



Health & Safety Management Program

October 2025, Version Two

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Revisions

Page #	Revised by	Add	Remove	Date
69-75	MB-Electrical	Replace violence and harassment prevention plan	69-89	June 6 2025
19-26	BVS	Replace HSC Element to reflect updated OHS policy	19-28	June 6 2025
-	BVS	SJP-030 Respiratory Code of Practice	-	June 11 2025
-	BVS	SJP-031 Silica Exposure Control Program (ECP) Drilling Concrete	-	June 11 2025
93	BVS	Add Wildlife Encounter ERP	-	Oct 10 2025

Element 1: Management Commitment

1.1 Health and Safety Policy

1.1.1 Purpose

The Management of MB Electrical is vitally interested in its employee's health and safety.

We are committed to providing active leadership and complete support in order to develop and maintain a safe and healthy work environment which includes following all applicable federal and provincial legislation and PIR requirements. We believe that every employee is entitled to work under the safest conditions possible for our industry and as such, every reasonable effort will be made in the interest of incident prevention and health and environmental preservation.

Health & 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 and by working together we can achieve this goal.

1.1.2 Scope

Employees at every level, including Management, are responsible and accountable for the company's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the Health & Safety excellence that this company expects.



Oct 10, 2025

Signed (Owner / Manager)

1.2 Health and Safety Responsibilities

1.2.1 Owner

The Owner/Employer will ensure:

- The health, safety and welfare of all the workers at or near the worksite.
- The health, safety and welfare of other people at or near the worksite.
- That workers are aware of their OHS (Occupational Health & Safety) rights and duties.
- That workers are not subject to or participate in any harassment or violence at the worksite.
- That workers are supervised by a person who is competent and familiar with the OHS Act, Regulation and Code.
- They consult and cooperate with the Health & Safety Coordinator.
- That health and safety concerns are resolved in a timely manner.
- The prime contractor is advised of all the supervisors and workers names and trained for the protection of health and safety at the work site.

1.2.2 Managers

Managers will ensure:

- Supervisors are competent to supervise the worker under their supervision.
- Employees are not subject to or participate in any harassment or violence at the worksite.
- That all precautions necessary are taken to protect the health and safety of all employees.
- To advise all employees of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

1.2.3 Supervisors

Supervisors will ensure:

- The workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulation and Code.
- The workers under their supervision use all hazard controls and properly uses and wears the PPE (Personal Protective Equipment) required by the employer or under the OHS Act, Regulation and Code.
- That workers are not subject to or participate in any harassment or violence at the worksite.

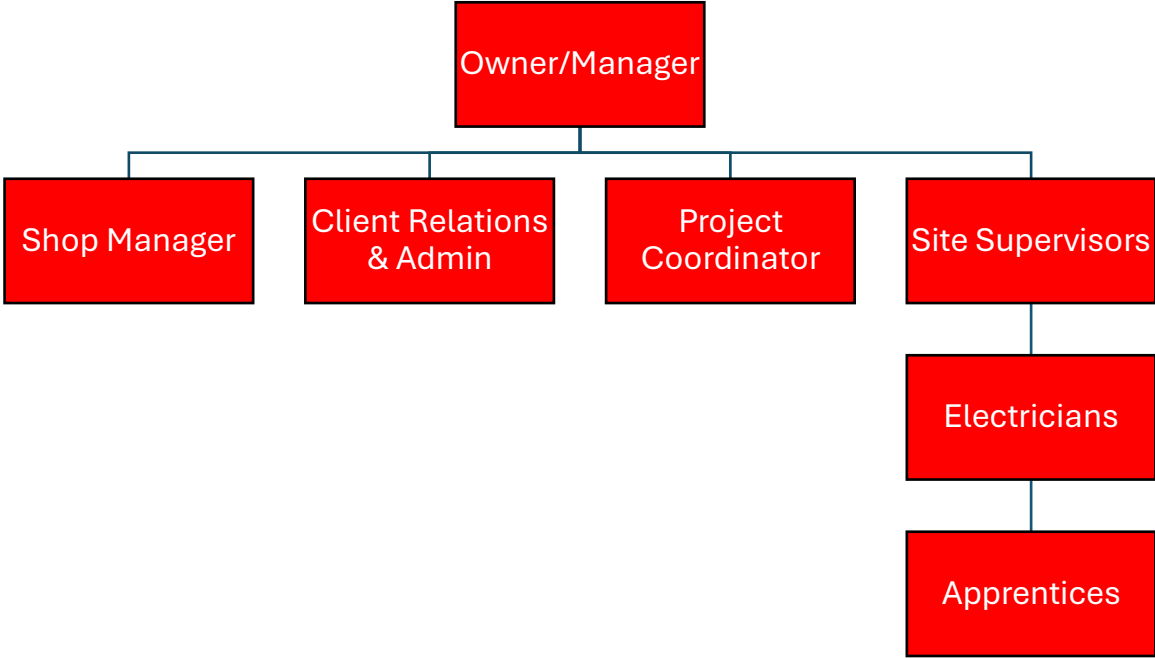
- That all precautions necessary are taken to protect the health and safety of every worker under their supervision.
- To advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- To report concerns about unsafe or harmful work site acts or conditions that occur/ existed to the employer.

1.2.4 Workers

Workers must:

- Protect the health and safety of themselves and other people at the or near the worksite.
- Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and Personal Protective Equipment required by the employer and OHS Act, Regulation and Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about and unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.
- Follow all Safe Job Procedures.

1.3 Organisational Chart



* Owner manager/shop manager/ project coordinator clients relation &admin : refer to formal hazard assessment "office work"

**Site supervisor, electricians, and apprentices : all formal hazard assessment apply to them

1.4 Environmental Policy

1.4.1 Purpose

To safeguard the environment, and ensure MB Electrical impact on the environment, animals, plant life, air, water and soil is minimized as much as possible. Our goals on the job can be met without risking harm to the environment.

1.4.2 Scope

We shall use, store and dispose of products in such a manner that will provide appropriate protection to the environment.

Management will develop and enforce good environmental standards following relevant legislation.

Workers will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.

Where possible, we shall recycle and promote the use of recycled products.



Oct 10, 2025

Signed (Owner / Manager)

Element 2: Public, Visitors and Contracted Employers

2.1 Policy

2.1.1 Purpose


This company is committed to providing a healthy and safe environment for all contracted employers, visitors and public who may be affected by activities at job worksites. Our goal is to ensure that our workforce goes home safely each evening. We strive to achieve zero accidents and incidents with a safety culture that encourages the correct behaviors and attitudes in both our employees and sub contractors.

2.1.2 Scope

We expect that each sub contractor will commit to the minimum safety standards and conditions as set within Mike's Electric Safety Program, by ensuring:

- All Contractors and self-employed persons, where necessary, shall submit their Occupational Health and Safety programs to Mike's for acceptance within the bid process, or follow MB Electrical HSMS. Mike's reserves the right to reject OHS programs that do not comply with the OHS Act. 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 and visitors by the safety officer, manager, or supervisor prior to them coming on site.
- The orientation informs contractors and visitors of their health and safety responsibilities, worksite hazards and controls, and when conditions change.
- All contractors shall have the necessary training and experience to perform their work in the safest manner possible
- 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.



Oct 10, 2025

Signed (Owner / Manager)

2.2 Visitor Management

Our goal is to ensure that our workforce and visitors go home safely each evening. We expect that each visitor will commit to the minimum safety standards and conditions as set within Mike's Electric Safety Policy.

Prior to visiting at a Mike's Electric worksite, all visitors shall familiarize themselves and their employees with the specific safety requirements. These may include, but are not limited to:

- A MB Electrical Health and Safety Orientation at the head office, 102 Jay Street, Banff
- PPE requirements
- WHMIS and controlled products (SDS Sheets)
- Emergency procedures/muster point
- Hazard assessments and site -specific safety concerns as per OHS Code-Part 2
- Incident/Accident reporting
- Adheres to environment, health and safety rules and regulations;
- Immediately communicates all health and safety concerns to the appropriate site supervisor or contractor
- All visitors and their workers have the right and obligation to report and refuse unsafe work

General

- You will not endanger any employee or the public through your actions at the worksite.
- All visitors and their employees are to maintain appropriate standards of behavior toward the public, Mike's Electric employees and other contractors.
- All visitors and their employees are expected to report to the jobsite in an appropriate mental and physical condition.

2.2.1 Visitor Orientation

- All safety concerns, hazardous conditions, near misses, and first aid requirements are to be reported promptly. Written documentation must be provided and forwarded to the health & safety Officer of MB Electrical.
- All incidents/accidents shall be reported as soon as practicable to the Health & Safety Coordinator / Project Manager of MB Electrical. The Incident/Accident forms shall be provided and completed in full.

- Appropriate clothing and personal protection Equipment shall be worn at all times on MB Electrical Jobsites whenever and wherever it is required.
- First Aid treatment is to be obtained promptly for any and all injuries. Injuries and First Aid shall be reported in writing to the Health and Safety Officer of MB Electrical.
- Visitors shall operate all vehicles and equipment in accordance with site rules, policies and provincial regulations.
- Riding on equipment for purposes other than proper operation or training is strictly prohibited.
- IF, in the opinion of the visitor, a hazardous situation exists, that visitor will be precluded from entering the jobsite until safe procedures can be agreed upon with the site supervisor and /or the Health and Safety Officer from MB Electrical.
- All visitors must be mentally and physically competent during their limited visit to the jobsite.
- Use of any intoxicating liquor or narcotics by visitors on MB Electrical jobsites is prohibited at all times.
- You will not endanger any employee or the public through your actions at the jobsite.
- All visitors are to maintain appropriate standards of behavior towards the public, MB Electrical employees and other contractors.

Emergency Response Procedures

1. Visitors are to review the Emergency Response and Evacuation Procedures at the worksite prior to commencing any operations.
2. Visitors are expected to know the location of the jobsites Muster Point.

Fire protection:

1. Visitors shall make themselves familiar with fire exits and the location and use of fire extinguishers, hose reels and alarm stations if applicable.
2. Report fires directly to the fire department by calling 911
3. Visitors shall report fire hazards to the site supervisor and/or the Health and Safety Officer of MB Electrical.

Smoking

1. All “No Smoking” signs shall be officially observed.
2. In areas where smoking is allowed, matched, cigarettes etc. shall be discarded in the appropriate receptacles.

2.3 Contracted Employers Management

Contractors will ensure:

- Establish, as far as reasonable to do so, a system or process that will ensure compliance with the OHS Act, Regulations and Code in respect of the work site.
- Coordination, organization and oversight of the performance of all work at the work site to ensure, as far as reasonably practical, that no person is exposed to hazards arising out of, or in connection with, activities at the work site.
- Conducting his own activities in such way as to ensure, as far as reasonably practical, that no person is exposed to hazards arising out of, or in connection with, activities at the work site.
- Consult and cooperate with the health and safety committee or health and safety representative, as applicable, to attempt to resolve any health and safety issues.
- Coordination of the health and safety programs of employers and self-employed persons on the work site, if 2 or more employers or self-employed persons or one or more employers and one or more self-employed persons on the work site have a health and safety program.

2.3.1 Contractor Selection

- General information, including contact and insurance information will be collected and recorded on 2.4.2 Contractor Health and Safety Agreement.
- Workers Compensation Board, insurance information and statistical data (when relevant) for the previous three years (if available) will be reviewed.

2.3.2 Contractor Monitoring

Contractor performance is continually monitored, and all reportable incidents recorded and reviewed for trends.

2.3.3 Contractor Non-Compliance

Minor Incidents

- Contractors receive a warning from their manager.
- A formal meeting is arranged with the manager. The contractor must implement corrective actions by the date noted or face suspension.
- The workers action is noted and recorded.
- Suspension or higher action may be taken.

Serious Incidents

Contractors meet with their manager who issues corrective actions that must be met by a certain date or else the contractor's employment will be terminated.

2.4 Forms



2.4.1 Visitor Orientation Form

Date of orientation: _____

Visitors name: _____

Employee conducting orientation: _____

MB Electrical Safety Officer: _____

As stated in MB Electricals Visitors Health and Safety Policy all visitors shall receive a safety orientation.

This safety orientation covers several aspects of MB Electrical safety Program. Please initial beside each one as they are covered during the orientation.

_____ Visitor has reviewed MB Electrical Health & Safety Policy and procedures.

_____ Safety reporting including but not limited to Incidents and Accidents

_____ Procedures about personal protective equipment (PPE) e.g. PPE required, when it is required and proper use.

_____ Tour of necessary facilities

Note: Signing this form verifies that the visitor has received a safety orientation as per policy. The visitor further understands that Alberta Occupation Health and Safety Legislation will be adhered to during their visit to MB Electrical jobsites.

Visitor's Signature: _____

Date: _____

2.4.2 Contracted Employers H&S Agreement

Contractors must:

1. Understand their health and safety responsibilities.
2. Understand and follow Mike's Electric Health and Safety Management Program.
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 MB Electrical Safety Program.
7. Not engage in or allow any acts of violence or harassment.
8. Immediately report all incidents including, near-miss incidents, work refusals, lost-time, medical aid, and fatalities.
9. Ensure workers and subcontractors are competent and receive ongoing training.
10. Ensure workers have required Personal Protective Equipment (PPE).
11. 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: _____

Manager's Signature: _____ Date: _____

Element 3: Health and Safety Committee

3.1 H&S Committee Policy

3.1.1 Purpose

The MB-Electrical HSC has adopted these terms of reference to guide its operations in alignment with the *Occupational Health and Safety Act*, Regulation and Code.

The HSC hereby confirms that any appointments made before the date that these terms of reference are approved and effective, are valid, and made in compliance with occupational health and safety laws.

3.1.2 Scope

These terms of reference do not include employer responsibilities related to health and safety committee functioning, including those set out in the act, regulation and code.

3.2 TERMS OF REFERENCE

3.2.1 HSC Membership

The HSC is selected in compliance with Sections 13(4) and 13(5) of the *Occupational Health and Safety Act*, and Section 196.1 of the Occupational Health and Safety Code.

As determined by MB ELECTRICAL, a total of 5 workers members are needed to equitably represent the workers and address relevant health and safety concerns.

