

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

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PREFACE

Review Dates

"Amygdalus Technical Training" has prepared the contents of the General Policies, Health and Safety Manual at the request of Spring Creek Mountain Village Inc. This manual was updated by the following in:

- March 2009-Mike Cadman
- May 2010-Mike Cadman
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- November 2016 – Andre Lomas /Sandra Fleming
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2. Government of Alberta, Human Resources and Development, Workplace Health and Safety
3. Workers' Compensation Board of Alberta
4. Senior management, department managers, superintendents, forepersons, employees, contractors and suppliers of Spring Creek Mountain Village Inc.

Disclaimer

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

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GLOSSARY OF TERMS

TERM	MEANING
ACSA	Alberta Construction Safety Association
Accident	An event which results in lost time and/or damage to property
ANSI	American National Standards Institute
Contractor	Any person in an occupation or person who employs other persons including suppliers of materials and equipment
CE	European accordance (European Community) or <i>Conformité Européenne</i> ("European Conformity")
COR	Certificate of Recognition (for WCB accounts with 11 or more employees listed)
CSA	Canadian Standards Association
Employee	Persons who have Employment Insurance, Canada Pension or Income Tax deducted
Employer	A tradesman, contractor or supplier that works alone or hires other workers or sub-contractors
Health	Psychological, physical and social condition
Incident	Any unplanned and unwanted event, that resulted in equipment/property damage or injury (including a fatality), or that could have resulted in damage or injury
JHA	Job Hazard Assessment
Job Site	Any place where a job activity is conducted. Includes SCMV vehicles.
Manual	General Policies, Health and Safety Manual
Near Miss	Any unplanned and unwanted event that could have resulted in damage or injury
OH&S Act	Occupational Health and Safety Act, Regulation and Adopted Code (Alberta)
PPE	Personal Protective Equipment
PSI	Pre-job Safety Instruction
Pt	Part number of the OH&S Act
SCMV	Spring Creek Mountain Village Inc.
SECOR	Small Employer Certificate of Recognition (for WCB accounts with 10 or less employees listed)
Shop	Any indoor area where tools and equipment are manufactured, repaired or stored.
Sec	Section of a Part of the OH&S ACT
SJP	Safe Job Procedure
SWP	Safe Work Practice
TDG	Transportation of Dangerous Goods
WCB	Workers' Compensation Board of Alberta
WHMIS	Workplace Hazardous Materials Information System
WHS	Workplace Health and Safety – a division of Alberta Employment, Immigration and Industry
YARD	Any area of outside storage sheds or yard where material is stored.

REVISIONS

Page #	Revised by	Add	Remove	Date
2	L Green - BVS	Revision Table	Original page 2	Nov 11 2020
28	L Green - BVS	New worker orientation sheet (Pandemic requirements)	Original page 28	Nov 11 2020
new	L Green - BVS	COVID-19 orientation (insert after page 28)	n/a	Nov 11 2020
107	L Green - BVS	Updated 6.3 Review Index	107	Nov 18 2020
168-169	L Green - BVS	SWP 6.3.42 – Pandemic Site Protocols	n/a	Nov 18 2020
29	L Green - BVS	COVID-19 orientation update	29	Dec 2 2020
214 & 215	L Green - BVS	8.9 Pandemic (COVID-19) Response Plan	n/a	Dec 3 2020
89-90	L Green - BVS	Updated FHA 5.7.8 Housekeeping	89-91	June 24 2021
24	L Green - BVS	Added 4.7.4 training for SC vacation	24	June 24 2021
39	L Green - BVS	Updated 5.6 job task list for SC Vacations	39	June 24 2021
178	BVS	Added 6.3.56 SJP – Manual Lifting	n/a	Oct 18 2021
55 - 67	BVS	Updated FHA 5.7.4 Equipment Operators & FHA 5.7.5 Maintenance	55-69	Oct 18 2021

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Page #	Revised by	Add	Remove	Date
187-188	BVS	Add Respirator Code of Practice	-	Feb 2 2023
191-196	BVS	Add confined space code of practice	-	Feb 10 2023
83-84	AL	Remove Barista FHA	83-84	Oct 1 2023
151	BVS	Change noise limits from 85 dB to 82 dB	151	Oct 1 2023
67-73	J Glowatsky /BVS	Review of Labourer FHA	67-75	Oct 3 2023
44-49	L Gauvreau / BVS	Review of Carpenter FHA	44-53	Oct 5 2023
	AL	Remove Asphalt Roofing FHA, Campground attendant FHA	81-82, 85-86	Oct 5 2023
Element 8	BVS	Rewrite emergency response section to align with current legislative requirements	203-232	Oct 5 2023
23	J Glowatsky / BVS	Added requirements for TDG training when transporting bulk fuel.	22	Nov 29 2023
88	J Glowatsky / BVS	Updated SJP 6.3.3 Refuelling Powered Equipment to include TDG requirements	87	Nov 29 2023
248 & 253	J Glowatsky / BVS	Update violence and harassment policies to include requirements for review frequency	247 & 252	Nov 29 2023
183-185	BVS	Include 6.3.66 Noise Management Program – Code of Practice	n/a	Mar 7 2024
175-180	BVS	Remove SC vacations safe job procedures	175-180	Mar 7 2024
8	BVS	Change wording on worker responsibilities with regard to violence and harassment to include all persons while at work.	8	Mar 7 2024
76-79	BVS	Remove 5.6.8 FHA for Housekeeping	76-79	Mar 7 2024
37	BVS	Remove jobs RV and housekeeping from Job Task List 5.7	38	Mar 7 2024
-	BVS/SCMV	Remove Element 13 Applicable Legislation – no longer required	238-242	Mar 27 2024
		Renumber -Element 14 Violence & Harassment Prevention to Element 13 -Element 15 Fit for Duty to Element 14 -Element 16 Modified Work to Element 15 -Element 17 Environmental to Element 16		Mar 27 2024
204	BVS	Add Flash Flood emergency procedure	-	May 21 2024
96,117-118, 159-160	JG/SF	Combine 6.3.21 & 6.3.54 into SJP/SWP for construction heaters. Delete SJP 6.3.8.	96,117,159	Nov 21 2024
-	BVS/SCMV	Review and amend safe job procedures and safe work practices	-	Nov 21 2024
-	JG	Update senior mgmt. for policy signatures	-	Sept 23 2025
185	LG (BVS)	Remove scaffold inspection as App is used for this inspection.	185	Sept 23 2025
182	JG	Update worksite inspection frequencies to be more specific	182	Sept 23 2025
15-20	LG (BVS)	Update Element 3 HSC to reflect latest OHS changes	15-20	Sept 23 2025
-	LG (BVS)	Remove ERP contact lists dept. no longer included in SCMV scope	195-197	Sept 23 2025
-	LG (BVS)	Remove old paper inspection forms, reference forms used within the App	90-92	Sept 23 2025
-	LG (BVS)	Replace Violence and Harassment Prevention Plan with updated versions (combined)	238-246	Sept 23 2025

Spring Creek Mountain Village Inc.
GENERAL POLICIES, HEALTH AND SAFETY MANUAL

Page #	Revised by	Add	Remove	Date
-	LG (BVS)	Element 9.2 edit procedure to include using App and remove forms with example from the App	211-215	Sept 23 2025
83,95,96	BVS	Combine various saw safe job procedures into one.	95 & 96	Nov 12 2025
100-101	J Glowatsky	Updates to SWP 6.3.14 Crane Operation add using pallet forks	101-101	Nov 12 2025

Spring Creek

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 1-MANAGEMENT COMMITMENT

1.1 HEALTH & SAFETY POLICY

Spring Creek Mountain Village Inc. (SCMV) is committed to a health and safety program that protects our workers, others (i.e. contracting employers) who enter onto our property and the general public.

1.1.1 Objective

It is the aim of SCMV to maintain a health and safety program that will reduce the number of injuries or illnesses to an absolute minimum and exceed the best experience of similar operations. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all workers. The goal is zero illness or injury at SCMV.

1.1.2 Scope

The implementation and maintenance of an effective health and safety program requires complete cooperation at all levels of the SCMV structure and between independent trades, contractors and suppliers. SCMV gives priority to the prevention of occupation caused injury and illness, loss or damage to equipment and materials over all operational productivity wherever and whenever necessary.

1.1.3 Provision of Training and Health and Safety Equipment

SCMV shall provide the training for the personal health and safety of all employees in keeping with the highest standards and to the greatest degree possible. All employees and contractors shall provide and maintain their own safety equipment in accordance with the manufacturers' guidelines and the OHS.

1.1.4 Responsibilities and Roles - General

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

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

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

1.2 HEALTH & SAFETY ACTIVITIES

The health and safety program shall:

- Provide mechanical and physical safeguards to all employees to the maximum extent possible.
- Conduct a continuous program of health and safety inspections to locate and eliminate or control unsafe work practices, conditions, health hazards and equipment. The program shall comply fully with the OH&SA, Regulation and Adopted Code.
- Train all employees in good health and safety practices.
- Ensure that independent contractors and contractors train themselves and their employees in good health and safety practices.
- Ensure the maintenance of SCMV or Employee-owned Personal Protective Equipment (PPE) is in accordance with the manufacturers' instructions, and that workers be trained in the care and use of PPE.
- Develop and consistently and fairly enforce SCMV health and safety rules, policies and procedures as a condition of employment or contract.
- Promptly investigate every health and safety incident to correct the cause(s), to ensure that a similar incident will not happen again.

1.3 RESPONSIBILITIES AND ROLES – ALL LEVELS

All areas of SCMV shall implement the SCMV General Policies, Health and Safety Manual (manual). The responsibilities and roles of each level of SCMV organization is defined below:

1.3.1 Employer, & Senior Management Responsibilities

- Understand and consistently enforce SCMV safety policies and the OHS Act.
- Ensure that all workers have the proper PPE available, in good condition, used correctly and used in accordance with this manual and the OHS act.
- Provide visitors and clients with the PPE to enter the work site and to arrange times that will provide the safest visit.
- Conduct site safety inspections in accordance with SCMV policy and the OHS Act.
- Correct all unsafe conditions/acts at the site immediately upon being aware of their existence.
- Ensure all contractors comply with all aspects of OHS Act, Regs and Code.
- Investigate all incidents that occur on a work site.
- Maintain information related to work site hazards, controls, work practices and ensure this is readily available to the joint health and safety committee, workers and prime contractor (if present).
- Comply with all legislation, manufacturers' instructions, and SCMV policies, and always set a good health and safety example to employees, clients, visitors and passers-by.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

1.3.2 Managers Responsibilities

- Provide policy instruction, practical direction, and assistance to Superintendents in order to protect the health and safety of every worker, visitors or passers-by on SCMV work sites.
- Provide all Superintendents with clear understanding of the safety programs and inform such personnel, be they contractor/sub-contractor or employee, of all OHS Act requirements.
- Ensure that there is no harassment, discrimination, or violence in the workplace.
- Ensure that all employees and contractors have equipment and tools that are correct for the task, maintained in good working order, have all safeguards in place and employees competent in their safe use.
- Provide direction to contractors and employees in the area of on-going safety training and education that is available or may be required.
- Monitor all job site personnel and hold them personally accountable for safety performance.
- Monitor all contractors and hold them accountable for the safety performance of their Superintendents and workers.
- Conduct written hazard assessments and ensure review by all site personnel-as outlined in Element 5. Make the assessments freely available on the job site and then retain for management review and file.

1.3.3 Supervisor/Superintendent Responsibilities

- Promote safety and awareness among all contractors and workers sharing the work site.
- Establish safe work procedures for worker jobs/tasks under supervision and participate with workers, contractors/sub-contractors and management in the development of Safe Work Practices (SWP) and Safe Job Procedures (SJP).
- Instruct workers in safety through leadership, safety meetings and training.
- Ensure that there is no harassment, discrimination, or violence in the workplace.
- Correct unsafe work practices by means of leadership, information, education and disciplinary action when required.
- Detect troubled employees and ensure their safety and the safety of others by responding appropriately to the issue at hand.
- Identify and correct unsafe conditions or acts as soon as possible and do not commence work until it is deemed to be safe.
- Comply with all legislation, manufacturers' instructions and SCMV policies.
- Inspect the work site monthly, quarterly for low hazard sites or as needed for potential hazards and then eliminate or control such hazards.
- Review and assist in the completion of hazard assessments on the work site or for the individual task for which they are developed.
- Conduct or participate in the investigation of all incidents that occur on the work site.

Spring Creek Mountain Village Inc.

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- Conduct a monthly Toolbox or Tailgate Meeting, on high hazard sites and quarterly on low hazard sites.
- Ensure that all tools and equipment on the work site are in good working order, appropriate for the task, with all safeguards in place and properly maintained.
- Stop the work and make a report of any unsafe conditions, acts or non-compliance with legislation, manufacturers' instructions and SCMV policies by contractors or employees on the job site to Senior Management if the offender(s) fail to take the corrective action requested.
- Cooperate fully in the completion of Hazard Assessments, attendance at Safety Meetings, job training.
- Set a good example by personal conduct, work ethic, leadership, safety meetings and training.

1.3.4 Worker Responsibilities

- Report any unsafe conditions or acts performed on the job site to the Superintendent or Senior Management if you are unable to correct them.
- Fully cooperate and correct unsafe conditions or acts immediately when requested.
- Ensure that there is no harassment, discrimination, or violence with any other person while at work.
- Make a report of any harassment, discrimination or violence on the work site to the Superintendent or Senior Management.
- Immediately report any injury **no matter how small** and get the required first aid.
- Understand and comply with the OH&S Act, manufacturers' instructions and SCMV policies and rules.
- Arrive at the work site on time, in good condition and ready to work.
- Advise the Superintendent of any condition that may impair your ability to work such as a medical condition, prescription drugs or personal issues, including substance abuse.
- Maintain your conduct at a professional and courteous manner at all times.
- Avoid conflict with other workers and contractors on the site.
- Do not engage in any horseplay or other similar conduct.
- Maintain good housekeeping practices on the site.
- Properly maintain and correctly use the PPE required for the task.
- Only operate equipment that you have received the proper training and/or certification to operate and with authorization of the employer/ owner.
- Do not use company vehicles unless insured and authorized.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

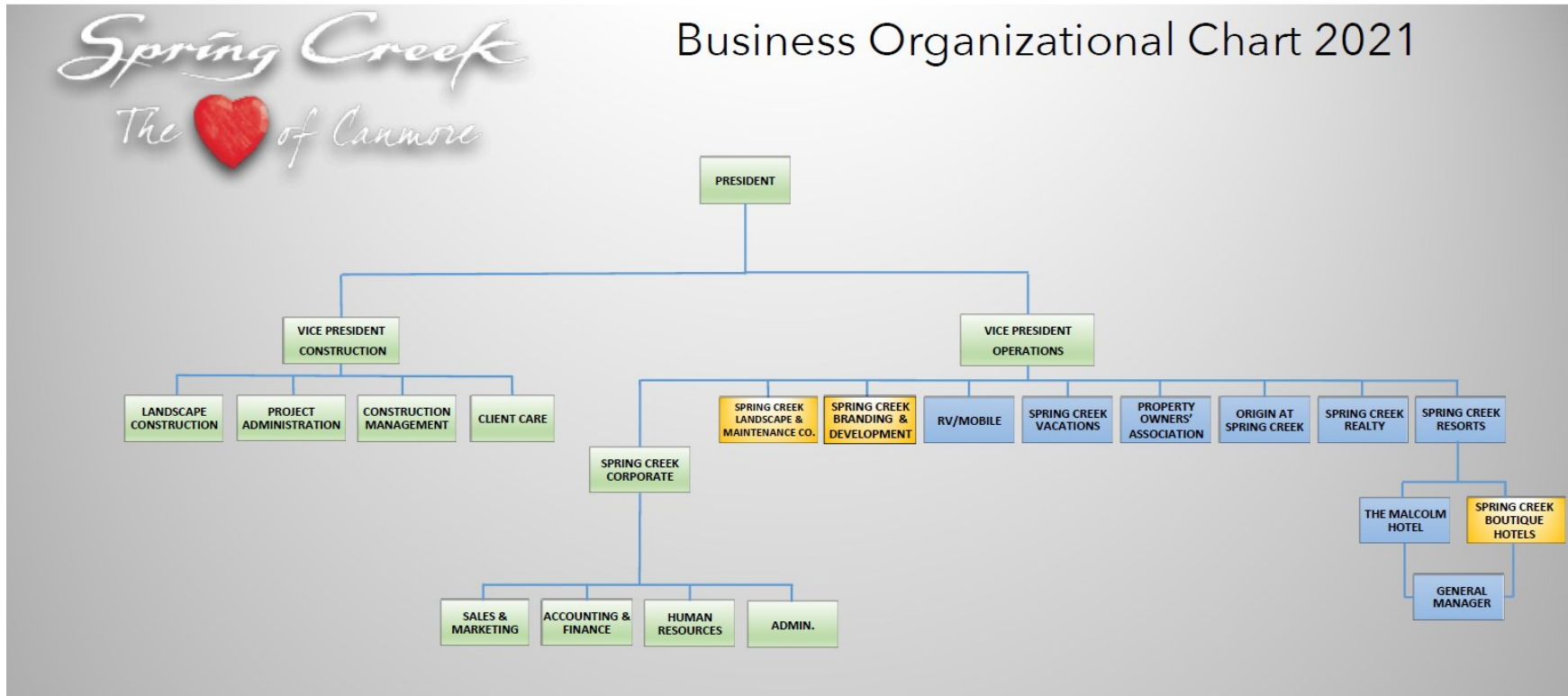
- Cooperate fully in the completion of Hazard Assessments, attendance at Safety Meetings, job training and follow the Superintendent's direction.
- Cooperate with co-workers to ensure their health and safety as well as other workers on the same site that are not necessarily engaged in your task.
- Immediately inform the Superintendent or Senior Management if you believe there is an un due hazard by performing the task.
- Set a good example to co-workers by attendance at safety meetings, personal conduct, work ethic, leadership and health and safety excellence.

Spring Creek

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

1.4 ORGANISATIONAL CHART



Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 2-PUBLIC, VISITORS & CONTRACTING EMPLOYERS

2.1 PUBLIC, VISITORS AND CONTRACTING EMPLOYERS' POLICY

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.

2.1.1 General Public and Visitors

- Visitors will be expected to conform to the requirements of SCMV's health and safety policies for the duration of their visit.
- All visitors will complete a visitor orientation in the Digital Safety App and will be accompanied during their visit.
- Visitors will be required to follow SCMV's visitor rules of conduct for the duration of their visit:
 - Always wear required PPE while on site
 - Follow all verbal instructions and signs
 - Do not touch or attempt to operate any machine, device or equipment unless otherwise directed to do so
 - Keep out of restricted areas
 - Report all injuries or problems immediately.

2.1.2 Contracting Employers Responsibilities

- All contractors shall submit their Occupational Health and Safety programs to SCMV for acceptance within the bid process. SCMV reserves the right to reject OHS programs that do not comply with the Occupational Health and Safety Act (OHS). If rejected, the contractor shall operate in accordance with this manual.
- Health and safety orientations are provided to all contractors by the management, or project manager prior to them working at any SCMV job sites.
- The orientation informs contractors of their health and safety responsibilities, worksite hazards and controls, and when conditions change.
- All Contractors, where necessary, shall follow SCMV Health & Safety program.
- 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.
- Understand and comply with OHS Act, Regs and Code.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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Spring Creek Mountain Village Inc.

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2.2 CONTRACTOR SAFETY PROGRAM MANAGEMENT EXPECTATIONS

As **Prime Contractor** under Alberta OHS Act, Regs and Code **Spring Creek** is responsible for coordinating the health and safety of all contractors on their worksite.

Poor communication and an uncoordinated approach to health and safety puts workers at risk. Spring Creek as the **Prime Contractor** is required to do what is reasonably practicable to ensure that the OHS legislation is complied with. Spring Creek will meet this obligation by establishing and maintaining a process that evaluates, selects, monitors and controls all contracted employers on work sites. The following outlines our expectation in respect to Safety Program Management:

2.2.1 Safety Program Documentation

An up-to-date version of your company's safety manual must be submitted to Spring Creek for review. Your Safety Manual Policies and Procedures must cover your entire scope of work. Your staff must be thoroughly oriented on your company's Health and Safety Management System. If no safety program is available, must follow the Spring Creek Health & Safety Management System

2.2.2 Safety Orientation

All workers must complete a Spring Creek New Worker Safety Orientation in the **BVS Digital Safety App** prior to working on a Spring Creek Site.

2.2.3 Hazard Assessments

Site specific Hazard assessments are to be performed daily and submitted before work begins. These are to be handed in daily and as the job scope changes.

2.2.4 Site Meetings

Will be held weekly with the Site Superintendent and your attendance is required, where information will be shared regarding site plans for the week and safety concerns.

2.2.5 Safety Meetings

Will be held monthly on high hazard sites and quarterly on low hazard sites, and documentation submitted.

2.2.6 Scope of Work

Any significant changes/additions to work that can have an affect on the rest of the worksite, must be communicated to the site superintendent before work commences.

2.2.7 Training

Worker training records are to be submitted as they arrive on site. You workers need to be trained and certified as per OHS Act, Regs and Code.

2.2.8 Investigations

All incidents, accidents, near misses and work refusals will be reported to site management as soon as practically possible. Required paperwork to follow within 24hrs.

2.2.9 Inspections

Routine inspections of your own work area are to be performed informally daily or as conditions change. Your workers will cooperate and participate as required in site wide inspections. Formal inspections will be held monthly on high hazard sites and quarterly on low hazard sites, and documentation submitted.



2.2.10 PPE

Will must provide all workers with the required PPE and training to use, as required for their scope of work.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

2.3 VISITOR SAFETY ORIENTATION EXAMPLE

<i>Spring Creek</i>	Visitor Orientation
Date	Monday, March 24, 2025 11:05
SCMV Representative	Teresa Mullen
Visitor's Name	Cam Tucker
Work Site	Black Swift Lodge
NOTICE: This visit shall be to a construction Job-Site where construction related hazards and unfinished areas may exist. There may be workers on the premises with machinery and operating tools during the visit.	
Site Access: Sales Person explained site access point, obstacles, conditions.	Yes
Responsibilities: Sales person explained tour and pointed out site hazards.	Yes
General Rules: No smoking, no children under 13, must stay with escort, Do not lean on temporary railings, building exit points.	Yes
Personal Protective Wear: Hard Hat, Hi-vis Vest, Covered Toe Footwear	Yes
SCMV Representative	
Visitor's Signature	

Spring Creek Mountain Village Inc.
GENERAL POLICIES, HEALTH AND SAFETY MANUAL
ELEMENT 3-HEALTH & SAFETY COMMITTEES

3.1 POLICY

3.1.1 Purpose

The purpose of the Health and Safety Committee is to:

- To promote awareness of safety issues.
- Develop a collaborative relationship between management and workers to identify and resolve health and safety problems.
- To ensure the internal responsibility system functions effectively.
- To ensure the company meets all requirements set out by Occupational Health and Safety.

3.1.2 Scope

Health and safety committees bring management, supervisors, and workers together to discuss and address health and safety related concerns in the workplace. They allow workers to participate in occupational health and safety and support the three basic rights of workers:

- the right to know
- the right to participate
- the right to refuse dangerous work

The SCMV 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.

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.

SCMV have appointed 6 members of staff (4 worker representatives and 2 management representatives) to represent each sector of the business. SCMV shall ensure the appropriate training is available for each member of the committee.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

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 SCMV, 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 SCMV.
- 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.

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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 SCMV.
- Review SCMV 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 SCMV 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 SCMV 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 four 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.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

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.

Spring Creek Mountain Village Inc.

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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:	Print Name:
Signature	Signature:
Date:	Date:

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

3.3. BLANK AGENDA TEMPLATE



Health & Safety Committee Meeting

AGENDA

Date:

Time: – Includes inspection and meeting.

Location:

1. New Safety Items

This section will be used to discuss new issues that have come up, either onsite or in the industry.

- Reviewing recent inspection
- Catch up with each department on any safety related concerns.
- Elect a new Safety Committee member

2. Old Business

This section will be used to discuss questions or concerns that were brought up in the previous meeting.

- Incident Trends
- Discuss any outstanding concerns

3. Incident/ Near Miss reporting

Reviewing all incidents/near misses from the last 2 months.

4. Policy or Program Updates:

This section will be used to discuss or review policies.

5. Hazard Assessments:

A review of the best hazard assessments in the last reporting period.

6. Inspections:

Review recent inspection forms.

7. Other Business:

This section will be used for workers and management to discuss safety related concerns or ask questions.

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3.4. SAMPLE MINUTES



Health & Safety Committee Meeting Minutes

Project:	Enter Project Name.	Meeting Date:	July 11, 2019
Location:	Spring Creek Vacations	Next Meeting:	October 23 rd , 2019
TMH Attendees		Distribution	
Company	Name	Company	Name
<i>Spring Creek</i>	<i>Edward Marran Dominique Deschenes Jasmine Germana Findley Wallace Dave Hallet-(Absent) Andre Lomas-(Absent) Kenn Ritchie-(Absent)</i>	<i>Spring Creek</i>	<i>Andre Lomas Edward Marran Dominique Deschenes Jasmine Germana Kenn Ritchie Dave Hallet Findley Wallace</i>
1.	New Safety Items	-Tommy is a suggestion for a new HSC member	
2.	Old Business:	-Follow up with absent members to ensure that they have completed the required HSC course -Sandra will follow up with Maintenance regarding last inspection; Sandra & Dave will come up with an action plan for any outstanding issues.	
3.	Incident/Near Miss Reporting:	- Committee has reviewed recent incidents/WCBs -Miriam is on case management for all incidents	
4.	Policy or Program Updates:	-Sandra will look into adjusting new worker orientation; spending more time with employees to prevent future incidents/near misses	
5.	Inspections: Committee scheduled to go out on inspection. Review Recent inspection forms.	-Completed inspections for SCV housekeeping office and staff room.	
6.	Other Business:	Edward to follow up with Miriam about new safety rules regarding licence requirements for all company vehicles on SC property.	
	<u>Objectives</u>		
	Follow up and correct any outstanding items on past/present inspections		
	Significantly decreasing the number of incidents/near misses		

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 4-TRAINING

4.1 HEALTH AND SAFETY 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 Training Responsibilities

SCMV 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, transferred and 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;

4.1.3 Competency

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

- adequately qualified (e.g. certificates, tickets, trade qualifications)
- suitably trained (orientation, on-the-job training, safe job procedures)
- have sufficient experience (e.g. task observations, performance reviews, skill assessments)

SCMV will assess the competency of workers, using the following methods:

4.1.3.1 New Worker Safety Orientation

Orientations for new or transferred workers are conducted by management/supervisors, on being contracted or on the first day at work on site.

4.1.3.2 On-the-Job Training

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

4.1.3.3 Ongoing Training

SCMV and contractors shall ensure they document on-going safety training that includes, but is not limited to, the following:

- Safety orientations for new hires/change of occupation or job
- Job-specific training
- Safety training for Senior Management, Superintendents and employees
- Act as a training arrangement resource for contractors
- Monitor the renewal of OHS ACT required specific safety and first aid certification training
- Specialized safety and related training
- Non-certificate task and trade-specific training

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- Continuous refresher and up-date training

4.1.3.4 Competency Assessments

To evaluate and ensure ongoing competency, supervisors/managers will complete task observations during routine site inspections, quizzes and completed task checklists.

Existing employees will be:

- Tested for competency through hands on observations by their supervisor/manager annually
- When additional tasks are added to their job descriptions, certification if applicable and competency assessments will take place before work begins.
- Standardized competency forms will be used
- Refresher and re-certification training will take place annually and as required by certification.

New Workers shall have:

- Valid certifications for the work they have been hired to do, or receive training
- Competency assessment conducted by a trained competent supervisor/manager with a hands-on demonstration of tasks required of them.

After an Incident or Near Miss

Refresher training and competency assessments will be completed before a return to work.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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Spring Creek Mountain Village Inc.

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4.2 TRAINING DIVISIONS

Certain areas of operations require different training. Refer to [Element 8.1.1](#) for first aid and emergency response training. The following training shall be conducted:

4.2.1 All Apprentices, Framers and Labourers in Construction

- Construction Safety Training System (CSTS) if less than 5 years relevant experience
- Fall Protection – User (if duties require)
- Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS 2015)

4.2.2 All Excavation Equipment Operators and Excavation Labourers

- Construction Safety Training System (CSTS) if less than 5 years relevant experience
- Safety Orientation
- Safe Trenching, Excavation and Ground Disturbance if operating excavators
- Workplace Hazardous Material Information System (WHMIS 2015)
- Certification for all equipment to be operated – as required
- TDG may be required for workers transporting bulk fuel off site.

4.2.3 Managers and Superintendents (High Hazard Sites)

- Construction Safety Training System (CSTS) if less than 5 years relevant experience
- Fall Protection - Awareness
- First Aid – Intermediate First Aid
- Leadership for Safety Excellence
- Principles of Health and Safety Management
- Safety Orientation
- Workplace Hazardous Material Information System (WHMIS 2015)
- TDG as required

4.2.4 WHMIS 2015 & Flagger Training

SCMV shall have one manager or supervisor qualified to deliver Flag Person (Flagger) and Workplace Hazardous Materials Information System (WHMIS) training courses. The Safety Coordinator shall ensure that the company maintains and supports training.

4.3 NEW EMPLOYEE SAFETY ORIENTATION MEETING

4.3.1 Introduction

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

4.3.2 Safety Orientation

The Safety Coordinator, Supervisor or Superintendent will conduct the safety orientation manually or using the New Worker Orientation App. In this way, the new hire is made clearly aware of the responsibilities of each of the crew, and their commitment to safety. The orientation is ideally conducted on the first day before the start of work, and preferably on site for practical "show and tell" examples. Conduct the orientation without interruptions.

The orientation covers but is not limited to these subjects:

1. H&S Policies and Procedures

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2. Contractor and Employee Workers Rights (right to refuse, right to know and right to participate) and H&S Responsibilities
3. Health and Safety Committee Activity
4. Training, initial, ongoing, and on-the-job
5. Hazard Reporting & Assessments - Formal Hazard Assessments & Task Specific FLHAs
6. Hazard Controls
7. Safe Work Practices & Safe Job Procedures
8. PPE
9. Violence and Harassment Prevention
10. Pandemic Controls
11. Inspections
12. Emergency Response
13. Incidents – Reporting and Investigation (inc. near misses, work refusals)
14. WHMIS 2015
15. Rules, Disciplinary / Enforcement Procedures
16. Applicable regulatory requirements (OHS, WCB etc.)

4.3.3 Orientation App Checklist

The orientation guides the worker and supervisor through the topics above with a series of knowledge questions. This can only be submitted when worker achieves a 70% pass to prove they have read, and understood the orientation. When complete a copy of the orientation confirmation and certificate is emailed to each contractor, employee and the supervisor for the file. Examples are included at the end of this section, together with a questionnaire to confirm the knowledge of the new hire.

4.3.4 Job Specific Training

Usually, a new employee will be operating equipment or performing tasks that they are not at all familiar with. In addition, if employees change jobs, they should be trained on the new equipment/task. Observe employees even if they have stated that they are familiar with the equipment/task.

4.3.5 Records

Keep records of any training given. The record must be signed and dated by the employee and the trainer and kept in the employee's file. See summary form in "Section 13 – Records and Statistics."

4.3.6 Follow-up

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

4.4 TRAINING ASSISTANCE AND SUPPORT

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

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

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4.5 COMMUNICATION POLICY

4.5.1 Purpose

The primary method for on-going safety awareness and exchange of safety information is the safety meeting. It may only be necessary to bring all the contractor and supplier crew leaders and senior management together one or two times per year, with the individual crews getting together every one or two weeks. At whatever frequency conducted, these meetings are vital to pass on safety information and concerns to all SCMV operations.

4.5.2 Formal Safety Meetings

Safety meetings are conducted regularly with an attendance list, agenda, and minutes recorded, by supervisor/management or safety representative. Topics include changes in the OHS Act, regulation, codes, incidents on site, manufacturers' guides or introduction of new equipment.

4.5.3 Toolbox Talks

A **Toolbox Talk** is an informal **safety meeting** that focuses on **safety** topics related to the specific job, such as workplace hazards and **safe** work practices. **Meetings** are normally short in duration and conducted at the job site prior to the commencement of a job or work shift. Toolbox Talks should be held on a regular basis, on the same day and time and (if possible) at the same place. Preference should be given to the site being currently worked in and going over the hazard assessment on a new site.

4.5.4 Formal Safety Meeting Frequency

High hazard site (construction and RV) : Monthly
Low hazard sites (office) : Quarterly

4.5.5 Responsibilities

4.5.5.1 Senior Managers

Will attend at least one meeting annually, and review all safety meeting minutes

4.5.5.2 Managers/Site Superintendents

Will attend a minimum of one meeting per quarter, be involved in meeting agenda creation and review all site safety meeting minutes.

4.5.5.3 Site Supervisors

Will attend all site safety meetings, if possible, be involved in group discussion, review meeting minutes and post minutes for workers information on site safety boards.

4.5.5.4 Workers

Will attend all site safety meetings, if on site, take an active part in the meeting, and share information to the group if relevant. Ensure if not in attendance they have reviewed the previous meeting minutes posted on the notice board.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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4.6 HEALTH AND SAFETY AGENDA TEMPLATE

HEALTH AND SAFETY MEETING	
	
DATE:	PROJECT/FACILITY:
FACILITATORS:	
AGENDA	
<ul style="list-style-type: none"> (1) Review of Previous Meeting (2) Review of Inspections/Incidents (3) Current Topic Discussion (4) Worker Input (5) Date/Time/Topic Next Meeting 	
AGENDA ITEMS:	
<ul style="list-style-type: none"> 1. 2. 3. 4. 5. 	
Worker Input:	
Supervisors Input:	
NEXT MEETING	
DATE:	TIME:
FOREMAN/SUPERVISOR	PRINT
	SIGN
REVIEW DATE:	

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4.7 SAFETY MEETING COMBINED AGENDA AND MINUTE SHEET

(Copy as required before completion)

Tailgate Meeting Date/Time:			
Company:		Project #:	
Trade:		Site #/Place:	
Supervisor Name:		Supervisor Title:	

Review Last Meeting (insert comments/suggestions):
<ul style="list-style-type: none"> Fire extinguishers need to be certified on a yearly basis (complete) First aid courses for staff need to be scheduled with HR

Topic(s) Discussed (insert comments/suggestions):
<ul style="list-style-type: none"> Review CSV 600 Emergency Response Plan- Posted in site office Fall Protection and hard hats required at all times in aerial platforms (operators must be trained) Openings in stairs and on the outside must be protected as they developed and not left until completed Hazard assessments and machine inspection reports must be handed in weekly!

Suggestions Offered (insert comments/suggestions):
<ul style="list-style-type: none"> None

Action(s) to be Taken, By Who, and When:
<ul style="list-style-type: none"> Fill out machine inspection reports before each usage and deliver to administration office Any issues noted on inspections must be fixed and recorded

Alerts/Incidents/Injuries/Accidents Reviewed:
<ul style="list-style-type: none"> None

Superintendent's Remarks:
<ul style="list-style-type: none"> None

Superintendent's Signature:
Management Remarks (if any):
<ul style="list-style-type: none"> See Weekly Management review

Management Name (print) and Signature:
Date of Management Signature:
<ul style="list-style-type: none"> See Weekly Management review

Tailgate Meeting Date/Time:	
------------------------------------	--



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4.8 NEW WORKER ORIENTATION

4.8.1 NEW CONTRACTOR / WORKER SAFETY ORIENTATION CONFIRMATION

knowledge checks example

<i>Spring Creek</i>		New Worker Orientation	
Orientation Date	Wednesday, October 6, 2021	Name	Gabriel Loreque
Email	gabecc2010@gmail.com	Job Title	Sanding supervisor
Company	Alliance professional	Supervisor's Name	Maurice Morgan
Question	Your Answer	Correct Answer	
1. OHS Legislation applies to all worksites in Alberta not just construction	TRUE	TRUE	
2. Select ALL workers rights from the list:	<ul style="list-style-type: none"> • Right to refuse unsafe work • Right to know the hazards • Right to participate in H&S 	Right to refuse unsafe work Right to know the hazards Right to participate in H&S	
3. Having one person always filling out the hazard assessment and everyone, signing is compliant?	FALSE	FALSE	
4. PPE is always the first line of defense as a hazard control method.	FALSE	FALSE	
5. It is safe to work off a folded step ladder leant against a wall.	FALSE	FALSE	
6. Making fun of a fellow worker is OK, and is not classed as harassment if you know them?	FALSE	FALSE	
7. An unsafe worker is only a hazard to themselves?	FALSE	FALSE	
8. All injuries, regardless how minor, must be reported to your supervisor.	TRUE	TRUE	
9.  This WHMIS pictogram stands for:	Flammable	Flammable	
10. If I see an unsafe act by another worker, I do not need to do anything as long as I am safe	FALSE	FALSE	
Your Score: <u>10/10</u>		Signature	
Expiry Date	Thursday, October 6, 2022		

This is a general summary of the Spring Creek program, for further information, refer to the Spring Creek Safety Policy – copies available on site.

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GENERAL POLICIES, HEALTH AND SAFETY MANUAL

4.8.2 NEW CONTRACTOR / WORKER SAFETY ORIENTATION CERTIFICATE

Spring Creek

CERTIFICATE OF COMPLETION

GABRIEL LOREQUE

HAS SUCCESSFULLY COMPLETED THE
SPRING CREEK MOUNTAIN VILLAGE
WORKSITE SAFETY ORIENTATION

ON

Wednesday, October 6, 2021

[company signature]

Expiry Date: Thursday, October 6, 2022

Spring

Spring Creek Mountain Village Inc.
 GENERAL POLICIES, HEALTH AND SAFETY MANUAL
ELEMENT 5- HAZARD ASSESSMENTS

5.1 POLICY

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

5.1.1 Introduction

SCMV commits to on-going hazard assessment policies and procedures to continually identify existing and potential hazards related to each job task, to help prevent incidents, injuries and illnesses at the work site.

5.1.2 Scope

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

5.1.3 Training

All managers, supervisors and field workers receive hazard assessment training, that is reviewed on an annual basis. All workers participate in the hazard assessment process. There are two types of hazard assessment:

5.1.4 Formal Hazard Assessments

- Focuses on work tasks regularly performed for each job role.
- Performed before work tasks take place.
- Completed by management, supervisors and relevant field workers familiar with the tasks.
- Reviewed on an annual basis or when a process or task changes, such as new equipment.

5.1.5 Site Specific Hazard Assessments

- Focuses on work site factors.
- Performed immediately before work starts at a new job site, or if new hazards are introduced at a familiar work site, such as the shop.
- 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.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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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 [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 on an annual basis or when a new work process is introduced or changed.

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

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5.3 BLANK FORMAL HAZARD ASSESSMENT

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

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

5.4 SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE (FIELD LEVEL)

5.4.1 Overview

Site specific hazard assessments are performed to assess any specific hazards unique to the job site conditions. The stage of the project, time of year and many other factors can affect what hazards may be present. SCMV require a Site Hazard and Risk Assessment (SHRA) before work starts and as each phase of the project commences. The SHRA's are posted at the work site and remain valid while work site conditions remain consistent. A SSHA in addition to the SHRA is required for any hazards not covered by the SHRA and for contracted employers who are performing individual tasks outside of the posts SHRA.

5.4.2 Procedure

1. Always conduct a SHRA or Site Specific (Field Level) Hazard Assessment (FLHA) before any work at the work site begins, and as conditions change.
2. Identify all tasks to be performed, specific to that job site and activity for the day. The FLHA shall be crew leader led.
3. Record assessment within the eHazard Assessment App
4. 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. 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.
 - i. Engineering controls e.g. mechanical, guards, controls, substitution
 - ii. Administrative e.g. safe job procedures, signage, training, maintenance, breaks
 - iii. PPE e.g. gloves, boots, hard hats, fall protection
6. Ensure all hazards and controls are communicated to workers at the job site. The eHazard Assessment is submitted via email to the site supervisor and the SCMV Safety coordinator. Each worker has a copy of the eHazard Assessment on their mobile device for review.
7. Monitor and review if there is a change to conditions, use the edit link within the email, to add any new hazards to the existing eHA. Conduct additional SHRA or eHA on major changes in site conditions e.g. weather, moving to another side of the project or other contractors starting work on the same site. The ongoing SHRA shall be reviewed quarterly or as determined by the site superintendent.

5.4.3 Improvements

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

5.4.4 Miscellaneous

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

5.5 BLANK SITE HAZARD & RISK ASSESSMENT – (SHRA)

Company Name:						Site Location:				
Employee Name:						Meeting Date/Time:				
Job Title:						Supervisors Name:				
Inspection done by:						Inspection done with:				
Rate Risk: H = High M = Medium L = Low										
Rate Risk	Identified Hazard	Potential Risk Assessment				Controls Required				Control Implemented by:
		Fatality	Injury	Medical Aid	Damage	Substitution, Elimination, PPE, Engineering, Administrative				


Note: Site Hazard Assessment must be posted on site.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

5.6 BLANK SITE SPECIFIC HAZARD ASSESSMENT – (FIELD LEVEL - FLHA)

EXAMPLE from eHazard Assessment App

<i>Spring Creek</i>		Site Specific eHazard Assessment	Date / Time	October 19, 2021 12:17
Job Site	TTL (The Tamarack Lodge)		Weather	Clear/Sunny
Muster Point	Behind the Sales Centre		Temp.	COOL (0 to +10C)
Your Company	SCMV			
Pre-inspection of Tools/Equipment done?	Yes	Has the PPE been inspected?	Yes	Toolbox Talk this week? Yes
Is the worker working alone?	Yes	Work Alone control procedures	2. Communicate/check in with other work crews on site	
Are you doing any hot work today?	No			
Working at height today?	No			
1. List all Tasks to complete the job today		cut and install drainage mat cut and install styrofoam insulation clean up remaining material and sweep Alsan penetrations for irrigation		
2.1 What Physical Hazards have you identified		<input checked="" type="checkbox"/> Poor Ergonomics <input checked="" type="checkbox"/> Repetitive Motions <input checked="" type="checkbox"/> Sharp blades / drill bits <input checked="" type="checkbox"/> Working around other trades on site <input checked="" type="checkbox"/> Working around PME		
2.2. Chemical Hazards Identified		<input checked="" type="checkbox"/> Vehicle Exhaust		
2.3. Biological Hazards Identified		<input checked="" type="checkbox"/> COVID 19		
2.4. Psychological Hazards Identified		<input checked="" type="checkbox"/> Time Pressure		
3.1 Engineering Controls		Vaccination		
3.2 Administrative Controls		Safe Job Procedure/Work Practice, Tidy work area		
3.3 PPE Controls		Approved Footwear, Hard Hats, Masks / Respirators, Reflective Hi-Vis Clothing		
Completed By:	Jeff James Glowatsky	Signature		

Spring Creek Mountain Village Inc.

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5.7 JOB TASK LIST

Task	Driving	Lifting	Power tools	Noise	Exposure to Chemicals	Harassment	Working Alone
Carpenter							
General Housekeeping		Y			Y		Y
Recycling and Garbage Removal	Y	Y	Y	Y	Y		Y
Driving a Company Vehicle	Y						Y
Cutting Materials		Y	Y	Y	Y		Y
Installing structures/fixtures		Y	Y	Y			Y
Maintenance / Labourer/Landscaper / Site Supervisor							
General Housekeeping		Y			Y		Y
Snow Removal	Y	Y	Y	Y			Y
Recycling and Garbage Removal	Y	Y	Y	Y	Y		Y
Trimming Trees	Y	Y	Y	Y	Y		Y
Mowing Grass			Y	Y		Y	Y
Driving a Company Vehicle	Y						Y
Equipment Operator							
Recycling and Garbage Removal	Y	Y	Y	Y	Y		Y
Driving a Company Vehicle	Y			Y			Y
Cutting Materials		Y	Y	Y	Y		Y
Building structures	Y	Y	Y	Y			Y
Loading and Unloading Equipment/Materials	Y	Y	Y	Y			Y
Sales							
Client Tour of Building				Y		Y	Y
Filing							Y
Data Entry			Y				Y
Shredding of Documents		Y	Y				Y
Stocking Office Supplies		Y					Y
Driving a Company Vehicle to Different Site Locations	Y		Y	Y			Y
Administrative Office							
Filing							Y
Data Entry			Y				Y
Shredding of Documents		Y	Y				Y
Stocking Office Supplies		Y					Y
Company Vehicle to Various Spring Creek Sites	Y		Y	Y	Y		Y
Creating Reservations			Y			Y	Y

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

5.6 FORMAL HAZARD ASSESSMENTS

5.6.1 Formal Hazard Assessment – Office Work

Job/position/work type: Managers / Supervisors / Sales Personnel / Administrators				Date of assessment:	Feb 8 2019
Assessment performed by: Sandra Fleming, Andre Lomas, Miriam Busby				Date implemented:	Feb 8 2019
Reviewed By: Edward Marran, William Jentzel, Miriam Busby, Erika Bronstein, Rhianna Lauzon, Dominique Deschenes, Nevil Stow, Samantha Semperboni				Reviewed/revised:	Nov 21 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, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	2	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Safe Driving policy, SWP – Cell Phone Usage (SJP 6.3.50) Company Rules, sect#5 Impairment, company vehicle restrictions etc. Inclement weather restriction for company sponsored driving.
Entering / leaving building, travelling to vehicle	(S) uneven ground surface	2	2	4	(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. Use mats at doors for wiping feet.
	(S) ice, water, slippery surfaces	2	1	2	(A) Inspection of lighting & condition of parking lot, regular safety mtgs
	(S) poor lighting	1	2	2	(P)Practice ice cleats introduced for winter deliveries, no heels or sandals, when carrying load
Desk Work – answering phone, computer work	(H) Sitting for long periods of time	1	2	2	(E) Ergonomically correct workstations & stand accessible desks. (A) Take regular breaks and move around. Work Planning
	(H) Repetitive motions	2	2	4	(A) Regular safety meetings and HR, & wellness checks
	(H) Fatigue	1	1	1	(E) Locked entrances/exits when workers are alone
	(H) Stress	1	1	1	(A) SJP 6.3.49. – Working Alone include check in policy when workers are alone and worker training. Utilize Spillet Security system. Have a charged cell phone on your person.
	(S) Working Alone	1	2	2	

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Working with Others in the Office, Employees, customers, guests	(H) Infectious viruses and bacterial disease	2	2	4	(E) Vaccination, open windows or fresh air exchange. (A) Frequent hand washing, sanitizing of frequently touched surfaces, maintaining a physical distance (P) Masks
	(S) Potential Violence	2	1	2	(A) Workplace violence and harassment prevention plan training.
	(H) Potential harassment	1	1	1	

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5.6.2 Formal Hazard Assessment – Site Supervisor

Job/position/work type: Site Supervisor		Date of assessment:		Jan 7 2020	
Assessment performed by: Sandra Fleming		Date implemented:		Jan 2020	
Reviewed By: Peter Fordham, Andre Lomas		Reviewed/revised:		Nov 21 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, to job sites)	(S) Extreme weather conditions, icy roads, wet roads, poor driving surfaces	2	1	2	(A) Check weather conditions regularly, be alert of other drivers and wildlife, be well rested and take breaks when driving long distances, inspect vehicle before driving. Abstracts for employees driving company vehicles Safe Driving policy, SWP – Cell Phone Usage (SJP 6.3.50) Company Rules, sect#5 Impairment, company vehicle restrictions etc. Inclement weather restriction for company sponsored driving.
Entering / leaving building, travelling to vehicle	(S) uneven ground surface	2	2	4	(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
	(S)) ice, water, slippery surfaces	2	1	2	(A) Inspection of lighting & condition of parking lot, regular safety mtgs
	(S) poor lighting	1	2	2	(P)Practice ice cleats introduced for winter deliveries, no heels or sandals, when carrying load
Desk Work – answering phone, computer work	(H) Sitting for long periods of time	1	2	2	(E) Ergonomically correct workstations & stand accessible desks. (A) Take regular breaks and move around. Work Planning
	(H) Repetitive motions	2	2	4	(A) Regular safety meetings and meetings with HR, & wellness checks
	(H) Fatigue	1	1	1	(E) Locked entrances/exits when workers are alone
	(H) Stress	1	1	1	(A) SJP 6.3.49. – Working Alone include check in policy when workers are alone and worker training. Utilize Spillet Security system.
	(S) Working Alone	1	2	2	

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Working in and moving around the office	(S) Slipping / tripping hazards	1	1	1	.(A) Hazard assessment to analyze risk, regular safety meetings to provide education, regular inspections of common areas (P) non-slip shoes, no open toed shoes
	(S) Fire	2	2	4	(E) Fire Suppressions systems (if available), fire extinguishers at every exit. (A) ERP, annual emergency drills, fire detection systems, fully functional fire alarm system. Tested and inspected regularly. Muster point discussed during orientation and reviewed annually.
	(H) Harassment (S) Violence	1 2	1 1	1 2	(A) Training in violence and harassment prevention plans.
Travelling around site & general construction tasks	(S) Fire	2	1	2	(E) Use of fire detection systems
	(S) Working around moving vehicles & equipment	2	1	2	(E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone
	(S) Public accessing the site	1	1	1	(A) ERP & regular emergency drills (A) General Safety SJP 6.3.39, SJP 6.3.48 Working Alone, SJP 6.3.52 SWP Housekeeping, SJP/SWP - moving equipment, manual lifting.
	(S) Falling objects, flying debris	2	1	2	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, Hard hat
	(S) Working alone	2	1	2	
	(H) Noise	1	1	1	
	(H) Dust inhalation	1	1	1	
Working with general public, site workers, contractors	(H) Harassment	1	2	2	(A) Training in harassments and violence prevention plans & for handling difficult/abusive /uncomfortable situations.
	(S) Violence	2	1	2	(A) Regular safety meetings and site inspections.
	(S) Working Alone	1	3	3	(E) Adequate lighting, office can be seen from the street. Ensure rear exit doors locked when staff alone (A) SJP 6.3.49 Working alone. Spillet Security System.

