H. Kerr Construction Ltd.

Employee Health and Safety Manual

Revised 2025

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Introduction to the Health & 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 continuing goal is to reach **Zero Injuries, Illnesses and Zero Accidents and Incidents**.

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.
Any questions regarding this booklet 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

The management of H. Kerr Construction Ltd. 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 Ltd. Will make every effort to provide a safe, healthy work environment.

H. Kerr Construction Ltd, as an employer is ultimately responsible for worker health and safety. As President of H. Kerr Construction Ltd, 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 obtain this goal we shall continue to develop, implement and evaluate our health and safety policies and programs. We shall ensure that all employees receive ongoing training on health and safety matters which meet or exceed Health and Safety standards set out by the legislation; we shall maintain communication between management and staff; and lead by example instead of words. We believe that all 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 workers 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 and Safety in every activity.

Under the Occupational Health and Safety Act all employees of H. Kerr Construction Ltd. including the administrative staff have responsibilities towards ensuring Health and safety in the workplace. They will be held accountable if they fail to do so and will be subject to disciplinary action up to and including termination

All subcontractors employed by H. Kerr Construction Ltd. must comply with these standards and advise their personnel of the same.

I trust that all of you will join me in a personal commitment to make safety a way of life.

George Kerr

President

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, 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, spring orientation for returning workers and site safety talks

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 workers always work safely, 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 proper documentation on time
- 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 company's 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 always wear the appropriate Personal Protective Equipment
- 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 SDS sheets for any WHMIS controlled 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 the Contractor Health and Safety Responsibility Agreement form

Joint Health & Safety Committee / Health & Safety Rep.

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:
(section9 (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 resecting 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.

Membership:
There shall be at least four members of the committee, two worker members and two management members.
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 to investigate the incident or not. The committee reserves the right to investigate an occurrence should the Co-chair decide not to investigate it.
13. The committee shall appoint Co-chairs from amongst its own membership, one representing the workers and one representing management

Duties of Co-chairpersons:

1. Preside at all meetings, conducting the same in an orderly democratic manner. These duties shall be alternated between the two Co-chairs.
2. Review minutes of the last meeting and agenda for current meeting.
3. Review and analyze reported incidents, investigations, inspections and recommendations and follow up, to date.
4. Review and approve minutes prior to distribution and posting.
5. Assign special or ongoing projects to members of the committee, subject to the approval of the committee and/or manager when deemed necessary.

6. Any other related duties required by the committee, subject to approval from 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.

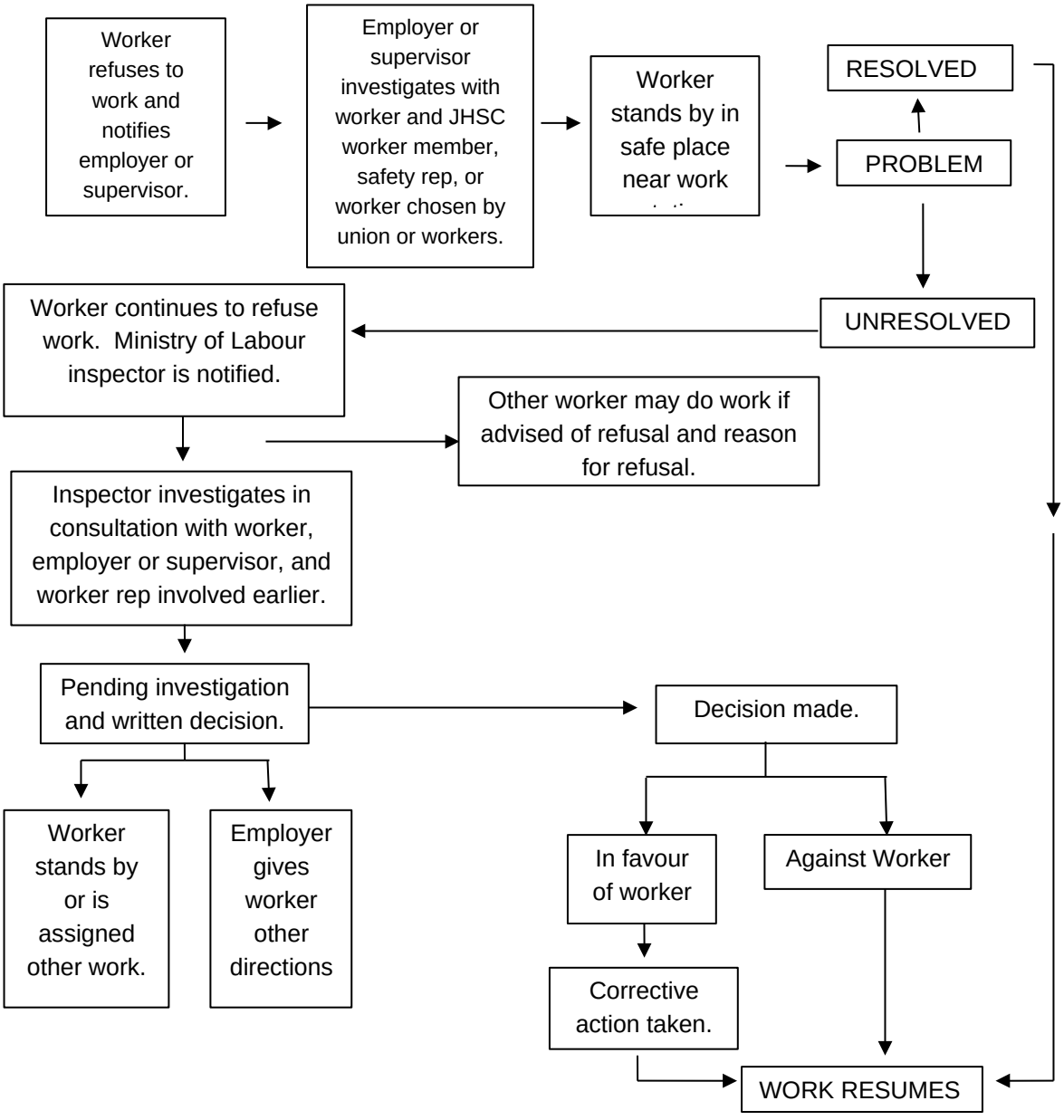
c) Or if the above-mentioned is in contravention of the OHSA Act and Regulations and such contravention is likely to endanger the employee or another worker.