- Worker members cannot be management or persons associated with management of the work. All committee members must be directly employed by MB ELECTRICAL.
- The committee has set the following processes for selecting non-union worker members:
 - a) Announce that nominations for the HSC are being accepted.
 - b) Hold an election for workers to vote for nominees to replace the HSC worker member (ensuring appropriate demographic votes)
 - c) Tied votes will invoke a new vote removing one voter by random selection to ensure an odd number voting.
 - d) Announce the new HSC member to the work site

The initial worker members must be selected by the processes above within 14 days. Vacancies must be filled within 21 days from the day that the vacancy occurs.

Employer member is selected from management or persons associated with management of the work.

Co-chairs

In compliance with Section 196.2 of the Occupational Health and Safety Code:

The committee will have two co-chairs: one representing workers, the other representing the employer.

- The employer co-chair is selected by the employer's representatives on the committee according to the following process:
- Voting of employer representatives.
- The worker co-chair is selected by the worker's representatives on the committee according to the following process: voting of worker representatives.

Secretary

The secretary is selected by the committee members, or nominated as a non committee member to take meeting minutes.

Non-voting, ex-officio members, guests

Non-voting members include:

- a representative from a specific business area to act as an expert resource to the committee;
- the secretary (if they are not selected from the committee membership);
- employer's health and safety advisor.

Non-voting, ex-official members are permitted to attend all meetings of the committee. Guests are permitted to attend meetings with the prior agreement of the committee. Any Alberta OHS officer has the right to attend any committee meeting as an observer.

3.2.2 Term of Office

The HSC members term in office is at least one year, unless an employee is no longer employed by the company or is no longer able to perform their duties effectively.

3.2.3 Training Requirements

Training can be provided internally or by an outside training provider. The HSR and employer members will be trained in:

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

3.2.4 HSC Responsibilities

The HSC must carry out duties required by or implicit in Sections 13(6), 17(5), 17(12) and 33(6)(d) of the *Occupational Health and Safety Act*, and provisions of the code.

- Participate in the hazard assessment process set by MB ELECTRICAL.
- Review MB ELECTRICAL health and safety records including:
 - Work site inspection documentation.
 - Incident investigation reports received under Section 33 of the act.
 - Dangerous work refusal reports received under Section 17 of the act.
 - Worker overexposures received under Section 22(3) of the code.
- Ensure receipt of worker concerns as follows:
 - concerns received by email to a HSC member email address; concerns received through the employer's dangerous work refusal notifications.
- Consider health and safety concerns, including those:
 - Received from workers.
 - Identified through review of MB ELECTRICAL health and safety records.
- Make recommendations on any health and safety concerns using the process described in "Forwarding concerns and recommendations".
- Participate in developing, implementing and reviewing MB ELECTRICAL violence and harassment prevention plans.
- Participate in developing and implementing certain procedures related to hazardous products (WHMIS).

- The HSC will maintain the confidentiality of information provided to the committee in relation to a health and safety incident, dangerous work refusal or any other matter deemed to be confidential by the committee or the employer, unless authorized by the employer or required under law.
- The HSC will review these terms of reference at least once per year.

Co-chairs

In addition to duties described elsewhere in the terms of reference, the co-chairs work with members to achieve consensus regarding concerns and recommendations. This may involve acting as a moderator during, or encouraging member participation in, committee discussions.

Secretary

In addition to duties described elsewhere in these terms of reference, the secretary arranges meeting space takes meeting minutes and distributes to the HSC.

3.2.5 Meetings

HSC meetings will be scheduled:

- Meet at least two times per year
- Providing two weeks' notice of time and place of meeting.

In compliance with Section 13(7) of the *Occupational Health and Safety Act*, HSC meetings will be held during normal working hours.

In compliance with Section 198(1) of the Occupational Health and Safety Code, a special meeting will be held if required to do so by an Alberta OHS officer.

3.2.6 Agenda and meeting minutes

Meeting agendas and minutes will adhere to the guidelines below:

- Meeting agendas and minutes will follow the approved templates, see 3.3.
- An agenda will be prepared by the secretary, approved by the co-chairs and distributed to members prior to the meeting.
- The secretary must ensure that meeting minutes are recorded.
- The secretary must ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.

- The secretary 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.

3.2.7 Co-Chairs

Co-Chair responsibilities:

- Alternate in serving as chair at committee meetings
- Participate in all decisions of the committee
- Approve the agenda 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

3.2.8 Quorum

The composition of the quorum shall follow the requirements below.

- a) Consist of 5 members or 1/2 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

3.2.9 Records

The committee (HSC) will keep accurate records of all activities conducted by and all 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 (HSC). Records will be kept for a minimum of 2 years.

3.2.10 Concerns & Recommendations to the employer

Concerns & 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
- Forwarded within 7 days
- Clear and complete (ensure the employer will not need more information to make a decision)

3.2.11 Replacing a member during terms of office

An HSC member may be removed, if it is determined that the member has done any of the following: not fulfilling duties; conflict of interest; disruptive behaviour at meetings; any other reason that could compromise the reputation or function of the HSC role.

Removal of the HSC member will be carried out according to the following process. The member will be informed in writing of the decision and reason for their dismissal from the HSC.

If a member cannot complete their term in office or is removed, a new HSC member will be selected following the processes specified in “HSC Appointment”.

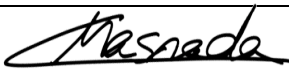
3.2.12 Dispute Resolution – Failure to Reach Consensus

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

3.2.13 Amendments

These terms of reference may be amended by HSC members.

We, the HSC and employer representative, confirm that these terms of reference have been passed.

Employer Representative	Health and Safety Co-Chair
Print Name: Dylan Masnada	Print Name:
Signature 	Signature:
Date: June 5 2025	Date: June 5 2025

3.3 Forms

3.3.1 H&S Committee Agenda

Date:

Location:

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



3.3.2 H&S Committee Meeting Minutes

Work Site:		
Date:	Time:	
Location:		
In attendance:	Absent: n/a	
Co-Chairs:	Guests: n/a	
Item	Follow up	
	Assigned to	Target date
1. Acceptance of Previous Meeting minutes <i>Comments:</i>		
2. Outstanding items from previous meeting <i>Comments:</i>		
3. Review of inspection report(s) 3.1 Review of Inspection report MM/DD/YYYY <i>Comments</i>		
4. Review of incident report(s) 4.1 Review of near miss report MM/DD/YYYY <i>Comments</i> 4.2 Review of incident report MM/DD/YYYY <i>Comments</i>		
5. New Items		

<p>6. Recommendations to employer</p> <p>6.1 First Recommendation</p> <p><i>Comments</i></p> <p>6.2 Second Recommendation</p> <p><i>Comments</i></p>		
<p>7. Training and communication</p> <p>7.1 HSC Member training</p> <p><i>Comments</i></p> <p>7.2 Crew Training</p> <p><i>Comments</i></p>		
<p>8. Other items</p> <p>8.1 First other item</p> <p><i>Comments</i></p>		
<p>9. Adjourn</p> <p>9.1 Meeting was adjourned at:</p> <p>9.2 Next meeting scheduled for:</p>		
<p>Minutes Prepared By:</p>		

Signed: _____

Date:

HSC Co-chair

Signed: _____

Date:

DIRECTOR

Element 4: Training and Communication

4.1 H&S Training Policy

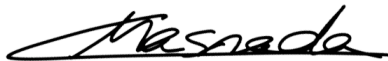
4.1.1 Purpose

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.

4.1.2 Scope

MB Electrical will provide all 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) 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;



Oct 10, 2025

Signed (Owner / Manager)

4.2 Pre-Hire Requirements

Electricians and apprentices must have CSTS and WHMIS 2015

4.3 New Employee Safety Orientation

Mike's Electric management and supervision will ensure each new employee participates in the Health and Safety Orientation process and reviews all necessary site and project specific health and safety information.

The safety orientation must, at a minimum, include the following elements:

1. Review of Mike's Electric health and safety policy.
2. Overview of applicable health and safety legislation including employee rights
3. Overview of the company health and safety program including:
 - a. Health and safety responsibilities
 - b. Safety investigations (accident reporting)
 - c. Modified work
 - d. Disciplinary action
 - e. Drug and alcohol policy
 - f. Discrimination and harassment policy
 - g. Common safety standards
 - h. PPE Requirements
4. Site specific health & safety requirements.
5. Verification/evaluation process to ensure the information has been clearly understood. This can include a written evaluation, oral evaluation or work practice evaluation

4.4 Job Specific Training

Training for all employees including safe job procedures, on-the-job training, policies and procedures is ongoing and reviewed on an annual basis.

4.5 Competency Assessments

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)

To evaluate and ensure ongoing competency, supervisors/managers will review competency assessments for each worker, on an annual basis, which may include, task observations during regular work tasks, routine site inspections, quizzes and completed task checklists.

Competency refreshers are performed when operational changes take place such as reassignment, new equipment and procedures are introduced.

4.6 H&S Communication Policy

4.6.1 Purpose

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 MB Electrical operations.

4.6.2 Scope

The best type of safety meeting involves workers and their immediate supervisor. Preference should be given to the site being currently worked in and going over the hazard assessment on a new site. If the site is not available because of weather or stage of construction, then conduct it in a business-like setting. Topics include changes in the OHS Act, regulation, codes, manufacturers' guides or introduction of new equipment.

4.6.3 Safety Meeting Types

Informal Toolbox

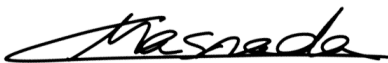
Informal daily toolbox chats that are not documented and held informally to discuss the daily duties and potential hazards held at the same time as completing hazard assessments.

Formal Toolbox (Recorded)

Regular safety meetings are often referred to as "crew meetings," "toolbox," or "tailgate" meetings. Toolbox meetings are held when on site on the first day and weekly thereafter. Usually after an inspection, held by the supervisor or safety representative. The leader must always listen to the concerns expressed by the rest of the crew and be able to probe deeper if required. Recorded on Toolbox Talk Form or with the Digital Safety App.

Formal Company Safety Meeting

A company wide safety meeting, held by the management team on an annual basis, involving all employees. An attendance list, agenda, and minutes are recorded.



Oct 10, 2025

Signed (Owner / Manager)

4.7 H&S Program Enforcement Policy

4.7.1 Purpose

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

4.7.2 Scope

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 The Company 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.

4.7.3 Disciplinary Action

The failure of a worker to adhere to safety policies and procedures established by the Company 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 Progressive Disciplinary Procedure

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

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 (in effect for one year).

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 (in effect for one year).

Third Offence

Suspension for worker's 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.

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.

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.

Removal of Written Warning

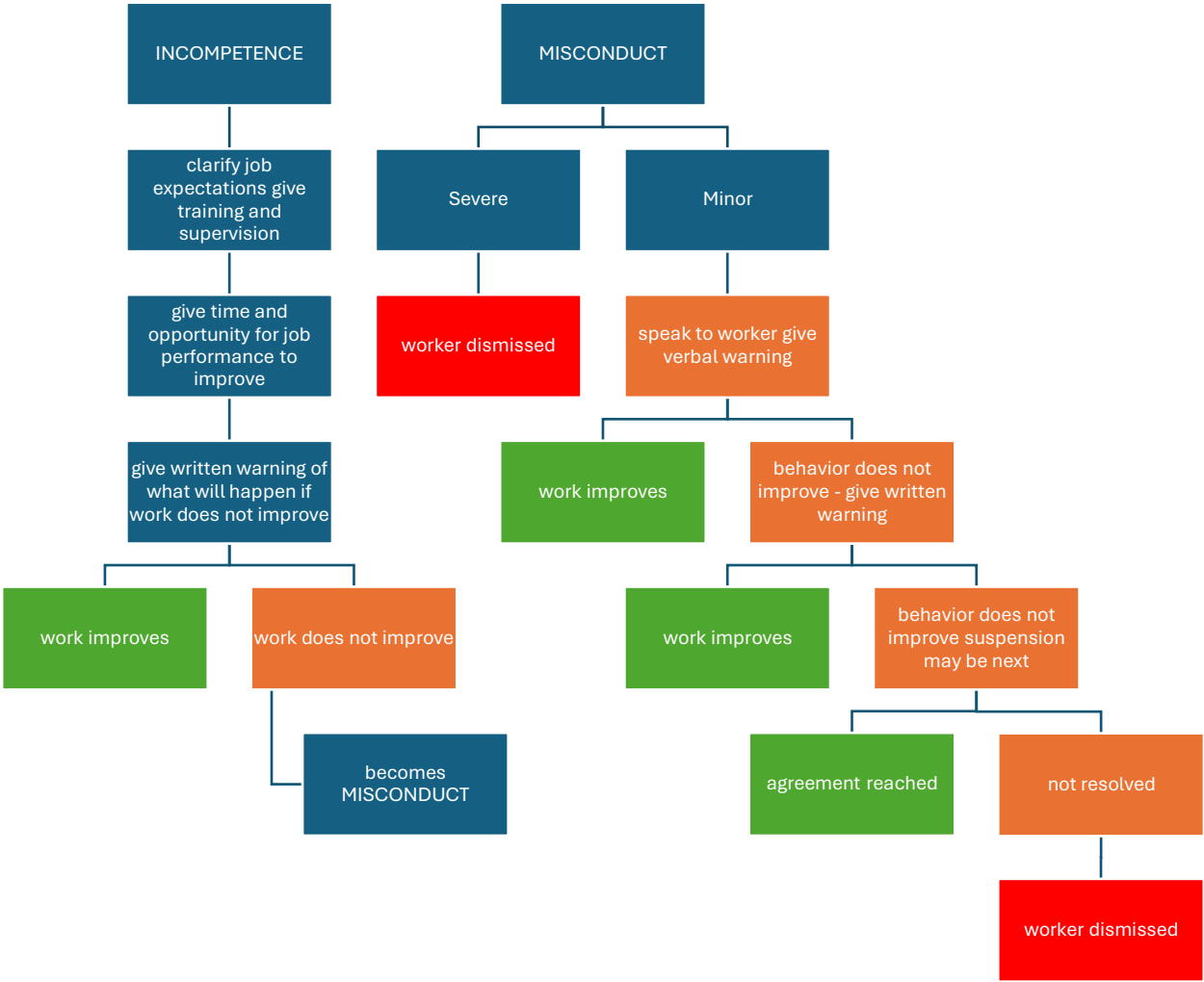
A Written Warning shall be struck from the worker's personnel file at the first annual performance review following the issue of the Written Warning, UNLESS the Written Warning was issued within six (6) calendar months or first annual performance review. Then the Written Warning shall remain on the worker's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

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 Supervisor;
and
- Accept the decision of Senior Management as final.

