall be fully investigated:

- all incidents
- occupational illnesses
- property damage or interrupt operations with potential loss
- work refusals
- near-miss incidents that have the potential to result in any of the above

All reported incidents that fall within legislative requirements must be reported to the appropriate authority (OHS, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

9.3 RESPONSIBILITIES

9.3.1 Superintendent, Supervisor or Crew Leader

The Superintendent, Supervisor or Crew Leader shall:

- Stay calm.
- Immediately make the site safe i.e. shut off equipment, electrical power, etc.
- Render immediate first aid without moving the injured person unless safety considerations for both the first aid giver and the injured person demands it.
- Conduct initial fire fighting, if within your capabilities, but give due consideration to personal safety.
- Request emergency services assistance as required or transport the injured person to a medical facility.
- Secure the site to ensure that all evidence is left untouched with due consideration to the safety and security of other persons, equipment, property and material on site.
- Report the incident to Alberta Human Resources and Employment, Workplace Health and Safety where required by the OHS Act, and where required to the Yukon Workers Compensation Health and Safety Board, or to another regulatory agency e.g. police for a road traffic accident.
- Contact ACS Senior Management as soon as the above items are complete and follow any instructions given by them.
- Start an investigation into the occurrence using the forms found at the back of this section. See sub-section 9.4 of this section for conduct of the investigation.

9.3.2 Responsibilities – Other Employees

All other employees shall:

- Stay calm.
- Immediately make the site safe i.e. shut off equipment, electrical power, etc.
- Render immediate first aid if trained without moving the injured person unless safety considerations for both the first aid giver and the injured person demands it.
- Conduct initial fire fighting, if within your capabilities and training, while giving due consideration to personal safety.
- Request emergency services assistance as required or transport to a medical facility.
- Contact the Superintendent, ACS Senior Management immediately the above items are complete, and follow any instructions given by them.
- Secure the site to ensure that all evidence is left untouched with due consideration to the safety and security of other persons, equipment, property and material on site.
- Await the arrival of ACS Superintendent, Senior Management and assist them as directed.
-

9.4 CONDUCT

9.4.1 Investigators

ACS Superintendent and/or Senior Management, Safety Coordinator and Contractor Crew Leader involved in the incident shall carry out the investigation as a team. Note that the ACS Safety Coordinator in capacity of Prime Contractor may have to inform the appropriate authorities depending on the damage, malfunction or injury sustained.

9.4.2 Procedure

The team conducting the investigation shall proceed as follows:

1. Take control of the scene and follow the ERP procedure laid out in sub-section 8.7 Emergency Evacuation Procedures as required.
2. Ensure that any injured persons have received proper care.
3. Ensure that the scene is secure and that no further injury or damage will occur.
4. Call Emergency Services if not already done so and if required (see sub-section 8.6 Emergency Telephone Numbers).
5. Report the incident to Workers Compensation Board where required by the OHS Act, or to another regulatory agency if not already contacted (see Emergency Telephone Numbers). Record the case number issued by the call centre and the operator name/number.
6. Request written permission to enter the scene if the site is under the control of a Police Officer or a Workplace Health and Safety Officer. If the Workplace Health and Safety Officer has not arrived, await the Officer's arrival or obey the Officer's telephoned instructions and record the name, case number and instructions received.
7. Start Accident/Incident Investigation Report and obtain the "big picture" or overall story of what occurred and record the names of people directly involved and any other witnesses. Include persons who were passing by the scene both before the incident and immediately afterward.
8. Preserve the evidence by collection or safeguard of the scene. Where practicable, the scene shall be left untouched except for immediately necessary rescue work or prevention of further failures or injuries. Only permit the removal of personal clothing or other personal effects i.e. lunch boxes. Do not allow such persons to disturb the scene, if necessary, collect their belongings for them.
9. Take photographs of the scene as the investigation commences, noting on paper the exact location of the photographs taken. If possible, draw a sketch of the scene and locate the photograph numbers thereon.
10. Interview witnesses obtain written and signed statements (see section 9.6 Witness Statement).
11. Examine any tools, equipment, material and property that were involved.
12. Review all the available information gathered to determine all the causes of the incident. Look for causes where "the system failed the worker" as well as those where "the worker failed the system."
13. Determine corrective actions to prevent a future occurrence.
14. Complete the report and ensure it is sent to ACS Senior Management, other contractors involved and the appropriate authorities where required.
15. Follow up to ensure that corrective actions have been implemented and workers performing similar tasks have been properly informed or trained.
16. Discuss the incident at the next general safety and tailgate meeting.

9.5 ACCIDENT/INCIDENT INVESTIGATION REPORT

Incident and Investigation Report Form			
Incident Type: □Injury/Illness □Near-Miss □Potentially Serious Incident (PSI) □Property Damage □ Vehicle Collision □Fire			
Date of Incident:		Time of Incident:	
Date of Report:		Time of Report:	
Location of Work place:			
Location of Incident:			
Injury / Illness			
Name of Injured Party:		Phone of Injured Party:	
Position of Injured Party		Age:	Male / Female
Name of Treatment Centre:			
Treatment Centre Address:			
Treatment Centre Phone#:			
Description of Injury / Illness:			
Object/Equipment/Substance Inflicting Injury/Damage:			
Property Damage			
Description of Property and Damage:			
Estimated Loss/Damage Cost:			
Witnesses at Incident	☐ Yes ☐ No		
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	
Incident Details			
Description of Incident:			

Diagram of Scene:
Investigation
Direct Cause: e.g. substandard practices or conditions, failure to follow SJP
Basic (Indirect) Cause: e.g. lack of worker knowledge/skills, worker fatigue, inadequate attention
Root Cause: e.g. failure to maintain training, inspection work planning standards

Corrective Action Controls Recommended *(engineering / administrative / PPE)*		
Action	Person Responsible	Date

Investigators	
Name	Signature

9.6 WITNESS STATEMENT

Name (print)**:**		**Company:**			
Address:		**Supervisor:**			
Work Site:		**Date Taken:**		**Time Taken:**	
Telephone:		**Cellular:**		**Other:**	
Incident Place:		**Incident Date:**		**Incident Time:**	

When completing this statement, be sure to include all events and factors that led to this accident/incident/loss. Include actions taken during and after. Print or write clearly. Attach all original Witness Statements to the accident/incident report. Use the back of this form for additional information or to draw sketch(s) and have the witness sign at the foot of each entry or sketch.

Description

Witness Signature here or exactly where the statement ends: > > > >	

Investigator Remarks:

Investigator Title, Name and Signature:	

9.7 NEAR MISS REPORT

1. Name of the person involved (Last, first, Middle initial)	2. Title of the person involved
3.Name of the person completing the form	4. Title of the person completing the form
5. Department	6. Contact phone numbers
7. Witness statement	Date:_____ Time :_____
9. Location (be precise, i.e.: unit number and building)	10. PPE Used
11. **Near-miss description** - (describe fully, the protocol/ procedure being followed including all substances, equipment, and machinery being used which was related to the near-miss. Use additional sheets if necessary.)	
12**. Severity**- Circle the level of severity which you feel could occur if such an incident evolved (i.e.: **High** = Fatality, permanent disability, high dollar loss; **Medium** = Temporary disability, some dollar loss; **Low** = Minor or no injury, no dollar loss.	
High **Medium** **Low**	
13**. Probability** – Circle the level of probability which you feel that a person or property may be exposed to in a similar situation and that required hazards or system failures maybe present or likely. (I.e.: **High** = tasks occur frequently and by numerous individuals; **Medium** = tasks occur on a regular basis by certain individuals; **Low** = tasks occur infrequently by few individuals.)	
High **Medium** **Low**	
14. **Corrective actions –** (What can be done or has been done to prevent reoccurrence of this incident? I.e. Training, assessment, use of equipment, etc.)	
15. **Any additional information or recommendations**	

ELEMENT 10 PROGRAM ADMINISTRATION

10.1. PROGRAM ADMINISTRATION POLICY

10.1.1 Purpose

An effective health and safety management system (HSMS) is more than a binder full of safety documents. The goal of ACS is to maintain and monitor all documentation to constantly strive for continuous improvement of the HSMS and make the work site safer for all work site parties.

10.1.2 Scope

This includes reviewing documents and records, communicating with work site parties and acting on feedback.

10.1.3 Document Storage and Retention

ACS will ensure all documents are completed correctly, submitted to the relevant work site parties, stored securely, reviewed and protected from deterioration, and retained for the correct length of time as detailed in 10.4 HSMS Document Storage and Retention.

