

SAFETY MANAGEMENT PLAN

Company: Raynow Homes

Project Type: Residential construction, multi family duplex

Project Addresses: 224 Muskrat Street / 208 Otter Street

Authorized Representative: Eva Peng, Director, Raynow Homes

(Prepared in accordance with Alberta Occupational Health and Safety (OHS) Act & Code 2025).

1. Purpose

The purpose of this Safety Management Plan is to establish a structured approach to managing health and safety throughout all phases of Raynow Homes' construction activities on this project. This plan is intended to outline the roles, responsibilities, processes, hazards and controls required to reduce the risk of injury, protect workers, contractors, visitors and the public, and ensure compliance with applicable Occupational Health and Safety (OHS) legislation.

2. Management Commitment

Raynow Homes is committed to a health and safety system that protects our workers, and other parties who enter onto our property, and the public. Safety is an integral part of planning and daily operations and is managed with the same priority as quality, schedule, and cost. Our goal is a healthy, injury free workplace. By working together, we can achieve this goal.

3. Roles and Responsibilities

Overall health and safety responsibility is that of Raynow Homes and its management. Roles and Responsibilities are outlined below (as per AB OHS Act Part 1 General Obligations):

Raynow Homes (Prime Contractor):

- Provide policy instruction, practical direction and assistance to managers, and supervisors in order to protect the health and safety of every worker, contractors and visitors on site.
- that all workers and contractors have equipment and tools that are suitable for the task, maintained in good working order, have all safeguards in place and workers competent in their safe use.
- That adequate resources are made available to maintain, support and promote operation of an effective health and safety management system.
- that workers are aware of their OHS rights and duties,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the Health and Safety Representative (HSR),

- that health and safety concerns are resolved in a timely manner.

Site Managers will ensure:

- the health, safety, and welfare of workers at the work site.
- the health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,
- that workers are aware of their OHS rights and duties,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the HSR.
- that health and safety concerns are resolved in a timely manner,
- the prime contractor is advised of all the supervisors and workers names, and
- supervisors and workers are adequately trained for the protection of health and safety at the work site.

Site Supervisors will ensure:

- they are competent to supervise the workers under their supervision,
- the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
- the workers under their supervision use all hazard controls and properly use of any personal protective equipment required by the employer or under the OHS Act, Regulation or Code,
- that workers are not subjected to or participate in harassment or violence at the work site.
- that all precautions necessary 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 an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

Workers will:

- protect the health and safety of themselves and other people at 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 or the OHS Act, Regulation or Code.
- refrain from causing or participating in harassment or violence,
- report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

Contractors and their Workers (Other Worksite Parties):

- All Contractors and self-employed persons, will have accepted Occupational Health and Safety programs compliant to Alberta OHS legislation, and project specific hazard assessments available for review onsite during work processes for which they are authorized, including signed copies of 2.2 Acknowledgement of Health and Safety Requirements (see Health and Safety Manual) for all contracted workers onsite.

- Health and safety orientations completed for all contracted workers onsite.
- Project hazard and control plans, including field level hazard assessments for when conditions change.
- To ensure all contracted workers are competent and receive ongoing training.
- To ensure all contracted workers are provided with the required personal protective equipment (PPE).
- To immediately report to Raynow Homes all incidents including near miss incident, work refusals, lost time, medical aid and fatalities.
- To participate in Raynow Homes site inspection processes.
- To participate in Raynow Homes non-compliance investigations or incident reporting requirements for preventative action.

Any Contractor 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.

Health and Safety Representative (HSR):

- The HSR for this project is selected in compliance with Sections 14(3) and 14(4) of the Occupational Health and Safety Act, and Section 196 of the Occupational Health and Safety Code.
- The HSR will be trained on the Terms of Reference for this project (see Appendix).

Raynow Homes have engaged qualified external safety professionals to support safety oversight and regulatory compliance where appropriate.

4. Hazard Identification and Risk Assessment

Hazard identification and risk assessment is complete for the project scope, including each major phase of work. (See Formal Hazard Assessment).