4.8.1 Progressive Discipline Flowchart



4.9 Forms

4.9.1 New Employee H&S Orientation

Employee Name	Hire Date		
Occupation	Supervisor		
Orientation Date			
Item	Yes	No	
Company Health and Safety Policy/Company Safety Manual			
Reviewed & Discussed Policies			
Responsibilities <ul style="list-style-type: none"> • Refuse unsafe work/report unsafe conditions • Know hazards present in the workplace 			
Safe Work Practices/Safe Job Procedures <ul style="list-style-type: none"> • Conduit Installation • Ladders • Company Vehicles • Scaffolding • Power Tools • Lockout/Tag out • Arc Flash Hazard • Office Safety • Installation of light fixtures • Aerial Lift • Running Wire • Working at heights • Workplace violence/Harassment • General Electrical Safety 			
Training Requirements/First Aid/Aerial Lift/CSTS			
Emergency Numbers/Procedures			
WHMIS/SDS			
First Aid-where to locate supplies and reporting procedures			
Company Rules			
Workers' Basic Rights in Canada <ul style="list-style-type: none"> • Right to KNOW what hazards are present in the workplace 			

<ul style="list-style-type: none"> • Right to Participate in keeping your workplace healthy and safe • Right to REFUSE work that you believe to be dangerous to yourself or your co-workers 		
<p>PPE</p> <ul style="list-style-type: none"> • Head Protection • Foot Protection • Eye Protection • Hi- Visibility 		
<p>Review of Company Rules & Copy of MB Electrical Employee Manual Received</p>		
<p>Review of Tool Box Meetings-Procedures:</p>		
<p>Signature of Employee</p>		
<p>Signature of H&S Coordinator</p>		



4.9.4 Employee Warning Form

Employee's Name: _____ Date: _____

Manager/Supervisor's Name: _____

If previous discipline meeting occurred, enter date: _____

Reasons for Warning:

- Absenteeism Failure to follow procedure Rudeness
- Tardiness Failure to meet performance Refusal to work overtime
- Policy violation Fighting Language
- Other _____

Details of actions that warranted this warning:

The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Employee's Signature	Print Name	Date

Supervisor's Signature	Print Name	Date

Element 5: Hazard Assessment

5.1 Hazard Assessment Policy

5.1.1 Purpose

MB Electrical commits to on-going hazard assessment policies and procedures to continually identify existing and potential hazards related to each job task. Thus, ensuring all workers are aware of the hazards involved with the work they are performing.

5.1.2 Scope

This policy applies to all employees. All workers participate in the hazard assessment process.

The hazard assessment procedure involves a detailed look MB's overall operation, to identify hazards, measure risk (to help prioritize controls required), and develop, implement and monitor related controls.

5.1.3 Hazard Assessment Types

Formal Hazard Assessments

- Focuses on work tasks regularly performed for each job role.
- Lead by management in completion with participation from HSC, supervisors and relevant field workers familiar with the tasks.
- Reviewed on an annual basis OR:
 - 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

Site Specific Hazard Assessments

- Focuses on all work site factors, including temporary, and mobile work sites.
- Performed immediately before work starts at the job site.
- Completed by supervisors and field workers about to perform the job/task.
- Reviewed on an ongoing basis, especially if work site conditions change such as people, environmental materials, equipment changes.



5.1.4 Hazard Assessment Training

All managers, supervisors and field workers receive hazard assessment training, relevant to the type of hazard assessments being performed, that is reviewed on an annual basis.

A handwritten signature in black ink, appearing to read 'Masnada', written over a horizontal line.

Oct 10, 2025

Signed (Owner / Manager)

5.2 Formal Hazard Assessment Procedure

1. Refer to the organizational chart under Management Commitment
2. Identify all regularly performed tasks, for each job role. The job is the position held by the worker; a task is the activity performed.
3. Record assessment on 5.4.1 Formal Hazard Assessment Form
4. Identify all health and safety hazards relevant to each task. Consider the four contributing factors to hazards – **P E M E**:
 - a. People – are they competent/well trained? Are they tired? What motivates them?
 - 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?
5. Rank the hazards according to risk, using the risk matrix.
6. Find ways to eliminate or control the hazards. Elimination should always be the first choice, if this is not possible then follow the hierarchy of Controls.
 1. Engineering controls e.g. mechanical, guards, controls, substitution
 2. Administrative e.g. safe job procedures, signage, training, maintenance, breaks
 3. PPE e.g. gloves, boots, hard hats, fall protection
7. Assign a competent worker to implement identified controls, prioritizing the highest risk ranking hazards first.
8. Ensure all hazards and controls are communicated to employees, safety meetings, training, orientation.
9. Monitor the implemented controls for effectiveness.
10. All formal hazard assessments are reviewed as specific in 5.1 Hazard Assessment Policy.

RISK MATRIX		Severity		
		1 - Make you uncomfortable	2 - Send you to hospital	3 - Kill or cause permanent disability
Likelihood	1 - Unlikely	1	2	3
	2 - Might Happen	2	4	6
	3 - Highly Likely	3	6	9

5.3 Site Specific Hazard Assessment Procedure

Site-Specific Hazard Assessments take place at the work site and are completed by the supervisors with participation of all workers on site. As a group they will:

1. Identify all tasks to be performed, specific to that job site and activity for the day.
2. Record assessment on Digital Safety App
3. Identify all health and safety hazards relevant to each task. Consider the four contributing factors to hazards – **P E M E**:
 - a. **People** – are they competent/well trained? Are they tired? What motivates them?
 - 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?
4. Find ways to eliminate or control the hazards. Elimination should always be the first choice, if this is not possible then follow the hierarchy of Controls.
 4. Engineering controls e.g. mechanical, guards, controls, substitution
 5. Administrative e.g. safe job procedures, signage, training, maintenance, breaks

6. PPE e.g. gloves, boots, hard hats, fall protection
5. Ensure all hazards and controls are communicated to workers at the job site.
6. Monitor and review if there is a change to conditions.

5.4 Forms

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5.4.1 FHA Exterior Ground Work

Job/position/work type: Exterior Ground Work				Date of assessment:	Dec 2019
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed by: Dylan Masnada / L Green				Reviewed Date	Nov 26 2024
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	
Layout intended line of trench	(S) slipping, tripping / uneven ground	1	2	2	(A) Complete site-specific hazard assessment before work commences, regular site safety meetings. (A) Call for locates (gas, water, power)and ensure layout does not run over existing lines. (A) Use of space heaters, shelters, hand/foot warmers, protective clothing, access to drinking water & adequate cooling breaks. Topic addressed on daily hazard assessment and as special safety meeting re: signs/symptoms (P) hi-vis vests, steel toed boots.
	(H) extreme weather conditions	1	2	2	
	(S) working around other trades	1	2	2	
Trenching digging and back filling	(S) Rupturing buried, hidden gas, power, sewer and other services	2	1	2	(E) Use hydrovac in areas where it would be hazardous to use excavators. (E) Excavations deeper than 1.5m to be equipped with access every 8m to prevent classification as confined space or access ramps. (E) Shoring to be installed where soil stability is identified as not stable and/or depth is greater than three meters and not able to obtain 45-degree slope with limited access/egress. (E) All spoil piles/equipment to be placed at a minimum one meter back from open excavation whenever possible (A) Site specific hazard assessment always completed prior to work starting. Heavy equipment operating near soft leading edges to be captured on hazard assessment. All personnel entering the excavation area to sign in. (A) All deep excavations to be barricaded and flagged /Tagged as required.
	(S) Slipping, tripping hazards	1	2	2	
	(S) Uneven ground	1	2	2	
	(S) Working around heavy excavation equipment	2	2	4	
	(S) Falling/collapsing material	2	2	4	

	(S) Open excavations	1	2	2	(A) Ladders to be placed within 8m of all workers working in a deep trench greater than 1.5m.
	(S) Heavy lifting / shoveling	1	2	2	(A) All equip operators are fully trained and competent.
	(H) Fatigue	1	2	2	(P) Fall restraint to be used for all leading edges greater than 1.8m. (P) Hard hats, steel toed boots, hi vis worn at all times.
Move conduit (PVC) into trench	(H) heavy lifting	1	2	2	(A) Follow SJP Manual Lifting, SJP Portable Ladders.
	(S) falling from height	2	2	4	(A) Use buddy system to transfer conduit from ground level to trench.
Cutting conduit	(S) Sharp blades/edges	2	1	2	(A) Follow SJP Power and hand tool use. Inspect all tools before use.
	(S) Pinch Points	1	1	1	(P) steel toed boots, gloves, safety glasses
	(S) Heavy Lifting	1	1	1	
Securing & gluing conduit pieces together	(H) Fumes from PVC cement	1	1	1	(A) Use only in well ventilated area. Review SDS for products being used.
	(S) Pinch Points	1	1	1	(A) All workers to receive WHMIS 2015 training
	(S) sharp edges of conduit	2	1	2	(P) steel toed boots, gloves, safety glasses

5.4.2 FHA Foundation & Slab Rough-in, Coreline Installation

Job/position/work type: Foundation & Slab Rough-in, Coreline Installation		Date of assessment:		Dec 2019	
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)		Date Implemented		Dec 2019	
Reviewed By: Dylan Masnada / L Green		Reviewed/revised:		Nov 26 2024	
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	
Pre-Job Set Up & Post Job Clean up Transporting materials and tools to and from job site	(S) Slipping and Tripping Hazards	1	2	2	(E) Use crane assisted lift to move multiple spools from lower to top decks. (A) Ensure clear pathways prior to carrying materials to deck (E) Ensure deck is ready and all kick boards and guard rails are in place if necessary (A) Site-specific Hazard Assessment to be completed before work starts. (A) Inspect tools and instruct on correct use for both power and hand tools Ensure that all materials are contained and secured to prevent the wind from blowing it away. Some materials and tools can be awkward to carry down ladders, use a chain system to ferry down any materials that won't allow you to maintain 3 points of contact with the ladder. (A) Follow SJP portable ladders, SJP manual lifting, SJP power and hand tools. If you are working near an unprotected deck edge, use fall arrest. Ensure that there are two adequate access and egress points to the deck for emergency situations (A) Two- or three-man lifts for coreline. (P) Hard Hat, Gloves, Safety glasses, high vis vest, Steel toe boots
	(H) Heavy lifting/awkward loads	1	2	2	
	(S) Sharp fast-moving blades and bits – power and hand tools	2	1	2	
	(S) Exposed sharp metal rebar ends	1	1	1	
	(S) Working at height	2	1	2	
	(S) falling objects from above	2	1	2	



5.4.3 FHA Panel Board & Distribution Installations

Job/position/work type: Panel Board & Distribution Installations				Date of assessment:	Dec 2019
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed by: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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	
Moving equipment and tools to job site	(S) Slipping and Tripping Hazards	1	2	2	(A) Complete site-specific hazard assessment before work commences. (A) Regular on-site safety meetings to ensure all workers and other trades aware of movements. (A) SJP manual lifting and portable ladders. (A) Use dollies, rollers and straps to lift and move heavy equipment. (P) hard hats, steel toed boots, gloves
	(S) Heavy lifting/awkward loads	1	2	2	
	(S) Working at height	2	2	4	
	(S) Falling objects from above	2	2	4	
Install distribution panels	(S) Slipping and tripping hazards	1	2	2	(A) Follow manufacturer' installation guide. (A) Follow SJP manual lifting and use buddy system to lift heavy equipment into place. Use safe word to halt work in unexpected situations. (A) When lifting Distribution, always have mechanical aid to help carry the weight to control and secure the equipment if you need to back away. (Chain hoist, strapping system to tie off to wall, housekeeping pad either perfectly level or slightly sloped towards back wall. Fasten and secure to the floor and wall as soon as its in position. (P) Safety glasses, gloves.
	(S) Heavy lifting	1	2	2	
	(S) Pinch points	1	2	2	
	(S) sharp edges	1	2	2	
	(S) live power/ electric shock	3	1	3	

Pulling Wires	(S) Heavy lifting	1	1	1	(E) Use mechanical tugger where possible.
	(S) Pinch points	1	1	1	(A) Call 310-WIRE to isolate transformer before connecting. Test with voltage and mini meter.
	(S) sharp edges	1	2	2	(A) Ensure communication is clear between pull end and feed end, with everyone knowing the safe word for trouble situations. (P) Gloves, safety glasses
Testing Circuits and Termination	(S) live power	3	1	3	Complete an insulation resistant test, continuity of the wires to each other and continuity to ground.
	(S) pinch points	1	2	2	On the panel board or distribution ensure a continuity test between busbars and continuity between busbars and ground (identifying/confirming the neutral bar) Before terminating go over all potential hazards and constraints. <ul style="list-style-type: none"> • Get torque wrench, set to appropriate manufacturer provided setting • While terminating be diligent when torquing down wires to the appropriate setting, paying attention to keeping wrench level, ensuring there is no possibility of cross threading • Once all terminations are complete, take the time to go back through, moving wire around a bit and retorque to confirm proper setting. • Clean out all dirt and debris from equipment, install all protective covers
Energizing System	(S) live power lines	3	2	6	(A) Before calling 310-wire to have the transformer energized, do one last continuity test between phases and phases to ground. (A) When Fortis energizes the transformer, be sure to wait out of the room and wait for Fortis to give you the ok from their end. (A) When ready to flip the main breaker, be sure use your non dominate hand and look away as you are switching it on. (A) Confirm voltages across phases and lockout/tagout if necessary



5.4.4 FHA Rough-In

Job/position/work type: Rough-In		Date of assessment:		Dec 2019	
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)		Date Implemented		Dec 2019	
Reviewed By: Dylan Masnada / L Green		Reviewed/revised:		Nov 26 2024	
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	
Moving equipment and tools to job site	(S) Slipping and Tripping Hazards	1	2	2	(A) Complete site-specific hazard assessment before work commences. (A) Regular on-site safety meetings to ensure all workers and other trades aware of movements. (A) SJP manual lifting and portable ladders. (A) Use dollies, rollers and straps to lift and move heavy equipment. (P) hard hats, steel toed boots, gloves, head lamps where necessary
	(S) Heavy lifting/awkward loads	1	2	2	
	(S) Working at height	2	2	4	
	(S) Falling objects from above	2	2	4	
	(S) Limited lighting/visibility				
Preparing Conduit - cutting, bending, threading	(S) sharp edges after cutting	2	2	4	(E) deburr or ream metal pipes immediately after cutting
	(S) hot metal and materials after cutting	2	2	4	(A) Inspect all tools before use, follow manufacturer's instructions. (A) Follow SJP Using power tools, SJP manual lifting,
	(S) flying sparks and debris	1	2	2	(P) Face shield or safety glasses, gloves, no loose clothing of hair
	(S) pinch points	1	2	2	

Installing Conduit	(S) falling from height	2	1	2	(A) Follow SJP In slab conduit installation, SJP conduit installation walls and ceilings, SJP using power and hand tools, portable ladders, manual handling.
	(S) operating power tools at height	2	2	4	(A) WHMIS training
	(S) sharp studs	1	1	1	(P) Safety glasses, gloves
	(H) glue fumes	1	1	1	(A) Use only in well ventilated areas, consult SDS before use.