10.1.4 Statistical Analysis

Health and safety activity data is compiled into Weekly and Monthly Managers Safety Reports (see example 10.2) and reviewed by senior management on a weekly and monthly basis. Incident stats are recorded on 10.3. Annual Summary of Health & Safety Statistics by safety administrator. This report will be reviewed on an annual basis, for any developing trends, compared to previous years data by management, the HSC and communicated to workers at a routine safety meeting.
Any corrective actions, improvements and target dates for completing recorded.

10.1.5 Audits

Audits are completed on a three-year cycle, with a certifying audit completed in year one, and either maintenance audits in year two and year three or action plans as permitted by ACSA. Maintenance audits/action plans are completed by the certified auditor or safety representative.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

10.2 DOCUMENT STORAGE & RETENTION

Document	Minimum Retention Period	Storage Location
Acceptances Approved by OHS	Posted as long as the acceptances are applicable (OHS requirement)	Main Office
Audiometric Testing Records	10 years (OHS requirement)	Main Office
Audit Documentation and Action Plans	3 years (COR requirement)	Main Office
Confined Space Records	1 year if no incident occurred or 2 years if incident or unplanned event occurred (OHS requirement)	Builder Trend
Emergency Drill Reports	3 years (COR requirement)	Builder Trend
Emergency Response Reports	3 years (COR requirement)	Builder Trend
Employee Training Records	As long as the employee works for the company	Main Office
Employees Training Certificates	As long as the employee works for the company	Main Office
First Aid Records	3 years (OHS requirement)	Main Office
Hazard Assessments	As long as the work covered by the hazard assessment is being done (COR requirement)	Builder Trend
Hazard Reports	3 years (COR requirement)	Builder Trend
Investigation Reports	2 years (OHS requirement)	Builder Trend
Inspection Reports	3 years (COR requirement)	Builder Trend
Maintenance Records	3 years (COR requirement)	Fleetio
Manufacturer and Engineering Specifications	As long as equipment is in service	Fleetio
Minutes of H&S Meetings	2 years (OHS requirement)	Main Office
Noise Exposure Assessments	As long as the employer operates in Alberta (OHS requirement)	Main Office
Orders Issued by OHS	Until the conditions specified in the order are met (OHS requirement)	Main Office
Orientation Forms	3 years (COR requirement)	Builder Trend

10.3 ANNUAL INCIDENT STATS REVIEW

Year reviewed:	
Date of review:	

Month	Near Miss	Property Damage	First Aid	Medical Aid	Lost Time Injury
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					
Percentage					

Reviewed By:

Name:		Signature:	
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	

Manager comments:

10.4 WEEKLY/MONTHLY MANAGERS SAFETY REPORT (EXAMPLE)

ASHTON CONSTRUCTION SERVICES

Manager Safety Summary Report

Period	April 28 – May 4 2024			Report Conducted by: Sandra Fleming/Louise Green – BVS Canada									
Work Site	Inspection Date	Workers on Site	Toolbox Talk	Orientations	Sign Ins	Hzd Assessments	Incidents	Near Misses	Fall Pro. Plans	Harness Insps	PME Checks	Hot Work Permits	ERP Drill Completed
Alder Grocery	n/a	-	-	0	1	0	0	0	0	0	0	0	Tba
121 Bow Meadows	May 1 2024	6	1	1	24	20	0	0	0	0	7	0	Jan 17 2024
Lovely Ice Cream	May 2 2024	7	1	2	9	3	0	0	0	0	0	0	Jan 25 2024
Wood Phase 2	n/a	-	-	0	17	12	0	0	0	0	0	0	Nov 24 2023
Glamping	n/a	-	-	0	12	5	0	0	0	0	0	0	Nov 2 2023
Solara Interior	n/a	-	-	0	0	1	0	0	0	0	0	0	Tba
Stewart Creek	n/a			0	0	0	0	0	0	0	0	0	Tba
Misc.					4	1	0	0	0	0	0	0	n/a
Total				**3**	**67**	**42**	**0**	**0**	**0**	**0**	**7**	**0**	

Work Site Overview

121 Bow Meadows: Toolbox talk – Importance of signing in, hazard assessments and incident reporting.

Lovely Ice Cream: Toolbox talk – Importance of signing in, hazard assessments and incident reporting.

Comments/Feedback:

Reviewed by:	Job	Date (D/M/Y):	Comments/Actions:
Daniel Stewart	Construction Mgr		
Lesley Bannister	Operations Mgr		

10.5 SAFETY PROGRAM SCHEDULE

Frequency	Task	Type of Inspection	Responsibility	Document to Record
Before Work Starts Daily	Site Specific Hazard Assessments	Hazard Assessment	Supervisors & Workers	Site Specific Hazard Assessment
	Fall Protection Plan	Fall Protection Plan	Supervisors	6.2.3 Fall Protection Plan
	PPE Equipment (Fall Protection)	Visual	User	Site Specific Hazard Assessment
	Vehicles	Visual Inspection	Driver	Vehicle Inspection Checklist
	Aerial Platform	Visual Inspection	Driver	7.9.4 Checklist
	Skid Steer	Visual Inspection	Driver	7.9.6 Inspection Sheet
	Rough Terrain Forklift	Visual Inspection	Driver	7.9.5 Inspection Sheet
	Chop Saw	Visual Safety Inspection	User	Site Specific Hazard Assessment
	Table Saw	Visual Safety Inspection	User	Site Specific Hazard Assessment
	Equipment hand tools, power tools etc.	Visual	ALL	Site Specific Hazard Assessment
	Respirators	Visual	User	Site Specific Hazard Assessment
	Basic PPE (gloves, hard hat, safety glasses etc.	Visual	User	Site Specific Hazard Assessment
Weekly	First Aid Kits	Visual		7.5 Work Site Inspection Report
	Work Site Inspections	Safety Inspection	Supervisor	7.5 Work Site Inspection Report
Monthly	Safety Meeting	Meeting	Mgmt./Supervisor	4.7 Safety Meeting Agenda & Sign-off
	PPE Equipment (Fall Protection)	Visual	Competent Worker other than user	Site Specific Hazard Assessment

	Fire Extinguishers	Visual	Mgmt./Supervisor	Initial tag on equip
	Chop Saw	Full Inspection	Competent Worker other than user	Site Specific Hazard Assessment
	Table Saw	Full Inspection	Competent Worker other than user	Site Specific Hazard Assessment
Annual	PPE Equipment (Fall Protection)	Full Inspection	Competent Worker other than user	7.9.7 Harness Inspection Checklist
	Fire Extinguishers	External Full Service	Certified External	Certificate from provider
	Formal Hazard Assessments	Review	Mgmt./Supervisor	5.2 Formal Hazard Assessment
	Safe Job Procedures	Review	Mgmt./Supervisor	6.2 Safe Job Procedure List
	Emergency Response Drill	Drill	Mgmt./Supervisor	8.11 Emergency Drill
	H&S Statistics	Review	Mgmt./Supervisor	10.6 H&S Statistics Summary
	Training Records	Review	Mgmt./Supervisor	
As Required				
Within 7 days of start/ transfer to new job	New Worker Safety Orientation	Safety Orientation	Mgmt./Supervisor	4.5 H&S Orientation
Ongoing	Training Records	Record Training	Mgmt./Supervisor	
All incidents, near misses, work refusals, occupational health etc.	Incident Investigation	Investigation	ALL	9.5 Incident Investigation Report

ELEMENT 11 EMPLOYEE AND CONTRACTORS RULES

11.1 INTRODUCTION

The Occupational Health and Safety Act (OHS Act), other legislation and rules are a part of every sound general policies, health and safety program. They contribute to the success of the program when effectively used. Any type of program or organization is doomed to failure without clear rules and the fair and consistent enforcement of them.

11.2 POLICY

11.2.1 Senior Management, Managers, Superintendents, and Contractors

Senior management, department managers, managers, superintendents, forepersons and contractors must abide by the same rules as employees, i.e. lead by example as a condition of employment or contract.

11.2.2 ACS Employees and Contractors' Employees

ACS employees and contractors' employees agree to abide by ACS rules as a basis for employment or contract. If employees or contractors fail to abide by the rules, ACS Senior Management and Superintendents have grounds to commence termination of employment/contract in accordance with these employment rules and government legislation.

11.2.3 Consistency

All violations shall be dealt with fairly, promptly and consistently, following the 4.8.2 Progressive Discipline Procedure. The employment rules spell out what actions will be taken to deal with minor, serious or repeat violations of the rules. All ACS and contractor management and Superintendents must fully understand the guidelines and apply them consistently across the organization. "Favourites" shall not be played, nor the rules ignored in the face of tight deadlines, bad weather or other "convenient" circumstances.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

11.3 DEFINITIONS

11.3.1 Regulation

A regulation is an ordinance, a law or a directive set by an outside organization, agency or officer. A regulation is received from a level of government or by a person or group appointed by a level of government for the control of people and their environment, e.g. OHS Act. In most respects, a law either requires or bans a certain condition, conduct or action.