All work refusals must be documented by a supervisor.

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

Right to Refuse Work where Health or Safety in Danger

(Occupational Health & Safety Act, Part V)



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.

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:
  - CSA approved hardhat, an approved retro-reflective and florescent 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 must report it to their supervisor and will not be permitted to perform their duties.
- Individual portable music devices are not allowed (I pod, MP3, Walkman, radio, CD player etc.)
- Only supervisors and appointed employees with written permission 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 and tardiness 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
- No sleeping on the job
- Spreading false rumors about the company or fellow workers will not be tolerated
- No employee shall provide false or unauthorized information about H Kerr Construction or it's business to anyone without approval from management

- Falsifying operation records, employee applications, time sheets, etc. will not be tolerated. Any conduct of this nature will be subject to disciplinary action up to and including termination

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 workplaces 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 always.
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.
- Supervisor completes a company Disciplinary Action Form and get the worker or a witness to sign it.

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.
- Supervisor completes a Disciplinary Action Form and gets the worker or a witness to sign it 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 workers 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:

If 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/ harassment.
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

- If an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Senior Management.
- Written appeals shall contain any necessary documentation.
- Senior management 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

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. There fore 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

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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 Bill Fahrer, or Rob Goulding

All new employees shall receive WHMIS training within their first couple of days of starting work or as soon as practical and a WHMIS review annually during spring orientation which shall be conducted by a trained member of the J.H.S.C.

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. (Infrastructure Health and Safety Association) 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 Infrastructure Health & Safety Association's Construction Supervisor Training Program, which involves two courses:
    1. Basics of Supervision
    2. Joint Health & Safety Committee Part 1
- 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

Workplace Hazardous Material Information System (WHMIS)

Workplace **H**azardous **M**aterials **I**nformation **S**ystems (**WHMIS**) is a material 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.
- **Safety Data Sheets (SDS's)** for Hazardous substances are available at all sites and shall be always accessible to employees.
- SDS's are updated whenever there is a change with the product and old SDS'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 Safety Data Sheet is permitted on the site unless the SDS is readily available.
H. Kerr Construction Ltd. will conduct WHMIS training with all new employees within a few days of starting work or as soon as practical and review WHMIS annually with all employees.
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.

Personal Protective Equipment

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 garments 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 regulations of The Occupational Health and Safety Act.

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. 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. Hearing protection shall be worn on all sites where sound levels exceed 85 decibels

Respiratory Protection

1. Respiratory protection of the correct type for the hazard encountered must be worn under the circumstances which present a danger to the employee's health or safety through inhalation of a foreign substance, gas or vapour.

Clothing

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.

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.

Safety Garment

1. A worker who may be endangered by vehicular traffic must 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.
2. Safety garments must be worn on all jobsites.

Replacement Process

1. All personal protective equipment provided by the company and 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

First Aid

Intent

H. Kerr Construction Ltd. has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. H. Kerr Construction Ltd. will ensure that appropriate first aid supplies are always maintained and accessible, and that a trained and competent individual is on-site at all times.

H. Kerr Construction Ltd. is committed to meeting all legislative regulations regarding First aid facilities, training, records, and reporting under the Occupational Health and Safety Act (OHSA), and Regulation 1101 - First Aid Requirements, Workplace Safety and Insurance Act.

H. Kerr Construction Ltd. shall meet all legislative requirements regarding First Aid, including:

- H. Kerr Construction Ltd. shall ensure that at least one person with appropriate first aid training is scheduled and present on every shift.
- The designated first aider will always be available to render assistance during that shift.
- A copy of the WSIB First Aid Poster (Form 82) will be posted in a high-visibility location.
- Injuries that occur in the workplace will be recorded on an Accident/Injury Form and reported to the proper authority when applicable
- H. Kerr Construction Ltd. will investigate all accidents that result in injury.

H. Kerr Construction Ltd. Will Ensure That:

- Roles and Responsibilities regarding First Aid are defined. Workers, Supervisors and Safety staff will be trained and educated in their respective roles.
- The first aid kit shall be located within quick and easy access for all employees.
- Each first aid kit shall be adequately stocked with supplies.
- First aid treatment records shall be kept at head office.
- First aid certificates of all trained First Aiders shall be posted at First Aid stations.
- First aid kit inspections will be conducted on a regular schedule, and records of these inspections will be maintained.

Guidelines

All H. Kerr Construction Ltd. department heads and scheduling managers shall ensure that appropriate numbers of staff that have first aid and CPR training are scheduled to be on site for every shift.

Training of all designated first aiders shall be the responsibility of the Health and Safety manager. Costs for additional personnel who wish to be trained in First Aid shall be the responsibility of H. Kerr Construction Ltd.

Each H. Kerr Construction Ltd. department shall ensure that first-aid kits:

- Are available in each building or area of a building, and in the appropriate number.
- First-aid kits are easily accessible and highly visible.
- Are available at each remote location where work is being performed.

- Are available in each H. Kerr Construction Ltd. vehicle or rental vehicle used for H. Kerr Construction Ltd. business.

