

**H. KERR  
CONSTRUCTION LTD.**



**Health and Safety  
Policy Manual**

**2015 Revised Edition**

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# **Introduction To The Health and Safety Policy Manual**

The following booklet is a collection of H. Kerr Constructions health and safety policies and excerpts from the Occupational Health and Safety Act. The booklet also includes safety guidelines from the Workplace Safety Insurance Board and the Infrastructure Health and Safety Association, blended with input from the company Joint Health and Safety Committee. These guidelines are intended to assist in making every day a safe day at work and at home. You are the most important aspect of our safety program and together, by focusing on safety, we can ensure a safe, healthy work environment.

Additional site specific policies and procedures are available at each individual site and at head office.

We believe that all injuries and occupational illnesses are preventable and our goal is Zero Injuries, Illnesses and Zero Accidents and Incidents.

## **“Zero frequency is Normal”**

It is crucial that all employees must become familiar with the Occupational Health & Safety Act and all applicable regulations, along with the requirements of the Company’s Health & Safety Program. All employees must know what their responsibilities are and have the required ability and training to fulfill them.

Employees shall take the necessary time to thoroughly read and understand this manual. Questions may be addressed to company’s Health & Safety Co-ordinator or your supervisor. Please do not ever hesitate to ask for any information you require.

## **Health and Safety Policy**

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The Management of **H. Kerr Construction Limited** is vitally interested in the Health and Safety of all our employees and any associated persons who may be affected by our work. Protection of employees from injury or occupational disease is a major continuing objective. **H. Kerr Construction Limited** will make every effort to provide a safe, healthy work environment.

**H. Kerr Construction Limited**, as an employer is ultimately responsible for worker health and safety. As president of **H. Kerr Construction Limited**, I give you my personal promise that every reasonable precaution will be taken for the protection of the workers.

Our goal is to achieve zero frequency of occupational illness and injury. To attain this goal we shall continue to develop, implement and evaluate our Health & Safety policy and programs. We shall ensure that all employees receive ongoing training on Health & Safety matters which meet or exceed Health & Safety standards set out by the legislation; we shall maintain communication between management and staff; and lead by actions instead of words. We believe that all of these factors shall provide the safest possible work environment.

H Kerr Construction Ltd. Will make every reasonable effort to provide suitable return to work opportunities for every worker unable to perform his or her duties following a work related injury or illness.

It is everyone's responsibility from the President to the new worker to ensure a safe and healthy workplace. It is in the best interest of everyone to consider Health & Safety in every activity.

Under the Occupational Health & Safety Act all employees of **H. Kerr Construction Limited** including the administrative staff have responsibilities towards ensuring Health & Safety in the workplace. They will be held accountable when they fail to do so and will also be subject to internal discipline up to and including termination.

All sub-contractors employed by **H. Kerr Construction Limited** must comply with these standards and advise their personnel of same.

Health & Safety is not an addition to one's job; it is an integral part of every job.

GEORGE KERR  
President

January 2015

## **General Legal Duties and Responsibilities**

All employers in Ontario are required to provide for the health and safety of their employees in accordance with the provisions of the Occupational Health and Safety Act. All persons in the workplace (employer, supervisor and worker) have duties and responsibilities under the Act, according to their levels of responsibility within the organization.

A general legal duty of both the employers and supervisors is to take all reasonable precautions to protect the worker's health and safety. As a worker it is your legal duty to work in accordance with the Act and its regulations. You are required to work safely and in a manner that will not cause harm to yourself or others. You must also report all hazards, including contravention of the Act and its Regulations, to your supervisor.

The general duties of employers, supervisors and workers are covered in sections 25, 26, 27, 28, of the Occupational Health and Safety Act. A copy of the Act must be posted in the workplace.

### **Individual Responsibilities**

Responsibilities shall be communicated to all employees during new worker orientation, during spring orientation for returning workers and site safety talks

#### **Management: (Senior Manager)**

- Conduct workplace inspections monthly
- Conduct incident investigations
- Conduct employee training
- Correct substandard acts or conditions
- Respond to recommendations made by Joint Health & Safety Committee or worker rep.
- Commending employee and supervisor health and safety performance
- Perform periodic employee safety observations at least annually
- Perform annual employee and supervisor evaluations
- Ensure all equipment, materials and protective devices are provided, maintained in good condition, and used as prescribed
- The measures and procedures prescribed are carried out in the workplace
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker
- In a medical emergency for the purpose of diagnosis

or treatment, provide upon request, information in the possession of the employer, to a legally qualified medical practitioner and to such other persons as may be prescribed

- When appointing a supervisor, appoint a competent person
- Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transportation of any article, device, equipment or a biological, chemical or physical agent.
- Afford, assist and cooperate with any functions to be carried out by the health and safety rep. or committee
- Only employ in the workplace a person over the prescribed age (16)
- Not knowingly permit a person under the prescribed age in or about the workplace.
- Take every precaution reasonable in the circumstances for the protection of the worker
- Post in the workplace a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, outlining the rights, responsibilities and duties of workers
- Prepare, review and post in the workplace annually a written health and safety policy and develop and maintain a program to implement the policy
- Provide to the committee or health and safety rep. the results of a report respecting health and safety and advise workers of the same
- Establish an occupational health and safety service for the workers and maintain the same according to the standards prescribed
- For biological, chemical or physical agents as prescribed:
  - Keep and maintain records of the handling, storage, use and disposal of
  - Keep, maintain and make available to worker affected records of exposure to
  - Notify workers of the use or introduction into the workplace of
  - Monitor at such time or intervals the levels in the workplace
  - Comply with standards limiting exposure of a worker to
- Establish a medical surveillance program for the workers as prescribed
- Provide for safety related medical examinations and tests for workers as prescribed
- Where so prescribed, only permit a worker to work or be in the

workplace who has undergone such medical examinations, test or x-rays and who is to be found physically fit to do the work in the workplace

- Where so prescribed provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker
- Carry out such training programs for workers, supervisors and committee members as may be prescribed
- If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or test due to a work related injury, the employer shall pay:
  - Costs for medical examinations or tests
  - Travel costs respecting the examination or tests
  - The time spent to undergo the examination or tests at his or her regular or premium rate as may be proper

### **Supervisor:**

Along with having a sound practical understanding of the Occupational Health & Safety Act & Regulations, our supervisors shall also:

- Conduct site inspections and employee safety observations at least weekly.
- Conduct safety talks at least weekly.
- Conduct incident investigations
- Ensure employees work safely at all times, following proper measures and procedures.
- Ensure workers wear or use the required personal protective equipment
- Correct substandard acts or conditions
- Commend employee health and safety performance
- Advise workers of existing or potential hazards which the supervisor is aware of
- When necessary provide written instruction for measures and procedures for worker protection
- Take every precaution reasonable in the circumstances for the protection of the worker
- Lead by example
- Conduct employee training
- Complete and submit on time, proper documentation
- Treat workers fairly without prejudice
- Ensure good housekeeping is maintained
- Investigate employee concerns
- Maintain company vehicles

**Worker:**

Worker's responsibilities at H. Kerr Construction Limited include but are not limited to:

- Work in compliance with the Occupational Health & Safety Act & governing Regulations and with the companies health and safety program.
- Take every precaution necessary to prevent accidents.
- Work in a manner that will not endanger anyone.
- Report any accident, incident or injury to your employer or supervisor immediately.
- Report to the employer or supervisor any contravention of the Act or regulations or the existence of any hazard in which he or she knows
- Report to the employer or supervisor the absence of or defect in any equipment or protective device the worker is aware and which may endanger himself, herself or another worker
- Help new employees to follow proper procedure and to recognize job hazards.
- Participate in the Health & Safety program.
- Must use or wear proper protective equipment and devices as prescribed.
- Comply with all company rules and be aware that workers are subject to corrective action when company rules or government regulations are violated.
- If an injury does occur, participate in the return to work process

**Subcontractors:**

All subcontractors must comply with H. Kerr Construction Limited Health & Safety policy and program as well as:

- Maintain a health and safety program as required under the Act.
- Monitor site conditions in their work area and take corrective action, where required.
- Sub-contractors must ensure their workers wear the appropriate Personal Protective Equipment at all times
- Sub-contractors are required to provide a current WSIB Clearance Certificate.
- Sub-contractors shall also provide H. Kerr Construction Limited with an up-to-date Liability Insurance Certificate.
- Sub-contractors must supply MSDS sheets for any WHMIS products used on site
- Any accidents, injuries or hazards must be reported immediately, and forward all documentation to the site supervisor at H. Kerr Construction Limited.



- Sub-contractors must provide a competent person to oversee the project and ensure the workers are qualified and trained with training records up to date and available upon request.
- All sub-contractors will conduct a clean up of their work area daily. If waste and debris create a hazard and are not cleaned up in a reasonable time, H. Kerr Construction will proceed to clean up at the expense of the sub-contractor.
- Complete and return the Contractor Health and Safety Responsibility Agreement form

## **Joint Health & Safety Committee / Health & Safety Rep.**

### **Purpose**

The main purpose of the Joint Health and Safety Committee is to identify situations that may be a source of danger or hazard to workers and make recommendations to management or employer for improvements of the health and safety of workers

### **JHSC Functions**

The function of the Joint Health and Safety Committee are specified in the Occupational Health and Safety Act. The Act also gives JHSC's certain duties and powers to carry out their functions.

Most of these functions powers and duties relate directly to three major tasks of identifying, assessing and recommending action to control health and safety hazards. A few others deal specifically with committee procedures. To provide a better understanding of the purpose and application of the Act, the description in the following sections are presented in plain language. The Act contains exact wording, and should be consulted when precise interpretations are needed.

### **What The Act Says:**

(section 9 (18) (a,b,c,d,e,f,))

It is the function of a committee and it has power to,

- (a) identify situations that may be a source of danger or hazard to the workers;
- (b) make recommendations to the constructor or employer and the workers for the improvement of health and safety of the workers;
- (c) recommend to the constructor or employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers;

- (d) obtain information from the constructor or employer respecting,
  - (i) the identification of potential or existing hazards of materials, processes or equipment, and
  - (ii) health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge;
- (e) obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about the workplace for the purpose of occupational health and safety; and
- (f) be consulted about, and have a designated member representing workers be present at the beginning of testing referred to in clause(e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used to ensure that test results are valid.

**Selection process for the Joint Health and Safety Committee (JHSC)**

Worker Members	Will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members, a 55% vote must be achieved to be elected as a worker member.
Management Members	The president will select the management member(s).

The same process as above will be used for both worker and management members when selecting alternates

If the employees are having difficulty selecting their JHSC members, management will assist by:

- Making additional efforts to promote the benefits of becoming a JHSC member
- Provide information to the workers on the roles and responsibilities of the JHSC.

The Health and Safety Coordinator shall arrange for certification training for new members of the Joint Health and Safety Committee as soon as formal training is available

**Reporting structure:**

The committee shall make recommendations to management in writing. Management shall respond in writing within twenty one days of receiving a recommendation indicating their position and giving explanation of any negative response and providing a schedule for implementation of those items accepted.

**Committee:**

1. The maximum number of committee members may be revised as deemed necessary by notice of motion
2. There will be no fewer than four regularly scheduled committee meetings per year.
3. The committee will post on the health and safety board, in site trailers and in supervisors health and safety binders the names of the committee members and the minutes of the last meeting
4. All activities conducted by the committee members shall be deemed time worked.
5. The committee will promote standard and education programs that create a healthful and safe work environment
6. The committee will promote awareness and interest of the employees in the health and safety program.
7. The committee will evaluate and make recommendations on systems of reporting, recording, investigating and analyzing hazardous acts and conditions, which have caused or may cause personal injury or illness or property damage.
8. The committee will review the W.H.M.I.S. training on an annual basis.
9. Representatives of the worker members of the committee shall undertake monthly inspections of company facilities. All workplace inspections shall be reviewed at the next scheduled meeting.
10. The committee will recommend steps to correct unhealthy or unsafe work practices or working conditions.
11. The committee will review the health and safety program and make recommendations for change as required.
12. The worker co-chair will be informed by Management of any refusal to work on the ground of health and safety, any critical injury and any other serious health and safety issue at the time of occurrence. It will be the worker co-chair's discretion whether or not to investigate the incident. The committee reserves the right to investigate an occurrence should the Co-chair decide not to.
13. The committee shall appoint Co-chairs from amongst its own membership, one representing workers and one representing management

### **Health and Safety Representative:**

At projects where the number of workers regularly exceeds five, but less than twenty, a Health & Safety representative shall be selected by those workers who do not exercise managerial functions. The Health & Safety representative shall inspect the workplace a minimum of once per month and must report any situation (that is witnessed) that may be a hazard to workers or the public to the supervisor immediately. The Health & Safety representative shall make recommendations and report his findings to management. If received in writing, management must respond in writing within 21 days.

## **Worker Rights & The Internal Responsibility System**

### **About the “Act”**

The Occupational Health & Safety Act was established on October 1, 1979. Its purpose is to protect workers against health and safety hazards on the job. The main features of the Act are described below:

#### **1. The Internal Responsibility System**

Workers and employers must share the responsibility for occupational health and safety. The **Internal Responsibility System** is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions. This system ideally involves everyone from the company president to the worker. How well the system works depends upon whether there is a complete unbroken chain of responsibility and accountability for health and safety.

#### **2. Rights of the Worker**

The purpose of this section is to educate all workers of their rights as an employee with H. Kerr Construction Limited.

- a) The worker has the right to know about workplace hazards.
- b) The worker has the right to be part of the process of identifying and resolving workplace health and safety concerns.
- c) The worker has the right to refuse work if they believe it is dangerous to either their own health and safety or that of another worker.

### **The worker may refuse to work if:**

- a) The equipment, machine, device or apparatus that the worker is to operate may endanger him/her or another worker.
- b) The physical condition of the workplace he/she works in is likely to endanger the employee.
- c) Or if the above-mentioned is in contravention of the OHS Act and Regulations and such contravention is likely to endanger the employee or another worker.

All work refusals must be documented by a supervisor.

The following chart will serve to explain the procedure an employee must follow in the event that the employee refuses to work:

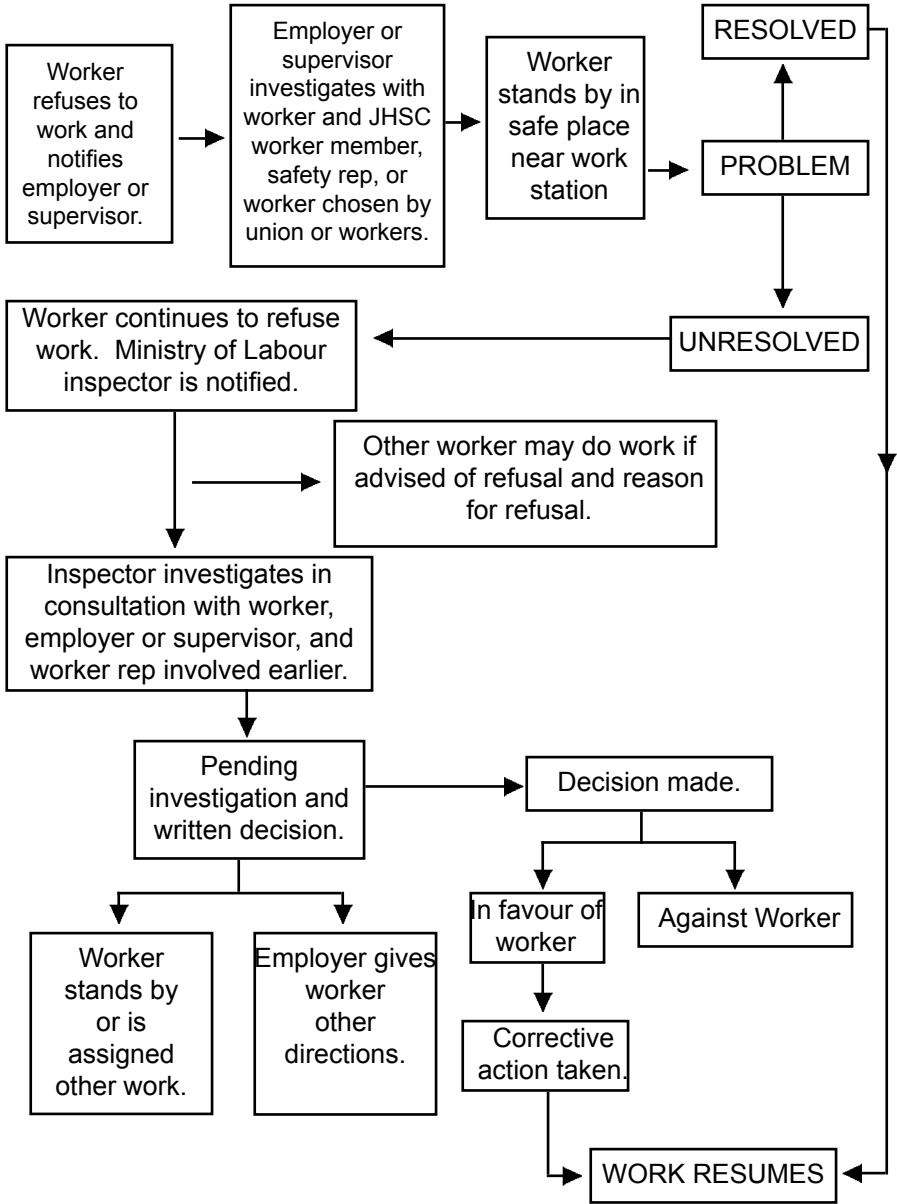
### **3. Enforcement**

If the internal responsibility system fails to address the health and safety issues in a workplace; or if the Act and Regulations are not being followed, the Ministry of Labour has the authority to enforce the law.