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Client Visits to sites under construction	(S) Work Site Construction hazards	2	1	2	(E) barricades to stop access to high hazard areas. All sites fenced until low hazard phase.
	(S) uneven ground	1	2	2	(A) Sales rep/worker to receive site safety orientation and/or be escorted at all times onsite. Sign-in or check with construction supervisor before entering site. (A) Customer to receive visitor orientation. (A) Schedule visits during non-peak times, children under 13 not permitted on site. Any safety concerns reported immediately to construction supervisor and visit suspended. (P) All appropriate PPE to be worn by workers and visitors i.e. hard hats, hi-vis, no open toed shoes or high heels.

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5.6.3 Formal Hazard Assessment – Carpenter

Job/position/work type: Carpenter		Date of assessment:		Mar 29 2019	
Assessment performed by: Sandra Fleming		Date implemented:		AUG 2019	
Reviewed By: L Gauvreau, J Ostman, J de Ternen, C Stow, W Turner, G Lamarche		Reviewed/revised:		Oct 5 2023	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential (H)health and (S)safety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE
		Severity	Likelihood	Risk	
Site prep work: Moving tools and equipment into place.	(S) Slipping and tripping	2	2	4	(E) Ice melt (E) Grading ground in high traffic areas (A) 6.3.39 General Safety JHA – General Construction (A) SJP 6.3.52 Housekeeping. (A) Regular safety meetings, inspections and reporting uneven/unsafe ground (P) Protective footwear (with grips in icy conditions). Hi vis clothing.
	(S) Moving Equipment	2	2	4	
	(S) Uneven ground	2	2	4	
Loading and delivering materials	(S) Pinch points	2	1	2	(E) Restricting access with barricades to area loading/unloading (A) SJP 6.3.56 manual lifting, SJP 6.3.3 Fueling Powered Equipment (A) Driver training, agreed hand signals before starting tasks. (A)Regular safety meetings with other site teams (P) Leather gloves, High-vis clothing, no loose clothing or hair, Safety glasses, steel toe boots
	(S) Working around moving equipment	2	1	2	
	(S) Lifting heavy items	1	1	1	
Measure, cut, or shape wood and other materials	(S) Slips, trips and falls	2	2	2	(E) Guards on tools, proper grounding, securement of material during cutting (A) Follow SWP 6.3.39 General Safety, SJP 6.3.9 Saws, FHA- 5.6.6 Labourer, 6.3.39 General safety. (A) Regular safety meetings and inspections to report issues. (P) Safety goggles (or protective glasses). Wear ear protection when using tools for extended periods and noise above 82dB (>10 minutes). Wear non-slip leather shoes or boots. Tight fitted high-vis safety apparel. Avoid loose clothing or hair. Mask appropriate for airborne dust (N95) Winter work: Ice grips in icy conditions. Summer work: Cool clothing, bandanas, cotton clothing SJP 6.3.59 Working in Extreme Weather
	(S) Sharp rotating blades	2	2	4	
	(S) Flying debris	2	1	1	
	(H) Airborne dust	1	1	1	
	(H) Noise	2	1	2	
	(H) Extreme Temperatures	1	2	2	

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Construct building frameworks, including walls, floors and doorframes	(S) Pinch Points	2	2	4	<p>(E) Design control: promoting use of pre-assembly. Guards on tools. Fall restraints added on unprotected areas. Tie -off ladders to prevent kickout.</p> <p>(A) Restricting access with barricades to area loading/unloading</p> <p>(A) Pre-job meeting & hazard assessment, inspection of all equipment before use. Adequate supervisor, job specific training and competency assessments. Regular safety meetings and inspections.</p> <p>Follow SWP 6.3.39 – General Safety, FHA-Labourer, SWP 6.3.38 -Framing, SWP 6.3.46 -Safe Ladder use, SJP 6.3.56 -manual lifting, SJP 6.3.14 Power tools, SWP 6.3.43 – Manlifts, SJP 6.3.1 – Chop Saw, SJP 6.3.6 – Nail / Staple Gun, SJP 6.3.7 – Circular Saw, SJP 6.3.9 – Saws-All and Jig.</p> <p>Battery powered tools preferred to air.</p> <p>(P) Tight fitting leather gloves for power tools. High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots, Hard hat, Face shields for grinding</p>
	(S) Lifting heavy loads	2	1	2	
	(S) Working at heights	2	2	4	
	(S) Sharp moving blades	2	2	4	
	(S) Swinging heavy hammers	2	2	4	
	(S) Falling Objects	2	2	4	
	(S) Heavy PME in area	2	3	6	
Erection and installation of building framework with the aid of rigging hardware and cranes	(S) Pinch Points	2	2	4	<p>(E) Physically secure ladders to prevent kickout. Site fenced off to prevent public access</p> <p>(A) Restrict area with barricades preventing other workers from entering fall/swing zone.</p> <p>Safety inspection on crane before coming onto site. Competent, trained rigger. Certified or in the presence of certified crane operator. Annual NDT testing on hooks, chains.</p> <p>Pre-job meeting & hazard assessment, including critical lift plan</p> <p>Pre-task agreement on hand signals.</p> <p>Inspection of ladders before use for defects</p> <p>(A) Follow SWP 6.3.46 – Portable Ladders, SWP 6.3.39 – General Safety, FHA – Labourer, SJP 6.3.2 Fall Protection Planning.</p> <p>(P) Tight fitting leather gloves, High-vis clothing, Safety glasses, Steel toe boots, Hard hat</p>
	(S) Lifting heavy loads	2	2	4	
	(S) Working at heights	2	2	4	
	(S) Falling Objects	2	2	4	
Install concrete forms	(S) Sharp slivers	1	2	2	<p>(E) Barricade/block access to area to other trades.</p> <p>Following manufacturers’ specs on form work system. Will have intrinsic engineering controls.</p> <p>(A) Pre-job meeting & hazard assessment involving all workers. Communicate with other contractors in area.</p> <p>Adequate supervisor of workers in training until competent, job specific training when using a propriety system ensure competency.</p> <p>Follow SWP 6.3.32 Cribbing, SJP Stripping forms</p> <p>Regular worksite inspections</p>
	(S) Lifting Heavy Loads	2	2	4	
	(S) Swinging hammers	2	1	2	
	(S) Pinch Points	1	1	1	
	(S) Heavy Mobile Equipment	2	3	6	

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					<p>Watch for moving equipment and hazards from other trade's activity.</p> <p>(P) Tight fitting leather gloves, appropriate to working with wood.</p> <p>High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, Hard hat</p>
Erect shoring and scaffolding and working on scaffold	(S) Heavy Lifting	2	1	2	<p>(E) Correct installations including engineering points i.e.; pins, tie-in/attachments, Fall Protection engineered points.</p> <p>(A) All workers at height will be protected/trained in approved Fall Protection system.</p> <p>Hazard Assessment must include working at height. Follow SJP 6.3.2 Fall Protection.</p> <p>Frequency of inspections identified and met. Scaffold inspected and tagged, before use and every 21 days.</p> <p>Competent scaffold erectors.</p> <p>(P) Fall Protection Harness and equipment. Tight fitting leather gloves, High-vis clothing, Safety glasses, Steel toe boots, Hard hat</p>
	(S) Falling objects / scaffold collapse	2	3	6	
	(S) Working at height	2	2	4	
Using a variety of tools: nailers, power drills, grinders, chops saws, skill saws and reciprocating saws.	(S) Exposure to sharp fast moving blades/edges	2	2	4	<p>(E) Guards and regular maintenance on tools / equip</p> <p>(A) SJP 6.3.39 General Safety, SJP 6.3.33 Defective Hand Tools, SJP 6.3.1 Chop Saw, 6.3.4 SJP –Grinders, 6.3.5 SJP –Hot work permit, 6.3.6 SJP – Nail / Staple Gun, 6.3.7 SJP – Circular Saw, SJP 6.3.9 Saws-All and Jig Saw.</p> <p>(A) Job Specific training for tools/equipment & competency checks, adequate supervision</p> <p>(A) Regular safety meetings</p> <p>(P) Tight fitting leather gloves for power tools, high-vis clothing, no loose clothing or hair, safety glasses, Steel toe boots, Hard hat, Face shields for grinding, hearing protection when noise >82dB.</p>
	(S) Noise	1	1	1	
	(S) Flying debris	2	2	4	
Portable Ladder use	(S) Pinch points	2	1	2	<p>(E) Do not use metal ladders near live electrical parts.</p> <p>(A) Restrict area with barricades preventing other workers from falling objects</p> <p>(A) Inspection of ladders before use for defects</p> <p>(A) SJP 6.3.46 Portable Ladders, SJP 6.3.39 General Safety</p> <p>(P) Tight fitting leather gloves, High-vis clothing, Safety glasses, Steel toe boots, Hard hat</p>
	(S) Working at height	2	2	4	
	(S) slippery surfaces/rungs	1	1	1	
	(S) Uneven ground	1	1	1	
	(S) Falling equipment/objects	1	2	2	

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Fastening; Wood framing	<p>(S) Pinch points</p> <p>(S) Working at heights</p> <p>(S) Exposure to sharp points</p> <p>(S) Power actuated and pneumatic tools</p>	<p>2</p> <p>2</p> <p>1</p> <p>2</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>4</p> <p>4</p> <p>2</p> <p>4</p>	<p>(E) Barricade/block access to area where tools are being used that could pose hazard to other workers</p> <p>(E) Guards and regular maintenance on tools/equip</p> <p>(A) SJP 6.3.2 Fall Protection, SJP 6.3.39 General Safety, SJP 6.3.33 Defective Hand Tools, SWP Power tools</p> <p>(A) All workers working at heights (over 10 feet) will be formally trained and utilize a CSA Fall Protection System.</p> <p>(A) Job Specific training for tools/equipment, competency checks & adequate supervision</p> <p>(A) Regular safety meetings</p> <p>(P) Tight fitting leather gloves for power tools, no loose clothing or hair, Safety glasses, Steel toe boots, Hard hat, Fall Protection equipment for work at heights</p>
<p>Laying out footing forms:</p> <ul style="list-style-type: none"> • Cutting form lumber with circular saw • Setting and securing form lumber in place • Driving/securing stakes in ground 	<p>(S) Slips, trips and falls</p> <p>(S) Sharp rotating blades</p> <p>(S) Flying debris</p> <p>(H) Noise</p> <p>(H) Extreme Temperatures</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>1</p>	<p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>2</p>	<p>2</p> <p>4</p> <p>1</p> <p>2</p> <p>2</p>	<p>(E) All equipment must always have manufacturer-supplied guards in place and operational.</p> <p>Ensure barricades are in place, containing work area.</p> <p>(A) Conduct a hazard assessment prior to cribbing. Ensure concrete foundations are completed as per approved specifications.</p> <p>Inspect and test equipment and cords, before use. Power tools not in use shall be disconnected from their power source.</p> <p>Follow SWP 6.3.39 General Safety, SWP 6.3.32 Cribbing, SJP 6.3.33 Defective Hand Tools, SJP – 6.3.7 Circular Saws, SJP 6.3.16 – Table saws</p> <p>Person using sledge hammer will make sure everyone else is clear before swinging.</p> <p>(P) Safety goggles (or protective glasses). Wear ear protection when using power tools for extended periods (>82dB). Wear protective foot wear. Tight fitted high-vis safety apparel. Avoid loose clothing or hair. Steel-toed boots, hard hat.</p> <p>Winter work: Ice grips in icy conditions. Protective clothing for cold weather work.</p> <p>Summer work: Cooling clothing for hot weather work: bandanas, cotton clothing</p>
<p>Installing Rebar</p> <ul style="list-style-type: none"> • Cutting rebar <p>Setting and tying rebar</p>	<p>(S) Slips, trips and falls</p> <p>(S) Rotating grinder wheel</p> <p>(S) Flying debris from grinder, sparks and hot metal</p>	<p>2</p> <p>2</p> <p>2</p>	<p>2</p> <p>1</p> <p>2</p>	<p>4</p> <p>2</p> <p>4</p>	<p>(E) Ensure the grinder's guard is in place and fully operational before use. Ensure barricades are in place, containing work area.</p> <p>All protruding ends of steel rebar shall be guarded with rebar caps, wooden troughs or bent so that exposed ends no longer create an impalement hazard.</p> <p>(A) Hazard assessment of rebar tasks, inspection of all equipment before use. Adequate supervisor, job specific training and competency assessments. Regular safety meetings and inspections.</p>

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	(S) Sharp metal edges on rebar and tie-wire	1	1	1	Follow SWP – SJP 6.3.39 General Safety, SJP 6.3.33 Defective Hand Tools. Rebar should be properly stacked. Debris should be removed from work areas on a regular basis.
	(H) Noise	1	2	2	(P) Tight fitting leather gloves for power tools. High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots, Hard hat, Face shields for grinding
Stripping forms	(S) Heavy Lifting	2	1	2	(E) Ensure work platforms are fully planked and have proper guardrails, for work over 10 feet.
	(S) Falling objects / panels	2	1	2	Barricades surrounding work area to decrease injury to other workers.
	(S) Working at height	2	1	2	(A) SSHA (FLHA) before stripping including crew meeting reviewing task. Never strip forms unless you have verified the concrete is of sufficient strength. Ensure bracing is sufficient before breaking formwork from concrete. Never climb partially stripped formwork to reach high areas. Use appropriate work platforms.
	(S) Sharp objects/nails in panels	2	2	4	If guardrails must be removed, make sure everyone working in the area uses a fall protection system. Ensure the stripping area is clean to avoid slips and trips.
	(S) Slips, trips and falls	1	2	2	Only strip what you can clean up during the same work shift. Follow SJP 6.3.39 General Safety, SJP 6.3.2 fall protection, SJP 6.3.46 Ladders (P) When stripping, always wear gloves and safety eyewear to protect against cuts, pinches, scrapes, and injuries from debris. High-vis clothing, no loose clothing or hair, steel toe boots, hard hat
Saws: Circular/reciprocating/multi tool/chop saw/table	(S) sharp metal rotating disks/blades	2	2	4	(E) Guards should remain in place and be correctly adjusted. Absolutely no use of saws with locks installed. Use clamps or vises to hold work when practical. Use a supporting bench or vise to secure and/or support workpiece if required.
	(S) flying debris	1	2	2	(E) Work in ventilated area when cutting treated lumber.
	(H) airborne dust	1	2	2	(A) Isolate area with barriers, tape etc. (A) Follow SJP 6.3.7 Circular saws, SJP 6.3.9 saw-alls jigsaws.
	(S) falling heavy objects	2	1	2	(A) Keep both hands on the saw's two handles: that way they can not be cut. Keep hand/fingers at a safe distance from cutting line Keep proper footing and balance. Avoid holding wood with your hand. Start cut carefully and slowly to prevent blade from jumping. Adjust saw to appropriate depth. green, treated or wet material slowly and with caution. Keep your body positioned to either side of the blade to avoid kickback. (P) Safety goggles (or protective glasses) should always be worn when using power saws. EVERY CUT! Operators exposed to dust, as when cutting concrete, tile, treated wood or stone, shall wear approved respirator (mask). Wear hearing protection for power saws.

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Working with Aerial Work Platforms including Scissor Lifts	(S) Uneven ground	2	1	2	<p>(E) Scissor lift must have guardrails to prevent workers falling. Follow the manufacturers load rating and never override any safety measures.</p> <p>(A) Employee training on information, use and maintenance of all equipment. Operated only by a certified, competent worker authorized by the employer.</p> <p>(A) A pre-use inspection to be conducted on integrity of all equipment on each shift. Remove and report immediately any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(A) Select work locations with firm, level surfaces away from hazards that can cause any potential instability. Use the scissor lift outside only when weather conditions are ideal. Assess for any dangers when working at heights. Workers to stand only on the platform; never on the guardrails. Keep work within easy reach to avoid leaning away from the scissor lift.</p> <p>(A) Isolate the scissor lift or implement traffic control measures to ensure that other equipment cannot come in contact with the scissor lift.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p> <p>(P) Hard hats when working in areas below equipment</p>
	(S) Slips, trips and falls	1	1	1	
	(S) Falling from height	2	3	6	
	(S) Falling Objects	2	2	4	
Elevated Flat Surface	(S) Slips, trips and falls	2	1	2	<p>(E) A control zone must be clearly marked with an effective raised warning line or an equally effective method if a worker is working within 2 metres of the control zone.</p> <p>(A) Worker trained and competent on assessing hazards of working at heights and steps to eliminate or control the hazards. Training on use of all equipment.</p> <p>(A) A pre-use inspection to be conducted on integrity of all equipment on each shift. Report and remove any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(P) If working within a control zone workers must use a travel restraint or an equally effective means of preventing a worker getting to the unguarded edge.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p>
	(S) Falling from height	2	3	6	
	(S) Falling Objects	2	2	4	

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5.6.4 Formal Hazard Assessment –Equipment Operator

Job/position/work type: Equipment Operator		Date of assessment:	Jan 23 2019		
Assessment performed by: Sandra Fleming		Date implemented:	Jan 23 2019		
Reviewed By: Daryl van Impe, Tom Vineham, Jeff Glowatsky, Tristan Paquette, Jackson Dierickse, Jean Ducharme		Reviewed/revised:	Nov 13 2023		
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	
General Hazards	(S) Slips, trips and falls	2	2	4	(E) Ensure regular grading of ground in high traffic areas. (A) Inspect steps before exiting/entering cab for mud/ice on steps, check ground conditions around equipment 3-point contact when entering/exiting cab. Regular inspections, safety meetings and report unsafe conditions
	(H) Vibrations	1	1	1	(E) Regular maintenance on equip to reduce vibration (A) Worker to move legs in stomping motion before exiting cab to relieve vibration stress on back. 3-point contact while exiting after back has undergone vibration. Stretching outside cab once exiting to lessen back stress.
	(H) Dust	1	2	2	(E) Use newer equip fitted with air filtration if possible. (A) Respiratory protection program, dust mitigation program, Silica control plan, dust & possible silica exposure listed on hazard assessment. (A) Clean out air filters on all machines weekly. (P) Dust masks & close windows.
	(H) Extreme weather	1	1	1	<u>Cold weather work</u> (E) Portable heaters/fans (if possible), use equipment with enclosed, temperature-controlled cabs, when available (A) Use of space heaters, shelters, hand/foot warmers, protective clothing. (A)Hazard of weather to be listed on the workers' hazard assessment. (P) ice crampons available for all operators during cold/snowy and ice conditions. Protective clothing for cold weather work,

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	(H) Noise	1	1	1	<p>Hot weather work (P) Cooling clothing recommended for hot weather work: bandanas, cotton clothing etc. Summer high vis clothing provided by SC. (A) access to drinking water & adequate cooling breaks. (A) Hazard of weather to be listed on the workers' hazard assessment.</p> <p>(E) Noise barriers/Enclosures. Ongoing maintenance on equipment – sound insulation, engine repair to lessen noise, maintenance of windows. Moving equipment far enough feasibly away from other workers. (A) Hearing conservation program, work scheduling, education on noise exposure; safety meetings & orientations, regular inspections. (P) Ear plugs supplied for all work inside equipment that exceeds the threshold of 82 dBA. Skid steer requires double hearing protection.</p>
	(H) Insects - nests inside equipment.	1	1	1	<p>(A) Operator to inspect equipment as approaching and before entering to ensure no nest has been made. Equipment is yellow so insects are often attracted to them in hot weather. (A) Spray is available to all operators.</p>
Operating Earth Moving Equipment	(S) Trench Collapse	2	1	2	<p>(E) Shoring and trench boxes to be used. (rented if required) (E) Trench cut back 45% after 1.5 metres in depth.</p> <p>(A) Follow Controls in FHA – Excavations, SJP 6.3.35 Excavation. (A) Soil engineer reports, monitor soil, ground, weather conditions, ensure worker(s) inspecting have a knowledge of factors effecting ground conditions i.e., types etc., spoil piles kept at least 1.2 metre from trench, heavy equipment to be kept at a distance so as to not create vibration.</p> <p>(E) All vehicles must have: a) service brake system, an emergency brake system, and a parking brake system b) Working headlights, tail lights, and brake lights c) An audible warning device (horn) d) Intact windshield with working windshield wipers e) Object detection camera (available for some newer units)</p>
	(S) Working around moving heavy equipment	2	1	2	<p>Erect temporary barricades and rumble strips to keep speed down (A) Safety plan, including traffic plan. Traffic control: flaggers, signage, spotter, worker to check backup alarm in pre-use check (A) Driver training & Equipment operator training and competency checks. (A) Ensure all operators have Ground Disturbance 201 training.</p>

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Operating Power mobile equipment (PME)	(S) Uneven ground	2	1	2	(E) Grading ground to ensure conditions for equipment is optimal. Mechanical checks for stabilizer functions.
	(S) Tipping equipment	3	1	3	(E) Locked/blocked entrances, work zone lighting, audible warning device (horn), intact windshield with working windshield wipers, object detection camera
	(S) Moving heavy equipment	3	2	6	(available for some newer units) (E) Install temporary barricades (E) Establish safety zones between PME and public. (A) Site specific hazard assessment, updated as conditions change. (A) Equipment start up inspection checklist, including backup alarm (A) Follow SJP 6.3.3 Fuel Powered Equipment. (A) On the job training, and competency checks for workers. Sitewide education on equipment blind spots, approach signals. (A) Regular inspections, safety meetings and reporting unsafe conditions. (A) spotters, traffic plan, flaggers, signals for operators,
	(S) Falling from height	2	1	2	(E) Fall restraint – installation of metal handrails around cab platform (aftermarket – if possible). (P) CSA Approved Fall Protection system.
General Hazards during Maintenance of Equipment:	(S) Slips, trips and falls	2	2	4	(E) Ensure regular grading of ground in high traffic areas. (A) Inspect steps before exiting/entering cab for mud/ice on steps, check ground conditions around equipment 3-point contact when entering/exiting cab. Regular inspections, safety meetings and report unsafe conditions
Rough Terrain Forklift (Zoom Boom)					
Kubota	(H) Awkward positions, tight spaces, ergonomics	1	2	2	(A) Regular breaks, stretches, shift rotation.
Husqvarna					
Man-Lift (Genie)	(S) Sharp moving metal blades, drill bits	2	2	4	(E) Ensure guards on all equipment. (A) Inspect equipment before use. Follow JHA Power Tools, SJP 6.3.39 General Safety, 3.4.7 SWP – Defective Hand Tools, 6.3.1 SJP – Chop Saw, 6.3.4 SJP – Grinders, 6.3.5 SJP – Hot work permit, 6.3.6 SJP – Nail / Staple Gun, 6.3.7 SJP – Circular Saw, 6.3.9 SJP – Saws-All and Jig Saw
Excavator (Kubota)					
	(H) Exposure to hazardous products such as diesel fuel, hydraulic fluid, de-icers	2	2	4	(A) WHMIS training, SJP 6.3.26. Flammables, SJP Fuel Powered Equipment. (P) Gloves, eye protection, coveralls, steel toed boots.

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(S) Pinch Points	2	1	2	(E) Use chocks to support weight when working on machinery. Lock out machinery. (A) site specific hazard assessment for each task.
(H) Extreme weather	1	1	1	(E) Portable heaters/fans (if possible), use equipment with enclosed, temperature-controlled cabs, when available (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
(H) Noise (power tools & equipment)	1	1	1	(E) Noise barriers/Enclosures. Ongoing maintenance on equipment – sound insulation, engine repair to lessen noise, maintenance of windows. Moving equipment far enough feasibly away from other workers. (A) Hearing conservation program, work scheduling, education on noise exposure; safety meetings & orientations, regular inspections (P) Leather gloves, high-vis safety apparel, No loose clothing or hair, safety glasses, Steel toe boots, Ice grips in icy conditions, -Protective clothing for cold weather work, Cooling clothing for hot weather work: bandanas, cotton clothing etc. Hearing protection, dust masks, possible respirators for workers exposed to silica.

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5.6.5 Formal Hazard Assessment – Client Care / Maintenance

Job/position/work type: Maintenance (RV Parks)		Date of assessment:		Jan 9 2019	
Assessment performed by: Sandra Fleming		Date implemented:		Oct 12 2023	
Reviewed By: Tom Vineham, Stephan Lauzon, Tristan Paquette, Chase Lavender		Reviewed/revised:		Oct 12 2023	
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)dmministrative, (P)PE
		Severity	Likelihood	Risk	
Site prep work: Moving tools and equipment into place.	(S) Cluttered, slippery surfaces	2	2	4	(E) Ice melt (E) Grading ground in high traffic areas (A) 6.3.39 General Safety JHA – General Construction (A) SJP 6.3.52 Housekeeping. (A) Regular safety meetings, inspections and reporting uneven/unsafe ground (P) Non-slip shoes when working indoors. Steel toes with ice grips in icy conditions.
	(S) Moving Equipment	3	1	3	
	(S) Uneven ground	1	2	2	
Loading and delivering materials – pallets of bricks, sod, large trees etc.	(S) Pinch points	2	1	2	(E) Restricting access with barricades to area loading/unloading (E) Regular maintenance on equipment in particular backup warning lights (A) SJP/SWP - moving equipment, manual lifting, Operating Heavy Equipment, 6.3.3 SJP –Fuel Powered Equipment (A) Driver training/Equipment operator training (A)Regular safety meetings with other site teams. (A) Review safe job procedure for unloading pallets of bricks and new sod in Spring. Experienced worker to lead task, sod will be lifted on truck in front of shop due to slope in driveway. (P) Leather gloves, High-vis clothing, no loose clothing or hair, Safety glasses, steel toe boots
	(S) Working around moving equipment	2	1	2	
	(S) Lifting heavy items	1	1	1	
Using a variety of tools: power drills, nailers, grinders, chops saws, skill saws and reciprocating saws. Compressors	(S) Exposure to sharp fast moving blades/edges	2	2	4	(E) Barricade/block access to area where tools are being used that could pose hazard to other workers (E) Guards and regular maintenance on tools / equip. (A) SJP 6.3.39 General Safety, SJP 6.3.33 Defective Hand Tools, SJP 6.3.43 Manlifts, 6.3.1 SJP – Chop Saw, 6.3.4 SJP –Grinders, 6.3.5 SJP –Hot work
	(S) Noise	1	2	2	
	(S) Flying debris	2	1	2	

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	(S) Compressed air – hazardous energy	2	2	4	<p>permit, 6.3.6 SJP – Nail / Staple Gun, 6.3.7 SJP – Circular Saw, SJP 6.3.9 Saws- All and Jig Saw, SWP Power tools. SJP 6.3.24 Lockout/tagout. (A) Job Specific training for tools/equipment & competency checks, adequate supervision, experienced workers only to use the Chopsaw. (A) Regular safety meetings.</p> <p>(P) Mandatory use of hearing protection with: compressors, backpack blowers, blowing irrigation lines (x1 annually). (P) Tight fitting leather gloves for power tools, high-vis clothing, no loose clothing or hair, safety glasses, Steel toe boots, Hard hat, Face shields for grinding</p>
General construction tasks	(S) Fire	2	1	2	(E) Use of fire detection systems
	(S) Working around moving vehicles & equipment	2	1	2	(E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone
	(S) Public accessing the site	1	1	1	(A) ERP & regular emergency drills
	(S) Falling objects, flying debris	2	1	2	(A) General Safety SJP 6.3.39, SJP 6.3.48 Working Alone, SJP 6.3.52 SWP Housekeeping, SJP/SWP - moving equipment, manual lifting.
	(S) Working alone	2	1	2	
	(H) Noise	1	1	1	(P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, Hard hat
	(H) Dust inhalation	1	1	1	
Civil work, rough grade	(S) Uneven ground - Excavations (see Step #3)	2	1	2	(E) Barricades (E) Adequate cutbacks, sloping, shoring, grading ground in high traffic areas.
	(S) Buried and overhead power cables and utility pipes	2	1	2	(A) Locates will be ordered and verified by maintenance supervisor or manager. (A) SWP – Excavation and Trenching, SWP General Safety, SWP Housekeeping, SJP – Operating Equipment
	(S) Slipping & tripping	1	1	1	SJP- Operating an Excavator, SJP Fueling of equipment SJP Usage of Powered mobile equipment, SWP Manlifts
	(S) Working around moving vehicles & equipment	2	1	2	(A) Training - Competent equipment operators, & competency checks (A) Regular inspections, safety meetings, reporting uneven/unsafe ground (A) Use of utility locating devices
	(S) Untrained workers	2	1	2	(P) High-vis clothing, Safety glasses, Steel toe boots, Hard hat

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Excavations (for trenching and services)	(S) Uneven ground	2	1	2	(E) Excavations deeper than 1.5 meters to be equipped with access every 8M to prevent classification as confined space or access ramps.
	(S) Buried and overhead power cables and utility pipes	3	1	3	(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.
	(S) Slipping & tripping	2	2	4	(E) All spoil piles/equipment to be placed minimum 1 meter back from open excavation whenever possible
	(S) Cave-in of trench	3	1	3	(A) SJP 6.3.35 Excavation and Trenching, SJP – Operating Equipment, SJP- Operating an Excavator, SJP Fueling of equipment, SJP Usage of Powered mobile equipment, SWP Manlifts
	(S) Falling material	2	2	4	(A) Locates, regular inspections, reporting uneven/unsafe ground. Soil compaction tests.
	(S) Working around moving vehicles & equipment	2	1	2	(A) Site specific hazard assessment completed at all times prior to work starting. Heavy equipment operating near soft leading edges to be captured on hazard assessment. All personnel entering excavation area to sign in.
	(H) exposure to toxic, irritating or flammable and explosive gases	2	1	2	(A) All deep excavations to be barricaded and flagged//tagged as required.
	(H) exposure to sewer waste	2	1	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 fully trained and competent. (P) Fall restraint to be used for all leading edges greater than 1.8 metres. (P) High-vis clothing, Safety glasses, Steel toe boots, Hard hat, rubber boots, protective overalls
Using portable ladders	(S) Slips, trips and falls	2	2	4	(E) Use only CSA approved ladders. (A) Employee training on the use of ladders.
	(S) Uneven ground	2	1	2	(A) Follow SJP 6.3.46 Portable Ladder Use
	(S) Falling from height	2	2	4	(A) A pre-use ladder inspection to be conducted before use on each shift. Remove and report any equipment defects or maintenance needs to the supervisor/manager.
	(S) Falling Objects	1	2	2	(A) Use proper ladder for the task at hand. Ladder to be placed on a firm, level surface and sufficient length to enable the safe performance of the work activity. Look for any hidden dangers before climbing a ladder. Always face ladder and do not stand on top rung. Use of three-point contact. Only one worker at a time on a single-width ladder. Fall protection equipment must be inspected by the worker before use on each work shift to ensure the equipment's integrity and to follow legislated requirements.

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					<p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury. This does not apply when a worker is moving up or down the portable ladder.</p> <p>(P) Hard hats when working in areas below equipment</p>
Working on Scaffolding	<p>(S) Slips, trips and falls</p> <p>(S) Falling from height</p> <p>(S) Falling Objects</p>	2	1	2	<p>(E) Follow the manufacturers load rating. Guardrails must be in place and meet legislation. Scaffold to be assembled on a secure surface.</p> <p>(A) A pre-use inspection to be conducted on integrity of equipment on each shift. Remove from service and report immediately any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(A) Employee training on information, use, handling of materials and maintenance (manufacturers specification/legislation) of scaffolding. Workers conducting elevated work that requires use of fall protection, must be trained.</p> <p>(A) Good housekeeping of the work site.</p> <p>(A) Be mindful of coworkers working above and below you at all times. Ensure platform is protected from contact. No work is to be conducted from a ladder that gives access to the working levels of a scaffold. Climbing on the any part of the frame is prohibited.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p> <p>(P) Hard hats when working in areas below equipment</p>
Elevated Flat Surface	<p>(S) Unstable platform</p> <p>(S) Falling from height</p> <p>(S) Falling Objects</p>	2	1	2	<p>(E) A control zone must be clearly marked with an effective raised warning line or an equally effective method if a worker is working within 2 metres of the control zone.</p> <p>(A) Worker trained and competent on assessing hazards of working at heights and steps to eliminate or control the hazards. Training on use of all equipment.</p> <p>(A) A pre-use inspection to be conducted on integrity of all equipment on each shift. Report and remove any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(P) If working within a control zone workers must use a travel restraint or an equally effective means of preventing a worker getting to the unguarded edge.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p>
		3	2	6	
		2	1	2	
Elevated Platforms/Aerial Devices	<p>(S) Uneven ground</p> <p>(S) Unstable Platform</p> <p>(S) Falling from height</p>	2	1	2	<p>(E) Ensure all guard rails, access gates locking mechanisms in place and fully operational before operation. Do not exceed vertical or horizontal reach limits.</p> <p>(A) A pre-use inspection to be conducted on integrity of equipment on each shift. Remove and report immediately any equipment defects or maintenance needs to the supervisor/manager.</p>

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	(S) Falling Objects	2	1	2	<p>(A) Worker trained and competent on operation of equipment and maintenance.</p> <p>(A) Operated only by a certified, competent worker authorized by the employer. Operators must be trained to recognize the hazards of aerial operation and to follow the applicable rules which ensure their safety.</p> <p>Workers are not to travel in a basket, bucket, or other aerial device that is moving on a road/worksite if the road, traffic or overhead conditions that could potentially create danger to the worker/person.</p> <p>Assess for any dangers when operating and working at heights.</p> <p>Make sure all access gates or openings are closed and use a body harness or restraining belt with a lanyard attached to the boom or bucket. Stand firmly on the floor of the bucket or lift platform.</p> <p>Do not drive with the lift platform raised (unless manufacturer instructions allow).</p> <p>Do not operate lower level control unless the worker in the lift provides permission (or in an emergency).</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p>
Moving material around site; <i>manually or with vehicle</i>	(S) Working around moving equipment	2	2	4	<p>(E) Road closures or barricades to restrict access</p> <p>(A) SJP 6.3.39 General Safety, Manual lifting SWP</p> <p>(A) Flashers on vehicles, Spotter, Driver training</p> <p>(P) Tight fitting leather gloves, High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots, Hard hat</p>
	(S) Lifting heavy items	1	2	2	
	(S) Pinch points	1	2	2	
General Duties	(S) Falling objects	2	1	2	(E) Barricades/fencing blocking public access. Locked entrances/exits when workers are alone.
	(S) Other workers working in vicinity	2	2	4	(A) General Safety SJP 6.3.39, SJP 6.3.44 SWP Mechanical, SJP 6.3.48 Working Alone.
	(S) Fire	2	1	2	(A) Daily Site Specific Hazard Assessments. Regular site inspections, site safety meetings, ERP drills.
	(S) Working Alone	2	2	4	Fire detection systems.
	(H) Noise	2	2	4	A) SC Harassment policy reviewed formally with all staff at orientation, x1 year formally and x1year in general safety meetings.
	(H) Airborne dust	2	2	4	
	(H) harassment/violence	1	1	1	(P) General hard hats, steel toed boots, gloves, hi vis clothing, hearing protection when necessary, safety glasses

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Installing pipes (troubleshooting heat trace) as required & sewer lines.	(S) falling from height (S) operating power tools at height (H) fumes (adhesives, welding fumes)	3 2 1	2 2 2	6 4 2	(E) Jacks to hold pipes in place during installation. (A) SJP 6.3.39 General safety, SJP 6.3.44 Mechanical, SJP 6.3.1 – Using chopsaw, SJP 6.3.46 ladder use, 6.3.5 hot work permit, 6.3.7 circular saw, 6.3.9 Saw-All Jigsaw (A) WHMIS training (A) Spark containment (P) Tight fitting leather gloves for power tools. High-vis clothing, No loose clothing/hair. Safety glasses, Steel toe boots, Hard hat.
Repairs to existing pipes	(S) falling pipes, heavy materials (H) Adhesive, welding fumes (S) sharp metal edges on pipes (S) limited working space	2 2 2 2	2 2 2 1	4 2 4 2	(E) full inspection of existing pipes before starting work (A) SJP 6.3.44 Mechanical, SJP 6.3.1 – Using chopsaw, SJP 6.3.46 ladder use, SJP 6.3.5 hot work permit (A) WHMIS training (P) Gloves
Measuring, cutting, threading and bending pipes	(S) pinch/grab points (H) fumes (H) loud noise (S) sharp fast / moving blades	2 1 1 2	2 2 2 2	4 2 2 4	(E) Ensure manufacturers guarding in work order and installed on equipment. Use a floor covering or absorbent such as kitty litter. (A) SJP 6.3.39 General safety, SJP 6.3.44 Mechanical, SJP 6.3.1 – Using chopsaw, SJP 6.3.46 ladder use, 6.3.5 hot work permit, 6.3.7 circular saw, 6.3.9 Saw-All Jigsaw, SJP 6.3.4 Grinders. (A) Threader only to be used for threading / designed purpose. Foot must be kept on safety switch. Proper lifting techniques Good housekeeping i.e. Control oil / Clean up spills. (P) tight fitting gloves, safety glasses, ear protection. Nitrile gloves for pipe threading.
Pressure Testing	(S) projectiles, high pressure blowouts	3	2	6	(A) Task outsourced
Installing, repairing and maintaining gas meters, regulators and appliances	(S) gas leaks (S) fire/explosion (S) Pinch points (S) sharp tools	3 3 1 1	2 2 2 2	6 6 2 2	(E) Always ensure gas supply is locked out, lines bled and drained before starting work. Keep fire extinguisher nearby. (A) follow appliance installation instructions (A) Follow SJP 6.3.44 SWP Mechanical, SJP 6.3.39 SWP – General Safety, SJP 6.3.5 hot work permit Competent, certified gas technician only. Job Specific training for tools/equipment. Competency checks, adequate supervision. Workers should insulate themselves from the work and ground, Inspect area for any flammables. If welding within 35 feet of flammable materials, have a fire watcher nearby Regular safety meetings- sitewide

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					<p>Signage warning of welding tasks Tagout procedure during testing/ maintenance</p> <p>Confined Space -awareness training for all workers to identify potential CS -Entry/monitor training for workers involved in CS task -CS permitting system -Signage (P) Welding specific - Dry, welding gloves in good condition, Welding mask</p>
Install vents and flues and connect gas-consuming appliances.	(S) Fire/explosion (S) CO2 fumes (S) sharp metal edges (S) Pinch points	3 2 2 2	1 2 2 2	3 4 4 4	<p>(A) Follow manufacturer installation instructions. Follow (A) SJP 6.3.39 General safety, SJP 6.3.44 Mechanical, SJP 6.3.1 – Using chopsaw, SJP 6.3.46 ladder use, 6.3.5 hot work permit, 6.3.7 circular saw, 6.3.9 Saw-All Jigsaw (A) Check for draft and/or proper combustion - if needed. (P) Gloves</p>
Preparing trailer for move:	(S) Slips, trips and falls	2	2	4	(E) Snow clearance by maintenance if possible.
Disconnecting utilities	(S) Live Electric cables	2	1	2	(E) Gas and power to be disconnected and locked out before work starts. If trailer is being replaced by another, SC will put their own lock on.
Removing decks, skirting	(S) Gas leaks	2	1	2	(A) site specific hazard assessment for each task. (A) Water, sewer, cable, satellite can be disconnected by a trained, competent worker who is familiar with disconnections. Utility disconnects to be done by Fortis, Atco or electrical contractor. Ventilate under trailer 10-15mins before breaking plane under trailer. (A) Visual inspection under trailer for any hazards, adequate blocking, sagging etc.
Clearing materials from around trailer	(H) Awkward positions, tight spaces, ergonomics	1	2	2	Ideal if material can be pulled out by mechanical means. (A) Follow SJP 6.3.39 - General Safety, JHA General Construction, SJP 6.3.33 Defective Hand Tools, SJP 6.3.4 Grinders, SJP 6.3.7 Circular Saw (A) Complete site specific hazard assessment for task. (E) Use chocks to support weight of trailer and deck sections are cut.
	(S) Pinch Points	2	2	4	(E) Portable heaters/fans (if possible), use equipment with enclosed, temperature-controlled cabs, when available (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
	(H) Extreme weather	1	2	2	

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					(P) Leather gloves, high-vis safety apparel, No loose clothing or hair, safety glasses, Steel toe boots, Ice grips in icy conditions, -Protective clothing for cold weather work, Cooling clothing for hot weather work: bandanas, cotton clothing etc. Hearing protection, dust masks, possible respirators for workers exposed to silica.
Connecting Trailer to moving equipment:	(S) Heavy Lifting (S) Trailer Collapse	2	1	2	(E) Adequate blocking materials in good condition. (A) site specific hazard assessment. Ensure all workers trained and competent in assigned tasks.
Jacking up Trailer	(S) Pinch Points, chains	2	1	2	(A) SJP 6.3.39 - General Safety. Trailer must be adequately blocked/jacked before workers permitted to access under the trailer. Worker exposure under the unit will be kept to a minimum. 2 spotters will always be available when blocking/jacking to monitor for unwanted movement.
Operating Heavy Equipment	(S) Working around moving equipment	2	2	4	Chain rated for at least 25,000 pounds. No worker, or public within 25 feet of chain at tension. Spotters on ground instructing the equipment and watching for unwanted trailer movement. Ensure backup alarm on excavator is functioning
	(S) Public accessing area	2	2	4	(P) Tight fitting leather gloves, high-vis clothing, no loose clothing/hair, Safety glasses, Steel toe boots, Hard hat (E) Barricades (A) Signage, barricade tape Entrances/exits to trailer barricaded when crew is not present.
Transporting trailer to new location	(S) shifting load with high centre of gravity	2	1	2	(E) Ensure load is secure with chains and ropes before transportation. Ensure correct tire pressure before moving. Connections (x2) adequate to maintain load of trailer.
	(S) moving heavy equipment	2	2	4	(E) Traffic barricades to minimize contact with general public. (E) Jacks to hold pipes in place during installation.
	(S) Public, vehicles and property in path of travel	2	2	4	(A) SWP - General Safety Traffic plan. Notice to residents Flagging on trailer if required. Detour signs. Hazard assessment with crew, reviewing SJP's and traffic plan. x2 spotters on ground for travel. Operator in contact with x1 spotter at all times. Load securement monitored during travel by spotters on ground. (P) High-vis clothing, Safety glasses, Steel toe boots, Hard hat
Operating Power mobile equipment (PME)	(S) Uneven ground	2	1	2	(E) Grading ground to ensure conditions for equipment is optimal. Mechanical checks for stabilizer functions.