H. Kerr Construction Ltd.'s Emergency procedures and Emergency phone number shall be posted at the first aid station.

First-aid kits shall be inspected monthly and maintained by the designated first aiders who work in the vicinity of the area.

First-aid kits shall be restocked as needed with items as prescribed by the Regulation 1101 at the expense of H. Kerr Construction Ltd.

The Office of Human Resources, Health and Safety shall maintain an electronic database indicating:

- Names of designated first aiders in each department.
- Effective date of training and expiration date.

The Health and Safety Officer will schedule regular First Aid courses and contact designated first aiders who are scheduled for renewal.

First Aid Procedures

1. In the event of an injury, first aid shall be administered immediately followed by professional medical treatment if necessary.

2. The first person on the scene of an injury should immediately contact the appropriate authorities and/or the closest qualified First Aid responder.

3. If the first person on the scene has appropriate First Aid/CPR training, they are directed to provide first aid/CPR, in accordance with their level of training, using the first aid materials available.

4. As necessary, the first aider, or other nearby person shall contact emergency response services (Fire, Police, Ambulance).

5. The first aider will complete an injury treatment record for the incident.

6. The Health and Safety Officer will notify the injured person's next of kin / emergency contact (where applicable) after the status of the injured persons' condition is known.

First Aid Kit Requirements

H. Kerr Construction Ltd. will stock all first aid kits in a manner that complies with WSIB Regulation 1101.

First Aid Treatment

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

As described by the WSIB, first aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches.
- Treating a minor burn.
- Applying bandages and/or dressings.
- Applying a cold compress, cold pack, or ice bag.
- Applying a splint.
- Changing a bandage or a dressing after a follow-up observation visit.

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 employer's 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 act in an emergency which will endanger your own life or other workers. Use sound judgment so that a bad situation is not made worse.

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

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.
- Assign duties to specific personnel.

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*** and determine when help will arrive
- Do not leave the victim alone.

Call Applicable Utilities

- Gas Companies, Hydro, Telephone, and Cable

Guide Emergency Vehicles

- Have someone waiting to guide the ambulance or fire truck to the location of the emergency.

Get Name of Hospital

- Determine where the injured worker is being taken.

Advise Management

- Inform senior management 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.

Powerline 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.

Accident/Injury Reporting and Investigating

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.

Reporting Procedure

It is your responsibility and duty as an employee to:

a. Report unsafe acts, conditions and accidents in accordance with the applicable regulations and company procedures.
b. Bring any unsafe observation to the attention of the project supervisor, as soon as possible, who will investigate and institute corrective actions.
c. Record all injuries on the first aid log in the first aid kit, which, if needed, will support your claim for compensation should the need arise.

All accidents, regardless of severity, causing damage to our property or the property of others as well as injury to company employees or others, must be reported promptly to your supervisor.

All requirements under Occupational Health and Safety Acts and Workers Compensation Acts must be followed completely.

Personal injuries, no matter how minor, must be reported to your supervisor immediately.

The Accident /Injury Report is to be completed by the person in charge. The report should also be reviewed and signed by the injured person if that person is capable and willing to do so.

Accident/Injury Report Forms

The primary purpose of investigating an accident is to determine the basic or underlying cause so that supervision can act to prevent a recurrence. The Accident Investigation Form must be completed in full for every accident, medical aid injury and or lost time injury. An investigation should start as soon as possible after the accident and the form completed and submitted to management office promptly so that the information can be used to complete the Form 7 required by WSIB within three days of the accident.

The following information must be described on the form:

a. The accident/injury report is to be completed by the project supervisor
b. “What happened”? Explain the results of the accident
c. “Why did the accident occur” – describe in your honest and sincere effort what you believe the underlying cause of the accident to be.
d. “How could a similar accident be prevented in the future” – Once causes are determined, indicate suggestions to prevent future occurrences and who should implement corrective action.
e. In the case where a worker requires medical treatment as a result of a work-related injury. Ensure that a responsible person takes the worker for treatment and show concern by

talking to the doctor about the workers condition. Additionally, record names, addresses, and comments from witnesses to the accident.

Investigations

Senior Management and the Joint Health and Safety Committee will initiate an investigation of all:

(a) Critical injuries
(b) Lost-time injuries
(c) Medical aid injuries
(d) Occupational injuries
(e) Property damage
(f) Major close calls

An investigation report will rely on witnesses and evidence gathered from the scene using the Accident Investigation Form to uncover the root causes of the accident. Special focus will be given to determine steps to be taken to prevent recurrence.

Return to Work

Intent

H. Kerr Construction Ltd. recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. The Return to Work (RTW) Policy is designed for workers who have been injured on the job and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy is compliant with applicable WSIB (Ontario) guidelines and Human Rights Legislation.

Guidelines

In the event of an accident in the workplace, all employees are expected to report the incident immediately. Should the injury cause the employee to require substantial time away from work or create a disability that restricts their ability to work, the employee will be expected to return to work as soon as it is safe to do so, under the guidelines of this Policy.

In accordance with legislative and company requirements it is mandatory that all employees participate in the Return to Work (RTW) program.

It is also mandatory that all employees who sustain a work-related injury report the incident in accordance with H. Kerr Construction Ltd. protocol.

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of H. Kerr Construction Ltd., the employee shall be required to advise H. Kerr Construction Ltd. as soon as possible to begin the process of implementing the RTW Policy.

For the company to properly implement the RTW Policy, it is important that employees provide H. Kerr Construction Ltd. with detailed information pertaining to their inability to perform their employment duties with medical documentation, so that work alternatives may be sought out. This includes a Functional Ability Form from their doctor to provide guidelines as to the work that an employee is able to perform.