MOL inspectors have broad powers to, (among other things) order compliance with the Act and Regulations and initiate prosecution. Employers, supervisors and workers must assist and co-operate with MOL inspectors

## Right to Refuse Work where Health or Safety in Danger

(Occupational Health & Safety Act, Part V)



# Company Rules and Progressive Discipline

## Health and Safety Rules

Compliance with the following company rules are a condition of employment with H. Kerr Construction Limited. In addition to complying with the Occupational health and Safety Act and governing Regulations, the following rules must be observed:

- All accidents, incidents, and injuries must be reported immediately to the supervisor
- No horseplay, recklessness or practical jokes
- Harassment or violence of any kind will not be tolerated
- All workers shall be familiar with the company's Health and Safety Program and adhere to all safe work practices, policies, and procedures.
- All supervisors must enforce the company policy and program.
- Do not operate any equipment without being given proper instruction or authority to do so.
- No worker shall remove or make ineffective any protective device required by the regulations or by the employer.
- All persons entering a job site must wear as a minimum:
  - Approved hardhat, CSA approved safety garment, certified green patch footwear and hearing protection.
- Additional personal protective equipment must be worn according to the work performed.
- No employee shall work in a manner that will endanger another person.
- **Anyone under the influence of illegal drugs or alcohol or having the same in their possession will be disciplined and or terminated**
- Any employee using prescription medication, that could affect the safety of their work are not allowed to perform their duties.
- Individual portable music devices are not allowed ( I pod, MP3, walkman, radio, CD player etc.)
- **Only supervisors and appointed employees are permitted to have cell phones on site and they are only to be used in designated areas. Cell phones are not to be used while operating equipment.**
- All equipment and tools must be inspected prior to use.
- Dispose of all garbage in proper containers provided
- All employees must attend any training, which the company considers necessary to complete their job safely.
- No smoking in any company building or vehicle.

- Report to your supervisor any unsafe act or condition that may cause injury or damage to an employee or property.
- **No theft of company owned equipment or materials**
- Insubordination will not be tolerated
- Any employee who remains absent for more than three (3) consecutive working days, without excuse, authorization and without contacting the company, shall be considered as having abandoned and resigned his or her position.
- No disorderly, immoral or indecent conduct
- Show up and be ready for work on time

If any of the above rules are not followed, disciplinary action up to and including immediate termination of employment may result.

### **General Safety Practices**

1. Know your job. Do not guess - ask your supervisor if you do not understand. Do not attempt any work if you are unsure.
2. Do not change work or work places without specific instructions from your supervisor.
3. Always maintain 3-point contact when mounting and dismounting equipment or ladders and look where you are going.
4. Always use the proper tool for the job and report any defect or damage to your supervisor.
5. Follow instructions - don't take shortcuts.
6. Always use safe work practices and procedures.
7. Always practice good housekeeping – keep the job site and equipment clean.
8. Always operate equipment at a speed in which you can work safely (under site and weather conditions).
9. Wear Seatbelt at all times.
10. Proper cables must be used when towing or pulling equipment
11. Always inspect slings and chains for damage before using them.
12. Work together as a team keeping an eye out for each other.

### **Progressive Discipline**

Preceding termination the following progressive discipline actions will be performed given the nature of the offence (serious offences will have zero tolerance); Verbal warnings, written warnings, suspensions, termination.

Enforcement shall be carried out by Supervisors, Health & Safety Coordinator and Senior Management



## **PROCEDURES**

### **STEP # 1 VERBAL WARNING**

- Employee will be given a verbal warning regarding the undesirable behavior or action.
- Employee will be given an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable
- Employee will be given an opportunity to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description of the desirable and/or acceptable behavior or actions.
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behavior continues.
- Complete a company Disciplinary Action Form and get the worker or a witness to sign it. Send form to Health and Safety Coordinator

NOTE: Verbal warnings are given for the following reasons:

First late arrival for scheduled shift, first incident of not following proper work procedures, first incident of not adhering to company rules

### **STEP # 2:WRITTEN WARNING**

- Employee will be given a written warning regarding his/her undesirable behavior or action in the event that the behavior or action had either been discussed in a previous verbal warning or the behavior or action was considerably severe in nature.
- Employee will be given an explanation of when and how the undesirable behavior or action took place. This will include the reason why the behavior or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description of the desirable and/or acceptable behavior or actions.
- Employee will be provided with a copy of the written warning and another will be placed in the employee's file.

- Employee will sign the Disciplinary Action Form as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

NOTE: Written warnings are given for the following reasons:

Inappropriate or rude behavior, not showing up for a scheduled shift with no reasonable explanation, insubordination such as talking back to management or lack of adherence to company rules.

### **STEP # 3: SUSPENSION OR POSSIBLE DISMISSAL**

When and if the worker violates another safety rule

- a) Supervisor completes Disciplinary Action Form, having the worker sign it
- b) Supervisor contacts Health and Safety Coordinator immediately set up meeting between senior management and employee to summarize the previous incidents making it clear that this is the final warning and any further misconduct may result in dismissal.
- c) Employee will be given a description of when and how the unacceptable behavior or action took place. This will include the reason why the behavior or action was unacceptable
- d) The worker will have a chance to respond. If management is dissatisfied with the worker's explanation and depending on the severity of the offence the worker may be suspended or dismissed at this time.
- e) Take careful notes of everything that happens at the meeting
- f) Employee will be given written documentation regarding his/her suspension and the undesirable behavior or action leading to and justifying the termination.
- g) Documentation should include information on the offence and previous disciplinary communications with the employee.

NOTE: Suspensions are given for the following reasons:

Repetitive lateness or absences with no reasonable explanation, an incident of verbal abuse to co-worker or management and repetitive lack of adherence to company rules

## **SERIOUS OFFENCES:**

In the event that an employee engages in severe offences of a dangerous nature, more serious penalties may be imposed up to and including immediate termination without following the sequence provided under this progressive discipline policy.

Some examples of serious offences would be:

- a) Workplace violence.
- b) Use of alcohol or drugs.
- c) Theft of company owned products or equipment
- d) Abuse of company owned equipment or vehicles
- e) Employees making purchases on company accounts without approval from management
- f) Talking on cell phone or “texting” while operating equipment

## **STEP # 4. Termination**

- Employee will be given written documentation regarding his/her termination and the undesirable behavior or action leading to and justifying the termination.
- Documentation should include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behavior or action took place. This will include the reason why the behavior or action was unacceptable
- Employee will be provided with a copy of the termination notice and another copy will be placed in the employee’s file.

NOTE: Terminations are given for the following reasons:

Serious offences, repeated unsuccessful disciplinary attempts

## **Appeals**

- In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Human Resources.
- Written appeals shall contain any necessary documentation.
- Human Resources shall review and respond to all written appeals.

**ALL STEPS OF PROGRESSIVE DISCIPLINE MUST BE DOCUMENTED ON A COMPANY DISCIPLINARY ACTION FORM AND FORWARDED TO THE HEALTH AND SAFETY COORDINATOR AS SOON AS POSSIBLE TO BE PUT ON FILE AT HEAD OFFICE**

## **Orientation and Training**

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### **Purpose**

H. Kerr Construction Limited believes that training is crucial to establishing and maintaining the high standards we expect for performing job functions. We are committed to ensure that all employees are adequately trained to perform their jobs safely. Therefore all employees are required to attend any training that management considers necessary to perform their job safely and efficiently.

### **Policy**

All persons returning to work after a seasonal layoff and all newly hired employees will take part in a return to work safety seminar. This seminar will take place before any employee starts work and shall be conducted by the Health and Safety Coordinator.

The seminar will cover but not limited to the following:

- Information regarding the Occupational Health & Safety Act & Regulations
- Workers rights
- Company rules and conditions of employment
- Responsibilities of employees and supervisors
- Hazard reporting in the workplace, types of hazards and control measures
- Health & Safety Policy and Program
- Safe operating procedures and practices which are in place
- Accident and injury reporting
- Early and safe return to work
- Equipment maintenance
- First aid
- Emergency response plan
- Health and safety rep. duties
- Introduction to JHSC ,health and safety rep., and fellow employees
- Inspections and documentation
- Care and use of personal protective equipment
- Manual material handling
- WHMIS

All new employees shall receive in field equipment training until they are capable of performing their duties in a safe and efficient manner.

In field equipment training shall be completed by approved company trainers

All new employees shall receive WHMIS training within their first 2 days of starting work and a WHMIS review annually during spring orientation which shall be conducted by a company approved certified trainer.

H. Kerr Construction Limited expects that each employee shall always practice safe work procedures and assist any new employee in their endeavours to work safely.

The Joint Health & Safety Committee shall also decide on topics to be added to the orientation program.

The use of additional educational materials provided by the I.H.S.A. is strongly urged and available upon request.

As a construction employer, and in keeping with our company philosophy on Health & Safety, it is our intention to provide our supervisors with information and instruction to help ensure they are familiar with the Act and Regulations for construction projects. We will move toward our goal by having all Supervisors:.

- Receive the I.H.S.A. Construction Supervisor Training Program, which involves two courses:
  1. Basics of Supervision
  2. Health & Safety Representative
- Certified in First aid with CPR
- Attend all meetings and training necessary to be competent to fulfill their role as a supervisor

This training shall be completed within the first few days of being hired, being promoted or as soon as practical

All training sessions shall be recorded and kept on file in the Health and Safety Coordinators office

Training evaluation shall be conducted by senior management and the JHSC annually

I.H.S.A- Infrastrucutre Health & Safety Association

## Workplace Hazardous Material Information System (WHMIS)

**Workplace Hazardous Materials Information Systems (WHMIS)** is a materials labeling system which addresses the workers "Right to Know".

WHMIS is a Canada-wide system designed to protect the health and safety of working Canadians by providing information about the hazardous materials they work with on the job.

The company shall make available all hazard information on controlled products received from suppliers concerning the use, storage and handling of the controlled products.

The company will ensure that:

- Employees are provided with formal, documented WHMIS training and/or review on a yearly basis.
- Employees understand and follow the safe handling procedures required for any controlled product that they may come in contact with.
- **Material Safety Data Sheets (MSDS's)** for Hazardous substances are available at all sites and are accessible to employees at all times.
- MSDS's are updated every three years and old MSDS's are removed from active binders.
- The Joint Health & Safety committee or the Health & Safety representative may be consulted during the development, implementation and review of the job specific WHMIS training program.

The company will ensure, as far as reasonably practical, that this WHMIS training program results in the worker being able to apply the information as needed.

The worker shall be responsible to:

- Learn the information on controlled products which the employer is required to provide.
- Inform the employer when information or labelling about a controlled product is not adequate to ensure the worker's health and safety.

H. Kerr Construction Limited is committed to ensure that no product that requires a Material Safety Data Sheet shall be permitted on the site unless the MSDS is readily available.









A company approved Certified trainer will conduct WHMIS training with all new employees within a few days of starting work or as soon as practical and review annually during spring orientation

Records of WHMIS training shall be kept in employees' personal file in the Health and Safety Coordinator's office.

Evaluation of training shall be conducted annually by senior management.

## W.H.M.I.S.

### (Workplace Hazardous Materials & Information System)

	<p><b>Class A - Compressed Gas</b></p>	<p>Contents under high pressure. Cylinder may explode or burst when heated, dropped or damaged.</p>
	<p><b>Class B - Flammable and Combustible Material</b></p>	<p>May catch fire when exposed to heat, spark or flame. May burst into flames.</p>
	<p><b>Class C - Oxidizing Material</b></p>	<p>May cause fire or explosion when in contact with wood, fuels or other combustible material.</p>
	<p><b>Class D, Division 1 - Poisonous and Infectious Material: Immediate &amp; serious toxic effects</b></p>	<p>Poisonous substance. A single exposure may be fatal or cause serious or permanent damage to health.</p>
	<p><b>Class D, Division 2 - Poisonous and Infectious Material: Other toxic effects</b></p>	<p>Poisonous substance. May cause irritation. Repeated exposure may cause cancer, birth defects, or other permanent damage.</p>
	<p><b>Class D, Division 3 - Poisonous and Infectious Material: Biohazardous Infectious Materials</b></p>	<p>May cause disease or serious illness. Drastic exposures may result in death.</p>
	<p><b>Class E - Corrosive Material</b></p>	<p>Can cause burns to eyes, skin or respiratory system.</p>
	<p><b>Class F - Dangerous Reactive Material</b></p>	<p>May react violently causing explosion, fire or release of toxic gases, when exposed to light, heat, vibration or extreme temperatures.</p>

# **Personal Protective Equipment**

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## **Purpose**

Regulations made under the Occupational Health and Safety Act require workers to use and/ or wear protective clothing or personal protective devices that would protect the worker from a hazard to which they might be exposed. The purpose of this policy is to ensure that all workers know and understand that the use of personal protective equipment is for their protection and that proper use of the right equipment will mitigate or minimize injuries.

## **Policy**

It is the policy of H. Kerr Construction Ltd. To have all employees use proper PPE and to ensure that they are trained in the proper use and maintenance of that equipment. Employees will be required to provide their own hard hats that conform to CSA standard Z94.1-M1977 and work boots that meet or exceed CSA standard Z1956-M1984 when working on any jobsite.

Safety vests that meet the requirements of section 69.1 of the Regulations for Construction Projects, eye protective devices, hearing protection and respiratory protective equipment appropriate to the hazard encountered will be provided as required. Employees issued such equipment will be required to maintain it in accordance with the manufacturer's instructions.

All PPE used by this company will conform to The Occupational Health and Safety Act and Regulations.

## **Hand Protection**

1. Gloves appropriate to the hazard should be worn whenever possible.
2. Gloves can provide some protection from burns, and can also reduce cuts, scrapes, and abrasions.
3. Do not assume gloves will provide full protection for the hands.
4. Worn or defective gloves must be replaced.

## **Hearing Protection**

1. The Supervisor will specify which type of hearing protection is appropriate.
2. Disposable hearing protection should not be used more than once.
3. Defective hearing protection is not to be used.
4. Approved hearing protection, such as ear plugs/and or muffs is mandatory in designated high noise level areas



## **Respiratory Protection**

1. Proper approved respiratory protection should be worn when working in an environment that has potentially hazardous dust, gases, vapours and fumes. Protection can take the form of filters, masks, adequate ventilation, wetting down, etc. Reusable respiratory equipment should be maintained, cleaned and returned to storage after use.

## **Clothing & Safety Garment**

1. All employees shall wear a minimum short sleeve shirt and shorts. The wearing of long sleeved shirts and long pants is recommended when working with hot objects, liquids, or molten metal.
2. Dress suitably for work, protect yourself from the sun and do not wear synthetic clothing, as it can ignite or melt when hit with sparks, hot metal or equipment.
3. A worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and shall conform to sec. 69.1 of The Regulations for Construction Projects made under The Occupational Health and Safety Act

## **Head Protection**

1. Never wear a safety hat without properly adjusted suspension. This could reduce or eliminate its protective capabilities.
2. Do not tamper with the hard hat in any way that will weaken them or reduce their effectiveness. For example do not paint, drill ventilation holes, etc.
3. Hard hats must be worn on all job sites.

## **Foot Protection**

1. Safety boots must be supplied by the employee
2. They must be green patch C.S.A. approved boots.
3. These safety boots must be worn on all jobs.
4. They must be laced up and when working with hot materials or open flames or sparks, clothing should be worn over the top of the boot to prevent foreign particles from falling inside the boot.

## **Eye Protection**

1. Where an employee is exposed to potential eye injury, they should wear eye protection appropriate to the circumstances.
2. Always use the eye protection appropriate for the job.
3. It is the employee's responsibility to keep their personal eye protection clean and serviceable.
4. Defective eye protection must not be used.

## **Replacement Process**

1. All personal protective equipment provided by the company found to be defective or unsafe to use should be reported to the supervisor and replaced immediately.
2. Hardhats supplied by the employee must be replaced immediately if they:
  - a. have visible signs of distress
  - b. are more than 5 years old
  - c. have suspension system that is broken or does not work
  - d. Have taken a hard hit.

## **Training**

All employees shall be trained in the use and care of all personal protective devices required.

Training shall be completed during employee orientation by the Health and Safety Coordinator.

Specialized equipment or practices and training may be required on some jobs. Check with your supervisor if in doubt.

## **First Aid**

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### **Purpose**

To ensure that all employees are aware of the requirements to provide necessary first aid treatment to any employee injured in a workplace accident. Workplace Safety and Insurance Boards Regulation 1101 lays out requirements for first aid materials (kits) that must be provided by an employer and the training requirements for workers who are to provide first aid treatment when required. The size of the first aid kits and the type of materials required are dependent on the number of people employed at the place of employment.

### **Policy**

H. Kerr Construction Ltd. will ensure that all workplaces are equipped with first aid kits as required by Regulation 1101 made under the Workplace Safety and Insurance Act and that Sufficient Personnel are trained to provide first aid when required.

### **Requirements**

Every jobsite must have at least one certified first aid provider and one designate first aid provider.

Every site must have the following in the site trailer or if no trailer on site, in the supervisors pick up truck:

- W.S.I.B. form 82 "In Case of Injury" poster

- Fully stocked first aid kit (as per Regulation 1101) with injury treatment record inside
- W.S.I.B. regulation 1101
- List of first aid providers and copies of their certificates
- fully charged 4A40 BC Fire extinguisher or equivalent
- If a site has more than 15 workers, there must be a backboard and 2 blankets available

## **Inspections**

- First aid kits and fire extinguishers shall be inspected monthly by the site supervisor and/or by management with the signature and date of inspection recorded on the inspection forms

## **First Aid Procedures**

The supervisor shall ensure compliance with all applicable Health and Safety Legislation and Workers Safety & Insurance Board (WSIB) requirements regarding first aid in all work places under their supervision. Should an injury occur, it is essential that first aid be administered immediately followed by proper medical treatment if necessary:

- The first person on the scene of an injury should immediately contact the appropriate authorities and/or the closest qualified First Aid responder.
- If the first person on the scene is trained in First Aid/CPR they will take the appropriate actions based on their level of training.
- The first aider will ensure that an injury treatment record has been completed.
- Transportation of an injured worker to a hospital, doctor's office or worker's home will be provided by a supervisor when necessary.
- A senior manager will notify the injured person's next of kin / emergency contact (where applicable) after the status of the injured persons' condition is known.