11.3.2 Rule

- A rule is a directive that governs conduct or action set by an organization, e.g. ACS. Management has more freedom with rules than with legislation because rules are developed internally. Management may exceed the minimum requirements laid down by the legislation but cannot go below it. Rules are basic "you shall" or "you shall not" statements and leave no room for discretion or argument.
- Rules must be enforceable and consistently enforced. Every time a rule is violated action must be taken - not just when losses occur.

11.3.3 Involvement

Generally, people follow rules if they are given explanation(s) of why the rule has been put in place. People will usually willingly and carefully follow rules if they are permitted input during the rule set up stage. Being part of the rule development process strongly encourages personal ownership of the rule and therefore ready compliance with them. It may even come out during discussion that changes in a Safe Work Practice or a Safe Job Procedure are all that is required.

11.3.4 Simplicity

Confused and complicated rules are rarely accepted by anyone or capable of consistent and willing enforcement by Senior Management and Superintendents. Keep rules simple, enforceable and up to date. A rule should be a short sentence denying or permitting an action or activity.

11.4 PUBLICATION AND ACKNOWLEDGEMENT

Whilst "Ignorance of the Law is No Excuse", ACS rules must be:

- ACS Rules shall be separately published on a notice board so that all employees have free access to the rules during working hours.
- Each Superintendent or Department Manager shall have a complete copy of ACS General Policies, Health and Safety Manual, a copy of the OHS Act and make them freely available to workers requesting sight of them.
- All employees and contractors shall make themselves familiar with the OHS Act insofar as it relates to their specific occupation and work to be done.
- All employees and contractors shall make themselves familiar with the ACS General Policies, Health and Safety Manual insofar as it relates to their specific occupation and work.
- Each ACS employee will receive a copy of the Employee Handbook.
- All employees shall sign a copy of the rules in acknowledgement that they have read and understood them on the following occasions:

- On hire, i.e. at the safety orientation meeting.
- Anniversary of hire or performance review date.
- Publication of additions, changes or deletions to the general and specific rules.

11.5 GENERAL RULES

11.5.1 Purpose

ACS rules listed below shall apply to all levels of ACS employees and contractors in the best interests of maintaining a healthy, safe and positive work environment.

11.5.2 Legislation and the Rules

All employees and contractors are to abide by the OHS ACT, other applicable legislation, manufacturers' instructions, ACS Rules, Safe Work Practices and Safe Job Procedures as a condition of employment or contract.

11.5.3 Handling of Offences

ACS Senior Management, Department Managers and Superintendents will handle offences against the Rules in an objective, fair and firm manner. See the 4.8.2 Progressive Discipline Procedure. **Note: management can implement disciplinary action at any step based on their discretion.**

11.6 SPECIFIC RULES

The following rules apply to all levels of employees and contractors. The letters "WW" means receipt of an immediate Written Warning. In the event of a second and similar occurrence, this may result in immediate dismissal or suspension without pay for a specified number of days at the sole discretion of ACS Senior Management.

11.6.1 Substance Abuse & Prescription Drugs

- See Element #15 *Fit for Duty Policy*

11.6.2 Professional Behaviour

Employees and contractors shall behave in a respectful manner to all co-workers, supervisors and clients. There shall be no use of foul language or gestures.

11.6.3 ACS Property, Vehicles and Equipment (WW)

No employee or contractor shall engage in theft, vandalism, any other abuse, and misuse of ACS property, vehicles or equipment. Employees shall operate all vehicles and equipment in accordance with all government legislation, manufacturers' guidelines, ACS Safe Work Practices and/or Safe Job Procedures. Project Managers and Department Managers shall determine if cost recovery from the employee is appropriate and if so, to what extent.

No employee shall drive any ACS vehicle without first:

- Permitting a copy of their provincial operator's licence to be held by the Administration Office;
- Signing the authorization form to permit ACS's insurer to obtain a Driver's Abstract (see format at the end of this section) or supplying an abstract (reimbursed); and

Confirming with the Administration Office that approval has been obtained from the insurance company before operating any ACS vehicle for the first time.

No employee or contractor shall ride on any hook, hoist or other material-handling equipment that is used strictly for handling material and not specifically designed to carry riders. The only exemption is the use of open front boxes securely attached to "Zoom-Boom®" type handling equipment. Operators shall use full fall arrest equipment properly attached to the metal stanchions behind the box.

Only those tools and equipment shall be used that are clean, appropriate to the task, in good repair with all guards and safety devices in place.

11.6.4 ACS Information (WW)

In accordance with the Canadian Privacy Act, under no circumstances shall any employee disclose ACS statistical information, customer information, employee information, work or business plans, internal informal discussions/talks or any ACS item that may come their way.

11.6.5 Unsafe Acts and Conditions

Employees and Contractors shall report all unsafe acts and conditions, including “near miss” incidents to the appropriate Superintendent or Senior Management as soon as practicable, i.e. all incidents that result in **OR COULD HAVE RESULTED IN** damage to property, equipment or injury to persons

11.6.6 First Aid

First aid treatment shall be obtained promptly for any injury and reported to the Superintendent as soon as possible and complete a first aid report.

11.6.7 Familiarity with ACS General Policies, Health and Safety Manual

All employees and contractors shall make themselves familiar with ACS General Polices, Health and Safety Manual as it relates to their particular occupation and work. Keep one copy of ACS General Polices, Health and Safety Manual at administration, maintenance shop, site office and a master copy kept freely available in the site trailer.

11.6.8 Personal Protective Equipment

Wear PPE at all times in accordance with ACS General Polices, Health and Safety Manual.

11.6.9 Housekeeping

Every employee and contractor shall keep his/her work area neat, clean and orderly at all times.

11.6.10 Tobacco Smoking and Chewing (WW)

Smoking and chewing of tobacco products is permitted only in designated exterior areas, at least 5 metres from any public or construction entrance. “Strike Any Where” matches are prohibited. Under no circumstance shall smoking or chewing take place within the confines of any office, washroom, storage area, parkade or a home/unit under construction, addition or renovation, or on decks.

11.6.11 Hand Tools and Hand Power Tools (Air or Electric)

Tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be repaired or replaced. No tool shall be used “just this once” if damaged or worn. Tools shall be operated by authorized and properly trained persons in accordance with the OHS ACT, manufacturers’ instructions, ACS Safe Work Practices and Safe Job Procedures.

11.6.12 Chemicals and Solvents – Storage

Chemicals and solvents shall be stored in a separate secure area, kept in their manufacturers’ containers and within the Safety Data Sheet (SDS) temperature guidelines. Under no circumstances shall chemicals or solvents be mixed together unless permitted by the manufacturers’ SDS.

11.6.13 Chemicals and Solvents - Leaks and Spills

Immediately report any leaks or spills to the appropriate Superintendent and cleaned up in accordance with OHS Act, local regulations, manufacturers’ instructions and the SDS.

11.6.14 Urination and Defecation (ID)

No one shall urinate or defecate anywhere other than in the designated construction toilets.

11.6.15 Personal Audio Devices, Earphones, etc.

Personal audio devices are not permitted to be worn during work time (official breaks excluded), e.g. “I-pod®” stereo style headphones or “buds.” Persons using a “Bluetooth®” or similar device for cell phone usage shall only use the device to engage in business related telephone conversations, leaving one ear available for warning shouts or alarm calls.

11.6.16 Compliance with the Rules by Other Employees and Contractors

Any employee or contractor observing offences against any of the rules by any other employee shall report the offence(s) to their supervisor as soon as practicable. The supervisor shall take the appropriate action in accordance with ACS General Polices, Health and Safety Manual or report it to the contractor supervisor

responsible for a contractor-offending employee. If considered serious, a report on the employee shall be completed in writing at the supervisor’s discretion.

11.6.17 Riding on Mobile Equipment, Cranes and Hoists

Under no circumstances shall any person other than the certified operator ride on any piece of mobile equipment, crane or hoist that is not designed specifically for human transport. When operating equipment designed for such use the operator and the worker shall ensure they are correctly wearing full fall arrest equipment and are tied off to the manufacturers’ recommended anchor point.