All work / job tasks are identified by hazard category, assessed by risk. Controls are identified and final risk assessed. All critical tasks (high risk) are identified with further (codes of practice, safe work procedures) written, communicated, and approved by all parties involved in completing the work.

Copies are available onsite for review electronically.

Daily hazard assessment process: Daily work performed, and its corresponding hazard assessment are communicated and reviewed prior to work starting to identify unforeseen hazards or work processes that need assessment.

Ongoing hazards are assessed using a daily hazard assessment form that will identify jobs performed that day. Daily hazard assessments are reviewed in morning meetings with all crews. Each crew will then complete a field level hazard assessment for their direct work tasks and have them available to review throughout the day.

If conditions change, or when work is paused for any reason (breaks etc.), the FLHA will be reviewed. Any hazards identified where risk level changes will involve a stop work, with review and sign off by all affected parties.

Raynow is committed to monitoring the effectiveness of this process (see 8. Inspections and Monitoring).

5. Controls

Controls are identified and communicated prior to work commencing using a hierarchy including:

- Engineering controls
- Administrative controls
- Personal protective equipment

High risk construction activities involve more planning and preparation, including Code of Practice, and Safe Work Procedure review and identification of responsibility for each party involved. They are identified in this Safety management plan appendix.

6. Orientation, Training and Competency

Raynow homes will provide all health and safety training necessary to successfully complete this project. Subcontractors and their workers are required to provide all related training tickets required to complete tasks assigned.

- a. Site-specific orientations are provided digitally to all workers prior to work commencing. Topics addressed:
 - Worker rights
 - Safety training requirements for the project, including task and trade specific
 - Raynow H&S policy and responsibilities
 - Hazard identification, reporting and control
 - WHMIS
 - Codes of Practices, safe work practices and job procedures
 - The proper fitting, safe use, cleaning and maintenance of all protective equipment,
 - Discipline/enforcement policies
 - Violence and harassment prevention
 - Emergency response plan
 1. Incident and near miss reporting
- b. Training requirements are determined based on job scope and will include:
 - Fall protection
 - First aid
 - Equipment and machinery operation certifications, as applicable
- c. Competency
To evaluate and ensure ongoing competency, Raynow will conduct regular observations of work performed.

Training records and signoffs are maintained digitally for ease of producing if required.

7. Emergency Preparedness and Response

An emergency response plan has been established to address all foreseeable emergency situations related to the work being performed, including communication and response protocols. The ERP is communicated to all parties prior to the project commencing and will be regularly reviewed during safety meetings. The plan is made available digitally for the duration of the project.

Please see Appendix, Site Specific ERP including an inventory of emergency supplies

for this project.

8. Incident Reporting and Investigation

All incidents, near misses, and unsafe conditions must be reported immediately to Raynow site management, including incidents, near misses and unsafe conditions identified by other worksite parties.

All reported incidents will be investigated to determine contributing factors, and corrective actions to prevent recurrence using Raynow's incident investigation procedure.

All findings and recommendations will be communicated prior to work commencing as needed.

Any incidents requiring reporting to external regulatory bodies is the responsibility of Raynow Homes.

9. Inspections and Monitoring

Regular site inspections are conducted to verify compliance with safety requirements and proactively identify new potential hazards. Identified deficiencies will be assessed according to risk and addressed as needed.

Bow Valley Safety will conduct weekly formal inspections during active construction activities, including observation of other worksite parties. The following criteria is used to show compliance to this safety management plan:

- a. Verification of completed paperwork:
 - Orientation
 - Daily hazard assessment
 - Fall protection plans
 - Equipment pre use inspections
 - Permits – ground disturbance, electrical, hot work etc.
- b. Adherence to site rules.
- c. Opportunities from workers.

All inspections will be reviewed by Raynow, with all findings and recommendations implemented reviewed at the next available meeting, prior to work commencing.

10. Worker Participation and Communication

All workers have the right to meaningful participation in health and safety activities pertaining to this project and all Raynow Homes projects. Raynow expects and encourages active and open communication regarding safety.