Return to Work Guiding Principles

H. Kerr Construction Ltd. is committed to Return to Work/ Work Reintegration program; as appropriate and as early as possible, that will consider the employee's dignity and support the employee in the transition period following his/her injury or illness.

H. Kerr Construction Ltd. is committed to addressing any barriers to the employee's successful Return to Work/Work Reintegration and to provide any needed intervention(s).

Responsibilities

Employee

- Employees shall establish and maintain contact with their supervisor regarding their injury rehabilitation progress. Contact should be made at least once a week.
- Employees shall obtain and follow all medical advice, and work towards full recovery.

- Shall produce documentation from their health care provider to corroborate that they cannot return to work for an extended period of time, and whether or not a RTW plan, or accommodation plan could expedite the employee's safe return to work.
- Employees shall put forth a reasonable effort to return to work safely, as early as possible.
- Employees shall provide their H. Kerr Construction Ltd. contact with all pertinent information that could aid in the establishment of RTW options.

Supervisor

- Shall maintain and document all contact conducted through the duration of the employee's absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for the return of the absent employee, and any changes in their ability to work.
- Shall take an active part in the planning and implementation of return to work arrangements for the employee.

Human Resources

- Shall establish and maintain communications with employees whose absence relating to a workplace injury exceeds ten (5) days.
- Shall request that the employee produce documentation from his/her physician to establish his/her physical and mental abilities and any information on limitations resulting from the injury through the completion of a Functional Abilities Form.
- Will coordinate and implement the RTW process.
- Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities.
- Shall communicate with the employee, union or association, supervisor, and attending physician to ensure a complete understanding of the absent employee's abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work.
- Shall attempt to find an appropriate job match in the event that an injured employee cannot return to their pre-injury position.

Hazard Reporting

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 immediately.
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 eliminated or 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 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:

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

Intent

H. Kerr Construction Ltd. is committed to the health and safety of all of its employees. H. Kerr Construction Ltd. has adopted this policy to prevent accidents which might otherwise occur during servicing, repair or maintenance of equipment or machinery. This policy has been written in accordance with Ontario's Ministry of Labour and the Occupational Health and Safety Guidelines.

Definitions

Energy Isolating Device – a device used to ensure that power or energy cannot flow through to a piece of machinery or equipment. Some examples of these devices are a disconnect switch, circuit breaker, manually operated valve, or blind flange.

Guidelines

There are many types of potentially hazardous energy including, electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. This Policy is designed to ensure all employees of H. Kerr Construction Ltd. are aware of the preventative measures in place to avert the accidental release of this type of energy. All such forms of this energy must be locked out, blocked or released to ensure that machinery or equipment does not turn on or move during the installation, servicing, repair or maintenance.

General Responsibilities

H. Kerr Construction Ltd. employees who perform maintenance activities on equipment must be provided with training on the company's lockout / tagout program. Employees who work in areas in which lockout / tagout procedures may be required shall be provided with awareness training.

H. Kerr Construction Ltd. will determine which energy isolating devices apply to the equipment / machinery being locked out. H. Kerr Construction Ltd. will ensure that employees know which energy sources need to be controlled.

When equipment or machinery are to be locked out, H. Kerr Construction Ltd., supervisors and employees are to follow the following lockout principles:

- Pre-plan for the lockout by identifying all energy sources and switches.
- Procedures must be written and followed for equipment access, lockout / tagout, clearance, release and start-up.
- Notification of lockout must be given to affected workers.
- Equipment / machinery should be shut down by normal means (i.e. turning switches to the off position, closing valves, shut off master switches, etc.).
- Equipment / machinery will be isolated from energy source by disconnecting or blocking the energy source.
- H. Kerr Construction Ltd. will lock and tag the energy isolating device in which the worker has control over; a tag indicating that the equipment / machinery has been shut down will be placed upon it.
- Workers will ensure that all energy sources have been isolated prior to working on the equipment / machinery.

- When the work is complete, the worker must release the equipment / machinery from lockout.
- The worker must test the equipment / machinery to ensure it is running correctly prior to the equipment / machinery being used normally.

H. Kerr Construction Ltd. workers are prohibited from undertaking any work on equipment unless the equipment is fully secured against accidental start-up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy.

Lockout Procedures

The following procedures are to be followed by all H. Kerr Construction Ltd. employees when using the lockout process on machinery or equipment:

Preparation

- Notify all affected workers of the required lockout and the reasoning for the lockout.

Machine / Equipment Shutdown and Isolation

- Shut down the equipment / machinery if in operation by the normal stopping procedures; only workers who are trained to use the equipment / machinery should perform the regular shutdown.
- Document machine number, hour meter reading and date of lock out on Lockout Log.
- Implement the energy-isolating device ensuring that all energy sources are disconnected or isolated.
- Stored energy must be released or disconnected by whichever method is the most reasonable (for example: grounding, repositioning, blocking, etc.).
- Do not pull fuses instead of locking out the equipment / machinery. This does not guarantee that the circuit is dead.

Application of Lockout / Tagout

- Lock out and tag the energy-isolating device with an assigned lock.
- If multiple workers are working on the same piece of equipment / machinery, each worker must lock out and tag the energy-isolating device using a personal lock and tag on the group lockout device. Locks and tags must clearly show the name of the person who applied it.
- Locks and tags must be durable to withstand various environments ensuring the information on them remains legible.
- Locks and tags will be standardized in colour, shape, and size. They should be recognizable and state all the appropriate information about the lockout.
- The individual lock and tag should be removed when the worker is finished working on the machine / equipment.