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	(S) Tipping equipment	2	2	4	(E) Locked/blocked entrances, work zone lighting, audible warning device (horn), intact windshield with working windshield wipers, object detection camera (available for some newer units)
	(S) Moving heavy equipment	2	2	4	(E) Install temporary barricades (E) Establish safety zones between PME and public. (A) Site specific hazard assessment, updated as conditions change. (A) Equipment start up inspection checklist, including backup alarm
	(S) Falling from height	2	2	4	(A) On the job training, and competency checks for workers. Sitewide education on equipment blind spots, approach signals. (A) Regular inspections, safety meetings and reporting unsafe conditions. (A) spotters, traffic plan, flaggers, signals for operators, (E) Fall restraint – installation of metal handrails around cab platform (aftermarket – if possible). (P) CSA Approved Fall Protection system.
	(S) Fueling equipment	1	2	2	(A) Follow SJP 6.3.3 Fuel Powered Equipment
General Hazards during Maintenance of Equipment:	(S) Slips, trips and falls	2	2	4	(E) Ensure regular grading of ground in high traffic areas. (A) Inspect steps before exiting/entering cab for mud/ice on steps, check ground conditions around equipment 3-point contact when entering/exiting cab. Regular inspections, safety meetings and report unsafe conditions
Rough Terrain Forklift (Zoom Boom)					
Kubota	(H) Awkward positions, tight spaces, ergonomics	1	2	2	(A) Regular breaks, stretches, shift rotation.
Husqvarna					
Man-Lift (Genie)	(S) Sharp moving metal blades, drill bits	2	2	4	(E) Ensure guards on all equipment. (A) Inspect equipment before use. Follow JHA Power Tools, SJP 6.3.39 General Safety, 3.4.7 SWP – Defective Hand Tools, 6.3.1 SJP – Chop Saw, 6.3.4 SJP – Grinders, 6.3.5 SJP – Hot work permit, 6.3.6 SJP – Nail / Staple Gun, 6.3.7 SJP – Circular Saw, 6.3.9 SJP – Saws-All and Jig Saw
Excavator (Kubota)					
	(H) Exposure to hazardous products such as diesel fuel, hydraulic fluid, de-icers	2	2	4	(A) WHMIS training, SJP 6.3.26. Flammables, SJP Fuel Powered Equipment. (P) Gloves, eye protection, coveralls, steel toed boots.
	(S) Pinch Points	2	1	2	

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	(H) Extreme weather	1	1	1	(E) Use chocks to support weight when working on machinery. Lock out machinery. (A) site specific hazard assessment for each task.
	(H) Noise (power tools & equipment)	1	1	1	(E) Portable heaters/fans (if possible), use equipment with enclosed, temperature-controlled cabs, when available (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 (E) Noise barriers/Enclosures. Ongoing maintenance on equipment – sound insulation, engine repair to lessen noise, maintenance of windows. Moving equipment far enough feasibly away from other workers. (A) Hearing conservation program, work scheduling, education on noise exposure; safety meetings & orientations, regular inspections (P) Leather gloves, high-vis safety apparel, No loose clothing or hair, safety glasses, Steel toe boots, Ice grips in icy conditions, -Protective clothing for cold weather work, Cooling clothing for hot weather work: bandanas, cotton clothing etc. Hearing protection, dust masks, possible respirators for workers exposed to silica.
Digging for landscaping / Snow Shovelling	(S) heavy lifting	1	2	2	(E) Use sweeper where possible.
	(S) uneven/slippy work surfaces	1	2	2	(A) Follow SJP 6.3.56 Safe lifting. Take regular breaks. Use spotter where traffic is present. Use salt/gravel in slippy conditions. SJP 6.3.58 Snow Removal
	(S) awkward repetitive movements	1	2	2	(P) Hard hat, gloves, safety boots, hi vis, and appropriate clothing for temperature. Layers for cold weather.
	(S) extreme weather (cold)	1	2	2	

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5.6.6 Formal Hazard Assessment – Labouring

Job/position/work type: Labourer, Client Care & Maintenance Crew		Date of assessment:			Sept 9 2018
Assessment performed by: Sandra Fleming		Date implemented:			Sept 9 2018
Reviewed By: J Glowatsky, P Vepriz, M McCarty, D Kumar, J de Ternou, R Karg, C Stow		Reviewed/revised:			Oct 3 2023
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	
Cleaning and preparing job sites	(S) Slips, trips and falls (H) Sever weather conditions (S) Uneven ground	2 1 1	2 2 1	4 2 1	(E) Use Ice melt, ensure grading is completed in high traffic areas (A) Follow SJP 6.3.27, SJP 6.3.59 Working in Extreme Weather (A) Regular site inspections, safety meetings, and report any potential hazards immediately (P) High vis vests, steel toed boots, gloves, hard hats where appropriate. Protect from extreme temps with insulated clothing,
Loading, delivering and moving materials around site	(S) Heavy lifting (S) Pinch Points (S) Working around equipment (S) Moving vehicles (S) working at height	1 1 2 3 2	2 2 2 2 2	2 2 4 6 4	(E) Restricting access with barricades to area loading/unloading. Ensure vehicle equip with back up warning signal, flashers. (A) Follow SJP 6.3.39 General safety, SJP 6.3.2 fall protection planning (A) Driver and Equipment operator training, use spotter when reversing. Fall Protection training. Regular safety meetings with other site teams (P) Leather gloves, High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots
Set up / take down portable ladders	(S) Slips, trips and falls (S) Uneven ground (S) Falling from height (S) Falling Objects	1 1 2 2	2 2 2 2	2 2 4 4	(E) Use only CSA approved ladders. Follow the manufacturers load rating. Guardrails must be in place and meet legislation. Scaffold to be assembled on a secure surface. (A) Employee training on the use of ladders. (A) Follow SJP 6.3.46 Portable Ladder Use, SJP 6.3.2 fall protection. (A) A pre-use ladder inspection including the hang tag to be conducted before use on each shift. Remove and report any equipment defects or maintenance needs to the supervisor/manager. (A) Use proper ladder for the task at hand. Ladder to be placed on a firm, level surface and sufficient length to enable the safe performance of the work activity.

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					<p>Look for any hidden dangers before climbing a ladder. Always face ladder and do not stand on top rung. Use of three-point contact. Only one worker at a time on a single-width ladder.</p> <p>Fall protection equipment must be inspected by the worker before use on each work shift to ensure the equipment's integrity and to follow legislated requirements.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury. This does not apply when a worker is moving up or down the portable ladder.</p> <p>(P) Hard hats when working in areas below equipment</p>
Scaffolding – erecting, working on and teardown	<p>(S) Slips, trips and falls</p> <p>(S) Falling from height</p> <p>(S) Falling Objects</p> <p>(S) Pinch points</p> <p>(S) Scaffold collapse</p>	<p>2</p> <p>2</p> <p>2</p> <p>1</p> <p>2</p>	<p>1</p> <p>2</p> <p>1</p> <p>1</p> <p>2</p>	<p>2</p> <p>4</p> <p>2</p> <p>1</p> <p>4</p>	<p>(E) Securement against collapse include the use of dog pins, attachments to structure every 10 feet, appropriate mudsills and cleats on ends of planks.</p> <p>(A) Pre-job meeting & hazard assessment, including fall protection plan if over 10 feet. Inspection of all equip before use for defects</p> <p>(A) Follow SJP 6.3.2 Fall Protection, SJP 6.3.46 Ladders, SJP 6.3.2 Fall Protection Plan.</p> <p>The most important preventative measures are training, competency, and proper use of equipment.</p> <p>(E) Follow the manufacturers load rating. Guardrails must be in place and meet legislation. Scaffold to be assembled on a secure surface.</p> <p>(A) A pre-use inspection to be conducted on integrity of equipment on each shift. Remove from service and report immediately any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(A) Employee training on information, use, handling of materials and maintenance (manufacturers specification/legislation) of scaffolding. Workers conducting elevated work that requires use of fall protection, must be trained.</p> <p>(A) Good housekeeping of the work site.</p> <p>Assess for any hidden dangers before conducting any work.</p> <p>Be mindful of coworkers working above and below you at all times. Ensure platform is protected from contact. No work is to be conducted from a ladder that gives access to the working levels of a scaffold. Climbing on the any part of the frame is prohibited.</p> <p>(A) Fall protection equipment must be inspected by the worker before use on each work shift to ensure the equipment's integrity/ legislated requirements.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p> <p>(P) Hard hats when working in areas below equipment</p>
Flagging Duties	<p>(S) Working around equipment</p> <p>(S) Moving vehicles</p>	<p>2</p> <p>3</p>	<p>2</p> <p>2</p>	<p>4</p> <p>6</p>	<p>(A) Perform hazard assessment before starting work, only trained competent workers to perform flagging duties.</p>

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					(A) Maintain eye contact with drivers and equipment operators. Use clear hand signals to indicate intentions.
Assisting carpenters, masons, and specialized contractors	(S) Heavy lifting (S) Pinch Points (S) Working around equipment (S) Moving vehicles (S) Sharp blades/drill bits	2 1 3 2 2	1 1 2 2 2	2 1 6 4 4	(A) Follow all instructions from supervisor, only work under direct supervision until competent. (A) Follow SJP 6.3.39 General Safety, SJP 6.3.37 Floor Material Laying, SJP 6.3.41 Interior Finish and Cabinets. (P) Tight fitting leather gloves, High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots, Hard hat
General construction tasks	(S) Fire (S) Working around moving vehicles & equipment (S) Public accessing the site (S) Falling objects, flying debris (S) Working alone (H) Noise (H) Dust inhalation	2 2 1 2 2 1 1	1 1 1 1 1 1 1	2 2 1 2 1 1	(E) Use of fire detection systems (E) Warning signage, and barricades at site entrance. Speed bumps around site (E) Locked entrances/exits when workers are alone (A) ERP & regular emergency drills (A) General Safety SJP 6.3.39, SJP 6.3.48 Working Alone, SJP 6.3.52, SJP 6.3.56 Manual lifting. (P) High-vis clothing, no loose clothing or hair, Safety glasses, Steel toe boots, Hard hat, dust masks (E) Sweeping Compound, when using push broom
Civil work, rough grade	(S) Uneven ground - Excavations (see Step #3) (S) Buried and overhead power cables and utility pipes (S) Slipping & tripping (S) Working around moving vehicles & equipment (S) Untrained workers	2 2 1 2 2	1 1 1 1 1	2 2 1 2 2	(E) Barricades (E) Adequate cutbacks, sloping, shoring, grading ground in high traffic areas (A) SWP6.3.35 Excavation and Trenching, SWP 6.3.39 General Safety, SJP 6.3.20 Operating an Excavator, SJP 6.3.3 Fueling of equipment SJP 6.3.25 Usage of Powered mobile equipment, SWP 6.3.43 Manlifts (A) Training - Competent equipment operators, & competency checks (A) Regular inspections, safety meetings, reporting uneven/unsafe ground (A) Use of utility locating devices (P) High-vis clothing, Safety glasses, Steel toe boots, Hard hat

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Foundations Cribbing/Form work	(S) Pinch points	2	2	4	(A) SJP 6.3.32 SWP – Cribbing, SJP 6.3.2 Fall Protection, SJP 6.3.28 Concrete Boring or Core Cutting, SJP 6.3.29 Concrete Floor Placement, SJP 6.3.30 Control of Purchaser Visits SJP 6.3.32 Cribbing, SJP 6.3.33 Defective Hand Tools (P) Fall Protection Equip, High-vis clothing, Safety glasses, Steel toe boots, gloves
	(S) Heavy lifting	1	2	2	
	(S) Falling from heights	2	1	2	
Installing Rebar (metal and fibreglass) <ul style="list-style-type: none"> • Cutting rebar • Setting and tying rebar 	(S) Slips, trips and falls	2	2	4	(E) Ensure the grinder's guard is in place and fully operational before use. Ensure barricades are in place, containing work area. All protruding ends of steel rebar shall be guarded with rebar caps, wooden troughs or bent so that exposed ends no longer create an impalement hazard. (A) Hazard assessment of rebar tasks, inspection of all equipment before use. Adequate supervisor, job specific training and competency assessments. Regular safety meetings and inspections. Follow SWP – SJP 6.3.39 General Safety, SJP 6.3.33 Defective Hand Tools. Rebar should be properly stacked. Debris should be removed from work areas on a regular basis. (P) Tight fitting leather gloves for power tools, high-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots, Hard hat, Face shields for grinding. Dust mask where airborne dust is present. Ear protection for noise over 82dB.
	(S) Rotating grinder wheel	2	1	2	
	(S) Flying debris from grinder, sparks and hot metal	2	2	4	
	(S) Sharp metal edges on rebar and tie-wire	1	1	1	
	(H) Noise	1	2	2	
	(S) Fibreglass fibres	1	1	1	
	(H) Fibreglass Dust	2	1	2	
Pouring concrete <ul style="list-style-type: none"> • Positioning concrete pumper and readi- mix trucks • Placing concrete as it comes from the hose 	(S) Working around moving equipment	2	1	2	(E) Trucks to have functioning audible back-up warning signals. Engineered bracing and supports (A) Pre-job meeting & SSHA (FLHA) hazard assessment involving all workers. Communicate with other contractors in area. Ensure workers are competent in concrete pour procedures or adequately supervised. Job specific training ensure competency. Follow SJP 6.3.29 Concrete floor placement, SJP 6.3.39 General safety Regular worksite and equipment inspections. Watch for moving equipment and hazards from other trade's activity. Formwork shall be erected, supported, braced and maintained so that it will be capable of supporting without failure. Ensure concrete forms are secured from movement. Ensure all workers are visible to the concrete pump operator. Site Specific WHMIS training and SDS for wet concrete (P) Gloves, appropriate to working with concrete, High-vis clothing, Safety glasses, Steel toe boots, Hard hat.
	(S) Falling Objects	2	1	2	
	(S) Slips, trips and falls	1	1	1	
	(S) Awkward work positions	1	1	1	
	(H) Exposure to wet concrete	1	2	2	
Stripping forms	(S) Heavy Lifting	2	1	2	(E) Ensure work platforms are fully planked and have proper guardrails, for work over 7 feet.

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	(S) Falling objects / panels	2	1	2	<p>Barricades surrounding work area to decrease injury to other workers.</p> <p>(A) SSHA (FLHA) before stripping including crew meeting reviewing task. Never strip forms unless you have verified the concrete is of sufficient strength. Ensure bracing is sufficient before breaking formwork from concrete. Never climb partially stripped formwork to reach high areas. Use appropriate work platforms. If guardrails must be removed, make sure everyone working in the area uses a fall protection system. Ensure the stripping area is clean to avoid slips and trips. Only strip what you can clean up during the same work shift.</p> <p>Follow SJP 6.3.39 General Safety, SJP 6.3.2 fall protection, SJP 6.3.46 Ladders</p> <p>(P) When stripping, always wear gloves and safety eyewear to protect against cuts, pinches, scrapes, and injuries from debris. High-vis clothing, no loose clothing or hair, steel toe boots, hard hat</p>
	(S) Working at height	2	1	2	
	(S) Sharp objects/nails in panels	2	2	4	
	(S) Slips, trips and falls	1	2	2	
Working with Aerial Work Platforms & Scissor Lifts	(S) Uneven ground	2	1	2	<p>(E) Scissor lift must have guardrails to prevent workers falling. Follow the manufacturers load rating and never override any safety measures.</p> <p>(A) Employee training on information, use and maintenance of all equipment. Operated only by a certified, competent worker authorized by the employer.</p> <p>(A) A pre-use inspection to be conducted on integrity of all equipment on each shift. Remove and report immediately any equipment defects or maintenance needs to the supervisor/manager.</p> <p>(A) Select work locations with firm, level surfaces away from hazards that can cause any potential instability. Use the scissor lift outside only when weather conditions are ideal. Assess for any dangers when working at heights. Workers to stand only on the platform; never on the guardrails. Keep work within easy reach to avoid leaning away from the scissor lift.</p> <p>(A) Isolate the scissor lift or implement traffic control measures to ensure that other equipment cannot come in contact with the scissor lift.</p> <p>(P) The use of fall protection is mandatory when working at a vertical distance of >3 metres or if there is an unusual possibility of injury.</p> <p>(P) Hard hats when working in areas below equipment</p>
	(S) Slips, trips and falls	2	1	2	
	(S) Falling from height	2	2	4	
	(S) Falling Objects	2	2	4	
Grinders	(S) sharp rotating blades	2	2	4	<p>(E) Guards should remain in place and be correctly adjusted. Absolutely no use of grinder with locks installed.</p> <p>(E) Work in ventilated area when cutting treated lumber.</p> <p>(A) Isolate area with barriers, tape etc.</p> <p>(A) Follow SJP 6.3.4 Grinders. Use the correct disc for your application. Grinding blades are for GRINDING only, DO NOT use to cut material. Ensure discs are in good condition.</p> <p>Orient the work so debris is directed downwards - away from other workers/public.</p>
	(S) flying sparks	2	2	4	
	(H) airborne concrete dust	1	2	2	
	(H) airborne fibreglass dust	2	1	2	
	(S) fibreglass fibres	1	1	1	

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					<p>Perform pre-operation Safety checks on grinder i.e.; attachments are secured correctly. Never adjust the grinder or attachments when the machine is operating.</p> <p>(P) Wear goggles for all grinding machine operations. Leather or other spark resistant gloves. Avoid loose clothing or hair.</p> <p>Hearing protection, when above 82dB.</p> <p>Respiratory: Choose the appropriate mask when grinding metal or hazardous materials. Task could require upgrade from N95 to respirator ie concrete/fibreglass.</p>
Power Drills	<p>(S) sharp rotating drill bits</p> <p>(S) bit breaking during operation, flying debris</p> <p>(S) entanglement</p> <p>(H) hazardous airborne dust, such as concrete (silica).</p>	2	2	4	<p>(E) Select correct drill bit for type of material. Clamp unfixed material before drilling. Ensure drill bits and saw blades are sharp and in good condition. Select correct drill speed.</p> <p>(A) After every drilling job, turn off the switch & unplug. Use the safety latch when the drill is not in use. Do not carry drill with your finger on the trigger.</p> <p>(A) Regular inspections of equipment/drill bits.</p> <p>Disconnect from the power source and/or the battery pack from the power tool before making any adjustments.</p> <p>Secure all loose clothing and long hair.</p> <p>Be aware of cord locations and keep away from operational area and moving parts.</p> <p>7. Make sure that the tool is in good condition, the battery is firmly in place.</p> <p>Do not set battery tools in water or snow. For corded tools, make sure cord is not frayed, and ground plug is in place. Extension cords should be grounded. Avoid working in wet areas.</p> <p>If working outside be sure you are in a stable position if ground is uneven.</p> <p>(P) Leather gloves, eye protection, hearing protection and N95 mask for concrete drilling.</p>
Saws: Circular/reciprocating/multi tool/chop saw/table	<p>(S) sharp metal rotating disks/blades</p> <p>(S) flying debris</p> <p>(H) airborne dust</p> <p>(S) falling heavy objects</p> <p>(H) airborne concrete board dust</p>	2	2	4	<p>(E) Guards should remain in place and be correctly adjusted. Absolutely no use of saws with locks installed. Use clamps or vises to hold work when practical. Use a supporting bench or vise to secure and/or support workpiece if required.</p> <p>(E) Work in ventilated area when cutting treated lumber.</p> <p>(A) Isolate area with barriers, tape etc.</p> <p>(A) Follow SJP 6.3.7 Circular saws, SJP 6.3.9 saw-alls jigsaws.</p> <p>(A) Keep both hands on the saw's two handles: that way they can not be cut.</p> <p>Keep hand/fingers at a safe distance from cutting line</p> <p>Keep proper footing and balance. Avoid holding wood with your hand. Start cut carefully and slowly to prevent blade from jumping. Adjust saw to appropriate depth.</p> <p>green, treated or wet material slowly and with caution.</p> <p>Keep your body positioned to either side of the blade to avoid kickback.</p>

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					(P) Safety goggles (or protective glasses) should always be worn when using power saws. EVERY CUT! Operators exposed to dust, as when cutting concrete, tile, treated wood or stone, shall wear approved respirator (N95 mask). Wear hearing protection for power saws.
Pressure Washing	(S) Flying debris	1	2	2	(E) Barricade area to protect other workers in the area.
	(S) High pressure water	2	2	4	(A)SJP for Pressure Washing. Ensure power cables are away from collecting water. Use energy isolation and SJP 6.3.24 Lock out Procedures.
	(S) Electricity	2	2	4	(P) Safety goggles, gloves, steel toed footwear.
Torch-On	(S) Open flames / heat/fire	2	2	4	(E) Barricade area to protect other workers in the area.
	(S) combustible materials in work area.	2	2	4	(A)Complete hot work permit SJP 6.3.5, and get approval before starting work. Follow SJP. Ensure fire extinguisher available at all times. Competent operators trained in torch on techniques.
	(S) pressurised fuel ie propane	2	2	4	(P) Leather gloves, eye protection, long sleeved clothing.

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5.6.7 Formal Hazard Assessment – Landscaping

Job/position/work type: Landscaper, Grounds keeping,		Date of assessment:		Jan 7 2020	
Assessment performed by: Sandra Fleming		Date implemented:		Jan 2020	
Reviewed By: Sandra Fleming, Paul Schaller, Stephane Lauzon, Vanessa Vellow, Tom Vineham		Reviewed/revised:		Nov 21 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	
Cleaning and preparing job sites	(S) Slips, trips and falls (H) Sever weather conditions (S) Uneven ground	2 1 1	2 1 2	4 1 2	(E) Use Ice melt, ensure grading is completed in high traffic areas (A) Follow SJP 6.3.27, SJP 6.3.59 Working in Extreme Weather (A) Regular site inspections, safety meetings, and report any potential hazards immediately (P) High vis vests, steel toed boots, gloves, hard hats where appropriate. Protect from extreme temps with insulated clothing,
Loading, delivering and moving materials around site	(S) Heavy lifting (S) Pinch Points (S) Working around equipment (S) Moving vehicles	1 1 2 2	2 2 2 2	2 2 4 4	(E) Restricting access with barricades to area loading/unloading. Ensure vehicle equip with back up warning signal, flashers. (A) Follow SJP 6.3.39 General safety, (A) Driver and Equipment operator training, use spotter when reversing. Regular safety meetings with other site teams (P) Leather gloves, High-vis clothing, No loose clothing or hair, Safety glasses, Steel toe boots
General Maintenance	(S) Heavy Lifting (S) Working at height (H) Extreme weather conditions (heat/cold) (S) Uneven surfaces, cluttered work areas	1 2 1 1	3 1 2 2	3 2 2 2	(E) Use equipment to lift items such as trees, sod, bags of cement where possible. (A) Follow SJP 6.3.39 General Safety, SJP 6.3.56 Manual Lifting, SJP Using Ladders Winter work: Ice grips in icy conditions. Protective insulated gloves / clothing for cold weather work. Hot Weather: Cooling clothing for hot weather work: bandanas, cotton clothing etc. (A) Keep work area clean, tidy and free from debris. Dispose of waste material in correct bins.

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Using Power Tools	(S) Sharp rotating blades, drill bits	2	2	4	<p>(E) Before Use: Ensure all guarding is in place and fully functional with no damage, ensure all equipment is properly grounded.</p> <p>(A) Barricade area if necessary, to protect surrounding persons.</p> <p>(A) Site specific hazard assessment completed, and all equip inspected before use.</p> <p>(A) Equip to only be used by trained competent workers or new workers under direct supervision until competent. Follow manufacturers guideline for use of equip.</p> <p>Regular site safety inspections.</p> <p>Avoid awkward positions where possible. Disconnect from the power source before making any adjustments.</p> <p>Be aware of cord locations and keep away from operational area and moving parts.</p> <p>Make sure that the tool is in good condition, the battery is firmly in place. Do not set battery tools in water or snow. For corded tools, make sure cord is not frayed, and ground plug is in place. Extension cords should be grounded. Avoid working in wet areas.</p> <p>If working outside be sure you are in a stable position if ground is uneven.</p> <p>(P) Safety goggles (or protective glasses). Wear ear protection when using tools for extended periods (>10 minutes).</p> <p>Wear non-slip leather shoes or boots. Avoid loose clothing or hair.</p>
	(H) Noise	2	2	4	
	(S) Flying metal, wood debris	2	1	2	
	(S) Live power cables	2	1	2	
	(S) Slips and trips	1	1	1	
	(S) Pinch points, entanglement hair, clothing, cords	2	1	2	
	(S) Working at heights	2	2	4	
Snow Clearing with snowblower	(H) Extreme temperatures (cold)	1	2	2	<p>(E) Ensure all guards in place and operational. Inspect before use.</p> <p>(A) Follow manufacturer instructions for operation. Never clear blockages while machine is running.</p> <p>(A) SJP 6.3.57 Snowblower operation, SJP 6.3.58 Snow Removal, SJP 6.3.59 Working in Extreme Weather</p> <p>(P) Gloves, steel toed boots, insulated clothing. Ear protection.</p>
	(H) Noise	1	2	2	
	(S) Fast sharp moving blades	2	2	4	
Using fertilizers, chemical treatments	(H) Exposure the hazardous products (liquids, vapours)	2	2	4	<p>(E) Store fertilisers and diesel/gas in appropriate sheds outside.</p> <p>(A) Workers must have WHMIS generic and site specific training.</p> <p>(P) Chemical resistant gloves, coveralls, eye protections and respirators when required.</p>

ELEMENT 6-HAZARD CONTROL

6.1 HAZARD CONTROL POLICY

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

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

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

6.1.1 Occupational Health and Safety Act

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

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

6.1.2 Documentation

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

6.1.3 Training

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

6.1.4 Administrative Controls

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

6.1.4.1 General Rules

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

6.1.4.2 Safe Job Procedures

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

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

6.1.4.3 Personal Protective Equipment

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

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

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

6.1.4.4 Violence & Harassment Prevention Planning

Violence, and harassment can come from anyone in the workplace and be directed at anyone. It can be subtle or overt. The abuse may be deliberate or unintended. Any unwelcome attention may be considered harassment. It may be a single event or a continuing series of incidents. It may involve the abuse of authority or position, or it may involve relations between co-workers and other personnel. Abuse can victimize both men and women and may be directed by or towards workers, clients or members of the public. Violence and harassment include behaviours such as:

- Physical assault or aggression
- Unsolicited and unwelcome conduct, comment, gesture or contact that causes offence or humiliation.
- Physical harm or threat(s) to any individual, which creates mistrust, fear or that compromises or devalues the individual.

See **Element 14 Violence & Harassment Prevention Plans** covers both policy and procedures for controlling these identified hazards as detailed in Part 27 of OHS Code.

6.1.4.6 Control of Workers Fit for Duty

SCMV are committed to promoting the health, safety, and wellness of its Workers and the public. The company recognizes and accepts the responsibility to provide a safe work environment for all Workers and those doing business with the company. SCMV have established **a Fit for Duty Policy in Element 15** to ensure an impairment-free work environment while respecting the privacy and human rights of all Workers.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

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6.2 - SAFE JOB PROCEDURES (SWP & SJP)

6.2.1 Policy

Senior Management, Superintendents, employees and contractors shall prepare and maintain SJP insofar as they apply to their particular specialties and areas of work. SCMV reserves the right to review and recommend changes to contractor SJP.

6.2.1.1 Occupational Health and Safety Act

OHS requires development of safe work practices and safe job procedures to control hazards. These can be referred to as a “Code of Practice” under the OHS Act, Reg and Code. It is 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.

Always follow SWP & SJP to prevent incidents from occurring on SCMV work sites. SWP shall ensure the following:

6.2.1.1 Terminology

The terms “job” and “task” are commonly used interchangeably to mean a specific work assignment, such as “operate a grinder”, “use a pressurized water washer” or “change a flat tire”. JHAs are not suitable for jobs defined too broadly, such as “overhaul an engine” or too narrowly such as “position a car jack.”

Safe Work Practice - a set of positive guidelines on how to perform a specific task

Safe Job Procedure - a written, systematic description of how to complete a job safely and efficiently from start to finish.

6.2.1.2 Banned Activities

The following shall NEVER occur:

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

6.2.2 Safe Job Procedure Development

Even the routine jobs can include unrecognized hazards. By performing a thorough formal hazard assessment (FHA) you may discover a more efficient, safer or healthier way of performing the selected job. In carrying out their tasks at work, **what workers do not know can hurt them**. In the area of SJP, to increase knowledge of hazards a formal hazard assessment is conducted on individual jobs or tasks. See Element 5 Hazard Assessment.

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6.2.2.1 Parties Involved

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

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

6.2.2.2 Preparation

Use extreme care when preparing or customizing safe job procedures to ensure that they at least meet or preferably exceed the minimums outlined by manufacturers, industry standards and government legislation. Preparation requires the full involvement of workers and Superintendents directly affected by the proposed practice. These are the people with the knowledge, skills, experience and ownership of the problem to put an effective SJP in place.

6.2.2.3 Implementation

Each SJP must be fully understood by those affected before it can be implemented. Practical guidance and/or walk-through may be required. All persons directly concerned with the practice shall sign a confirmation that they understand and will comply with it. New employees shall receive the same treatment as part of their safety orientation or when transferred to a new or different position or work.

6.2.2.4 Reviews

Carry out reviews as under:

- At least annually, for continuing practicality, at the employee annual review and signed off by the employee(s) and Superintendent(s). Contractors/sub-contractors shall carry out the same practice.
- After an incident or "near-miss" occurs relating to any safe practice it shall be immediately and thoroughly reviewed, corrections made, employee refresher training carried out and fully documented.
- Employees are encouraged to review all SJP that apply to their specialties on a frequent basis and make recommendations for improvements.

6.2.2.5 Results

SJP should include:

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

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6.2.3 Safe Job Procedures & Safe Work Practices Creation Record

Procedure	Date Created	Created By (Names)
6.3.1 Chop Saw	2007/03/29	
6.3.2 Fall Protection Plan	2007/06/09	
6.3.3 Fuel Powered Equipment	2007/03/29	
6.3.4 Grinders	2007/03/29	
6.3.5 Hot Work Permit	2007/03/27	
6.3.6 Nail/Staple Gun	2007/03/29	
6.3.7 Circular Saw	2007/03/29	
6.3.8 Propane Heaters & Vaporizers - Disconnection	2007/05/08	
6.3.9 Saws-All and Jig Saw	2007/03/29	
6.3.10 Sewer Pump Replacement	2007/12/18	
6.3.11 Stop Work Order	2007/03/27	
6.3.12 Chain Saws		
6.3.13 Craning		
6.3.14 Power Actuated Tools		
6.3.15 Working on Electrical Equipment		
6.3.16 Table Saws		
6.3.17 Scaffolding		
6.3.18 Hazardous Substances		
6.3.19 Powerlines		
6.3.20 Operating an Excavator		
6.3.21 Construction Heaters		
6.3.22 Moving Mobile Homes		
6.3.23 Installing wells (Geo Thermal)		
6.3.24 Locking Out Equipment for Maintenance/Cleaning		
6.3.25 Operating Heavy Equipment		
6.3.26 Sealants, Cleaning Solvents & Flammables	2007/03/29	
6.3.27 Cleaning New Homes or Renovations	2007/03/29	
6.3.28 Concrete Boring or Cutting	2007/03/29	
6.3.29 Concrete Floor Placement	2007/03/29	
6.3.30 Control of Client/Visitors to Construction Sites	2007/01/09	
6.3.31 Control of Purchaser Visits	2007/03/29	
6.3.32 Cribbing, Damp-proofing & Weeping Tile	2007/03/29	
6.3.33 Defective Hand Tools	2007/03/29	
6.3.34 Drywall, Taping and Sanding	2007/03/29	
6.3.35 Excavation and Trenching	2007/03/29	
6.3.36 Exterior Finish	2007/03/29	
6.3.37 Floor Material Laying, Sanding & Tile Setting	2007/03/29	
6.3.38 Framing	2007/03/29	
6.3.39 General Safety Information	2007/03/29	
6.3.40 Insulation	2007/03/29	
6.3.41 Interior Finish and Cabinets	2007/03/29	
6.3.42 Management and Employee Site Visits	2007/03/29	
6.3.43 Man Lifts	2007/03/29	
6.3.44 Mechanical	2007/03/29	
6.3.45 Painting	2007/03/29	

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6.3.46 Portable Ladders and Step Ladders	2007/03/29	
6.3.47 Roofing	2007/03/29	
6.3.48 Working Alone – Construction Site	2007/03/29	
6.3.49 Working Alone – Office Administration Area	2007/06/06	
6.3.50 Cell Phone Usage	2013/03/01	
6.3.51 Rigging/Hoisting	2016/11/15	
6.3.52 Housekeeping	2018/09/26	
6.3.53 Lightning	2018/07/25	
6.3.54 Construction Heaters	2017/09/30	
6.3.55 Office		
6.3.56 Manual Lifting	2021/10/18	
6.3.57 Snow Blower Operation	2022/01/07	
6.3.58 Snow Removal	2022/01/07	
6.3.59 Working in Extreme Temperatures	2022/01/07	
6.3.60 Wildlife Encounters	2022/02/03	
6.3.61 Housekeeping - Kitchen	2022/03/29	
6.3.62 Housekeeping – Bathrooms	2022/03/29	
6.3.63 Housekeeping – Making Beds	2022/03/29	
6.3.64 Confined Space Code of Practice	2023/02/06	

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6.2.4. SJP Blank Form

Safe Job Procedure			
Created by:		Date Created:	
Initially Reviewed by:		Date Reviewed:	
Initially Approved by:		Date Approved:	
Hazards Present:			
PPE Required:			
Additional Requirements			
Safe Work Practices:			
Procedure:			
Applicable legislation, standards or documentation:			
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.</i></p>			

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6.3 SAFE JOB PROCEDURES & SAFE WORK PRACTICES ANNUAL REVIEW RECORDS

Safe Job Procedure / Safe Work Practice	Development Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date
6.3.1 Saws	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/11/12
6.3.2 Fall Protection Plan	2007/06/09	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.3 Fuel Powered Equipment	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.4 Grinders	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.5 Hot Work & Permit	2007/03/27	2019/01/02	2020/11/09	2021/11/01	2022/04/11	2023/10/01	2024/11/21	2025/09/23
6.3.6 Nail/Staple Gun	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.7 Circular Saw	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	COMBINED
6.3.8 Propane Heaters and Vaporizers - Disconnection	2007/05/08	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	REMOVED	
6.3.9 Saws-All and Jig Saw	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	COMBINED
6.3.10 Sewer Pump Replacement	2007/12/18	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.11 Stop Work Order	2007/03/27	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.12 Chain Saws		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.13 Craning	2016/11/17	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/11/12
6.3.14 Power Actuated Tools		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.15 Working on Electrical Equipment		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.16 Table Saws		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.17 Scaffolding		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.18 Hazardous Substances		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.19 Powerlines		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.20 Operating an Excavator		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.21 Construction Heaters		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.22 Moving Mobile Homes		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.23 Installing wells (Geo Thermal)		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.24 Locking Out Equipment for Maintenance/Cleaning		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.25 Operating Heavy Equipment		2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23

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6.3.26 Sealants, Cleaning Solvents and Flammables	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.27 Cleaning New Homes or Renovations	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.28 Concrete Boring or Cutting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.29 Concrete Floor Placement	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.30 Control of Client/Visitors to Construction Sites	2007/01/09		2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.32 Cribbing, Damp-proofing and Weeping Tile	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.33 Defective Hand Tools	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.34 Drywall, Taping and Sanding	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.35 Excavation and Trenching	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.36 Exterior Finish	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.37 Floor Material Laying, Sanding and Tile Setting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.38 Framing	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.39 General Safety Information	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.40 Insulation	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.41 Interior Finish and Cabinets	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.42 Pandemic Site Protocols	2020/04/01		2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.43 Man Lifts	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.44 Mechanical	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.45 Painting	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.46 Portable Ladders and Step Ladders	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.47 Roofing	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.48 Working Alone – Construction Site	2007/03/29	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.49 Working Alone – Office Administration Area	2007/06/06	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.50 Cell Phone Usage	2013/03/01	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23

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Safe Job Procedure / Safe Work Practice	Development Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date	Review or Revision Date
6.3.51 Rigging/Hoisting	2016/11/15	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.52 Housekeeping Room Cleaning	2022/03/29				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.53 Lightning	2018/07/25	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.54 Construction Heaters	2017/09/30	2019/01/02	2020/11/09	2021/11/01	2022/11/01	2023/10/01	Combined with 6.3.21	
6.3.55 Office				2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.56 Manual Lifting	2021/10/18			2021/11/01	2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.57 Snow Blower Operation	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.58 Snow Removal	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.59 Working in Extreme Temperatures	2022/01/07				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.60 Wildlife Encounters	2022/02/03				2022/11/01	2023/10/01	2024/11/21	2025/09/23
6.3.64 Confined Space Code of Practice						2023/10/01	2024/11/21	2025/09/23
6.3.65 Respirator Code of Practice	2023/02/02					2023/11/27	2024/11/21	2025/09/23
6.3.66 Noise Management Code of Practice	2024/03/01						2024/11/21	2025/09/23

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6.3.1 Safe Job Procedure – Saws

Safe Job Procedure	Saw Operation Chop Saws, Circular Saws, Cut-Off Saws, Saws-All, and Jigsaws)		
Created by:	SCMV / Bow Valley Safety	Date Created:	Nov 12 2025
Hazards Present:	<ul style="list-style-type: none"> • Blade binding creating kickback force that throws material or saw at the operator • Noise exposure causing hearing damage • Respirable crystalline silica dust exposure (when cutting concrete or masonry) • Potential electric shock or burns • Flying debris and sparks 		
PPE Required:	Safety glasses, Face shield (when cutting concrete, masonry, or materials that produce significant debris), Hearing protection, Dust mask or respirator (as required for material being cut), Gloves, Safety footwear, Hard hat		
Additional Requirements			
<p>General Safety Requirements</p> <ul style="list-style-type: none"> • Saw injuries are severe and can result in: - Cuts, lacerations, fractures, amputations of fingers and hands • The Superintendent shall ensure that all workers are trained in the safe operation of saws before use. • Under no circumstances shall workers interfere with any guards or safety devices. • Improper use of saws is highly dangerous to the operator and other workers nearby. <p>Safe Work Practices: Do's and Don'ts</p> <p>DO:</p> <ul style="list-style-type: none"> • Have proper training in PPE use, choosing and using the correct blade for the material, and safe body positioning • Maintain a stable stance with firm footing and balance • Use a firm two-handed grip, wrapping thumbs fully around the handles for control • Stand to the side of the cutting path, not directly in line with the blade • Let the saw do the work—use steady, controlled movements • When ripping solid stock, clean up all cut-offs immediately, regardless of quantity • Cut all accumulated cut-offs into manageable lengths before continuing work • Wait for the blade to stop completely before setting down the saw <p>DON'T:</p> <ul style="list-style-type: none"> • Force the cut—forcing can cause blade binding and dangerous kickback • Set down the saw before turning the engine off and waiting for the blade to stop completely • Leave machines unattended while running—they must be turned off • Walk around with finger on the saw trigger • Point a saw in any direction other than towards the work • Operate saws when fatigued or under the influence of impairing substances 			
<p>Pre-Operation Inspection and Setup</p> <ol style="list-style-type: none"> 1. Review Material Information Review the material description or SDS to ensure proper precautions are taken for the material to be cut. 2. Conduct Hazard Assessment Conduct a Hazard Assessment of the work area, identifying all potential hazards. 3. Don PPE Wear all appropriate personal protective equipment before proceeding, including eye protection, face shield (if required), hearing protection, respiratory protection, gloves, safety footwear, and hard hat. 4. Inspect the Saw 			

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- Check for loose parts, damaged components, or wear
 - Check that the on/off switch is set at “off”
 - Verify the throttle, trigger interlock, and stop switch function correctly
 - Verify all guards and safety devices are operable
 - Ensure the correct blade type is attached for the material being cut
 - Inspect blade for cracks, damage, and sharpness. Change the blade if required
 - For portable saws, check that the blade is properly loaded and secured
 - Ensure the blade guard is in place and adjusted to deflect debris away from the operator
5. **Inspect Electrical Connections**
- Ensure extension cords or compressed air hoses are properly grounded, not frayed or cut, and of adequate gauge for the saw power requirement and distance from the electrical outlet to work location
 - Check that ground pins are intact
 - If electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure no other workers or materials on site will be placed at risk (e.g., contact glue fumes igniting from sparks after flooring installation, during electrical wiring, etc.)
6. **Set Up Equipment Properly**
- For stationary saws (chop saws, cut-off saws): Place equipment on the proper frame, stand, level ground, or another firm and suitably elevated surface such as a trestle table
 - Ensure all ancillary equipment (stepladders, work platforms) are properly set up in accordance with manufacturers’ instructions and safe work practices
7. **Position Fire Extinguisher**
Place the fire extinguisher in a position where it will be easily accessible.
8. **Make Power Connections**
Connect the saw to the power supply outlet or compressor.

Operation

1. **Prepare Material**
- Obtain the material to be cut using proper lifting and carrying techniques
 - Measure the material to be cut accurately
 - Confirm the material is secure, properly supported, and free from embedded utilities or obstructions
 - Properly place and/or secure the material so there is no risk to hands or other body parts
2. **Check for Hidden Hazards**
Ensure any hidden wiring, plumbing, metal fabrication, or other obstructions are clearly identified before starting the saw.
3. **Plan the Cut**
- Clearly mark your cutting line
 - Decide the direction of the cut before beginning
 - For deeper cuts, plan to use a series of shallower passes (step cuts) to reduce stress on the blade and machine
4. **Position Your Body**
- Maintain stable stance with good footing and balance
 - Stand to the side of the cutting path, not directly in line with the blade
 - Position yourself to avoid injury in case of kickback
5. **Secure Material**
Secure the material to be cut to ensure no risk of hand contact with the blade. Use clamps or push sticks as required.
6. **Operate the Saw Safely**
- Use a firm two-handed grip, wrapping thumbs fully around the handles
 - Operate the saw in accordance with the manufacturer’s instructions
 - Precisely follow manufacturers’ instructions for equipment use, including the use of push sticks or clamps
 - Cut material in an easy, controlled motion. Do not ram or force the cutting blade through the material—let the saw do the work

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- For cut-off saws: Pull the cutting wheel across the surface with steady, controlled movement; do not push down on the saw
- Hold the saw and material in such a way that there is no risk to hands or other body parts in case of blade binding and kickback
- Never point a saw in any direction other than towards the work

7. **Monitor Equipment Performance**

Regularly check for signs of wear such as increased vibration or reduced cutting efficiency, which may indicate the blade needs replacing.

8. **Handle Cut Material**

- Remove cut material and safely stack or install as required
- Clean up all cut-offs immediately, regardless of quantity
- Cut accumulated scrap into manageable lengths before continuing work

Post-Operation and Maintenance

1. **Shut Down Safely**

- When finished, turn the engine or power to the "OFF" position
- Wait for the blade to stop completely before setting the saw down
- Disconnect the saw from the power outlet or compressor
- NEVER walk around with a finger on the saw trigger
- Avoid using the "Lock-on" feature whenever possible
- Do not leave machines unattended while running

2. **Store Equipment Properly**

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

3. **Maintain Housekeeping**

Maintain good housekeeping practices for scrap material, dust, and waste removal throughout and after the job.

4. **Moving Equipment During Work**

If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the necessary adjustments, and ensure there are no workers or other people likely to be at risk before resuming.

Applicable legislation, standards or documentation:

- Alberta Occupational Health & Safety Code, Part 25: Tools, Equipment and Machinery
- Alberta OHS Act and Regulations

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

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6.3.2 Safe Job Procedure – Fall Protection Plan

Safe Job Procedure	Fall Protection Plan		
Created by:	SCMV	Date Created:	2007/01/09
Approved by:	Terry Burch	Date Approved:	Jan 2 2019
Hazards Present:	Working at height		
PPE Required:	Eye Protection, steel toed boots, hard hat, hearing protection		
Additional Requirements	Fall Arrest Harness, Fall Arrest Lanyard, Fall Arrest Shock Absorber, Approved anchor		

Safe Work Practices:

Superintendents/Crew Leaders shall ensure that where any work is being conducted above a height of 3 metres the following items are carried out.

Site Conditions:

- Workers who use fall arrest equipment must be trained in the usage of the equipment
- Workers shall fully inspect their fall arrest equipment for cuts, cracks, tears, abrasions, corrosion or any other damage that may affect the proper operation prior to each use.
- Workers shall wear the proper fall protection where any work is above a height of 3-metres or where there are unusual ground hazards i.e. unprotected rebar.
- No worker shall stand on the top step of a stepladder or higher than the third rung from the top of a ladder.
- A competent worker shall erect and inspect (daily) all scaffolds to the manufacturers' and OH&S Act requirements. Tag all scaffold types when in excess of 3 Metres high at each entry/exit.
- At least one of the following approved by Workplace Health and Safety shall be used: guardrails, harnesses, a fall restraint device, safety nets or other travel restraint method.
- Full body fall arrest harnesses, shock absorbers and lanyards shall be capable of supporting the weight of the worker AND any tools or materials secured in the worker's tool belt.
- Ensure all fall arrest anchor points are rated for an impact of 2,300 Kg (5,000 lbs) and properly maintained.
- Ensure a first-aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

Tools/ Equipment:

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

WHMIS:

- Any fall protection equipment exposed to foreign substances must be tagged out.

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Safe Job Procedure	Fall Protection Plan (continued)
<p>Procedure:</p> <ol style="list-style-type: none">1. Review the manufacturers' instructions and proper precautions before use.2. Inspect the complete fall-arrest equipment in accordance with the manufacturers' instructions and enter the inspection date and time in the harness log.3. Conduct a standard form Field Level Hazard Assessment (FLHA) of the work area.4. Confirm that workers hold a valid "Fall Protection – User" qualification card.5. Have the workers sign that they are aware of the Fall Protection Procedures to be used.6. Obtain the Mike or Cell-phone number of the site superintendent and the boom, ladder truck rescue equipment operator tasked to support the rescue and give to each of the workers.7. Conduct test phone calls in the work area to confirm that communications reliably operate between the rescue operator and all the workers.8. Install the fall-arrest anchor points in accordance with the manufacturers' guidelines.9. Assemble and attach the safety lanyard and shock absorber to the anchor point and to the harness in accordance with the manufacturers' instructions.10. Ensure the lanyard and shock absorber combined lengths are shorter than the fall distance AS THE WORK PROGRESSES.11. Never attach more than one set of fall arrest equipment to one anchor point.12. Inform the on-site rescue equipment operator when all elevated work is finished.	
<p>Applicable legislation, standards or documentation:</p> <p>This fall protection safe work practice is intended to supplement the requirements of Part 9 of the OHS</p>	
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.</i></p>	

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6.3.3 Safe Job Procedure – Refuelling Powered Equipment

Job:	Safe fuelling of gasoline or diesel-powered equipment.		
Approved by:	Terry Burch	Position:	Project Manger
Equipment Required		Material Required	PPE Required
1. Gas-powered equipment		Fuel container with fuel	1. Gloves
2. ABC Fire extinguisher			2. Safety glasses
3. Fuel transfer spouts			3. Hearing protection.
4. Hand pump/hose system			4. Rubber gloves
The Superintendent shall ensure that workers are trained in the safe fuelling of powered equipment.			
<p>Slip Tank Bulk storage of Fuel. Any fuel transported must use a Transport Canada standardized slip tank (IBC) (tidy tank etc.) (means of containment) that has been certified by the Canadian General Standards Board and manufactured by an ISO certified company.</p> <p>Workers taking the slip tank truck off-site for refilling must hold current TDG certification.</p>			
Job Steps	Under no circumstances shall any sources of ignition be within 3 metres of the fuelling site, e.g. a running vehicle, smoking, other equipment in operation within 3 metres, etc.		
1.	Review the SDS to ensure that proper precautions are taken for the fuel used.		
2.	Conduct a Hazard Assessment of the refuelling area.		
3.	Warn other workers that a fuelling operation is going to commence. Request that a worker keep an eye on the process while fuelling in case immediate emergency assistance is required, i.e. fire or spill.		
4.	Ensure that there is no building within 3 metres of the selected fuelling area.		
5.	Place the appropriate fire extinguisher in a position that it will be easily accessible but far enough from the fuelling operation that it will not be consumed by any flames in the event of a spill. Do not use a truck tailgate or floor of a vehicle to fuel hand portable powered equipment.		
6.	Place the equipment on level ground or hand portable equipment on a firm and suitably elevated surface such as a trestle table.		
7.	Allow hand portable equipment to cool off before refuelling.		
8.	Ensure that any ignition switch is set at the “off” position, all safety devices are operational, and set for refuelling		
9.	Remove the fuel caps/covers.		
10.	Precisely follow the manufacturers’ instructions. Do not overfill the equipment or make spills.		
11.	Securely replace the fuel caps/covers on the equipment and fuel container.		
12.	Switch off any refuelling pumps and drain refuelling hoses if necessary.		
13.	Clean up any spills and place the wet rags in an approved covered metal container.		
14.	Restore and secure the fuel container in the proper storage place in the vehicle or designated work site fuel storage area.		
15.	Replace and secure the fire extinguisher in the proper storage place in the vehicle or storage area unless required in the work area where the equipment is to be used.		