Ongoing site safety communication channels include:

- a. Hazard assessments and work planning
- b. Daily toolbox meetings
- c. Involvement in worksite inspections
- d. Identifying a project Health and Safety representative to identify hazards and opportunity for improvement to.
- e. Involvement in investigations

The project will have an elected / designated Health and Safety representative (HSR) who is

trained on their role and responsibilities.

Records of worker participation will be maintained through sign in sheets etc.

Note: all workers have the right and are encouraged to report hazards or concerns without fear of reprisal, which is also identified during project orientation.

11. Documentation and Record Keeping

Project documentation will be made available to all worksite parties and retained online. HSMS document storage and retention periods are identified in Raynow's Health and Safety Manual.

Documentation and record retention procedures comply with due diligence and regulatory compliance and will be maintained as evidence of ongoing communication and training.

12. Safety Management Program Review

This Safety Management Plan will be reviewed if work scopes, referenced legislation or action implementation requires.

Appendix

Contractor Management Plan

OHS Legislation Reference	OHS Act, Sections 5, 7, 8, 9, 10
Effective Date	Jan 2026

Purpose and Scope

The purpose of this procedure is to outline the requirements and steps necessary to coordinate and manage the health and safety of Raynow Homes Contracting Employers, Self-Employed Persons (collectively 'Contractors'), visitors, and the public at our work sites. This procedure is mandatory for all multi-employer work sites where Raynow Homes is designated as the Prime Contractor (PC).

Raynow's primary goal is to ensure, as far as it is reasonably practicable, that no person is exposed to hazards arising out of, or in connection with, activities at our work sites, in compliance with the Alberta OHS Act, Regulation and Code.

Prime Contractor Responsibilities

(Ref. OHS Act, s.10). When Raynow is acting in the role of Prime Contractor, the following duties will be established and fulfilled:

Area	PC Obligation (System/Process)
Compliance & Hazard Control	Raynow will establish/maintain a system that will ensure compliance with the OHS Act, Regulation, and Code.
Coordination	Raynow will coordinate, organize, and oversee the performance of all work at all work locations. This includes coordinating the health and safety programs of all employers and self-employed persons on the site.
Hazard Communication	Raynow will ensure that the owner, all employers, contractors, suppliers, and service providers at all locations are informed of any existing or potential work site hazards that may affect workers or other persons .
Company Activities	Raynow will conduct their own activities in such a way as to ensure, as far as reasonably practicable, that no person is exposed to hazards.
Worker Participation	Raynow will establish/maintain a system to ensure cooperation between all employers and workers in respect to health and safety, including the designation of a person to implement this system.

Contractor Procedure

This procedure applies to all third-party businesses (other worksite parties) performing work at a Raynow location.

Pre-Qualification and Selection

1. **Verification of WCB Coverage and Insurance:** All contractors are required to maintain valid Workers' Compensation Board (WCB) coverage and general liability insurance for the duration of their work. Prior to mobilization, contractors must provide current clearance letters confirming active WCB coverage, along with certificates of insurance demonstrating general liability coverage in an amount acceptable to the Raynow. No contractor shall commence work on site until all required documentation has been reviewed, verified, and approved.
2. **Safety Program Review:** Contractors must demonstrate they have a health and safety management system and provide copies of their relevant safety documentation, including their Certificate of Recognition (COR), if applicable.
3. **Competency:** The company will verify the contractor, and their workers are competent to safely perform the contracted work and will verify through regular inspections and auditing as needed.
4. **Coordination:** The contractor will provide Raynow with the names of their on-site supervisors and workers. Any changes to onsite personnel throughout the duration of the project must be identified in advance to Raynow.

Hazard Communication

Hazard communication is a mutual duty of all employees on a worksite. Raynow will inform the contractor of all known or reasonably foreseeable hazards through the formal hazard assessment process prior to commencement of the project, and as identified through the duration of the project through hazard reporting, incident investigation and worker participation.