All employees of H. Kerr Construction Ltd. must be dedicated to the continuing objectives of reducing risks to the safety and health of one's self and co-workers. Every employee must protect his or her own safety by ensuring that all work completed is done in compliance with the law, safe work practices and procedures established by H. Kerr Construction Ltd.

## **Transportation**

The transportation to be provided for an injured worker shall depend on the severity of the injury. If the first aid provider and the supervisor decide that moving the injured worker would further injure the worker, then an ambulance shall be called. For minor injuries requiring medical treatment (cuts, sprains and strains) The supervisor shall provide transportation to a medical facility or the workers home. If the injured worker refuses transportation then a taxi or transportation of the injured workers choice shall be provided at the employers expense.

The first aid provider shall accompany the injured worker to a medical facility when necessary and monitor the injured workers condition until professional medical treatment is available.

## **Emergency Procedures**

H. Kerr Construction Limited expects each employee to always practice safe work procedures. It is in the best interest of all employees and the company to deal with emergencies in the best possible way. Do not take action in an emergency which will endanger your own life or other workers. Use sound judgment so that a bad situation is not made worse. Prior to a project starting, the emergency contact numbers and directions to the nearest hospital shall be posted. The employees trained in First Aid/CPR shall have their names posted along side the emergency numbers and hospital routes.

Prior to any employee and/or visitor entering a project, the supervisor shall train and familiarize the workers in the site emergency procedures. The supervisor shall review the location of the project's evacuation routes, the location of safety equipment (first aid kit, fire extinguisher, spill kits etc.) and designate a gathering point for all employees and /or visitors to proceed to in the event of an emergency evacuation. Everyone shall remain at the designated gathering point until receiving further information or instructions from the supervisor regarding the emergency. Each site shall also have a designated traffic control person to guide emergency vehicles to the accident scene and a designated bulldozer operator to ensure there is a level road for emergency vehicles to reach the accident scene.

The supervisor shall have all employees and/or visitors sign an acknowledgement form for the emergency procedures. It is the employee's responsibility to review and become aware of the nearest emergency evacuation routes prior to starting work.

To ensure accurate disclosure of information, all encounters with, or inquiries by outside services shall be coordinated by the site supervisor under guidance of senior management. An outside service may represent the police, fire, ambulance, government inspectors/officials, and the media (newspaper, television). All requests from the media for information will be directed to H. Kerr Construction Ltd senior management

All site supervisors shall be equipped with cell phones and all emergency phone numbers shall be posted on site with the emergency response plan

The following procedures are general in nature, which can apply to any site:

Every jobsite must have an emergency response plan posted and the site supervisor shall ensure that all employees know the plan and who the members of the emergency response team are

## **Emergency Procedures**

### **Assess the Situation**

- Determine what the problem is.
- Determine who is involved.

### **Take Command**

- The most qualified person on site will take command ( usually the supervisor).
- Assign duties to specific personnel (as listed on the emergency response plan).

### **Provide Protection**

- Protect the accident scene from continuing or further hazards (i.e., traffic, operating machinery, fire, falling debris

### **Give First Aid**

- Once protection has been provided against further hazards, first aid should be administered as needed.

### **Call Emergency Services**

- **Call 911**
- Do not leave the victim alone.
- Send someone to call an ambulance or fire department and have them return to you with information as to when help will arrive.

### **Call Applicable Utilities**

- Gas Companies, Hydro, Telephone, and Cable

### **Clear a Path For Emergency Vehicles**

- Have a dozer operator make a path for emergency vehicles to get as close as possible to the location of the emergency

### **Guide Emergency Vehicles**

- Have designated person waiting to guide the emergency vehicles to the location of the emergency.

### **Get Name of Hospital**

- Determine where the injured worker is being taken.

### **Advise Management**

- Inform senior management in order for them to contact relatives, notify authorities and start procedures for reporting and investigating the accident.
- Make notes to aid in the accident investigation (i.e. who was in command, who gave first aid, date and time, etc.).

### **Isolate the Accident Scene**

- Secure the scene until authorities have released the accident scene.

**If you are not a member of the emergency response team, then you go to designated meeting area and await further instructions**

### **Power line Contact Procedure**

#### **Stay on Equipment -**

- Do not touch the equipment and the ground at the same time – touching anything in contact with the ground may be fatal.

#### **Keep others away –**

- Warn everyone not to touch any part of the equipment or the load. Be aware of time delays that may restore power.
- If possible break contact and move equipment.

#### **Call Hydro or local electrical utilities.**

#### **If emergency (like a fire) forces you to get off machine, jump off clear of the machine; jump with feet together**

- Shuffle or take small steps to get away.
- Do not lift feet off the ground.

**If casualty is injured or unconscious and remains in contact with live wires or equipment –**

- Only attempt rescue after the power is shut off.
- Warning – touching the casualty is dangerous, high voltage can jump large gaps.

Call emergency services – give first aid only if casualty is free of contact.

A review of the emergency response plan on a regular basis and especially after an emergency has occurred, must be conducted. Changes may be necessary if deficiencies are apparent in the plan.

**Accident/Incident and Injury Reporting**

All accidents, incidents and injuries (no matter how minor) must be reported to the supervisor immediately who in turn shall inform management. All accidents, incidents and injuries will be investigated once the occurrence has been attended to and further risks have been eliminated.

**Workplace Injuries**

H. Kerr Construction Ltd. values the safety, health and well being of all our employees. After all, our future success and productivity depend upon them. H. Kerr Construction Ltd.'s policy has always been - and will continue to be - to provide safe and healthy working conditions and to comply with all laws and regulations regarding employee health and safety.

If you are injured at work follow these 4 simple guidelines:

- You immediately inform your supervisor or Health and safety Coordinator. Your Health and Safety Coordinator completes and forwards a form to the Workplace Safety & Insurance Board (WSIB) within 72 hours.
- Prior to being eligible to compensation you must seek medical attention from your doctor about your injury. Your doctor completes and sends a form to the WSIB within 48 hours of your visit.
- If you visit a doctor after your shift concerning a workplace injury/illness and have not reported this visit to your Supervisor or Health and Safety Coordinator please do so immediately following this appointment; the company is required to report all such workplace injuries/illnesses to the WSIB

- You complete a Worker's Report of Injury Form, which you can obtain from your employer, and send it to the WSIB as soon as possible.

What is the Workplace Safety & Insurance Board?

Workplace Safety & Insurance Board is a disability insurance system set up under the Workplace Safety and Insurance Act (WSIA). It provides benefits for injured workers and liability insurance for employers operating in industries covered by the Act.

Types of Compensable Injuries

The WSIB covers work injuries. Work injuries include work related accidents or diseases that may cause you to require medical treatment or time away from work beyond the day of the injury/illness. Work related injuries are defined as injuries that must have occurred on the job while performing regular duties. You should claim work related accidents or diseases such as:

## **Traumatic/Critical Injuries**

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Such injuries may occur quickly causing trauma to the body, broken bones, severe cuts and burns are some examples of traumatic injuries.

**Please be advised incidents involving employees, or visitors involving broken bones (not fingers and toes), significant blood loss and loss of consciousness (even for a brief period) this situation may require immediate reporting to the provincial Ministry of Labour Department as defined under specific CRITICAL INJURY PROTOCOL – please refer to the Ontario Occupational Health & Safety Act, Regulation 834.**

## **Injuries caused by repeated activities**

These injuries include strains or sprains caused by doing the same activity over and over again. For example, an assembly line worker may develop tendonitis in his wrist as a result of his job duties.

*Re-Injury and difficulties with a prior (old) work related injury* - Re-injury occurs when you incur pain/damage related to an old previously recorded workplace injury during work. If you have a recurrence or trouble working because of a prior work related injury, call the WSIB to find out if you should file a new claim or report the injury as part of your old claim. Please inform your Health and Safety Coordinator of this related pre-existing WSIB claim.



## **Conditions/Situations that may affect your coverage**

If you believe your injury is work related, it should always be reported. The WSIB reviews claims on a case by case basis to determine whether the reported injuries are covered. It is considered fraudulent to submit documentation for injuries that are not work related.

## **WSIB**

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Some conditions or situations that are not considered work related include:

### **Pre-existing or Unrelated Health Problems**

There are health problems you may have that are not related to your work. Diabetes, arthritis, old sports injuries and spinal scoliosis are some examples of these conditions. However, if you are injured and the injury makes the condition worse, you may be eligible for benefits for a reasonable time while you recover.

### **Travelling to and From Work**

Generally, if you are in an accident while traveling on your regular trip to and from work, workers' compensation does not cover you. Some exceptions apply. The WSIB reviews each case individually.

### **Compensation Benefits if Injury is your own Fault**

Workers are eligible for benefits for work related injuries regardless of who is at fault. WSIB is "no-fault insurance". However, if your injury is caused by horseplay and/or acting with serious and wilful misconduct you may not be eligible for benefits.

### **Failing to Report an Injury**

We cannot make agreements with employees to avoid reporting injuries to the WSIB. H. Kerr Construction Ltd. is required by law to report any work related injury to the WSIB.

## **Employee's Responsibility**

If you suffer a work-related injury and are taken to a medical facility for treatment, you are expected to return to work that day if the attending physician releases you to return to work, either for full or modified duties. If the medical provider feels that you are unable to return to work, or are unable to perform any of your normal job duties, the medical provider must put this opinion in written form for you to present to your supervisor. On the day of the injury, after your visit to the medical facility, you are responsible for informing your immediate supervisor whether you are able or unable to return to work. You are also expected to return to work the following day unless the medical provider's written opinion states otherwise. An employee who has been medically released to return to work, whether to full or modified duties, but fails to do so, may be subject to corrective action, up to and including termination.

## **Compensable Injuries**

If you suffer a work related injury, and the medical provider states in writing that you are unable to return to work, you may be eligible for WSIB payments. We will act responsibly in assessing the cause and effect of your injury

## **Injury/Incident Investigations**

### **Purpose**

To investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

### **Policy**

It is the policy of H. Kerr Construction Ltd. to thoroughly investigate any occurrence that results in critical injury to a worker or any injury that requires the injured worker to lose time from work following the day of injury or any injury that requires medical attention as well as occurrences that result in a motor vehicle collision, property damage or occurrences that could have resulted in injury or property damage.

Any occurrence that results in a person being killed or critically injured shall be reported immediately to the supervisor, Health and Safety Coordinator and senior management. The worker member of the Joint Health and Safety Committee or Worker Representative (site) must also be informed immediately

It shall be the responsibility of the employee to immediately report all occurrences to his or her supervisor.

It shall be the responsibility of the Site Supervisor to immediately conduct

investigations and submit reports to management.

It shall be the responsibility of management to determine and implement appropriate measures to prevent recurrences of such incidents.

## **Definitions**

### Accident

An undesired event that results in harm to people, damage to property or loss to process.

### Incident

An unwanted event, which under different circumstances, could have resulted in harm to people, damage to property or loss to process.

**First aid** - Includes but not limited to: cleaning minor cuts, scrapes; treating a minor burn, applying bandages and /or dressings, cold compresses, cold packs, ice bags, splints, changing a bandage or a dressing after a follow up observation visit and any follow up for observation purposes only.

**Health care** – An injury that results in attention received from a recognized health care provider but does not result in time away from scheduled work nor a wage loss.

**Near miss** – An event that under different=circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material.

The following categories of injury/incident may produce a loss to people, equipment, material and/or environment. Immediate investigation of the following is required:

**Fatality** – An injury that results in the loss of life.

**Critical injury** – As defined by the Ontario Regulations 834/90 Places life in jeopardy, produces unconsciousness, substantial blood loss, fracture to a leg or arm, amputation of hand or foot, burn to major portion of the body or causes loss of sight in one eye.

**Lost time** – A work related injury that results in the injured employee missing time from work resulting in a wage loss.

**Property Damage** – An event where contact is made between two objects, resulting in alteration to one or both of the objects.

**Occupational illness** – A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.

**Environmental release** – An accidental discharge of a physical, biological or chemical substance into a workplace and/ or community.

**Fire/Explosion** – An event where undesired combustion occurs

## **Notification requirements**

- Critical and fatal injuries – Management must contact the Ministry of Labor immediately and a written investigation report must be complete and sent within 48 hours
- Fire and Explosion – Management contacts the (Ministry of Labor) (immediately if it results in an injury)
- Chemical Release – Management contacts the (Ministry of Environment) (immediately)
- Lost time, health care, modified work required as a result of first aid and only extending beyond 7 days. Management completes and sends to (WSIB) (Form 7 within 3 days of being advised of the injury)

The JHSC will assist in all areas with remedial actions and recommendations

## **Management (Health and Safety Coordinator)**

- Report injury/ incident to the proper authorities (see reporting requirements)
- Investigate all fatality or critical injury accidents
- Ensure all injury/ incidents are investigated and make recommendations for corrective action
- Follow up to ensure recommendations have been completed

## **Supervisor**

- The supervisor investigates the injury/incident and completes the Injury/Incident Investigation form as soon as practical and the scene has been secured (no further risk to people or property).
- In the case of personal injury the supervisor ensures that the injured employee receives appropriate medical care first before investigation
- In case of fatality or critical injury, the only time you can disturb the accident scene is to save a life or relieve human suffering, maintain an essential public utility or a public transportation system, prevent unnecessary damage to equipment or property, or when the MOL inspector gives permission to do so.
- If the incident involves fatality or critical injury, the supervisor contacts a worker representative of the JHSC designated to assist with the investigation,
- The supervisor notifies management (the Health and Safety Coordinator) as soon as possible.
- Conduct interviews of witnesses and other workers involved

The supervisor and the worker rep. can request assistance from other supervisors, management or any other source that may be available.

For step by step procedures for accident investigations it is recommended that supervisors refer to the Construction Safety Authority Accident Investigation book DS029

## **Worker Designate of the Joint Health and Safety Committee**

- The worker rep. selected by the worker members of the JHSC , shall be involved in the investigation of all fatality and critical injury incidents.
- The worker rep. and the supervisor together conduct the investigation and assist in completing the report. Both the supervisor and the worker rep. sign the injury/incident investigation report
- Where required by legislation the worker rep. submits a copy of the injury/incident report to management immediately (see communication – notification requirements)
- The JHSC rep. ensures the checklist and investigation reports are completed and signed by the appropriate worker and management rep. of the JHSC.

All internal investigations shall be conducted by:

- The supervisor in charge and/or senior management, and possibly assisted by the site Health and Safety Rep. or members of the Joint Health and Safety Committee.

## **Return To Work**

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### **Return To Work Policy Statement**

H. Kerr Construction Ltd. will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work related injury or illness.

### **Purpose**

H. Kerr Construction Ltd. will make every effort to help an injured employee to stay at work (SAW) or to return to work (RTW). The return to work program will ensure that as a company we are committed and able to supply modified / accommodated duties to all employees, where possible, without undue hardship

### **Disclosure of Information**

In order to facilitate an effective and appropriate Return To Work Case Plan for an injured worker, the Return to Work Coordinator (Health and Safety Coordinator) will be allowed access to:

- Restrictions
- Functional abilities

In cases where it is for non – work related injury or illness – Disclosure of information is limited to restrictions / functional limitations

## **Application**

This procedure applies to all employees with an injury, illness or disability regardless of its cause, type or nature which results from absence from work.

## **SCOPE**

H. Kerr Construction Ltd., in collaboration with The Health and Safety Coordinator and the Joint Health and Safety Committee Has implemented a modified duty program. The program will assist in promoting a timely return to work of employees with work related injuries/ illnesses. The program will reduce the impact of Workplace Safety and Insurance Costs

## **Definitions**

**Modified Duty:** Modified duties is the modification of an employee's position ( Work Hardening or Transitional Work) that allows for the employee to carry out the work assigned with-in the employee's capabilities.

This might include, but not limited to, changing the work tasks ( transitional work, hours of work)

## **Principles of Modified Duties**

H. Kerr Construction Ltd. recognizes that a temporary disabled employee can and should be performing meaningful and productive work. The Early and Safe Return to Work Procedure gives structure and organization to this principle and recognizes the employers, and employee(s) joint responsibility to participate in the rehabilitation of the employee.

## **Specifically**

- The work must be productive and the result must have value.
- The work provided must not aggravate the employee's condition.
- The employee's condition must not constitute an additional hazard to the employee or fellow workers while performing the duties assigned.
- The work must assist the employee in returning to their original position, if possible.
- The duration of the modified duties will be determined at the commencement of the program, wherever possible.
- The Functional Abilities Form and the requirements of the employer will be reviewed for the modified duty.
- The employee is required to report medical progress every week or as frequently as may be needed.

## **ROLES AND RESPONSIBILITIES**

### **Senior management**

- To provide a fair and consistent rehabilitation policy for injured employees on or off the job or disabled due to illness or injury.
- To ensure the following reporting requirements to the WSIB are met:
  - A form 7 must be completed and sent to the WSIB within 3 days when an injury causes a worker to obtain healthcare, be absent from his or her regular work beyond the accident date, earn less than regular pay at regular work or require modified duties with or without a loss in pay.
- To also report the following to the WSIB
  1. Injured employee wages change.
  2. Changes in injured worker duties/duration of work
  3. Failure to cooperate
  4. End of program
- To provide a meaningful employment for temporarily disabled employees and promote the Return to Work procedures

### **RETURN TO WORK COORDINATOR ( HEALTH AND SAFETY COORDINATOR)**

- To facilitate communication between the supervisor, the employee, the treating agency of the employee, and the Health and Safety Coordinator.
- To assist in the modification of the workplace.
- To involve the work forces and ensure co-operation of all parties involved.
- To explain to the workers, the objectives and requirements of the RTW program.
- To determine in consultation with the supervisor, if the position can be modified.
- Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, supervisor and the employer.
- To develop, in consultation with the employees medical practitioner, the employee and the immediate supervisor a modified duty program.
- To ensure that there is no conflict with the injured worker or the union
- Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis
- To monitor the progress of the employees modified duties through weekly meetings with the employee and supervisor.

- Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings should be decided on a case by case basis.
- To liaise with the employees treating agency and other agencies, when required.
- Coordinate dispute resolution process and contact WSIB return to work specialist if dispute can not be resolved

### **Supervisor**

- To advise the employee of the availability of work hardening or transitional work and provide the required forms.
- To assist in the creation of, and support the employee's ESRTW procedure.
- To maintain daily communication either in person or by phone with the employee on modified duties and monitor their progress and the effectiveness, on an individual case by case basis. All conversations are to be recorded on a RTW contact log sheet.
- To inform other employees in the department of the program goals
- To communicate and assist in the evaluation of the program's effectiveness

### **Injured Employee**

- To report injury to supervisor
- To participate in the Return to Work process
- To maintain constant contact in person or by phone with the supervisor and the Health and Safety Coordinator ( see injured worker procedures).
- To take an active role in developing their modified work program.
- To communicate any concerns to their supervisor and the Health & Safety Coordinator
- To obtain the necessary forms from the treating agencies as may be required by the employer.
- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- To co-operate with all requests for documentation as required by the WSIB and the employer.
- To attend all scheduled ESRTW meetings.

### **Co-Worker**

- Report injury to supervisor if injured worker is unable
- Support the returning worker



## **Medical Practitioner**

- To provide up to date medical information.
- Fill in the forms as requested.
- Act as a resource.

## **Workplace Safety and Insurance Board (WSIB)**

- Process claims
- Act as a resource
- Resolve disputes

## **Training**

- The Health and safety Coordinator is responsible to communicate this policy to all employees.
- This policy and the return to work process will be communicated with all employees on an annual basis during spring orientation and safety meetings and as an injury occurs

## **Procedures**

### **Injured Worker:**

- Report any injury/illness to supervisor immediately
- If receiving treatment from a medical professional, inform the attending physician that H. Kerr Construction has a return to work program with light/modified duties available and an Injury Reporting Package containing a functional abilities form must be sent with the injured worker for the medical professional to complete.
- Be aware that injured worker has a duty to cooperate with the return to work process
- If injured worker will miss the next work shift, he/she must contact by phone the Health and Safety Coordinator at H. Kerr Construction Ltd. with functional abilities information and discuss extent of injury and possible accommodations/ modified duties
- If worker cannot return to modified duties, he/she must contact the Health and Safety Coordinator by phone at least weekly to update their medical condition and provide a phone number and address in which they can be contacted at.
- When medical condition improves enough to return to modified/ light duty written approval from the treating physician and an updated functional abilities form must be sent to the Health and Safety Coordinator.
- When returning to modified duties with medical restrictions as set by the doctor on functional abilities form, the injured worker must communicate to the supervisor at least daily his/her medical conditions or if medical condition changes.
- Return to pre injury job

## **Supervisor**

- If an accident occurs which requires professional medical treatment, follow emergency response plan and have an accident package and first aid provider accompany injured worker to hospital
- Accompany injured worker to hospital along with Injury Reporting Package for treating physician to complete
- Report injury to health and Safety Coordinator and complete incident investigation as soon as practical
- Meet with Health and Safety Coordinator to assist with identifying accommodations or modified/ light duties to be offered to injured worker
- When worker returns to modified/ light duty, allocate suitable duties and stay in constant communication with injured worker (at least daily) until injured worker returns to pre injury job
- Ensure fellow workers are aware of injured workers modified/ light duties
- Report injured workers progress to Health and Safety Coordinator at least weekly or if conditions change, until worker returns to pre injury job

## **First Aid Provider**

- Administer first aid to injured worker as needed until professional help arrives
- Accompany injured worker to hospital if necessary
- Complete First Aid Log sheet in first aid kit

## **Return to Work Coordinator ( Health and Safety Coordinator)**

- Ensure all workers aware of R.T.W. policy and procedures
- Ensure incident has been reported to all proper authorities ( M.O.L., WSIB, etc.) within the proper time frame.
- Contact injured worker as soon as possible following accident to find out extent of injury and to ensure injured worker knows about the R.T.W. procedures and their duty to cooperate
- If injured worker can not return to work, contact injured worker by phone at least weekly to update medical condition
- Have worker forward functional abilities information to you as soon as possible
- Liaise with injured worker, the supervisor and if necessary the treating health professional to determine proper R.T.W. accommodations or modified duties
- Coordinate a R.T.W. case plan (R.T.W. case plan form) and communicate to injured worker and supervisor
- Contact injured worker by phone or in person at least weekly while worker is on modified/light duties

- Complete R.T.W. Weekly Progress Report until worker returns to pre injury job
- Report to WSIB every 1-2 weeks to update R.T.W. efforts
- Follow up meeting with injured worker within 1 week of returning to pre injury job
- Revise the R.T.W. case plan if:
  1. The plan is extended beyond the original target date
  2. minor changes are made to the progression of the plan and/or

All communication with injured worker, the supervisor, the Health Care Professional and the Health and Safety Coordinator must be recorded on a Return To Work Contact Log

If there happens to be a dispute between the injured worker and management, refer to dispute resolution policy

Some examples of modified duties may be

- Housekeeping activities
- Inventory and records control
- Quality control
- Assistance to a supervisor or manager
- Shipping and receiving
- Work at ones normal job with a helper

In the event the worker does not comply with this program, all benefits may be withdrawn.

## **Dispute Resolution**

Whenever there is a dispute between H. Kerr Construction and the injured worker the following steps shall be taken

- The Health and Safety Coordinator and senior management will review the R.T.W. plan, where an error has been made, reasonable steps will be taken by the company to correct the error.
- If the dispute is regarding functional ability/suitability of work match:
  1. Have worker obtain an updated Functional Abilities Form
  2. The Health and Safety Coordinator ,the supervisor review the updated functional abilities form and the suitability of available work
  3. If necessary, where the recovery is not progressing as anticipated, refer the employee to a health care practitioner paid for by H. Kerr Construction to conduct a more comprehensive functional abilities evaluation.

Where the dispute cannot be resolved, refer the matter to the W.S.I.B. for assistance from a R.T.W. specialist for determination of the dispute.

At H. Kerr Construction we believe that in most cases, a speedy return to work can enhance recovery.

## **Evaluation**

Using quarterly reports, accident investigation forms and workplace inspection reports, the Health and Safety Coordinator and the J.H.S.C. will review the effectiveness of the R.T.W. program annually and the result and recommendations shall be submitted to senior management in December of every year.

Any revisions approved by management to the policy/procedures shall be completed by the health and Safety Coordinator and communicated

## **Inspections**

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### **Purpose**

The purpose of workplace inspections is to identify hazards that could endanger the health and safety of anyone in the workplace. This procedure provides a format for ensuring that workplace inspections are conducted in a consistent manner. An inspection can also determine whether established procedures are being followed.

### **Policy**

It is the policy of this company to maintain a program of safety inspections. The objective of this program is to reduce and control safety hazards on the work site.

All company facilities and equipment shall be included in the inspection program. Informal inspections shall be conducted on an ongoing basis and Management shall conduct formal inspections or designate a person to conduct such inspections on a regular basis. Inspections will be conducted by management, supervisors, operators of equipment or machinery and members of the Joint Health and Safety Committee and/or Worker Representatives.

H. Kerr Construction Ltd.

### **Procedures**

1. Persons conducting inspections will use the following tools to conduct appropriate inspections:
  - a) Inspection Checklist
  - b) Previous inspection Reports

- c) Incident/Injury reports to review if corrective action, if needed, has been taken
2. Establish a schedule for workplace inspections ( to be established by Senior Management)
  3. Any hazard or unsafe condition observed while conducting the inspection shall be corrected immediately, or as soon as possible. This includes notifying the supervisor of the site where the hazard was identified and recording the notification on the inspection checklist
  4. A minimum of two employee contacts or activities will be observed during each workplace inspection.
  5. Those conducting the inspection must sign the original completed inspection checklist
  6. Completed inspection reports are posted on the health and safety board or otherwise communicated to workers within the area inspected within one week after completion.
  7. After the inspection:
    - The person conducting the inspection will provide the supervisor responsible for the area/location inspected, a copy of the inspection report. The supervisor will review the report and implement such corrective action (within their authority) as is necessary to correct hazards identified in the report. These corrective actions shall be documented on the inspection report commenting on what was done, by whom and on what date.
    - The supervisor responsible for the area inspected shall forward a copy of the inspection report (completed as above) to the Health and Safety Coordinator who will review the report. The supervisor shall bring to the attention of the Health and Safety Coordinator any hazard the supervisor is unable to rectify and together they shall implement a corrective action plan
    - The Health and Safety Coordinator shall review all inspection reports weekly and follow up to ensure that all corrective actions ( if any) been taken and new hazards have not been created.
    - The Health and Safety Coordinator shall report all findings to the JHSC

**Inspections to be conducted by:**

All site inspections shall be documented on an H. Kerr Construction Site Inspection Checklist

All shop inspections shall be completed on an H. Kerr Construction Ltd. Shop Inspection Checklist.

All equipment inspection shall be completed on a Daily Operators Report Form

Senior Management;

Conduct and record annual workplace inspections of all work sites under their control. Review all other workplace inspection reports.

Supervisors;

Conduct and record weekly workplace inspections of their assigned work areas, (project sites, shop, etc.) as required by section 14 of the Regulations for Construction Projects. Review all workplace inspections conducted by Joint Health and Safety Worker Member/Worker H&S Representative. Forward all inspection reports to

JHSC and/or Worker Rep.;

Conduct and record monthly workplace inspections of all project sites, shop, etc. as applicable. Forward inspection reports to area supervisor for review and response if applicable.

Equipment Operators;

Conduct a daily pre-shift inspections of all equipment or machinery operated and document inspections (on back of daily time cards) and forward all relevant documents to appropriate supervisor.

Tools;

All tools are to be inspected before, during and after use and any defect or deficiency shall be reported to the appropriate supervisor.

### **Communication**

This policy and procedures will be introduced to new employees at orientation

Will be reviewed annually with all employees

Will be included in the Health and Safety Manual

## **Training**

The Health and Safety Coordinator shall ensure that all employees required to conduct Workplace inspections shall receive training regarding how to conduct an inspection prior to their first inspection.

## **Evaluation**

Senior management along with the JHSC shall on an annual basis evaluate the compliance and effectiveness of this policy and procedures and make recommendations for improvements (if any).

## **Hazard Reporting**

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### ***Intent***

H. Kerr Construction Ltd. has adopted this policy to ensure that all workplace hazards are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

### ***Policy***

1. To reduce the potential for injuries at H. Kerr Construction Ltd. we will conduct a hazard assessment of all work areas and work processes.
2. During the workplace hazard assessment, H. Kerr Construction Ltd. will work to identify potential hazards that exist in work areas, processes and procedures.
3. H. Kerr Construction Ltd. employees are required to report any workplace hazards to their supervisor / manager.
4. Where a hazard is identified, H. Kerr Construction Ltd. shall work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.
5. A Hazard reporting Form must be completed by the employee reporting the hazard, and their supervisor
6. Where a hazard creates dangerous working conditions, the work shall be halted until such time as it may be controlled effectively.
7. H. Kerr Construction Ltd. shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker.
8. Where possible, H. Kerr Construction Ltd. shall strive to control hazards at the source.
9. H. Kerr Construction Ltd. shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.
10. H. Kerr Construction Ltd. shall provide appropriate Personal Protective Equipment (PPE) as necessary.

## **Hazard Control**

Where a workplace hazard is identified, H. Kerr Construction Ltd. shall utilize the following process to ensure workplace safety:

Step 1: Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

Step 2: Design of Safe Work and Hygiene Practices – H. Kerr Construction Ltd. shall design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards.

Step 3: Administrative Controls – H. Kerr Construction Ltd. shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to limit the amount of time that workers are exposed to hazards.

Step 4: Personal Protective Equipment – Where appropriate, PPE that is designed to reduce, or eliminate a hazard shall be provided.

Step 5: Education and Training – H. Kerr Construction Ltd. will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards.

## **Hazard Reporting Procedures**

### **Employee**

- Report immediately to his/her supervisor, the existence of any hazard of which he or she is aware.
- Complete section 1 of Hazard Report Form ( with assistance from supervisor if necessary).
- Make recommendations for corrective action

### **Supervisor**

- Assist the employee reporting the hazardous condition or act, with completing section 1 of the Hazard Report Form (if necessary)
- Investigate any hazardous condition or act that is reported and take the necessary steps to eliminate or control them. ( with assistance from the Health and Safety Coordinator if necessary)
- Complete section 2 of the Hazard Report Form
- To ensure that copies of the hazard report are distributed to the Health and Safety Coordinator as soon as practical.



## Health and Safety Coordinator

- Act as a resource for identifying hazards and may assist in implementation of controls
- Will follow-up with the supervisor and/or worker to ensure that all corrective actions have been completed.
- Complete section 3 of Hazard Report Form
- Review completed hazard reports to identify any other improvements, corrective action or proactive initiatives and report to JHSC at quarterly meetings.

**Definitions:** Hazardous Condition / Act:

**Unsafe Act:** Are behaviors, which could lead to an accident/incident.

Examples of unsafe acts: can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

**Unsafe Condition:** Are circumstances, which could allow the accident to occur.

Examples of unsafe conditions: can include inadequate, improper or lack of guarding, slippery work surfaces, electrical grounding requirements not observed, containers that are not labelled.

## **Lock out / Tag out**

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### **Purpose**

To reduce the risk of injury by ensuring that all energy sources are: (a) isolated, and (b) effectively controlled prior to any work being done *on or in close proximity* to machinery or equipment

### **Scope**

Applies to all workers involved in managing, administering or completing work on energized equipment.

Applies to all energy sources including hydraulic, chemical, potential, electrical, pneumatic, and mechanical.

Applies to all firm facilities, including any and all contractors working in these facilities.

### **Procedures**

#### **Identify equipment**

Identify the location, equipment and other system components that are the subject of the work.

#### **Identify all energy sources**

Identify all energy sources affecting the equipment or machinery. Identify the various energy forms to be locked out such as hydraulic, pneumatic, electrical, momentum, steam, and gravity.

#### **Identify parts to be locked out**

Identify systems that affect, or are affected by, the work being performed. These may include primary, secondary, backup, or emergency systems.

#### **Identify and confirm with manufacturers equipment service manual the existence of any switches, power sources, controls, or other devices necessary to isolate the system.**

#### **Determine lockout methods**

Confirm that the lockout of all energy sources is possible.

Equipment that can be locked out should be locked out by the methods most appropriate to the hazards

#### **Notify all personnel affected**

Before proceeding with the lockout, inform all personnel who will be affected (supervisor, operator etc.).

If more than one maintenance person working on the same piece of equipment, each person must communicate with the other as to the extent of their work and if it will disrupt each others procedures

## **Shut down equipment and machinery**

Qualified personnel (Maintenance personnel) must shut down the equipment, machinery, or other system components, placing them in a zero state. Trace all systems to locate and lock out energy sources. Always look for other possible energy sources.

All equipment capable of being energized or activated electrically, pneumatically, or hydraulically must be de-energized by physically disconnecting or otherwise making the apparatus inoperable.

Always ensure that the supervisor and operator are aware of the planned shut down and lockout equipment, machinery, or other system components.

If not possible to install lockout on energy source, a do not operate tag must be installed in a visible spot near operator controls

## **Install lockout device and/or tag**

After equipment, or machinery has been de-energized and locked out or tagged by the person in charge, each worker involved in the lockout must be protected by placing his own personal lockout or tag on the isolating device.

Each workers tag must identify the workers name, the workers employer, the date and time of the lockout, the work area involved and the reason for the lockout.

If secure lockout is not possible, consult service manager

## **Multiple Person Lockouts**

Each person working on the machinery, equipment or process is responsible for locking out the energy-isolating device. Multiple locks can be applied with scissor adaptors.

The first worker who applies the lock (must be an authorized company employee) must make sure the lockout is effective and the equipment will not start. When each worker has finished maintenance work, the worker removes only his or her own personal lock. The worker who removed the last lock (who is the worker who applied the first lock) should check that all workers are in the clear and that the equipment can be safely restarted

## **Verify zero energy state**

After all power remaining in the equipment has been discharged or disconnected by maintenance personnel, verify that all personnel are clear of the equipment. Then try, with extreme caution, to start the equipment manually. Look for any movement or functions. If none are observed, confirm that all energy sources are at a zero-energy state.

## **Perform the task**

Carry out and complete the work assignment

## **Communicate that the work is complete and that all personnel are clear**

Ensure that personnel are clear of the locked out equipment, machinery, or system.

Remove only your tags and locks.

Tell personnel that were originally informed of the lockout that the equipment, machinery, or system is no longer locked out.

## **Restore power**

### **Do not restore power until all lockout tags have been removed**

Return system to operational status and the switches to power ON

Only have qualified personnel restart machinery or equipment after all lockout tags have been removed. Test to ensure equipment is working properly

## **Return control to operating personnel**

When all work is completed the person in charge of the lockout operation should return control of the equipment or system to operating personnel

## **Record date /time lockout removed and system restored**

The maintenance person performing the lock out must record the time and date equipment was locked out and restored on lockout log located on a clip board on the shop wall or in the site trailer on job sites

## **Isolation of hydraulic or pneumatic systems**

Identify the machinery or equipment that needs to be locked out

Stop the machine. Make sure that all moving parts have come to a complete stop.

Find the energy source and disconnect it. Disconnect the electrical power to the pump/compressor or close the valve feeding the cylinder.

Apply a personal lock to the electrical disconnect or the valve. To make sure that all moving parts have been secured against inadvertent movement, you may have to pin or block a "weight" that is being supported by the stored pressure in the cylinder.

Test the lock out to make sure de-energization is effective. Test to make sure the pump or compressor won't start and that the flow doesn't bypass the valve. Make sure there is no residual pressure in the lines, reservoirs, or accumulator feeding the cylinder. Bleed any residual pressure. Test to ensure that there is zero energy in the system.