Additional Remarks:

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6.3.4 Safe Job Procedure – Grinders

Job:	Safe operation of grinding equipment.				
Approved by:	Terry Burch	Position:	Project Manger	Review Date:	2021/11/01 Andre Lomas
Equipment Required		Material Required		PPE Required	
1. Grinder		Material to be ground		1. Gloves	
2. Fire extinguisher				2. Safety glasses	
3. Air compressor (if required)				3. Safety footwear	
4. Portable AC Generator/Inverter				4. Face shield	
The Superintendent shall ensure that workers are trained in the safe operation of grinding equipment.					
Job Steps	Improper use of a grinder may be highly dangerous to the worker and other workers nearby.				
1.	Conduct a Hazard Assessment of the work area.				
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, e.g. contact glue fumes igniting from spark after flooring lay, electrician wiring, etc.				
3.	Wear the appropriate PPE.				
4.	Check that the on/off switch is set at "off," all guards and safety devices are operable.				
5.	Check the feed adjustments to ensure the material to be ground will not slip or kick back, up or forward.				
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the grinder power requirement and distance run.				
7.	Make the connections from the grinder to the power outlet or air compressor.				
8.	Properly place and secure the material to be ground, so that there is no risk to hands or other body parts. Do not hold the material in one hand and grind with the other, if necessary clamp to a firm work surface.				
9.	Install the appropriate grinder wheel for the item(s) to be ground.				
10.	Inspect the grinder wheel for cracks and imperfections that might cause pieces of the grinding wheel to fly off.				
11.	Operate the grinder in accordance with the manufacturers' instructions. Let the grinder do the work.				
12.	When finished, disconnect from the power outlet or compressor to the grinder.				
13.	Maintain a fire watch for one hour after any metal grinding is completed.				
14.	Properly coil up the connection cords and return to the carry case or storage rack.				
15.	Maintain good housekeeping for scrap material and waste removal.				

Additional Remarks:

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6.3.5 Safe Job Procedure - Hot Work & Permit

Safe Job Procedure	Hot Work (Welding, Torch-on, grinding, cutting, brazing)		
Created by:	BVS, Luke Gauvreau	Date Created:	April 4 2022
Approved by:	Andre Lomas - SCMV	Date Approved:	April 6 2022
Reviewed by:	Terry Burch	Date Reviewed:	April 12 2022
Hazards Present:	Injury and illness caused by hot work such as, welding fumes, UV light, sparks, noise, burns from slag, sparks, fire, accumulation of toxic gases within a confined space.		
PPE Required:	Gloves, eye protection, hearing protection		
Additional Requirements	Comprehensive hazard assessment completed before work starts and hot work permit required		

Safe Work Practices:

Hot work – high risk

Any work activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material, (e.g., torch-on, brazing, cutting, welding).

Hot work – low risk

Any work activity that uses or produces, sparks, or heat that would act as an ignition source. (Eg - grinding)

Hot work Permit

Written authorization signed by the site superintendent to perform work that has the potential to provide a source of ignition.

Do you require a hot work permit?

The need for a hot work permit will be determined by the type of work being performed, hazard and risk assessment completed before work starts. A hot work permit is required for any work with open flame, sparks or heat that causes risk of flammability

Do you require Fire Watch?

Another vital piece of the safety setup is the fire watch. This is a person whose only duty is to scan the hot work area looking for potential fires or hot spots. This person has a fire extinguisher and a means of communication to reach emergency service personnel. The fire extinguisher should be the correct type for the materials in the area and of a large enough size to be useful in the event of a flare-up only after the fire department has been notified.

Fire Watch Responsibilities:

1. That their ONLY duty is to Fire Watch
2. Understanding of Time Frame of Fire Watch – based on situation
3. Understanding of how to use a fire extinguisher
4. Understanding of how to activate fire alarm if fire is beyond the incipient stage

Fire Watch Duration

The length of time for the fire watch will be not less than one hour (low risk), and up to four hours (high risk) after hot work is completed. However, this timeframe may be extended if required until all materials and surfaces are cold. Firewatch for High-Risk open flame tasks will be at minimum 4 hours.

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General Precautions

Where hot work is done near walls, partitions, ceilings, or a roof of combustible construction, fire resistant shields or guards shall be provided to prevent ignition.

If hot work is to be done on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction of radiant heat. Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.

Welding shall not be attempted on a metal partition, wall, ceiling, or roof having a covering or on wall having combustible sandwich panel construction.

Hot work on pipes or other metal in contact with combustible materials (eg – wood walls, partitions, ceilings, or roofs) shall not be undertaken if the work is close enough to cause ignition by combustion unless proper precautions are taken. (EG heat shields or guards)

Hot work shall not be permitted in the following situations:

- In areas not authorized by management.
- In the presence of potentially explosive atmospheres.
- In areas near the storage of large quantities of exposed, readily ignitable materials.
- In areas where there is dust accumulation of greater than 1/16 inch within 35 feet of the area where hot works will be conducted. All dust accumulation should be cleaned up following the housekeeping program of the facility before welding/hot works are permitted.

Suitable extinguishers shall be provided and maintained ready for use.

Procedure:

1. Complete a hazard and risk assessment.
2. Using the Digital Safety App, complete a hot work permit if required, and submit to site superintendent for approval. (Paper copy of hot work permit may be used in place if digital option is not available.)
3. Ensure all questions are answered and area is prepared with adequate fire protection, clear of combustibles, and fire watch plan is in place.
4. Where practicable, all combustibles shall be relocated at least 35 feet from the work site. Where relocation is impractical, combustibles shall be protected with flame proof covers, shielded with metal, guards, curtains or wet down material to help prevent ignition of material.
5. Site superintendent will receive a copy of the Hot Work Permit and must review details and approve before work starts. If information is insufficient, permit will be denied and returned to hot worker for modification and resubmission.
6. Once approval is granted, complete hot work, and ensure fire watch is in place for the required duration to monitor the materials and area.
7. Fire watch to be monitored based on HIGH or LOW conditions.
8. Fire watch must add final time of fire watch and confirm area is deemed safe and submit.
9. Confirmation of Fire Watch will be sent to the Hot Work contractor & site superintendent confirming the hot work and permit are closed.

Applicable legislation, standards, or documentation:

OHS Code 169 (1-3)

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

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Complete this form commencing at the box "PERMIT REQUEST."

Approved by:	Terry Burch	Position:	Project Manger	Review Date:	2021/11/09 Andre Lomas
<p>Hot Work presents real danger of fires starting long after the work is completed from sparks or hot metal slag concealed in cracks, crevices or raining down between partitions. The Lead Hot Worker shall rigorously follow this permit format. It shall be signed by the Lead Hot Worker and by the Superintendent PRIOR to starting any hot work and closed off after the hot work is completed or at the end of each day or work period – whichever shall occur first. Permits shall be issued for each hot work period – including return from a lunch break.</p>					
PERMIT REQUEST					
Item			Description/Comment		
A. Describe type of Hot Work:					
B. Describe equipment (Electric Arc Welder, Oxy acetylene, Make, Model, etc.):					
Answer the following questions (✓):			Yes	No	
1. Has a Hazard Assessment been completed?					If yes - attach to this permit. If no – complete HA and attach.
2. Is worker(s) trained, certified and competent in the use of the equipment?					If no – state how competency will be achieved before work start.
3. Do the worker(s) have the proper PPE required by OH&S Act, SCMV safety manual and equipment manufacturer (fire/cut resistant clothing, gloves, apron, visor, respirator, etc.)?					If no – no work start until correct CSA/ANSI/WHs approved PPE worn & worker(s) trained in use.
4. Is there adequate ventilation for hazardous fumes and/or smoke removal?					If no – no work start until ventilation installed and tested.
5. Will hot work be conducted in a hazardous fumes atmosphere?					If yes - no work start until fumes are properly vented and air confirmed safe by air monitor test.
6. Will debris or sparks fall behind, in or on any flammable surfaces, between cracks or behind/between partitions?					If yes – no work shall start until CSA/ANSI approved fire-resistant blankets/material(s) laid to protect the surfaces/partitions.
7. Is the hot work to be done from ladders from heights over 1.5 Metres but less than 3 Metres?					If yes – obey SWP - Portable Ladders/Step Ladders.
8. Is the work to be done from heights over 3 Metres?					If yes – obey SWP - Scaffolds
Insert permit requester's initials at the bottom of each					
Yes/No column: → → →					

See next page.

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6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

Answer the following questions (√):	Yes	No	Description/Comment
9. Is work to be done in a small area?			If yes – ensure good ventilation, lighting and clear entry/exit routes.
10. If fire/smoke alarms are in the area - have they been disconnected, removed/ covered?			If no – ensure permission obtained prior to disconnect, remove/ cover.
11. If gas cylinders and hoses in use - are:			If no to ANY question - no work starts until corrected.
11A. Cylinders upright and secured?			
11B. Cylinders and hoses protected from debris, sparks and slag?			
11C. Cylinder contents clearly identified?			
11D. Flashback devices installed at the regulators of the hoses?			
11E. Cylinder shut-off valve keys in place and operable?			
11F. Hoses de-pressurized during breaks and at end of work?			
12. If electric arc welder is in use- are:			If no to ANY question - no work starts until corrected.
12A. Generator exhaust fumes safely vented?			
12B. Cables of adequate gauge for the distance run?			
12C. Cables properly insulated, free of cuts, kinks and bad connectors?			
12D. Emergency shutdown devices operating properly?			
12E. Fuses/breakers in working order?			
12F. Generator earth grounds in place?			
13. Is the worker appointed to watch the Hot Work worker & as the fire/spark watcher properly trained:			If no to ANY question - no work starts until corrected.
13A. In fire extinguisher use?			
14. How to rescue the Hot Work worker safely?			
13C. How to shut-off the Hot Work equipment in an emergency?			
13D. To immediately communicate spark and slag problems?			
13E. Not to leave the Hot Work worker alone?			
13F. Not to leave the Hot Work area for at least one hour after work completed – for any reason, including short breaks.			
13. Is the Hot Work worker trained in fire extinguisher use?			If no – no work start until training completed.
14. Are the fire extinguishers:			If no to ANY question – no work starts until corrected.
14A. Correct for use on the equipment/material in use?			
14B. Fully serviceable and inspected up to date?			
14C. Of sufficient capacity to extinguish a small fire?			
14D. Easily accessible always during the Hot Work?			
15. Are all workers aware that extinguisher(s) must be easily accessible in the work area until the fire watch period is over?			
16. What is the level of First Aid training of both workers?			If no training – ensure trained worker's location is known.
17. Do workers know place of First Aid Kit/Eye Wash Station?			If no – explain location.
Insert permit requester's initials at the bottom of each Yes/No column: → → →			

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6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

Answer the following questions (✓):	Yes	No	Description/Comment	
18. Are work materials properly braced or supported?			If no – no work starts until corrected.	
19. Have other workers in the area been warned of the work?			If no – no work starts until corrected.	
20. Have proper barriers and/or warning tape & signs been erected/posted?			If no – no work starts until corrected.	
21. Is the equipment properly maintained?			If no – no work starts until corrected.	
22. Is the equipment properly serviceable?			If no – no work starts until corrected.	
23. Is the Emergency Preparedness Plan operable in these circumstances?			If no – no work starts until corrected.	
23. What is the proposed start time of the Hot Work?	N/A	N/A	A.M.	P.M.
24. What is the proposed finish time of the Hot Work?	N/A	N/A	A.M.	P.M.
25. What is the finish time of the Hot Work Fire Watch?	N/A	N/A	A.M.	P.M.
26. The following comments relate to the Hot Work Job:	N/A	N/A		
Insert permit requester's initials at the bottom of this				
Yes/No column: → → →				

HOT WORK PERMIT REQUESTER STATEMENT AND SIGNATURE BLOCK

I have made all statements & answers to the questions accurately and truthfully to the very best of my knowledge and belief. I understand I am personally responsible for the correct conduct of the Hot Work in accordance with the OH&S ACT, Regulation & Code, the equipment manufacturers' operation instructions & SCMV's Health and Safety Manual.

Requester Name (print):		Signature:	
Requester Company Name (print):		Requester Company Contact Name (print):	
Requester Company Address (if required):		Requester Company Contact Phone Number:	
Date of Permit Request:		Time of Permit Request:	A.M. P.M.
Work Site Name:		Work Site Job Number:	
Work Site Street Address (if required):		Work Site Hot Work Area description:	

HOT WORK PERMIT PERMISSION AND SIGNATURE BLOCK

I have reviewed the information stated in this permit request and have made such checks and asked such questions as satisfy me that the hot work shall be permitted to proceed subject to any comments below (*if any comments entered – the Lead Hot Worker shall initial at the end of the comments - if necessary, after adding any additional comments*):

Date Permit issued:		Time Permit issued:	A.M. P.M.
Superintendent Name (print):		Signature:	

See next page.

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6.3.5 Safe Job Procedure - Hot Work Permit (metal cutting, soldering and welding) – continued

HOT WORK PERMIT CLOSURE AND SIGNATURE BLOCK

Answer the following questions (√):	Yes	No	Description/Comment	
1. The actual start time of the Hot Work?	N/A	N/A	A.M.	P.M.
2. The actual finish time of the Hot Work, day or shift?	N/A	N/A	A.M.	P.M.
3. The actual finish time of the Hot Work Fire Watch?	N/A	N/A	A.M.	P.M.
4. I confirm that all equipment and debris removed from area.				
5. Smoke/Fire Alarms have been reconnected or uncovered.				
5. I confirm there is no likelihood of a fire.				
6. The following comments relate to the Hot Work:				
Permit Holder Name (print):		Signature:		

I have viewed the Hot Work area and agree that the statements above are true subject to the following comments (if any comments entered - the Lead Hot Worker shall initial at the end of the comments if necessary after adding any additional comments):

Date of Permit Close Off:		Permit Close Time Off:	A.M.	P.M.
Superintendent Name (print):		Signature:		

PROJECT MANAGER COMMENTS

(Required if any comments made by Permit Requester or Superintendent)

Date:		Time:	A.M.	P.M.
Project Manager Name (print):		Signature:		

Give the closed permit to the Safety Coordinator after complete sign off.

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6.3.6 Safe Job Procedure – Nail/Staple Gun

Job:	Safe operation of nail/staple gun.				
Developed by:	Andre Lomas	Position:	Const. Manager		2015/10/30
Reviewed by:	Andre Lomas		Const Mgr.		2021/11/01
Approved by:	Terry Burch		VP Const.		2017/10/03
Equipment Required		Material Required		PPE Required	
1. Air nail/staple gun		Material to be fastened		1. Gloves	
2. Fire extinguisher		Fasteners		2. Safety glasses	
3. Air compressor				3. Safety footwear	
The Superintendent shall ensure that workers are trained in the safe operation of nail/staple guns.					
Job Steps	Improper use of a nailer is highly dangerous to the worker and other workers nearby.				
1.	Conduct a Hazard Assessment of the work area.				
2.	Wear the appropriate PPE.				
3.	Check that all guards and safety devices are operable.				
4.	Check the feed to ensure the correct gauge and type of nails/staples for the job are properly loaded.				
5.	Ensure that compressed air hoses are properly connected, not frayed and, of adequate length for the distance required				
6.	Make the connections from the gun to the compressor.				
7.	Properly place and secure the material to be nailed or stapled so that there is no risk to hands or other body parts.				
8.	Operate the gun in accordance with the manufacturers' instructions.				
9.	Never point a nail/staple gun in a direction other than towards the work.				
10.	Use an appropriately sized fastener for the materials being fastened				
11.	Be aware the potential to create harm/damage to workers/materials that may not be visible from the position from which the nailer is being used.				
12.	Maintain good housekeeping for scrap material and waste removal.				
13.	Ensure that any ancillary equipment such as stepladders are properly set up in accordance with the manufacturers' instructions and SWP – Portable Ladders/Step Ladders.				
14.	If equipment such as a stepladder must be moved to continue work, shut the equipment off, make the adjustments and ensure there are no workers/other people likely to be at risk.				
15.	NEVER walk around with the finger on the gun trigger.				

Additional Remarks: Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

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6.3.10 Safe Job Procedure – Sewer Pump Replacement

Job:	Safe replacement of stalled or seized sewer pumps		
Approved by:	Terry Burch	Position:	Project Manger
Equipment Required		Material Required	PPE Required
1. Hand tools			1. Waterproof rubber gloves
2. Tripod hoist frame			2. Safety glasses
3. Block and tackle			3. Waterproof safety footwear
4.			4. Paper face mask
The Campground Manager shall ensure that workers receive training in the safe replacement of sewer pumps.			
Job Steps	Close contact with human excreta is highly dangerous to the worker and other workers nearby.		
1.	Conduct a Hazard Assessment of the work area.		
2.	Wear the appropriate PPE.		
3.	Erect barricades, traffic warning signs or warning tape around the area of pump pit as may be required to ensure there is no danger to the public or worker(s).		
4.	Remove the cover from the pump pit.		
5.	Inspect the pump pit for animals, insects, odours and leaks.		
6.	Check tool blades/wrenches to ensure the correct type for the job are properly fitted or available.		
7.	Check that the power breaker switch is set at "off."		
8.	Reset the breaker to see if this will clear the pump. If the breaker switches the pump off again, lock out the breaker with the lockout clamp and padlock. Keep the padlock key on the worker's person.		
9.	If there is more than one worker, there must be a padlock per worker applied to the breaker.		
10.	Ensure that tool power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the power requirement and distance run.		
11.	Properly secure the pump to the block and tackle so that there is no risk to hands or other body parts. Allow the block and tackle to "take the weight" of the pump.		
12.	Turn the valves on both sides of the pump to the off position.		
13.	Unbolt the flanges.		
14.	Hoist the pump out of the pit and man handle to the tailgate.		
15.	If the pump cannot be cleaned and/or repaired at the pump pit site, replace with a spare pump and reverse the removal process to re-install.		
16.	Maintain good housekeeping for scrap material and waste removal.		
17.	Do not remove the padlocks from the breaker box or turn on the power until it is safe to do so.		
18.	Ensure that any ancillary equipment, e.g. stepladders, folding worktables, etc., is properly set up in accordance with the manufacturers' instructions.		
19.	Clean all tools, PPE and clothing thoroughly before re-use.		

Additional Remarks: It is strongly recommended that only workers who are current with Tetanus and Hepatitis A protection are allocated sewer pump replacement tasks.

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6.3.12 Safe Job Procedures – Chainsaw

Job	Safe Use of Chainsaw				
Approved by:	Terry Burch	Position:	VP Construction	Date:	2017/01/11
Developed by:	Andre Lomas Tommy Castonquay		Construction Manager Supervisor		2017/01/06
Reviewed by:	Andre Lomas		Construction Manager		2021/11/01
Equipment Required		Material Required		PPE Required	
1. Chainsaw		Material to be cut (wood only)		1. Safety Glasses	
2. Fuel and Chain Oil				2. Dust Mask (if cutting fine mat)	
3. Chainsaw Tools				3. Hearing Protection	
4. Wedges (if falling trees)				4. Full Face Screen	
				5. Gloves	
				6. Ballistic Chaps	
				7. Safety Footwear	
				8. Hard Hat	
<i>The Supervisor shall ensure that workers are trained or deemed competent in the safe use of chainsaws.</i>					
Job Steps	Under no circumstances, interfere with any guards or safety devices/				
1.	Conduct a hazard assessment of the work area				
2.	Wear appropriate PPE				
3.	Use tool only as per manufacturer's instructions				
4.	Inspect chainsaw. Ensure all handles and guard are in place. Chain brake and other manufacturer's safety features are operational. If defective, tag out and remove from service.				
5.	If tool is defective, tag out and remove from service.				
6.	Check fuel, chain oil and air filter. Turn off saw and allow to cool down before refueling. Always check chain oil at time of refueling and periodically between refueling.				
7.	Inspect wood for metal, dirt and stones. Remove from area of cut, before proceeding.				
8.	Chainsaw shall be started on ground or where otherwise firmly supported, with chain brake engaged.				
9.	Hold chainsaw firmly, on sure footing when started.				
10.	Hold chainsaw firmly with two hands when cutting.				
11.	Do not cut directly overhead, or at a distance that would require operator to relinquish a firm grip on the saw, or to assume an off-balance position or insecure footing.				
12.	Always be aware of the possibility of the chain binding and anticipate potential situations that would create conditions to cause the saw to kick back.				
13.	Anticipate how the object being cut will fall. Avoid situations that will cause the chain to bind, avoid situations that would allow the falling piece to cause damage				
14.	Do not operate saw in a closed area.				
15.	Remove cut material and safely stack away from work area.				
16.	Maintain good housekeeping for scrap material and debris.				
17.	Clean saw, fuel and fill chain oil before putting away.				

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6.3.13 Safe Job Procedures – Craning

Safe Job Procedure	Crane Operation		
Created by:	Tommy Castonquay, Johnny Blake	Date Created:	2016/11/17
Hazards Present:	Working at height, heavy loads overhead, falling materials		
PPE Required:	Safety glasses, High-vis, Hearing protection, Hardhat, Gloves, Safety footwear		
Additional Requirements	Crane, Chains, slings and cables, Class ABC Fire Extinguisher. The Superintendent shall ensure that workers are trained in the safe use of cranes and rigging procedures		
Safe Work Practices:			
<ul style="list-style-type: none"> • Do not lift load over people. No one shall be under the hoisting load. • Make sure the sling is well balanced. • Avoid tip loading and loading on hook latch. • Do not life load over people and never ride the hoisting load. • Never lift the load over the rated capacity. • Do not operate with kinked, twisted or damaged chain. • Avoid side pull or end pull, and quick reversal operations. • Never leave the suspended load unattended. • Make sure you take up slack slowly. • Be aware of other overhead cranes being used at the same time and avoid crane bridge collisions. 			
Procedure:			
<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment of the work area. 2. Wear the appropriate PPE 3. Review the Rigging & Hoisting SWP with all involved parties 4. Inspect all equipment to be used. If any found to be defective, tag out and remove from service. 5. Test all limit switches on crane. If defective, tag out and remove from service. 6. Confirm the weight of the lift 7. Select the appropriate cables, slings and/or chains for the weight. 8. Ensure all loose materials, packaging and dunnage has been removed from the load. 9. Centre the block directly over the load before hoisting to avoid swinging the load. 10. Ensure that the rigger is trained and qualified. 11. Ensure that the signaller(s) is trained and identified to all involved. 12. Attach a tag line if lifting conditions require. 13. Begin the lift and continue in such a way that swinging of the load is minimized. 14. Do not raise loads higher than required to clear an object. 15. Do not reverse a motor until it has come to a full stop, except to avoid accidents. 16. Do not leave suspended loads unattended. 17. Follow signals from one signaller only, except a stop signal. 18. Ensure that everyone is clear of the load before lifting 19. Ensure that nothing catches or obstructs the load while raising it or travelling. 20. Keep the load under control when lowering. 21. Ensure that the landing area is clear of workers and material before lowering the load. 22. Once the load has landed, provide slack in the chains to accommodate unhooking of the load. 23. Do not raise block until all clear given by rigger. 24. Raise hooks to mid position. 			

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25. Spot crane at a designated location, if other work is taking place that the crane would interfere with, if weather conditions allow.
26. Allow crane to "weather vane" at night.

Crane Operation with Pallet Forks

1. Conduct a hazard assessment before beginning work. Identify overhead power lines, pinch points, and personnel in the area.
2. Wear proper PPE as listed above.
3. Complete a pre-use crane inspection in accordance with manufacturer and site requirements.
4. Review [6.3.51 Rigging & Hoisting](#) with all personnel involved in the lift.
5. Test load limit switches to confirm they are functioning properly.
6. Connect pallet forks to the crane hook using an approved locking chain hook.
7. Verify that the automatic leveler (if equipped) is functioning correctly.
8. Inspect the load/pallet to be lifted:
 - a. Ensure all materials are secure.
 - b. Confirm the estimated weight does not exceed the rated load limit.
9. Insert forks fully into the pallet to be lifted.
10. Use safety chains or a cargo net to secure the load to the pallet forks.
11. Perform a test lift approximately 1 foot off the ground to ensure the load is level, balanced, and stable.
 - a. Readjust as needed before proceeding.
12. Attach a tag line if required for stability or control.
13. Confirm line of sight between the operator and the load path from start to finish.
14. Ensure no personnel are under the suspended load at any time during the lift.
15. Communicate hand signals clearly; ensure the signaler and operator understand them before the lift.
16. Operator positioning:
 - a. Operator must be in a safe, stable position before starting the lift.
 - b. Do not walk, climb, or multitask while operating the crane.
17. Lift only as high as necessary to clear obstacles safely.
18. Reduce crane rotation speed to minimize swing, inertia, or momentum.
19. Operator focus:
 - a. Operator should control the lift only.
 - b. Do not assist in landing the pallet.
20. Lower the pallet slowly onto a safe, level surface. Do not overload or damage the landing area.
21. Disconnect the safety chains or cargo net once the load is secure on the ground.
22. Remove forks and stow them in a designated safe location when finished.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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6.3.14 Safe Job Procedures – Powder Actuated Tools

Job:	Safe Use of Powder Actuated Tools				
Developed by:	Andre Lomas Kenn Ritchie	Position:	Construction Manager	Date:	2017/01/04
Reviewed by:	Tory Rose		Site Superintendent		2021/11/01
Approved by:	Terry Burch		VP Construction		2017/01/10
Equipment Required		Material Required		PPE Required	
1. Powdered Actuated Tool		Material to be fastened		1. Safety glasses	
2. Fasteners				2. Hearing Protection	
3. Charges				3. Gloves	
4. Manufacturer's Spec's				4. Safety Footwear	
				5. Hi-Vis vest	
				6. Hardhat	
The Superintendent shall ensure that workers are trained or deemed competent in the sure of powder actuated tools.					
Job Steps	Under no circumstances, interfere with any guards por safety devices.				
1.	Conduct a Hazard Assessment of the work area.				
2.	Wear the appropriate PPE				
3.	Use tool only as per manufacturer's instructions.				
4.	Inspect tool to ensure that it was cleaned, after last use, in accordance with manufacturer's specifications. Check to ensure that it is not damaged, and all parts operate properly.				
5.	If tool if defective, tag out and remove from service.				
6.	Only load the tool at the place where it is intended to be used and immediately prior to use.				
7.	Never carry a loaded tool away from the work area, except when it cannot be unloaded because of a mechanical failure.				
8.	If a loaded tool is not to be used immediately, remove the charge and fastener.				
9.	Store cartridges in an adequate container.				
10.	Do not use tool where there are flammable or explosive vapours or dust present.				
11.	Do not place hand over the muzzle of a loaded tool.				
12.	Use the appropriate size of fastener for the thickness of the material being fastened. Refer to manufacturer's specifications.				
13.	Use the appropriate type of fastener ad charge for the substrate being fastened to. Refer to manufacturer's specifications.				
14.	Ensure that the materials being fastened together are appropriate to be fixed together using a powder actuated tool. Refer to manufacturer's specifications.				
15.	Ensure that the operator is in a safe and well-balanced position before firing.				
16.	Always use the weakest charge when firing the first time into a previously untried material for the first time.				
17.	Where the possibility exists that a fastener may pass completely through the material, the opposite must be cleared of other workers and material that may be damaged. An example of this would be a cinder block.				
18.	Immediately prior to firing, sound a warning.				
19.	Never attempt to fasten a pin through a pre-drilled hole unless using Hilti DX-Kwik system.				
20.	Be aware of the potential for pieces of the work surface to fly off during fastening.				
21.	Be aware of the possibility of concealed pipes or wires.				
22.	A notice bearing the words "CAUTION: POWDER ACTUATED TOOL IN USE" must be posted close to the area of work.				
23.	Do not discard spent or unspent charges in a careless manner.				
24.	Refer to manufacturer's instructions in case of a misfire.				
25.	Clean and store after use as per manufacturer's instructions.				

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6.3.15 Safe Job Procedures – Working on Electrical Equipment

Safe Job Procedure	Working on Electrical Equipment		
Created by:	SCMV	Date Created:	May 3, 2017
Approved by:	Terry Burch	Date Approved:	
Reviewed by:	Andre Lomas	Date Reviewed	2021/11/01
Hazards Present:	Electric shock and electrical explosion (arc flash), Arc flash can cause burns and explosive force trauma injury.		
PPE Required:	Safety glasses: Plastic instead of metal, Hearing protection to protect your ears from explosive noise, insulated gloves rated for the voltage, Heavy leather glove on left hand (while shutting off the disconnect), Fire retardant clothing (when working on live panels)		
Additional Requirements	Nonconductive ladder, insulated tools, Drawings, plans for the area.		
Safe Work Practices:			
<p>During the normal course of work, electrical installation is a hazardous undertaking. In order to minimize or zero the risks the following guidelines shall be used:</p>			
Site Conditions:			
<ul style="list-style-type: none"> • Floor openings shall be properly covered and secured or barricaded. • Guard or barricade wall openings less than 1.2 meters above the floor. • If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so. • Clearly tag all live and disconnected circuits. • Temporary panel boards, temporary lighting and outlet lines shall be securely mounted, properly grounded and protected from the weather. • The correct class of fire extinguisher shall be easily accessible. • Ensure a first aider(s) and first aid supplies are available and meet the OH&S ACT Part 11. 			
Tools/ Equipment:			
<ul style="list-style-type: none"> • Tag out system for damaged tools should be in place. • Ensure all extension cords are the right gauge, have proper grounds and maintained i.e., no casing cuts, frays or wires pulled out of connectors. • Electrical tools shall be grounded or double insulated. • Hand tools shall be equipped with handles and grips. • Inspect ladders prior to use and maintain according to the manufacturers' specifications and OH&S ACT. • Ladders appropriate for electrical work shall be used i.e., fibreglass or unpainted wood with no metal fittings. 			
Procedure:			
<ol style="list-style-type: none"> 1. Conduct a Hazard Assessment of the work area. 2. Inspect the area, is the panel accessible safely? 3. Ensure worker is not wearing Synthetic clothing such as Rayon or polyester including fleece. 4. Is a permit required for this task? What is the criteria for the work site? 5. Is the worker qualified? Only persons specifically authorized may install, modify, repair, or work on electrical conductors and equipment. (Electrician, Lead Electrician, HVAC Engineers) 			

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An apprentice must be under constant supervision working on a panel.

6. Has the panel been de-energized? Even 110V and 220V can kill a worker.
The safest way to conduct electrical work is to shut off electric power and work on de-energized equipment.
7. Don the appropriate PPE to protect against arcing from a faulty disconnect switch.
8. Shut off the disconnect switch following these safety guidelines:
 - a. Use the "One-Hand-Rule".
 - b. Stand out of line-of-fire.
 - c. Take a deep breath and hold it.
 - d. Turn your head away.
9. Verify power has been disconnected by measuring voltage at panel.
10. The electrical disconnect switch must be locked out by the authorized individual.
11. Lockouts cannot be removed by any other individual than the one that put it on.
12. Continue work on the circuits.
13. Once work is complete ensure all circuits are turned off before re-energizing.
14. Remove lock and tag.
15. Reenergize power. **Never turn on the disconnect under load.**

Applicable legislation, standards or documentation:

Electricians Red seal to work in panels without direct supervision.

Canadian Electrical Code:

CEC 2-304 (1) "No repairs or alterations shall be carried out on any live equipment except where complete disconnection is not feasible".

CEC 2-304 (2) "3-way or 4-way switches shall not be considered as disconnecting means".

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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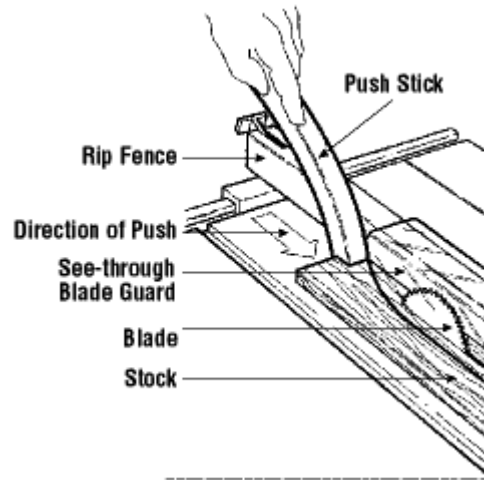
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6.3.16 Safe Job Procedures – Table Saws

Job:	Usage of Table Saw				
Approved by:	Terry Burch	Position:	V.P of Construction	Review Date:	2021/11/01 Andre Lomas
Hazards		Material Required		PPE Required	
1. Cuts / Abrasions		1. Guards		1. Gloves	
2. Entanglement injuries		2. Competent worker		2. Safety glasses	
3. Amputation		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Two workers (ideal)		4. Hardhat	
Precautions:					
A table saw can be dangerous if not used properly. Table saws are inherently dangerous, and accidents typically involve carelessness or failure to follow directions.					
Before Use – Best Practices					
1.	Read the owner's manual carefully.				
2.	Conduct a Hazard Assessment of the work area and equipment.				
3.	Make sure you understand instructions before attempting to use any tool or machine.				
4.	Do not saw freehand. Always hold the stock firmly against the miter gauge or a rip fence to position and guide the cut.				
5.	Do not reach around and over moving blades.				
6.	Do not feed the work piece faster than the saw can accept.				
7.	Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.				
Job Steps					
	<ol style="list-style-type: none"> 1. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles). 2. Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area. 3. Wear protective footwear. 4. Pay attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator). 5. Choose proper blades for the type of work being done. 6. Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade. 7. Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition. 8. Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 3 mm (1/8 in) above the height of the piece being cut. 9. Ensure that the fence is locked in position after the desired width has been set. 10. Hold the work piece firmly down on the table and against the fence when pushing the wood through. 11. Ensure when cutting longer, awkward pieces (ie, 8 ft sheet of plywood) the buddy system is used. 12. that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. 13. Feed stock into the blade against the direction of its rotation. 				

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14. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
15. Use a push stick when ripping narrow or short stock.
16. Use the push stick to remove the cut piece from between the fence and the blade.
17. Keep hands out of the line of a saw blade.
18. Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.
19. **Keep the body and face to one side of the saw blade out of the line of a possible kickback.**
20. Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
21. Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.

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6.3.17 Safe Job Procedures – Scaffolding

Job:	Scaffold erection and dismantle				
Approved by:	Terry Burch	Position:	Project Manger	Review Date:	2021/11/01 Andre Lomas
Material Required		PPE Required			
Safety tape to flag off area		1. Fall Protection (if over 10 feet)			
Safety Plans/ Job Plan		2. Gloves			
		3. Safety footwear			
		4. Safety glasses			
		5. High visibility vest			
	<p>Refer to the following Alberta OH&S legislation for more information:</p> <ul style="list-style-type: none"> • Wood brackets • Bracket scaffolds • Needle beam scaffolds • Thrust out scaffolds • Swing stages • Resettle scaffolds • Suspended powered platform • Suspended work platform 				
Job Steps					
1.	Conduct a Hazard Assessment of the work area.				
2.	<p>Create a Job Plan before beginning installation:</p> <ul style="list-style-type: none"> • Evaluate the work required • Inspect the location • Confirm the best scaffold choice • Determine the scaffold's duration • Schedule day, time, and location for the scaffold erection <p>Contacts the area construction manager / site superintendent with job plan.</p>				
3.	<ul style="list-style-type: none"> • Before scaffold erection a short toolbox meeting must be held by the erection crew to review erection procedures. • The crew will then discuss and fill out the required site-specific fall protection plan including rescue procedures. • Workers installing scaffolding over 10 feet will be fall protection certified. <p>Additional safe work practices:</p> <ol style="list-style-type: none"> 1. Scaffold planks shall: <ol style="list-style-type: none"> a) be not less than 2 by 10 inches (5 cm x 25 cm), nominal dimension; b) extend not less than 6 inches (15 cm), and not more than 12 inches (30 cm) beyond the supports at each end 				

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- c) be supported at intervals not exceeding 7 feet (2.1 m) or heavy work, such as bricklaying and masonry, 10 feet (3 m) for light work.
2. Work platforms on scaffolds shall have two or more scaffold planks side, or manufactured platforms. Whichever method is used must give a work surface of at least a nominal width of 20 inches (50.8 cm)
3. When the distance between the front and rear upright scaffold support is greater than 30 inches (76 cm), additional planks shall be used so that there is no opening greater than the width of one scaffold plank.
4. Scaffold planks shall not be sloped more than 2 feet (61 cm) vertically and 10 feet (3 m) horizontally. Sloped planks shall be secured against slipping. They shall be fitted with cleats on their topside at not more than 16-inch (41 cm) intervals.
5. Scaffolds shall only be put up or taken down by, or under the supervision of, qualified workers.
6. No damaged or weakened scaffold shall be used until it has been repaired.
7. Only material which is being used at the time shall be kept on any scaffold. Scaffolding shall not be overloaded.
8. Access to scaffolds up to 30 feet (9.1 m) in height may be gained by:
 - a.) Use of the end-frames, where the design provides a ladder-like structure of uniformly spaced horizontal members; or
 - b.) Use of fixed vertical ladders, portable ladders, or stairways.
9. Access to scaffolds over 30 feet (9.1 m) high shall be by fixed ladders, stairways, or temporary passenger hoists.
10. Never jump onto or off of scaffold planks.

TOWER & ROLLING SCAFFOLDS

Construction and Erection

Scaffolds shall be constructed and erected in accordance with the manufacturer's specifications and recommendations. All applicable members shall be utilized, including the diagonals in both the vertical and horizontal planes. All necessary fasteners specified and recommended by the manufacturer shall be properly installed and secured.

Guardrails

Scaffolds with work platforms 10 feet (3 m) or more above floor level shall be equipped with guardrails and intermediate rails.

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	<p><u>Safe Access</u></p> <p>Access to the platform shall be gained by means of fixed vertical ladders, stairways, or hoists in accordance with the requirements of OH&S Regulations</p> <p><u>Casters</u></p> <p>At least two of the four wheels shall be of the caster type. The caster height adjusting pins or screws shall be installed so that they cannot fall out or be inadvertently screwed out from their housings when a scaffold leg is raised clear off the floor. Such pins or screws shall not extend more than 2/3 of their total length or in excess of 12 inches (30 cm) from their housings.</p>
<p>4.</p>	<ul style="list-style-type: none"> • If it is required, the area will be cordoned off to prevent entry by unauthorized workers. Ensure no other work is being performed directly above where you will be erecting scaffolding. • Inspect all components for defects. Defective parts set aside, not used & removed from service.
<p>5.</p>	<p>Erect scaffold per the instructions from the scaffold supervisor, the manufacturer specifications and job plan.</p> <ul style="list-style-type: none"> • Scaffold shall be erected plumb. • All connections shall be secured with pins. • All upright supports shall rest on sills that screw jacks can be fastened to. • The surface the scaffold is to be erected on shall be capable of supporting the weight of the loaded scaffold. • Scaffolding having a height exceeding 3 times its minimum base dimension shall be secured to the structure at that point. • Scaffolds higher than 10 feet shall have guardrails around open sides. • Toe boards shall be installed on scaffolding at heights over 2 metres.
<p>6.</p>	<p>Advise scaffold erector/dismantler supervisor and site superintendent when finished.</p> <p>As soon as the scaffold is self-supporting, contact a qualified person to inspect the scaffold before its release for use.</p> <p>Inspect scaffold and attach at access point(s) the appropriate tag: Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED</p> <p>Yellow: SCAFFOLD DOES NOT MEET INSPECTION REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD</p> <p>Green: SCAFFOLD IS OK FOR USE</p> <p>Tag must include the scaffold capacity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Light duty: 25 pounds per square foot <input type="checkbox"/> Medium duty: 50 pounds per square foot <input type="checkbox"/> Heavy duty: 75 pounds per square foot <input type="checkbox"/> Special duty: greater than 75 pounds per square foot as determined by a qualified engineer

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	Places name, signature, and date of the inspection on the tag
7.	<p>Rescue Procedures</p> <ul style="list-style-type: none"> • Each crew is equipped with a cellular telephone or radio. • If a worker falls and is suspended by fall arrest equipment, he will initiate self-rescue if possible. • If self rescue is not possible fellow worker(s) will initiate rescue procedures. • If fellow worker(s) cannot effectively and safely assist with rescue procedure, • CALL 911.
8.	<p>Scaffold Dismantling Site superintendent requests scaffold to be dismantled in writing. Repeats steps 1 through 5</p> <p>Dismantle scaffold per the instructions from the scaffold supervisor, the scaffold qualified person, manufacturers specifications and site supervision.</p> <p>Advise scaffold erector/dismantler supervisor when finished</p> <p>Ensure the work site is left in a clean and safe condition</p>
9.	<p>Alberta OH&S Section 326 states: requires employers to visually inspect and tag all site-built scaffolds before initial use and at least every 21 calendar days while in use. Scaffold tag colours are green for "Safe for Use", yellow for "Caution: Potential or Unusual Hazard", and red for "Unsafe for Use".</p>

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6.3.18 Safe Job Procedures – Hazardous Substances

Job:	Working with Hazardous Substances				
Approved by:	Terry Burch	Position:	V.P. of Construction	Review Date:	2021/11/01 Andre Lomas
Equipment Required		Hazards Present		PPE Required	
1. SDS (SDS)		1. Mild Exposure (throat or eye irritation, coughing)		1. Chemical Resistant Gloves	
2. WHMIS training		2. Moderate Exposure (dizziness, nausea, loss of coordination)		2. Safety glasses	
3. Signage		3. Skin burns		3. Respirators (if required)	
4. Spill kits		4. Severe Exposure (unconscious, death)		4. Face shield	
<p>All SCMV employees and contractors' employees shall receive training in the Workplace Hazardous Materials Information System (WHMIS 2015).</p> <p>Material Safety Data Sheets (SDS/SDS) shall be kept on site by all contractors and reviewed by employees prior to using or being exposed to hazardous materials.</p>					
Duties					
<p>Supervisors: ensure that WHMIS rules and safe work procedures are:</p> <ol style="list-style-type: none"> 1. communicated initially to workers during orientation and on-the-job training 2. reviewed regularly at staff safety meetings. <p>Supervisors also ensure that workers are aware of the hazard substances associated with their work and that they understand how training and safe work procedures will prevent or minimize injury.</p> <p>Workers: are expected to follow established WHMIS rules and procedures.</p> <ol style="list-style-type: none"> 1. Participate in training programs to understand the potential hazards. 2. Use this information to work safely with hazardous materials. 3. Learn which controlled products you will be working with or in close proximity to. 4. Understand the content, significance and location of labels and MSDS. 5. Follow safe work procedures for the safe use, storage, handling and disposal of a controlled product. 6. Understand what to do in case of an escape of a controlled product, or in an emergency involving a controlled product. 7. Wear appropriate Personal Protective Equipment (PPE) when handling chemicals (verify with the MSDS). <p>Chemicals and Solvents - Leaks and Spills</p> <p>Immediately report any leaks or spills to the appropriate Superintendent and cleaned up in accordance with OH&S Act, local regulations, manufacturers' instructions and the SDS.</p>					

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Job steps:






Working with Hazardous Substances

1. Conduct a Hazard Assessment of the work area.
2. Check MSDS/SDS sheet for chemical ingredients and precautions to take. If chemical must be decanted, check for manufacturer's recommendations on handling.
3. Understand the content, significance and location of labels and MSDS.
4. Do not work with the product, unless you can answer the following four questions:
5. Where can I obtain more information?
6. What are the hazards of the product?
7. How do I protect myself?
8. What should I do in case of an emergency?
9. Wear any Personal Protective Equipment (PPE) which is necessary.
10. Follow safe work procedures for the safe use, storage, handling and disposal.
11. Ensure that all materials for the task are assembled prior to removing chemical from storage.
12. If chemical was decanted, place Workplace Label on second container as per WHMIS guidelines for the product.
13. Return original and secondary containers to storage, and secure the cabinet or storage area.
14. **Classification (Hazard Classes and Symbols)**

All workers must be familiar with the six hazard classes and eight hazard symbols, and know what they mean:

	<p>Class A – Compressed Gas Compressed gas is a material which is a gas at normal room temperature (20°C) and pressure but is packaged as a pressured gas, dissolved gas or gas liquefied by compression or refrigeration. Example: Oxygen, Propane, ID Red</p>
	<p>Class B – Combustible & Flammable Material Flammable or combustible materials will ignite and continue to burn if exposed to a flame or source of ignition. Materials are classified as a flammable gas, flammable aerosol, flammable liquid, combustible liquid, flammable solid, or reactive flammable material. Example: Propane, Gasoline</p>
	<p>Class C – Oxidizing Material An oxidizing material may or may not burn itself, but will release oxygen or another oxidizing substance, and thereby causes or contributes to the combustion of another material. Example: Oxygen, Chlorine</p>

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	<p>Class D – Poisonous & Infectious Material Division 1 – Immediate & Serious Toxic Effects These materials may be classified as toxic or very toxic based on information such as LD50 or LC50. Example: ID Red; Rust Stain Remover</p>
	<p>Class D – Poisonous & Infectious Material Division 2 – Other Toxic Effects A pure substance or mixture that may be any one of the following: a carcinogen, teratogen, reproductive toxin, respiratory tract sensitizer, irritant or chronic toxic hazard. Example: Meter Mist Air Fresheners, Diesel, Acetone</p>
	<p>Class D – Poisonous & Infectious Material Division 3 – Biohazardous Infectious Material This classification includes any organisms and the toxins produced by these organisms that have been shown to cause disease or are believed to cause disease in either humans or animals. Example: Bodily Fluids; blood, vomit, saliva</p>
	<p>Class E – Corrosive Material Corrosive materials can corrode metals or cause permanent damage to human tissues such as the skin and eyes on contact. Burning, scarring, and blindness may result from skin or eye contact. Corrosive materials may also cause metal containers or structural materials to become weak and eventually to leak or collapse. Example : Magnum Plus, Caustic Soda</p>
	<p>Class F – Dangerously Reactive Material Dangerously reactive materials may undergo vigorous polymerization, decomposition or condensation. They may react violently under conditions of shock or an increase in pressure or temperature. They may also react vigorously with water to release a toxic gas. Example: Ozone, Ethyl Acrylate</p>

Spring Creek Mountain Village Inc.