The Contractor must inform Raynow of any hazards their work activities introduce or uncover that may affect workers or other persons on the worksite immediately.

Compliance and Monitoring

1. **Supervision:** Contractors will provide competent supervision to ensure their workers comply with the OHS Act, Regulation, Code, and the site rules established by Raynow.
2. **Monitoring:** Raynow supervisory personnel will periodically monitor contractor activities to ensure compliance. Non-compliance will result in corrective action, which may include suspension or removal from the work site.

Visitors and the Public

Raynow's general duty as an Employer and Prime Contractor extends to ensuring the health and safety of other persons at or in the vicinity of the work site.

Visitor Procedure

- a. **Authorized Access:** All visitors (ex. inspectors, deliveries) must report to the designated sign in area upon arrival to the project site and sign in.
- b. **Hazard Identification and response:** All visitors must review:
 - a. Site hazards they may be exposed to (ex. active machinery, restricted areas).
 - b. The Emergency Response Plan (ERP), including evacuation routes and muster points.
 - c. Project safety rules.
- c. **PPE Requirements:** Visitors entering work areas must wear all required PPE, as determined by the company's hazard assessment.

Public Safety

- a. **Work Site Security and Barriers:** Physical barriers (fencing, hoarding, warning tape) and appropriate signage will be erected and maintained to prevent unauthorized public access to hazardous work areas.
- b. **Hazard Mitigation/control:** Where work activities may affect the public or property in the vicinity of the work site (ex. falling debris, excessive noise, dust), the company must implement control measures:
 - a. Working with the city and its bylaws to ensure all controls are considered.
 - b. Posting clear warning signs (e.g., "Keep Out," "Construction Area").
 - c. Controlling debris and materials to prevent them from entering public areas.
 - d. Implementing traffic control plans for work impacting public roadways or sidewalks.

Documentation and Review

Raynow will maintain records of all contractors' pre-qualifications, sign-in sheets for contractors/visitors any inspections or audits related to contractor and visitor compliance. This procedure will be reviewed and updated as necessary, especially following legislative changes or work site incidents.

Emergency Response Plan

Project Information

Item	Details
Project Name	
Project Address	
Prime Contractor	
Site Supervisor	
Phone Number	
Date Prepared	



ERP Revision	
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Scope

This Emergency Response Plan applies to all workers, supervisors, subcontractors, suppliers, and visitors present on the project site. The ERP covers all phases of construction and will be reviewed and updated as site conditions, work activities, or hazards change.

Emergency Contacts

Emergency Services: 911

Contact	Name	Phone
Prime Contractor Representative	_____	_____
Site Supervisor	_____	_____
Safety Coordinator	_____	_____
First Aid Attendant(s)	_____	_____
Nearest Hospital / Medical Facility	_____	_____
Non-Emergency Police / Fire (if applicable)	_____	_____

*Emergency contact information to be provided to all worksite parties, who must post /have visible for all workers.

Nearest Medical Facility:

(address, include google map for visual, distance away)

Muster Points

Muster Point	Location
Primary	
Secondary	

Roles and Responsibilities

Prime Contractor / Site Supervisor

- Assume control of emergency response activities.
- Ensure emergency services are contacted when required.
- Coordinate evacuation and worker accountability.
- Communicate with subcontractors and emergency responders.

- Secure the site and preserve the scene where required.

Subcontractors

- Ensure workers understand site emergency procedures.
- Report all emergencies immediately to site supervision.
- Assist with evacuation and accountability as directed.

Workers

- Stop work immediately when an emergency is identified.
- Follow emergency instructions and evacuation procedures.
- Report hazards and incidents without delay.

First Aid Attendant(s)

- Provide first aid within the scope of training.
- Maintain first aid equipment and supplies.
- Document medical treatment provided.