5.4.5 FHA Finishing

Job/position/work type: Finishing				Date of assessment:	Dec 2019
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed By: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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	
Moving equipment and tools to job site	(S) Slipping and Tripping Hazards	1	2	2	(A) Complete site-specific hazard assessment before work commences. (A) Regular on-site safety meetings to ensure all workers and other trades aware of movements. (A) SJP manual lifting and portable ladders. (A) Use dollies, rollers and straps to lift and move heavy equipment. (P) hard hats, steel toed boots, gloves, head lamps where necessary
	(S) Heavy lifting/awkward loads	1	2	2	
	(S) Working at height	2	2	4	
	(S) Falling objects from above	2	2	4	
	(S) Limited lighting/visibility				
Installing Devices – light fixtures, receptacles, switches	(S) Falling from height	2	1	2	(A) Follow SJP Installing light fixtures, SJP using power and hand tools, portable ladders, manual handling. (P) Safety glasses, gloves
	(S) operating power tools at height	2	2	4	
	(S) sharp drill bits				

Energizing	(S) live power lines – electric shocks	3	2	6	<p>(A) Regular communication with all workers before starting work.</p> <p>(A) Lock out/tag all circuitry and test before removal</p> <p>(A) When ready to flip the main breaker, be sure use your non dominate hand and look away as you are switching it on.</p> <p>(A) Confirm voltages across phases and lockout/tagout if necessary</p>
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5.4.6 FHA Rough-In Residential New Construction

Job/position/work type: Rough-In Residential New Construction				Date of assessment:	Dec 2019
Assessment performed by: Maui Gomez / Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed By: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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	
Job Set Up Moving equipment and tools to job site	(S) Slipping and Tripping Hazards	1	2	2	(A) Complete site-specific hazard assessment before work commences.
	(S) Heavy lifting/awkward loads	1	2	2	(A) Regular on-site safety meetings to ensure all workers and other trades aware of movements.
	(S) Other workers	1	2	2	(A) SJP manual lifting and portable ladders. (A) Use dollies, rollers and straps to lift and move heavy equipment. (P) hi-vis vests, hard hats, steel toed boots, gloves
Boxing / Drilling / Stapling / Cutting In / Splicing	(S) Working at height/above head	1	2	2	(A) Inspect tools and power cords before use, follow manufacturer' instructions, ensure guards in place.
	(S) Heavy lifting	1	2	2	(A) Fully trained workers or supervised by competent workers.
	(S) Awkward positions/repetitive movements	1	2	2	(A) Follow SJP manual lifting, SJP power and hand tools, SJP portable ladders. Secure ladders properly.
	(S) sharp fast-moving drills/blades	2	2	4	(A) Take short breaks, stretch, switch out repetitive tasks often.

	(S) Sharp wire ends, lose wire springing back when cut	2	2	4	(A) Drilling has high potential for flying dust, wood particles and splinters. Drills and drill bits get very hot, wear approved PPE. Potential for tool caused injuries. Proper training and tool use are essential. Drilling while on a ladder can cause serious injury. Use extreme caution.
	(S) flying debris	2	2	4	(P) hi-vis vests, hard hats, steel toed boots, gloves, safety glasses
Pulling Wires	(S) Heavy lifting	1	1	1	(E) Use mechanical tugger where possible.
	(S) Pinch Points	1	1	1	(A) Handling wire has potential for eye injuries and friction burns. Wear approved PPE.
	(S) Sharp Edges	1	2	2	Pulling wire while on a ladder has high potential for falling. Caution must be used to avoid extreme angles and pulling with force as ladders can easily tip.
	(S) Working at height	1	2	2	(A) Ensure communication is clear between pull end and feed end, with everyone knowing the safe word for trouble situations. (P) Gloves, safety glasses

5.4.7 FHA Service Calls

Job/position/work type: Service Calls				Date of assessment:	Dec 2019
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed By: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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	
Loading /unloading the van	(S) Slipping and Tripping Hazards	1	2	2	(E) Restricting access with barricades/pylons to area loading/unloading. Ensure vehicle equip with back up warning signal, flashers. (A) Follow SJP manual lifting. (A) Driver and Equipment operator training, use spotter when reversing. (P) Leather gloves, High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots.
	(S) Heavy lifting/awkward loads	1	2	2	
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. (A)Complete vehicle inspection, walk around before driving, when using company vehicles. Abstracts on file for employees driving company vehicles. (A)Follow SJP Company Vehicles, Company Rules, sect#5 Impairment, company vehicle restrictions etc. (A) GPS tracking system to monitor progress when operating company vehicles. (P) Gloves when refilling fluids, WHMIS training, familiarization with SDS for any products being used
	(S) Other road users				
	(S) Fatigue				
	(S) Working Alone				
	(S) Exposure to hazardous products, gas, diesel, oil, fluids,				

Job Set Up Moving equipment and tools to job site	(S) Slipping and Tripping Hazards	1	2	2	(A) Complete site-specific hazard assessment before work commences.
	(S) Heavy lifting/awkward loads	1	2	2	(A) Regular on-site safety meetings to ensure all workers and other personnel on site aware of movements, if appropriate.
	(S) Other workers	1	2	2	(A) SJP manual lifting and portable ladders. (A) Use dollies, rollers and straps to lift and move heavy equipment. (P) hi-vis vests, hard hats, steel toed boots, gloves
Repair / Installation work	(S) Live power / electric shocks	3	2	6	(A) Check and double check circuits for voltage, using a meter and isolating with Lockout/Tagout, where necessary.
	(S) Working at height	1	1	1	(A) Work should only be carried out by fully training and competent workers or under direct supervision.
	(S) Sharp fast-moving blades and drill bits.	2	2	4	(P) Safety glasses, hi-vis clothing, gloves, ear protection and dust masks when necessary
	(S) Other workers in area	1	1	1	
	(S) Pinch points, and sharp edges	1	2	2	
	(S) Dust / Noise	1	1	1	
Dealing with General Public, Co-Workers & other trades	(H) Potential Workplace violence and/or harassment	1	1	1	(A) Regular safety meetings, site specific hazard assessments, and communication with other workers when conditions change, or materials are moved. (A) Training is workplace violence and harassment prevention plans.
General Housekeeping	(S) Slipping and tripping hazards	1	1	1	(A) Ensure housekeeping and safety programs are in place and clear areas of safe walk zones are marked.
	(S) Falling Objects	1	1	1	Remove any tripping hazards Clean up any spills immediately Conduct regular work site inspections, leave area clean, tidy and safe. Remove all lockout tags.



5.4.8 FHA Administrative / Office Work

Job/position/work type: Administrative / Office Work				Date of assessment:	Dec 2019
Assessment performed by: Louise Green - BVS				Date Implemented	Dec 2019
Reviewed By: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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 & work sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces (S) Other road users (S) Fatigue (S) Working Alone (S) Exposure to hazardous products, gas, diesel, oil, fluids,	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. (A) Complete vehicle inspection, walk around before driving, when using company vehicles. Abstracts on file for employees driving company vehicles. (A) Follow SJP Company Vehicles, Company Rules, sect#5 Impairment, company vehicle restrictions etc. (A) GPS tracking system to monitor progress when operating company vehicles. (P) Gloves when refilling fluids, WHMIS training, familiarization with SDS for any products being used
Entering / leaving building, travelling to vehicle	(S) uneven ground surface (S) slipping, tripping hazards (S) poor lighting	2	2	2	(E) Lighting during winter months, sand/gravel bins out front of office for icy conditions, handrails on all steps, accessing and exiting buildings with 3 or more stairs. Ice melt available (A) Inspection of lighting & condition of parking lot, regular safety mtgs

Desk Work – answering phone, computer work	(H) Sitting for long periods of time (H) Repetitive motions (H) Fatigue (H) Stress (S) Working Alone	1	2	2	(E) Ergonomically correct workstations & stand accessible desks. (A) Take regular breaks and move around. Work Planning (A) Regular safety meetings and meetings with HR, & wellness checks (E) Locked entrances/exits when workers are alone (A) Check in policy when workers are alone and worker training. (P) Headsets for answering phones
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5.4.9 FHA Warehouse

Job/position/work type: Warehouse				Date of assessment:	Dec 2019
Assessment performed by: Cody Seguin / Heather Myers / L Green (BVS)				Date Implemented	Dec 2019
Reviewed By: Dylan Masnada / L Green				Reviewed/revised:	Nov 26 2024
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	
Material Handling lifting, carrying	(S) Slipping and Tripping Hazards	1	2	2	(A) Follow SJP manual handling. Use proper lifting techniques Frequent breaks, weight limits, rotations and realistic quotas. (A) Get assistance, when necessary, another worker, forklift, pallet jack etc. (P)PE i.e., safety footwear, gloves, etc. (A) Ensure regular check-in procedures are in place for any workers working alone. Ensure there is an effective means of communication in place, i.e. 2-way radio, cell phone etc. First aid kit on site. Familiarization with Safety Policies/Programs
	(S) Heavy lifting/awkward loads	1	2	2	
	(H) Repetitive movements	1	1	1	
	(S) Working Alone	2	1	2	
Dealing with Co-Workers, Clients and General Public	(H) Potential Workplace violence and/or harassment	1	1	1	(A) Training is workplace violence and harassment prevention plans.
Handling Paints and PVC Glues	(H) Exposure to fumes, inhalation	1	1	1	(A) WHMIS 2015 training for all workers, and familiarization of SDS for all products stored in the warehouse. Follow correct storage and handling requirements. (A)Familiarize yourself with the site emergency response/evacuation procedures. (P)Wear PPE, ensuring that you have the correct PPE for the materials you are handling – refer to the MSDS sheets for confirmation.
	(S) Leakages and spills	1	1	1	

5.4.2 Site Specific Hazard Assessment Form (Example)

BIKER ELECTRIC Site Specific eHazard Assessment Date / Time July 10, 2024 06:31

Job Site Banff Park Lodge Weather Clear/Sunny

Site Superintendent Wildon Temp. HOT (above +20C)

Pre-inspection of Tools/Equipment done? Yes
 Toolbox Talk this week? Yes

Pre-trip inspection vehicle completed before driving? No

Is the worker working alone? No

Are you using powered mobile equipment? No

Any hot work? No

Working at height? No

1. List all Tasks to complete the job today
 Rough in
 Ladderwork
 Power tool use
 Watch for sprinkler heads
 Pipe runs
 Devising
 Box and conduit install

2.1 What Physical Hazards have you identified

- Awkward Loads
- Dust
- Falling Objects
- Flying debris
- Heavy Lifting
- Poor Ergonomics
- Poor Lighting
- Powered Mobile Equipment
- Powered Tools
- Repetitive Motions
- Sharp blades / drill bits
- Slips, Trips and Falls
- Trades/other workers

2.2. Chemical Hazards Identified N/A

2.3. Biological Hazards Identified Asbestos

2.4. Psychological Hazards Identified Fatigue

2.5. What Energy Hazards have you identified

- Electrical
- Hydraulic (Compressed Fluids)
- Mechanical (moving machinery parts)
- Mechanical (parts under tension/raised)
- Pneumatic (Compressed Air)
- Temperature (Heat/Cold)
- Vibration (Equipment or Noise)

3.1 Engineering Controls 1 Equipment guards in place

2. Insulate to reduce excessive noise

3. Isolate from Energy Source

4. Lighting

5. Scaffolding

6. Ventilation

3.2 Administrative Controls

1. Inspect Equipment
2. Limit Exposure times
3. Lockout / Tagout Procedure
4. Review SDS
5. Safe Job Procedure/Work Practice
6. Tidy the Work Area
7. Train workers

3.3 PPE Controls

1. Approved Footwear
2. Gloves
3. Hard Hats
4. Hearing Protection
5. Masks / Respirators
6. Reflective Hi-Vis Clothing
7. Safety Glasses

Completed By: Robin edwards

Signature 

Site Superintendents Signature 

Element 6: Hazard Controls

6.1 Hazard Control Policy

6.1.1 Purpose

Eliminating a hazard 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.

6.1.2 Scope

Management, Supervisors, workers and contractors shall prepare and maintain controls applicable to their particular specialties and areas of work.

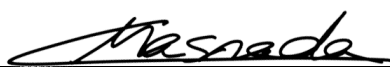
All workers and contractors shall comply with the OHS Act, Regs, Code and other applicable legislation i.e. The Road Safety Act, National Building Code, etc., manufacturer's instructions for use, maintenance and storage.

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.

6.1.3 Hierarchy of Controls

MB Electrical will apply control methods following the hierarchy of controls:

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



Oct 10, 2025

Signed (Owner / Manager)

6.2 Engineering Controls

If elimination or substitution is deemed impractical, engineered controls will be considered. This may involve alternating the work place equipment or environment to control identified hazards. i.e. adding guards, rails, additional equipment to lift, move or change the workplace.

6.3 Administrative Controls

When engineering controls are not feasible, administrative controls to change worker behaviour will be utilized to control hazards.

MB Electrical have developed Safe Job Procedures (SJP) that combine both safe work practices, safe job procedures and specific Codes of Practice to reduce identified hazards.

SJP are reviewed on an annual basis, by supervisor and management.

6.3.1 Types of Administrative Controls

Safe Job Procedures

Safe Job Procedures (SJP) are written, systematic descriptions of how to complete a job safely and efficiently from start to finish.

Safe Work Practices

Safe Work Practices (SWP) are a set of positive guidelines on how to perform a specific task that may not always be done in a certain way. Following SWP's prevents incidents from occurring on work sites.

MB Electrical have developed an index of administrative controls called safe Job Procedures that include any relevant safe work practices along with a step-by-step procedure of how to complete each task safely. See index on the next page. The Safe Job Procedures are stored within the digital safety management system online and available on the Digital Safety App for workers to reference.