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6.3.19 Safe Job Procedures – Powerlines

Job:	Working around Overhead Powerlines																			
Approved by:	Terry Burch	Position:	V.P. of Construction	Review Date:	2021/11/09 Andre Lomas															
Required		Protective Mechanisms		PPE Required																
1. Operator training		Safe job procedure		1. High visibility vest/stripes																
2. Spotter (if necessary)		Permit system		2. Safety glasses																
3. Equipment inspection		Barricades warning signs		3. Steel toe boots																
4. Site layout (drawings)		Crossing agreement	PPE	4. Wristlets for spotter (if necessary)																
		ERP (Emergency Response Plan)																		
General Protecting workers from injuries associated with equipment activities near overhead power lines.																				
<p>Precautions Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued.</p> <p>Responsibilities</p> <p>Supervisors: To facilitate and/or provide proper instruction to their workers on protection requirements and training Perform worksite inspection</p> <p>Workers:</p> <ol style="list-style-type: none"> 1. Maintain minimum safe clearances. 2. Install warning devices and signs. 3. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by <i>regulations</i> for the line voltage. 4. Position signs or other devices to identify the "Danger Zone". 5. Be conversant with allowable clearances. 6. Adhere to all site-specific requirements. <p>Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.</p> <p style="color: orange;">Minimum separation distance to be maintained from energized high voltage electrical equipment and conductors</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Column 1 Voltage</th> <th colspan="2" style="width: 60%;">Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors</th> </tr> <tr> <th style="text-align: left;">Phase to phase</th> <th style="width: 30%;">Metres</th> <th style="width: 30%;">Feet</th> </tr> </thead> <tbody> <tr> <td>Over 750 V to 75 kV</td> <td style="text-align: center;">3</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Over 75 kV to 250 kV</td> <td style="text-align: center;">4.5</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Over 250 kV to 550 kV</td> <td style="text-align: center;">6</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>						Column 1 Voltage	Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors		Phase to phase	Metres	Feet	Over 750 V to 75 kV	3	10	Over 75 kV to 250 kV	4.5	15	Over 250 kV to 550 kV	6	20
Column 1 Voltage	Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors																			
Phase to phase	Metres	Feet																		
Over 750 V to 75 kV	3	10																		
Over 75 kV to 250 kV	4.5	15																		
Over 250 kV to 550 kV	6	20																		

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6.3.20 Safe Job Procedures – Excavator Operation

Job:	Safe operation of a Excavator				
Approved by:	Terry Burch	Position:	V.P of Construction	Review Date:	2021/11/09 Andre Lomas
Hazards		Material Required		PPE Required	
1. Other workers on ground and equipment		1. Seatbelts		1. High-Visibility clothing	
2. Slips, trips and falls		2. Competent worker		2. Safety glasses	
3. Tipping/overturning		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Spotter in tight congested areas/backing up		4. Hardhat	
Job Steps					
1.	<ol style="list-style-type: none"> 1. Conduct walkaround check of backhoe. 2. Operator must ensure equipment is de-energized and the bucket is resting on the ground before exiting. 3. Operator must make eye contact with any other equipment operators in the area before walking around outside the equipment. 4. If parked on a grade or incline, make sure wheels are turned into bank and/or blocked to prevent movement. Be alert for nearby machines. 5. Check for the following: <ol style="list-style-type: none"> a. Tires: lug nuts, cracked rims, cuts, tire pressure. b. If equipment equipped with tracks, check for tightness and rollers and idlers. c. Check all bolts, guards, moving parts, and mechanical components. 6. Mount backhoe and check cab and controls. <ol style="list-style-type: none"> a. Use suitable access to mount and dismount backhoe to check engine. b. Report if any ladders, steps have broken rungs or cracks. c. Check engine compartment malfunction or for dirt, debris, oily damage, fire rags, tools, and leaks. d. Avoid overreaching during inspection. Get help if needed. e. Do not use machine with uncorrected safety defects. f. Maintain 3 points of contact while climbing in and out of the cab of the equipment. 7. Start backhoe and complete pre-shift inspection. 8. Ensure full visibility before operating due to cracked windshield, high traffic or weather. 9. Operator must wear seatbelt while equipment is running. 10. Sound horn before starting or moving machine. 11. Check backup alarm after starting. Be sure all persons and objects are clear before starting or moving. 12. After starting engine, idle until normal operating temperature is reached and check gauges and warning lights again for normal readings. 13. Check lights and wipers. Check brakes (including swing brake) and steering. 14. Allow no one to ride outside the cab for any reason. No one should ride with the operator unless safe seating is provided. 15. Use prudent operating speeds consistent with conditions. 16. Never attempt to operate backhoe from outside operator's compartment. 17. Be sure all persons and obstacles are clear before swinging or moving machine in any direction. 18. Avoid fast swings, hoists, or sudden braking. 19. Move loads carefully. 				

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20. Keep machine as level as possible when operating.
21. Stay away from edge of banks, pits, and highwalls. Stay clear of overhangs and slide areas. Never undercut the machine.
22. Learn beforehand as much about your work area as possible. Be sure of the location of gas lines, sewers, utility lines, buried cables or lines.
23. Don't load a dump truck until the driver is in a safe place. Load the truck from the rear or side. Load evenly to avoid overloading rear axles and causing spillage.
24. Don't drop material into truck bed from unnecessary heights. Never swing bucket over hauler cab or workers.
25. Never leave the operator's cab with the engine running or with a load or bucket suspended.
26. Always set swing brake and/or lock boom when traveling to or from a job site.
27. Always park in designated parking area if provided. Don't park in active work areas.
28. Place all controls in parking position. Set swing lock or brake and parking or traction brake or lock to prevent machine movement.
29. Idle engine a brief period before shut down.
30. Dismount machine. Pay attention to travel ways.
31. Always inform appropriate personnel of any abnormal conditions, defects, changes made in machine and/or job procedure or condition.
32. Safely operating any equipment requires **Zero impairment!**

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6.3.21 Safe Job Procedure – Construction Heaters

Job:	Usage of Construction Heater – Sure Flame (Models: SL11E / S1500E)				
Approved by:	Terry Burch	Position:	Project Manger	Review Date:	2021/11/01 Andre Lomas
Hazards		Material Required		PPE Required	
1. Fire		Fire extinguisher		1. Gloves	
2. Burns		Hoses		2. Safety glasses	
3. Inhalation injuries		Regulator		3. Safety footwear	
4. Explosion hazard		Atmospheric tester		4. Hardhat	
Precautions:					
	Failure to comply with the precautions and instructions provided with this heater, can result in death, serious bodily injury and property loss or damage from hazards of fire, explosion, burn, asphyxiation, carbon monoxide poisoning, and/or electrical shock.				
Job Steps					
Operating Instructions - Propane Supply Tank					
1.	Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.				
2.	Conduct a Hazard Assessment of the work area and ensure no one is smoking.				
3.	Arrange the propane supply system to provide for vapour withdrawal from the operating container				
4.	When installing the heater for use with propane gas, set the gas selector valve to “Propane” and lock in position.				
5.	Check the pilot light on the equipment to confirm that the pilot light is alight.				
6.	Check the propane valve on the equipment from the incoming propane hose line is open, i.e. “on.”				
7.	Check that the propane equipment “off/pilot/on” valve is set at “on” and all guards and safety devices are operable.				
8.	Ensure that electrical power cords (if applicable) and propane hoses are properly connected, not kinked, frayed, cut or missing ground pins. Trace the propane hose line back to the tank from the equipment.				
9.	Turn off the propane valve at the propane tank				
10.	Turn the heater or vaporizer thermostat above the usual setting of “3” to “5,” or if not so equipped, turn it above the temperature shown on the equipment thermostat. The equipment will fire-up.				
11.	When the main flame dies down, check the pilot light to ensure that it is no longer alight.				
12.	Close the valve where the hose enters the equipment.				
13.	Disconnect the hose from the tank valve. DO NOT disconnect from the equipment first.				
14.	Switch off and unplug (from the power supply) any electrical cables.				
15.	Allow the equipment to cool down before moving.				
16.	Properly roll up the propane hoses and any electrical cables.				
17.	Turn off the propane supply valve at the container when the heater is not in use.				
18.	When the heater is to be stored indoors the propane container must be disconnected from the heater and the container moved away and stored in accordance with the above national standard.				
Operating Instructions - Using Natural Gas					
1.	Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.				
2.	The installation of this heater to a natural gas supply must conform with all applicable local codes or, in the absence of local codes, with the CAN/ CGA-B149.1 Natural Gas Installation Code.				
3.	When installing the heater for use with natural gas, set the gas selector valve to the “Natural” position.				
4.	Ensure the FIRING VALVE is in the “ON” position.				

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5.	Connect power cord to a 115-volt supply
6.	Open gas supply
7.	If equipped with a thermostat, set the thermostat to the desired temperature
8.	Push START Button. After a short delay, the heater will start. Note: The SL11E, if equipped with a thermostat, will cycle between on and off as required. Note: The S1500E will cycle between high flame, low flame, and off as required
9.	To stop: push STOP button. If the heater is to remain off, disconnect power cord, and close gas supply. The appliance area should be kept clear and free from combustible materials, gasoline, and other flammable vapours and liquids. Ensure that the flow of supply air and combustion gases is not obstructed.
	Troubleshooting: Tables are available from manufacturer at: http://www.sureflame.ca/sites/sureflame.ca/files/SL11E%20%26%20S1500E%20Rev4.21%20Manual.pdf (pages 12-19)

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6.3.22 Safe Job Procedures – Moving Mobile Homes

Job:	Safely prepping and moving a mobile home				
Approved by:	Terry Burch	Position:	V.P of Construction	Review Date:	2021/11/01 Andre Lomas

See chart below for Employees involved in the initial review process.

Hazards	Material Required	PPE Required
1. Other workers on ground/ Equipment/ Public	1. Competent workers	1. High-Visibility clothing
2. Injuries from disconnecting cords	2. 320 Excavator	2. Safety glasses
3. Pinch points/ traps between equipment/ Crushing injuries	3. Traffic barricades	3. Safety footwear
4. Injuries to worker getting under trailer	4. 3-4 workers for movement procedure.	4. Hardhat

Mobile homes, also referred to as manufactured homes, can come in several sizes, weigh upwards of 10,000 pounds and have several attached fixtures requiring disconnection. Moving even a single-wide mobile home should be done only after adequate preparation.

Job Steps	<p>1. Removing Utilities and Skirting</p> <p>-Utilities shut-off should be carefully coordinated with the providers, such as the electric company. Either be sure you know exactly how to safely disconnect your mobile home's utilities or have them disconnected by qualified individuals.</p> <p>Gas: When the gas has been completely disconnected there will be a lock put on the gas metre by Atco. If it is not locked out by Atco, SC will have it locked out by competent worker or licensed plumber. When a new trailer is to replace the old unit in the same place the metre will remain. Power will still be cut off by Wayco. The gas metre will be located to the left of the trailer, typically found in the neighbour's yard.</p> <p>Electric: When the electric has been cut off by Fortis the metre will be taken off physically at the panel behind the trailer. Sometimes the metre will remain but will be locked out with a tag. <u>Electrical provider should be the one to pull main electrical feed to trailer.</u></p> <p>Other utilities: Water, sewer, cable, satellite can be cut by an experienced, competent worker who is familiar with disconnections, after <u>main utilities are confirmed to be cut-off.</u></p> <p>2. Removing Skirting, out-buildings etc.</p> <p>-Skirting around a mobile home that hides its chassis and support columns is easily removed but take care not to damage the track affixing it to the home.</p> <p>-Worker should be protected with gloves to protect against cuts from rusty flashing or nails.</p> <p>-Leave open to ventilate before workers attempt going under the trailer.</p> <p>-Demobilizing outbuildings (if required) should be performed by a competent worker. Decks, in one piece can be removed and transported by the zoom boom if safely secured. Transport to another location requires a spotter.</p>
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	<p>-Prepare the trailer’s exterior for transport by removing anything susceptible to high winds, such as satellite dishes and decks, lighting, etc. The doors should also be screwed shut or prevented from opening during transport. Loose or weak siding could be blown off during transport, so properly reinforce or refasten it.</p> <p>-Anything in the trailer’s interior that can be shaken loose or opened during its transport should be properly secured. Securely fasten or shut all closet, shower or medicine cabinet doors before transporting, in addition to securing toilet tank tops. Removing as much of the interior furnishings as possible except for appliances is highly recommended.</p> <p style="text-align: center;">1. Preparing trailer for movement.</p> <p>-Visually inspect under the trailer for adequate blocking, sagging, etc. <i>*See Lifting and Jacking Procedure*</i> Additional blocking may be required. If there is a question regarding the strength of the blocking do not go under trailer.</p> <p>-Clean out any debris remaining from under the trailer.</p> <p>-Once trailer has been prepped for transport the wheels (2 sets of 4) will be required to go under the trailer.</p> <p style="text-align: center;">2. Transporting the trailer</p> <p>Once the trailer has been secure the wheels are in place it can be moved with the help of the 320 excavator plus 3-4 workers (at least 3-4 spotters on the ground).</p>
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Name:	Company:	Date:

6.3.23 Safe Job Procedures – Installing Wells (Geo Thermal)

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Job:	Installing Wells		
Approved by:	Terry Burch	Position:	VP Construction
		Date:	2021/11/01 Andre Lomas
Equipment Required		Additionally Required	
1. Heavy Equipment - Excavator		1. Locates	
2. Fire Extinguisher		2. Competent Operators	
3. Fencing		3. Spotter	
		PPE Required	
		1. High Visibility Vests	
		2. Hard Hats	
		3. Safety Footwear	
Potential Hazards: <ul style="list-style-type: none"> • Excavations • Operators working in tight quarters – possibility of striking bldgs., people • Hitting Buried Line • Protection of Public • Ground Disturbance 			
Job Steps			
1.	Conduct a Hazard Assessment of the work area, complete with dig and action plan.		
2.	Review locates; Alberta 1 & privates		
3.	Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood		
4.	Machine will locate both well centres.		
5.	Area to be staked off.		
6.	Fence will be placed on one side of excavation.		
7.	Equipment will be inspected before use		
8.	Begin excavation, remove material from site.		
9.	Equipment will be inspected before use.		
10.	Undermining of excavation due to ground water to be monitored. Best practice to complete task in winter as frozen ground minimizes undermining.		
11.	Once excavation is complete, 2 workers will drop filter cloth and sink it at the well bottom		
12.	First two well rings placed in excavation.		
13.	Backfill with Gabion Rock to top of first two rings		
14.	Add rings & backfill to design elevation		
15.	Fence will be complete at end of day, or if crew must leave area.		

Reviewed by:			
Name:	Signature:	Company:	Date:

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6.3.24 Safe Job Procedures – Locking Out Equipment for Maintenance/Cleaning

Safe Job Procedure	Locking out Equipment		
Created by:	SCMV	Date Created:	May 3, 2017
Approved by:	Terry Burch	Date Approved:	
Reviewed by:	Andre Lomas	Date Reviewed:	2021/11/01
Hazards Present:	Cuts – Serious, Cuts – Amputations, Electrocuted Entanglement		
PPE Required:	Eye Protection, Safety Footwear, Signage*, Locked Doors*		
Additional Requirements	Manufacturer’s specifications, Locks (individual), Tags “Do not operate/use”. Nonconductive ladder, Insulated tools		
Safe Work Practices:			
<p>Before starting cleaning procedures or repairs on power-actuated machinery, the machine must be locked out</p>			
Factors to consider when locking out equipment / vehicles:			
Machine or Equipment Shutdown and Isolation			
<ul style="list-style-type: none"> • If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures. • Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment. • Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion. • Stored energy must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down. • Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse. • Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it. 			
Application of Lockout/Tagout			
<ol style="list-style-type: none"> 1. If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment, by placing a personal lock and tag on the group lockout device when he/she begins work and should remove those devices when he/she stops working on the machine or equipment. 2. Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tagout situation, it will also identify any worker(s) who may not have finished working. 3. Locks and tags must be durable enough to withstand the environment in which they are to be used. Information on the locks and tags should remain legible. 			

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4. Locks must be substantial enough to prevent removal without the use of excessive force. Tags must be substantial enough to prevent accidental or inadvertent removal.
5. Both locks and tags are to be standardized by colour, shape, or size. Tags should be easily recognized and provide appropriate information about the lockout.

For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags must be attached to the energy isolating device(s) and to the normal operating control in such a manner as to prevent operation during the lockout.

Procedure:

1. Use the start-stop switch on machine controls to turn it off. Ensure the machine is no longer energized.
2. Disconnect the power supply by the following steps:
3. Where the machine utilizes a plug, disconnect the plug and place the male end of the plug on the machine in a location readily visible to the person or persons performing the work.
4. Where the machine's power is supplied from an electrical panel and circuit breaker, determine the correct breaker and switch it to the off position. Close and lock the front panel door using your safety lockout clip and your own lock.
5. Where the machine is supplied power from a disconnect switch, determine the correct disconnect switch and switch it off. Apply your safety lockout clip on the approved location.
6. Where a machine is supplied power from more than one source determine the correct breaker or disconnect for each power and using your safety lockout clip and lock, lock out each power supply.
7. Immediately test the machine to ensure power has been disconnected.
8. If the machine or equipment has been previously locked out, apply your own lock to the lockout clip.
9. Always use an approved safety lockout clip in conjunction with your own labeled lock to lock out electrical switchgear and power supplies.
10. Proceed with the necessary work.
11. Workers must remove their own locks after completing a maintenance procedure.
12. **Workers are forbidden to remove locks other than their own**

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually. The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

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6.3.25 Safe Job Procedures – PME Heavy Equipment Operation

Job:	Safely Operating Heavy Equipment				
Approved by:	Terry Burch	Position:	V.P of Construction	Review Date:	2021/11/01 Andre Lomas
Hazards		Material Required		PPE Required	
1. Other workers and equipment		1. Seatbelts		1. High-Visibility clothing	
2. Slips, trips and Falls		2. Competent worker		2. Safety glasses	
3. Tipping/overturning		3. Manufacturer instructions		3. Safety footwear	
4. Fatal injuries		4. Spotter in tight congested areas/backing up		4. Hardhat *critical when exiting the cab	
Hazard Specifics: <ul style="list-style-type: none"> • Slips and falls occur most often when mounting and dismounting, cleaning windows, or refueling. • Tipping or overturning can occur if the machine is not properly leveled, if materials are lifted or handled improperly, or when traveling or operating without proper care for roadway conditions, grades, clearance, visibility, traffic, etc. 					
Precautions: <p>Incidents can be prevented by ensuring heavy equipment is:</p> <ul style="list-style-type: none"> • properly operated and maintained • used as per manufacturers' operating manuals • equipped with readily available manufacturers' operating manuals • operated by competent workers with a clear view of the pathway for the equipment or load • operated with the help of a competent signaller who does not perform any other work while signalling 					
Job Procedures					
1. Site Specific Hazard Assessment (FLHA) to be filled out, signed on by entire crew.					
2. Weather is to be checked before start-up i.e., wind warnings, lightning etc.					
3. Operator to perform pre-use inspection. <ul style="list-style-type: none"> • Check that: there are no leaks or loose bolts • Lights and back up alarm are working • Hydraulics are running properly • Check oil pressure • Check engine for any damaged or leaking hoses • Check engine mounting bolts are in place, tight and not damaged 					
4. Mount and dismount machine using 3-point contact					
5. Proceed to work area checking steering and brakes					
6. While traveling, allow faster traffic to pass if safe to do so					
7. At job site, inspect area for any hazards Always be aware of other workers and equipment in work area When parking, park out of way and rest buckets/blades on ground where applicable					
8. Do not leave running equipment unattended.					
9. Ensure spotter and operator will be using the same standards of hand signals before he/she starts spotting.					

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6.3.26 Safe Work Practice – Sealants, Adhesives, Cleaning Solvents and Flammables

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Overview:

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

Tools/ Equipment:

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

Personal Protective Equipment:

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

WHMIS:

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

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

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6.3.27 Safe Work Practice - Cleaning New Homes or Renovations

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Overview:

- Cleaning new homes or renovations requires attention to detail, correct use of cleaners and solvents, safe use of stepladders and portable ladders, the proper disposal of cleaning solutions, solvents and materials such as rags

Site Conditions:

- All site rules including employee orientation must be followed.

Tools/ Equipment:

- Superintendent/employees shall review and comply with SWP - Portable Ladders/Step-ladders.

Personal Protective Equipment:

- Wear the proper PPE i.e., cut resistant clothing, footwear, eyewear, hearing, gloves and hardhat as required.
- PPE must be worn in accordance with MSDS

WHMIS:

- Meet all WHMIS requirements.
- Superintendent/workers shall ensure they read, comply, use and dispose of products in accordance with the instructions on the MSDS, WHMIS requirements and local regulations.
- Never leave solvents/cleaners in open tubs or vats - return them to properly labelled storage drums or tanks. Ensure containers are WHMIS marked if materials/fluids transferred from the original containers.
- Use non-flammable solvents for general cleaning and use the correct solvent/cleaner for the job.
- Store flammables and solvents/cleaners in special storage areas.
- Do not mix solvents or cleaners with other solvents or cleaners. Severe chemical reaction is highly possible and highly dangerous.

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

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6.3.28 Safe Work Practice - Concrete Boring or Core Cutting

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- Core drills or cuts create strong noise and vibration. In addition, there is the possibility of cutting through utility installation. Take every precaution to ensure damage, vibration and noise is minimized.
- Conduct a Hazard Assessment of the area of work.

Site Conditions:

- Conduct a Hazard Assessment of the area of work.
- Install barricades to protect workers/public on the other side of the wall/floor.
- Provide proper ventilation.
- Ramps shall be adequate for entry and exit to the job area.
- Ensure there are no utilities sunk in the wall/floor where equipment frame mounting holes are to be drilled.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider and first aid supplies are available and meet OH&S ACT Part 11.

Tools/ Equipment:

- The crew leader shall report to the Superintendent to ensure there have not been engineering design changes to utility installations.
- The crew leader shall review the location of electrical power lines (energized/not-energized) with the electrician.
- Workers shall use all tools in accordance with the manufacturer's instructions.
- Ensure hand tools are safe and properly maintained. A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and not frayed or cut.
- Inspect ladders prior to use and maintain in a safe working condition. Check the cone/bit is sharp, straight and appropriate for the material.
- Insert the bit in the cutter/drill chuck in accordance with the manufacturer's instructions and check operation before attempting the work.
- Install the cutter/drill frame mount in accordance with the manufacturer's instructions.
- Secure the drill to the mounting frame in accordance with the manufacturer's instructions.
- Ensure that lubrication is supplied in accordance with the manufacturer's instructions.

Personal Protective Equipment:

- Wear the proper PPE i.e. cut resistant clothing, footwear, eyewear, hearing, gloves and hardhat as required.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.29 Safe Work Practice - Concrete Floor Placement

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

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

Site Conditions:

- Install protective barricades to protect employees and the public.
- Provide proper ventilation.
- Ramps shall be adequate for concrete and gravel trucks.
- Take proper precautions overhead power lines e.g. concrete pump.
- Concrete pump operators and placers shall be competent to operate the equipment.
- No personnel shall be working below the discharge hose.
- No vehicles shall be parked within a distance equal to the depth of any open excavation.
- When placing gravel, persons shall not wheel barrows on the bank above other employees.
- Employees shall remove any lumps or rocks that may be a hazard.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

Tools/ Equipment:

- Ensure hand tools are in safe working order and properly maintained.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and are not frayed or cut.
- Employees shall be trained in proper use of all tools.
- Inspect ladders prior to use and maintain in a safe working condition.
- Stone slingers shall be safely positioned, fit for the purpose and operated by competent workers.
- Use all hoists and lifting devices in accordance with OH&S ACT Part 8.

Personal Protective Equipment:

- Employees shall wear the proper PPE i.e. footwear, eyewear, hearing, and hardhat as required.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.30 Safe Work Practice - Control of Client/Visitors to Construction sites

Formally: Control of Purchaser Visits

Date created:	2007/01/09	Reviewed Date:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

This is an internal policy only. Not visitor/purchaser orientation information.

Over view:

- People not connected with construction will likely have no knowledge of the risks involved to their property or person when visiting construction sites. Clients visiting sites shall be placed at minimal or zero risk. The following practices shall be **strictly** enforced.

Best Practices:

- Client/potential client visits will be kept to a minimum, reserved for only the serious clients.
- Best effort will be made to schedule site visits on weekends or, if necessary, weekday lunch hours.
- All construction areas will be fenced, including signage warning person they are entering a construction zone.
- Clients/Visitors shall receive a safety briefing *see below and sign off.
- Permission will be requested through site superintendent or construction manager beforehand.
- Clients/Visitors will be escorted at all time only with a Sales staff.
- Clients/Visitors will be given PPE *see below
- Visitors will not be allowed into a construction area with sandals or heels.
- Best effort will be made to keep tour to the desired destination only i.e.: prospective suite, plus common areas such as future gym/hot tub.
- Children under 13 will not be permitted on construction site tours.
- Should a Spring Creek Sales representative (Sales or Construction) feel that the client/visitor are not sufficiently safety aware or in danger the tour should be suspended.

Client/Visitor Orientation

Purchasers shall be advised and acknowledge in writing that they have read the visit rules, understand them and are totally responsible for not:

- 1) Setting foot on the site if they have not made a pre-arranged visit appointment.
- 2) Entering the site until the appointed SCMV representative arrives to meet them.
- 3) Permitting family members, friends under the age of 13-years or pets on the site.
- 4) Climbing on any temporary construction structures e.g. scaffolds or portable ladders.

Tools/ Equipment:

- No purchasers shall use any tools

Personal Protective Equipment:

- Purchasers shall be supplied with appropriate PPE such as hardhats and High Visibility vests.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.31 Safe Work Practice - Control of Purchaser Visits

Date created:	2007/01/09	Date of last review:	Replaced by SWP 6.3.30
Approved by:		Terry Burch	

Overview:

- People not **connected with** home construction will likely have no knowledge of the risks involved to their property or person when visiting construction sites. Purchasers visiting sites shall be placed at minimal or zero risk. The following practices shall be **strictly** enforced

Site Conditions:

- At excavation, a construction site warning notice shall be posted at the front of the site to be easily seen. After backfilling, the notice shall be posted on the front wall exterior cladding near entryways to be easily seen. After framing, a notice shall be placed in the window closest to the front door or main construction entrance.
- Clients shall receive a safety briefing and given a copy of this safety policy on signing the purchase agreement.
- Purchasers shall only walk over the site with Senior Management, superintendent or salesperson and clearly made aware of the hazard areas on the following pre-arranged and authorized occasions:
 - 5) After framing.
 - 6) After electrical installation.
 - 7) After drywall and exterior finish completion.
 - 8) Final Inspection.
 - 9) After 72-hours notice for additional visits.
 - 10) During normal business daylight hours.
- Purchasers shall be advised and acknowledge in writing that they have read the visit rules, understand them and are totally responsible for not:
 - 1) Setting foot on the site if they have not made a pre-arranged visit appointment.
 - 2) Entering the site until the appointed SCMV representative arrives to meet them.
 - 3) Permitting family members, friends under the age of 18-years or pets on the site.
 - 4) Climbing on any temporary construction structures e.g. scaffolds or portable ladders.
- Should SCMV representative feel that the purchasers are not sufficiently safety aware they shall not proceed on to the site until the purchaser(s) have been properly briefed.
- If representatives see other people during the visit, they shall politely ask for their removal i.e. to their vehicle or off the site and refuse to continue the visit until satisfied that it is safe to continue.

Tools/ Equipment:

- No purchasers shall use any tools

Personal Protective Equipment:

- Purchasers shall be supplied with appropriate PPE whenever outside the home or until the home is drywall boarded, sanded or if there is other hazards present.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.32 Safe Work Practice - Cribbing, Damp-Proofing and Weeping Tile

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- During the normal course of work, cribbing, damp-proofing and weeping tile installations are hazardous undertakings. In order to minimize or zero the risks, the following guidelines shall be used.

Site Conditions:

- Protective barricades shall be installed to protect employees and the public
- If no floor joists are installed, there shall be a ledge installed to walk on
- Ramps shall be adequate for concrete trucks.
- Precautions shall be taken for overhead power lines i.e. man lift, cherry picker, concrete pump.
- Inspect ladders prior to use and maintain in a safe working condition i.e. tied off/anchored.
- No personnel shall be working below the discharge hose.
- No vehicles shall be within a distance equal to the depth of the excavation.
- When spraying the outside wall, pay attention to proper footing when walking around the excavation.
- When placing gravel on top of the weeping tile, persons shall not wheel barrows on the bank above other employees.
- Employees shall remove any lumps or rocks that may be a hazard.
- Employees shall prepare for manual lifting by stretch exercises.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

Tools/ Equipment:

- Ensure hand held tools are in safe working order.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are of the right gauge, have proper grounds and are not frayed nor cut
- Employees shall be trained in proper use of all tools especially explosive powder actuated tools and nail guns.
- Concrete pump operators and placers shall be competent to operate the equipment.
- Use all cranes, hoists and lifting devices in accordance with OH&S ACT Part 8 and the manufacturers' instructions.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as cut resistant coveralls, footwear, eyewear, hearing, respiratory and hardhat as required.

WHMIS:

- Ensure there are no flames/sparks that could ignite fumes, sealant or tar. When spraying sealants or tar outside the basement, place the spray gun outside the basement then start sprayer.
- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.33 Safe Work Practice - Defective Hand Tools

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

If a tool is defective or damaged in some way, take the following action:

- 1) DO NOT USE IT.
- 2) Take it to your Superintendent and request repair or replacement.
- 3) Check all tools prior to any use i.e. not just at the beginning of the day or job.
- 4) Never use a defective tool even for "just one more little job". Ensure that defective tools are repair tagged, taken out of service and/or replaced.

Site Conditions:

- Broken or damaged tools must be reported to a Superintendent who in turn must tag the tools out and document steps taken for its repair.

Tools/ Equipment:

- Tools require replacement or repair when:
 - Chisels and wedges with mushroomed heads
 - Split or cracked handles
 - Wrenches with worn-out jaws
 - Tools not complete, such as files without handles
 - Broken or inoperative guards
 - Insufficient or improper grounding due to damage on double-insulated tools.
 - No ground wire/pin on the plugs or cords of standard tools.
 - No ground wire/pin on the plugs or cords of standard tools.
 - An on/off switch not in good working order.
 - Safety switch and/or cut-out not in good working order
 - Frayed, cut or otherwise damaged electrical extension cords and distribution boxes
 - Chipped or broken drill bits
 - A cracked tool blade
 - The wrong grinder wheel being used
 - Guard on a power saw wedged back or broken

Personal Protective Equipment:

- PPE must be worn in accordance with manufacture specs and site policy at all times

WHMIS:

- Fuel or cleaners used with tools will be used and stored in accordance with WHMIS system

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.34 Safe Work Practice - Drywall, Taping and Sanding

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Overview:

- During the normal course of work drywall, taping and sanding can be hazardous undertakings, especially with respect to respiration and manual lifting. In order to minimize or zero the risks the following guidelines shall be used:

Site Conditions:

- Provide proper access and ramps/stairs to the building on all floors for delivery of materials.
- Employees shall prepare for manual lifting by stretch exercises.
- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded.
- For anyone working more than 3.0 meters above the floor, there shall be adequate fall protection.
- Floor openings shall be properly covered and secured or barricaded.
- Provide proper ventilation.
- Ensure a first aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

Tools/ Equipment:

- Inspect all ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
- Scaffolds shall be properly erected, inspected to the manufacturers' specifications and OH&S ACT, and entry/exit points tagged.
- When stilts are used, the floor shall be cleared of debris that could lead to tripping.
- Stilts shall not be used on stairs, where guardrails are only one meter in height or where fall protection regulations apply.
- Tag out system for damaged tools should be in place.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- **All employees** in the building shall wear proper respiratory protection when sanding is being done.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.35 Safe Work Practice - Excavation and Trenching

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

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

Site Conditions:

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

Tools/ Equipment:

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

Personal Protective Equipment:

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

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.36 Safe Work Practice - Exterior Finish (brick, caulk, eavestrough, siding, stone and stucco)

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- During the normal course of work, exterior installation is highly hazardous. In order to minimize or zero the risks the following guidelines shall be used

Site Conditions:

- When working over 3.0 meters, use at least one of the following: guardrails, fall arrest harnesses, fall restraint devices, safety nets or other method approved by the OH&S ACT.
- Ensure a first-aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

ADDITIONAL FOR STUCCO AND BRICK

- Take extra care with scaffolds due to the extra weight of the materials.
- Ensure all equipment guards are in place and railings comply with the OH&S ACT.
- Use proper respiratory equipment when mixing stucco materials/mortar.

ADDITIONAL FOR EAVESTROUGH INSTALLATION

- Under no circumstances shall installers position themselves on/over the down facing edge of a roof to install eaves trough **UNLESS** Fall Protection measures in accordance with the OH&S ACT are taken first.

Tools/ Equipment:

- Inspect ladders prior to use, erect and maintain according to the manufacturers' specifications and OH&S ACT.
- Erect all scaffolds by a competent worker in accordance with the manufacturers' specifications, OH&S ACT requirements. Inspect daily by a competent worker before use and tag at each entry/exit point.
- Tools shall be in good repair and properly grounded or double insulated.
- Ensure all extension cords are the right gauge, have proper grounds and properly maintained.

Personal Protective Equipment:

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

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

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6.3.37 Safe Work Practice – Floor Material Laying, Sanding and Tile Setting

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- During the normal course of flooring material installation, work may be hazardous especially when installing hardwood/laminates and the use of sanders, sealants and volatile paints, lacquers, glues etc. Compacted sawdust in filter bags and temporary storage containers/buckets is highly subject to spontaneous combustion or ignition from hot nail/screw pieces/heads caught in the sawdust many hours after the cessation of work. In order to minimize or zero the risks the following guidelines shall be used.

Site Conditions:

- Provide proper ventilation.
- Exercise care during installation of stairway floor coverings to prevent tripping.
- Clear all floors of sharp objects before installation of material.
- Dispose of broken or used blades and sander belts in a safe and proper manner.
- Properly empty and dispose of the sawdust in all filters and containers/buckets prior to breaks and at the end of the day or shift.
- Powered sanders produce a considerable amount of heat during prolonged use. Ensure that the equipment is cool to hand touch before leaving at the end of the day or shift.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first aider(s) and first aid supplies are available and meet OH&S ACT Part 11.

Tools/ Equipment:

- Tools shall be in good repair and properly maintained.
- Train employees in the proper use of power tools – especially all types of floor sanders, powered tile cutters and seam-sealers.
- Ensure all equipment guards are in place, all electrical cords are free from cuts, frays, missing grounding pins (if not double-insulated) and all controls operate effectively.
- Use proper lifting techniques and preparatory stretching exercises before carrying flooring material i.e., large rolls of carpet, tile boxes or hardwood bundles.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.
- Wear the appropriate dust mask or respirator for the flooring material/glues/sealants in use.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.38 Safe Work Practice – Framing

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Overview:

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

Site Conditions:

- Used or broken blades shall be disposed of in a proper manner.
- Ensure employees are trained in the proper use of powered-fastening tools.
- Floor openings shall be covered, secured or barricaded.
- If employees are working more than 3.0 meters above the ground, there shall be adequate fall protection.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded.
- Ensure all safety precautions have been taken prior to and during installing and lifting of roof trusses. Employees shall never be under suspended loads as they are being lifted.
- Tag line(s) shall be used on all rope/chain hoist or crane lifted loads.
- Good housekeeping practices on the jobsite shall be maintained.
- Ensure a first-aider(s) and first aid supplies are available and OH&S ACT Part 11.
- Complete a Fall Protection Plan for all fall situations where hand/guard rails are not being used.
- Employees shall prepare for manual lifting by stretch exercises.

Tools/ Equipment:

- Ensure tools are in safe working order and used as per manufacturers' specifications.
- A tag out system shall be in place for damaged tools.
- Extension cords shall be properly grounded and maintained.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
-

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- When using a chainsaw, manufacturers recommend that hardhat, face protection and cut-proof clothing be worn.
- Follow the 3A.4.11 - Safe Work Practice – Fall Protection.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

Spring Creek Mountain Village Inc.

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6.3.39 Safe Work Practice - General Safety Information

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Personal Protective Equipment General Information

- Prior to requiring that a worker wear PPE, an employer shall complete a hazard assessment and shall take reasonable measures to put in place engineering techniques, systems, work practices or administrative controls to eliminate or reduce as much as possible the hazards identified at a work site. However, not all hazardous conditions may be eliminated and PPE will be required where there exists a danger to the health and safety of a worker. Proper PPE shall be worn for all work as soon as employees leave their vehicles.
- **Hardhats:** Where a danger of injury to a worker's head exists or may exist i.e. where overhead work is being done, where materials are being hoisted overhead or where materials may be stored overhead. Thought shall be given to hazards to the head from the side as well as above. Hardhat protection shall be worn:
 - 100% of the time when on the exterior of the site.
 - 100% of the time until interior boarding is complete.
- **Eye Protection:** Whenever a danger of injury or irritation of a worker's eyes exists i.e. during use of power or pneumatic tools, drywall sanding, etc.
- **Full-face Shield:** Shall be provided to the employee when required in the operation of tools such as chainsaws, grinders, etc. Even if a full-face shield is used eye protection shall still be worn, as full-face shields do not provide complete eye protection from smaller objects that may deflect off the shield.
- **Hearing Protection:** Shall be worn by employees when exposed to noise levels greater than 82 dB e.g. chainsaw, air hammer, circular saw, etc.
- **Foot Protection:** Where danger of injury to a worker's foot exists or may exist, i.e. where housekeeping is poor, material delivery, uneven terrain. In any event CSA approved footwear shall be worn:
 - 100% of the time when on the exterior of the structure.
 - 100% of the time until final flooring is put down.
- **Limb and Body Protection:** Employees are required to wear:
 - A minimum of short pants, no shorter than 3 inches above the knee and short-sleeved shirt always.
 - Chainsaw pants shall be worn when using a chainsaw.
 - In any event, approved clothing shall be worn where any danger of injury to employees' hands, arms, legs or trunk of their body exists, i.e. material delivery, handling or use of harmful substances that may damage the skin or health by absorption through the skin.

Respiratory Protective Equipment: Where there is/may be exposure to airborne contaminants or combination of airborne contaminants in concentrations exceeding applicable exposure limits, e.g. spray painting and sanding.

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- **Lifting:** Lifting on work sites is done manually or mechanically. Follow the practices below:
- **Manual Lifting:** Proper lifting techniques shall be employed, i.e., keep object as close to the body as possible, lift with legs not back. Know personal physical limits and do not be afraid to ask for help. Remove potential tripping or slipping hazards in the area before beginning a lift.
 - **Mechanical Lifting:** Equipment or machinery shall be of sufficient size to lift anticipated loads safely. Equipment or machinery shall be properly maintained. Employees shall be competent in the operation of the equipment, including obtaining certification where required.
 - **Riding:** It is absolutely forbidden to ride on any lift equipment that is not designed nor authorized to carry persons.
- **Trucking:** Truck operations often present a hazard to employees or other pedestrian traffic in the work area. Truck drivers shall be competent in the operation of the truck and any other equipment associated with the truck, i.e., conveyors, hoists, as well as any techniques used to load and unload materials. All equipment shall be suitable, properly maintained and capable of performing the task for which it is to be used.
- **Vehicle Parking:** No vehicles shall park on areas of construction sites where gravel has not been laid. Employees shall make themselves aware of the day's activities on the site and shall move their vehicles to assist delivery of material or tools of other contractors in a spirit of immediate and polite cooperation. Vehicles shall not block access to other construction sites or normal road traffic.
- **Vehicle Back-up Warning:** Vehicles over 6,000 kilograms shall have back-up warning devices. Employees assisting the vehicle movement shall be competent for the job and always visible to the driver. The safest procedure is to have a person guide the vehicle driver to the chosen delivery point.
- **Delivery of Materials:**
- **Check of the Delivery Area:** All drivers/co-drivers shall step down from the cab of the delivery vehicle and walk the area. Ensure that entry to, exit from and the condition of the proposed delivery area(s) do not present a safety hazard to the driver, driver's vehicle/equipment or other employees on site, i.e. driving too close to trenches/excavations, overhead power lines, bad/soft soil conditions, etc.
 - **Assistance:** Where the drivers think it necessary, they shall call for assistance from other site worker(s) to ensure that vehicle movement/use of delivery equipment does not present a safety hazard to the driver, driver's vehicle/equipment, other workers, passing vehicles and pedestrians. This shall include vehicle and/or pedestrian traffic control on and off the site.
 - **Refusal to Deliver Material:** If the drivers consider the conditions of delivery present an imminent, serious safety or environmental danger. SCMV authorizes drivers to refuse to complete the delivery. Drivers shall immediately write down the names and employer names of those involved or the circumstances. Drivers shall then contact SCMV Superintendent for assistance. Drivers should also contact their supervisor.
 - **Refusal to Accept Delivery of Material:** Should a worker on the site consider that the delivery of the material is not being conducted in a safe manner. SCMV authorizes the worker to ask the driver to stop delivery immediately. The worker and driver shall agree on the safe procedure to be used and continue the delivery. Should they not agree, the worker and driver shall immediately write down their names and contractors' names. The driver and worker should contact their respective supervisors to advise them of the incident.

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- **Delivery PPE:** Drivers and other employees shall wear PPE in accordance with sub-section 1 above. Unloading operations may need fall protection if material deliveries are above 3.0 metres in height.

- **Access to Buildings:** Proper access to the building shall be available at all times of work or visits. This includes proper ramps (minimum 600 mm wide), stairs and guardrails as required. Ramps shall have a maximum slope of 4/12 and be equipped with cleats. All ramps and steps shall be kept clear of ice, snow and mud/debris.

- **Housekeeping:** Job sites shall be kept clean and tidy as follows:
 - Scrap material placed in a safe and tidy manner in the designated scrap barrel or waste bin.
 - New materials delivered for use shall be stored in the designated area and stacked in a safe and tidy manner.
 - Cables and cords shall be kept clear of workspaces to prevent tripping hazards.
 - Fire extinguisher(s) shall be always readily available, especially for the use of volatile chemicals or solvents.

- **Lighting:** There shall be adequate lighting at all times when performing work as follows:
 - SCMV shall supply lighting for entrances, exits, stairwells and corridors.
 - Contractors shall supply lighting for the type of work performed.

- **Primacy of Legislation:** The information herein does not take precedence over applicable government legislation that all management, employees and contractors shall be familiar.

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.40 Safe Work Practice – Insulation

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Overview:

- During the normal course of work, insulation installation can be a hazardous undertaking, especially with respect to respiration. To minimize or zero the risks, the following guidelines shall be used.

Site Conditions:

- Wear clothing adequately covering the body and limbs.
- Provide proper ventilation.
- Floor openings shall be properly covered and secured or barricaded.
- For anyone working more than 3 metres above the floor, there shall be adequate fall protection.
- Wall openings less than 1.2 metres above the floor shall be properly guarded or barricaded.
- Dispose of broken or used blades in a safe and proper manner.
- Ensure a first aider(s) and first aid supplies are available and meet the OH&S Act, Code Part 11.

Tools/ Equipment:

- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act.
- Hand tools shall be in good repair.
- Scaffolds shall be properly erected and inspected by a competent worker to the manufacturers' specifications, OH&S Act and tagged at each entry/exit if over 3 Metres in height.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as cut resistant coveralls, footwear, eyewear, fall protection, dust mask or respirator and hardhat as required.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.41 Safe Work Practice - Interior Finish and Cabinets

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- During the normal course of work, interior finishing and cabinet installation can be a highly hazardous undertakings, especially when performing work on high windows, sanding, installing heavy cabinets, etc. In order to minimize or zero the risks, the following guidelines shall be used.

Site Conditions:

- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so
- Use proper lifting techniques when installing cabinets, i.e. use two people and braces.
- Where required, because of the nature of the work, ensure adequate fall protection.
- When working over 3.0 meters, at least one of the following shall be used: guardrails, harnesses, a fall restraining device, safety nets or other method approved by WHS and in accordance with OH&S ACT Parts 8 and 9.
- Always use push sticks when doing narrow and or short cuts on table saws.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

Tools/ Equipment:

- Inspect ladders/step ladders prior to use and maintain according to manufacturers' specifications and OH&S ACT.
- Tools shall be in good repair and grounded or double insulated.
- Ensure employees are trained in the proper use of all tools.
- A tag out system should be in place for damaged tools.
- Ensure all extension cords are the right gauge, have proper grounding and properly maintained.
- Ensure all equipment guards are in place and operate properly.

Personal Protective Equipment:

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

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.42 Safe Work Practice – Pandemic Site Protocols

Safe Job Procedure	Site Operation During Pandemic		
Created by:	Bow Valley Safety	Date Created:	April 2020
Approved by:	Terry Burch	Date Approved:	April 1 2020
Reviewed by:	Andre Lomas	Date Reviewed:	2021/11/01
Hazards Present:	Airborne contagions, contaminated surfaces, workers		
PPE Required:	Disposable gloves, masks, safety glasses		
Additional Requirements	Sanitizers		

Safe Work Practices:

- Encourage safe distant communication - keep everyone informed, insecure and worried workers are much more likely to have incidents and be less focused on their work
- Be cognizant of stress and how it may be affecting workers, financial, relationships, health and future
- Maintain social distancing of 2 metres
- Practice good personal hygiene washing hands frequently
- No sharing of equipment and tools
- Keeping all equipment cleaned more frequently
- Wash clothes from job site daily
- Remind workers of sickness reporting procedures, when to stay home or Call 811
- Review site shutdown procedure should the situation change and require operational shutdown.

Procedure:

When a Pandemic or public health emergency is declared it is important to ensure the following steps are taken as soon as practicable

If it is considered safe to continue operating the work site, the site management / supervisors will implement any applicable measures below:

- Employers / site superintendents must review any relevant updates from authoritative sources each day (see links below) to check if there are any changes to work site operations. All pertinent information should be communicated to the workers either before or at the start of each day.
- Maintain higher inventory of PPE such as masks, disposable gloves, and cleaning products
- Use remote work site sign in and establish health questionnaire to check for symptoms before workers start their shift.
- Post signs to remind everyone of new work site safety measures.
- Increase the cleaning frequency on all frequently touched surfaces such as workstations, countertops, handles, doorknobs, copiers, microwaves, fridges, coolers, or any other shared tools and equipment.
- Rearrange shifts and schedules to comply with any maximum numbers of workers working in any one area.
- Reduce numbers of passengers in vehicles, to maintain distance or consider separate vehicles.
- Limit meetings and gatherings to the minimum number of people, in open areas if possible, outside, parkades or other area where workers can practice 2 metre distancing

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- Consider using other methods to communicate instead of meetings, post notices on safety board, send emails, by telephone.
- Organise work so workers are able to work at least 2 metres distant from each other where practicable, or ensure the appropriate PPE is available.
- Avoid sharing of equipment, even pens for sign in should be used by individuals not shared around
- Limit the number of people at anyone time or close lunch rooms and site trailers
- Porta Potti / bathroom facilities - ensure hand sanitizer is stocked, and consider adding a spray bottle with diluted bleach to be placed inside for individuals to use for cleaning before/after use
- Make sure there are hand washing facilities on site, hot running water is preferred, but if not possible any water and soap or hand sanitizer
- Adhere to a strict back to work procedure to ensure workers have a clean bill of health before returning to work.