Potential Emergency Scenarios

- Medical emergency or serious injury
- Fire or explosion
- Structural collapse or partial collapse
- Hazardous material spill or release
- Equipment or vehicle incident
- Gas leak or utility strike
- Severe weather (high winds, extreme cold, lightning)
- Violence, threats, or security incident
- Other: _____

Emergency Response Procedures

Medical Emergency

1. Stop work and ensure the area is safe.
2. Call **911** for serious or life-threatening injuries.
3. Notify the Site Supervisor immediately.
4. Provide first aid until emergency services arrive.
5. Do not move the injured worker unless necessary to prevent further injury.
6. Secure the area and preserve the scene if required.

Fire or Explosion

1. Stop work immediately.
2. Activate alarm (if applicable) and call **911**.
3. Notify site supervision.
4. Evacuate using designated routes.



5. Only attempt to fight the fire if trained and safe to do so.
6. Proceed to the designated muster point.

Evacuation

1. Follow supervisor instructions.
2. Shut down equipment if safe to do so.
3. Exit the site using designated routes.
4. Report to the muster point(s).
5. Remain at the muster point(s) until cleared to return.

Hazardous Material Spill or Release

1. Stop work and isolate the area.
2. Notify the Site Supervisor immediately.
3. Only trained personnel may respond.
4. Use spill kits if safe and trained.
5. Contact emergency services if there is a risk to workers, the public, or the environment.

Severe Weather

1. Monitor weather warnings.
2. Secure materials and equipment as directed.
3. Seek shelter or evacuate if conditions become unsafe.
4. Resume work only when authorized by site supervision.

Emergency Equipment

- First aid kits
- Fire extinguishers
- Spill response kits
- Emergency lighting
- Communication devices (radios, phones)
- Alarm systems (air horn etc)

Location(s) of emergency equipment:

Plan Review

Reviewed	Date	Reviewed By
Pre-job review		
Change in site conditions		
Post-incident review		
Periodic review		

Site Rules

- 1. Site Orientation and Training**

All workers, subcontractors, and visitors must complete a site-specific orientation and have job specific training verified before starting work.
- 2. PPE Is Mandatory**

CSA-approved hard hats, safety glasses, footwear, and high-visibility apparel must be worn at all times. Task-specific PPE like fall protection is required as identified by hazard assessments.
- 3. Report Hazards and Incidents Immediately**

Unsafe conditions, near misses, injuries, and property damage must be reported to site supervision without delay.
- 4. No Unauthorized Work or Equipment Use**

Workers may only perform tasks and operate equipment for which they are trained, competent, and authorized.
- 5. Housekeeping Must Be Maintained**

Work areas, access routes, and stairwells must be kept clean and free of debris to prevent slips, trips, and falls.
- 6. Impairment Is Prohibited**

Drugs, alcohol, or impairment of any kind are not permitted on site.
- 7. Emergency Procedures Must Be Followed**

All workers must know evacuation routes, muster points, and emergency procedures and comply during drills or emergencies.
- 8. Respect Site Security and Public Safety**

Access controls, fencing, signage, and traffic controls must be followed to protect workers, residents, and the public.

Health and Safety Representatives

Terms of Reference

Purpose

The Health and Safety Representative supports and promotes a safe and healthy workplace, identifying hazards, and facilitating communication between workers and site supervision on health and safety matters.

Authority

The Health and Safety Representative is authorized to participate in workplace health and safety activities, including inspections, discussions related to hazard identification, incident prevention, and corrective actions. The role is advisory in nature and does not carry disciplinary authority.

Duties and Responsibilities

The Health and Safety Representative will be elected as per the responsibilities of the safety management plan for the project as well as:

- Participate in regular workplace inspections and hazard identification activities
- Receive and address worker health and safety concerns and communicate them to site supervision
- Participate in incident and near-miss investigations as appropriate
- Promote compliance with site safety rules and safe work practices
- Participate in safety meetings and contribute to continuous improvement initiatives

Training and Support

The Health and Safety Representative will receive appropriate training and support to carry out their duties and will be provided with reasonable time and resources to perform the role.

Term and Review

This Terms of Reference remains in effect for the duration of the project or appointment and will be reviewed as required based on site conditions or legislative changes.