**Always refer to the manufacturer's service manual for proper procedures for all energy sources.**

**H. Kerr Construction Ltd cannot anticipate every possible circumstance that might involve a potential hazard, therefore, if procedures or work methods that are not specifically mentioned in the service manuals are used, you must consult with the service manager to ensure that it is safe for you to proceed.**

**At no time shall a piece of equipment be operated while there is a lock out tag in place**

**Only the person that installed the lockout tag can remove it.**

**Failure to comply with these procedures will result in disciplinary action**

**When in doubt – lock it out**

### **Responsibilities**

#### **Health and Safety Coordinator and JHSC**

Evaluates the procedure for its effectiveness and reviews this procedure every year or as required.

#### **Maintenance Supervisor**

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Ensure that all potential hazards are evaluated, the necessary precautions taken, and that personnel assigned to isolate energy sources are properly trained prior to any work being done on machinery, equipment or process;

Must provide personal locks to employees;

Must implement written procedures where required;

1. Administers this procedure in the shop and
2. Verifies that the procedure is in use.

#### **Maintenance workers**

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It is the responsibility of the maintenance person assigned to isolate energy sources to adhere to all the requirements in this procedure.

All maintenance workers, who work on machinery or equipment, requiring lockout are

Responsible for:

1. Locking out the energy-isolating device or placing a personal lock on the system in a lockout procedure
2. Removing their personal locks on the completion of their work

### **Communication**

#### **Training**

Maintenance personnel who are required to isolate energy sources will receive training during new employee orientation and annually during spring orientation

## Evaluation

Evaluation will be conducted annually by the J.H.S.C.

## Definitions

**Assigned Lock:** This is a lock for which the worker personally controls the key.

Clear the process of ensuring that no-one is near the system before it is checked to ensure that all power is out

**Chemical Energy:** Chemical energy refers to the energy that can be released by a chemical reaction.

Hazardous chemical energy can be released with flammable, combustible, and corrosive substances.

**Energy Source:** Includes but is not limited to electrical, mechanical, radiation, process liquids, steam, air, water, oil, hydraulic, and vapor sources.

**Hydraulic Energy:** Power created by the compressive force or movement of a liquid in a confined area.

**Pneumatic Energy:** Power created by the compressive force or movement of air or gas in a confined area.

**Mechanical Energy:** Created by the combination of kinetic and potential energy resulting from the force of gravity or the movement or release of a machine component such as a spring, clamp or wheel.

**Thermal Energy:** Power created by or in the form of heat. Heat can be released in machine parts and cause burns.

**Kinetic Energy:** The energy of moving equipment or moving materials.

**Lock:** Lock is the use of locks to positively secure the control device(s) used to control the hazardous energy or other hazard.

**Lockout:** Means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockouts generally involve:

- stopping all energy flows (for example, by turning off switches, or valves on supply lines);
- locking switches and valves;
- Securing the machine, device, or power transmission line in a de-energized state (for example, by applying blocks or blanks, or bleeding hydraulic or pneumatic pressure from lines).

**Tag:** A prominent warning device, such as a tag, made of non conducting material that can be securely attached to an energy-isolating mechanism to alert employees that equipment is not to be operated until the tag is removed.

# Hot Work

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## Purpose

The purpose of this standard is to provide safe procedures and environment in the company shop and in the field where hot work is performed , also to control or eliminate the risks associated with hot work operations

## Standard

This standard covers all activities that produce sparks or open flames, including:

- Welding
- Soldering
- Torch cutting
- Brazing
- Heating

## Only maintenance personal shall perform hot work

### Preparation Prior To Starting Work

1. The person conducting the work is to be suitably trained and competent in the use of all equipment involved with hotwork.
2. Wear and use the appropriate P.P.E. which would include the following items: Welding helmet and shield, hearing protection, leather apron , chaps or fireproof clothing, proper ventilation, welding screen and fire extinguisher
3. An inspection of the area is to be conducted prior to hot work to ensure that there is no loose combustible material in the area. Any combustible material are to be moved 10 meters from the worksite
4. Shields are to be erected where electric arc welding is to take place to prevent ultra-violet light exposure to others on site
5. Proper ventilation must be provided before hot work begins.
6. Any containers to be welded shall be purged of flammable liquids/vapors before hot work is performed
7. Hot work shall not to be conducted in the presence of flammable gases, vapors, liquids or dust
8. There must be a qualified first aid provider and an ABC fire extinguisher in close proximity to where the hot work is performed
9. All hot work must be recorded on daily work orders which are located in the maintenance office.

## Prohibited Conditions

Hot work shall not be performed if the following conditions exist:

- Appropriate fire extinguisher is not readily available

- Combustible or flammable materials are in close proximity and cannot be moved or protected
- Proper ventilation or protective equipment not available
- Any condition that could result in undue hazards by performing the work

On completion of the hot work and again 30 minutes later the area shall be inspected for potential fire source by the person who performed the hot work and record it on the permit

Maintenance persons shall conduct hot work activities in compliance with H. Kerr Construction Ltd. safe procedures

There shall be no hot work inside any tank, vessel or confined space. Any hot work to be completed inside a tank, vessel or confined space shall be outsourced to a qualified contractor.

## **Responsibilities**

### **Management:**

Establish policy and procedures for hot work

Ensure hot work procedures are being implemented and followed

Ensure supervisors and persons performing the hot work are suitably trained in the hot work process

Review policy and procedures annually and revise as needed

### **Supervisor:**

Ensure that all Hot Work activities are conducted in compliance with this standard

Ensure that all cutting and welding equipment is satisfactory condition

Ensure that all employees are suitably trained in the hot work process

### **Employee:**

Follow hot work procedures

Inspect to ensure all cutting, welding and protective equipment is in satisfactory condition and in good repair before beginning hot work and report to supervisor any deficiencies

Attend and actively participate in training sessions

### **Communication**

Training shall be conducted during orientation for new workers and spring orientation for returning workers.

Supervisors will be trained at spring safety orientation

Training will be conducted by Health and Safety Coordinator.

This element will also be communicated to all workers during orientation by the Health and Safety Coordinator and by the supervisors during weekly site safety talks.



## **Evaluation**

In order to ensure that this Hot Work standard continues to be effective, the standard will be reviewed annually by the J. H.S. C. and recommendations to management for revisions (if any) will be completed at that time.

## **Confined Spaces**

Any hot work to be performed in a confined space shall be outsourced to a qualified contractor

Report a confined space to your supervisor; never enter a confined space without proper training

## **Workplace Anti-Harassment Policy**

It is public policy in Canada to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination.

H. Kerr Construction Ltd. is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, H. Kerr Construction Ltd. does not condone and will not tolerate acts of harassment against or by any H. Kerr Construction Ltd. employee.

In accordance with workplace rights set out by the Ontario Human Rights Commission under the Human Rights Act, every employee has a right to freedom from:

1. harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences for which a pardon has been granted and not revoked, marital status, family status or disability.
2. a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
3. a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

Making a false complaint or providing false information about a complaint is prohibited and a violation of this Anti-Harassment Policy. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment

## **Policy**

Our workplace harassment policy is not meant to stop free speech or to interfere with everyday interactions.

However, what one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knows, or should know, that the behavior is unwelcome. Harassment is often defined as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”.

Sexual or racial harassment can be defined as any behaviour, in the form of words, gestures, or actions, generally repeated, that has undesired sexual or racial connotations, that has a negative impact on a person’s dignity or physical or psychological integrity, or that results in the person being subjected to unfavourable working conditions.

Usually, harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

Harassment is offensive, insulting, intimidating, and hurtful and does include unacceptable behaviour related to violence or bullying. It creates an uncomfortable work environment and has no place in employee relationships.

## **Definitions**

**The following definitions are sourced from the Ontario Ministry of Labour**

**Personal Harassment** - is any unsolicited, unwelcome, disrespectful or offensive behaviour that an underlying sexual, bigoted, ethnic or racial connotation and can be typified as:

- An implied or expressed threat of reprisal for refusal to comply with a sexually oriented request;
- A demand for sexual favours in return for (continued) employment or more favourable employment treatment;
- Unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person’s body, attire, sex or sexual orientation and/or based on religion;
- Suggestive or offensive remarks;

- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault; for the most part, victims of sexual harassment are female. However, conduct directed by female employees towards males and between persons of the same sex can also be held to constitute sexual harassment.

**Racial Harassment Ethnic Harassment** - is defined as any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin;
- Colour, place of birth, citizenship or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment;
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

**Workplace Violence or Bullying** - is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**Managing and/or Coaching** that includes counselling, performance appraisal, work assignment, and the implementation of disciplinary actions, is not a form of personal harassment, and the policy does not restrict a manager/supervisor's responsibilities in these areas.

## **Application of this Policy**

This policy applies to all individuals working for the organization including front line employees, temporary employees, contractors, all supervisory personnel, or management. The organization will not tolerate personal harassment whether engaged in by fellow employees, supervisors, management, or contract service providers of the organization.

H. Kerr Construction Ltd. will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, layoffs, remuneration, and all other employment practices and working conditions.

All H. Kerr Construction Ltd. employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

## **Procedure for Reporting Discrimination or Harassment**

### Informal Procedure

If you believe you have been personally harassed you may:

- confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor or manager.

### Formal Procedure

If you believe you have been personally harassed you may make a written complaint. The written complaint must be delivered to your supervisor or the Health and Safety Coordinator Your complaint should include:

- the approximate date and time of each incident you wish to report
- the name of the person or persons involved in each incident
- the name of any person or persons who witnessed each incident
- a full description of what occurred in each incident

Once a written complaint has been received H. Kerr Construction Ltd. will complete a thorough investigation. Harassment should not be ignored. Silence can, and often is, interpreted as acceptance.

The investigation will include:

- informing the harasser's of the complaint
- interview the complainant, any person involved in the incident and any identified witnesses
- interview any other person who may have knowledge of the incidents related to the complaint or any other similar incidents

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The Company will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- If necessary, the Company may employ outside assistance or request the use of our legal counsel.
- Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid (the respondent(s)).

If it is determined that personal harassment has occurred, appropriate disciplinary measures will be taken as soon as possible.

## **Disciplinary Measures**

- If it is determined by the company that any employee has been involved in personal harassing of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve a formal warning and could result in immediate dismissal without further notice.
- This Anti-Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

## **Special Circumstances**

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, H. Kerr Construction Ltd. will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

## **Confidentiality**

H. Kerr Construction Ltd. will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. H. Kerr Construction Ltd. will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour concerned. H. Kerr Construction Ltd. will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

## **Employee/Supervisory Roles in Maintaining a Positive Work Environment**

As an employee of H. Kerr Construction Ltd. you have the following responsibilities to our workplace. We trust that all of our employees will help us eliminate harassment from our workplace.

### Co-worker's Role

If you are a co-worker who has witnessed harassment in the workplace:

- Inform the harassed person that you have witnessed what you believe to be harassment and that you find it unacceptable. Support is often welcome. If that person does not feel that they have been harassed, then normally the incident should be considered closed.
- Inform the harasser(s) that you have witnessed the act(s) and find it unacceptable. (See Frequently Asked Questions below).
- Encourage the harassed person to report the incident to their Manager.

### Supervisor's and Management's Role

- Legally, management is responsible for creating and maintaining a harassment-free workplace.
- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a supervisor becomes aware of harassment in the workplace and chooses to ignore it, that supervisor and the Company risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or local human rights' authorities.

When an employee has asked their supervisor to deal with a harassment incident, the manager should:

- Support the employee without prejudging the situation.
- Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- Contact the Health and safety Coordinator or senior management and provide details of the incident on behalf of the employee.

# **Workplace Anti-Violence Policy**

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## **Purpose**

H. Kerr Construction Ltd. is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, H. Kerr Construction Ltd. does not condone and will not tolerate acts of violence against or by any H. Kerr Construction Ltd. employee. H. Kerr Construction Ltd. will take every reasonable precaution and implement measures to prevent violence and protect all employees from potentially violent situations. As such, this policy prohibits physical or verbal threats – with or without the use of weapons – intimidation, or violence in the workplace to minimize risk of injury or harm resulting from violence to H. Kerr Construction Ltd. employees.

Specifically if the Company is aware that domestic violence is likely to expose an employee to a workplace physical injury every reasonable precaution will be implemented to protect the individual.

It is also a violation of H. Kerr Construction Ltd.'s Anti-Violence Policy for anyone to knowingly make a false complaint of violence, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

## **H. Kerr Construction Ltd. strictly prohibits violence in the workplace.**

We are committed to providing a safe and healthy work environment free from violence, threats of violence, harassment, intimidation and disruptive behaviour for all our employees. Weapons are strictly prohibited from all company property; violators are subject to discipline and may be reported directly to the police. H. Kerr Construction Ltd. firmly believes that by working together with our employees, the risk of workplace violence can be minimized.

## **Definition**

The following definition has been sourced from the Ontario Ministry of Labour:

Workplace Violence means but is not limited to:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.



- An attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.
- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault).
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling, swearing).

## **Policy**

In the event that an employee is either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all H. Kerr Construction Ltd. employees that the incident be reported without delay.

- Report any violence or potentially violent situations immediately to management, or the Human Resources department.
- All reports shall be kept confidential.
- All reports shall be investigated, and dealt with appropriately.
- Any H. Kerr Construction Ltd. employee who threatens, harasses or abuses another employee, or any other individual at or from the workplace shall be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action.
- Violent action, threats and assault are serious criminal offences, and shall be dealt with appropriately.

## The Company Shall:

- Investigate all reported acts / incidents of violence, and:
  - consult with other parties (i.e. Legal Counsel, Health & Safety consultants, JHSCs, Employee Assistance Provider, Human Rights office, Local Police Services ;
  - take all reasonable measures to eliminate or mitigate risks identified by the incident;
  - document the incident, its investigation, and corrective action taken.
- Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace.

- Review this policy and hazard assessments annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of hazard assessments, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The Joint Health & Safety Committees/Safety Representative Will:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- Review all reports forwarded to the JHSC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.).
- Recommend corrective measures for the improvement of the health and safety of workers.
- Respond to employee concerns related to workplace violence and communicate these to management.
- In addition, JHSCs may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

**Risk of Violence - Ontario Requirement**

H. Kerr Construction Ltd. will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The Company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

**Workplace Coordinator**

For the purposes of this policy the Health and Safety Coordinator shall act as a Workplace Coordinator with respect to workplace violence and harassment issues.

## **Application of this Policy**

This policy applies to all those working for the organization including front line employees, contract service providers, supervisors, management. The organization will not tolerate violence whether engaged in by fellow employees, supervisors, management, or contract service providers of the organization.

All H. Kerr Construction Ltd. employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent and eliminate violence in the work environment and to intervene immediately by advising a member of management if they observe a problem or if a problem is reported to them.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

## **Disciplinary Measures**

- If it is determined by the company that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

This Anti-Violence Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation related to violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

## **Special Circumstances**

Should an employee have a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the Human Resources Department. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at H. Kerr Construction Ltd. in direct violation of the court order. Such information shall be kept confidential.

If any visitor to the H. Kerr Construction Ltd. workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact their immediate supervisor, and the Health and Safety Coordinator.

All records of harassment and violence reports, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, H. Kerr Construction Ltd. will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

## **Confidentiality**

H. Kerr Construction Ltd. will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. H. Kerr Construction Ltd. will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour concerned. H. Kerr Construction Ltd. will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

## **Employee/Supervisory Roles in Maintaining a Positive & Safe Work Environment**

As an employee of H. Kerr Construction Ltd. you have the following responsibilities to our workplace.

- We trust that all of our employees will help us eliminate the threat of violence from our workplace.
- All employees are responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.

## Co-worker's Role

If you are a co-worker who has witnessed an action related to violence in the workplace:

- Immediately report the incident to your supervisor or a member of Management.

## Supervisor's and Management's Role

- Legally, management is responsible for creating and maintaining a safe and health workplace free from violence.
- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a supervisor becomes aware of violence in the workplace and chooses to ignore it, that supervisor and the Company risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or government representatives.

When an employee has asked their supervisor to deal with a violent situation, the supervisor should:

- Support the employee without prejudging the situation.
- Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- Contact the Health and safety coordinator/or senior management and provide details of the incident on behalf of the employee.

# **Manual Material Handling**

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## **Intent**

H. Kerr Construction Ltd. has adopted the following procedures for lifting and handling materials in an effort to ensure the ongoing health and safety of our staff, and to minimize the incidence of musculoskeletal injuries (MSI) in the workplace.

## **Procedures**

### **Pre-Task**

Prior to the manual lifting, pushing, pulling, handling, carrying or transportation of any materials that may cause strain or injury, the employee must examine the material and determine:

- Approximate weight of the load;
- Size and shape of the load;
- The distance that the load must be physically moved, either manually or with the assistance of a device; and
- The best possible solution for moving the load.

In the event that a load is determined to be either too heavy or awkward to move manually, or where a device that could reasonably move the load is either unavailable or non-existent, the employee must consider alternate methods for moving the load. This may be done using the following techniques:

- Where possible, remove elements of the load to divide the weight, and move it in parts to reduce the potential of injury;
- Obtain assistance from other staff members in moving the material(s);
- Identify and review the methods for performing the necessary tasks, and revise where possible.

### **Lifting**

- **Maintain the natural curvature of your lower back** – Note that when you are standing straight, your lower back has a natural curve, creating a slight hollow at the small of the back. When lifting, lowering or moving a load, try to maintain the curve as your spine and back are their most stable in this position.
- **Use your core strength** – By contracting your core abdominal muscles when lifting, lowering or moving materials, your body will naturally be more rigid and stable, reducing the incidence of injury.

- Avoid twisting – By twisting your back, stability is decreased, as you are unable to use the major muscles of your spine and core, and increase the probability of injury.
- Hold the load close to your body – By holding materials / loads close to your body, you can avoid awkwardly bending over, and can use the major muscles in your body. Where appropriate, utilize protective clothing or PPE to avoid injuries that may occur as a result of holding sharp, dirty, hot, or cold objects close to the body.