Applicable legislation, standards or documentation:

[ACA Construction Pandemic Planning](#)
[Alberta Health Services](#)
[World Health Organisation](#)

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

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6.3.43 Safe Work Practice - Man Lifts

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

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

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

Site Conditions:

- No persons shall operate a Man Lift unless certified in accordance with the manufacturers' specifications.
- Any persons using the man lift must be trained and certified or under supervision in order to use the machinery. All employees and contractors must have authorization before using the machines.
- An inspection must be conducted, and an inspection form filled out before every usage. Superintendents are responsible to:
 - 1) Facilitate and/or provide proper instruction to their workers on protection requirements and the training required to meet those requirements.
 - 2) Determine the type of man lift equipment required.
 - 3) Inspect the work site and complete a written Hazard Assessment prior to the start of work.
- Erect barriers in the area of equipment operation to prevent injury to passers-by. Employ Qualified Flag Person(s) should the Hazard Assessment reveal a need.
- Post signs clearly warning of overhead work.
- Prior to the start of work every day each worker shall check the fall protection harness, lanyard and anchor points in complete accordance with the manufacturers' instructions.
- No worker shall move or elevate a man lift until the guardrails have been properly erected and the worker correctly tied off.
- Never interfere with nor modify man lift guards and safety devices.
- Never exceed the weight rating capacity of the man lift.
- Ensure there is no danger from uneven/soft ground or overhead power.
- Always maintain a dead-slow speed when driving the equipment anywhere, loaded or unloaded.

Tools/ Equipment:

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

Personal Protective Equipment:

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

WHMIS:

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

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6.3.44 Safe Work Practice - Mechanical (fireplaces, metal work, plumbing and gas fitting)

Date created:	2007/01/09	Approved by	Terry Burch
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Over view:

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

Site Conditions:

- Floor openings shall be properly covered, secured or barricaded.
- Secure compressed gas cylinders in an upright position.
- Wall openings less than 1.2 meters above the floor shall be guarded or barricaded
- Use proper lifting techniques when carrying and moving heavy objects such as furnaces, fireplaces and tubs. Prepare for manual lifting by doing stretch exercises.
- Do not move heavy objects unless there is proper access to the destination. Check the entire route. Ask for assistance if weight, distance or access to the installation point is hazardous.
- If open flame (hot work) is being used, the area shall be properly ventilated and the area below shall be kept clean of all combustibles, approved fire proof covers put in place to stop material from falling behind walls or on sensitive materials. The correct class of fire extinguisher shall be immediately and easily accessible and a hot work permit must be completed
- When hot work is conducted, another person will watch for falling hot debris, sparks and maintain a fire watch for one hour after all hot work is complete.
- If trenches are dug for services, proper excavation and trenching rules shall be followed.
- If there is work from heights, ensure the use of proper fall protection equipment.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Part 11.

Tools/ Equipment:

- Ensure employees are trained in the proper use of power tools and heat torches.
- A tag out system for damaged tools shall be in place.
- Ensure all extension cords are the right gauge, have proper grounds and properly maintained.
- Electrical tools shall be grounded or double insulated.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act requirements.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, footwear, eyewear, hearing, fall protection, dust masks and hardhat as required.
- When using chainsaws or large boring equipment, use the manufacturers' recommended PPE. Generally, this includes hardhat, face protection (face shield **and** safety glasses) as well as cut-resistant clothing.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.45 Safe Work Practice – Painting

Date created:	2007/01/09	Approved by:	Terry Burch
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Overview:

- During the normal course of work, painting can be a highly hazardous undertaking, especially when performing work on high window frames, sanding, spray painting and using volatile paints, lacquers, etc. In order to minimize or zero the risks, the following guidelines shall be used:

Site Conditions:

- If power is shut off do not switch on until the reason for shut off is ascertained and then only if safe to do so.
- When working over 3.0 meters, at least one of the following shall be used: guardrails, harnesses, a fall restraining device, safety nets or another method approved by WHS and in accordance with OH&S ACT Code Parts 8 and 9.
- The correct class of fire extinguisher shall be easily accessible.
- Ensure a first-aider(s) and first aid supplies are available and meet the OH&S ACT Code Part 11.

Tools/ Equipment:

- Inspect ladders prior to use and that they are maintained according to manufacturers' specifications and OH&S ACT. Follow SWP – Portable Ladders and Stepladders.
- Tools shall be in good repair.
- Provide proper ventilation.
-

Personal Protective Equipment:

- Employees shall wear the proper PPE such as coveralls, footwear, eyewear, hearing protection, fall protection, dust masks, proper respirator and hardhat as required.
- **All employees** in suite when spraying applications are being done shall wear respiratory protection.
- Ensure proper use, handling, maintenance and fit of all respiratory equipment in accordance with OH&S ACT Code Parts 4 and 18.
- Ensure air equipment is in good repair.

WHMIS:

- Properly dispose of paint cans and supplies in accordance with MSDS, environmental regulations or better.
- Meet all WHMIS and MSDS requirements.

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

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6.3.46 Safe Work Practice - Portable Ladders/Step Ladders

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

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

Site Conditions:

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

Tools/ Equipment:

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

Personal Protective Equipment:

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

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.47 Safe Work Practice – Roofing

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

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

Site Conditions:

- Five point harnesses, lanyards, and adequately secured anchors shall be used, OH&S Act and CSA approved.
- Follow SWP - Fall Protection Recovery and complete the Fall Protection Work Plan
- Protect employees from opening/holes in the roof using adequate covers or appropriate guarding.
- Roof ladders shall be securely fastened and project at least one-meter (3 rungs) above roof level.
- Take proper precautions to ensure there is no contact with overhead power lines.
- Ensure employees comply with the OH&S Act Part 38 - Roofing Material Storage. Materials shall not be stored closer than 2 Metres from the rake or roof edge and positioned to distribute the load uniformly on the roof structure. Horizontal storage ledges shall be properly secured and prevent material from falling below, i.e. 4/12 and up slide guards installed continuously along the eave length.
- Inspect roof surfaces for slipping hazards. Eliminate hazards or take measures to have workers avoid them.
- Ensure workers are aware of the fall hazards and effective measures are implemented to control those hazards.
- Place warning tape with signs showing “Danger – Work Overhead” or a similar phrase.
- Ensure roof brackets are securely attached on a solid surface and when measured perpendicular to the roof deck, slide guards consisting of roof brackets and their planks shall extend at least 150 millimetres above the roof deck. Brackets shall be placed a maximum of 2.4 meters apart.
- Employees shall prepare for manual lifting by stretch exercises.
- If open flame is in use, the area shall be properly ventilated and the area below shall be kept clean of all combustibles. The correct class fire extinguisher shall be easily accessible.
- If open flame is used a hot work permit must be filled out and turn into the site office.
- Maintain a fire watch for one hour after open flame has been used.

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Tools/ Equipment:

- Roofers' hoists shall meet OH&S Act or manufacturers' specifications and never ridden by workers.
- Maintain equipment according to manufacturers' specifications or better.
- Inspect ladders prior to use and maintain according to manufacturers' specifications and OH&S Act.
- Employees shall be trained in the proper installation, use and maintenance of all fall protective equipment.
- Ensure a first aider(s) and first aid supplies are available and they shall meet the OH&S ACT Part 11.

Personal Protective Equipment:

- Employees shall wear the proper PPE such as fire or cut resistant coveralls, roofer approved footwear, eyewear, hearing, fall protection and hardhat as required. When working in areas where there are no overhead hazards roofers are not required to wear hardhats but some type of hat to protect the neck and head from sunburn.

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.48 Safe Work Practice – Working Alone – Construction Sites

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

- Workers are often working on sides of buildings when other crewmembers are working elsewhere on the site. OH&S ACT Part 28, 393(1) definition is: *“a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill.”* This SWP shall prevent injuries to workers or loss of materials and equipment. Follow the activities listed below:

Site Conditions:

- The employee shall be supplied/possess and trained to use a cell phone to contact SCMV Superintendent or Project Manager. The cell phone shall have a battery charge for at least 50 percent longer than the scheduled work-alone time. The employee shall carry a properly operating and accurately set timepiece if the cell phone does not have an accurate time screen.
- Both the employee and Superintendent shall carry out a test phone call to confirm cell phone operation before the Superintendent departs the work site.
- If the test shows that there is no cell phone operation in that area, the Superintendent shall arrange to use a local standard phone, i.e. show home, pay phone (adequate coin change/calling card provided); OR revisit the work site every hour to 1 1/2 hours.
- The Superintendent and employee shall carry the cell phone on their person.
- If the employee is injured/ incapacitated and can use the phone they shall call immediately.
- The employee shall phone the Superintendent every hour on the hour. If the employee cannot contact the Superintendent after 10 minutes, the employee shall contact the Project Manager.
- If the employee cannot contact either Superintendent or Project Manager although both transmitting and receiving phones are in good working order, e.g. ringing tone heard, voice mail system cuts in, etc., The Superintendent shall ensure first-aid supplies and emergency preparedness information is on site and meets the OH&S Act, Code Part 11.

Tools/ Equipment:

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

Personal Protective Equipment:

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

WHMIS:

- Meet all WHMIS and MSDS requirements.

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

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6.3.49 Safe Work Practice – Working Alone – Office Administration Area

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Over view:

Office employees are often working alone to provide customer service from the administration office area to campground residents until late at night when no other SCMV employees are on site. OH&S ACT, Code, Part 28, 393(1) definitions of "Working Alone" is: "a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill." SCMV has installed exterior lighting, surveillance recording equipment and alarms designed to safeguard employees while working alone. However, the alarm and surveillance recording systems do not account for an employee who may be incapacitated out of surveillance camera or alarm switch range. A security company patrols the entire SCMV site on a regular basis.

- This SWP shall protect administration workers as far as reasonably practicable.

Site Conditions:

- The Office Manager shall ensure that all employees, likely to be working late or tasked to work alone, receive training in the proper use of the surveillance, security and business equipment the employee is to operate when working alone. In addition, the Office Manager shall ensure that all such employees shall be fully conversant with the section "Violence, Discrimination and Harassment."
- Before the last regular office person leaves the building, **both** employees shall inspect all exterior doors and windows to ensure all are firmly closed and locked.
- **Visits by Security Company Patrol Personnel** - the security company patrolperson shall enter the office customer area to confirm physically that the SCMV employee is not under threat.
- **Incapacitation or Personal Distress** - If the employee working alone is incapacitated or in personal distress and is able use the phone, he/she shall call the security company immediately. Leaving a voice message is not making personal contact. Should the employee then feel there is a need to call for an ambulance, they shall call 911.
- Management shall ensure first-aid supplies and emergency preparedness information is easily accessible in the office and meets OH&S ACT Code Part 11 and Schedule 2.

Exterior Threat – Should the employee feel that there is a physical threat to their person, e.g., a person lurking outside the office or making obscene/threatening gestures through the doors/windows; he/she shall:

1. Stay calm.
2. Under no circumstances approach or attempt to question the person outside.
3. Ensure that the entry door counter electric-lock switch is in the "locked" position and that the customer exit-only door is secure.
4. Telephone the security company and then describe the activity to the duty-person and follow the instructions given. They shall not hang-up the phone until the security company duty-person informs them to do so.

Immediate Inside Physical Threat – Should the employee be under immediate threat from a person in the customer service area or from the remaining office area he/she shall:

1. Stay calm and not antagonise the other person by threatening gestures or attempting to use the phone.
2. If possible (without incurring further personal danger), press the alarm switch mounted under the service counter.
3. If the security company duty-person calls to check on the employee, then the employee shall not acknowledge the security staff as a sign that assistance is required.

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Departure at the End of the Work Alone Period – The employee shall ensure:

1. The area of work is clean and tidy; all draws, and closet/cupboard doors are closed.
2. Turn off all unnecessary appliances or equipment and see that security lighting remains on - as previously instructed by the Office Manager.
3. Check **all** office-building doors and windows are secure.
4. Telephone the security company duty-person and inform the duty person that the employee is about to vacate the building and will activate the security alarm system

Tools/ Equipment:

- Panic button should be tested before the start of the summer season

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

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6.3.50 Safe Work Practice – Cell Phone Usage

Date created:	2007/01/09	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

Cell Phone/Wireless Devices Policy

Over view:

- Cell phones will only be used with hands free devices and in accordance with the traffic safety act (Distracted driving law: bill 16).
- Cell Phones are not permitted to be used when operating mobile equipment on site. Operations must stop and machine be positioned safely. Work is not to commence until cell phone call is completed.
- Protecting employees from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle and mobile equipment.

Site Conditions:

- Using a cell phone improperly while operating a motor vehicle or mobile equipment may be hazardous to the worker and the public. Cell phones can only be used with hands free devices while operating any motor vehicles and cannot be used in mobile equipment.
- Safe Work Procedure, Highway Traffic Act, Local Regulation, Manufacturer's Recommendations

SUPERVISOR RESPONSIBILITY

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
- Compliance
- Enforcement

EMPLOYEE RESPONSIBILITY

- Make driving your first priority
- Whenever possible, let your Voice Mail take your incoming calls
- Do not engage in stressful or emotional conversations
- Utilize a hands-free devise at all times
- Do not taking notes or look up phone numbers while driving
- Ensure cellular phones are turned off when refueling
- No texting while driving or operating any equipment
- Use of company phones are for business "ONLY"

Tools/ Equipment:

- Hands free device

Personal Protective Equipment:

-

Legislation:

- Meet all WHMIS and SDS requirements.
- Traffic safety act

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

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6.3.51 Safe Work Practices – Rigging and Hoisting

Safe Job Procedure	Rigging and Hoisting		
Created by:	SCMV	Date Created:	2007/01/09
Hazards Present:	Pinch points, overhead hazards, heavy loads, awkward loads, unstable loads,		
PPE Required:	Hard hat, Safety boots, Gloves, Safety vest, reflective striping,		
Additional Requirements			
<p>Safe Work Practices:</p> <ul style="list-style-type: none"> ➤ Designate one member of the crew to act as a signaler. Instruct the equipment operator to recognize signals from that person only. Identify signaler. ➤ Inspect all lifting devices and rigging for damage before hooking up. Frayed chokers or slings must not be used and should be destroyed when found. ➤ Check site for overhead powerlines and other hazards. Set up appropriate controls. ➤ Use slings of proper length. Never shorten slings by twisting, knotting, or by using nuts and bolts on chain slings. ➤ Place slings or chokers so load is balanced. Hoist or crane hook should be directly over the balance point. ➤ Once the chokers or slings have been positioned, get clear of the load before giving the “all ready” signal. ➤ If the slings or chokers must be held in position, ensure all hands are clear of pinch points before giving the “all ready” signal. Hold slings or chokers in position only until tension is enough to keep them in place, then get clear of load before hoisting. ➤ Keep bystanders out of the work area. Never permit anyone to ride the load or lifting hook. ➤ Anticipate the load swing or roll and position yourself so as not to be struck or pinned by the load. Tag lines should be used to control the load whenever possible. ➤ Never place yourself between the load and a stationary object. ➤ Never stand under the load or boom. Remain clear of stacked material that could be struck by the load. ➤ Remove any unnecessary blocks or objects in the area where the load is to be set down. Place blocking so the slings can be easily removed. ➤ Keep your feet and other body parts out from under the load when lowering or setting down. ➤ Lower the load slowly to control the load when placing. ➤ Remove the chokers or slings from the load when placing. ➤ Remove the chokers or slings from the load after the tension has been removed from the lines. <p>This procedure does not apply to load/cargo securement on public highways covered by Alberta Transportation Safety Association. Refer to Maintenance Department.</p>			
Applicable legislation, standards or documentation:			
<i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i>			

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6.3.52 Safe Job Procedure – Housekeeping – Room Cleaning

Safe Job Procedure	House Keeping Room Cleaning		
Created by:	SCMV / Bow Valley Safety	Date Created:	Mar 29 2022
Hazards Present:	Hazardous cleaning products, sharps, bio-hazards, slips, trips, heavy lifting, ergonomics, fatigue, violence, working alone, harassment		
PPE Required:	Appropriate footwear, gloves, aprons, safety glasses for hazards present		
Additional Requirements:	Report to work before 9am and ready to start work at 9am. Have your carts ready the day before and check your carts in the morning before heading of to the units as well.		

SAFE WORK PRACTICES:

- Practice safe lifting techniques. [Safe Job Procedure 6.3.56](#)
- Follow or establish safety procedures for working alone, or for avoiding working alone wherever possible.
- Get current training on chemical hazards, WHMIS and SDSs.
- Know basic and emergency first aid.
- Follow company safety rules.
- Know how to report hazards.
- Practice good housekeeping procedures.
- Follow routine practices when handling linens and towels.
- Alternate arms when performing manual tasks.
- Take scheduled breaks and stretch breaks as necessary.

The main risk factors for repetitive motion injuries (RMIs) in housekeeping are:

- heavy physical workload and excessive bodily motions which are a high risk for back injuries
- forceful upper limb motions in awkward positions which are a high risk for neck or shoulder and arm injuries

Space limitations require workers to use many uncomfortable postures. These are:

- standing or walking
- stooping
- squatting
- kneeling
- stretching

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- reaching
- bending
- twisting
- crouching

A housekeeper changes body position every three seconds while cleaning a room. If we assume that the average cleaning time for each room is twenty-five minutes, we can estimate that a housekeeper assumes 8,000 different body postures every shift.

In addition, forceful movements while using awkward body positions include lifting mattresses, cleaning tiles, and vacuuming every shift. Housekeeping is a physically demanding and very tiring job. It can be classified as "moderately heavy" to "heavy" work because the energy required is approximately 4 kilocalories per minute (4kcal/min).

SAFE JOB PROCEDURE:

Upon entering the unit

- Strip beds and washrooms separating sheets and towels in separate bags.
- Check all cupboards and drawers in the kitchen, washrooms, and the bedrooms making sure no guests' item has been left behind.
- Check the "bed in a bag" if it has been used.
- Check the lint traps in the dryer and if dirty, vacuum when vacuuming the unit.
- Check BBQ and clean before finishing the floors in the unit. Clean the outside of the BBQ as well with stainless steel polish cleaner.
- Set the thermostat, humidifier, and the air control to the right setting:
Thermostat: Heat 18, Cool 22
Humidifier: between 20 & 25
Air Control: Green light
- Check the fire place is working.
- Check the TV's are working. Log out any personal accounts eg. Netflix.

Living Area

- Check underneath the sofa cushions and wipe down.
- Check the sofa bed and underneath the sofa.
- Wipe down all living room furniture's, TV and TV remotes, fireplace glass and the mantle.
- Wipe down the patio door glass and the windows.

Patio

- Clean the BBQ inside and out.
- Wipe down all patio furniture's.
- Clean patio

Finally

- Check all lights including inside the closets.
- Vacuum and mop the floors.
- Make sure the fireplace is turned off and all doors are securely locked.

General

- Report any lost and found items to the supervisor/ Manager.
- Help put the laundry away after the room are done.
- Stock the carts up.
- Inform of any housekeeping cleaning supplies needed.

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Applicable legislation, standards, or documentation:

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

Spring Creek

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6.3.53 Safe Work Practices – Lightning

Date created:	2018/07/25	Date of last review:	2021/11/01 Andre Lomas
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- Thunder is a good indicator - loud crackling means its close, whereas rumbling means the storm is further away.
- Because light travels faster than sound, you will see lightning before you hear the thunder.
- **30-30 Rule**
 - **30 Seconds:** Count the seconds between seeing the lightning flash and hearing the thunderclap. If this time is 30 seconds or less, then the lightning storm is less than **10km away**. Seek shelter immediately. Preferably in a building, all-metal vehicle (not a convertible) or in a low-lying area.
 - **30 Minutes:** After seeing the last lightning flash or thunder clap, wait 30 minutes before leaving shelter.
- Communicate lightning storm as much as possible to worksite.
- Shut down aerial work/ any workers out in the open or up on a roof/structure.
- Postpone crane operations promptly. Do not wait for the rain.
- Do not be the tallest object in an area.
- Do not stand out in the open.
- Do not stand next to **metal objects**.
- Do not Stay next to water – ponds or running water – indoors or out.
- Do get into a car, van, truck, or bus with the windows closed all the way. Do not touch the doors or other metal inside. (**Open cabs on heavy equipment will not protect you.**)
- The safest place to be is in a well-constructed building, fully enclosed with a roof.
- If you are out in the open, squat down with your feet together and only let your feet touch the ground. Do not lie flat on the ground.
- Inside a building:

Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.

Stay away from anything that will conduct electricity.

Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).

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GENERAL POLICIES, HEALTH AND SAFETY MANUAL

6.3.54 Safe Work Practices – Construction Heaters

Date created:	2017/09/28	Date of last review:	2021/11/01 Andre Lomas
Approved by:		Terry Burch	

<p>Possible Hazards of Construction Heaters When you're using any type of temporary heater on your construction site, there are risks involved</p>
<p>Fires and Burns Fires and burns are always a risk. There are several ways to reduce the risk such as placement, equipment condition and the activity of workers.</p>
<p>Carbon Monoxide Poisoning Whenever you're burning fuels to produce heat, the risk of carbon monoxide building up on your jobsite is always there. Proper ventilation can greatly reduce this risk.</p>

<p><u>Construction Heaters</u> <u>Precautions</u></p>	<ul style="list-style-type: none"> • All connections must be made by a competent worker holding a valid ROT who can inspect the burner, controls, regulator, and hose for defects. • Never operate heaters without adequate ventilation. Do not block or restrict openings meant to ventilate emission gasses. • Repair or replace any damaged parts. Gas-burning equipment should only be repaired by licensed service personnel. • Make sure all hose and valve connections are clean. • Use fitting wrenches to make connections. Don't use adjustable pipe wrenches. • The cylinder should be placed well clear of any heat source and never at the flame end of a heater. • Secure the cylinder and keep it at least 10 feet away from the heater. Hose length must be between 15 feet and 75 feet. • Have a 4A40BC fire extinguisher on hand before lighting the heater. • Cylinder valves in use must be fully opened and check for leaks with soapy water or a leak detector. Sometimes you may notice a gas odour or frost appearing on a fitting, but these signs are not always reliable. • If a leak is detected, shut off the cylinder valve and make corrections. Fully close valves when not in use. • Secure the cylinder by tying or wiring it to a column or other upright. Keep cylinders out of traffic areas where they may be knocked over. • Keep heaters away from flammable materials. The heat from a burner is effective well past the tip.
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	<ul style="list-style-type: none"> • Connection and disconnection of cylinders shall be done in a well-ventilated area with no source of ignition within 10 ft (3 m) of the point of connection. • Watch for a drop in pressure or reduced flame efficiency. This indicates that gas is being withdrawn too quickly, and may require additional cylinders to be hooked up in manifold. • Never apply heat to the cylinder. • If cylinders must be manifolded, use no more than three 100-pound cylinders. If other heaters with manifolded cylinders are to be operated in the same area, they must be at least fifty feet away or be separated by a firewall. • Never attempt to tie down, defeat, or bypass safety devices on a construction heater. • If the heater is defective, replace it. If the heater is inadequate, get extra heaters or replace it with a larger one.
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<p><u>Propane Specific</u></p> <p>Propane can pose as a danger when cylinders are being transported, stored, or connected, when propane equipment is being lighted, and when people are working in areas with propane heaters and torches. Here are the most common propane hazards.</p> <ul style="list-style-type: none"> • <i>Fire or explosion:</i> Propane is flammable. An explosion can result from the accumulation of gas due to leaks at connections, ruptured lines, incorrect lighting procedures, or inadequate ventilation around stored cylinders. • <i>Asphyxiation due to displacement of breathable air:</i> Propane gas is heavier than air, so it can accumulate in low-lying areas and confined spaces. • <i>Frostbite:</i> Liquid propane absorbs heat quickly from the body. If it touches the skin or eyes, it can cause frostbite. • <i>Cylinder pressure:</i> If the pressure in a propane cylinder is too high, the cylinder's relief valve can go off and release large amounts of gas into the air. At 18° C (65° F) the pressure will be about 100 psi. • <i>Cylinder weight:</i> Workers may injure themselves if they don't use proper ergonomic techniques when lifting or moving heavy cylinders. • <i>Carbon monoxide:</i> When propane burns, it releases carbon monoxide (CO). CO is a colourless gas—you can't see it, taste it, or smell it. But even in small amounts, it can harm or kill you. It is essential to have plenty of ventilation where propane is being burned. 	
Placement:	<ul style="list-style-type: none"> • Keep propane tanks upright, on a firm, level surface that is at least six feet from the heater. • Choose a flat and dry area that is firm. • Do not use heaters in an area where they can come into contact with combustible materials. • Do not place a heater directly on a plywood floor. Instead, place it on a 4-foot by 4-foot square of fire-resistant drywall or cement-board. • Protect all hoses from physical damage and exposure to extreme heat. Don't run hoses through a non-secured doorway because a closed door will pinch the hose. This will damage the hose, which will make it difficult for gas to flow into the heater. If a hose is run through a window, put a block on the sill to prevent the window from closing on and pinching the hose.

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<p>Safe Usage:</p>	<ul style="list-style-type: none"> • Do not operate a heater in an unventilated area. Always open a few windows slightly to allow excess accumulation of fumes to escape. • Remember that propane is heavier than air and will collect in low areas such as trenches, pits, and basements where it can create a flammable or explosive situation. • Be sure heaters are in good condition and operating properly. If a heater is not working, as it should, stop using immediately, report the problem to a supervisor and ask for a replacement. • If the flame goes out, act with caution. Shut off the gas supply, then determine whether escaped gas is concentrated in the area. Because of its strong odour, you can usually smell propane. However, in a confined space, test with a gas detection device. If escaped gas is detected or even suspected, ventilate and purge the area thoroughly before relighting the unit. • Warning: If the heater is in a confined or low-lying area, escaped gas can accumulate. Never attempt to relight. Notify your supervisor or certified operator. • Never expose any part of your skin to liquid propane. Propane under pressure is extremely cold and can cause frostbite. • Don't allow propane gas to saturate your clothing. A highly flammable situation can remain for some time after the exposure. Saturated clothing should be removed and aired outside.
<p>Propane Safety Review:</p>	<p>The safe use of propane depends on twelve basic rules:</p> <ol style="list-style-type: none"> 1) Don't store cylinders inside a building. 2) Always use a certified ROT holder to connect, disconnect and operate propane cylinders. 3) Keep heat sources and flammables away from cylinders. 4) Always secure cylinders to prevent upset. 5) Never transport cylinders in an enclosed vehicle or trunk. 6) Always use proper gear for hoisting or moving cylinders around the worksite. 7) Keep heaters in good condition. Repairs and maintenance should be done only by licensed service personnel. 8) Always have a fire extinguisher handy (4A40BC minimum). 9) Protect stored cylinders or bulk tanks from onsite traffic. 10) Don't tamper with controls or safety devices. 11) Never enter an area where leaking gas is suspected. 12) Don't block or restrict openings meant for ventilation of heater exhaust

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6.3.55 Safe Work Practices – Office

Job:	Office / Administrative				
Approved by:	Terry Burch	Position:	V.P. of Construction	Review Date:	2021/11/01 Andre Lomas
Protective Mechanisms		Hazards Present		Training Required	
1. OH&S & Local Legislation		1. Slips, trips and Falls – fall on even ground		1. Safety Orientation	
2. WMHIS Regulations		2. Violence/ Harassment		2. WHMIS training	
3. Working Alone Policy		3. Musculoskeletal injuries		3. Violence / Harassment awareness	
4. General Safety - SWP		4. Fire			
General	To ensure employees are aware of the potential and existing hazards in the office environment.				
Application	Protecting workers from injuries associated with office environment				
Selection and Use:	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.				
Supervisor Responsibilities	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.				
Worker Responsibilities	<ol style="list-style-type: none"> 1. Ensure you are conversant with emergency evacuation. 2. Ensure that all electrical cords are in good condition and are not overloaded. 3. Ensure that computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. 9. Operate microwave according to manufacturers specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturers specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 				

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	15. Ensure all loose clothing is tied back when using paper shredder.
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6.3.56 Safe job Procedure – Manual Lifting

Safe Job Procedure	Manual Lifting		
Created by:	Bow Valley Safety	Date Created:	Oct 19 2021
Approved by:	Andre Lomas - SCMV	Date Approved:	Oct 19 2021
Reviewed by:		Date Reviewed:	
Hazards Present:	Heavy objects, awkward loads		
PPE Required:	Gloves, steel toed boots		
Additional Requirements	Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.		
<p>Safe Work Practices:</p> <ul style="list-style-type: none"> Ensure that you know your physical limitations and the approximate weight of materials. The use of power equipment or mechanical lifting devices should be considered and employed where practical. Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and selection of lifting equipment 			
<p>Procedure:</p> <ol style="list-style-type: none"> 10. Ensure a good grip before lifting and employ proper lifting technique. 11. Avoid reaching out. 12. Size up the load. If you think you need help, ask for it. 13. Get a good footing. 14. Bend your knees and get a good grip on the object to be lifted. 15. Keep your back straight, lift with your legs, and keep the object being lifted close to your body. 16. Keep your balance and do not twist or turn as you lift. 17. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position. 			
<p>Applicable legislation, standards or documentation:</p> 			
<i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i>			

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6.3.57 Safe Job Procedure - Snow Blower Operation

Safe Job Procedure	Snow Blower Operation		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Extreme Cold Temperatures, Traffic, Pedestrians, Airborne snow, uneven ground.		
PPE Required:	Safety boots, Gloves, Warm seasonal clothing, safety vest, reflective striping, safety glasses		
Additional Requirements			
Safe Work Practices:			
<ul style="list-style-type: none"> • DO NOT USE equipment unless trained. • If equipment is damaged or malfunctions, DO NOT USE. • Report to your supervisor immediately. • DO NOT REMOVE or circumvent any safety devices on the equipment. • ALWAYS WEAR prescribed personal protective equipment. • FAMILIARIZE yourself with the operating manual before use. • Do not operate this equipment with loose clothing or long hair that might get caught in rotating parts. • If the unit gets clogged shut the engine off before clearing. • Remember that your surrounding area can change its structure in seconds and will not be the same as you remember it on your last pass just seconds ago. • Be always aware of other traffic in your vicinity. • Allow the engine to cool before refuelling. • Obey safety stickers on the unit. 			
Pre-Use Procedure:			
<ol style="list-style-type: none"> 1. Check engine oil and fuel levels. 2. Check for loose or worn parts. 3. Adjust runner to allow 1/8" (3mm) to 1/4" (30mm) clearance between scraper blade and uneven or loose gravel surfaces. 4. With the key in STOP position, squeeze Auger Clutch Lever to engage position pull the Recoil Starter Handle. 5. If you cannot pull the handle then the impeller may be frozen and you may have to move the unit to a warm area to thaw. 6. If unit is equipped with operation lights, check for proper operation. 7. After starting the snow blower, test all controls that operate the blower. Check the drive clutch, the auger clutch and the chute adjustment. When disengaged the clutches should quickly stop the auger, impeller and drive wheels. 8. Keep the locking pin in the right wheel hub when blowing snow for best traction. 			
Start-up Procedure:			
<ol style="list-style-type: none"> 1. Turn the discharge chute straight ahead. 2. Make sure the traction and attachment clutches are fully disengaged. Push the primer bulb 2 or 3 times. 3. If the engine is cold, apply the choke. Set the throttle to the starting position. 4. Insert the key and push to the RUN position. Pull the rope in a continuous full arm stroke. 5. If using the electric start, follow the first six steps listed above then push the start button. Do not hold the start button for more than 15 sec. 			

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<p>Operation:</p> <ol style="list-style-type: none"> 1. Visually inspect the area to remove snow. 2. Check area for obstacles, bystanders, wind direction, objects that may damage the unit or get thrown by accident and property that may be damaged by thrown snow or other projectiles. 3. Have a plan in your head before you start blowing snow. 4. Engage the auger clutch with the unit clear of snow. Now engage the drive clutch, the auger will remain engaged until the drive clutch is released. 5. Increase the throttle to full for normal operation. 6. Transporting should be done at a lower throttle. 7. Always adjust the discharge chute for height and direction before engaging the auger. 8. Slow down before changing direction. 9. Release the drive clutch to stop the unit and allow the auger to run for a short time to let it clear and avoid freezing. 10. Throttle the engine down before shutting it off with the key.
<p>Applicable legislation, standards or documentation:</p>
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i></p>

6.3.58 Safe Job Procedure - Snow Removal

Safe Job Procedure	Snow Clearing and Removal		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Extreme Cold Temperatures, Traffic, Pedestrians, Airborne snow, uneven ground, heavy lifting		
PPE Required:	Safety boots, Gloves, Warm seasonal clothing, safety vest, reflective striping, safety glasses		
Additional Requirements			
Safe Work Practices:			
<ul style="list-style-type: none"> • Be aware of the safety hazards and all risks associated with snow removal activities. • DRESS FOR THE CONDITIONS and SAFETY: Dress warmly for working outside in frigid temperatures, and fierce winds. • Follow SJP 6.3.59 Working in Extreme Temperatures • Take ADEQUATE BREAKS and REST PERIODS to warm up and maintain effective outputs. • Be ware of traffic, pedestrians, and powered mobile equipment • Exposure to cold can cause injury and illness in workers removing snow • Physical exertion during snow removal can also cause injuries and illnesses. • Snow removal can be strenuous, particularly because cold weather can be taxing on the body, and can create the potential for exhaustion, dehydration, back injuries, or heart attacks, and can increase the risk of falls. • Make sure that workers take steps to minimize overexertion and help prevent injuries, such as the following: <ol style="list-style-type: none"> 1. Scoop or push small amounts of snow at a time. Use a smaller shovel or take smaller scoops of snow if snow is wet and heavy. 2. Use proper form if lifting is necessary; keep the back straight and lift with the legs. 3. Do not overload the snowblower; let it operate at a modest speed. 4. Take frequent breaks and drink fluids (avoid caffeine or alcohol). 5. Use a spotter when using the skid steer 			

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1. Inspect and don all personal protective equipment and warm winter clothing.
2. Use the mechanical equipment to remove all snow from the entrance ways, sidewalks and paths first.
3. Use light weight shovel, appropriate to the task, ensuring handle is long enough so you don't have to stoop.
4. Push snow with appropriate shovel designed for this if practical, rather than lifting the snow.
5. If needing to throw snow, push close to area. Take smaller amounts that you can easily lift and turn your feet to the direction you're throwing - don't twist at the waist.
6. Try to use safe body mechanics. For shoveling, these include: • a wide stance, a wide grip on the shovel, and trying to keep your back straight and upright; • bending the knees and hips when lifting rather than rounding your back forward; • take small steps to turn to avoid twisting your back especially when carrying loads; • forcefully twisting with a load greatly increases the stress on your back and shoulders.
7. Alternate your hands periodically to break up the same movement.
8. Be extremely cautious throughout this procedure, it is very easy to slip on the snow and ice. Take small steps and walk slowly.
9. Pace yourself. Take frequent micro breaks to stretch your back if you are shoveling for long periods. Caution: DO NOT shovel for several hours straight. Stop every 30-60 minutes to stretch and warm up. The colder the weather the more breaks that are required. Shoveling for long periods of time can cause back injuries, muscle strains, frost bite and hypothermia.
10. Take breaks as required and replace fluids lost due to dehydration, maintain an easy pace in order not to become fatigued and experience energy loss.
11. Once snow has been cleared, spread salt or other de-icing agent on the area, where appropriate.
12. **Pushing the snow:**
 - Push the snow from the center to the sides and then lift it.
 - Push the snow with a wide blade shovel and lift and throw with a smaller blade shovel.
13. **Snow scoops:**
 - Push the scoop, pulling it will cause strain to the back and neck.
 - Do not lift the scoop, pushing it forward quickly and stopping, or tilting it gently will allow the snow to slide out. Do not use your knees to help push and lift the scoop.
 - Keep your arms at a 90-degree angle to the handle.
 - If the snow is wet or packed, do not fill the scoop as this will make it harder to handle.
14. **Lifting the snow:**
 - Do not reach- always move your feet. Keep your feet at hip width apart and the shovel close to your body. The throw height should not exceed 4 feet or a distance of 3 feet. Avoid awkward throwing postures.
 - Squat with your legs apart, knees bent and back straight.
 - Lifts with your legs...do not bend at your waist.
 - Scoop small amounts of snow into the shovel and walk to where you want to dump it.
 - Do not hold a shovelful of snow with your arms outstretched - it puts too much weight on your spine.
15. **Shoveling stairs:**
 - Avoid twisting to access the snow or throwing it to the side or over the shoulder.
 - Stand lower than the step that you are shoveling and pull the snow towards you. Repeat this until you reach the bottom step.
 - Scoop and lift the snow or push the snow to the disposal area.

Applicable legislation, standards or documentation:

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

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6.3.59 Safe Job Procedure – Working in Extreme Weather Conditions

Safe Job Procedure	Working in Extreme Weather Conditions (Cold and Hot)		
Created by:	SCMV / Bow Valley Safety	Date Created:	2022/01/07
Hazards Present:	Heat edema, Heat rashes, Heat cramps, Heat exhaustion, Heat Syncope, Heat stroke & hyperpyrexia Frostbite, Hypothermia		
PPE Required:	Gloves, Appropriate seasonal clothing, hats, insulated clothing		
Additional Requirements			

SAFE WORK PRACTICES IN COLD TEMPERATURES:

- Utilize the heater in a vehicle, if available.
- Take breaks in a warmer environment.
- Wear layered, weather-appropriate clothing.
- At 25-30C below zero wind chill, frostbite can set in in mere minutes. Hats, insulated gloves, face protection (ski mask or scarf-no dangling ends!), warm jacket with or without a vest, insulated boots, and snow pants, should be worn.
- Cold exposure can cause frostbite (freezing in the deep layers of skin and tissue) and hypothermia (drop of body temperature to less than 95°F).

First aid for frostbite is:

- Move the individual to a warm place.
- Handle the area gently. never rub the affected area(s) to warm up.
- Seek professional medical attention as soon as possible.

First aid for hypothermia is:

- Call 911
- Gently move the individual to a warm place.
- Monitor breathing and circulation.
- Give CPR and rescue breathing if needed.
- Warm the individual slowly by wrapping in blankets or putting dry clothes on them. Do not warm the individual too quickly. Warm the core first (trunk, abdomen). This is important as most will try to warm hands and feet first and this may cause shock.
- Do not leave the individual, wait for emergency medical services to arrive.

SAFE JOB PROCEDURE IN COLD TEMPERATURES:

1. Supervisors review the Environment Canada Weather report before the beginning of the work day to determine what precautions may be required
2. Temperatures on each worksite shall be monitored (wind speed also)
3. Workers are to take micro-breaks in vehicles/buildings to warm up
4. If working alone, workers are to maintain regular communication with supervisors
5. Workers should wear clothing in multiple layers
6. A wool knit cap or a liner under a hard hat should be worn to help reduce excessive heat loss
7. Face, neck, and hand protection is required
8. Clothing should be clean since dirt fills air cells in fibres of clothing and destroys its insulating ability
9. Remove snow from clothes before entering heated shelters to keep clothing dry
10. Ensure proper gloves for temperate conditions are being used

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SAFE WORK PRACTICES IN HOT TEMPERATURES:

- Utilize the air conditioner in a vehicle.
- Take breaks in a cooler environment – buildings, utilize shady areas.
- Rotate tasks to stay out of the sun.
- Drink lots of water to stay hydrated.
- Wear clothing that allows sweat to evaporate.
- Use sunscreen, re-apply every few hours.

First aid for heat exhaustion or heat stroke is:

- Call 911 immediately, heat exhaustion and heat stroke required medical attention and can be a medical emergency
- Stay with the person until help arrives
- Move the individual to a cooler, shadier location if possible
- Remove as many clothes as possible
- Apply cold, wet clothes or ice to the head, face, neck, armpits, and groin
- Encourage the individual to drink water, but do not force them to drink

SAFE JOB PROCEDURE IN HOT TEMPERATURES:

1. Temperatures on each worksite shall be monitored
2. Workers to take micro-breaks in vehicles/buildings to cool down
3. Stay hydrated, with water.
4. If working alone, workers are to maintain regular communication with supervisors.

Applicable legislation, standards or documentation:

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

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6.3.60 Safe Job Procedure – Wildlife Encounters

Safe Job Procedure	Wildlife Encounters		
Created by:	SCMV / Bow Valley Safety	Date Created:	02/03/2022
Hazards Present:	Aggressive wildlife		
PPE Required:	Hi Vis Clothing, Bear Spray, Noise Maker		
Additional Requirements:			

SAFE WORK PRACTICES:

The Bow Valley is a major movement corridor for grizzly bears, black bears, cougars, wolves, elk, coyotes, and other large mammals. Any encounters when handled calmly and appropriately usually end without injury to humans or wildlife.

When working in urban environments, it is important to follow some best practices. Never feed or approach wildlife. This includes feeding coyotes and squirrels. While you may not be injured, a food-conditioned animal may become accustomed to receiving a food reward and may aggressively approach unsuspecting people. Currently there are no records of rabies in species other than bats in AB, however, if you are bitten or scratched by a wild animal, you should seek medical attention. Feeding birds inappropriate foods such as bread and crackers can also be detrimental to wildlife.

SAFE JOB PROCEDURE:

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.**

BEAR SPECIFIC INFORMATION:

All bears are individuals, so all bear encounters will be unique. Serious attacks are rare, but you must always be cautious and alert when outdoors.

What should I do if I see a bear but the bear doesn't see me?

- Don't attract attention. Leave the way you came without calling attention to yourself. Retreat slowly while keeping your eye on the bear.
- If you have no choice but to move forward, give the bear as much space as you can.
- Stay alert. Even if you think you are a safe distance away from the bear, remain quiet and alert. Continue watching for the bear until you reach your destination.

What should I do if I see the bear and the bear sees me?

- Look around. If you see cubs or an animal carcass, the bear will want to protect them. If you see either, back away from them.

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- Back away. Leave the area the way that you came. Keep your eye on the bear without staring at it aggressively. As you back away, seek out a place of safety. Remember that both black bears and grizzly bears can climb trees, so if you do choose to climb a tree, go as high as you can.
- Speak to the bear. Let the bear know you are human and not a prey animal.
- Prepare to use your bear spray.

What is a defensive encounter?

A defensive encounter occurs when the bear is feeling stressed or threatened. It may have been surprised by your sudden appearance or feels you are a threat to itself, its cubs or its food source. In such an encounter, the bear may show some of the following behaviours:

- Vocalizing, such as blowing, huffing, "woofing", growling or snapping its jaws
- Flicking the ears back
- Swatting the ground
- Swaying the head
- Making a bluff charge

What should I do in a defensive encounter?

Industrial workers have an important role in preventing human-bear encounters and bear mortalities. Don't let a careless moment result in an injury to you, your fellow employees or the needless death of a bear.

- Prepare to use your bear spray.
- Back away slowly without turning your back to the bear.
- If the bear charges, do not run. Stand your ground. A bear may come very close to you when making a bluff charge, and it may make more than one bluff charge. NEVER run. Remember that bluff charges are made to communicate that you've invaded the bear's space and it wants you to move off. The majority of charges are, in fact, bluffs, and do not end with the bear making contact. Shooting the bear out of fear in bluff situations may result in the needless death of a bear.
- When the bear approaches, use your bear spray:
 - At 9 to 15 m (30 to 50 ft) fire a warning blast for ½ to 1 second, aiming the bear spray slightly downward.
 - At 6 to 9 m (20 to 30 ft) fire 1 to 2-second blasts in continuous succession, aiming slightly downward in front of the bear's head until the bear leaves.
 - At 0 to 6 m (0 to 20 ft) fire 1 to 2-second blasts in continuous succession, aiming at the head or into the nose and mouth of the bear until the bear leaves.
- Try to keep some bear spray in reserve. Always re-evaluate your situation.
- After spraying the bear, back away. Keep the bear in sight as you leave the area, and stay alert. Bears may be attracted to the bear spray residue.
- If the bear does make contact, play dead. Cover the back of your neck with your hands. Lie on your stomach with your legs anchored in the ground. If the bear rolls you over, roll back on to your stomach. Don't move until you're sure the bear has left the area.
- Once the bear has stopped, remain quiet. Yelling at the bear may provoke it into a further attack.
- Defensive attacks are short. If the bear has started to bite or if the attack is prolonged, it may have turned predatory (see below).

The bear sees me, is not showing signs of stress and is closing the distance. Why?

A bear that does not leave the area once it has detected you may be curious, looking for a handout, attempting to assert its dominance or be assessing you as a potential food source. In these cases, the bear is not showing signs of stress and is:

- Staring intently
- Circling around you to detect your scent
- Remaining quiet
- Approaching in a slow, hesitant manner
- Keeping its head and its ears up

What should I do in these kinds of encounters?

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- Do not run. Prepare to fight with all means at your disposal. Do not play dead in a predatory encounter.
- Make yourself look big and shout at the bear. Yell aggressively at the bear.
- Use your noisemaker and bear spray. Continue to use your bear spray, even when in close contact with the bear.
- If the bear makes contact, fight back as forcefully as you can.

ELK SPECIFIC INFORMATION:

- Elk can be dangerous
- If the animal is responding to your presence, **you are too close**.
- Give elk plenty of room. Keep at a distance of **at least 30 metres** (or 3 school bus lengths).
- Do not approach elk or their calves.
- Make noise. Elk can endanger themselves or humans by suddenly running into traffic or fences if spooked.

HANDLING AN ATTACK

- If you are charged by an elk, position yourself behind a solid structure such as a tree or car. Because of their long legs, elk have difficulty making tight turns to get around these objects.
- If you have bear spray, consider using it.

CALVING SEASON – MAY 15 – JUNE 30

During calving season, protective mothers will aggressively protect their newborns by kicking and charging at people.

Danger signs during calving season:

- Female elk is staring directly at you with flattened ears and raised rump hair, along with curled lips and grinding teeth
- Additional danger signs include charging or kicking, and circling or following

RUTTING SEASON – SEPT 1 – OCT 15

During rutting season, bull elk will attack anything that comes too close to them or their mates.

Danger signs during rutting season:

- You are in danger if a bull elk appears agitated, has his antlers lowered towards you, and is pawing the ground or thrashing bushes
- Charging is another obvious danger sign

Applicable legislation, standards, or documentation:

<https://www.alberta.ca/bears-and-industrial-workers.aspx#jumplinks-2>

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

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6.3.64 Confined Space Entry – Code Of Practice

6.3.64.1 GENERAL

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

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

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

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

6.3.64.2 HAZARDS

Hazards commonly encountered in confined spaces include:

- A) Toxic vapours, from materials such as chlorine, H₂S and sludge scale resulting from:
 - Poor ventilation in the work area.
 - A gradual release of toxic substances.
 - Chemical reactions.
- B) Lack of oxygen causing asphyxiation, resulting from:
 - Chemicals that are used to reduce the possibility of explosion (such as nitrogen) absorbing or replacing oxygen.
 - Rusting (oxidation) of the metal in tanks that have been closed for an extended period of time.
 - Nitrogen Purging
- C) Flammable gases, vapours and liquids with potential of fire or explosion.
- D) Electric shock from portable lights, tools or associated electrical equipment.
- E) Injury from mechanical equipment such as augers, pumps, etc., inadequately activated.
- F) Pyrophoric iron (iron sulfide) deposits.
- G) Bodily injury from direct contact with corrosives or dermatitis - producing chemicals.
- H) Ignition from static electricity.
- I) Contaminants entering from other areas through ducts, piping. etc.