11.6.18 Usage of powered mobile equipment

- All users of powered mobile equipment must be trained and certified to operate.
- Operators must have permission/ authorization to operate the powered mobile equipment from the employer
- Machines shall be always operated in a safe and professional manner and will be used within the manufactured specifications
- All modifications to machines must be made with manufactures permission or approval by a professional engineer

11.6.19 Acknowledgement of Responsibilities and Rules

- All senior management, department managers, superintendents, forepersons, employees and contractors shall signify that they have read and understood their Responsibilities in Section 1 - Policy; and that they have read, understood and will obey the rules by signing a copy of their responsibilities and the rules.
- Employees agree that confirmation by this method is appropriate at their personnel review(s) or anniversary of hire or in the event of any rule change, addition or deletion.
- Copies of the sections are available for reading on the Safety Notice Board and in ACS General Policies and Safety Manual held by each Site Superintendent, the project senior management office and in the reception area of the ACS Administration Building.
- Obtain copies of original signed documents from the Safety Coordinator.

11.6.20 Primacy of Legislation

The information herein does not take precedence over applicable government legislation that all senior management, superintendents, contractors and employees shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

ELEMENT 12 PERSONAL PROTECTIVE EQUIPMENT

12.1 INTRODUCTION

Personal Protective Equipment (PPE) is the final means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. PPE provides an additional degree of protection from injury once hazards are minimized by:

- Ensuring jobs are well planned
- Ensuring workers are properly trained
- Following all safe job procedures

12.2 POLICY

The purpose of the PPE policy is to minimize injuries to employees by the correct use of PPE whenever and wherever required. All employees, clients and visitors shall wear Canadian Standards Association (CSA) and OHS ACT approved PPE as follows.

12.2.1 Exterior of Work Site, Storage Area and Parkade – 100 Percent of the Time

When working in or passing through the **exterior** of any site, storage area and parkade:

- Hardhat
- Safety footwear (Green Triangle mark mandatory). Boots with ankle support to resist sprains and breaks recommended.
- Properly designed short pants (not cut-offs) i.e. No shorter than 3” above the knee. Long pants recommended.
- Wear proper short-sleeved shirts (not cut-offs). Long sleeved shirts recommended.
- Employees will supply and apply sunscreen when required by weather conditions or when wearing shorts or short-sleeved shirts.

12.2.2 Supply and Maintenance of Personal Protective Equipment

- ACS will supply newly hired employees with hardhat, safety glasses and hearing protection. Workers shall supply their own foot protection of the “Green Triangle” grade. Ankle boots recommended.
- Employees are responsible for proper maintenance. Employees are entitled to exchange poorly performing PPE for new equipment and are. Loss or misuse of equipment may result in the worker being charged for the replacement item.

12.2.3 Other Specialized Personal Protective Equipment

- Wear full-face shields and cut resistant clothing for the operation of tools such as chainsaws, grinders, etc. Wear safety glasses under the face shield as objects may deflect off the shield or clothing.
- Wear air filtration masks or respirators in accordance with the manufacturer or supplier SDS if sanding, installing insulation or spray painting is taking place.

12.2.4 Hearing Protection

Hearing protection shall be provided and worn by employees when exposed to noise levels greater than 82 dB i.e. chainsaw, air hammer, circular saw, etc.

12.2.5 Maintenance and Inspection

Maintain and inspect all ACS-issued or employee-owned PPE as follows:

- In accordance with manufacturer’s instructions and requirements.

- By the employee using the PPE at the time of issue/purchase and before each use thereafter.

12.2.6 Taking Out of Service

Immediately remove all PPE from use and clearly label or tag it “OUT OF SERVICE” if it is:

- Of questionable reliability i.e. badly scarred, cracked, split, painted or decaled over, etc.
- In need of obvious service or repair.
- Modified or changed contrary to the manufacturer’s instructions, specifications or OHS Act legislation.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

12.3 PERSONAL PROTECTION EQUIPMENT TYPES - GENERAL INFORMATION

The following pages give general information on the use of common PPE used on worksites.

12.3.1 Types of PPE

PPE in work generally falls into two types:

- **Basic.** Basic is the PPE that should be worn at all times by all personnel in the workplace. This normally includes hardhats, eye protection, safety footwear and appropriate clothing for the job.
- **Specialized.** Specialized covers PPE that is used only for specific jobs or for protection from specific hazards. This includes welder's gloves, goggles and aprons; respiratory protective equipment; fall-arresting equipment and special fire-resistant clothing.

12.3.2 Job Hazard Assessments

Information gathered from Job Hazard Assessments (JHA), regulations and the experience of management and workers help with the selection of appropriate PPE. In cases of special problems, such as chemical handling or working at heights, outside expertise to assist in the selection of PPE should be called on.

12.3.3 Eye and Face Protection - General

Eye and face protection PPE are designed to protect workers from hazards such as:

- Flying objects and particles
- Splashing liquids
- Ultraviolet, infrared and visible radiation, e.g. a welding arc

12.3.4 Eye and Face Protection - Types

There are two types of eye and face protection:

- Basic Eye Protection

Basic eye protection includes CSA approved:

- Eyecup goggles
- Mono-frame goggles with or without side shields
- Safety spectacles with or without side shields

- Face Protection

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 specific covers
- Filter plates and lenses.

12.3.5 Eye and Face Protection - Not Acceptable

The following are never an acceptable substitute for proper, required industrial safety eye protection:

- Hardened glass prescription lenses with or without side shields.
- Sport glasses with or without side shields.

12.3.6 Eye and Face Protection - Contact Lenses

Contact lenses shall **NEVER** be worn at the work site because:

- Lenses trap or absorb dust, other particles or gases causing eye irritation or blindness
- Hard contact lenses may seriously injure the eyes when hit

12.3.7 Eye and Face Protection - Comfort and Fit

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging and discomfort.

12.3.8 Eye and Face Protection - Maintenance

Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver, therefore:

- Clean safety glasses daily, more often if needed with non-scratch cleaning material.
- Store safety glasses in a safe, clean and dry place when not in use.
- Replace pitted, scratched, bent and poorly fitted safety glasses.
- Do not attempt to modify.

12.3.9 Eye and Face Protection - Face Shields and Eye Protection

Wear basic eye protection when using face shields. Face shields alone are often not enough to protect the eyes fully 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 the selection of effective protection.

12.3.10 Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear provides protection against compression, puncture injuries and impact. Safety footwear is divided into three grades, which are indicated by different coloured tags and symbols:

- The equipment tag **colour** tells the amount of resistance the boot toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, the “Green 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. It is mandatory that only the “Green Triangle” footwear be worn. It is recommended high boots, which also gives ankle support, be used. The choice of protective footwear should always overprotect not under-protect.

12.3.11 Foot Protection - Do

- Choose footwear according to the job hazard and approved standards.
- Lace up boot/tie laces securely (boots do not protect if they are a tripping hazard/fall off).
- Choose a high-cut boot to provide ankle support (fewer injuries).
- Use a protective boot dressing (Dubbin®, liquid or aerosol silicon etc.) to help the footwear last longer and provide greater water resistance (wet boots conduct electricity and distract from work).

12.3.12 Foot Protection - Do Not

- Wear defective safety footwear (e.g. exposed steel toecaps, deep cracks, etc.).
- Under protect your feet.
- Modify safety footwear.

12.3.13 Head Protection - General

Approved safety headwear protects the head from the impact of falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

12.3.14 Head Protection - Types

The recommended type of protective headwear is a hardhat that has the required "dielectric strength". There are many designs, but they all must meet CSA requirements for Class G, General Usage or Class E, for Electrical Trades.

12.3.15 Head Protection - Design and Manufacture

Most head protection consists of two parts:

- The shell - light and rigid to deflect blows
- The suspension (to absorb and distribute the energy of the blow)
- Both parts of the hat must be compatible and kept in accordance with manufacturers' instructions.
- If attachments are used with safety headwear, they must be designed specifically for use with that specific headwear.
- Bump caps or laceration hats are not considered safety helmets. In Alberta, bump caps or laceration hats may only be used when the **only** hazard is that workers might hit their heads against a stationary object and are not authorized for construction work.

12.3.16 Head Protection - Inspection and Maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, and ultraviolet radiation (from sunlight and welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

12.3.17 Head Protection - Do

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear 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 manufacturers' instructions.
- Consult applicable legislation or your supplier for information on headgear.

12.3.18 Head Protection - Do Not

- Drill remove peaks or alter the shell or suspension in any way.
- Use solvents or paints on the shell (doing so makes the shell “breakdown”).
- Put chinstraps over the brims of certain classes of headgear.
- Carry anything inside the hardhat while wearing it.
- Use any liner that contains metal or conductive material.