### Pushing and Pulling

Avoid pulling loads! Where possible, push materials / loads.

Whenever possible, loads should be pushed rather than pulled. Pushing a load is easier as the human body is able to generate greater force when pushing as opposed to pulling, and you can lean your entire body weight into the load where necessary.

Where possible, use an appropriate transportation device (trolley, cart, wheelbarrow, etc.) to push a load.

Where a load is pulled, you increase the risk of injury due to:

- Running over the feet / ankles, or being struck by carts or trolleys;
- Strain injuries caused by pulling a load while facing the direction of travel, placing the shoulder and back in an awkward posture;
- Potential injuries caused due to an inability to see where you are going while pulling and walking backwards.

## **Cell Phones & Music Devices & CB Radios**

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### **Cell Phones**

It is the purpose of this policy to protect corporate resources, protect employee safety, and help minimize corporate liability.

#### **Procedures:**

1. No personal cell phones are allowed on job sites without permission from the supervisor unless the employee is working alone.
2. Phones are available from the supervisor if needed.
3. Cell phones are to be left at home or in the employees' vehicle.
4. In case of family emergency, family members are to contact the head office of the company in Wingham and the staff there will contact the employee's supervisor who will in turn contact the employee involved.
5. If an employee has approval to carry a cell phone, no calls shall be placed or received while operating equipment or driving company vehicles.
6. If an employee has approval to carry a cell phone and a phone call is necessary, pull the machine/vehicle over in a safe location, put the machine in park or neutral, apply the brakes and ensure the machine is safe before making a call.
7. Cell phones are not to be used while refuelling machines.
8. Company cell phones are not for personal use except in case of an emergency.
9. Unless work related, company cell phones are not to be used on weekends.

NO TEXT MESSAGING

### **Music Devices**

The use of music devices which include but not limited to I Pods, MP3 players, CD players, or any music device that requires headphones is not permitted at any time on any H. Kerr Construction Ltd. Site Unless factory installed, no music devices like speakers, CD players, radios, etc. may be installed in any equipment without consent from senior management

If approved to add music device to equipment, it may only be installed by company maintenance personnel

Anyone found adding music devices to equipment without consent from senior management will be subject to disciplinary action up to and including dismissal and will be responsible for cost of any repairs required to remove the music device and return the equipment back to its original condition



## **CB Radios**

- CB radios are not to be used while operating equipment.
- Only operate CB radios when you have pulled over out of the way of site traffic and it is safe to do so.
- CBs are to be used for work purposes only

### **The FCC makes it very clear that CB radios are not to be used:**

- IN connection with any activity which is against federal, provincial, or local law.
- To transmit obscene, indecent, or profane words
- To intentionally interfere with CB radio operators
- To advertise or solicit the sale of any goods or services
- To transmit music, whistling, or any sound effects.
- To transmit the word "MAYDAY" unless it is an absolute emergency
- To advertise political candidates.
- To transmit to other stations not in the CB service

**ANYONE FOUND ABUSING THE CB RADIOS WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL**

## **Drug and Alcohol Policy**

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H. Kerr Construction Ltd. is committed to providing a safe, drug and alcohol-free workplace. As such, the Company will not tolerate the abuse of controlled substances by any employee.

### **Policy Statement**

The employees are our most valuable resource, and for that reason, their health and safety is of paramount concern. The Company will not tolerate any drug or alcohol use which imperils the health and well-being of its employees, or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the expectations of character that the Company holds for all of its employees. Employees who use illegal drugs or abuse other controlled substances (such as alcohol) on or off duty tend to be less productive, less reliable, and prone to greater absenteeism which results in the potential for increased cost, delay, and risk to the business.

H. Kerr Construction Ltd. is a drug and alcohol-free workplace. As such, the use of non-prescribed drugs or alcohol during work hours is strictly prohibited. The Company prides itself on providing a safe working environment for all of its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves, their coworkers and visitors to our premises. To help ensure a safe, healthy workplace, the Company reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. The Company also prohibits any employee from reporting to work, or working with any measurable level of illegal or non-prescription drugs, alcohol, or other controlled substance which might affect the employee's ability to work safely.

### **Prohibited Behaviour**

The following are strictly prohibited, and may incur disciplinary action up to, and including termination of employment, and any legal ramifications consistent with the necessary involvement of law enforcement agencies:

- Employees shall not be under the influence of any non-prescribed drugs or alcohol while they are on company premises, operating a company vehicle, or are in the act of conducting Company business regardless of location.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.

- The use of alcohol or illicit narcotics off Company premises that adversely affects the employees work performance, the safety of his or her own and others safety at work, or H. Kerr Construction Ltd. regard or reputation in the community.
- Failure to adhere to the requirements of any drug or alcohol treatment or counselling program in which the employee is enrolled.
- Failure to report to management the use of any prescribed drug which may alter the employees' ability to safely perform their duties.

***Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.***

## **Suspicion of Impairment**

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### **General Procedures**

Any employee reporting to work visibly impaired will be deemed unfit to perform required duties and will not be allowed to work. The following procedure will apply in these situations:

1. If possible, the employee's Supervisor will first seek another Supervisor or management's opinion to confirm the employee's status.
2. Next, the Manager/Supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties to ensure their safety and the safety of their co-workers or visitors to the workplace.
3. If an employee is deemed "unfit for work" this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyzer or blood test. The employee should be advised the company has arranged a taxi or shuttle service to safely transport them to their home address; an unfit employee will be sent home without pay.

4. If, in the opinion of the Manager/Supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safer transportation alternative - depending on the determination of the observed impairment - and accompanied by the Manager/Supervisor or another employee if necessary.
5. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse this company organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the Police to make them aware of the situation.
6. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

## **Inspections**

The Company reserves the right to inspect any and all property on its premises for the presence of drugs, alcohol or other contraband. The Company also reserves the right to require its employees to cooperate with any searches of their work area, or property that might be used to conceal drugs, alcohol or other contraband. Employees found to be in possession of such contraband, or who refuse to cooperate in these inspections may be subject to disciplinary action up to an including termination of employment.

## **Substance Dependency**

- The Company understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. The Company promotes the early diagnosis of this disease, and encourages employees with a disability based on dependency on alcohol or drugs to pursue medical, and/or psychological treatment to become successfully cured of this disease.
- Employees are not excused from their duties as a result of their dependencies. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

- The Company defines a rehabilitated drug user or alcoholic, or any individual engaged in a supervised drug or alcoholism rehabilitation program that is no longer using drugs or alcohol, as an employee with a disability. As such, the Company would consider the application of an individual who had formerly been in violation of the drug and alcohol policy, if the candidate could show evidence of rehabilitation. The employee would be responsible for adhering to the Company's Agreement for the Continuation of Employment within this Policy.
- All medical information shall be kept confidential.

### **Employee Expectations**

All employees are expected to abide by the provisions of this policy. In the event that an off-duty employee is asked to come in to work, it is his/her responsibility to refuse the request and ask that the request be directed to another person if the employee is unfit due to the influence of alcohol or other drugs.

Any employee convicted of, or who pleads no contest to any substance related offence must inform the Company within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action up to and including termination of employment. In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, receipt, or transportation of any substance, the Company will determine whether disciplinary action will be taken, including the appropriateness of continued employment.

### **Legal Compliance**

The Provisions of this policy are subject to any federal, provincial or local laws that may prohibit or restrict their applicability.

## **Heat Stress Prevention and Hot Weather Policy**

H. Kerr Construction Ltd. has adopted this policy to ensure the ongoing health and safety of staff members that are exposed to high levels of heat, and/or other climatic conditions that may cause adverse effects to health and safety in the performance of their regular job duties for H. Kerr Construction Ltd. This policy is intended to include both indoor and outdoor work where temperature is a concern.

### Objective

The objective of this policy is to reduce the risk of illness, injury or fatality to H. Kerr Construction Ltd. employees and contractors from heat related disorders.

### Authority

H. Kerr Construction Ltd. will ensure that our workplace is in compliance with health and safety regulations, and that the threshold values for heat stress and heat strain recommended by the Ontario Ministry of Labour are observed, and actions taken appropriately in response to any concerns where an un-acclimatized workers' core temperature is in danger of exceeding 38 degrees Celsius.

### Responsibilities

Managers / Supervisors – H. Kerr Construction Ltd. management and supervisory employees will be responsible for the overall health and safety of staff members under their direction, including appropriate management of heat stress prevention policy and procedures.

Where temperature is a concern, management and supervisory staff will be required to evaluate the work that will be performed, and ensure that appropriate safeguards (first aid plans and materials) are in place, and relief measures (drinking water, rest periods scheduled) are available and implemented, and that staff are appropriately acclimatized to heat when performing work in areas where hot weather exists. Management and supervisory staff will communicate information regarding the signs and symptoms of heat stress / disorders.

As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and/or illness due to heat stress.

Employees – Employees of H. Kerr Construction Ltd. are required to participate in health and safety training, and adhere to all health and safety policies and safe work procedures.

## Disorders

The following disorders are commonly associated with exposure to excessive heat. In the event that any of the following are observed or experienced, the symptoms should be immediately communicated to management or the immediate supervisor, and appropriate first aid measures will be taken.

### Heat Cramps

Root Cause(s): Dehydration due to excessive sweating; imbalance of internal pH due to the loss of salt and other electrolytes through excessive sweating.

Signs and Symptoms: Cramping and painful spasms; Excessive sweating.

Treatment: Drink water to replenish lost fluids; Rest, and where possible, removal from area where the heat is excessive to a cooler area, or under shade; Massage cramps.

### Heat Exhaustion

Cause: Dehydration due to excessive sweating; Shock due to a failure to properly acclimatize to conditions.

Signs and Symptoms: Excessive sweating; Increased level of thirst; Increased heart rate / rapid pulse; Dizziness / fatigue / weakness; Loss of consciousness (fainting / collapse);

Treatment: Drink water to replenish lost fluids; Rest lying down with legs elevated, and where possible, removal from area where the heat is excessive to a cooler area, or under shade.

### Heat Stroke

Cause: Extended / over-exposure to excessive heat

Signs and Symptoms: Failure of ability to internally regulate temperature; Temperature of worker continues to rise, even with addition of water, and removal from area with heat; Excessive body temperature (above 98.5 degrees); Sweating has stopped; Skin appears red, and is very hot and dry; Heart rate is increased and pulse is rapid; Breathing is laboured; Worker is dizzy and/or disoriented; Worker experiences fatigue and/or weakness; Loss of consciousness.

Treatment: HEAT STROKE IS A MEDICAL EMERGENCY! Immediately call for help and contact emergency services (ambulance). Where possible, immerse the worker in water and ice in an effort to cool them down.

## Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders

1. Engineering Controls: Where possible, venting and/or air-conditioning shall be applied. Alternate methods will include the use of fans, and opening of windows. For outdoor work, H. Kerr Construction Ltd. shall work to ensure that a shaded area is available.
2. Acclimatization: In an effort to avoid shock associated with exposure to heat, H. Kerr Construction Ltd. workers will be required to use appropriate acclimatization procedures to adapt them to new temperatures. This shall be accomplished by scheduling the worker to incrementally longer periods of exposure to heat over a period of 5-10 days.
3. Work Conditions: H. Kerr Construction Ltd. management and supervisory staff will regularly check the weather conditions that will affect work, and will adapt the schedule(s) and tasks as appropriate. It shall be the decision of the supervisor (with assistance from management if necessary) to determine whether to stop work due to excessive heat.
4. Work/Rest Cycles: Where possible, work requiring strenuous physical activity shall be scheduled for cool periods in the day (early morning or evening), and non-essential tasks will be re-scheduled until such time as the risk of injury or illness due to heat stress falls into an acceptable range. Scheduling of tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool and/or shaded area.
5. Personal Protective Equipment: H. Kerr Construction Ltd. staff members required to perform work duties in hot environments will be directed to utilize appropriate light-weight / breathable garments that provide maximum protection against the sun, and potential health and safety hazards involved in both the work, and heat stress. Where work is performed outdoors, sun block will be recommended.



6. Fluid Intake: To minimize the danger of dehydration and other health risks associated with heat stress, H. Kerr Construction Ltd. will ensure that workers are provided with access to water. Staff members that perform work in areas with excessive heat are advised that the recommended intake of fluid is 250ml (one cup) per 20 minutes.

#### Criteria for Managing Heat Stress Induced by Hot Weather

- Humidex reaching or exceeding 35 degrees Celsius
- Environment Canada Humidex advisory ( air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)

Hot weather plans should be in place between May 1 and Sep. 30 of each year.

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**NEVER IGNORE ANYONES SYMPTOMS NO  
MATTER WHAT THE HUMIDEX!**

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	<b>Cause</b>	<b>Symptoms</b>	<b>Treatment</b>	<b>Prevention</b>
<b>Heat Rash</b>	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
<b>Sunburn</b>	Too much exposure to the sun.	Red, painful, or blistering and peeling skin.	If the skin blisters, seek medical aid. Use skin lotions (avoid topical anaesthetics) and work in the shade.	Work in the shade; cover skin with clothing; apply skin lotions with a sun protection factor of at least 15. People with fair skin should be especially cautious.
<b>Heat Cramps</b>	Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water.	Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing and drink cool salted water (1 tsp. salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don't go away, seek medical aid.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Fainting</b>	Fluid loss and inadequate water intake.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Heat Exhaustion</b>	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred.	GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Heat Stroke</b>	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AN AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

## **Housekeeping**

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H. Kerr Construction is dedicated to maintaining a quality housekeeping program that provides a safe and healthy environment for all employees, prevents loss to person or property and in turn maximizes operations. To maintain a clean, hazard free workplace, all groups – management, supervisors and workers – must co-operate.

### **Roles and Responsibilities:**

**Senior Management** has overall responsibility for implementation of the housekeeping policy and to ensure all staff recognizes their responsibilities. Senior management must also evaluate and make changes to the policy when necessary.

Supervisors have the responsibility to ensure workers are aware of site housekeeping requirements as follows:

1. Schedule daily clean up of work areas.
2. Complete site inspections at least weekly and more often when needed.
3. Eliminate or control all hazards immediately.
4. Enforce this policy diligently.
5. Ensure proper means of garbage disposal are available.
6. Ensure all sites have adequate parking areas.

### **Worker responsibilities include:**

1. Inspect all tools and equipment before using them, reporting any deficiencies immediately to your supervisor.
2. Record inspections on Daily Report Form
3. Always return tools to their proper place when finished with them.
4. Dispose of all waste material including personal trash in proper containers.
5. Keep cabs, windows, steps and tracks of equipment clean.
6. Keep fuel and oil areas clean and clean and keep oil containers neatly in its proper place.
7. Clean up any spills immediately.
8. Keep stairways, aisles, exits, escape routes and access to safety equipment clear and free from debris.
9. Keep jobsites levelled up at all times.
10. Park equipment in designated area away from personal vehicles and in an orderly fashion so not to back up when leaving.
11. Always use the proper tool for the job.
12. Always use the proper personal protective equipment as needed.

13. Avoid tripping hazards by proper usage and storage of hoses, slings, chains, extension cords welding cables etc.
14. Store all cylinders upright, away from any heat source, in a secure area.
15. Store different gasses separately

## **Smoking Policy**

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### ***Policy Intent***

H. Kerr Construction Ltd. maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, H. Kerr Construction Ltd. has adopted a policy to be smoke free in all company buildings and vehicles.

### **This Policy Shall:**

- Provide general definitions of smoking, and its related by-products;
- Prohibit the act of smoking in H. Kerr Construction Ltd. Buildings or vehicles;
- Set forth procedures in the event of a violation of this policy;
- Outline risks associated with smoking.

### ***Definition***

Smoking - The act of lighting, inhaling or carrying of a lighted or smouldering cigar, cigarette or pipe of any kind.

Mainstream Smoke - The smoke directly inhaled by the smoker. Smoking has been shown to be the largest preventable cause of premature death.

Second Hand Smoke - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

Side Stream Smoke - The smoke that is emitted from the burning tip of a cigarette, pipe or cigar. This type of smoke has been proven to be the most harmful, as it contains higher levels of carcinogenic chemicals.

### ***Policy and Procedure***

1. Smoking shall be prohibited in all company vehicles and buildings, and is applicable to all employees, guests, contractors and customers.

2. H. Kerr Construction Ltd. has no intentions towards influencing the actions of employees smoking habits outside of the workplace, and will not pursue disciplinary action for those that smoke off of H. Kerr Construction Ltd. premises.
3. H. Kerr Construction Ltd. will not discharge employees, or refuse to hire applicants on the grounds that they are smokers.

### **Violations**

In the event of a violation of this policy, H. Kerr Construction Ltd. may pursue disciplinary action up to, and including termination of employment. Employees that witness violations are required to report the infraction to their supervisor, or Health and Safety Coordinator.

## **Propane in Construction**

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H. Kerr Construction Limited requires all employees working with propane to recognize and understand the hazards of propane and to know the controls and procedures used to minimize those hazards.

Employees are not permitted to work with propane unless properly trained and provided with the information and practice necessary to safely connect, disconnect and activate propane torches, heaters etc.

### **Procedures:**

1. Use Personal Protective Equipment when working with propane.
2. Always store, transport and use cylinders in a secure upright position.
3. Keep valves closed and cylinders capped when not in use or when transporting.
4. Empty cylinders are to be marked "MT" and stored separately from full cylinders.
5. Store cylinders in a secure area away from heat or ignition sources, flammable materials, traffic areas and separate from other types of gas cylinders.
6. Always have proper ventilation when working with propane.
7. Always keep a proper fire extinguisher on hand.

Propane handling and safety will be communicated through means of in-shop training, safety meetings, tailgate talks, jobsite inspections and inter-company notices.

Training will be provided by H. Kerr Construction Limited to all necessary employees by means of:

- a) MOL approved CSAO Propane Construction course
- b) Propane in Construction “Train the Trainer” course
- c) Day to day supervision by a competent person/worker.