6.4 Safe Job Procedures Index

Safe Job Procedure	Date Created	Created By	Date Reviewed	Reviewed By	Date Reviewed	Reviewed By
SJP-1 Arc Flash Hazards						
SJP-2 Aerial Lifts						
SJP-3 Fall Protection						
SJP-4 Manual Lifting						
SJP-5 Company Vehicles						
SJP-6 Conduit Installation - ground						
SJP-7 Conduit Installation - slab						
SJP-8 Conduit Installation – walls & ceilings						
SJP-9 Light Fixture Installation						
SJP-10 Running Wire						
SJP-11 Office Safety						
SJP-12 Power & Hand tool Use						
SJP-13 Portable Ladders						
SJP-14 Hazardous Energy Control Program						
SJP-15 Powder Actuated Fastening Tool						
SJP-16 Vehicle Inspections						
SJP-17 Solvents & Flammables						
SJP-18 Electrical Apparatus - LIVE						
SJP-19 Electrical Safety						
SJP-20 Extension Cords						
SJP-21 Fire Extinguishers						
SJP-22 Housekeeping						
SJP-23 Rebar Protection						
SJP-24 Scaffolding						
SJP-25 Confined Space						
SJP-26 Excavation Safety						
SJP-27 Working Alone						
SJP-28 Fueling Equipment						
SJP-29 Diesel Fueled Equipment Operation						
SJP-030 Respiratory Code of Practice	06/11/25	BVS				
SJP-031 Silica Exposure Control Program (ECP) Drilling Concrete	06/11/25	BVS				

6.5 Personal Protective Equipment Policy

6.5.1 Purpose

It is the policy of Mike's Electric that all workers use the proper Personal Protective Equipment (PPE) where and when required. PPE shall conform to government OHS requirements and other relevant standards.

6.5.2 Scope

All personnel on the job site shall wear CSA approved hard hats, steel toe (green triangle) safety boots, long pants and sleeved shirts. No PPE will be modified or changed in any way. All PPE used by this company will be maintained in accordance with the manufacturer's instructions and requirements and shall be removed from service if found to be of questionable reliability.

6.5.3 Basic PPE

Hard Hats

1. Hard hats with a ratchet style fitting are preferred as this allows greater security of fit
2. Hard hats are not to be worn over other caps

Hi Visibility Clothing

Working near traffic and around construction exposes workers to considerable risk. PPE, such as high-visibility clothing, minimizes exposure to these occupational hazards. PPE cannot eliminate a hazard but can reduce the risk of injury. High-visibility apparel make workers stand out from their background, differentiates wearers, and provides greater visibility during night time work.

Foot Protection

1. CSA (green triangle) approved steel toed footwear is required to be worn at all times.
2. When working on uneven surfaces or in conditions where ankle sprains are possible, wear lace up high-top work boots with proper ankle protection.

Eye Protection

1. Safety glasses, goggles and/or face shields are to be worn in all circumstances where eye or face injury exists
2. Welder's shields or goggles shall be worn when assisting welders and anywhere welding operations may cause hazards to the eyes

Hearing Protection

1. Hearing protection is required to be worn in all circumstances when job site mandate it. A rule of thumb is that if you cannot plainly hear a normal conversation.
2. Only CSA approved hearing protection , meeting current CSA standards shall be worn
3. Hearing protection equipment shall be kept clean and replaced when damaged

Clothing

Shirted shall be worn at all times, and shirts must have sleeves min 4". Tank tops and shorts are unacceptable.

6.5.4 Specialized PPE

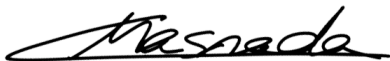
Fall Arrest Equipment

Fall arrest equipment is required in all circumstances where a worker is in danger of falling more than 3 meters, and the worker is not protected from falling by other means such as safety rails.

Safety belts are no longer deemed acceptable. Full body harnesses with shock absorbing lanyard are required from proper fall arrest.

Respiratory Protection

Respiratory protective equipment shall be worn whenever dust fumes or airborne vapors exceed safe levels.



Oct 10, 2025

Signed (Owner / Manager)

6.6 Workplace Violence & Harassment Prevention

6.6.1 Policy Statement

At 375144 Alberta Ltd. operating as MB-Electrical (“MB-Electrical”), we are committed to providing a safe and respectful environment for all employees, contractors and customers of MB-Electrical. No one, whether an employee, contractor, or customer of MB-Electrical, or member of the public, has to tolerate harassment or violence at MB-Electrical, for any reason, at any time. In addition, no one has the right to harass, intimidate or assault anyone else, at work or in any situation related to that person’s dealings with MB-Electrical. This policy is one step toward ensuring that MB-Electrical is a comfortable place for all of us. MB-Electrical will treat all complaints of Harassment and Violence seriously. We undertake to act on all complaints and to do our best to ensure they are resolved quickly and fairly.

ARTICLE 1 - APPLICATION OF THIS POLICY

This policy applies to everyone working for MB-Electrical, including employees and contractors.

ARTICLE 2 - POLICY IS SUPPLEMENT TO LEGISLATION

This policy is in addition to and not in substitution for such rights as an individual may have under provincial or federal employment, human rights, health and safety, or any other legislation.

ARTICLE 3 - PURPOSE

3.1 The purposes of this policy are to:

- (a) maintain an environment that is free from Harassment and Violence;
- (b) alert all employees and contractors of MB-Electrical that instances of Harassment and Violence can be offences at law, and that Harassment and Violence are unacceptable, a violation of this policy and subject to the disciplinary procedures set out herein;
- (c) set out some types of behaviour that are considered objectionable, abusive or offensive;
- (d) establish a mechanism for receiving complaints of Harassment and Violence, and to provide a procedure by which MB-Electrical will deal with these complaints; and
- (e) provide an example of the steps a responsible organization can take toward maintaining an environment in which employees and contractors of MB-Electrical treat each other with mutual respect.

3.2 This policy is not intended to constrain social interaction between employees and contractors of MB-Electrical, nor to affect the ordinary and proper evaluation of the performance of the duties of employees and contractors of MB-Electrical.

ARTICLE 4 - DEFINITIONS

(a) “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 offence or humiliation to a worker, or adversely affects the worker’s health and safety, and 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, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Examples of Harassment include, but are not limited to, any violent or threatening physical, written or verbal outburst or abuse, such as shaking fists, destroying property or throwing objects; sarcastic or derogatory comments or actions which undermine, demean, belittle or humiliate an individual or group or their ability or intelligence; yelling, screaming, swearing or similar behaviour aimed at intimidating, frightening, coercing or offending those at whom it is directed, or others.

For the purposes of this Policy, general references to Harassment also include Sexual Harassment and Violence.

(b) “Sexual Harassment” is one or a series of incidents involving unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when any of the circumstances listed above under Article 4(a)(i) to (iii) are present.

Examples of Sexual Harassment include, but are not limited to, sexual advances; reprisals or threats of reprisal for refusal of advances; leering; sexually degrading words used to describe a person; sexually suggestive or obscene comments or gestures; unwelcome sexual advances or propositions; unwanted touching; sexual assault and behaviour of a sexual nature that creates an intimidating or hostile environment.

(c) “Violence” means 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.

ARTICLE 5 - RIGHTS AND RESPONSIBILITIES

5.1 Each employee and contractor of MB-Electrical has the right to be treated fairly and respectfully in its dealings with MB-Electrical. Each employee and contractor of MB-Electrical also has the responsibility to treat others with mutual respect and in a way that respects individual differences and opinions. All employees and contractors of MB-Electrical must refrain from causing or participating in Harassment. Each employee and contractor also have a duty to speak up if they are experiencing Harassment or if they become aware that Harassment is taking place among others, and to do so as soon as possible in the circumstances after the conduct occurs.

5.2 Supervisors at MB-Electrical must, as far as reasonably practicable, ensure that none of the employees and contractors under their supervision are subjected to or participate in Harassment in the workplace.

5.3 MB-Electrical has the responsibility for making sure, as far as reasonably practicable, that none of their employees or contractors are subjected to or participate in Harassment in the workplace. MB-Electrical has the responsibility to listen to employees and contractors of MB-Electrical when a complaint of Harassment is reported or when Harassment is expected to be occurring, and to investigate all written complaints of Harassment in a diligent and timely manner.

ARTICLE 6 - CONTROLLING HARASSMENT AND VIOLENCE IN THE WORKPLACE

MB-Electrical will take the following measures to eliminate or, if not reasonably practicable, control, the hazards of Harassment in the workplace:

6.1 Violence and Harassment are discussed in Toolbox and annual safety refresher meetings with the whole work crew and made clear that it is not acceptable in MB Electricals' work environment and that violation can lead to immediate termination of the harasser .

ARTICLE 7 - INFORMING WORKERS OF HAZARDS

MB-Electrical will follow the following procedures to inform workers of the nature and extent of Harassment hazards, including specific and general threats:

7.1 Violence and Harassment are discussed in Toolbox and annual safety refresher meetings with the whole work crew and made clear that it is not acceptable in MB Electricals' work environment. Immediate communication with the Health & Safety Committee at occurrence.

ARTICLE 8 - PROCEDURE FOR MAKING A COMPLAINT

The following steps tell you what to do if you or someone else is experiencing Harassment, and what to expect from the complaint process.

8.1 Step One - Self-Help

The first thing to do if you are experiencing Harassment is to tell the person perpetrating the Harassment to stop, if possible. Let them know that you are embarrassed, humiliated, demeaned or otherwise bothered by what they are doing or saying. You can speak to the person directly or write them a letter. NOTE that if you believe you will be unsafe when speaking to the perpetrator directly, do not approach that person directly and make a complaint to MB-Electrical.

8.2 Step Two - Documentation

If you write a letter, date it and keep a copy. If you speak to the person engaging in the Harassment, make a note of the behaviour that occurred, the date it happened, how you felt, what you did about it and who else was present, if anyone. This documentation will be helpful if there is a later investigation.

8.3 Step Three - Management Support and Intervention

If the Harassment continues, or if you are unable to deal directly with the person perpetrating the Harassment, report it to the person designated to receive complaints. There are several Advisors who has been appointed to receive such complaints, and their names and contact information are set out in Appendix "A". If the Harassment involves assault or sexual assault, you may also contact the Royal Canadian Mounted Police or other applicable police agency. If the Harassment involves discrimination, you may also contact the Alberta Human Rights Commission.

Once a person reports Harassment, the designated Advisor will ask questions such as what happened, when, where, how often and who else was present and will keep notes of this conversation.

8.4 Step Four - Informal Procedures

You may want to proceed informally at first. This means you can ask an Advisor to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint.

8.5 Step Five - Mediation

If may be appropriate to resolve the complaint through mediation before going to a formal investigation. If the complainant and alleged perpetrator agree, a qualified person from an outside organization will attempt to help the parties settle the complaint. If no one is available, a designated person may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint, and should not be asked to represent MB-Electrical at any stage of any proceedings related to the complaint.

8.6 Step Six - Investigation

If you choose to proceed with a formal complaint, and if the conduct complained of meets the definition of Harassment or Violence, it will be investigated, either by a member of the Board of Directors of MB- Electrical or a consultant from outside the organization. This person will investigate the complaint thoroughly, by taking some or all of the following steps, and any other steps that the investigator feels necessary:

- (a) gathering all pertinent information from the complainant;
- (b) informing the alleged perpetrator of the details of the complaint, and obtaining his or her response;
- (c) interviewing any witnesses;
- (d) deciding whether, on a balance of probabilities, the Harassment did take place;
- (e) recommending appropriate remedies or other action to management of MB-Electrical; and
- (f) if Violence has occurred, an Occupational Health and Safety Officer may attend and carry out any investigative measures permitted by law.

All employees and contractors of MB-Electrical have a responsibility to cooperate in the investigation. Both the complainant and the respondent have the right to be accompanied by someone with who they feel comfortable during any interviews or meetings.

No record of the complaint, investigation or decision will be placed in the complainant's personnel file provided the complaint was made in good faith.

8.7 Step Seven - Substantiated Complaints

If the investigator decides the complaint is valid, he or she will report in writing to management of MB-Electrical, ideally within a week of completing the investigation. The investigator will recommend appropriate remedies and disciplinary action, and any other necessary action. Management of MB-Electrical will decide what action to take, and will inform both parties, in writing, of the decision within a week of the report being submitted.

The outcome of the investigation and any disciplinary action will be recorded in MB-Electricals' personnel records relating to the person against whom the complaint was made.

8.8 Step Eight - Unsubstantiated Complaints

Where the investigation results in a finding that the complaint of Harassment is not substantiated, all record of the complaint shall be removed from MB-Electricals' personnel file relating to the person against whom the complaint was made, and MB-Electricals' complaint files will so indicate.

8.9 Step Nine - Complaints Made in Bad Faith

If an investigation results in a finding that the complainant falsely reported Harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, as decided by management of MB-Electrical, including the possibility of termination of employment. The investigation results and sanctions will be recorded in the complainant's personnel file.

ARTICLE 9 - CONFIDENTIALITY

9.1 MB-Electrical understands the difficulty of making a Harassment complaint and recognizes the complainant's interest in keeping the matter confidential. Confidentiality will be maintained throughout the process and information relating to the complaint will only be disclosed as required by law or when necessary to:

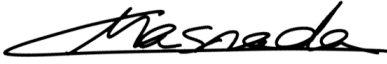
- (a) investigate a complaint or incident;
- (b) take corrective action;
- (c) inform involved parties about investigation results or corrective action; or
- (d) inform workers about a specific or general threat of violence or potential violence.

9.2 All records of complaints, including contents of meetings, interviews, results of investigations, resolutions or outcomes and other relevant material will be held in MB-Electricals' confidential files to which only the management of MB-Electrical will have access, and will only be disclosed as required by law or in the circumstances set out in Article 7.1 above.

REVIEW

The violence & harassment prevention policy and procedure will be reviewed:

- at least every three years
- when an incident of violence or harassment occurs
- when there is a change to work or a worksite that could affect the potential for violence or harassment
- or when recommended by the HS Committee.

Health and Safety Committee Consulted?	Yes
HS Committee Member	Employer
Name:	Name: Dylan Masnada
Signature	Signature 
Date: June 5 2025	Date: June 5 2025
Next Scheduled Review (max. three years)	June 4 2028



7.1.4 Training

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

A handwritten signature in black ink, appearing to read 'Masnada', written over a horizontal line.