Verification of Isolation

- Once all workers are in an area where they cannot be injured, verify that the energy sources have been disconnected and there is no possibility of the equipment / machinery turning on.
- If there is any possibility of re-accumulation of stored energy, isolation of the equipment / machinery must be verified periodically until the work is complete.

- Operating controls are to be returned to their neutral position after the test. A check of system activation should be completed to ensure isolation.

Lockout / Tagout Interruption

Should there be a need to test or reposition equipment / machinery that is locked and tagged, the following steps are to be followed:

- Clear the equipment / machinery from tools and materials.
- Ensure all workers are removed from potential hazards.
- Remove locks / tags according to the procedures set forth in this policy.
- Test / reposition the equipment / machinery.
- De-energize and relock / retag the controls prior to continuing to work.

Should work need to be passed over to another worker to complete, the first worker must remove his / her lock and tag following the proper removal procedures and the worker taking over the work must place his / her lock and tag upon the energy isolating device following the proper procedures set forth in this policy.

Release from Lockout / Tagout

- Inspect the work area to ensure that all items have been removed and that the machine / equipment components are operational prior to removing the locks and tags.
- Ensure other workers are a safe distance from any potential hazard which may occur.
- Each worker who has affixed a lock to an energy control point must remove his or her own lock.
- Notify affected workers that the locks and tags have been removed.
- Test the equipment/machinery to ensure the repair has been completed properly.
- The equipment / machine is now ready for regular use.
- Complete proper documentation (lockout log)

Lock Removal

In the event that a worker has left the worksite and had forgotten to remove the lock out tag, their direct supervisor must contact them to ensure it is ok to remove the lock. If the worker cannot be contacted, a thorough investigation of the machinery or equipment must be conducted by their direct supervisor, or the supervisor in charge. This must include a visual inspection of all areas affected by the lockout. Only once it has been deemed safe to do so can the lock be removed.

Hot Work

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 properly trained maintenance personal shall perform hot work

Preparation Prior To Starting Work

1. The person conducting the work is to be fully trained and competent in the use of the equipment.
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 is 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 is 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.

Definitions

Hot work: Refers to all processes involving a naked flame or where high temperatures are produced. This includes welding, brazing, metal cutting by either gas or plasma equipment and grinding with portable electric equipment
P.P.E.: Personal protective equipment
J.H.S.C.: Joint Health & Safety Committee
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 any revisions 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 any confined space to your supervisor and never enter a confined space without proper training.

Workplace Violence & Harassment Policy

The president and management of H. Kerr Construction Ltd. recognize the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment.
H. Kerr Construction Ltd. does not condone and will not tolerate workplace violence and harassment on company premises, while an employee is conducting company business at other locations, during work-related travel or when conducting business by phone or email. Any act of violence or harassment committed by or against any employee is unacceptable and may be subject to H. Kerr Construction Ltd.'s discipline policy and/or legal action.

For the purpose of this policy, violence includes, but is not limited to:

- The use of, or attempted use of, physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing or kicking).
- Any threat, behavior, or action directed by or at an employee and interpreted as carrying the potential to harm or endanger the safety of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).

For the purpose of this policy, harassment includes, but not limited to:

- Workplace sexual harassment as defined by the OHSA
- Any action that creates a hostile, intimidating or offensive workplace
- Engaging in a course of vexatious conduct that is known or ought reasonably to be known as unwelcome
- Verbal conduct such as derogatory jokes, comments and slurs
- Unwanted sexual advances, invitations or comments
- Visual conduct such as the posting, display or electronic messaging of derogatory and/or sexual oriented posters, pictures, photography, illustrations or gestures
- Threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment
- Any verbal, written, or physical conduct relating to a person's race, religion, colour, age, sex, national origin, disability, or any other protected basis under applicable federal, provincial and local law
- Retaliation for having reported or warned of an instance of harassment and/or discrimination

H. Kerr Construction Ltd. will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment. All employees are expected to comply with this policy and must make reasonable effort to prevent violent or harassing behavior. Further, all employees are expected to report any concerns or complaints.
H. Kerr Construction Ltd. will ensure all employees are educated on violence and harassment including our program and workplace procedures as well as roles and responsibilities. In addition, a copy of this policy will be made available to all employees.
Management will investigate and deal with all incidents and complaints in a fair and timely manner with utmost consideration for the maintenance of confidentiality. The policies and programs will be reviewed annually and updated if required.
Management must ensure that all measures and procedures set out in these policies and the supporting programs are carried out in the workplace.
This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation. Management will

take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence and/or harassment.

With everyone’s cooperation, H. Kerr Construction will continue to be a safe and healthy workplace.

George Kerr
President

Manual Material Handling

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 you 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

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 written 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 then 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. Pictures or videos are not allowed to be taken on site without approval from senior management
9. Company cell phones are not for personal use except in case of an emergency.
10. Unless work related, company cell phones are not to be used on weekends.
11. Employees are solely responsible for any fines and or charges laid by the authorities for illegal use of a phone or PDA while operating a vehicle in the course of their employment.
12. Employees who choose to violate this policy will face disciplinary measures up to termination.

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. job sites

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.

Drug and Alcohol Policy / Fit for Duty

Intent

H. Kerr Construction Ltd. is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

Guidelines

Employees under the influence of drugs or alcohol or other intoxicating substances, whether legal or illegal can pose serious health and safety risks both to themselves and their fellow workers. To help ensure a safe and healthy workplace, H. Kerr Construction Ltd. reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty (“Fit For Duty” means that an individual is in a physical, mental and emotional state that enables the employee to perform the essential tasks of his or her work) and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift.
- Use of, possession, distribution or sale of drugs or alcohol or other intoxicating substances, whether legal or illegal during work hours, including during paid and unpaid breaks, is strictly prohibited.
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs, alcohol, marijuana and edibles
- Employees on prescription medication which may affect their ability to work safely must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities

H. Kerr Construction Ltd. will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse.
- Maintain a program of employee health and awareness.
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and

- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it.
- Arrive to work fit for duty and remain as such for the duration of shift.
- Perform work in a safe manner in accordance with company established safe work practices.
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property).
- When off duty, refuse a request to come into work if unfit for duty.
- Report limitations and required modifications as a result of prescription medication.
- Report unfit co-workers to their supervisor.
- Seek advice and/or appropriate treatment, where required.
- Communicate dependency or emerging dependency; and
- Follow the after-care program, where established.