## **Spill Plan**

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Any spill of petroleum products under 100 litres which is not likely to enter any waterway and not likely to cause adverse effects shall be reported immediately to the supervisor and then cleaned up immediately.

Any spill over 100 litres must be reported to the supervisor, project manager and the proper authorities (Ministry of the Environment). The supervisor on site shall take charge of the spill containment and clean up.

### **On Site Fuel Tanks:**

- All on site fuel tanks must either be dyked or double-walled.
- When dykes are used they must have a valve which allows the removal of accumulated surface water.

### **Priority should always be given to preventing the occurrence of spills.**

- Observe and monitor fuel transfers.
- Inspect hoses, fittings and valves before and after each use.
- Keep work site clean so that no spill goes unnoticed.
- Keep hydraulic hoses and fittings in good condition to avoid breakage.

### **If a spill does occur:**

- Personal safety is foremost. Do not endanger yourself or others.
- Contact supervisor as soon as possible
- If released material is flammable prevent sources of ignition (e.g. cigarettes or open flames).
- Use a spill kit, which is available in all site trailers.
- Close all appropriate valves.
- Block the spill from entering storm water drains, ditches or waterways by constructing a dike or berm.

**EMERGENCY PHONE NUMBER FOR MOE:**

**1-800-268-6060**

## **Non Routine Work**

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It is the supervisor's responsibility to insure that work activities are assigned to the appropriate workers.

### **Definitions**

**Activity** A set of actions required to complete a job

**Non-Routine Work** Activities that are not generally performed on a regular basis

**Safe Operating Procedures** A set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.

In the event that a worker or supervisor/manager identifies a non-routine work situation, all involved must attend a pre-work meeting.

### **Pre-work Meeting**

- The supervisor or experienced designate will conduct the pre-work meeting with all involved.

During the pre-work meeting, all potential hazards associated with the non-routine task/activity must be identified. The hazards identified must be rated for loss potential (using the existing loss potential matrix included on the hazard reporting form).

- All controls must be identified and fully implemented for each hazard identified that

can not be eliminated.

- Safe operating procedures must be established and documented.
- All involved workers must be trained on the safe operating procedures. A record of training will be kept in the employees personnel file.
- All necessary safety equipment required to complete the task/activity safely, are to be documented including their proper use, maintenance and storage.

### **Non-routine Work evaluation**

- The worker must demonstrate their ability to complete the task/activity to the supervisor or experienced designate.
- The supervisor or experienced designate will not allow the worker to commence any work until they are satisfied that the worker can complete the task/activity in a safe manner. This includes that the employee demonstrates how to inspect and wear the required personal protective equipment.

## **Environmental Protection Plan**

H. Kerr Construction Limited recognizes environmental protection as one of our guiding principles and a key component of sound business performance. We are committed to providing a quality workmanship in a manner that minimizes our potential impact on the environment. We will operate in compliance with all Federal, Provincial and Municipal Environmental Legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- Train, educate and inform our employees about environmental issues that may affect their work,
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable,
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- Strive to continually improve our environmental performance by monitoring job sites and periodically reviewing our environmental policy in light of our current and planned future activities.



## **Worker Well - Being**

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Management at H. Kerr Construction Limited believes that a healthy worker is a more productive worker. There is a strong connection between the health and well being of people and their work environment. So we will provide our workers with all of the information available to us to promote a healthy work environment and a healthy lifestyle.

The Company will also strive to help our workers become smoke free and provide a smoke free environment for all employees.

During safety talks and periodically in pay slips, we will include information and ideas on living a healthy lifestyle at work and at home.

### **FACT:**

- 70% of all illnesses and disease in Canada are preventable and that health related expenses could consume half or more of any company profits.
- Half or more of all leading causes of death are caused by lifestyle factors, which mean that making wise personal choices in health practices can significantly decrease risk for disease while enhancing the quality of life.
- By providing this program we can help our employees to understand how to improve their own health and reduce health risks.

## **Records Review and Analysis**

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All records, investigations, and reports shall be reviewed by the Joint Health and Safety Committee on a quarterly basis.

Any outstanding issues shall be resolved as soon as possible or a decision shall be made in a timely fashion as to the action required to resolve the issue.

Any recommendations made by the Joint Health & Safety Committee\ Health and Safety Rep. to management shall be responded to in writing within 21 days.

Some Items to be reviewed:

- Accident investigations
- Lost time injury reports
- No lost time injuries
- First aid reports
- Hazard reports
- Work refusals
- M.O.L. orders
- Maintenance records
- J.H.S.C. minutes and any outstanding safety meeting issues
- Infraction Reports
- Inspection Reports
- Recommendations for health and safety program improvement from workers

## **Equipment Operating Procedures**

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- Always work in compliance with Health & Safety policies and procedures.
- Never attempt to operate the machine unless you are fully qualified to do so.
- Before operating, circle check machine for any damage or maintenance required and report to your supervisor of any needed repairs.
- Check all fluid levels and report any fluids added or needed to Greaser and document it on circle check sheet.
- Use 3-point contact when mounting and dismounting equipment.
- While sitting in seat, start engine. Never attempt to start or operate machine from any position other than the seat provided.
- Warm up engine at least 2 minutes when cold.
- Always wear a seat belt.
- Receive instructions from supervisor on duties for the day (may change through- out the day).
- When first moving machine check brakes and steering.
- Operate machine in a safe responsible manner being aware of any workers on foot.
- Always look behind you before backing up
- In the case of backing up and in doubt of surroundings – get out of machine and look around.
- Circle check machine after all breaks and lunch.
- At the end of the day park machine in designated area, in an orderly fashion and a safe distance from other equipment.
- Before exiting machine, always lower bucket, bowl, or blade to the ground and apply brakes.
- Allow machine at least 5 minutes to cool down before shutting engine down.
- Shut engine down.
- Shut off master switch.
- Remove keys.
- Lock all doors and windows.

## Fueling Equipment

- No smoking during fuelling process.
- Never run out of fuel.
- If running low on fuel and there is no fuel on site contact your supervisor.
- One vehicle fuels at a time (no line-ups).
- During fuelling never leave fuel nozzle unattended.
- If spill occurs follow spill plan
- Report any fuel leaks immediately to your supervisor
- Always avoid inhaling fumes from all types of fuel
- Keep area around fuel cap clean and free from debris

### REMEMBER

- No Riders – Except for training purposes.
- If in trouble STOP, DROP BUCKET, BOWL, OR BLADE APPLY BRAKES-GET HELP.
- Always maintain 3-point contact when mounting or dismounting machine.
- If machine breaks down contact supervisor and follow lock out / tag out procedures.
- Keep machine greased daily and cab and windows clean.
- No modifications to any machines without approval from head office.
- Be aware of blind spots.
- Always be aware of workers on foot and other obstacles i.e. Lasers, rods and receivers, grade stakes, iron bars
- If you see a problem (oil leak e.g.) with a machine being operated in your area, inform the operator.
- Never operate in unsafe conditions and report any unsafe conditions to your supervisor immediately.
- Never leave the machine idle for extended periods.
- Always wear seatbelts.
- No Smoking in equipment, or during fuelling operation.
- Adjust operating speed for soil and weather conditions.
- Operate equipment at a safe speed, maintaining control at all times.
- Never operate equipment if any fluid level is below manufacturer's recommended level and consult manual if necessary.
- **Always look behind before backing up and continuously during back up procedures.**

***HEAVY EQUIPMENT IS JUST THAT – YOU MUST RESPECT IT.***

## **Three Point Contact**

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The purpose of the 3-point contact is to reduce or eliminate the risk of “slip and fall” injuries and instill safe procedures in mounting and dismounting equipment and ladders.

3-Point Contact means always have two feet and one hand or one foot and two hands in contact with the steps at all times.

### **3-Point Contact Steps:**

1. Visual inspection of steps to be done in circle check daily – keep steps clear of any mud, ice, snow, grease or any other obstacle.
2. Inform supervisor of broken or bent steps immediately.
3. During mounting and dismounting, always maintain 3-point contact during movement and break 3-point contact only when reaching the ground, the cab or a stable platform.
4. Always look where you are stepping.
5. Always mount or dismount facing in towards equipment and only when the vehicle is stationery.
6. Get on and off equipment consistently at the safest access point.
7. Before dismounting ensure brakes are applied and bowl, bucket, or blade is lowered to the ground.
8. Take extra care in wet or cold or icy conditions.
9. Avoid wearing loose or torn clothing as such clothing can become caught on equipment.
10. Procedures shall be communicated to operators by means of training, new worker orientation, safety meetings and tailgate talks.

**Remember improper dismounting from equipment causes 14% of back injuries to heavy equipment operators.**

**Ninety percent of falls from equipment happen to experienced operators.**

## **Company Vehicles**

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### **Accidents/Stolen Vehicle:**

Immediately notify the authorities and comply fully with the requirements of the Highway Traffic Act. All accidents regardless of fault or severity must be immediately reported to management. Vehicles involved in an accident must be repaired promptly; they must not be driven for extended periods of time without having accident damage repaired.

### **Insurance:**

The company carries adequate insurance against Third Party Bodily Injury and Property Damage Liability, on all company vehicles. The liability certificate must be carried in the vehicle at all times.

### **Authorized Drivers:**

Authorized drivers of a company owned vehicle must:

- Have a valid drivers license in the province of Ontario
- Be an employee of H. Kerr Construction Limited
- Complete a drivers License Abstract Consent Form

### **Other:**

- Company vehicles are to be used for business related purposes only; not for personal use on weekends.
- Only employees of the company are permitted to be passengers.
- Drivers must notify the company of any revocation or suspension to their license.
- All vehicle accidents regardless of fault or severity must be reported to head office immediately.
- Repairs directly attributable to driver neglect may be charged back to the driver.
- Company vehicles are to be cleaned and maintained on a regular basis i.e. oil changes every 5,000 km., regular brake checks. Records are to be kept of service to the vehicle.
- All fluid levels are to be checked daily.
- Buying parts for vehicles must be approved by head office (tires or accessories).
- Absolutely no alcohol or drugs or anyone under the influence of the fore-mentioned are permitted in Company vehicles. Any violation will result in the loss of the use of the vehicle and disciplinary action up to and including dismissal.

- Obey all Highway Traffic laws and signs and speed limits.
- No smoking in Company vehicles.
- Use extreme caution when driving in bad weather – fog, snow, rain etc.
- Only as many passengers as there are seatbelts are permitted in the vehicles.
- Put your job number on all gas receipts.
- Company vans are not to be driven around job sites – too much damage has occurred in the past.
- Always keep vehicle locked when unattended.
- never leave valuables in the vehicle when unattended (GPS, lasers etc.).
- Each commercial vehicle must be inspected before it is operated each day, this inspection for vehicles over 4,500 kg GVW, must be recorded on the drivers vehicle inspection report. Any vehicle deficiencies detected by the driver must be noted on the report, and he/she must notify the Service Manager.
- When parking company vehicles on jobsites, keep them a safe distance from construction equipment and out of high traffic areas, blind spots and swing areas.
- Anyone driving company vehicles with fuel tanks must keep records of residual containment in their vehicle at all times.

## **Traffic Control and Backing Up Equipment**

Traffic management occurs during all phases of a construction project. The type and placement of signs must be in compliance with the Ministry of Transportation's Traffic Control Manual of Roadway Operations. During traffic control operations the site supervisor is responsible for ensuring all required traffic control devices and signs are in place and a written traffic control plan is posted on site.

All supervisors are to be trained in traffic control and when a worker is required to direct traffic, the worker shall:

1. Be a competent worker.
2. Not perform any other duties.
3. Be properly trained – read, understand and sign the back of the Handbook for Construction Traffic Control Persons from the CSAO.
4. Be given written and oral instruction in a language the worker understands.
5. Be positioned in a safe location clear of potential hazards and off the traveled portion of the road with a clear view of approaching traffic at all times.
6. Wear proper personal protective equipment.
7. Not direct traffic in more than one direction.
8. May direct traffic only where the operating speed of the road is less than 90 km/h.

### **Backing Up Equipment**

Every project shall be planned and organized so that vehicles and equipment are required to operate in reverse as little as possible.

A signaller must be used when the operator's view of an intended path of travel is obstructed. A signaller must also be used when the vehicle or intended load can endanger a person.

Always look back before backing up equipment and continuously until backing up is completed

### **Supervisor's Responsibilities:**

1. Use drive-through operations as much as possible.
2. Post traffic control plan on site and update it periodically.
3. When back up operation is necessary use signaller.
4. Ensure signaller is a competent person.
5. Ensure that the signaller completes proper training.
6. Ensure that the signaller receives proper written and oral instructions.
7. Keep workers on foot separated from back up operation.



## **Signaller's Responsibilities:**

1. Wear proper personal protective equipment.
2. Use common hand signals.
3. Perform no other duties while performing the duty of signaller.
4. Be aware of and stay out of blind spots.
5. Stay in a safe visible spot.
6. Maintain eye contact with the operator.
7. A signaller is required when the minimum distance between the boom and overhead wires is less than the minimum distance as shown at the bottom of this page.

## **Operator's Responsibilities:**

1. Communicate with signaller before backing up.
2. When unsure of surroundings or the location of workers on foot get out and circle the machine.
3. Make eye contact with signaller.
4. Stop immediately when a signaller, worker, or anyone else disappears from view.
5. Do a circle check after leaving the equipment for any period of time.
6. Make sure mirrors are intact, functional and properly adjusted.
7. Ensure back up alarms are maintained and working.
8. Follow posted traffic control plan.
9. Look behind before backing up every time.

### **Remember**

- **Loaded equipment always has the right of way**
- **Keep to the right on haul roads unless told differently by your supervisor**
  - **Stay on designated haul roads**

## **Workers on foot should be trained to:**

1. Recognize and avoid entering or standing in blind spots.
2. Know how to work safely around trucks and operating equipment.
3. Make eye contact with driver or operator before approaching equipment.
4. Signal intention to driver or operator.
5. Avoid standing or talking near entry points, grading operations, or other places where equipment is moving back and forth.

**When working in proximity to overhead power lines or conductors:**

1. Operator must be provided with written notification of electrical hazard before starting work
2. A sign must be posted in the cab of the machine and in the vicinity of the hazard.
3. A signaler must also be used to warn operators when approaching electrical encroachment zone.

<b><u>Nominal Phase to Phase Voltage Rating</u></b>	<b>Minimum Distance</b>
750 to 150,000 volts	3 metres
More than 150,000 to 250,000 volts	4.5 metres
More than 250,000 volts	6 metres

# **Absenteeism/ Attendance Policy**

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## ***Purpose***

The purpose of this policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by his or her position. H. Kerr Construction Ltd. places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of H. Kerr Construction Ltd. and its business operations.

Employees who are chronically absent or tardy adversely affect H. Kerr Construction Ltd. productivity and staff morale, thus diminishing the quality and level of normal business operations. This policy's goal is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to H. Kerr Construction Ltd.

## ***Guidelines***

H. Kerr Construction Ltd considers an employee absent if he or she does not attend work as scheduled, regardless of cause. The primary objectives of this policy are to:

1. Reduce instances of unscheduled and/or disruptive absenteeism/attendance, as well as foster responsible leave usage by employees.
2. Improve employee morale by reducing the negative effects of absenteeism on employees who perform the duties of their absent colleagues.
3. Enhance service to clients, customers, and business partners by promoting excellence in employee attendance.

## ***Policy***

The Health and Safety Coordinator shall communicate the following policy statements to all employees during orientation to indicate the specific attendance needs of the company.

Supervisors at H. Kerr Construction Ltd. are advised to adapt and enforce this policy, using progressive disciplinary measures when there is a violation of this policy.

1. Each employee is responsible for notifying his or her supervisor of absence for each day that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive corrective action. H. Kerr Construction Ltd. reserves the right to terminate any employee who is absent for three (3) or more consecutive working days without notification.
  - An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate supervisor—by telephone within 30 minutes of the employee’s regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
  
2. Employees who are absent for more than three (3) or more consecutive working days are required to submit a note from a licensed physician or medical practitioner stating the nature of the illness and/or medical condition that led to the absence. Employee absenteeism due to a work-related illness or injury could be required to submit to a physical examination before returning to work in order to minimize liability to H. Kerr Construction Ltd.
  - Any employee who remains absent for more than three (3) consecutive business days, without contacting the company, shall be considered as having abandoned and resigned his or her position.
  - Any employee who remains absent for more than three (3) consecutive business days after an authorized leave of absence shall be considered as having abandoned and resigned his or her position.
  
3. Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours or tardiness.
  - Early departures during scheduled working hours are considered excessive if they exceed 5 per calendar year, regardless of cause.
  - Employees are considered tardy if they arrive to work five (5) minutes or more later than their scheduled start time.

4. Supervisors have been instructed to remain vigilant of the following sick leave patterns, particularly if the patterns are chronic and persistent:
  - Absences during the day before and/or the day after statutory holiday(s).
  - Absences during the day immediately following a pay day.
  - Situations where the absence(s) coincides with desirable days off.
5. Unexcused and/or unauthorized absences will result in the employee forfeiting his or her pay for the duration of the absence. Employees will not be allowed to apply for paid illness benefits following the unexcused absences.

### ***Disciplinary Action***

Senior Management will periodically examine these records to ensure that attendance issues do not continue unabated.

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered, in progression, according to the following procedures:

- Documented verbal warning, to be signed by the offending employee.
- Written Warning; to be dated and signed by the offending employee.
- Suspension of employee's duties and pay, up to five (5) days.

Termination of the offending employee from H. Kerr Construction Ltd.'s employ.