12.4 SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT

Some jobs which take place on the construction site require the usage of PPE. Included is a list of the specialized PPE available for usage and some of their conditions of use. For job requirements and usage refer to the SWP and SJP located in the safety manual. Employees who do not have the required PPE for the task should not proceed with the task. Should any employee require Specialized PPE which is not on site they should file out a hazard assessment and make a request to the site superintendent. ACS will make all reasonably practicable efforts to supply the requested PPE which is appropriate to the task. ACS, contractors and employees shall maintain appropriate inspection and service logs/records for Specialized PPE i.e. fall arrest equipment, respirators, full-face shields, etc. Examples of specialized PPE include but are not limited to:

12.4.1 Gloves

There are a variety of gloves available for usage as PPE and protect the user from a variety of hazards such as temperatures hot and cold, cut and abrasions, electrocution, etc. It is important that glove type selected is appropriate to the hazard that maybe encountered.

12.4.2 Face shields

When eye protection is not sufficient for the hazard, a face shield will be worn. The face shield must be appropriate to the task to be performed and there are several types available. Samples are welding shields, mesh shield for chain saw work and face shields for grinding. They must be inspected for cracks or damage prior to use.

12.4.3 Respirators

Must be selected according to the hazard. Cartridge and respirator type must be the correct type to protect the worker from the hazard to be encounter. Employees must follow the respirator code of practice set forth in this manual. For further information, please consult the SWP, SJP and respirator code of practices.

12.4.4 Fall arrest equipment

Any users of fall arrest equipment must be trained in the usage of the fall arrest gear. All components of the system must be of certified or meet regulatory standards. Equipment must be inspected before each usage.

12.5 PPE INVENTORY

PPE				
Item	**Location**	**Inspection Required**	**Frequency**	**Recorded**
Temporary roof anchors (x8)		Visual	before each use	SSHA
Respirators and dust masks	Shop	Daily visual check by worker before use	Daily	SSHA
		Safety Inspection	Monthly	Respirator Inspection Checklist
Earmuffs or ear plugs	Shop and vehicles	Daily visual inspection before use	Daily	SSHA
Basic PPE (gloves, hard hat, safety glasses)		Visual	Inspect before each use	SSHA
First Aid Kits		Visual		Inspection Report
Fire Extinguishers		Visual	Monthly	Inspection Report
		Re-Certification	Annual	Approved contractor Inspection
Fall Protection: Slings, Shackles, Chokers, harnesses		Visual (By User)	Before each use	SSHA
		Thorough Visual (by competent person other than user)	Monthly	Harness Inspection Checklist Digital Safety App
		Complete inspection (by competent person other than the user)	Annually	

ELEMENT 13 ENVIRONMENTAL AND HAZARDOUS MATERIALS

13.1 POLICY

Just as a health and safety program protects employees from hazards, so may the environment. ACS takes responsibility for the strain it places on the environment and shall use every effort to lessen that impact.

ACS shall take every opportunity to utilize best practices to alleviate environmental stress, material wastage and disposal. The opportunities shall include but not be limited to:

13.1.1 RECYCLING

- Use of waste containers to recycle construction materials, empty tins, tubes and documentation.
- Use of refilled toner and ink cartridges.

13.1.2 HAZARDOUS MATERIALS SEALANTS, CHEMICALS, FLAMMABLES, & SOLVENTS

- Properly dispose of chemicals and materials not recyclable.
- Use chemicals and materials that are less hazardous to the environment.
- All ACS employees and contractors' employees shall receive training in the Workplace Hazardous Materials Information System (WHMIS 2015).
- Safety Data Sheets (SDS) shall be kept on site by all contractors and reviewed by employees prior to using or being exposed to hazardous materials.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

ELEMENT 14 VIOLENCE & HARASSMENT PREVENTION

14.1 WORK PLACE VIOLENCE PREVENTION PLAN

14.1.1 Work Place Violence Prevention Policy

The management is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.
ACS, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Workplace Violence Definition

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Violence Prevention Procedure

In support of this policy, we have put in place a workplace violence prevention procedure. It includes measures and procedures to protect workers from the hazard of violence and a process for workers to report incidents or raise concerns.

The procedure details:

- how to recognize violence or the threat of violence
- who to report it to
- worker support
- training requirements
- investigation of alleged violence
- protection of individuals

Responsibilities

The company will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

Investigation

The company will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair, respectful, and timely manner.

Privacy

The employer pledges to respect the privacy of all concerned as much as possible, and will not disclose the circumstances related to an incident of violence or the names of the parties involved (including the complainant, the person alleged to have committed the violence, and any witnesses), except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

Workers' Rights

No workers can be penalized, reprimanded or criticized in any way when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's rights under any other law, including the Alberta Human Rights Act.

Review

The violence prevention policy and procedure will be reviewed at least every three years, or when an incident of harassment occurs, or when recommended by the HS representative.

	2024/10/17
Steve Ashton, Director	**Date**

14.1.2 Work Place Violence Prevention Procedure

Hazard Assessment

Managers, supervisors and workers are involved in the hazard assessment and control process. The existing and potential hazard of violence is included in the formal hazard assessments.

Hazard Control

Workers are trained in violence recognition, conflict resolution and reporting procedures. Workers are trained in violence in the work-place reporting procedures. Supervisors, project managers are trained in conflict resolution. This company operates a zero-tolerance policy for workplace violence.

Incident Reporting

When – immediately when anyone becomes aware of an incident of or threat of workplace violence.

Who – any worker, supervisor, contractor, contracted worker, self employed person or visitor will report the incident to a supervisor, project manager, or management.

How – all incidents of or the threat of workplace violence are documented on Harassment & Violence Incident Report.

Incident Investigation

All incidents of workplace violence are kept confidential and will be investigated within 48 hours. Investigations only include involved personnel. Managers are trained in investigation incidents of workplace violence.

Informing Involved Parties

Where appropriate the company will advise individual to report incidents to external agencies. The complainant and person who allegedly committed the violence will be informed of the status of the investigation, the results and all corrective actions.

Disclosing Information

In cases of work place violence, the company will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. The company will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

Worker Support

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

Worker Communication and Training

Workers are trained on the company's violence prevention policy/procedures during orientation. Training is provided as new work processes/condition arise and when new hazards are identified.

14.2 WORK PLACE HARASSMENT PREVENTION PLAN

14.2.1 Work Place Harassment Prevention Policy

The management is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.
Ashton Construction as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence.

Workplace Harassment Definition

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offense or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance. Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

Harassment Prevention Procedures

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment or and a process for workers to report incidents or raise concerns.
The procedure details:

- how to recognize harassment
- who to report it to
- worker support
- training requirements
- investigation of alleged harassment
- protection of individuals

Responsibilities

The company will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.
Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.
Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person, as specified in the procedure.

Investigation

The company will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner.

Privacy

The company pledges to respect the privacy of all concerned as much as possible, and will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

Workers Rights

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving

harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

Review

The harassment prevention policy and procedure will be reviewed at least every three years, or when an incident of harassment occurs, or when recommended by the HS representative.

	2024/10/17
Steve Ashton, Director	**Date**

14.2.2 Workplace Harassment Prevention Procedure

Hazard Assessment

Managers, supervisors and workers are involved in the hazard assessment and control process. The existing and potential hazard of harassment is included in the formal hazard assessments.

Hazard Control

Workers are trained in harassment recognition, conflict resolution and reporting procedures. Supervisors and project managers are trained in conflict resolution. This company operates a zero-tolerance policy for workplace harassment.

Incident Reporting

When – immediately when anyone becomes aware of an incident of workplace harassment.

Who – any worker, supervisor, contractor, contracted worker, self-employed person or visitor will report the incident to a supervisor, project manager, or management.

How – all incidents of workplace harassment are documented on Harassment & Violence Incident Report.

Incident Investigation

All incidents of workplace harassment are kept confidential and will be investigated within 48 hours by a management representative, and/or the safety representative. Investigations only include involved personnel. Managers are trained in investigation incidents of workplace harassment.

Informing Involved Parties

Where appropriate the company will advise individuals to report incidents to external agencies. The complainant and person who allegedly committed harassment will be informed of the status of the investigation, the results and all corrective actions.

Disclosing Information

In cases of workplace harassment, the company will not disclose the circumstances related to an incident of harassment or the names of the complainant, the individual alleged to have committed the harassment, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken

Worker Support

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

Worker Communication and Training

Workers are trained in the company's harassment prevention policy/procedures during orientation. Training is provided as new work processes/conditions arise and when new hazards are identified.