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's status and complete a Suspicion of Impairment Form.

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 or marijuana, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.

3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyser or blood test. The employee will be advised that H. Kerr Construction Ltd. has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager/supervisor or another employee if necessary.

4. An impaired employee will not be allowed to drive off site. The employee should be advised that if they refuse transportation provided by H. Kerr Construction Ltd. 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.

5. A meeting will be scheduled for the following workday to review the incident and determine a course of action which may include appropriate disciplinary action.

Substance Dependency

H. Kerr Construction Ltd. understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. H. Kerr Construction Ltd. promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by H. Kerr Construction Ltd., unless otherwise authorized by law.

Agreement for the Continuation of Employment

H. Kerr Construction Ltd. reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on H. Kerr Construction Ltd. premises).

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.

Heat Stress

H. Kerr Construction Limited recognizes the potential problem caused by high temperatures in the work environment. To reduce the potential for heat-related illness, H. Kerr Construction Limited has developed the following Heat Stress Policy.

This policy requires the full cooperation of all members of the H. Kerr Construction Limited team; Senior Management, The JHSC, Supervisors and the workers. In order to monitor and evaluate the potential for heat related problems in the workplace, our humidex-based heat response plan will be used. By linking temperature and humidity our guidelines for work/rest regimen provides the appropriate work site response.

Employees are asked to cooperate fully with this policy. All employees of H. Kerr Construction will be trained to recognize the signs and symptoms of heat stress; in themselves, as well as in fellow employees.

Employees experiencing symptoms of heat stress must report to their supervisor or First Aid personnel immediately to obtain proper medical attention. During days when heat stress procedures are in place, all employees will follow the contingency plan. Extra water will be available and workers will be encouraged to drink it.

In order to monitor the effectiveness of this policy, H. Kerr Construction will perform an annual review. The Heat Stress policy will be evaluated, improvements will be made and acknowledgement will be given to those who make significant contributions to its success.

HUMIDEX BASED HEAT RESPONSE PLAN

Heat Stress at its simplest is the stress placed on the body by heat. Heat Stress can be as minor as heat rash or as critical as heat stroke. Procedures and actions have been established to manage activities under hot, humid conditions.

To determine safe workload and the possibility of heat stress under various humidex conditions, we will use the following guidelines for work/rest regimen. The chart will be used by supervisors as a guideline in determining work load. This guideline is not a substitute for the judgment of a competent supervisor who shall consider worker acclimatization, worker fitness, air movement, radiant heat, special clothing et cetera.

When a humidex advisory is issued or when work is to be done in high heat load conditions, supervisors shall take the following actions;

- Present morning toolbox talk emphasizing heat stress management both on and off the job.

- Keep supply of cool clean water on site and readily available.
- Emphasize water intake and rest periods in accordance with chart.
- Recognize individual tolerances to heat and allow rest breaks accordingly.
- Arrange rest area that is cooler than the work area, for example; the site trailer, shaded area, air condition vehicle et cetera.

Supervisors should also consider:

- Schedule physically demanding or hot jobs at a cooler time of day.
- Increase number of workers or have workers work at a slower pace.
- Encourage workers to use buddy system in looking for early signs of heat stress in each other.

In addition to the supervisors' role, workers should take individual action on hot humid days:

- Consult with a doctor if medication or a medical condition is hampered by hot environments.
- Ensure good nutrition and proper rest at night.
- Avoid using alcohol, caffeine or tobacco on humid days.
- Be alert to symptoms in yourself and others.
- Drink small amounts of water regularly to maintain fluid levels and avoid dehydration.
- Follow instructions and training for controlling heat stress.
- Wear light loose clothing.
- Use sunscreen with an SPF of at least 15 and keep your head covered outdoors.
- Report any heat stress concerns to your supervisor.
- Never ignore anyone's symptoms no matter what the humidex

	Cause	Symptoms	Treatment	Prevention
Heat Rash	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.
Sunburn	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.
Heat Cramps	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.
Fainting	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	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.

			down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	
Heat Exhaustion	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 38ºC; 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.
Heat Stroke	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 41ºC) 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 my 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

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. Ensure site trailers and company vehicles are cleaned up daily
3. Complete site inspections at least weekly and more often when needed.
4. Eliminate or control all hazards immediately.
5. Ensure proper means of garbage disposal are available.
6. Ensure all sites have adequate parking areas.
7. Enforce this policy diligently.
8. Ensure there are adequate washroom facilities on site

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 jobsite trailers, company vehicles, cabs of equipment, windows, steps and tracks of equipment clean at all times.
6. Keep fuel and oil areas clean and keep oil containers stored neatly and in their 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 as much as possible.
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.

Inspections

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 of 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, if 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) have 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 the Regulations for Construction Projects.

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 and record daily pre-shift inspections of all equipment or machinery operated. Document inspections (on back of time cards) along with any deficiencies observed or fluids added 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).

Smoking/Vaping Policy

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 encounter 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 and vape 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/vaping 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.