Oct 10, 2025

Signed (Owner / Manager)

7.2 Work Site Inspection Procedure

1. The inspection is planned to include all areas and equipment as detailed on the specific inspection form for that particular work area.
2. Review previous inspections 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 compliance with the OHS Act, Safe Work Practices, 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 work site. 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. Note any corrective actions, 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.
13. Obtain management sign-off.

7.3 Equipment Inspection & Preventative Maintenance Policy

7.3.1 Purpose

It is MB Electrical policy to ensure that all tools, equipment and vehicles are regulatory inspected and well maintained to reduce the risk of incidents, injuries and/or damage to property.

7.3.2 Scope

All employees shall regularly check all tools, vehicles and equipment that they are working with. If at any time a worker judges that a tool, equipment or vehicle is unsafe for use, they need to properly tag the item and report it to their supervisor.

Supervision shall ensure that all preventative maintenance is conducted by competent personnel according to established schedules and that records are maintained.

7.3.3 Equipment Inventory

All equipment that requires inspection and preventative maintenance shall be recorded in the equipment inventory.

7.3.4 Preventative Maintenance Schedule

Required maintenance will be scheduled to satisfy legislative requirements and manufacturerer' specifications



Oct 10, 2025

Signed (Owner / Manager)

7.4 Equipment Inspection and Maintenance Schedule

Vehicles shall be inspected visually before driving by the person assigned to the vehicle and serviced by qualified mechanics twice per year.

Tools and equipment are visually inspected daily or before use and recorded in the Digital Safety App on daily hazard assessments.

Powered Mobile Equipment are visually inspected daily and recorded in the Digital Safety App.

Tools, equipment and vehicle that are tagged unsafe shall be either repaired or replaced in a timely manner. The Management shall be informed.

7.4.1 Equipment Inspection

1. Only trained workers are to use tools, equipment and vehicles.
2. Inspect all tools, equipment and vehicles before using.
3. For vehicles, inspection will consist of doing a visual check daily.
4. If applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
5. If at any time a worker judges that a tool, equipment or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.


REMINDER: Always use Hand and Power Tools Safely

- | |
|--|
| <ol style="list-style-type: none"> 1. Select the right tool for the job. 2. Keep tools in good condition. 3. Use tools the correct way. 4. Keep tools in a safe place. |
|--|

7.5 Forms

7.5.1 Work Site Inspection Form

Example from Digital Safety App



Work Site Inspection

Date of Inspection May 3, 2024 08:09

Weather Sunny, Rain, Snow

Gondola

Contractors Scott barrie

Scope of Work Site Work, Electrical

Describe Specific Scope of Work Pulling teck cable, landing it in CDP and ATS and terminating. Building a rack to run cables on. Planning runs

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

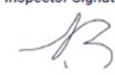
Lighting Comments/Corrective Action


Use work light

Responsible	Mikes electric - Scott	Target Date	Thursday, May 30, 2024
Who Corrected	Scott barrie	Date Completed	Wednesday, May 1, 2024

Safety Summary

Safety summary completed, nothing major to report or correct.

Inspector Name	Scott Barrie	Inspector Signature
Date of Inspection	05/03/2024	
Inspection Team	Scott Barrie	

Date Signed	Friday, May 3, 2024	Superintendent Signature
		



7.5.2 Office / Shop Inspection Form

Location:		Date:	
Inspected By:			
Priority Index: 1.Imminent Danger 2.Serious 3.Minor 4.Acceptable 5.Not Applicable			
Inspected Items			
	Hazard assessment procedure		Fire extinguishers-inspected regularly
	Code of practices/procedures		Exits-clear and unobstructed
	Light fixtures operational		First aid kits/first aid
	Stairs-clear and unobstructed/tread and edging		Storage facilities-adequate shelving/secure shelving
	Stairs-railing provided/good condition		Inside landings unobstructed
	Waste disposal/housekeeping		Lighting-walkways working areas illuminated
	Occ. Health and Safety Act/Regulations		Improper lifting, Manual/mechanical
	Floors-free of slips/fall hazards		Outside landings clean (snow and ice)
	Floors-free of protrusions/loose tiles		Tools-use, storage and maintenance
	Aisles-walkways-clear and unobstructed		Signs posted identifying first aiders
	Vehicle/equipment condition		Safety promotion/education
	General electrical safety-GFI receptacles where needed		WHMIS-hazardous controlled products properly labeled/MSDS sheets readily available
	Circle check		
Corrective Actions			
Description		By Whom	Date / Time

H&S Representative : _____

Date : _____

Element 8: Emergency Response

8.1 Emergency Response Policy

8.1.1 Purpose

To help protect the health and safety of all workers and visitors at our work site. To minimize potential business losses and help reduce negative impacts on the environment. To ensure MB Electrical are fully compliant with legislated requirements. To ensure all employees, understand their roles and responsibilities during potential emergencies at our workplace.

8.1.2 Scope

Emergency response plans are developed for all identified potential emergencies at our workplace, with reference to formal and site-specific hazard assessments, inspections reports, incident reports and any past events.

Each Emergency Response Plan (ERP):

- identifies potential emergencies
- provides procedures for dealing with identified emergencies
- gives details of location, identity and operational instruction for emergency equipment
- describes the communication systems used to inform workers about potential emergencies
- contains a list of emergency response personnel and emergency response numbers.

8.1.3 Training

Emergency personnel are designated by management and trained in emergency drill procedures, are assessed for competency and allocated the required PPE and equipment to perform their duties.

As per OHS Code Schedule 2 MB Electrical will ensure Senior Mgmt. and Supervisors hold current Intermediate First Aid Certificates and; Basic First Aid for at least one member of each work crew.

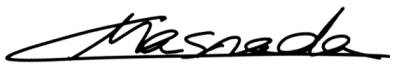
8.1.4 Equipment

All fire extinguishers will be visually inspected monthly, and the tag signed to record. On an annual basis inspected and tested by a third-party certified supplier.

Type 3 Intermediate Small First Aid Kit per vehicle and Type 3 Intermediate Small First Aid Kit available at the shop. All first aid supplies are inspected during routine site inspections.

8.1.5 Emergency Response Drills

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

A handwritten signature in black ink, appearing to read 'Masnada', written over a horizontal line.

Oct 10, 2025

Signed (Owner / Manager)

8.2 Potential Emergencies

8.2.1 Medical

- 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 & Banff worksites, emergency rescue personnel are within a 7-minute response time.

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

8.2.2 Fire

- Alarm will be sounded by the manager or supervisor.
- All personnel are to evacuate the facility immediately on the sounding of the fire alarm.
- SHUT-OFF ALL equipment.
- MAIN POWER shut off by nearest person.
- 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 handheld fire extinguisher, and is not between you and an exit, you may fight the fire using hand-held extinguishers, if you have been trained. Once the fire is extinguished, notify the supervisor.

If the fire cannot be safely extinguished:

- Warn all persons nearby.
- Activate the nearest fire alarm.
- Notify the Fire Department by calling 911.
- Evacuate the facility.
- Ensure all persons are helped in evacuating the facility.
- Proceed at once to the designated Muster Points.
- Follow the instructions of emergency personnel.
- **Office Admin / Manager:**
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.

8.2.3 Vehicle Incident

CALL MB Electrical SHOP @ 403-762-2871 AND/OR STANDISH, IF NECESSARY,
@403-762-4869

- Stop your vehicle if it is clear, safe and legal
- Move the vehicle out of the traveled roadway, if it is clear, safe and legal.
- Turn off the ignitions of the cars involved
- Make a first aid check of all persons involved in the accident
- Call the police and, if necessary, emergency medical services
- Mark the scene of the accident with flares or retro reflective triangles
- Gather the names of all the persons in the motor vehicles and people who witnessed the accident
- Make a quick diagram of where the vehicle occupants were seated and indicate the vehicles' direction of travel and lane. Also note the date, time and weather conditions.
- Ask to see the other drivers' license and write down the number.
- Exchange insurance company information DO NOT discuss "fault" or make statements about the incident to anyone but the police.
- Get a copy of the police report of the accident.

FILL OUT AN INCIDENT REPORT IMMEDIATELY!

8.2.4 Threat of Violence

- Make every attempt to appear calm in your motions and in your voice.
- Attempt to alert others to your predicament.
- Advise the individual(s) that your main goal is to help them, not hinder them.
- Attempt to distance yourself from them, if possible.
- Contact your supervisor as soon as possible (either yourself, or an alerted colleague)
- Await instructions from your supervisor.
- If the person has left the immediate area, immediately lock your door, or move to an area where others are present, if possible so you are protected.

If the Threat Was Made In Person

If the person(s) have left the immediate area, try to describe them to the best of your recollection, with details of the threat.

If the Threat Was Delivered By Phone

Immediately contact your supervisor using a different line and await instructions. Utilize call trace if possible. Note distinctive background noises and voice characteristics.

If the Threat Was Delivered By Electronic Means

Do not destroy any records of the communication. Pass on any documents to your supervisor/manager.

8.2.5 Hazardous Product Spill

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 supervisor.

It is the responsibility of the SUPERVISOR to:

Re-assign employees to other areas or evacuate if necessary, using the following guidelines:

1. Unless immediate evacuation is essential, the SUPERVISOR shall decide whether or not to evacuate the site.
2. Evacuation procedures shall be as stated in "Emergency Evacuation Procedures."
3. Move crosswind or upwind — never downwind — to avoid toxic gases and vapours.
4. Render first aid if necessary.
5. Cordon off the immediate area.
6. Attempt to identify the spilled substance (placards, labels).
7. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
8. Keep all employees informed of procedures taken.
9. Provide a written report to management, environment agency, and the Health and Safety Committee.

8.2.6 Gas Leak

Signs

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

If you smell gas inside a building

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

If you smell gas outside a building

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

8.2.7 Work Site Evacuation

- Evacuation shall be initiated by on site supervisor, office admin or senior manager.
- All personnel are to evacuate the facility 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.
- Site supervisor is responsible for a head count.
- Site supervisor shall determine if the site is safe to reoccupy following an evacuation. No-one is to reenter without authorization.

8.2.8 First Aid for Electrocution

Stopping Electrocution

1. Make sure you are not standing on a wet surface.
2. Turn off the source of the electricity if possible
3. Use non-conductive materials to pull the victim from the electrical source.
4. Do not touch the person being electrocuted.
5. Do not get within 20 feet for someone who is being electrocuted by high voltage electrical current until the power is turned off
6. Once you have removed the person from the source of the electricity place the victim on their back and check for breathing and a pulse

What to do if victim is breathing and has a pulse

1. After ensuring the area is safe, begin a primary assessment-check ABC's and begin CPR if required
2. Conduct a secondary assessment looking specifically for 2 electrical burns— electrical burns look like third degree burns but are not surrounded by first and second-degree burns. They always come in pairs, an entry wound (smaller) and an exit wound (larger). Remember, the serious problem is rarely the burn, and cardiac arrest is very possible.
3. Keep them still.

4. Loosen the clothing
5. Do not remove dead skin or break blisters if the person is burned
6. Do not apply anything to the burns
7. Call 911 all victims of electrocution, whether conscious or unconscious require assessment in hospital

What to do if victim is not breathing or lacks a pulse

1. Perform chest compressions
2. Re check for a pulse or breathing
3. Airway swelling can occur from being electrocuted. Frequently check the victims breathing
4. Resume CPR on the victim, if the victim is not breathing and does not have a heartbeat.
5. If the victim received a serious electric shock, do not put the victim in the recovery position. Head/neck/back injuries along with multiple fractures can occur from strong muscle contractions from being electrocuted. Continually evaluate the ABC's. Cardiac rhythm disturbances can quickly cause the victim to go into cardiac arrest.
6. Perform rescue breathing if the victim has a pulse but is not breathing.

If the victim is vomiting, place them on their side.

- Do not give the victim anything to drink.
- Do not apply anything to the burns.

8.2.9 Rescue Suspended Worker in Safety Harness

The rescue of a worker who has fallen and is being suspended in his/her safety harness needs to be undertaken as quickly as possible for several reasons:

1. The worker may have suffered injuries during the fall and may need medical attention.
2. Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in “**suspension trauma.**”(See attached information on treating suspension trauma – have this available on site to provide to First Aid team and to external emergency crews.)
3. The suspended worker may panic if they are not rescued quickly.
4. The event that led to the fall may create additional risks that need to be addressed.

General Rescue Procedures:

If Elevating Work Platform is available on site:

- Bring it to the site and use it to reach the suspended worker.
- Ensure that rescue workers are protected against falling.
- Ensure that the EWP has the load capacity for both the rescuer(s) and the victim.
- If the victim is not conscious, 2 rescuers will probably be needed to safely handle the weight of the victim.
- Position the EWP platform below the worker and disconnect his lanyard when it is safe to do so.
- Treat the victim for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

If no Elevating Work Platform is available:

- Where possible, use ladder(s) to reach the victim.
- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
- If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers may be needed.
- If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s).
- If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim’s harness.

- Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:

- Ensure that rescuers are protected against falling.
- If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (Note: at least 2 strong workers will be needed to pull someone up.)
- Ensure that any slack in the retrieving lines is taken up to avoid slippage.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries and arrange for transport to the nearest hospital.

If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):

- Specialized rescue techniques are needed for this type of situation. It may involve a rescuer rappelling or being lowered down to the victim, it may involve using the lifeline to retrieve the fallen worker, or the use of high-reach emergency equipment.
- Due to the inherent risk to the rescuers and/or the victim, this type of rescue should not be undertaken by people without specialized training and experience.

8.2.10 Wildlife Encounters

What to do if you encounter any large wildlife on site:

- Do not approach or feed wildlife.
- If the animal is aware of your presence; act non-threatening – stay calm and back away.
- If the animal is unaware of your presence; go quietly to a safe distance, stay calm and observe.
- Take note of your surroundings and pay attention to how the animal is behaving and what direction it is moving.
- Inform all co-workers and your supervisor of the wildlife on site. Ensure anyone moving into the area stays away from the wildlife.
- If possible and safe to do so, allow the animal to naturally move away from the work site, and into a safe area away from vehicles, people, and roads.
- If the animal is behaving in an aggressive manner, or continues to stay in the area, contact **Bow Valley Wildsmart** for advise 403 591 7755.

Report all sighting of bear, cougar, wolf, and aggressive wildlife to **Bow Valley Wildsmart - 403 591 7755**.