14.3 HARASSMENT AND VIOLENCE INCIDENT REPORT

Employee Information			
Name:		Department:	
Phone number:		Position:	
Incident Details			
☐ Harassment		☐ Violence	
Date of Incident:		Time of Incident:	
Incident Reported To:		Location of Incident:	
Name of Offender:			
Description of Incident			
Witnesses			
Name		Contact Information	
Corrective Action			
Signature of Reporting Party:		Date:	
Signature of Manager:		Date:	

Ashton Construction takes reports of harassment and violence extremely seriously. By signing this reporting form, you certify that the information stated is factual and accurate to the best of your knowledge.

ELEMENT 15 FIT FOR DUTY

15.1 POLICY

Ashton Construction is committed to promoting the health, safety, and wellness of its Workers and the public. ASHTON CONSTRUCTION recognizes and accepts the responsibility to provide a safe work environment for all Workers and those doing business with Ashton Construction. ASHTON CONSTRUCTION has established this Fit for Duty Policy (the "Policy") to ensure an impairment-free work environment while respecting the privacy and human rights of all Workers.

It is Ashton Construction's policy that all Workers report to work capable of performing their tasks safely and productively.

15.1.1 Objective

Impairment has multiple causes, including, but not limited to, substance use, fatigue, a medical condition, medication, or psychological factors, and may affect a worker's ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the worker or anyone else in the workplace must be identified and controlled.

15.1.2 Purpose

- The purpose of this Policy is to address any impairment in the workplace by:
    - clarifying the expectations and obligations of Workers with respect to impairment.
    - describing the consequences of non-compliance with those expectations.
    - supporting Workers dealing with substance abuse or dependency problems.
- This policy applies to Workers while engaged in ASHTON CONSTRUCTION business, working on ASHTON CONSTRUCTION work sites, premises or operating ASHTON CONSTRUCTION vehicles or equipment.
- This Policy forms part of the terms and conditions of employment or service between ASHTON CONSTRUCTION and all Workers.

15.1.3 Definitions

"Decision-critical" refers to a position in which incapacity due to impairment could impact performance, relationships, attendance, reliability and quality. Consequences may not be immediately apparent but potential harm exists.

"Drug" means any substance, including but not limited to alcohol, illicit drugs, medications, or other substances the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this procedure, drugs of concern are those that inhibit a worker's ability to perform work safely and productively.

"Drug Paraphernalia" means any personal property associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful

"Worker" - Means any worker, contractors, sub-contractors, and volunteers of ASHTON CONSTRUCTION engaged in conducting ASHTON CONSTRUCTION Business, whether on a full-time, part-time, temporary or casual basis.

"Extreme Fatigue/Stress" means physical and/or mental exhaustion that reduces a person's alertness such that a safety hazard is created or results in an inability to safely perform work.

"Fit for Duty" means that a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from but not limited to: the use or after-effects of illicit drugs,

alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically and psychologically capable and competent of performing their task safely.

"Illicit Drug" means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as crystal meth and cocaine).

"Medication" refers to a drug obtained legally, either over the counter or through a medical practitioner's prescription.

"On duty" is the time period commencing from when a worker reports to perform work up until the time, he or she ceases to perform work for the day, and includes lunch, break times and times between the portions of split crews. On Duty also includes the period in which an individual is required to be performing work or is on stand-by to perform work.

"Safety-sensitive" refers to a position in which incapacity due to impairment could result in direct and significant risk of injury to the worker, others or the environment.

15.1.4 Expectations

- General

a) Workers must report Fit for Duty and remain Fit for Duty throughout their workday or shift, and when they are scheduled to be on call.

b) If unexpected circumstances arise where a Worker is requested to perform an unscheduled service and they are not on call, but are under the influence of Alcohol, Drugs or Medication that could impact their ability to perform work safely, the Worker must decline the call.

- Drugs, Alcohol and Medication

a) Unless the conditions in 15.1.4.(b) apply, the following are not allowed while on ASHTON CONSTRUCTION work sites, engaged in ASHTON CONSTRUCTION Business, operating a ASHTON CONSTRUCTION vehicle or equipment, during working hours, while at ASHTON CONSTRUCTION sponsored events, and whenever an Worker is representing ASHTON CONSTRUCTION:

- Consuming Drugs or Alcohol
- Using, possessing, distributing, offering or selling Drugs or related paraphernalia.
- Using or selling Alcohol.

b) Notwithstanding section 15.1.4.(a), an Worker may use Alcohol in appropriate work-related social settings e.g. when attending a ASHTON CONSTRUCTION event or while business hosting or travel where the service of Alcohol is authorized, subject to the Worker assuming full liability for any actions/ conduct arising from the consumption of Alcohol.

c) Medication

- Workers must consult their physician and/or pharmacist to determine whether a Medication may impact their ability to perform work safely and productively and report any safety concerns to their supervisor as outlined below.
- If there is any possibility that a Medication may impact a Worker's ability to work safely and productively the Worker must:
    a. Report the use of such Medication to his or her Supervisor.
    b. Report any requirement for modified work due to the risk of impairment from the use of Medication to his or her Supervisor.

c. Provide medical information detailing any work restrictions resulting from the use of the Medication.
d. Attend an assessment with an appropriate medical professional if requested by ASHTON CONSTRUCTION.
e. Follow any recommended course of action to minimize safety risks resulting from the use of Medication.

- The intentional misuse of Medications including but not limited to, using the Medication other than as prescribed, using someone else's prescribed Medication, or combining Medication and Alcohol use against direction are not allowed while on ASHTON CONSTRUCTION Premises or work sites, while engaged in ASHTON CONSTRUCTION Business, while operating a ASHTON CONSTRUCTION vehicle or equipment, during working hours, while at ASHTON CONSTRUCTION sponsored events, and whenever Workers are representing ASHTON CONSTRUCTION.

15.1.5 Responsibilities

- It is the responsibility of Management to:

a. Review and affirm or approve amendments to this policy at least once per term.
b. Consider the allocation of resources for ongoing successful realization of this policy in the annual budget.
c. Ensure implementation and periodic review of this policy and associated procedures.
d. Maintain confidential records of concerns and/ or investigations related to this policy.
e. Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.

- It is the responsibility of Supervisors to:

a. Ensure that Workers are knowledgeable about the content of this Policy.
b. Maintain confidential records of concerns and/or investigations related to this policy.
c. Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
d. Ensure that this policy and sign-off is included in all contract packages and that contractors are aware of their responsibilities under this policy.
e. Monitor compliance with this policy and conduct investigations into suspected violations of this Policy.

- It is the responsibility of Workers to:

a. Review and sign off on the Policy.
b. Comply with the Policy, including the standards and reporting requirements.
c. Demonstrate a commitment to creating a Drug and Alcohol free, healthy and safe workplace.
d. Report for work Fit for Duty and remain Fit for Duty while on ASHTON CONSTRUCTION work sites, while engaged in ASHTON CONSTRUCTION Business, while operating an ASHTON CONSTRUCTION vehicle or equipment, during working hours, while on scheduled on-call, while at ASHTON CONSTRUCTION sponsored events, and while representing ASHTON CONSTRUCTION.
e. Cooperate in any investigation, rehabilitation efforts and return to work implemented under this Policy.

15.1.6 Reporting

- Workers must immediately report any violations or suspected violations of this Policy to their Supervisor including but not limited to the following:

a. if the Worker is not Fit for Duty because of the use of Alcohol, Drugs or Medication or is otherwise in violation of this policy.
b. if the Worker believes any other Worker may not be Fit for Duty as a result of the use of Alcohol, Drugs or Medications, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this Policy.

- ASHTON CONSTRUCTION is prepared to assist Workers who voluntarily disclose a dependency, starting with a referral to a substance abuse expert for an Alcohol and Drug assessment. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this Policy.

15.1.7 Investigation

- ASHTON CONSTRUCTION reserves the right to investigate all situations where a violation of this Policy is believed to have occurred and before disciplinary action is taken.
- ASHTON CONSTRUCTION has the authority and discretion to hold out of service, with pay, any Worker who is believed to be involved in a situation that could lead to disciplinary action, pending the results of the investigation.

15.1.8 Fit for duty

- Where there are reasonable grounds to believe that a Worker is not Fit for Duty, the Worker will be escorted to a safe place and given an opportunity to explain why he or she appears to be not Fit for Duty.
- If the explanation is not reasonable, and/ or the Supervisor conducting the interview still believes that the Worker is not Fit for Duty the Supervisor may take one or more of the following steps:
  a. The Worker may not be allowed to return to work.
  b. The Worker may be referred for medical attention if there are immediate medical concerns.
  c. The Supervisor will meet with the Worker to identify their concern, and the Worker may be temporarily held out of service with pay and subject to further investigation.
  d. For Workers working in Safety Sensitive Positions, testing for Drugs or Alcohol may be required.