Vaping – The action or practice of inhaling and exhaling the vapor produced by an electronic cigarette or similar device

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 or vaping 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 or vaping habits outside of the workplace and will not pursue disciplinary action for those that smoke off 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 or vapers.
4.

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

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:

13. Use Personal Protective Equipment when working with propane.
14. Always store, transport and use cylinders in a secure upright position.
15. Keep valves closed and cylinders capped when not in use or when transporting.
16. Empty cylinders are to be marked “MT” and stored separately from full cylinders.
17. Store cylinders in secure area away from heat or ignition source, flammable material, traffic areas and separated from other types of gas cylinders.
18. Always have proper ventilation when working with propane.
19. 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 I.H.S.A. Propane Construction course
b) Propane in Construction “Train the Trainer” course
c) Day to day supervision by a competent person/worker.

Equipment Operating Procedures

Never attempt to operate a piece of equipment unless you are properly trained and have approval from your supervisor.

Always work in accordance with governing laws and company health and safety policies and safe work procedures.

Always wear proper personal protective equipment required by H. Kerr Construction Ltd.

Show up and be ready to work at scheduled start time.

Always maintain 3-point contact mounting and dismounting equipment

BEFORE OPERATING EQUIPMENT

All equipment must be inspected, and any deficiencies must be reported to your supervisor and documented on your Daily Inspection Report before they can be operated.

- Check all fluid levels and report any fluids added or needed to maintenance personnel and on your Daily Inspection Report
- Always ensure you are adding the proper fluids when needed.
- Circle check equipment checking for any damages or vandalism
- Check to ensure equipment has enough fuel before starting
- Hour meter reading must be on inspection report every day
- After inspection has been completed and equipment is safe to operate, start machine from seated position and allow for proper warm up time before moving it
- Always wear your seatbelt and adjust seat properly

Things to look for during inspection of equipment:

- Signs of vandalism (slashed tires, dirt around fuel cap, missing parts like batteries, broken windows, Obscenities painted on equipment, Equipment moved, etc.
- All fluid levels are at manufacturers recommended levels
- Leaks (low fluid levels)
- Steps and handrails
- Cutting edges, rollers, tracks, idlers, bucket teeth
- Cracks to structures (boom, stick, bowl of scraper, goose neck, etc.)
- Worn, frayed, or seeping hoses
- Pins and cylinders
- Steering and brakes
- Cab cleanliness
- Tire air pressure
- Horn
- Back up alarms
- Controls
- Warning lights and gauges
- Windows and door locks
- Equipment has been fueled up

If you are adding fluids, make sure you are adding the proper fluid. You cannot mix environmental oil with any other oil. The wrong hydraulic oil in the excavators will damage hydraulic pumps

- You cannot mix red anti-freeze with green anti freeze
- If you don't know what oil you need – ask your supervisor
- If you don't know how to check the fluid – ask your supervisor
- Make sure oil jugs and DEF jugs are clean - Keep materials like oil, anti-freeze, grease, stored neatly
- The M.O.L. can ask to see proof of your inspection before you started operating equipment.
-

WHILE YOU ARE OPERATING EQUIPMENT

Before operating equipment, know and understand instructions from your supervisor or grade man. If you don't know – ask

- Always check steering and brakes within first 50 feet of travel
- Always inspect (circle check) your equipment before mounting every time
- Wear seatbelt always
- Adjust seat properly
- Follow instructions
- Report any hazard or close call immediately to your supervisor
- Stay on planned haul roads and keep them levelled up
- No racing or playing chicken
- Operate equipment at a safe speed. Adjust speed for site and weather conditions
- Always be aware of the room you need to maneuver the equipment you are operating
- Loaded equipment has the right of way and always keep to the right unless told otherwise by your supervisor
- Stay away from edges and steep slopes
- If you get stuck, don't sit and spin get help and use proper tow cables. Too much damage has happened in the past from trying to get equipment unstuck by pushing or pulling on equipment in the wrong places
- **If you get in trouble, stop, drop, apply brakes and get help**
- Every time you exit equipment make sure all attachments are on the ground, equipment is in park or out of gear, and brakes are applied
- What should you do if you witness an accident on site? Contact supervisor immediately, then follow Emergency Response Plan.
- Watch out for workers on foot and other obstacles on the ground (wire, sharp rocks, rebar, laser and GPS equipment, etc.). If a worker on foot goes out of sight, stop circle check then continue
- Never pull right in behind equipment that is backing up
- When trucks are dumping on top of a pile, there must be a berm at least half the height of the tires along the edge of the pile so trucks can't back over the end of the pile
- If unsure about where to put the dirt or the grade – ask

- Always keep an eye on the gauges in the equipment you are operating. It doesn't take long before a warning light or buzzer can change a small repair into a major expensive rebuild and long down time
- When backing up, if intended path is obstructed, circle check first or use a spotter. Always look back before backing up and continuously during backing up process until you have reached your destination
- If you are backing up and your spotter or a person on foot goes out of sight, what should you do? Stop, get out and circle check before continuing

AT THE END OF THE DAY OR PARKING EQUIPMENT

- Park equipment in designated area away from personal vehicles and in an orderly fashion.
- Park equipment so you don't have to back up to move them
- Before exiting equipment always lower attachments to the ground (bucket, bowl, blade, etc.)
- Apply brakes and transmission in park or neutral
- Allow engine to cool down for 5 minutes before shutting it off.
- Shut engine off
- Shut off master switch and remove keys
- Lock doors
- Clean dirt from tracks and rollers
- Complete timecard for the day
- Make sure fuel area and steps are clean