## **Moving Equipment on Public Roadways**

- Clean all dirt or loose debris from the bowl, blade, bucket, tracks or any part of the machine that holds dirt.
- Have a mechanic check the machine over before moving the machine on roadways.
- Attach proper load signs.
- Always ensure fuel supply is adequate for the trip.
- Only designated drivers with a valid drivers licence are allowed to drive equipment on public roadways.
- The operator must have and understand the map to the intended destination.
- The operator must have an escort or means of communication.
- The operator must have the necessary permits with him.
- When moving more than one machine at a time, keep a safe distance between the machines.
- Be aware of street widths and the machine width.
- Never put the machine in neutral and coast down hills.
- If traffic is backing up, pull over and let them pass.
- Equipment must not be driven on public roadways in poor weather conditions (heavy rain, snow, fog, etc.).
- Do not move a machine in the dark.
- Be sure to have phone numbers of supervisors or mechanics available in case of breakdowns.
- Obey all highway traffic signs.

## **Rollovers / Overturning**

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### General

- ❑ All construction vehicles are protected under Regulation 856 “Roll-Over Protective Structures”
- ❑ If the machine rolls over, stay in the machine – don’t try to jump out
- ❑ Blind spots make it hard to see the top of the slope
- ❑ When not in use put the bowl, blade or bucket on the ground
- ❑ No passengers
- ❑ Operate and turn vehicle at low speeds
- ❑ Operate the controls while seated
- ❑ Watch where you are going
- ❑ Always wear the seatbelt
- ❑ No horseplay ever

### **Dozers**

- Attempt to have material on the low side of tracks at all times
- Keep blade as low to the ground as possible
- Do not attempt to grade slopes that are too steep

### **Scrapers**

- Keep bowl as close to the ground as possible
- Drive in a straight line when loading
- Keep away from slopes and edges
- Be aware of different soil types and weather conditions

### **Rock Trucks**

- The truck should be stopped when raising and lowering the box
- Make sure you are loaded evenly
- Always dump load on level ground
- Never overload
- Slow down during turning when loaded

## Packers

- Always go forward when packing close to the top of the slope
- Pack at a 90° angle to the slope instead of along the slope
- Be aware of soil types and conditions

## Loader

- Never travel with the bucket in the air
- Slow down on roads when encountering bounce, weaving or road-walk

## Excavator

- Always face direction of travel
- Don't undermine
- Always slope material, never leave a vertical face
- Keep equipment level at all times

## Be Aware Of:

- Slopes or edges
- Pedestrians
- Pinch points
- Overhead and underground hazards
- Weather and soil conditions

## **REMEMBER – IF YOU ARE IN TROUBLE -** (stuck or off the side of stockpile)

- **STOP**
- **DROP BOWL, BUCKET OR BLADE**
- **APPLY BRAKES**
- **GET HELP – CONTACT SUPERVISOR**

Injury accidents involving heavy equipment on construction sites have a higher probability of resulting in a fatality than any other type of accident.

It is critical to follow proper procedure when operating and working around heavy equipment.



## Confined Space

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The purpose of this standard is to protect the Health & Safety of all H. Kerr Construction employees involved with a confined space entry and to ensure compliance with all legislations regarding confined space requirements.

### Definition

As of September 30, 2006 the new definition of a confined space is:

A fully or partially enclosed space –

- a) That is not both designed and constructed for continuous human occupancy

And

- b) In which atmospheric hazards may occur because of its construction, location or content or because of the work done inside the space.

The term “Atmospheric Hazards” now means –

- a) The accumulation of flammable, combustible or explosive agents or...
- b) An Oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume or...
- c) The accumulation of atmospheric contaminants, including gasses, vapours, fumes, dust or mists that could:
  - Result in acute health effects that pose an immediate threat to life or...
  - Interfere with a person’s ability to escape unaided from a confined space

### Possible Confined Spaces:

- Catch Basins and Manholes
- Wells and Silos
- Water Tanks and Storage Tanks
- Machinery Housings
- Ditches
- Trenches
- Sewers

## Entering Confined Spaces

No person shall enter a confined space until the following criteria are met:

1. Everyone involved in Confined Space Entry is properly trained including the supervisor, entrant, attendant, and rescue personnel.
2. There must be a written plan with procedures and hazard controls identified.
3. There must be a hazard assessment completed by a competent worker.
4. All energy sources must be isolated.
5. Proper Personal Protective Equipment and devices must be available.
6. An entry permit must be posted at the entrance of a confined space. The permit will contain the following information:
  - Location
  - Description of work
  - Description of work hazards and control Measures
  - Time period
  - Record of worker entry and exit
  - List of equipment required
  - Sampling equipment and test results
  - Workers involved
  - Expiration date

## Air Testing

Air must be tested before entering a confined space. Oxygen content must be more than 19.5% and less than 23%. If for any reason the worker in the confined space becomes uncomfortable because of the air quality, they must leave the confined space immediately, wait one hour, retest the air quality; then if safe, re-enter the confined space – ventilate or purge if necessary.

## Attendant

Whenever a worker is to enter a confined space, there shall be an attendant stationed outside or near the confined space. The attendant must:

1. Have a device for summoning rescue response
2. Not enter the confined space at any time
3. Provide assistance
4. Monitor the safety of the worker inside and summon adequate rescue response if required

## Entrance to a confined space must be:

1. Adequately secured against unauthorized entry or...
2. Provide adequate barricades, warning signals or...
3. Both

## Records

Records of any confined space entry, assessments, training, testing or entry permits must be kept at that project and be available for inspection. These records must be kept for at least one year after the project is finished

## Musculoskeletal Injury Prevention Program

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### Intent

H. Kerr Construction Ltd. has implemented the following Musculoskeletal Injury (MSI) Prevention Program in the pursuit of our commitment to the ongoing health and safety of our staff. H. Kerr Construction Ltd. will work to identify, and eliminate or control workplace hazards that may cause MSI's, and will ensure that our staff receive appropriate education and training in the prevention of MSI's, and awareness of hazards in the workplace.

### MSI Prevention Program

The H. Kerr Construction Ltd. MSI Prevention Program shall ensure that H. Kerr Construction Ltd. employs the following process:

## Stage 1 – Consult Employees

H. Kerr Construction Ltd. shall consult our staff in the process of our MSI prevention program to obtain feedback regarding the identification, assessment and control of MSI's.

H. Kerr Construction Ltd. recognizes that our staff will have valuable insight into the existence of MSI hazards, and potential controls.

H. Kerr Construction Ltd. will communicate the availability of feedback mechanisms that exist in the workplace for reporting MSI's, MSI hazards and suggestions. Staff may provide feedback in the following manners:

- Report to their immediate supervisor / manager
- Report to the Health and Safety Manager
- Submit a suggestion form to the Health and Safety Manager

In the process of the risk assessment, H. Kerr Construction Ltd. will consult with staff members that exhibit signs and symptoms of MSI's, and with an employee that regularly performs the tasks or functions being assessed.

H. Kerr Construction Ltd. will obtain feedback from staff regarding trials and selection of new equipment, and will engage in direct discussions with staff while they are performing tasks or jobs where a concern for MSI's exists.

H. Kerr Construction Ltd. encourages staff to provide input and recommendations during staff meetings, or through standard feedback mechanisms.

H. Kerr Construction Ltd. may elect to utilize surveys and/or questionnaires to obtain feedback regarding MSI's.

H. Kerr Construction Ltd. will take all information gathered during the consultation into consideration, and will work to address concerns and implement appropriate safeguards.

## Stage 2 – Consult the Joint Health and Safety Committee (JHSC)

H. Kerr Construction Ltd. shall consult the JHSC regarding the identification, assessment, and control of MSI risks, the content and provision of safety and prevention education and training, as well as the evaluation of control measures that have been or will be implemented.

H. Kerr Construction Ltd. will respond to the JHSC within 21 days of receiving any requests or recommendations.

H. Kerr Construction Ltd. will take all information gathered during the consultation into consideration, and will work to address concerns and implement appropriate safeguards.

### Stage 3 – Risk Identification

H. Kerr Construction Ltd. shall work to identify any and all MSI risks that exist in the workplace, including force, repetition, work posture and local contact stress.

H. Kerr Construction Ltd. will consider the following factors in the identification and risk assessment of MSI's:

- (a) Physical demands involved in the performance of work duties, including levels of force required, repetition of the actions required, duration of the action, work postures, and any local contact stresses;
- (b) Elements involved in the layout and condition of the workplace or workstation, including distances required for the employee to reach or bend, seating concerns, and uneven floor surfaces;
- (c) The requirements for handling objects, including the physical characteristics of the objects (e.g. size and shape), tools required to move the objects, load conditions and weight distribution, and any handles associated with the objects;
- (d) Environmental conditions that will affect the performance of job duties, and exist in the workplace / workstation, including excessive hot or cold temperatures, excessive noise levels, vibration, illumination, etc.;
- (e) Work-recovery cycles, task variability, and work rate.

H. Kerr Construction Ltd. will create a prioritized list of jobs and tasks that involve a risk of MSI, and will assess these risks to determine appropriate controls.

The list shall be developed through the review and analysis of:

- Injury statistics resulting from MSI claims;
- Accident/incident investigation reports and first aid reports;
- Feedback generated from staff that have reported risks, or that have exhibited signs or symptoms of MSI's.

## Stage 4 – Risk Assessment

Upon the identification of potential MSI risks, H. Kerr Construction Ltd. will conduct a thorough risk assessment to examine the specific aspects of a task that may expose staff to MSI's. The risk assessment will determine if the current controls are effective, or if additional / alternate controls should be implemented.

The MSI risk assessment shall evaluate the levels of exposure to hazards, and the level of risk involved. This process will determine the magnitude, duration and frequency of exposure.

The H. Kerr Construction Ltd. MSI risk assessment shall include all significant risk factors that pose a serious threat of injury. H. Kerr Construction Ltd. will not assess tasks or functions where the risk factor is low.

In the event that a risk assessment is conducted as part of an accident/incident investigation, H. Kerr Construction Ltd. shall record all significant findings of the assessment in the investigation.

H. Kerr Construction Ltd. will ensure that all risk assessments are carried out by a competent and qualified individual. Where necessary, H. Kerr Construction Ltd. may contract the services of a professional to conduct the assessment (e.g. occupational physiotherapist, qualified consultant, etc.).

## Stage 5 – Implement Controls

Where a risk has been identified, and assessed, H. Kerr Construction Ltd. shall determine appropriate measures for control of the risks. H. Kerr Construction Ltd. will use appropriate engineering controls where possible as a first plan of approach (e.g. physical changes to the work environment, addition of equipment, changes to the workstation, etc.).

In the event that engineering controls are not possible, or are unreasonable, H. Kerr Construction Ltd. will utilize administrative controls to minimize exposure to the risk, and may use job rotation or other means.

In the event that both engineering and administrative controls are not possible, or are unreasonable, H. Kerr Construction Ltd. shall determine and provide appropriate forms of Personal Protective Equipment (PPE) to eliminate, mitigate or otherwise control the exposure levels to the hazard, and lower the risk of injury.

## Stage 6 – Education and Training

H. Kerr Construction Ltd. will ensure that all staff members that are exposed to risks associated with MSI's, and staff members that may reasonably be expected to come into contact with risks associated with MSI's are provided with appropriate training and education in the awareness and identification of hazards, as well as safe work practices for the prevention of MSI's.

H. Kerr Construction Ltd. MIS Education and Training will ensure that workers can:

- Recognize MSI risk factors and change their work area or their work habits to avoid injury;
- Recognize and report signs and/or symptoms of MSI's;
- Be aware of the potential health effects associated with MSI's;
- Learn safe work practices that will help them prevent MSI's;
- Learn proper usage techniques for PPE and other control measures that have been implemented.

### Review and Revise

H. Kerr Construction Ltd. will review and revise the MSI prevention program on an annual basis, or as necessary.

# Acknowledgment and Agreement

## *Acknowledgment and Agreement*

I acknowledge that I have read and understand the Policies, Practices & Procedures as outlined in this manual. I agree to adhere to this agreement in its entirety and I understand that if I violate the rules set forth in this Manual, I may face corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Please submit this signed acknowledgment to the Health and Safety Coordinator to be placed in your Personnel File.



# **H. KERR CONSTRUCTION LTD.**

## **ACCESSIBILITY POLICY**

### **PURPOSE**

The purpose of this policy is to address the accessibility requirements of Ontario Regulation 429/07, Accessibility Standard for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005

### **POLICY STATEMENT**

H. Kerr Construction Ltd. is committed to the elimination of barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integrity and equal opportunity.

H. Kerr Construction Ltd. recognizes the diverse needs of all residents and customers, and will respond by striving to provide services and facilities that are accessible to all.

### **PRINCIPLES**

Reasonable efforts will be made to ensure that:

- Persons with disabilities are provided equal opportunity to obtain, use and benefit from H. Kerr Construction Ltd.'s goods and services.
- Goods and services are provided in a manner that respects the dignity and independence of persons with disabilities.
- The goods and services provided to persons with disabilities are integrated with provision to users of the same goods and services unless an alternative measure is necessary to allow a person with a disability to fully benefit. The alternate measure may be temporary or permanent.
- Communications with a person with a disability are conducted in a manner that takes the person's disability into account.
- Persons with disabilities may use assistive devices, service animals, and support persons as is necessary to access H. Kerr Construction Ltd.'s goods and services unless superseded by other legislation.

### **SCOPE**

This policy will apply to management, project managers, site supervisors, site workers, office staff, and all subcontractors who represent H. Kerr Construction Ltd.

## **DEFINITIONS**

### **Devices definition**

Assistive aids and devices are used to replace, compensate for, or improve the functional abilities of people with disabilities. They include a broad range of items such as mobility and visual/hearing aids, orthotics/prosthetics, speech devices, medical supplies, environmental controls, and respiratory devices.

### **Barrier Definition**

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, procedure or a practice.

### **Disability Definition**

As defined by the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, is:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- A condition of mental impairment or a developmental disability.
- A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- A mental disorder
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

## **PROCEDURES**

### **1.0 Assistive Devices**

The use of assistive devices by persons with disabilities to obtain, use or benefit from H. Kerr Construction Ltd.'s goods and services is recognized unless otherwise prohibited due to health and safety or privacy issues.

It is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times

Where applicable assistive devices owned and operated by H. Kerr Construction Ltd. will be available for use by persons with disabilities. Appropriate staff within the applicable department will be knowledgeable of the presence and trained in the use of the assistive devices. Staff will be available to assist with the use of these devices if requested for use by an individual.

## **2.0 Communication**

H. Kerr Construction Ltd. will communicate with people with disabilities in a way that takes into account their disability.

## **3.0 Service Animals**

Persons with disabilities are permitted to be accompanied by their service animal and keep that animal with them in areas/premises that are open to the public, when accessing goods and services provided by H. Kerr Construction Ltd.

It is the responsibility of the person with a disability to ensure that his or her service animal is kept under control at all times.

## **4.0 Support persons**

Persons with disabilities are permitted to be accompanied by their support person in areas/premises that are open to the public, when accessing goods and services provided by H. Kerr Construction Ltd.

If a support person accompanies a person with a disability, the provider of goods and services shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises. If there is confidential information to be disclosed, consent must be received from the person with the disability

Where fees for goods and services are charged, H. Kerr Construction Ltd. shall ensure that notice is given in advance about the amount, if any that would be charged to a support person.

H. Kerr Construction Ltd. may deem it necessary to require a support person for a person with a disability in order to protect the health and safety of that person or others on the premises. This will only occur after consultation with the person with a disability and when it is the only means to allow the person with a disability to access H. Kerr Construction Ltd.'s goods and services.

## **5.0 Service Disruption**

In the event of a planned service disruption to facilities, services or systems that are relied upon by persons with disabilities to access H. Kerr Construction Ltd.'s goods and services, notice of the disruption shall be provided in advance.

Notice of the disruption will include information about the reason for the disruption, its anticipated duration and a description of alternative facilities, services or systems, if any, that may be available.

Notice may be given by posting the information in a conspicuous place on the premises owned or operated by the provider of goods or services by such other methods as is reasonable under the circumstances.

In the event of an unexpected disruption, notice will be provided as soon as possible.

## **6.0 Training**

H. Kerr Construction Ltd. is committed to establishing, implementing and maintaining a program for training on how to provide customer service to people with disabilities.

H. Kerr Construction Ltd. shall ensure that the following persons receive training about the provision of its goods and services to persons with disabilities.

- Management, project managers, site supervisors, all staff, and trades who interact with public or other third parties on behalf of H. Kerr Construction Ltd.

The training shall include but not limited to the following:

- Review of the purpose of the Accessibilities Standard for Ontarians with Disabilities Act, 2005 and the requirements of Ontario Regulation 429/07 Accessibilities Standard for Customer Service.
- How to interact with people with various types of disability.
- How to interact with people with disabilities who use an assistive device or require the assistance of a guide dog, other service animal or the use of a support person.
- What to do if a person with a particular type of disability is having difficulty accessing H. Kerr Construction Ltd.'s goods or services

Training shall be provided to each person as soon as practical after he or she is assigned the applicable duties as well as on an ongoing basis as changes occur to H. Kerr Construction Ltd.'s policies, procedures and practices governing the provision of goods or services to persons with disabilities.

H. Kerr Construction Ltd. will keep detailed records of the training provided for reporting purposes.

## **7.0 Responsibilities**

- Ensure compliance with Ontario Regulation 429/07, Accessibility Standard for Customer Service
- Communicating, coordinating and/or providing service to a person with a disability regarding the use, or who may use a, service animal, support person or assistive device.
- Providing notification of service disruption.
- Providing Accessible Customer Service training in order to comply with Ontario Regulation 429/07, Accessibility Standard for Customer Service
- Maintaining training records
- Communicating all policies, procedures and practices to staff.
- Ensuring compliance with the Ontario Regulation 429/07, Accessibility Standard for Customer Service

## **Administration**

If you have any questions or concerns about this policy or its related procedures please contact:

- Health and Safety Manager at H. Kerr Construction Ltd.
- 519 357 2884
- R.R. #1 Wingham Ont. N0G2W0
- [hkerr@hurontel.on.ca](mailto:hkerr@hurontel.on.ca)

This policy and its related procedures will be reviewed as required in the event of legislative changes.