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6.3.64.3 CONFINED SPACE PREPARATION CHECKLIST

Before entry into a confined space:

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

6.3.64.4 CONFINED SPACE ENTRY PROCEDURE

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

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- Life-line
 - Lighting
 - Rescue equipment
3. Ensure that any atmospheric hazards present in the sewer are identified and controlled.
 - Use ventilation techniques to remove any harmful substances.
 - Where ventilation is not practical, test must be carried out by a competent worker until the work is completed.
 - Where the oxygen level in the sewer, manhole, or vault is less than 19%, do not enter unless you are wearing a breathing apparatus or proper ventilation equipment is available.
 - For further information see the appropriate current Occupational Health and Safety Regulations.
 4. If harmful substances are present or the air is deficient of oxygen, ensure the worker is:
 - Protected by correct use of breathing apparatus.
 - Attended by, and in communication with another worker stationed at or near the entrance of the confined space.
 - Protected by appropriate rescue equipment available for immediate use.
 - Aware of, and familiar with, any relevant codes of practice.
 - Physically capable of effecting a rescue.
 5. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continually monitored while personnel are working there.
 6. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided. Workers entering the confined space must wear a rescue harness attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.
 7. Check for any physical hazards in the sewer where work will be carried out (e.g. broken rungs, cracked walls).
 - Complete and adequate vessel isolation blanking and blinding
 - Temporary equipment for patches, diversion lines and tie-ins are available
 - Check roof strength
 - Decking or flooring support
 - Protection from falling, splashes or dripping materials
 8. Ensure that all workers know what procedures to follow in case of an emergency situation.
 9. It is mandatory that a worker stand safety watch outside the entrance manway of the vessel or enclosed space when anyone is working inside. The safety watch must not leave the post or perform any other duty until replaced by a relief worker. If there is more than one crew working in a vessel at different elevations, such as a high tower, it is mandatory that a workman stands watch at each manway from where the crews are working.

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6.3.64.5 EMERGENCY

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

STANDBY PERSON(S)

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

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

The standby person(s) must:

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

6.3.64.6 ADDITIONAL CONSIDERATIONS

CONFINED SPACE - ELECTRICAL

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

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

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

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

BODY HARNESS & LIFELINES

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

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

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

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ISOLATION

The vessel must be completely isolated from other systems and equipment

• To isolate the vessel:

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

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

• Blank, blinds and plugs must be:

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

6.3.64.7 CLEANING

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

- A) Draining
- B) Pumping out
- C) Floating off

In addition, the vessel must be cleaned by:

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

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

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

6.3.64.8 VENTILATION

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

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

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

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

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

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

HOT WORK

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

GAS TESTING

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

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

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6.3.65 Respirator - Code of Practice

Code of Practice	Respiratory Protective Equipment		
Created by:	BVS	Date Created:	February 2 2022
Approved by:	Andre Lomas	Date Approved:	November 27 2023
Hazards Present:	Airborne contaminants		
PPE Required:	NIOSH approved half face cartridge/filter respirators		
Additional Requirements:	All Workers Affected Must Be Trained in the RPE Code of Practice		

Safe Work Practices:

- Site superintendents are responsible for Selecting and Providing RPE.
- Health Surveillance: Workers must be medically fit to wear a respirator. (A sample respirator user screening form can be found in Appendix E of CSA Standard Z94.4-02)
- Fit-Testing: RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person. (this must be done every three years or when physical conditions change)
- NIOSH Approval: RPE required at the worksite must be NIOSH approved (it will bear a NIOSH approval # e.g. TC- XXXX)
- Clean-Shaven: Workers must be clean shaven where the respirator contacts the face.

Task	Airborne Hazard	Type of Respirator	Make/Model	Type of Cartridge	Cartridge Make/Model	RPE Use Mandatory ?
Sanding / cutting wood	Wood particles/dust	Particulate P95 Respirator	3M - 8210 N95, 8511 N95	Particulate	n/a	NO
Sweeping and cleaning up floors						
Gluing	Vapours	Full Facepiece OR Half facepiece respirator with safety glasses	3M 6502 QL	Organic Vapour	3M Organic Vapour Cartridge / Filter 60921	YES
Preparing surfaces						
Mixing chemicals						
Handling fertilisers and chemicals						
Handling hazardous cleaning products (check SDS)						
Applying finishes with brush/cloth						
Cutting / Drilling /chipping Concrete/Stone/Tile	Silica Dust	Full Facepiece OR Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Excavator / Equipment Operations						
Using grinders/saws						

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Insulators	Fiberglass and refractory ceramic fibre	Full Facepiece OR Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Moving Trailers	Dust/ Bio hazards	Full Facepiece OR Half facepiece respirator with safety glasses	3M 6502 QL	Particulate	3M Particulate / Organic Vapour P100 Filter 2097	YES
Welding	Welding Fumes airborne metal oxides	Full Facepiece OR Half facepiece respirator with safety glasses	3M 7503	Particulate / Organic Vapour	3M Particulate / Organic Vapour P100 Filter 2097	YES
	Harmful gases					
<p>Maintenance/Cleaning/Storage of Respiratory Protective Equipment</p> <ul style="list-style-type: none"> • Maintenance: Cartridges/filters must be replaced as per the manufacturer's instructions or earlier if smell, taste or irritation from contamination is detected or if there is resistance to breathing. (see the manufacturer's instructions) • Cleaning: RPE should be cleaned after each use. Wipes may be used, but should not be the only method of cleaning RPE (see the manufacturer's instructions) • Storage: RPE must be stored in a manner that will prevent its contamination (e.g. sealed bag (Ziploc™)) 						
<p>Applicable legislation, standards or documentation: CSA Standard Z94.4-02, NIOSH</p>						
<p><i>This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually</i></p>						

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6.3.66 Noise Management Code of Practice

Safe Job Procedure	Noise Assessment, Control & Management		
Created by:	BVS	Date Created:	Mar 1 2024
Approved by:	A Lomas/J Glowatsky	Date Approved:	Mar 7 2024
Hazards Present:	Noise levels above 82 dBs		
PPE Required:	Hearing Protection		
Additional Requirements	Sound Level Meter ANSI /ASA S1.4-2024 Part 1-3		
<p>Safe Work Practices:</p> <p>Where workers may be exposed to noise at a worksite in excess of 82 dBA a noise exposure assessment (see below) must be completed in accordance with CSA Standard Z107.56-18.</p> <p>All reasonable practical measures will be taken to reduce the noise workers are exposed to in all areas of the work site where workers are present.</p> <p>Workers exposure must not exceed 85 dBA. If a worker has been or may have been exposure to excess noise SCMV will provide audiometric tests for the worker at SCMV expense.</p> <p>All worksite areas where there is or potential for excessive noise warning signs must be posted "CAUTION – HIGH NOISE AREA" hearing protection may be required.</p>			
<p>Fit Testing of Hearing Protection</p> <p>Fit testing of hearing protection will be performed using a qualitative method below.</p> <p>Foam Ear Plugs</p> <ol style="list-style-type: none"> 1. Using your finger tips to feel if the ear plugs are fully inserted, use a mirror or have a co worker visually confirm. 2. Cup your hands tightly over your ears. 3. If sounds are much more muffled with hands in place, the earplugs may not be sealed properly. Reinsert and repeat. 4. Talk out loud. Your voice should sound hollow as if talking into a barrel. 5. Listen for noises are you. Noise should be much quieter than before earplugs were inserted. <p>Ear Muffs</p> <ol style="list-style-type: none"> 1. Read manufacturers instructions on how to don ear muffs. 2. Make sure they cover the whole ear and ensure there is nothing between the muff and your skin to prevent a good seal. 3. Listen for noise around you. Noise should be much quieter than before putting the ear muffs on. 			

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Audiometric Testing

Where workers may or have been exposed to excess noise (>85dBA) they will receive:

1. A baseline audiometric test within 6 months of employment or being exposed to excessive noise.
2. A 2nd follow up test within 12 months of the baseline test.
3. Regular maintenance audiometric tests at least every two years after the follow up test under.2 above.

Procedure: Noise Exposure Assessment

4. Must be performed by a competent person trained in conducting noise assessments, calibration, operation and maintenance of the equipment. The assessor must be able to demonstrate an understanding of the method used for measurement.
5. Noise assessments must be completed for all areas where noise may exceed 82 dBA and recorded on the 6.3.66.1 Noise Exposure Assessment Form
6. Any work area identified where noise exceeds 85 dBA warning signs will be posted to warning workers that hearing protection must be worn.
7. Supervisor/manager will ensure workers wear appropriate hearing protection devices in these areas, and fit test devices.
8. Records must be kept for at least three years.

Applicable legislation, standards or documentation:

CSA Standard Z94.2-14 (R2019), OHS Code Part 16 216-224

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

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ELEMENT 7-INSPECTIONS & MAINTENANCE

7.1 WORKSITE INSPECTION POLICY

7.1.1 Purpose

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

7.1.2 Scope

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

7.1.3 Informal Inspections

Supervisory personnel who do most of their work on the job site should conduct on-going inspections. They should constantly watch for unsafe acts and unsafe conditions. A supervisor can immediately correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. The supervisor must record and follow-up situations that require additional corrective action.

7.1.4 Formal Inspections

Routine (periodic) inspections are conducted at regularly scheduled intervals, as detailed below. Intermittent (irregular) inspections may also be conducted as identified by hazard and work site conditions. Formal inspections are completed by management/supervisors with participation from the workers and sub contractors. The Safety Coordinator shall conduct additional formal inspections based on the Superintendents' inspection reports or as the Safety Coordinator may see fit. Inspection reports are reviewed by Senior Management to ensure corrective actions are completed within required timeframes.

7.1.5 Frequency

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

- Construction Work Sites & Maintenance Work Shop – MONTHLY
- Offices & double wide storage trailer - QUARTERLY

7.1.6 Training

All employees who participate in inspections are trained in the [Inspection Procedure](#) below and assessed for competency by management.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

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7.2 INSPECTION PROCEDURE

7.2.1 Planned (formal) Inspections

Planned formal inspections will include both general site and sub-contractor specific inspections. An observational tour of the workplace for the specific purpose of identifying unsafe acts, unsafe conditions and determining the levels of compliance with the OHS ACT, SCMV Safe Work Practices, Safe Job Procedures and Rules.

7.2.2 Requirements

The employee or contractor to be inspected shall meet with Senior Management, Superintendent and/or Safety Coordinator on the job site. Make the following available to the inspection team:

- All current members of the crew.
- Signed copies of all Safety Meeting Minutes held since the previous inspection. Not required if the employee or contractor works always and entirely on his/her own or already delivered to SCMV construction office.
- Copies of Hazard Assessments since last inspection unless already delivered to SCMV safety coordinators office.
- Written reports of investigations into "near misses" or other incidents and the corrective action taken/being taken.
- Copy of the previous planned inspection unless already delivered to SCMV construction office.
- Hand tools, power tools, and other equipment, including ladders, stepladders, hoses and extension cords.

7.2.3 Procedure

1. Team - Identify the inspection team. It is very useful to involve the crewmembers in the inspection to drive home the importance attached to safe sites.
2. Review - Jointly review the previous inspection report.
3. Route - Proceed with the inspection. Get off the beaten track - look under, behind, above, etc. Observe the activities of workers for safe work practices and safe job procedures.
4. General housekeeping - Housekeeping will receive considerable attention during inspections. Good housekeeping, demonstrated by the orderliness and cleanliness of the job site, usually suggests a safe, well-managed job and pride in the contractors' work. Poor housekeeping leads to injuries, damage to equipment/property and costly delays.
5. Corrective Action - Take immediate corrective action where there is imminent danger and note it on the inspection checklist. Issue warning(s) if considered required for any unsafe condition(s) or act(s). Record ALL unsafe acts or conditions.
6. Summarize - Summarize the inspection report with the crew leader, contractor or employee and positively reinforce the good areas using praise. Under no circumstances should the inspector use anger, sarcasm or derogatory remarks. Record the inspection in the BVS Digital Safety App, submit to send copies to the site superintendent for corrective action.
7. Follow-up - Follow-up on conditions or acts reported, if necessary, by doing an unannounced inspection.

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7.3 Work Site Safety Inspection Checklist and Report (Planned)

EXAMPLE REPORT

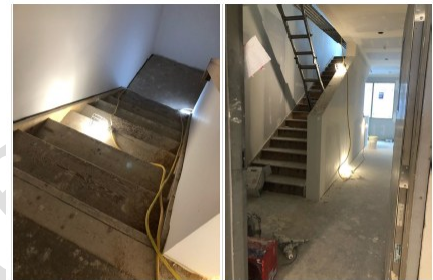
BVS Safety

Work Site Safety Inspection

Submitted Date: Thu Oct 14 2021
 Submitted By: Sandra Fleming
 Project: Spring Creek Mountain Village - The Tamarack Lodge



Form Details				
Location: 1012 Spring Creek Drive - Tamarack Lodge				
Contractors: SCMV, Bighorn, Cascade, Prime, Lomaw, McCool, Oskar, Peter's, NSFP, Oskar, HCP, Tristar, ROO			Site Supervisor: Luke Gauvreau	
Project Scope: Multi family construction				
SCOPE:				
<input checked="" type="checkbox"/> Site Work	<input type="checkbox"/> Cribbing	<input type="checkbox"/> Concrete Finishing	<input type="checkbox"/> Framing	
<input type="checkbox"/> Blinds	<input checked="" type="checkbox"/> Siding	<input type="checkbox"/> Roofing	<input checked="" type="checkbox"/> Carpentry	
<input checked="" type="checkbox"/> Tiling	<input checked="" type="checkbox"/> Electrical	<input checked="" type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Dry Walling	
<input checked="" type="checkbox"/> Painting	<input checked="" type="checkbox"/> Mechanical			
Date: Thu Oct 14 2021	Time: 01:00 PM MDT	Onsite #: 45		
Weather: Clear	Temperature: 8.41			
Inspection Items				
Have there been any Near Misses?:		Are there any outstanding items from the last inspection?:		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Items outstanding: N/A				
Chemical storage:				
Imminent Danger	Serious	Minor	Acceptable	N/A
Equipment inspections:				
Imminent Danger	Serious	Minor	Acceptable	N/A
ERP:				
Imminent Danger	Serious	Minor	Acceptable	N/A
Excavations:				
Imminent Danger	Serious	Minor	Acceptable	N/A
Fire Extinguishers:				
Imminent Danger	Serious	Minor	Acceptable	N/A
First Aid Kits/First Aid:				
Imminent Danger	Serious	Minor	Acceptable	
Fall Protection/Fall Arrest:				
Imminent Danger	Serious	Minor	Acceptable	
Fall Protection Barriades:				
Imminent Danger	Serious	Minor	Acceptable	



Name of Inspector(s): Sandra Fleming (BVS), Peter Fortham (SCMV), Darren Swain (SCMV)
 Worker Signatures:
 Sandra Fleming's Signature: *Sandra Fleming*
 Sandra Fleming Submitted On: Thu Oct 14 2021 07:28 PM MDT

Inspection Item and Corrective Action

PI	Item and Corrective Action	Responsible	Target Date	Date Completed	By whom
2	Material stored on unprotected deck. No sign of anchor point which was confirmed when worker returned. Worker was written up for failure to utilize fall protection and will move material. #304b. Supervisor to confirm material has been moved.	Lomaw/SCMV	Fri Oct 15 2021		
3	Written warning issued - failed to fill in hazard assessment. Ground level BldgA	Tristar	Thu Oct 14 2021	Thu Oct 14 2021	Safety
3	Housekeeping: cords & string lights. Cord leading to parkade from A (pic3). String lights in East stairwell BldgB, (pic4&5)	Steward	Fri Oct 15 2021		
3	C/O monitoring logs to be re-introduced to temp heaters that are active in BldgB.	SCMV	Fri Oct 15 2021		
3	BldgA currently has limited access/egress due to work outside building. Workers were notified individually during Insp from supervisor that are to use the parkade. Ideally when both accessses/ egresses are unavailable there should be signage.	SCMV	Thu Oct 14 2021	Thu Oct 14 2021	SCMV
3	Access to stairs is restricted due to taping. Signage could have been added directly workers from the stairwell below (no access to 2nd floor) (pic5)	Prime	Fri Oct 15 2021		

Spring Creek Mountain Village Inc.

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7.5 MAINTENANCE POLICY

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

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

- Follow all applicable regulations, standards and manufacturers' specifications.
- Use only appropriately qualified and competent technicians.
- Document all maintenance work.
- Carry out inspections in accordance with the manufacturers' instructions or quarterly if there are no manufacturers' instructions i.e. hand tools.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

7.6 PREVENTATIVE MAINTENANCE PROGRAM

7.6.1 Coverage

Preventative maintenance covers all the following:

- Light Hand Tools, e.g., hammers, chisels, screwdrivers, etc.
- Heavy Equipment, e.g., excavators, heavy trucks, crane etc.
- Mobile Lifting Equipment, e.g., man lifts, light cranes, RTFL's, scissor-lifts, hoists, etc.
- Office Equipment, e.g., photocopiers, computers, printers, etc.
- Personal Protective Equipment (basic and specialized)
- Power Tools (air, electrical and explosive powder actuated)
- Light Vehicles, i.e., cars, light trucks and light trailers

7.6.2 Duties of Superintendents

Superintendents shall keep an up-to-date equipment inventory list and immediately remove from use, not return to use, and label/tag/lockout equipment that is:

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

7.6.3 Maintenance Persons

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

7.6.4 Documentation

- Before use visual inspections of powered mobile equipment, hand tools, and scaffolds are recorded within the BVS Digital Safey App
- Record shall be kept of all tools and tag out of tools.
- Record shall be kept of all fall arrest gear in service and shall be kept on file.

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• 7.6.5 Light Vehicle Details, Maintenance and Repair Record

VEHICLE DESCRIPTION	MANUFACTURER	MODEL/MARK	SERIAL NUMBER
DATE OF MANUFACTURE		DATE DELIVERED	
DATE BROUGHT INTO SERVICE		DATE OF WARRANTY EXPIRY	
DATE OF LEASE		DATE OF LEASE EXPIRY	
ISSUED TO (DEPARTMENT)		ISSUED TO (NAME)	
WARRANTY SERVICE AND INSPECTION REQUIREMENTS			
1st WARRANTY SERVICE/INSPECTION DUE (Hours/Km/Date)		2nd WARRANTY SERVICE/INSPECTION DUE (Hours/Km/Date)	
SERVICE/INSPECTION COMPLETED (Hours/Km/Date)		SERVICE/INSPECTION COMPLETED (Hours/Km/Date)	
3rd WARRANTY SERVICE/INSPECTION DUE (Hours/Km/Date)		FINAL WARRANTY SERVICE/INSPECTION DUE (Hours/Km/Date)	
SERVICE/INSPECTION COMPLETED (Hours/Km/Date)		SERVICE/INSPECTION COMPLETED (Hours/Km/Date)	
INSPECT AT (Hours/Km/Wkly/monthly)		TYPE (full, external, visual, etc.)	
MANUFACTURER'S RECOMMENDED SERVICE AT EVERY (Hours/Km/Daily/Wkly/Monthly/Set Date)			
Insert Hours/Km/Date of Service/Repair and any brief comments below.			
Other Comments with Dates (possible recurring problems etc.):			

ELEMENT 8- EMERGENCY RESPONSE

8.1 POLICY

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 Torqued Industries are fully compliant with legislated requirements. To ensure all employees, understand their roles and responsibilities during potential emergencies at our workplace.

Emergency response plans are developed for all identified potential emergencies at the 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 alarm communication systems used to inform workers about potential emergencies.
- contains a list of emergency response personnel and emergency response numbers.

8.1.1 Emergency Response 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.

All field employees, depending on appointment/title shall receive training in initial fire fighting procedures & proper fire prevention techniques and there shall have at least one Basic First Aider per work crew.

Senior Management, Superintendents, Supervisors/Crew Leaders and Contractors must hold current Intermediate first aid with Level C Cardiopulmonary Resuscitation.

8.1.2 Emergency Response Equipment

Operational instructions must be stored with emergency equipment and location listed on the 8.2 Emergency phone Number List.

8.1.3 First Aid Equipment

Type 3 Intermediate First Aid Kit per work site. All first aid supplies are inspected during routine site inspections.

8.1.4 Emergency Communication

In an emergency situation the primary method of communication will be via cell phones, and two-way radios. All key workers must ensure they have emergency contacts stored on their phones for easy reference.

8.1.5 Fire Protection Requirements

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

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8.1.6 ERP Drills

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

8.1.7 Written Record of Injury or Illness

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

8.1.8 Emergency Response Plans and Procedures

An ERP specific to each worksite shall be clearly posted and remain on site safety notice boards, Ensure workers are aware, and review before the start of work on construction sites, of the location of the safety notice board.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

Spring Creek Mountain Village Inc.
GENERAL POLICIES, HEALTH AND SAFETY MANUAL

8.2 EMERGENCY PHONE NUMBERS (template)

Revised:

SITE NAME:		
ADDRESS:		
MUSTER POINT:		
ALARM will be initiated by EITHER: Loud Speaker "FIRE, FIRE, FIRE or Air Horn of three sharp blasts		
PRIMARY CONTACTS	Number	Hrs. Avail & First Aid
Safety Coordinator: Andre Lomas	403-996-134	Intermediate
Senior Site Superintendent: Luke Gauvreau	403-493-9353	Intermediate
Site Foreman:		
Administration Office:		
Construction Manager: Andre Lomas	403-996-134	Intermediate
Vacations Manager:	403 609 9866	Intermediate
FIRST AIDERS		
DESIGNATED RESCUE & EVACUATION WORKERS		
SECONDARY CONTACTS	Number	Hrs. Available
Utilities		
Electric - Domestic - EPCOR	403-310-4300	24 hours
Electric - Utility - Fortis	403-310-9473	24 hours
Gas - ATCO	1-877-496-9380	24 hours
Water and Sewer: Town of Canmore	403-678-1500	24 hours
Cable - Shaw Cable	1-800-442-8664	24 hours
Mechanical:	Cascade Mech	403-688-1115
Electrical:	Wayco Electric	403-609-7257
Medical Facilities		
Canmore Hospital (1100 Hospital Place, Canmore)	403-678-5536	24 hours
Ridgeview Medical Clinic (Next to Safeway)	403-609-8333	Office Hours
Other		
Vojin Security	(403) 953-0058	7pm – 6am
Alberta First Call (aka Albert One Call)	1-800-242-3447	24 hours
Occupational Health and Safety Call Centre (Serious incidents and questions)	1-866-415-8690	24 hours
Chemical/Fuel Spills: Andre Lomas	403-996-1340	24 hours
Wildlife Sightings (Bears, Elk, etc.)	403-678-5508	24 hours
LOCATION OF EMERGENCY EQUIPMENT & REQUIREMENTS		
First Aid Kit Location:		
Emergency Equipment & Operational Instructions Location:		

SEE GUIDE BELOW FOR 911 CALLS

Spring Creek Mountain Village Inc.

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8.3 GUIDE FOR CALLING 911

1. Hello, my name is _____.
2. I am a construction worker at Spring Creek Mountain Village that is located at 1, Spring Creek Gate, Canmore.

The phone number at the site office is: 403-678-5116 AND
I am calling from phone number: _ _ _ _ _

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

FOR AMBULANCE CALLS

4. We have a _____ Male _____ Age
_____ Female _____ Age

Whose condition is:

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

5. Someone will be waiting at _____ as guide.
(Name which site and entrance gate)
6. Do you need any more information?
7. What is the expected time of arrival _____ ?
8. Do you need me to stay on this phone?

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GENERAL POLICIES, HEALTH AND SAFETY MANUAL

8.4 EMERGENCY RESPONSE PROCEDURES

Date Prepared	2023/11/15	Prepared by:	Andre Lomas / BVS
WARNING ALARM			
Warning Sound 1	Help, help, help OR fire, fire, fire shouted very loudly.		
Warning Sound 2	Long blasts repeated on an air or vehicle horn.		
Warning Sound 3	Fire alarm bell or horn continuously sounding (After fire alarm VI)		
Warning Given By	Person nearest the emergency		
ACTION ON HEARING AN ALARM			
ALL	STAY CALM and immediately shut off all your equipment.		
	If a shout for help - walk to the location of the shout to avoid falling/tripping.		
	Ensure the area is safe to enter to avoid becoming a casualty yourself.		
	If blasts on horn/alarm bell - shut off your equipment and walk to the nearest clear exit and then to the Emergency Meeting Point (SCMV north end site office).		
Site Superintendent - Take charge and instruct a worker to call Emergency Services if necessary and state what happened to pass on to the Emergency Dispatcher. Tell the worker to confirm Emergency Services have been called and when arrival is expected. See Guide for Calling 911 above.			
FIRE			
<u>Action Plan:</u>			
<ul style="list-style-type: none"> • Alarm will be sounded by supervisor. • <u>All</u> personnel are to evacuate the facility immediately on the sounding of the fire alarm. • <u>SHUT-OFF ALL</u> machines. • MAIN POWER shut off by nearest person. • <u>Close all doors</u>, but do not lock doors to rooms that are being evacuated. • <u>Assemble</u> at Muster Point location for a head count. • <u>Do not</u> leave the Muster Point until authorized to do so by Emergency Personnel. • <u>Do not</u> 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. 			
<u>General Response Actions:</u>			
<ul style="list-style-type: none"> • If the fire is small enough that it can be extinguished by a hand held fire extinguisher, and is not between you and an exit, you may fight the fire using hand-held extinguishers, if you have been properly trained. Once the fire is extinguished, notify the Site Superintendent. • If the fire cannot be safely extinguished: <ul style="list-style-type: none"> • Warn all persons nearby • Notify the Fire Department by calling 911. • Evacuate the facility. • Ensure all persons are assisted in evacuating the facility. • Proceed immediately to the designated Muster Points. • Follow the instructions of emergency personnel. 			

MEDICAL EMERGENCY

Action Plan:

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

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

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

EMERGENCY SITE EVACUATION (NON FIRE)

Action Plan:

- All personnel are to evacuate the facility immediately on the sounding of the alarm.
- SHUT-OFF ALL equipment including gas and power.
- 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.
- The Site Superintendent is responsible for a head count.
- The Site Superintendent shall determine if the site is safe to reoccupy following an evacuation. No-one is to reenter without authorization.

NATURAL GAS LEAK

Signs

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

If you smell gas inside a building

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

If you smell gas outside a building

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

IN THE EVENT OF SPILL

ACTION PLAN:

When encountering a spill of any nature, it is the **WORKER'S** 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 shop foreman.

It is the responsibility of the **SUPERVISOR** to:

1. Re-assign employees to other areas or evacuate if necessary, using the following guidelines:
 - Unless immediate evacuation is essential, the foreman shall decide if evacuation is necessary.
 - Evacuation procedures shall be as stated in "Emergency Evacuation Procedures."
 - Move crosswind or upwind — never downwind — to avoid toxic gases and vapours.
 - Render first aid if necessary.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all employees informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

THREAT OF VIOLENCE – GENERAL PUBLIC OR EMPLOYEE

The threat of violence may be an implied threat or a perceived threat. It may take the form of a physical or verbal threat to the individual, a group of individuals, or the establishment as a whole. In the event of a threat of violence the following general steps should be followed:

IN-PERSON THREAT OF VIOLENCE (NO VISIBLE WEAPONS)

1. ASSESS THE SITUATION.
2. PUT DISTANCE BETWEEN YOURSELF AND THE INDIVIDUAL(S).
3. TREAT THE PERSON WITH RESPECT AND SENSITIVITY.
 - a. Avoid raising your voice, arguing or using condescending tones.
 - b. Do not engage in physical confrontation.
 - c. Do not attempt to block or restrain the individual from leaving the area.
4. ALERT OTHERS OF THE SITUATION.
 - a. Alert others in the area of the situation.
 - b. Contact your supervisor for assistance in dealing with the situation.
 - c. Initiate lockdown procedures if the person is armed with a weapon. Follow non medical evacuation if necessary.
5. Call 911 from a mobile phone and notify the Site Superintendent.
6. Provide the nature of the emergency, and the exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached at a later time.
7. Once the police arrive, direct them to the individual(s) and follow their instructions. If the individual(s) have left the area describe them to the best of your ability.

IN THE EVENT OF AN EXPLOSION

ACTION PLAN:

1. Explosions include those caused by leaking gas, faulty heating equipment, flammable vapours.
2. **Fall to the floor/ground** and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
3. **After the effects of an explosion have subsided**, check exits or exit stairways prior to evacuating the building (as in "Emergency Evacuation Procedures"), if notified to do so by the shop foreman, or Emergency Services.
4. Call 911 and proceed with evacuating the building.

FLASH FLOODS

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

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

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

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

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8.5 EMERGENCY RECOVERY PROCEDURE – FALL ARREST CASUALTY

Job:	Recovery of a worker suspended from an activated fall arrest system		
Approved by:	Cyd Fraser	Project Manager	Date: 2008/04/28
Revised by:	L Green BVS	Safety Coordinator	Date: 2023/11/15
Reviewed by:	Andre Lomas	Const. Mgr.	Date: 2023/11/20
Equipment Required		Material Required	PPE Required
1. Genie type Boom Lift OR scissor lift		First Aid Kit	1. Latex Gloves
2. Zoom Boom Lift with man-box OR		Stretcher	2. Safety glasses hard hat
3. Extension Ladder			3. Safety footwear
Rescuers have approximately 8 – 10 minutes to recover a suspended worker before cardiac arrest or major toxic shock becomes a real possibility. In addition, the worker may have sustained other serious injuries because of swinging into the structure while on the lanyard or as the worker slid/fell from the work position.			
Crew leader/Co-Worker of Suspended worker			
1. Immediately contact the SCMV Superintendent (see Emergency Response Plan).			
2. Do not attempt to lower or raise the suspended worker.			
3. Reassure the worker that help is on the way.			
Superintendent			
1. On receiving the call, go to the location of the suspended worker.			
2. Visually check the worker for other injuries/consciousness. If the worker is unconscious a second piece of recovery equipment may be needed. Have another worker call 911 immediately.			
3. En-route, note the location of the closest piece(s) of lift equipment available.			
4. Contact equipment operator, Tony Squizzato (Tel/Mike) or if Tony Squizzato is not on site - Andre Lomas (Tel/Mike) and tell him precisely where the suspended worker is located.			
5. Clear the area below the suspended worker of other workers or material that will interfere with the proper passage and operation of the lift equipment.			
6. Clear a path for emergency service vehicles to get as close to the casualty as possible and detail a guide to bring the emergency vehicles to the scene.			
Equipment Operator			
On receiving the call, immediately cease existing activity.			
Make safe and shut down the equipment in use.			
Inform co-workers of the emergency and walk swiftly to the location of the suspended worker to check if the lift equipment available is suitable for the terrain and height/type of casualty recovery. DO NOT RUN – SPRAINING AN ANKLE/ BREAKING A LEG WILL NOT AID A SUSPENDED WORKER.			
Walk swiftly to the equipment to be used and with due care drive it to the area. OVERTURNED/BOGGED IN LIFT EQUIPMENT WILL NOT SAVE A SUSPENDED WORKER AND MAY INJURE THE RESCUER.			
Ensure that operator fall arrest equipment is worn.			
Inform the suspended worker (if conscious) how the recovery will work to gain cooperation and ease their mind.			
If the worker is unconscious, assistance from another worker may be required - explain to any workers who may be required to assist how the recovery is to be done and where to attach their fall arrest equipment.			
When possible unhitch the worker from the fall rope rather than cut it. Once the worker is recovered, have them sit on the box floor (if injuries permit) and use the existing fall arrest equipment to secure during the descent.			
If unconscious or injured, place the worker in the recovery position on the floor and don't move them.			
Shut down the recovery equipment prior to extracting the worker from the cage or box.			
Assist the Superintendent/EMS if required.			
Write out a statement of the incident stating what the operator observed, how the operator performed the recovery and who provided any assistance.			

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8.6 EMERGENCY RESPONSE DRILL

Emergency Response Drill			
Date		Time	
Site / Location			
Drill lead by:		Number of workers involved:	
Type of drill			
Attendees			
Name (printed)	Signature	Name (printed)	Signature
Summary of completed drill (i.e. what worked well, what needs improvement)			
Was the evacuation carried out in an orderly fashion?	Y	N	
Did everyone go to the muster point?	Y	N	
Follow Up Action Required:			
Corrective Action	Assigned to	Target Date	Date Completed
Reviewed By:			Date

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8.8 PANDEMIC (COVID-19) RESPONSE PLAN

Job:	Pandemic (COVID-19) Response Plan		
Developed by:	Safety Fleming	Safety Coordinator	Date: 2020/11/30
Approved by:	Andre Lomas	Construction Manager	Date: 2020/12/03
Revised by:			Date:
Approved by:			Date:
Website References		Resources	PPE Required
https://www.alberta.ca/index.aspx		Job Site Sign – in and Health Declaration App	Masks (N95 preferred)
			Safety glasses
			Gloves

Ensure all Workers Know How to and are able to Keep themselves Safe from Exposure:

When a Pandemic or public health emergency is declared it is important to designate a person to stay informed of all additional protocols and ensure these measures are communicated to all workers. When work sites are operational and working within legislative guidelines the following applicable measures will be implemented:

- The employers / site supervisor will review all relevant updates from Alberta Health Services each day (see links above) to check if there are any changes to work site operations. All applicable information will be communicated to the workers before they start work, via email, telephone or tool box meetings.

Designated COVID-19 Site Coordinator: Andre Lomas (403 996 1340)

Prevention, Screening and Pre-Work Measures

1. Paperless or work site sign in via mobile devices will be used to sign in and screen workers for symptoms before they start work each day. Each worker is responsible for completing before they start work each day. IF any symptoms are present, they must stay home and inform their supervisor as soon as possible.
2. Refer to AHS for further guidance and measures that must be taken.
3. Maintain a higher inventory of PPE such as masks, disposable gloves, hand sanitizer and cleaning products, for use at all work sites.

Controlling Risk of Transmission at the Work Place

1. All safe work practices listed in SWP 6.4.42 will be followed.
2. Where practicable use separate vehicles to get workers to work sites, or reduce number of passengers per vehicle, and wear face masks while sharing vehicles.
3. Site supervisors will ensure each work team will not exceed any maximum numbers of workers working in any one area, and organize work so workers are able to work at least 2 meters distant from each other where practicable, and ensure the appropriate PPE is available.
4. Limit safety and operational meetings to the minimum number of people, in open areas if possible, outside, parkades or other area where workers can practice 2 meter distancing, or use other methods of communication such as text, emails, and telephone.
5. Limit the number of people or close site trailers and lunch rooms.
6. Make sure there are hand washing facilities on site, hot running water is preferred, but if not possible any water and soap or hand sanitizer. Ensure workers are washing hands frequently.

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If a potential case or suspected exposure occurs at the work place:

1. The worker should be immediately isolated, kept separate from other workers and sent home, avoiding further contact with workers as they leave site. Wearing appropriate PPE, until they get home.
2. Inform [Andre Lomas 403 996 1340] and work site supervisor as soon as possible.
3. The worker must get in touch with Alberta Health to arrange testing and follow instructions.
4. Site supervisor must gather information about all potential contacts and notify them of a potential exposure risk.
5. The workers should not return to work until given the all clear or at least 14 days.
6. Adhere to a strict back to work procedure to ensure workers have a clean bill of health before returning to work.
7. Any workers who have been in close contact with a suspected case much follow AHS guidelines.

Managing New Risks caused by changes to the way you operate your business:

1. Carry out risk assessments to ensure changes in shift and worker numbers does not present additional risks and hazards, add any new control measures required to complete work tasks safely.

Spring Creek

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ELEMENT 9- INVESTIGATIONS

9.1 INCIDENT INVESTIGATION POLICY

The goal of incident investigation is to determine the direct (worker level), basic (supervisor level) and root causes (management level) of an incident, assign appropriate corrective actions and follow-up to prevent recurrence. The following definitions apply:

9.1.1 Loss

An incident where there is a financial impact on the company.

9.1.2 Near Miss

An incident where there is no measurable financial impact but potential for a loss to occur. No harm to people, damage to property, damage to equipment or loss of material.

9.1.3 Un-Safe Work

Where a worker feels work conditions are unsafe.

The following types of incidents shall be fully investigated:

- incidents that result in injuries requiring medical aid
- incidents resulting in an occupational illness
- incidents that cause property damage or interrupt operations with potential loss
- incidents involving a work refusal
- near-miss incidents that have the potential to result in any of the above

9.1.4 Responsibilities – All Workers

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

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9.1.5 Responsibilities - Superintendent, Supervisor or Crew Leader

In addition to the above responsibilities:

- Report the incident to Alberta Human Resources and Employment, Workplace Health and Safety where required by the OH&S Act, and where required to the Workers' Compensation Board of Alberta, or to another regulatory agency e.g., police for a road traffic accident.
- Contact SCMV Senior Management as soon as the above items are complete and follow any instructions given by them.
- Start an investigation into the occurrence using the BVS Digital Safety App. See sub-section 9.2 of this section for conduct of the investigation.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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9.2 INVESTIGATION PROCEDURE

9.2.1 Investigators

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

9.2.2 Procedure

The team conducting the investigation shall proceed as follows:

- Take control of the scene and follow the procedure laid out in Element 8 Emergency Response Procedures as required.
- Ensure that any injured persons have received proper care.
- Ensure that the scene is secure and that no further injury or damage will occur.
- Call Emergency Services if not already done so and if required (see sub-section 11.6 Emergency Telephone Numbers).
- Report the incident to Alberta Human Resources and Employment, Workplace Health and Safety where required by the OH&S Act, to the Workers' Compensation Board of Alberta, or to another regulatory agency if not already contacted (see Emergency Telephone Numbers). Record the case number issued by the call centre and the operator name/number.
- Request written permission to enter the scene if the site is under the control of a Police Officer or a Workplace Health and Safety Officer. If the Workplace Health and Safety Officer has not arrived, await the Officer's arrival or obey the Officer's telephoned instructions and record the name, case number and instructions received.
- Start Incident Notification / Investigation Report within the BVS Digital Safety App and obtain the "big picture" or overall story of what occurred and record the names of people directly involved and any other witnesses. Include persons who were passing by the scene both before the incident and immediately afterward.
- Preserve the evidence by collection or safeguard of the scene. Where practicable, the scene shall be left untouched except for immediately necessary rescue work or prevention of further failures or injuries. Only permit the removal of personal clothing or other personal effects i.e. lunch boxes. Do not allow such persons to disturb the scene, if necessary, collect their belongings for them.
- Take photographs of the scene as the investigation commences, noting on paper the exact location of the photographs taken. If possible, draw a sketch of the scene and locate the photograph numbers thereon.
- Interview witnesses, obtain written and signed statements (see Digital Safety App Witness Statement).
- Examine any tools, equipment, material and property that were involved.

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- Review all the available information gathered to determine all the causes of the incident. Look for causes where “the system failed the worker” as well as those where “the worker failed the system.”
- Determine corrective actions to prevent a future occurrence.
- Complete the report and ensure it is sent to SCMV Senior Management, other contractors involved and the appropriate authorities where required.
- Follow up to ensure that corrective actions have been implemented and workers performing similar tasks have been properly informed or trained.
- Discuss the incident at the next general safety and tailgate meeting.

9.2.3 Example Report

Spring Creek
Incident Notification & Investigation

Date of Incident: Thursday, April 24, 2025 **Time:** 11:10 AM

Incident Type(s): Injury/illness, Property Damage/Operational Loss

Work Site: Pathway behind CV 500 block

Company (Reporting): Spring Creek Mountain Village

Location/Address of Incident: Pathway behind CV 500 block

Incident Outside? Yes **Weather Conditions:** Clear/Sunny

Name of Affected Individual(s)

Full Name	Phone Number	Email
[REDACTED]	[REDACTED]	[REDACTED]

Site Superintendent: [REDACTED] Quinn

Did Anyone Witness the Incident? No

Was Anyone Else Directly Involved or Affected by this Incident (i.e. contractors, visitors, public, etc.)? No

Have any External Authorities and/or Emergency Services Been Contacted/Involved? No

Nature of Injury/Illness: Abrasions/Scratches

Identify Affected Area(s): Wrist

What Side of the Body Has Been Affected?

Was First Aid Provided at Site?

Did the Affected Individual Seek Medical Aid from a Medical Practitioner (Doctor, Walk-in Clinic, Hospital)?

Property Damage/Operational Loss: Damage to Company Property

Provide a detailed description of the incident based on facts available at the time of report.
 I was travelling backwards with a zoom boom on a walking trail parallel to Spring Creek. With the tight space

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available on the pathway near CV 500, the right back wheel hit the existing bench toppling it over. A pedestrian named Fred was standing in my blind spot (which i never saw him) next to the bench when it toppled over towards the pathway. I stopped the zoom boom when i felt the bench hit he wheel, moved the zoom boom forward, immediately jumped out to see Fred kneeling forward towards me. Helped Fred walk by the fallen bench onto the pathway, asked him if there were any injuries with a response that all was good with no injuries. He then proceeded on his merry way on the asphalted pathway.

Value of Damage(s):

Item	Approx Dollar Value
	0.00

Was the Damage Caused by a Third Party (e.g. Contractor, Visitor, Client, etc.)?

No

Incident Hazard Identification

Type of Hazard(s) that may have contributed:

Physical (e.g. noise, air quality, radiation, etc.),
Safety (e.g. tooling, machinery, material handling, falls, etc.)

Is this a Newly Identified Hazard?

No

Unsafe Acts that may have contributed?

Yes

Not having guides / helpers on hand to direct the machine

Unsafe Conditions that may have contributed?

No

System Deficiencies that may have contributed?

No

Have any Immediate Corrective Actions been taken to prevent reoccurrence?

No

Photo Upload:



Incident Investigation

Date of Investigation:

Tuesday, April 29, 2025

Name of Lead Investigator:

[Redacted]

Email of Lead Investigator:

[Redacted]

Job Title of Lead Investigator:

[Redacted]

Participants

Full Name	Job Title
[Redacted]	[Redacted]

Do you recall anything unusual or unexpected that happened leading up to the incident?

There was a scheduling conflict where the crew that was supposed to have shown up to perform the task did not. Because the task was time sensitive the worker, an operator of other heavy equipment got in the machine to start task.

Was there any Modified/Restricted Duty(s) required?

No

Was there time lost beyond the day of the incident?

No

Root Cause Analysis

For every incident, a root cause analysis helps us identify system deficiencies that may have contributed to the event. The responsible manager and/or HSE representative will review the information collected during the investigation to determine the causal factors related to the incident. A corrective action should be assigned to address each causal factor identified during the investigation.

Direct Causes (Worker Level)

3

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Substandard Practices	Failing to identify hazard/risk, Improper position for task, Failing to check/monitor
Substandard Conditions	Inadequate preparation or planning, Congestion/restricted action
<u>Basic Causes (Supervisor Level)</u>	
Lack of knowledge / Skill related to...	Inadequate practice
Improper Motivation related to...	Improper attempt to save time/effort
Inadequate Supervision related to...	Inadequate work planning
Inadequate Work Standards related to...	Procedures, rules, standards
<u>Root Causes (Management Level)</u>	
Management failure to establish or maintain standards for...	Knowledge, skill training

Select the level of Severity associated with this incident:

Severity Potential severity level if incident were to occur under slightly different circumstances	MEDIUM Non-reportable injury/ illness; moderate disruption to production; non-reportable environmental release; or damage/loss ranging from \$5k to \$50k
---	---

Select the Likelihood of the Incident Reoccurring if Uncontrolled:

Likelihood - How likely is the incident to reoccur if no corrective actions are implemented	UNLIKELY Not probable; conceivable to occur at some point
--	---

Frequency the Task/Process/Operation is Performed Under Normal Circumstances:

Frequency of Exposure	Annually
------------------------------	----------

Total Risk Factor (TRF): 4

List of Corrective Actions:

Corrective Action	Person Responsible	Expected Completion Date
Worker operating equipment will not be using telehandler any longer.	Souimette	2025/04/25/
Lessons learned shared in group safety meeting	Safety	2025/05/01/

Incident Notification Sign Off **Date** 04/25/2025

Submitted by: [Redacted]	Job Title: Engineer, Project Manager
Signature: [Handwritten Signature]	
<hr/>	
Incident Investigation Sign Off	
Submitted by: [Redacted]	Date: 04/30/2025
Signature: [Handwritten Signature]	Job Title: Safety Consultant
<hr/>	
Manager Review & Sign Off (if required)	
Manager Name: Andre Lomas	Date: 04/25/2025
Total Restricted/Modified Duty Days: 0	Total Lost Days: 0

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9.3 WORK REFUSAL POLICY

9.3.1 Purpose

To ensure the health and safety of all workers, **SCMV** has developed this work refusal policy to outline when a worker may refuse work, if they believe on reasonable grounds that there is an undue hazard to themselves or to others by carrying out the work and the procedures SCMV will take when a refusal is made. Any worker who refuses to perform their duties because of a legitimate safety concern will not face any reprisal because of this action.

9.3.2 Scope

The Work Refusal Policy applies to SCMV, its employees, vendors, visitors and clients who are on the Company's premises or always acting on behalf of the SCMV and without exception.

9.3.3 Definitions

Undue hazard : Under Sec. 17(1) of Alberta's Occupational Health and Safety Act, "undue hazard" is defined in relation to any occupation as any work that the worker believes on reasonable grounds that poses a serious and immediate threat to the worker's health and safety or to the health and safety of another person.

9.3.4 General Guidelines

All workers have the legal right to refuse unsafe work that either puts them in danger, requires them to perform work they have not been properly trained to do, or with health or safety hazards that could reasonably be avoided with proper safety equipment, procedures or necessary repairs.

Sec. 17 of Alberta's Occupational Health and Safety Act states that a worker may refuse to work or to do work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.

The Company takes the health and safety of our workers very seriously. No worker who refuses work that he/she deems to be unsafe will be subject to reprisals in the form of discipline, dismissal, threats of dismissal, penalties or suspension.

9.4 WORK REFUSAL PROCEDURE

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

9.3.1. 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

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Safety Alberta officer. An investigation by a Government Inspector shall be conducted. Please refer to the Continued Work Refusal Section below for more information.

9.3.2 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 Health and Safety Committee (HSC) member who represents the worker.
 - A HSC representative; or
 - 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. If 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.

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

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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.