15.1.9 Presence of drugs or alcohol

- ASHTON CONSTRUCTION will investigate any situation when there are reasonable grounds to believe that Drugs or Alcohol or related paraphernalia are present on ASHTON CONSTRUCTION work sites in violation of this Policy.
- Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behaviour, odour, or presence of paraphernalia.

15.1.10 Drug and alcohol testing

In the very limited and specific cases associated with post-Incident testing or testing for reasonable cause including but not limited to an worker smelling like Alcohol or cannabis, slurred speech, or other symptoms indicating some type of impairment, or as part of

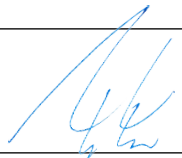
rehabilitation and treatment program compliance testing, the Management or designate may pursue the legal use of Drug or Alcohol testing.

15.1.11 Consequences of violation

- Workers found to have violated this Policy may be subject to progressive discipline up to and including termination of employment for cause. In appropriate circumstances, termination for cause may occur without warning or other progressive discipline.
- Prior to ASHTON CONSTRUCTION making a final decision with regard to the discipline or termination of an Worker found to be in violation of this Policy, ASHTON CONSTRUCTION shall consider its duty to accommodate substance abuse disorders and may require an Worker to meet with a substance abuse expert or other appropriate professional. The substance abuse expert, or other appropriate professional, shall make an initial assessment and provide appropriate recommendations.
- Following any violation of this Policy, an Worker may be required to enter into a return to work agreement as a condition of continued employment which may include temporary removal from their position, a ASHTON CONSTRUCTION reference to any recommended Treatment program, and/ or successful completion of a return to work plan.

15.1.12 Confidentiality

Personal information collected and used by ASHTON CONSTRUCTION to administer this Policy is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

	2024/10/17
Steve Ashton, Director	**Date**

ELEMENT 16 MODIFIED WORK

16.1 INTRODUCTION

Injuries and illnesses cost the entire community. Modified work reduces the human and financial costs to workers, employers and government. The work provides a connection to the workplace community, that has significant impact on a worker's physical and mental healing, sense of self-worth and success in his/her life. Statistically, a worker who is not in work for over six months after an illness or injury is almost never likely to return to the workplace, thereby placing a heavy burden on family members, friends and private and public support services.

16.1.1 Duties of an Employer

- The duty to accommodate a worker is a legal responsibility arising from human rights legislation.
- The law obliges employers to take all reasonable steps to place workers with a disability in a position that accommodates their medical condition that caused the work restrictions.
- The obligation exists for both occupational and non-occupational injuries and illnesses. However, employers are not required to assist a worker if, by so doing, the employer would undergo undue hardship.

16.1.2 Duties of a Worker

A worker must:

- Cooperate in the search for reasonable, safe, suitable, meaningful and productive work.
- Be entitled to, and accept a reasonable position, but perhaps not the ideal position.
- Perform the modified work satisfactorily.
- Take any required training or education required for the modified work.

16.1.3 Definition

Modified work includes any changes to regular job duties required because of an injury or illness, whether workplace related or not. The modified work may include changes to:

- Tasks or functions
- Hours of work or work schedules
- Work area or work environment
- Equipment operated

16.1.4 Suitable Modified Work

Suitable modified work must:

- Accommodate the employee's medical condition.
- Enable the employee to perform the modified duties without endangering their recovery, safety or the safety of co-workers.
- Contribute to the worker's physical and vocational rehabilitation by the promotion of activity and involvement in the workplace.
- Be safe, meaningful and productive part of the employer's operations.
- Not create undue hardship for the employee or ACS.

16.2 POLICY

ACS values the contributions of all employees to the overall continued success of ACS. ACS will provide an effective, fair and consistent method of managing absence from work caused by occupational or non-occupational injury or illness.

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

	2024/10/17
Steve Ashton, Director	**Date**

16.3 ACTION

16.3.1 General

ACS shall undertake the following:

- Employee, WCB, rehabilitation counsellors, medical practitioners, etc.
- Consult with the employee in the design of the personalized modified work plan.
- Assign an individual to coordinate with the employee the return-to-work process.
- Provide safe, suitable, meaningful and productive work for the employee.
- Obtain proper medical authorization prior to the employee returning to modified work or regular duties.
- Pay the employee the pre-incident rate of pay during the modified work program.
- Follow the agreed modified work program and ensure it conforms to the medical requirements.
- Not make adjustments to the program unless prior agreement is obtained from the appropriate stakeholders.
- For light duties that do not involve a claim on the Yukon Workers Compensation Health and Safety Board, Superintendents/Forepersons shall e-mail the Safety Coordinator with the decision on the type of work to be performed. In addition, the Safety Coordinator shall receive a copy of the First Aid Report or Accident/Incident Investigation Report.

16.3.2 Administration – Workers Compensation Board Claim

The administration office shall provide the employee with:

- Letter to the medical practitioner and rehabilitation counsellor outlining the modified work plan, and request comments and suggestions.
- List of the regular duties of the employee i.e. job description, safe work practices and safe work procedures.
- Medical assessment form to be completed by the medical practitioner, that will outline the medical conditions or restrictions.
- Issue a modified work program agreement to be signed by ACS and the employee.
- Inform the WCB case officer of the details of the modified work program if the injury or illness was work related and ensure it complies with the reporting requirements.

16.3.3 Department Manager, Safety Coordinator and Supervisor

The department manager, safety coordinator and supervisor shall:

- Work closely with the employee to ensure that any required training is given.
- Observe the employee's progress and provide positive advice and assistance as required to the employee and administration.
- Adjust the work schedule or the employee's hours to comply with the modified work program.
- Refer the employee for further medical assessment as needed.
- Ensure that the employee follows the modified work program.
- Ensure that any changes to the modified work program receive the prior approval of the medical practitioner, case officer, employee and other stakeholders as appropriate.

16.4 FORMS

Use the following forms:

Fitness Report from Health Care Provider	Job Demands Analysis
Medical Absence Report	Modified Work Offer
Modified Work Record	Release of Medical Information Consent
Return to Duties	Summary of Modified Work Program for Employee

16.5 PHYSICAL DEMANDS ANALYSIS

For the position of: _____

1. Information about employee

1.1 Employee's Name: _____ 1.2 Position Number: _____

1.3 Job Title: _____ 1.4 Location: _____

2. General Requirements

2.1 A brief description of the job (or attach copy of job description):

_____

2.2 Education / Training required for the job:

2.3 Work Hours: Hours per day: _____ Hours per week: _____ Overtime (Hours per week): _____

On call: Yes ☐ No ☐

2.4 Shift Work: Permanent Night ☐ Permanent Day ☐ Permanent Evenings ☐ Rotation ☐

2.5 Working Position: Indicate % of time spent on an average day:

Sitting ☐: _____ % Standing ☐: _____% Walking ☐: _____%

3. Environmental Conditions

Indoor ☐ _____% Outdoor ☐ _____% Extreme Temperatures ☐ Fumes ☐ Dust ☐ Noise ☐

Vibration ☐ Heights ☐ Dampness ☐ Gases ☐ Poor Lighting ☐ Hazardous machinery ☐ Electrical Hazards ☐

Please explain:

_____

_____

4. Vision Requirements

Far ☐ Near ☐ Colour ☐ Depth of field ☐

Strength Requirements

S = Sedentary	L = Light	M = Medium	H = Heavy	V= Very Heavy	N/A = Not Applicable
0–10 lb./ 0–405 kg	0-20 lb. /0-9 kg	21-50 lb. / 9.5-22.6 kg	51-100 lb./ 23-45 kg	100+ lb. / 45 + kg	

Frequency of Activities

N = Never	S = Seldom	I = Infrequent	O = Occasional	F = Frequent	C = Continuous
Not required	Not an essential demand of job	Non-daily activity but an essential part of the job	Performed less than 1/3 (33%) of the day and essential to the job	Performed 1/3 to 2/3 of the day (33 – 66%) and essential to the job.	Performed more than 2/3 of the day (66+%) and essential to the job.