8.3 Forms

8.3.1 Emergency Contact Form

Emergency Response Contacts

Fire	911
Police	911
Fire Department Banff (non emergency)	403-762-1256
Police (non emergency)	403-762-2228
STARS Air Ambulance	1-888-888-4567
Poison Control	1-800-332-1414

Company Contacts

Chris Butler - chrisb@mb-electrical.ca	403-996-0048
Dylan Masnada - dylanm@mb-electrical.ca	403-707-7012

HSC Worker Representatives

Jessie Broer	403-493-3643
Tomo Kiriara	403-688-0232
Zak Harrouche	403-431-3774

HSC Company Representatives

Dylan Masnada	403-707-7012
Nikol Faltysova	403-707-7013
Hardi Soukup	403-679-8351 /403-762-2871 Ext 2

Alberta Government Contacts

(OHS) Occupational Health and Safety (reporting of serious injuries & fatalities)	1-866-415-8690
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Other Contacts

Electrical Utilities-Fortis	24 hours 1-866-717-3113
Gas Utility-Atco	24 hours 1-800-511-3447
Direct Energy	1-866-374-6299
Alberta One Call	1-800-242-3447
Magna Insurance Company	403-930-0466
Standish Towing	403-762-4869
Parks Canada - non emergency	403-762-1470

Medical Facilities

Mineral Springs Banff --301 Lynx Street	403-762-2222
Alpine Medical Clinic --211 Bear Street	403-762-3155
Canmore Hospital —1100 Hospital Place	403-678-5536
Ridgeview Medical Centre -- 212-1240 Railway Ave	403-609-8333
Bow River Medical Clinic -- 202-1205 Bow Valley Trail	403-609-2136



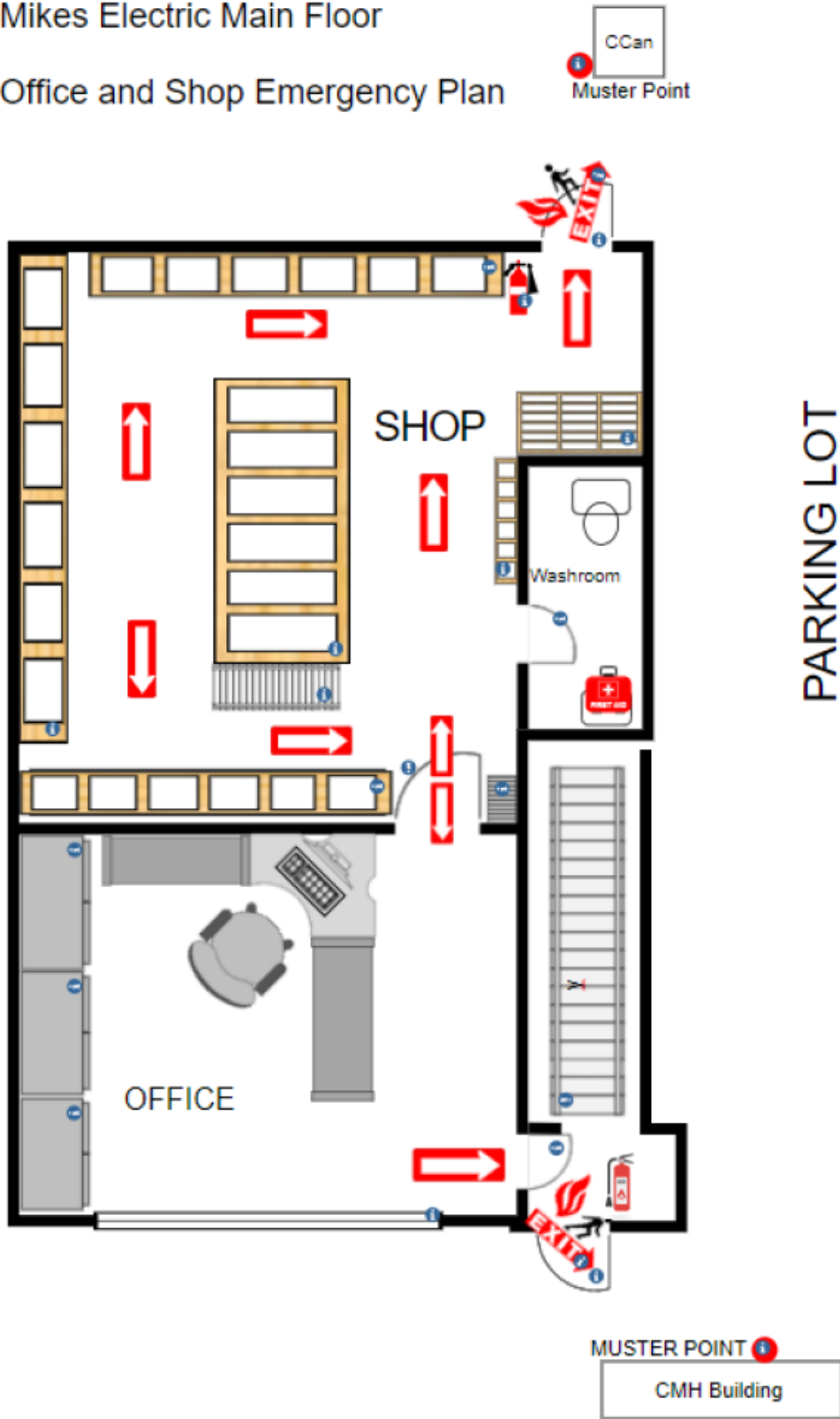
8.3.2 Emergency Response Drill Form

Date of Drill		
Completed By		
Reviewed By		
Date of next drill		
Type of Drill	Notification Method	Weather Conditions
Fire/Evacuation	Voice Notification	Clear
Shelter-in-place	Telephone	Cloudy
Medical Emergency		Rain
Weather Emergency		Snow
Participants	Signature	
Problems Encountered		Plans for Improvement
Congestion in hallways or stairwell	Network/computer problems	Additional management training
Long time to evacuate building	Employees unsure of what to do	Additional employee training
Weather related problems	Confusion	Review additional equipment needs
Doors or exits blocked	Unable to lock doors	Improved emergency supplies
Windows left open	Transportation	Revised emergency procedures
Doors left open	Incident command problems	
Lights left on	Other	
Personnel not accounted for		
Comments:		

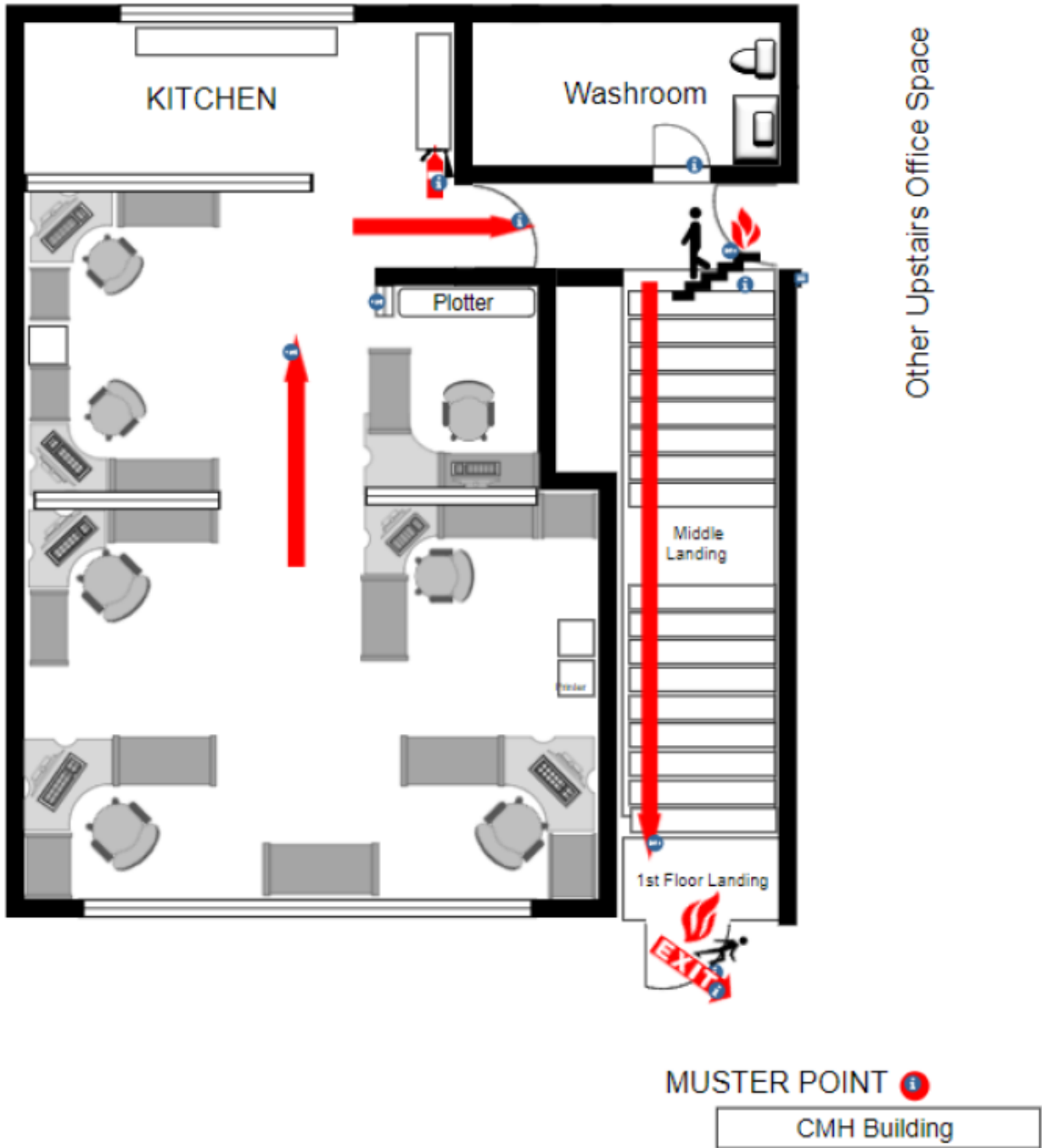
8.3.3 Main Floor Evacuation Route

Mikes Electric Main Floor

Office and Shop Emergency Plan



8.3.4 Upstairs Evacuation Route



Element 9: Incident Management

9.1 Incident Policy

9.1.1 Purpose

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.

9.1.2 Scope

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 (OH&S, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

9.1.3 Responsibilities

1. All workers shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. Supervisors/management or a designated safety representative shall conduct initial investigations and submit their report(s) to their immediate manager promptly.
3. Project Managers shall determine the need for, and if necessary, shall direct, detailed investigations. They shall also determine causes, recommend corrective action and report to the management of MB Electrical.
4. Senior Management shall review all incident reports, determine the corrective action to be taken and ensure that such action is implemented.



Oct 10, 2025

Signed (Owner / Manager)

9.2 Incident Investigation Procedure

1. Secure the Scene

- a. Restrict access to the scene, and make as safe as possible
- b. Provide medical aid/rescue as appropriate
- c. Preserve evidence
- d. Classify the incident and identify the losses
- e. Collect basic incident identifiers

2. Collect the Evidence

- a. Collect details from involved employees
- b. Describe the incident
- c. Take initial witness statements
- d. Document scene (sketch, photos, video etc.)
- e. Prepare incident timeline
- f. Collect reports from agencies/internal units

3. Analyze the Causes

- a. Identify direct causes at the worker level
- b. Determine the basic (indirect) causes at supervisor level
- c. Analyze root causes at the management level (all investigations should lead to and focus on root cause analysis)

4. Produce written report (**Incident and Investigation Report Form**)

- a. Compile and attach all relevant documentation
- b. Document any corrective action that has already been taken
- c. Develop additional corrective actions to address all causes identified in step 3.
- d. All corrective actions must be S.M.A.R.T.
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time-bound

- e. Ensure all investigative team sign report
- f. Submit to management for review and approval.
- g. Investigation can only be concluded with management acceptance and approval of the report.

9.3 Work Refusal Procedure

In the event of work being refused or stopped, the following procedure will be followed:

Worker

1. The worker must immediately inform the supervisor, or an appropriate designate, of a work refusal with an explanation of the circumstances he/she believes put him/her in danger.
2. The refusing worker must remain in a safe place near the workstation and available to the supervisor or the Company for the purposes of investigation until an investigation has been completed. If the situation is resolved at this point, then the worker will return to work.
3. Should the worker deem the situation to no longer be dangerous, the worker will return to work.
4. In the event that a worker is unsatisfied with the results of the investigation, he/she may continue to refuse the work provided he/she has reasonable grounds to base his/her refusal on. In the event of a continued refusal, the worker should file a complaint with an Occupational Health and Safety Alberta officer. An investigation by a Government Inspector shall be conducted. Please refer to the Continued Work Refusal Section below for more information.

Supervisor/Employer Representative

1. The supervisor or employer representative will investigate the situation immediately and resolve the issue in the presence of the worker and if there is such, one of the following:
 - a. A Health and Safety Committee (HSC) member who represents the worker;
 - b. An HSC representative; or
 - c. Another worker who has been chosen by his or her peers (or union) to represent the workers. The supervisor or employer representative should interview the worker and complete a work refusal form to ensure sufficient information has been collected in order to conduct a proper investigation.

Following the investigation, immediate steps must be taken to correct any problems or issues discovered.

2. The supervisor should ensure that no other worker is assigned to use or operated the tool/equipment or perform the work for which the work refusal was made until the investigation has been completed and any resolutions have been implemented.
3. When the investigation has been completed, the Company will prepare a written report detailing the nature of the refusal, the investigation that took place and the actions taken, if any. A copy of the final written report will be given to the worker who originally made the refusal.
4. In the event that a worker is unsatisfied with the provided resolution and continues to refuse work, an Occupational Health and Safety Alberta office will be notified and a request for an investigation must be made. Please refer to the continued work refusal section below for more information.
5. The supervisor or employer representative may assign other reasonable work during the worker's normal work hours for a worker who has refused work. The worker will receive no loss of pay or reprisal for refusing unsafe work.