9.3.4 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 if 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.

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ELEMENT 10- PROGRAM ADMINISTRATION

10.1 POLICY

Health and safety program management is a dynamic and constantly evolving process. Records must be maintained because they are critical evidence of due diligence, as well as being legally required by the OH&S Act and WCB. These records provide ready reference to safety program activities and results. They provide the information necessary to assess the program, to make necessary modifications and to plan for future activities. If OHS Act Safety Officers or WCB Auditors visit, well-kept records are a proud demonstration of safety commitment and achievement.

10.1.1 Scope

All safety activity (hazard assessments, job training, verbal and written warnings, safety meetings, etc.) connected with all employees and contractors are to be carefully documented and filed. The records shall be retained for 7 years, even when an employee or contractor is no longer part of SCMV operations.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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10.2 RECORDS TO BE MAINTAINED

The following records are the minimum that shall be kept:

Description	File
Specialized Equipment, Safety and First Aid Course Certificates. Original laminated cards to be held in wallet/purse of all employees. Laminate all cards if not so received.	Original course attendance letters to Employee File. Copies of contractor course attendance letters to contractor file. Recommend photocopy cards.
Specific Safety Training for Job and Equipment	Employee/Contractor
Safety Orientation Forms	Employee/Contractor
Medical Treatment Reports	Employee
Individual Personal Details, In-house Training and Other Activity Record	Employee
First Aid Report	Employee
Verbal Warning	Employee/Contractor
Written Warning	Employee/Contractor
Tailgate Safety Meeting Minutes	Project/Site
SCMV Safety Meeting Minutes	Safety - Safety Meeting Minutes
Hazard Assessments (HA)	Project/Site
Accident/Incident Investigation Reports	Notarized copies and original to Investigations file and copy to Employee/Contractor and Project file. Safety - Follow-up file, copies to Employee/Contractor File and Job Site File

10.3 LEGIBILITY AND STORAGE

- Ensure that ALL forms and photocopies are legible, and the ink or photocopy will not fade with age.
- All pictures and information will be saved electronically and will be saved for 7 years.

10.4 STATISTICS

Summary forms, for use, are located at the end of this section to make comparisons in performance, training needs and equipment maintenance or replacement as under:

- Employee Personal Details, Training and Other Activity Record
- Employee Annual Summary of Training Activities
- Employee Annual Summary of Injuries and Lost Time Claims
- Annual Summary of Numbers and Types of Injuries
- SCMV Annual Summary of Safety Activities
- **For this information, please see electronic year end review**

Spring Creek Mountain Village Inc.
GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 11 RULES FOR WORKERS & CONTRACTORS

11.1 GENERAL RULES for WORKERS & CONTRACTORS POLICY

11.1.1 Senior Management, Managers, Superintendents and Contractors

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

11.1.2 SCMV Employees and Contractors' Employees

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

11.1.3 Consistency

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

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

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11.2 DEFINITIONS

11.2.1 Regulation

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

11.2.2 Rule

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

11.2.3 Involvement

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

11.2.4 Simplicity

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

11.3 PUBLICATION AND ACKNOWLEDGEMENT

SCMV rules must be:

- Separately published on a notice board so that all employees have free access to the rules during working hours.
- Given to each Superintendent and shall have a complete copy of SCMV General Policies, Health and Safety Manual, a copy of the OH&S Act and made them freely available to workers requesting of them.
- All employees and contractors shall make themselves familiar with the OH&S Act insofar as it relates to their specific occupation and work to be done.
- employees and contractors shall make themselves familiar with the SCMV General Policies, Health and Safety Manual insofar as it relates to their specific occupation and work.
- Provided to new employee in the form of the "Employee handbook"/
- Reviewed through orientation by and employees shall sign a copy of the rules in acknowledgement that they have read and understood them on the following occasions:
 - On hire, i.e. at the safety orientation meeting.
 - At the annual re-orientation and review.
 - Publication of additions, changes or deletions to the general and specific rules.

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11.4 GENERAL RULES

11.4.1 Purpose

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

11.4.2 Legislation and the Rules

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

11.4.3 Handling of Offences

SCMV Senior Management and Superintendents will handle offences against the Rules in an objective, fair and firm manner. See below for the escalating actions on breaking or ignoring the SCMV Rules, (committing an "offence").

11.4.4 First Offence

The immediate supervisor or Safety Coordinator shall issue a Verbal Warning for a First Offence. Supervisors shall report it immediately to the Safety Coordinator, who shall record it in the employee personnel or contractor project file and database - **except where the Rules are marked Written Warning (WW)**. See format at the end of this section.

11.4.5 Second Offence

Superintendents 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. The Safety Coordinator shall record the warning in the employee file and database.

11.4.6 Third Offence

Immediate Dismissal (**ID**) for employees 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 from SCMV Superintendent and Safety Coordinator.

11.4.7 Handling of Multiple or Different Offences

- Should any contractor or employee 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.
- Managers and Superintendent shall at their sole discretion Immediately Dismiss the employee or contractor if they then commit any additional offence.

11.4.8 Removal of Verbal Warning

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

11.4.9 Removal of Written Warning

A Written Warning shall be struck from the employee'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 employee's file or contractor's project file until the expiration of six (6) calendar months from the original date of the written warning.

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11.4.10 Appeal

Employees or contractors who consider they have received unfair treatment from a Superintendent for a Verbal Warning or Written Warning shall appeal SCMV Senior Management in writing. Such persons shall:

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

11.4.11 Contractor Charge Backs

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

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

11.4.12 Employee Cost Recovery – Training and Education

- Under the OH&S Act employees "*shall cooperate with the worker's employer for the purposes of protecting the health and safety (i) of the worker.... Act 2(2) (b).*" In Section 7 of the manual employees are scheduled to attend certain training courses depending on their duties. Employees shall receive timely notice of when attendance on the courses is required. Managers shall determine if course cost recovery from the employee is appropriate and if so, to what extent.
- To prevent SCMV incurring the training course costs for non-attendance or non-completion of a course by an employee, employees shall:
 - Inform their supervisor at least 72 working hours before the date of the training course that an employee is unable to attend. Supervisors shall inform the Safety Coordinator immediately to enable cancellation of the employee from the training course or substitution of another eligible and available employee when possible.
 - Provide a Doctor's Certificate (SCMV will reimburse against the official receipt) if ill health is the cause for non-attendance.
 - Provide any other evidence that SCMV may request, e.g., Doctor's Certificate for attendance on a sick child or other relative requiring care so urgent that explains the reason for non-attendance or non-completion of that training course.

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11.5 SPECIFIC RULES

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

11.5.1 Substance Abuse

- No employee or contractor shall consume or possess alcohol, illicit drugs or other similar substances on SCMV job sites.
- No employee or contractor shall arrive for work or remain at work when their ability to perform the job safely is impaired. Employees assessed as suffering from substance abuse shall receive treatment in accordance with section 13B – Substance Abuse.

11.5.2 Prescription Drugs

Employees on prescription drugs that may affect the safe and efficient performance of their work shall report the facts to their Superintendent prior to starting work. The manager or superintendent at his/her sole discretion shall decide whether the employee shall remain on site, be allocated another job or returned home.

11.5.3 Violence, Harassment and Firearms (WW)

- No employee or contractor shall fight, commit horseplay, possess firearms on site *or otherwise interfere with any other person.*
- There shall be no form of sexual or other inappropriate insinuation or physical approach. Employees or contractors subjected to such sexual or inappropriate activity shall report it as soon as practicable to their immediate supervisor. Should the harassment come from their supervisor, the employee shall report it to SCMV Senior Management as soon as possible.

11.5.4 Professional Behaviour

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

11.5.5 SCMV Property, Vehicles and Equipment (WW)

- No employee or contractor shall engage in theft, vandalism, any other abuse, and misuse of SCMV property, vehicles or equipment. Employees shall operate all vehicles and equipment in accordance with all government legislation, manufacturers' guidelines, SCMV Safe Work Practices and/or Safe Job Procedures. Managers shall determine if cost recovery from the employee is appropriate and if so, to what extent.
- No employee shall drive any SCMV vehicle without first:
 - Permitting a copy of their provincial operator's licence to be held by the Administration Office.
 - Signing the authorization form to permit SCMV's insurer to obtain a Driver's Abstract (see format at the end of this section) or supplying an abstract (reimbursed); and confirming with the Administration Office that approval has been obtained from the insurance company before operating any SCMV vehicle for the first time.

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- No employee or contractor shall ride on any hook, hoist or other material-handling equipment that is used strictly for handling material and not specifically designed to carry riders. The only exemption is the use of open front boxes securely attached to Class 7 forklift type handling equipment. Operators shall use full fall arrest equipment properly attached to the metal stanchions behind the box.
- Only those tools and equipment shall be used that are clean, appropriate to the task, in good repair with all guards and safety devices in place.

11.5.6 SCMV Information (WW)

In accordance with the Alberta Personal Information Protection Act (PIPA), under no circumstances shall any employee disclose SCMV statistical information, customer information, employee information, work or business plans, internal informal discussions/talks or any SCMV item that may come their way.

11.5.7 Unsafe Acts and Conditions

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

11.5.8 First Aid

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

11.5.9 Familiarity with SCMV General Policies, Health and Safety Manual

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

11.5.10 Personal Protective Equipment

Wear PPE always in accordance with SCMV General Polices, Health and Safety Manual and the OH&S act.

11.5.11 Dress for Clerical, Front and Office Areas

In clerical and office areas clothing shall conform to the environment and work. Long pants or shorts/skirts/dresses of reasonable length (no micros or minis), short/long-sleeved shirt and sturdy shoes shall be the minimum in the office area. No one shall wear clothing likely to distract others. No "open" shoes shall be worn when duties require the carrying of boxes or other items that if dropped may damage the feet. If work performance requires visits to the construction work sites then the dress required for work sites shall be worn, e.g., Hardhat, safety footwear (Green Triangle mark) and always carry safety glasses as well as hearing protection.

11.5.12 Housekeeping

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

11.5.13 Tobacco Smoking and Chewing (WW)

No smoking is permitted on Spring Creek sites, buildings, vehicles or machinery.

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

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

11.5.15 Chemicals and Solvents – Storage

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

11.5.16 Chemicals and Solvents - Leaks and Spills

Immediately report any leaks or spills to the appropriate Superintendent and cleaned up in accordance with OH&S Act, local regulations, manufacturers' instructions and the MSDS.

11.5.17 SCMV Construction Employee Work Time Breaks and Time Card Records

Employee Work Breaks. SCMV construction employees shall be permitted a 15 (fifteen) minute break at 10:00 a.m., 3:00 p.m. and 30 (thirty) minutes for lunch at 12:00 Noon. Employees may negotiate a period of no longer than 1 (one) hour without pay for the extra 30 (thirty) minutes should family needs require it. Employee flexibility will be required, depending on the state of the work under way as the break and lunchtime periods approach. For further details please see the Employee Handbook.

11.5.18 SCMV Employee Time Card and Time Sheet Records

➤ See employee handbook.

11.5.19 Urination and Defecation (ID)

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

11.5.20 Personnel Audio Devices, Earphones, etc.

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

11.5.21 Compliance with the Rules by Other Employees and Contractors

Any employee or contractor observing offences against any of the rules by any other employee shall report the offence(s) to their supervisor as soon as practicable. The supervisor shall take the appropriate action in accordance with SCMV General Policies, Health and Safety Manual or report it to the contractor supervisor responsible for a contractor-offending employee. If considered serious, a report on the employee shall be completed in writing at the supervisor's discretion.

11.5.22 Riding on Mobile Equipment, Cranes and Hoists

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

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11.5.23 Usage of powered mobile equipment

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

11.5.24 Acknowledgement of Responsibilities and Rules

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

11.5.25 Primacy of Legislation

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

Signature and print name (above)	Date
Contractor Company Name (print) if not a SCMV Employee	

Official signed copy at Project Management Office

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11.6 VERBAL/WRITTEN WARNING RECORD

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

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ELEMENT 12- PERSONAL PROTECTIVE EQUIPMENT

12.1 POLICY

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

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

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

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

12.1.2 Interior of a Project under General Construction Conditions

Wear the same PPE when on the exterior of the work site. Tasks to be performed where the wearing of hardhat makes the task difficult to complete. Similarly, **and** providing that part of the unit is fully boarded **and** final flooring laid, hardhat and safety footwear are optional wear **unless**:

- A Hazard Assessment shows a need.
- Other work underway at the same time in the same unit require it e.g., installation of ceiling light fixtures, sanding or spray painting.
- Entry and exit to that part of the project requires passage through normal construction areas.

12.1.3 Interior of a Project under Preparation for Purchaser Possession Conditions

PPE may be restricted to carried safety glasses and hearing protection **unless**:

- A Hazard Assessment shows a need for a hardhat and/or safety footwear, etc.
- Other work underway at the same time in the same unit require it e.g., installation of ceiling light fixtures, sanding or spray painting.
- Entry and exit to that part of the project requires passage through general construction sites, storage areas or parkades.

12.1.4 Supply and Maintenance of Personal Protective Equipment

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

12.1.5 Other Specialized Personal Protective Equipment – Specific to the task

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

12.1.6 Hearing Protection

Hearing protection shall be provided and worn by employees when exposed to noise levels greater than 82 dB i.e. chainsaw, air hammer, circular saw, etc. Hearing protection must be fit tested to ensure each device fits and is worn correctly, using qualitative methods.

12.1.7 Maintenance and Inspection

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

- In accordance with manufacturer's instructions and requirements.
- By the employee using the PPE before each.

12.1.8 Taking Out of Service

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

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

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

12.2 PERSONAL PROTECTION EQUIPMENT TYPES - GENERAL INFORMATION

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

12.2.1 Types of PPE

PPE generally falls into two types:

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

12.2.2 Job Hazard Assessments

Information gathered from Job Hazard Assessments (JHA), regulations and the experience of management and workers help with the selection of appropriate PPE. In cases of special

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problems, such as chemical handling or working at heights, outside expertise to assist in the selection of PPE should be called on.

12.2.3 Eye and Face Protection – General

Eye and Face Protection - Face Shields and Eye Protection

Wear basic eye protection when using face shields. Face shields alone are often not enough to protect the eyes fully from work hazards. When eye and face protection is required, advice from specialists, information on Material Safety Data Sheets (MSDS) for various chemicals, or your supplier will help the selection of effective protection.

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

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

12.2.4 Eye and Face Protection - Types

There are two types of eyes and face protection:

➤ Basic Eye Protection

Basic eye protection includes CSA approved:

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

➤ Face Protection

Face protection includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders' shields or helmets with specific covers
- Filter plates and lenses.

12.2.5 Eye and Face Protection - Not Acceptable

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

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

12.2.6 Eye and Face Protection - Contact Lenses

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

- Lenses trap or absorb dust, other particles or gases causing eye irritation or blindness

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- Hard contact lenses may seriously injure the eyes when hit

12.2.7 Eye and Face Protection - Comfort and Fit

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

12.2.8 Eye and Face Protection - Maintenance

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

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

12.2.9 Foot Protection

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

- The equipment tag **colour** tells the amount of resistance the boot toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, the "Green Triangle" means a puncture resistant sole able to withstand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2-inch) nail. It is mandatory that only the "Green Triangle" footwear be worn. It is recommended high boots, which also gives ankle support, be used. The choice of protective footwear should always overprotect not under-protect.

12.2.10 Foot Protection - Do

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

12.2.11 Foot Protection - Do Not

- Wear defective safety footwear (e.g., exposed steel toecaps, deep cracks, etc.).
- Use foot protection which is under rated for the task.
- Modify safety footwear.

12.2.12 Head Protection - General

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

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12.2.13 Head Protection - Types

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

12.2.14 Head Protection - Design and Manufacture

Most head protection consists of two parts:

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

12.2.15 Head Protection - Inspection and Maintenance

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

12.2.16 Head Protection - Do

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturers' instructions.
- Consult applicable legislation or your supplier for information on headgear.

12.2.17 Head Protection - Do Not

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

12.3 SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT

Some jobs which take place on the construction site require the usage of specialized PPE. Included is a list of the some of the specialized PPE available for usage and some of their conditions of use. For job requirements and usage refer to the SWP and SJP located in the safety manual. Employees who do not have the required PPE for the task should not proceed with the task. Should any employee require Specialized PPE which is not on site they should file out a

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hazard assessment and make a request to the Superintendent. SCMV will make all reasonably practicable efforts to supply the requested PPE which is appropriate to the task. SCMV, contractors and employees shall maintain appropriate inspection and service logs/records for Specialized PPE i.e., fall arrest equipment, respirators, full-face shields, etc. Examples of specialized PPE include but are not limited to:

12.3.1 Gloves

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

12.3.2 Face shields

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

12.3.3 Respirators

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

12.3.4 Fall arrest equipment

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

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ELEMENT 13- VIOLENCE & HARASSMENT PREVENTION

13.1 Workplace Violence & Harassment Prevention Policy

13.1.1 Objective

The SCMV management is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence & harassment. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.

SCMV, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence & harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace violence and harassment.

This company operates a zero-tolerance policy for workplace violence & harassment.

13.1.2 Responsibilities

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

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

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

13.1.3 Workers Rights

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

13.1.4 Workplace Violence Definition

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

Examples of workplace violence

- Physical attack or aggression (for example, hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder).
- Threatening behaviour (for example, shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects).
- Verbal or written threats (for example, verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker).
- Domestic violence.
- Sexual violence.

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13.1.5 Work Place Harassment Definition

Harassment" is 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:

- (i) 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
- (ii) a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor in respect of management of workers or a work site.

Examples of workplace harassment

- Unwelcome conduct, comments, gestures or contact that cause offence or humiliation (for example, name-calling, harassing phone calls, spreading rumours).
- Deliberate misgendering (for example, referring to a person using terms or pronouns that do not align with the person's affirmed gender).
- Physical or psychological bullying that creates fear or mistrust or that ridicules or devalues the individual (for example, fist shaking, yelling).
- Exclusion or isolation of individuals.
- Intimidation (for example, standing too close or making inappropriate gestures/comments).
- Cyberbullying (for example, posting or sending offensive or intimidating messages through social media or email).
- Deliberately setting the individual up to fail (for example, making unreasonable demands, setting impossible deadlines, interfering with work).
- Intentionally withholding information or giving the wrong information.
- Taking away work or responsibility without cause.
- Displaying or circulating offensive pictures or materials in print or electronic form.

13.1.6 Measures to Eliminate or Control Violence & Harassment Hazards

Managers, supervisors and workers are involved in the process of identifying any potential hazards of violence and harassment and the control process. Any existing and potential hazards of violence and harassment are included in the formal hazard assessments.

Workers are trained in violence & harassment recognition, conflict resolution and reporting procedures. Supervisors, project managers are trained in conflict resolution.

13.1.7 Informing Workers about Violence & Harassment Hazards

Workers are trained on the company's violence and harassment prevention policy/procedures during orientation. Training is provided as new work processes/condition arise and when new hazards are identified. Workers are advised to consult a health professional of their choice for treatment or referral.

13.1.8 Violence & Harassment Reporting Procedure

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

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

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

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13.1.9 Violence & Harassment Investigation Procedure

The company will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence and harassment in a fair, respectful, and timely manner. Investigations will follow the incident investigation procedure 9.2.

13.1.10 Disclosing Information

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

13.1.11 Review

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

Health and Safety Committee Consulted	Yes
HSC Work Co-Chair	Employer
Name:	Name:
Signature	Signature
Date: Sept 23 2025	Date: Sept 23 2025
Next Scheduled Review (max. three years)	Sept 22 2028

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

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ELEMENT 14- FIT FOR DUTY

14.1 FIT FOR DUTY POLICY

It is SCMV's (the company's) policy that all Workers report to work capable of performing their tasks safely and productively.

SCMV are committed to promoting the health, safety, and wellness of its Workers and the public. The company recognizes and accepts the responsibility to provide a safe work environment for all Workers and those doing business with the company. SCMV have established this Fit for Duty Policy (the "Policy") in order to ensure an impairment-free work environment while respecting the privacy and human rights of all Workers.

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

14.1.1 Purpose

The purpose of this Policy is to address any impairment in the workplace by:

- clarifying the expectations and obligations of Workers with respect to impairment.
- describing the consequences of non-compliance with those expectations.
- supporting Workers dealing with substance abuse or dependency problems.

This policy applies to Workers while engaged in company business, working on company work sites, premises or operating company vehicles or equipment.

This Policy forms part of the terms and conditions of employment or service between SCMV and all Workers.

14.1.2 Definitions

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

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

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

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

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

"Fit for Duty" means that a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from, but not limited to the use or after-effects of illicit drugs, alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically and psychologically capable and competent of performing their task safely.

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

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

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

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

14.1.3 Expectations

14.1.3.1 General

- a) Workers must report Fit for Duty and remain Fit for Duty throughout their workday or shift, and when they are scheduled to be on call.
- b) If unexpected circumstances arise where a Worker is requested to perform an unscheduled service and they are not on call, but are under the influence of Alcohol, Drugs or Medication that could impact their ability to perform work safely, the Worker must decline the call.

14.1.3.2 Drugs, Alcohol and Medication

- a) Unless the conditions in General b) apply, the following are not allowed while on SCMV work sites, engaged in SCMV business, operating a SCMV vehicle or equipment, during working hours, while at a SCMV sponsored event, and whenever an Worker is representing SCMV:
 - Consuming Drugs or Alcohol
 - Using, possessing, distributing, offering or selling Drugs or related paraphernalia.
 - Using or selling Alcohol.
- b) Notwithstanding section General a), a Worker may use Alcohol in appropriate work-related social settings e.g. when attending a SCMV event or while business hosting or travel where the service of Alcohol is authorized, subject to the Worker assuming full liability for any actions/ conduct arising from the consumption of Alcohol.
- c) Medication
 - Workers must consult their physician and/or pharmacist to determine whether or not a Medication may impact their ability to perform work safely and productively and report any safety concerns to their supervisor as outlined below.
 - If there is any possibility that a Medication may impact a Worker's ability to work safely and productively the Worker must:
 - a. Report the use of such Medication to his or her supervisor.
 - b. Report any requirement for modified work due to the risk of impairment from the use of Medication to his or her Supervisor.
 - c. Provide medical information detailing any work restrictions resulting from the use of the Medication.
 - d. Attend an assessment with an appropriate medical professional if requested by SCMV.
 - e. Follow any recommended course of action to minimize safety risks resulting from the use of Medication.
 - The intentional misuse of Medications including but not limited to, using the Medication other than as prescribed, using someone else's prescribed Medication, or combining Medication and Alcohol use against direction are not allowed while on SCMV Premises or work sites, while engaged in SCMV Business, while operating a SCMV vehicle or equipment, during working hours, while at SCMV sponsored events, and whenever Workers are representing SCMV.

14.1.4 Responsibilities

It is the responsibility of Management to:

- Review and affirm or approve amendments to this policy at least once per term.
- Consider the allocation of resources for ongoing successful realization of this policy in the annual budget.
- Ensure implementation and periodic review of this policy and associated procedures.
- Maintain confidential records of concerns and/ or investigations related to this policy.

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- Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.

It is the responsibility of Supervisors to:

- Ensure that Workers are knowledgeable about the content of this Policy.
- Maintain confidential records of concerns and/or investigations related to this policy.
- Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
- Ensure that this policy and sign-off is included in all contract packages and that contractors are aware of their responsibilities under this policy.
- Monitor compliance with this policy and conduct investigations into suspected violations of this Policy.

It is the responsibility of Workers to:

- Review and sign off on the Policy.
- Comply with the Policy, including the standards and reporting requirements.
- Demonstrate a commitment to creating a Drug and Alcohol free, healthy and safe workplace.
- Report for work Fit for Duty and remain Fit for Duty while on SCMV work sites, while engaged in SCMV Business, while operating a SCMV vehicle or equipment, during working hours, while on scheduled on-call, while at SCMV sponsored events, and while representing SCMV.
- Cooperate in any investigation, rehabilitation efforts and return to work implemented under this Policy.

14.1.5 Reporting

Workers must immediately report any violations or suspected violations of this Policy to their Supervisor including but not limited to the following:

- a. if the Worker is not Fit for Duty as a result of the use of Alcohol, Drugs or Medication or is otherwise in violation of this policy.
- b. if the Worker believes any other Worker may not be Fit for Duty as a result of the use of Alcohol, Drugs or Medications, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this Policy.

SCMV is prepared to assist Workers who voluntarily disclose a dependency, starting with a referral to a substance abuse expert for an Alcohol and Drug assessment. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this Policy.

14.1.6 Investigation

SCMV reserves the right to investigate all situations where a violation of this Policy is believed to have occurred and before disciplinary action is taken.

SCMV has the authority and discretion to hold out of service, with pay, any Worker who is believed to be involved in a situation that could lead to disciplinary action, pending the results of the investigation.

14.1.7 Fit for duty

Where there are reasonable grounds to believe that a Worker is not Fit for Duty, the Worker will be escorted to a safe place and given an opportunity to explain why he or she appears to be not Fit for Duty.

If the explanation is not reasonable, and/ or the Supervisor conducting the interview still believes that the Worker is not Fit for Duty the Supervisor may take one or more of the following steps:

- a. The Worker may not be allowed to return to work.
- b. The Worker may be referred for medical attention if there are immediate medical concerns.
- c. The Supervisor will meet with the Worker to identify their concern, and the Worker may be temporarily held out of service with pay and subject to further investigation.
- d. For Workers working in Safety Sensitive Positions, testing for Drugs or Alcohol may be required.

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14.1.8 Presence of drugs or alcohol

SCMV will investigate any situation when there are reasonable grounds to believe that Drugs or Alcohol or related paraphernalia are present on SCMV work sites in violation of this Policy. Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behaviour, odour, or presence of paraphernalia.

14.1.9 Drug and alcohol testing

In the very limited and specific cases associated with post-Incident testing or testing for reasonable cause including but not limited to an worker smelling like Alcohol or cannabis, slurred speech, or other symptoms indicating some type of impairment, or as part of rehabilitation and treatment program compliance testing, the Management or designate may pursue the legal use of Drug or Alcohol testing.

14.1.10 Consequences of violation

Workers found to have violated this Policy may be subject to progressive discipline up to and including termination of employment for cause. In appropriate circumstances, termination for cause may occur without warning or other progressive discipline.

Prior to SCMV making a final decision with regard to the discipline or termination of a Worker found to be in violation of this Policy, SCMV shall consider its duty to accommodate substance abuse disorders and may require an Worker to meet with a substance abuse expert or other appropriate professional. The substance abuse expert, or other appropriate professional, shall make an initial assessment and provide appropriate recommendations.

Following any violation of this Policy, an Worker may be required to enter into a return to work agreement as a condition of continued employment which may include temporary removal from their position, a SCMV reference to any recommended Treatment program, and/ or successful completion of a return to work plan.

14.1.11 Disciplinary and remediation action

- The employee shall be interviewed by their immediate supervisor or Senior Management and, if deemed necessary, removed from work, taken to their place of residence or to a medical facility for their protection by the Superintendent or Senior Management. The next-of-kin to be notified of employee's whereabouts, from the details in the personnel form.
- Employees positively identified as, or who admit to, suffering from substance abuse shall be referred to an appropriate counselling agency for assistance.

14.1.12 Continuation of substance abuse

An employee who fails to follow the counselling agency instructions **and** who continues to engage in substance abuse, shall receive the following escalating action.

14.1.13 First report of continued substance

A verbal warning shall be recorded in the employee's personnel file and the counselling agency advised. The employee shall be removed from work and, if necessary, taken to their residence or a medical facility for their protection. The next-of-kin to be notified of employee's whereabouts.

14.1.14 Second report of substance

A written warning to be recorded in the employee's personnel file with a copy given to the employee. It will also be reported to the counselling agency. The employee shall be removed from work and, if necessary, taken to their residence or a medical facility for their protection, the counselling agency advised. The next-of-kin to be notified of the employee's whereabouts.

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14.1.15 Third report of substance

Suspension: The employee shall be removed from work and taken to their residence or a medical facility by the supervisor or Senior Management for their protection, the counselling agency advised and the next-of-kin notified of employee's whereabouts. They shall receive a two (2) day suspension from work and pay.

14.1.16 Fourth report of substance

The employee shall be removed from work and taken to their residence or a medical facility by the supervisor or Senior Management for their protection, the counselling agency advised, and the next-of-kin notified of employee's whereabouts. The employee shall be dismissed immediately.

14.1.17 Confidentiality

Personal information collected and used by SCMV to administer this Policy is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 15- MODIFIED WORK

15.1 POLICY

SCMV values the contributions of all employees to the overall continued success of SCMV. SCMV will provide an effective, fair and consistent method of managing absence from work caused by occupational or non-occupational injury or illness.

Injuries and illnesses cost the entire community. Modified work reduces the human and financial costs to workers, employers and government. The work provides a connection to the workplace community, that has significant impact on a worker's physical and mental healing, sense of self-worth and success in his/her life. Statistically, a worker who is not in work for over six months after an illness or injury is almost never likely to return to the workplace, thereby placing a heavy burden on family members, friends and private and public support services.

15.1.1 Duties of an Employer

- The duty to accommodate a worker is a legal responsibility arising from human rights legislation.
- The law obliges employers to take all reasonable steps to place workers with a disability in a position that accommodates their medical condition that caused the work restrictions.
- The obligation exists for both occupational and non-occupational injuries and illnesses. However, employers are not required to assist a worker if, by so doing, the employer would undergo undue hardship.

15.1.2 Duties of a Worker

A worker must:

- Cooperate in the search for reasonable, safe, suitable, meaningful and productive work.
- Be entitled to, and accept a reasonable position, but perhaps not the ideal position.
- Perform the modified work satisfactorily.
- Take any required training or education required for the modified work.

15.1.3 Definition

Modified work includes any changes to regular job duties required as a result of an injury or illness, whether workplace related or not. The modified work may include changes to:

- Tasks or functions
- Hours of work or work schedules
- Work area or work environment
- Equipment operated

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15.1.4 Suitable Modified Work

Suitable modified work must:

- Accommodate the employee's medical condition.
- Enable the employee to perform the modified duties without endangering their recovery, safety or the safety of co-workers.
- Contribute to the worker's physical and vocational rehabilitation by the promotion of activity and involvement in the workplace.
- Be safe, meaningful and productive part of the employer's operations.
- Not create undue hardship for the employee or SCMV.

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office

Spring Creek Mountain Village Inc.

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15.3 ACTION

15.3.1 General

SCMV shall undertake the following:

- Employee, WCB, rehabilitation counsellors, medical practitioners, etc.
- Consult with the employee in the design of the personalized modified work plan.
- Assign an individual to coordinate with the employee the return to work process.
- Provide safe, suitable, meaningful and productive work for the employee.
- Obtain proper medical authorization prior to the employee returning to modified work or regular duties.
- Pay the employee the pre-incident rate of pay during the modified work program.
- Follow the agreed modified work program and ensure it conforms to the medical requirements.
- Not make adjustments to the program unless prior agreement is obtained from the appropriate stakeholders.
- For light duties that do not involve a claim on the Workers' Compensation Board of Alberta, Superintendents shall e-mail the Safety Coordinator with the decision on the type of work to be performed. In addition, the Safety Coordinator shall receive a copy of the First Aid Report or Accident/Incident Investigation Report.

15.3.2 Administration – Workers' Compensation Board Claim

The administration office shall provide the employee with:

- Letter to the medical practitioner and rehabilitation counsellor outlining the modified work plan, and request comments and suggestions.
- List of the regular duties of the employee i.e. job description, safe work practices and safe work procedures.
- Medical assessment form to be completed by the medical practitioner, that will outline the medical conditions or restrictions.
- Issue a modified work program agreement to be signed by SCMV and the employee.
- Inform the WCB case officer of the details of the modified work program if the injury or illness was work related and ensure it complies with the reporting requirements.

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15.3.3 Manager, Safety Coordinator and Supervisor

The manager, safety coordinator and supervisor shall:

- Work closely with the employee to ensure that any required training is given.
- Observe the employee's progress and provide positive advice and assistance as required to the employee and administration.
- Adjust the work schedule or the employee's hours to comply with the modified work program.
- Refer the employee for further medical assessment as needed.
- Ensure that the employee follows the modified work program.
- Ensure that any changes to the modified work program receive the prior approval of the medical practitioner, case officer, employee and other stakeholders as appropriate.

15.4 FORMS

Use the following forms:

Fitness Report from Health Care Provider	Job Demands Analysis
Medical Absence Report	Modified Work Offer
Modified Work Record	Release of Medical Information Consent
Return to Duties	Summary of Modified Work Program for Employee

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15.4.1 Fitness Report from Health Care Provider

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1. Worker's Name:				
	Family	First	Initial(s)	
2. Occupation:		3. Date of Injury/Illness:		
Health Care Provider's Recommendations				
4. The worker is medically able to work with limitations or restrictions as of (date):				
5. Hours specified by the health care provider that the worker is able to work:				
5a. Per Day:		5b. Per Week:		
6. The limitations or restrictions are estimated to last:				
6a. Days:	6b. 2 weeks (√):	6c. 2 - 6 weeks (√):	6d. 6 weeks – 3 months (√):	
6e. 3 – 6 months (√):	6f. More than 6 months (√):		6g. Longer (specify):	
7. ACTIVITIES		Yes (√):	NO (√):	How Often (specify):
7a. Is worker able to perform the following duties:				
7a1. Lift or carry up to 4.5 Kg				
7a2. Lift or carry up to 9.1 Kg				
7a3. Lift or carry up to 23.0 Kg				
7a4. Lift or carry up to 45.0 Kg				
7b. Is worker able to perform the following demands:				
7b1 Push or pull 23.0 Kg				
7b2. Push or pull 45.0 Kg				
7b3. Push or pull 45.0 + Kg				
7c. Is worker able to:				
7c1. Climb ladders				
7c2. Use stairways				
7c3. Operate self-powered equipment				
7c4. Drive a vehicle				
7c5. Work standing				
7c6. Work seated				
7d. Is the worker able to walk:				
7d1. 15 meters				
7d2. 90 meters				
7d3. Longer distances on even surfaces (specify)				
7d4. Longer distances on uneven surfaces				

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15.4.2 Job Demands Analysis Form

(SCMV Administration completes sections A and B)

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SECTION A: DEMOGRAPHIC INFORMATION			
Employee Name:			
	Family	First	Initials
Employee Position Name:		Line/Section Name:	
Department Name:			
Department Manager:			
	Family	First	Initials
Manager Phone No.		Fax and/or E-mail:	
Line/Section Leader Name:			
	Family	First	Initials
Analysers Position Name:		Analysis Date:	
Analysers Name:			
	Family	First	Initials
SECTION B: GENERAL WORKING CONDITIONS			
(To be completed by the Job Analyser and reviewed by Supervisor and Department Manager)			
Location of Work:			
General Environmental Conditions (office, production line, outside, damp, dry, etc.):			
General Description of Duties:			
Safety Considerations (specify PPE needed, repetitive movement, etc.):			

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15.4.2 Job Demands Analysis Form (continued)

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Employee Name:							
SECTION C: SPECIAL INFORMATION (Health Care Provider to complete Job Match Column)							
Analyser				Job Match			
Strength Demands	Yes (√)	No (√)	Comments	Yes (√)	No (√)		
Sedentary Work							
Light Work							
Medium Work							
Heavy Work							
Very Heavy Work							
SECTION D: PHYSICAL DEMANDS Health Care Provider completes columns. Items with an (*) require comments such as weight lifted, range of motion (ROM) i.e., 1/2 turn, full turn, bending, arms raised above head, arms length, etc.							
Physical Activity √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
Lifting (*)							
<i>Comments (ROM, Weight):</i>							
Carrying (*)							
<i>Comments (Distance, Weight):</i>							
Pulling (*)							
<i>Comments (Distance, Weight):</i>							
Pushing (*)							
<i>Comments (Distance, Weight):</i>							
Climb Ladders							
<i>Comments (Height, Frequency, Load Weight):</i>							
Climb Stairs (*)							
<i>Comments (Number of Risers or Distance, Incline: Steep, Normal, Slight; Load Weight):</i>							
Sitting							
<i>Comments (Duration, Tasks):</i>							
Standing							
<i>Comments (Duration, Tasks, Balance):</i>							
Walking (*)							
<i>Comments (Distance, Weight Carried, Uneven or Rough Terrain, Shop Floor):</i>							
Balancing							
<i>Comments (Surface, Height):</i>							

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15.4.2 Job Demands Analysis Form (continued)

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Employee Name:							
SECTION D: PHYSICAL DEMANDS (continued) (Health Care Provider completes columns)							
Physical Activity √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
High Work (*)							
<i>Comments (Height, Tasks):</i>							
Bending							
<i>Comments:</i>							
Stooping							
<i>Comments:</i>							
Twisting							
<i>Comments:</i>							
Kneeling							
<i>Comments:</i>							
Crouching							
<i>Comments:</i>							
Crawling							
<i>Comments:</i>							
Squatting							
<i>Comments (Distance, Weight):</i>							
Work at Shoulder Level							
<i>Comments:</i>							
Reaching							
<i>Comments (Task, Weight):</i>							
Reach Above Shoulder							
<i>Comments (Task, Weight):</i>							
Reach Below Shoulder							
<i>Comments (Task, Weight):</i>							
Gripping (*)							
<i>Comments:</i>							

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15.4.2 Job Demands Analysis Form (continued)

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Employee Name:							
SECTION D: PHYSICAL DEMANDS (continued) (Health Care Provider completes columns)							
Physical Activity √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
Handling (*)							
<i>Comments:</i>							
Fingering							
<i>Comments:</i>							
Feeling							
<i>Comments:</i>							
Talking							
<i>Comments (Noise Level):</i>							
Hearing							
<i>Comments (Noise Level):</i>							
Seeing							
<i>Comments (Distance, Light Level, Light Type):</i>							
Driving (*)							
<i>Comments (Type of Vehicle):</i>							
Driving or Riding Over Rough Terrain							
<i>Comments:</i>							
SECTION E: WORKING ENVIRONMENT (Health Care Provider complete columns)							
Conditions √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
Bouncing							
<i>Comments:</i>							
Biological							
<i>Comments:</i>							
Chemicals							
<i>Comments:</i>							
Confined Space							
<i>Comments:</i>							

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15.4.2 Job Demands Analysis Form (continued)

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Employee Name:							
SECTION E: WORKING ENVIRONMENT (continued) (Health Care Provider complete columns)							
Conditions √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
Dusts							
<i>Comments:</i>							
Extreme Cold							
<i>Comments:</i>							
Extreme Heat							
<i>Comments:</i>							
Gases							
<i>Comments:</i>							
Hazardous Equipment Used							
<i>Comments (list type and hazard):</i>							
Impact Tools							
<i>Comments (List):</i>							
Jarring							
<i>Comments:</i>							
Noise							
<i>Comments:</i>							
Lighting							
<i>Comments (Poor, Bright, Type):</i>							
Ventilation							
<i>Comments (Adequate, Poor):</i>							
Radiation							
<i>Comments (Type):</i>							
Temperature Changes							
<i>Comments (High, Low):</i>							
Vapours							
<i>Comments (Types):</i>							

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15.4.2 Job Demands Analysis Form (continued)

PRIVATE AND CONFIDENTIAL

Employee Name:							
SECTION E: WORKING ENVIRONMENT (continued) (Health Care Provider completes columns)							
Conditions √ appropriate column	Constant 67% - 100%	Frequent 34% - 66%	Occasional 10% - 33%	Rare < 10%	Never	Job Yes (√)	Match No (√)
Vibration							
<i>Comments (Cause):</i>							
Other							
<i>Comments (List and describe):</i>							
SECTION F: GENERAL COMMENTS AND CONFIRMATION SIGNATURES							
Analyser Other Comments:							
Analyser Signature and Date:							
Supervisor Comments (if not the Analyser):							
OR: This Job Demands Analysis fully describes the usual duties of this position.							
Supervisor Signature and Date							
Employee Comments:							
OR: This Job Demands Analysis fully describes the usual duties of my position.							
Employee Signature and Date:							
Department Manager Comments:							
OR: This Job Demands Analysis fully describes the usual duties of this position.							
Department Manager Signature and Date:							

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15.4.3 Medical Absence Report

(Use when Modified Work Program established)

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Employee Name:			
	Family	First	Initials
Claim No.		Date of Injury/illness:	
Adjudicator Name:		Date of This Report:	
Company Contact:		Phone No.	
E-mail:		Fax No.	

Please be advised that the above captioned employee was absent from work as under in connection with the above claim:

Time From:	a.m. / p.m.	Time To:	a.m. / p.m.
Date From:		Date To:	

The employee *will / will not* be paid for the period of this medical absence. *(Delete not applicable)*

The employee was being paid:	\$	Per hour at the time of the accident/illness.
------------------------------	----	---

Other Comments:	

Title of Reporting Officer:		Name of Reporting Officer	
Signature of Reporting Officer:			

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Distribution:

- Administration (Employee File)
- Claim Adjudicator
- Employee

Spring Creek Mountain Village Inc.

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15.4.4 Modified Work Offer

PRIVATE AND CONFIDENTIAL

Employee Name:			
	Family	First	Initials
Claim No.		Date of Injury/illness:	
Adjudicator Name:		Date of This Letter:	
Company Contact:		Phone No.	
E-mail:		Fax No.	
Department Name:			
Line/Section Name:			
Supervisor Title:			
Supervisor Name:			
	Family	First	Initials
Department Manager:			
	Family	First	Initials

In keeping with SCMV policy to consider suitable employment for employees unable to perform their regular duties, the employee named above is offered the following Modified Work Duties in the department and line/section named above based on the Health Care Provider's recommendations and agreement of the Claim Adjudicator:

Description of Duties	Days and Hours of Work	Comments

During the period of Modified Work the employee's progress will be continually assessed and adjusted based on the advice of the Health Care Provider and the reports of the Line/Section Supervisor and/or Department Manager.

The rate of pay *will/will not* be at the pre-injury/illness rate of: \$00.00 or New Rate: \$00.00
Delete/insert as applicable

Should the employee have concerns or difficulties, he/she shall discuss them with the Supervisor and/or Department Manager, the Medical Care Provider and the Claim Adjudicator named above.

The employee is required to attend weekly progress meetings with the Supervisor and/or Department Manager as follows:	Day:
	Time:
Department Manager Signature:	
Administration Manager Signature:	
Supervisor Signature:	
The employee hereby:	ACCEPTS (√) DECLINES (√)*
Employee's Signature:	

* The employee understands that refusing to accept the Modified Work described above may affect the employee's rights to continue to receive benefits.

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15.4.6 Release of Medical Information Consent

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Employee Name:			
	Family	First	Initials
Insurance Claim No.		Date of Injury/illness:	
Insurance Policy No.		Employee ID No:	
Alberta Health No:		Regional Health No:	
Health Care Provider Name:			
	Name	Title	
Practice Name (if different):			
	Name:	Contact Phone No.	Fax No./E-mail
Address:			
	Suite and Street	City/Town and Prov.	Postal Code
This letter authorizes the Health Care Provider to release any relevant medical information or records related to the following injury/illness:			
The information is to be released to:			
Company Contact Name:		Phone No. Fax / E-mail:	
and:			
Adjudicator Name:		Phone No. Fax / E-mail	
Adjudicator Organization Name:		Street Address:	City and Province
The medical information or records released will be utilized to further the positive rehabilitation of the employee so that he/she may be able return to his/her duties as soon as practicable by taking part in the modified work program of which this letter forms a part.			
This letter of release shall expire on (date):			
		OR on rehabilitation (√).	
The employee hereby states that he/she understands that he/she may rescind this release of information at any time by providing written notice to both SCMV and the Health Care Provider, except where action has taken place in reliance upon this authorization.			
Dated this _____ Day of _____ 20__ in (name of city/town) _____			
In the Province of _____			
Employee's Signature		Witness Print Name and Signature	

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Distribution:

- Adjudicator Organization
- Company
- Employee
- Health Care Provider (original)

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15.4.7 Return to Duties

(Complete for either return to Modified Work or Return to Full Duties)

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Employee Name:			
	Family	First	Initials
Insurance Claim No.		Date of Injury/illness:	
Insurance Policy No.		Employee ID No:	
Alberta Health No:		Regional Health No:	
Health Care Provider Name:			
	Name	Title	
Practice Name (if different):			
	Name:	Contact Phone No.	Fax No./E-mail
Address:			
	Suite and Street	City/Town and Prov.	Postal Code
Adjudicator Name:		Contact Phone No.	
		Fax / E-mail	
Adjudicator Organization Name:		Street Address:	City and Province
Company Contact Name:		Phone No.	
		Fax / E-mail:	
Please be advised that the employee named above has been cleared to return to (√):			
Modified Duties		Full Duties	
Effective Date:			
Other Comments:			
SCMV Signature and Date:			

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Distribution:

- Adjudicator Organization
- Administration (employee file - original)
- SCMV Department
- Employee
- Health Care Provider

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15.4.8 Summary of Modified Work Program for Employee
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Memorandum

Date:

From: Manager, Administration

To: Employee Name and Private Address

Re: Summary of Modified Work Program for Employee

We highly value the contributions of our employees, and we are committed to working with you in your recovery and returning you to our workplace in a timely and safe manner following your *injury/illness* dated -----.

Attached to this memorandum are the following documents:

1. Release of Medical Information Consent
2. Fitness Report from Health Care Provider
3. Job Demands Analysis

The Job Demands Analysis relates to your current position and will be completed by your current supervisor and discussed with you. All three forms must be given to your Health Care Provider so that he/she may complete the Fitness Report from Health Care Provider and the Job Demands Analysis. When SCMV has received both reports from your Health Care Provider, a Modified Work Program will be established, and an offer made to you based on your Health Care Provider's recommendations. If you are unable to return the forms to SCMV following your visit to the Health Care Provider, please contact me immediately.

If you have a work-related injury or illness and are off work beyond the day of the injury or illness, the Workers' Compensation Board of Alberta will determine the acceptability of your claim and the proposed Modified Work Program. If your injury or illness is not work related, I will be pleased to discuss the options and advantages available to you to establish a Modified Work Program.

Yours sincerely,

PRIVATE AND CONFIDENTIAL

Distribution:

Administration (employee file)
Employee (original)
Health Care Provider

Spring Creek Mountain Village Inc.

GENERAL POLICIES, HEALTH AND SAFETY MANUAL

ELEMENT 16- ENVIRONMENTAL AND HAZARDOUS MATERIALS

16.1 POLICY

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

16.1.1 Introduction

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

16.1.2 Recycling

- Use of waste containers to recycle construction materials, empty tins, tubes and documentation.
- Materials to be sorted included:
 - Drywall
 - Metals
 - Lumber including: OSB and plywood
 - Brush
 - Asphalt
 - Fill
- Use of refilled toner and ink cartridges.

16.1.3 Chemicals, Sealants, Flammables, Hazardous Materials and Solvents

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

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

	2025/09/23
Kris Kernick, Legal Counsel and Director of Development	Date
	2025/09/23
Edward Marran, Vice President	Date

Official signed copy at Project Management Office