5.Physical Demands

Job Duties	Strength Requirements						Frequency of activities						Comments
	S	L	M	H	V	N/A	N	S	I	O	F	C	
5.1 Lifting: From ankle level													
From waist level													
From chest level													
5.2 Carrying													
5.3 Pushing													
5.4 Pulling													
5.5 Hand Movement													
5.6 Finger movement													
5.7 Reaching: Above shoulder level													
Below shoulder level													
5.8 Climbing: Stairs													
Ladders													
5.9 Bending													
5.10 Kneeling													
5.11 Crawling													
5.12 Twisting of torso													
5.13 Eye and hand co-ordination													

5. Non-Physical Demands

	N	S	I	O	F	C
6.1 Reading						
6.2 Writing						
6.3 Giving verbal instructions to others						
6.4 Receiving verbal instructions						
6.5 Working around or with other people						
6.6 Working Alone						
6.7 Supervising other people. How Many? _____						
6.8 Deadlines to be met						
6.9 Direct dealings with customers or other outside sources						
6.10 Where making errors could have serious or life-threatening consequences						
6.11 Facing confrontational situations						

General comments or other essential job demands, physical or non-physical, not included above:

_____

Completed by: _____ Date: _____/ _____/ _____
Day Month Year

Position: _____ Telephone: (_____) _____

16.6 MEDICAL ABSENCE REPORT

(Use when Modified Work Program established)

PRIVATE AND CONFIDENTIAL

Employee Name:			
	Family	**First**	**Initials**
Claim No.		**Date of Injury/illness:**	
Adjudicator Name:		**Date of This Report:**	
Company Contact:		**Phone No.**	
E-mail:		**Fax No.**	

Please be advised that the above captioned employee was absent from work as under in connection with the above claim:

Time From:	**a.m. / p.m.**	**Time To:**	**a.m. / p.m.**
Date From:		**Date To:**	

The employee *will / will not* be paid for the period of this medical absence. *(Delete not applicable)*

The employee was being paid:	$	Per hour at the time of the accident/illness.

Other Comments:	

Title of Reporting Officer:		**Name of Reporting Officer**	
Signature of Reporting Officer:			

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Distribution:

Administration (Employee File)
Claim Adjudicator
Employee

16.7 MODIFIED WORK OFFER

PRIVATE AND CONFIDENTIAL

Employee Name:			
	Family	**First**	**Initials**
Claim No.		**Date of Injury/illness:**	
Adjudicator Name:		**Date of This Letter:**	
Company Contact:		**Phone No.**	
E-mail:		**Fax No.**	
Department Name:			
Line/Section Name:			
Supervisor Title:			
Supervisor Name:			
	Family	**First**	**Initials**
Department Manager:			
	Family	**First**	**Initials**

In keeping with ACS policy to consider suitable employment for employees unable to perform their regular duties, the employee named above is offered the following Modified Work Duties in the department and line/section named above based on the Health Care Provider's recommendations and agreement of the Claim Adjudicator:

Description of Duties	Days and Hours of Work	Comments

During the period of Modified Work, the employee's progress will be continually assessed and adjusted based on the advice of the Health Care Provider and the reports of the Line/Section Supervisor and/or Department Manager.

The rate of pay *will/will not* be at the pre-injury/illness rate of:	*$00.00 or New Rate: $00.00*

Delete/insert as applicable

Should the employee have concerns or difficulties, he/she shall discuss them with the Supervisor and/or Department Manager, the Medical Care Provider and the Claim Adjudicator named above.

The employee is required to attend weekly progress meetings with the Supervisor and/or Department Manager as follows:	**Day:** **Time:**
Department Manager Signature:	
Administration Manager Signature:	
Supervisor Signature:	

The employee hereby:	ACCEPTS (√)		DECLINES (√)*	
Employee's Signature:				

* The employee understands that refusing to accept the Modified Work described above may affect the employee's rights to continue to receive benefits.

16.8 MODIFIED WORK RECORD

PRIVATE AND CONFIDENTIAL

Employee Name:			
	Family	**First**	**Initials**
Claim No.		**Date of Injury/illness:**	
Adjudicator Name:		**Date of This Letter:**	
Company Contact Name:		**Phone No.** **Fax / E-mail:**	
Department Name:			
Line/Section Name:			
Supervisor Title:			
Supervisor Name:			
	Family	**First**	**Initials**
Department Manager Name:			
	Family	**First**	**Initials**

Record for the Week Ending (date):	

Description of Duties (include time taken for medical appointments)	**Hours** (a.m. / p.m.)	**Is this a change in the Offered Duties Yes/No**	**Comments** (required if any change of duties)

We have discussed this report and any concerns or difficulties (see reverse for details):	**Day:** **Time:**
Department Manager Signature:	
Supervisor Signature:	
Employee's Signature:	

* The employee understands that refusing to accept the Modified Work described above may affect the employee's rights to continue to receive benefits.

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Distribution:

Administration (original)
Employee

16.9 RELEASE OF MEDICAL INFORMATION CONSENT

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Employee Name:			
	Family	**First**	**Initials**
Insurance Claim No.		**Date of Injury/illness:**	
Insurance Policy No.		**Employee ID No:**	
Alberta Health No:		**Regional Health No:**	
Health Care Provider Name:			
	Name	**Title**	
Practice Name (if different):			
	Name:	**Contact Phone No.**	**Fax No./E-mail**
Address:			
	Suite and Street	**City/Town and Prov.**	**Postal Code**
This letter authorizes the Health Care Provider to release any relevant medical information or records related to the following injury/illness:			
The information is to be released to:			
Company Contact Name:		**Phone No. Fax / E-mail:**	
and:			
Adjudicator Name:		**Phone No. Fax / E-mail**	
Adjudicator Organization Name:		**Street Address:**	**City and Province**
The medical information or records released will be utilized to further the positive rehabilitation of the employee so that he/she may be able return to his/her duties as soon as practicable by taking part in the modified work program of which this letter forms a part.			
This letter of release shall expire on (date):		OR on rehabilitation (√).	
The employee hereby states that he/she understands that he/she may rescind this release of information at any time by providing written notice to both ACS and the Health Care Provider, except where action has taken place in reliance upon this authorization.			
Dated this _____ Day of _____ 20__ in (name of city/town) _____ In the Province of _____			
Employee's Signature		Witness Print Name and Signature	

PRIVATE AND CONFIDENTIAL

Distribution:

Adjudicator Organization
Company
Employee
Health Care Provider (original)

16.10 RETURN TO DUTIES

(Complete for either return to Modified Work or Return to Full Duties)

PRIVATE AND CONFIDENTIAL

Employee Name:			
	Family	**First**	**Initials**
Insurance Claim No.		**Date of Injury/illness:**	
Insurance Policy No.		**Employee ID No:**	
Alberta Health No:		**Regional Health No:**	
Health Care Provider Name:			
	Name	**Title**	
Practice Name (if different):			
	Name:	**Contact Phone No.**	**Fax No./E-mail**
Address:			
	Suite and Street	**City/Town and Prov.**	**Postal Code**
Adjudicator Name:		**Contact Phone No. Fax / E-mail**	
Adjudicator Organization Name:		**Street Address:**	**City and Province**
Company Contact Name:		**Phone No. Fax / E-mail:**	
Please be advised that the employee named above has been cleared to return to (√):			
Modified Duties		**Full Duties**	
Effective Date:			
Other Comments:			
ACS Signature and Date:			

PRIVATE AND CONFIDENTIAL

Distribution:

Adjudicator Organization
Administration (employee file - original)
ACS Department
Employee
Health Care Provider

16.11 SUMMARY OF MODIFIED WORK PROGRAM FOR EMPLOYEE

PRIVATE AND CONFIDENTIAL

Memorandum
Date:

From:	Manager, Administration

To:	Employee Name and Private Address

Re:	Summary of Modified Work Program for Employee

We highly value the contributions of our employees, and we are committed to working with you in your recovery and returning you to our workplace in a timely and safe manner following your *injury/illness* dated ----------.

Attached to this memorandum are the following documents:

1. Release of Medical Information Consent
2. Fitness Report from Health Care Provider
3. Job Demands Analysis

The Job Demands Analysis relates to your current position and will be completed by your current supervisor and discussed with you. All three forms must be given to your Health Care Provider so that he/she may complete the Fitness Report from Health Care Provider and the Job Demands Analysis. When ACS has received both reports from your Health Care Provider, a Modified Work Program will be established and an offer made to you based on your Health Care Provider's recommendations. If you are unable to return the forms to ACS following your visit to the Health Care Provider, please contact me immediately.

If you have a work-related injury or illness and are off work beyond the day of the injury or illness, the Yukon Workers Compensation Health and Safety Board will determine the acceptability of your claim and the proposed Modified Work Program. If your injury or illness is not work related, I will be pleased to discuss the options and advantages available to you to establish a Modified Work Program.

Yours sincerely,

PRIVATE AND CONFIDENTIAL

Distribution:

Administration (employee file)
Employee (original)
Health Care Provider