Continued Work Refusal

In the event that a worker continues to refuse work:

1. The worker, employer or a representative of either must notify an Occupational Health and Safety Alberta officer. They can be reached at the toll-free number 1-866-415-8690.
2. In the event that the inspector concurs that the work is unsafe and is satisfied that the worker has legal rights to refuse the work, the inspector may either direct a solution or come to the workplace to investigate the continued refusal. If there is a worker HSC member, health and safety representative or union representative, the inspector will consult with them as part of the investigation.
3. Pending an investigation and a decision from the Inspector, no worker will be assigned to use or operate the machine, equipment, or tool, or work in the workplace or the workstation being investigated, unless, (in the presence of a HSC member, representative or another worker who has been chosen by his/her peers (or union) to represent the workers) that individual has been advised of the previous worker's refusal and their reasons for the refusal and there is no risk of danger.
4. While waiting for the inspector's investigation to be completed, the worker must remain in a safe place near the workstation, unless the employer assigns some other reasonable work during normal working hours. In the event that the worker is

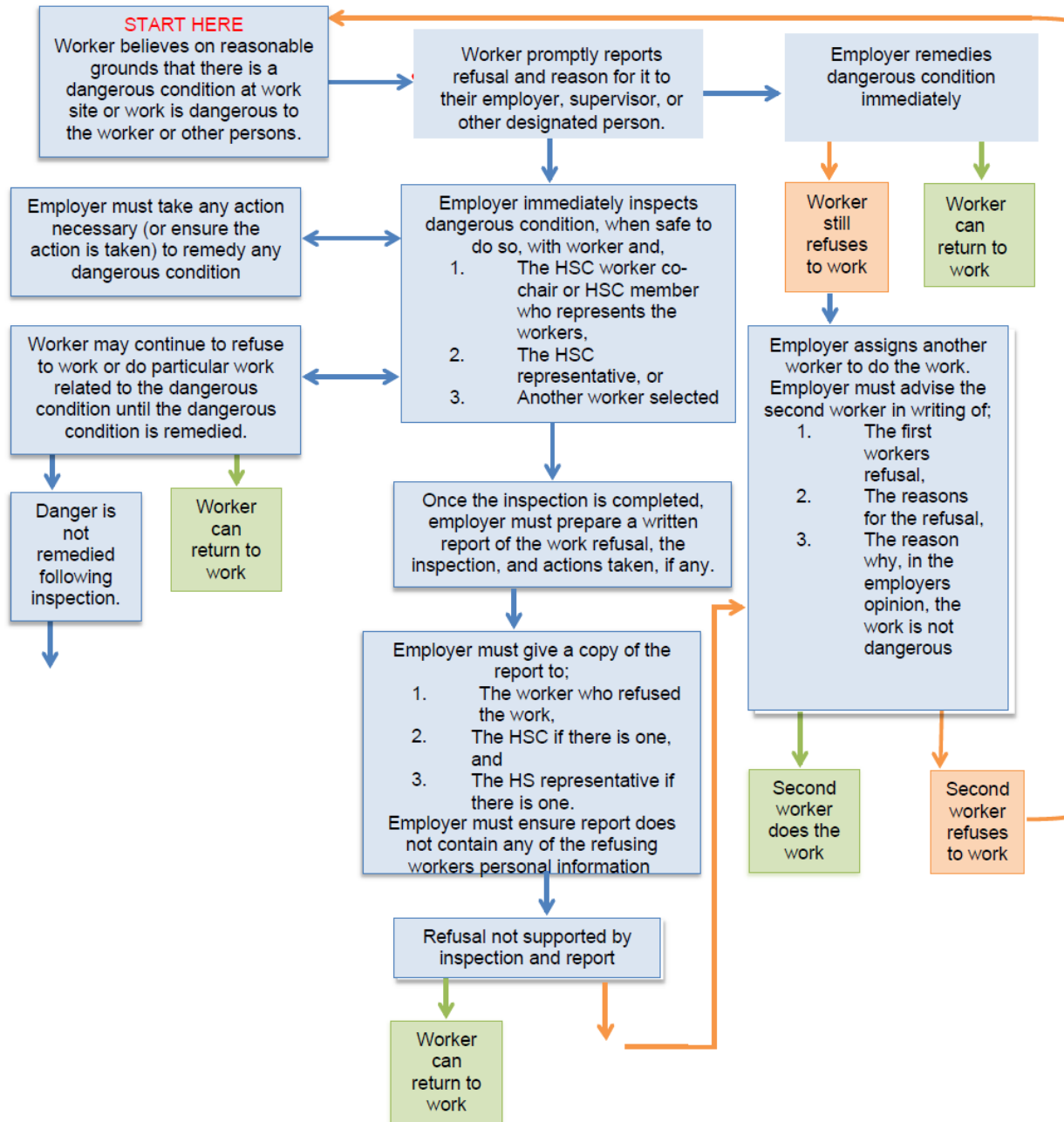
covered by a collective agreement, any provision in the collective agreement that covers this situation will apply.

5. The inspector will determine if the work is likely to endanger the worker or any other person. If the work is found to be unlikely to endanger anyone, the refusing worker will be expected to return to work. If the worker continues to refuse to return to work following the confirmation the assignment/work is safe, continued refusal to return to work may be considered insubordination and disciplinary action may be initiated.
6. If the work is concluded to be unsafe, the Company will implement all necessary changes or precautions as recommended by the officer as require removing the threat of danger from the position, tools, machines or equipment.

Payment for Refused Work

- A refusal of unsafe work, up to the point the Occupational Health and Safety Officer rules the job is safe or a solution to address the complaint is initiated, allows the worker entitlement to payment at his/her appropriate rate.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- The Company is not required to continue payment in the event that refused work has been inspected and a safe ruling has been made and a written decision has been issued by an Occupational Health and Safety Officer.

9.3.1 Work Refusal Flow Chart



9.4 Modified Work / Return to Work

9.4.1 Purpose

MB Electrical recognizes the benefits of a formal rehabilitation program. The program will benefit workers who have been injured on the job or are recuperating from a personal injury.

9.4.2 Scope

MB Electrical will make every reasonable effort to provide suitable (temporary) employment to any worker unable to perform their duties resulting from a work-related injury. This may include a modification of the employee's original position or providing an alternative position.

Only work that is meaningful and productive shall be considered for use in the modified work program. These tasks must follow current WCB adjudicative guidelines.

Modified work may not always be available in every circumstance.

All employees regardless of their injury will be considered for modified work.

The duration of the modified work plan will not extend beyond four weeks unless merits of the case justify alternative timelines.

9.5 Forms

9.5.1 Near Miss Report

Employee--Near Miss Report

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and/or correct these potential accidents/incidents immediately. Complete this form as a means to report these near-miss situations.

Mike's Electric

Jobsite / Location:	Date:
Time:	

Please check all appropriate conditions:

Unsafe Act _____ Unsafe Equipment _____
 Unsafe Condition _____ Unsafe use of Equipment _____

Description of incident or potential hazard: _____

Nature of near miss: near miss was due to or almost resulted in a:

Slip and trip _____ Road Traffic Accident _____ Fire _____ Fall from height _____
 Inhaled Substance _____ Environmental impact _____ Lifting Accident _____
 Other _____

Comments:

Employee Signature:

Date: _____

9.5.2 Incident & Investigation Form

Incident and Investigation Report Form			
Incident Type: <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Near-Miss <input type="checkbox"/> Work Refusal <input type="checkbox"/> Potentially Serious Incident (PSI) <input type="checkbox"/> Property Damage <input type="checkbox"/> Vehicle Collision <input type="checkbox"/> Fire			
Date of Incident:		Time of Incident:	
Date of Report:		Time of Report:	
Location of Workplace:			
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
<p>Description of Incident:</p>
<p>Diagram of Scene:</p>
Investigation
<p>Direct Cause: e.g. substandard practices or conditions, failure to follow SJP</p>
<p>Basic (Indirect) Cause: e.g. lack of worker knowledge/skills, worker fatigue, inadequate attention</p>
<p>Root Cause: e.g. failure to maintain training, inspection work planning standards</p>

Corrective Action Controls Recommended (<i>engineering / administrative / PPE</i>)		
Action	Person Responsible	Date
Investigators		
Name	Signature	

Element 10: Program Administration

10.1 Program Administration Policy

10.1.1 Purpose

An effective HSMS is more than a binder full of safety documents. The goal of MB Electrical 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.

Roles and Responsibilities	
Worker	*Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to project supervisor.
Supervisor	<ul style="list-style-type: none"> • Record all accidents, incidents, First Aid occurrences, lost time injuries , equipment damage. • Coordinate First Aid response, accident investigation or other follow up procedures subsequent to an occurrence.
Health and safety Co-coordinator	<ul style="list-style-type: none"> • Maintain records of orientation, project inspections, safety audits and follow up on actions. • Monitor Injury frequency rates. • Compile an annual report on a health and safety activities and occurrences on a project. • Ensure follow up performed for all action items. • Ensure appropriate actions are taken following review of quarterly project safety data report.

10.1.3 H&S Statistical Analysis

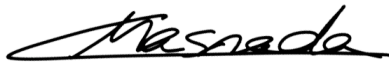
Health and safety data will be recorded on 10.3. Annual Summary of Health & Safety Statistics by safety administrator. This report will be reviewed on an annual basis, for any

developing trends, compared to previous years data by management, the H&S COMMITTEE and communicated to workers at a routine safety meeting.

Any corrective actions, improvements and target dates for completing recorded.

10.1.4 HSMS Audit

Audits are completed on a three-year cycle, with a certifying audit completed in year one, and maintenance audits or action plans in year two and year three. Maintenance audits are completed by health and safety coordinator.

A handwritten signature in black ink, appearing to read 'Masnada', is written over a horizontal line.

Oct 10, 2025

Signed (Owner / Manager)

10.2 Document Storage and Retention

The company 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](#).

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

10.3 H&S Program Schedule

Task	Frequency	Responsibility	Document
New Worker Orientation & Competency	All new workers before starting work Workers transferred to new job	Management/ Supervisor	4.9.1 H&S Orientation 4.9.2 Competency
Training Records	Ongoing Reviewed Annually		
Competency of Workers	Ongoing Reviewed Annually		4.9.2 Competency Assessment
Toolbox Talks	Weekly		4.9.3 Safety Meeting
Formal Hazard Assessments	Annual Review		5.4 Formal Hazard Assessment
Field Level (Site Specific) Hazard Assessments	Before work starts at each new job site, or if new hazards are introduced to familiar work site.		5.4.2 Field Level (Site Specific) Assessment
Safe Job Procedure Review	Annually		6.4 Safe Job Procedure Index
Work Site Inspections	Monthly		7.5.1 Site Inspection
Office/Shop Inspection	Bi-Annually		7.5.2 Office Inspection
PPE Equipment	Before Use		ALL
Equipment hand tools, power tools etc.	Before Use		
Vehicles	Before Use		
Emergency Response Drill	Annually	Management/ Supervisor	8.3.2 Emergency Drill
Fire Extinguishers	Monthly Annual (External)	Certified External	Initial tag on equipments Certificate from provider
Incident Investigation	As necessary for all incidents, near misses, work refusals, occupational health etc.	ALL	9.5.1&2 Incident and Investigation Record
H&S stats Review	Annually	Management/ Supervisor	10.6.1&2 H&S Statistics

10.4 Document Review Procedure

1. All project safety data is registered and recorded at the project, with appropriate responses initiated immediately (accident investigation, etc.)
2. All project safety data are copied to management.

Project Safety Data	Statistical Focus Examples
Project inspections	Number performed, issue involved, hazards identified
Accident investigations	Number performed, recommendations, by occupation
Lost Time injuries	Frequency, injury type, body part involved, by occupation

10.5 Definitions

Injury Frequency Rate: Relates to the number of lost time injuries in relation to man-hours worked. It is expressed in terms of a 200,000-hour unit by using the following formula.

$$\frac{\text{Number of Recordable Cases} \times 200,000}{\text{Total Man-hours Worked}} = \text{Injury Frequency Rate}$$

Injury Severity Rate: Relates to the number of lost time days in relation to total man-hours worked. It is expressed in terms of a 200,000-hour unit by using the following formula

$$\frac{\text{Number of lost time days} \times 200,000}{\text{Total Man hours worked}} = \text{Injury Severity Rate}$$

Recordable incident rate : Relates to the number of medical aid or better in relation to total hours worked. It is expressed in terms of a 200,000-hour unit by using the following formula.

$$\frac{\text{Lost time cases} + \text{medical aids} + \text{modified work cases} \times 200,000}{\text{Total Man hours worked}} = \text{Recordable Incident rate}$$

Incident: (Near Miss) is an undesirable event that, under slightly different circumstances, could have resulted in injuries to people, damage to property or production down time.

Accident: is an undesirable event that results in injuries to people, damage to property or production down time.

Lost Time Accident (LTA): is when a person misses one or more days from work due to injury. Note: the day the injury occurred is not considered an LTA.

Day (s) Lost (D.L.): is every day a person misses work and is compensated by WCB.



Modified Work: is when a person has been injured at work and their work duties are altered to accommodate the injury.

Medical Aid (M.A.): is an injury that has a medical examination from a medical doctor that required a medical procedure to be performed.

Recordable Injury (R.I.): is all injuries that are classified as medical aid or modified work.

First Aid (F.A.): is an injury that required first aid treatment in the field of a medical examination from a medical doctor that does not require a medical procedure.

10.6 Forms

10.6.1 Monthly Injury Summary

Report to WCB-Alberta/OHS within 72 hours an injury/illness that results in or will likely result in:

- Lost time or the need to temporarily or permanently modify work beyond the date of the accident
- Death or permanent disability (amputation, hearing loss etc.)
- A disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, etc)
- The need for medical treatment beyond first aid (assessment by a physician or chiropractor etc.
- Medical aid expenses (dental treatment, eyeglass repair/replacement,

You do not have to report injuries such as cuts, scrapes, scratches, minor burns or treatment provided by a first aider

Mike's Electric
Period Ending: March 2023

****Indicate whether the injury was a lost time or a medical referral**

Job Location	Type of Injury	Days lost

Comments:

Date: March 31,2023
Safety Rep. Signature:



10.6.2 Annual H&S Statistics Summary

Annual Summary of Health and Safety Statistics YEAR:									
Month	Staff Activity					Incidents			
	Hired Staff Orientation	Toolbox/Safety Meetings	Site Inspections	Staff Warnings	Relieved/Dismissed Staff	Medical	Property Damage	Near Misses	Work Refusals
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
Comments:									
Action Plan:									
Reviewed By Name:					Signature:			Date:	



10.6.3 Action Plan

Element	Deficiency identified	Corrective Action	Date set for completion	Person responsible	Complete