REMEMBER

- No riders except for training purposes
- It is the operator's job to ensure the equipment is maintained properly (greased, oil changes and fluid levels)
- No smoking /vaping in equipment
- Practice good housekeeping by keeping cab and windows clean
- If equipment breaks down, contact supervisor and follow lockout procedures
- Never operate in unsafe conditions and report unsafe conditions to your supervisor
- Never leave equipment idle for extended periods
- Always operate equipment at a safe enough speed to control the equipment
- Never operate equipment if fluid levels are below manufacturer's recommended specs.
- If you see a problem (oil leak, blown hose, etc.) with another piece of equipment being operated near you, inform that operator
- Always be aware of workers on foot, GPS equipment, grade stakes, iron bars, Sharp rocks or rebar, etc.)
- If a worker on foot goes out of sight and you don't know where they are, stop, get out and circle check, then continue.
- No modifications to any equipment without approval from senior management

- No cell phones or music devices allowed in equipment
- No alcohol, marijuana, or illegal drugs or anyone under the influence of them will be permitted on any site
- Newer equipment with Tier4 engines uses D.E.F. Do not let them run out of it. Keep DEF jugs clean. They get refilled from our bulk tank at the shop
- Tier 4 engines must regenerate to remove soot from the particulate filter. If the regeneration Switch is turned off, the particulate filter can plug and need replacing at over $5,000 each. Do not shut it off
- Make sure equipment has had all the dirt cleaned off before moving off site
- When shutting down newer equipment with electronic or push-button controls (John Deere dozers and rock trucks) do not push and hold the on/off switch for more than 1 second or you will override the turbo spin down mode which automatically cools the engine down and then shuts off the engine. Only do this in emergency situations. Not allowing the engine to cool down properly and bypassing the turbo spin down mode can cause severe damage to the engine.

- The Komatsu dozer shut off switch cannot be applied until the green light beside it has gone off. If this process takes too long (could take up to 1 hour), leave the master switch on and lock all doors.
- Operators will be held responsible for any abuse or neglect of the equipment they operate
- Treat the equipment you operate like you must pay for the repairs
- Take pride in the work you do
- Help each other to work safely
- Horseplay and recklessness will not be tolerated

IF IT CAN’T BE DONE SAFELY – DON’T DO IT

IF YOU DON’T KNOW - ASK

THINK SAFETY BEFORE EVERYTHING YOU DO

Three Point Contact

PURPOSE

To reduce or eliminate the risk of slip and fall injuries and instill safe work procedures in mounting and dismounting equipment and ladders.

PROCEDURE

To climb on and off ladders and construction equipment safely, always maintain three points of contact. That means two hands and one foot or two feet and one hand in contact with the steps or equipment at all times.

- Break 3-point contact only when you reach the ground, the cab or stable platform
- Always mount and dismount facing the equipment or ladder
- Climb on and off only when equipment is stationary
- Use the parts designed by the manufacturer for mounting and dismounting – steps, running boards, traction strips, footholds, handgrips, etc.
- Always inspect steps first before using them and keep them clear of mud, snow, ice, grease, and any hazards that can cause slips, trips and falls
- Never use a ladder with broken steps. Report them to your supervisor and get them repaired or replaced
- Don’t use wheel hubs, machine tracks, or door handles for mounting and dismounting
- Take your time mounting and dismounting and always look where you are stepping
- Don’t carry tools, equipment, or materials in your hands while climbing
- Keep your body between the side rails and don’t lean out on either side
- Make sure the ladder always extends out at least 90 centimeters or 3 feet above the top landing
- Before dismounting equipment always ensure that equipment is in park, attachments (bucket, bowl, blade) are on the ground and brakes are applied
- Avoid wearing loose or torn clothing as such clothing can become caught on equipment

More than one quarter of all injuries to equipment operators and truck drivers occur during mounting and dismounting.

Company Vehicle

Eligibility to Drive a Company Vehicle

Employees eligible to drive a company vehicle are selected at the discretion of Senior Management and the President. Prior to vehicle assignment, eligible employees must prove that he or she has a valid driver's license which is not suspended or revoked.

H. Kerr Construction Ltd. will also review your driving record and will periodically run a driver's abstract record as a requirement of our insurance carrier, during your assignment of a vehicle.

Withdrawal of Company Vehicle Privilege

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse, misuse or neglect of the company vehicle or failure to comply with the rules and procedures stipulated in this policy.
- A driving record which becomes deficient during operating a company vehicle.
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol, marijuana or an illegal controlled substance.
- Failure to report an accident or damage to a company vehicle.

Driver Responsibilities

Eligible drivers of company vehicles are responsible for the following:

- Drive in a safe and professional manner.
- Know and abide by all driving laws.
- Maintain a current, valid driver's license and if for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that Senior Management be notified immediately.
- Seatbelts must be used by all occupants of a company vehicle.
- No talking on phone or texting while driving.
- Employees driving company vehicles are prohibited from driving under the influence of drugs and alcohol, including any prescription drugs that may affect their ability to drive safely.
- Company vehicles must be inspected (fluid levels, tire, belts, etc) daily and any deficiencies reported to the shop supervisor.
- Do not leave GPS equipment or personal items in company vehicles and keep the vehicles locked when not in use.
- Gas cards are only to be used for company vehicles. All gas receipts must have drivers name printed and signed with job number on them and they must be sent to head office weekly.
- H. Kerr Construction Ltd will not be responsible for lost or stolen item from company vehicles.

- Company vehicles are to be used for business related purposes only. They are not for personal use.
- No smoking/vaping in company vehicles.
- Report any accident or vehicle damage to Senior Management immediately.
- Any fines are the responsibility of the driver of the company vehicle.

Vehicle Maintenance

- Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition.
- Company owned passenger vehicles must follow the maintenance schedules outlined in your vehicle owner's manual (e.g. change engine oil and filter along with tire rotation every 10,000 km. or sooner if needed) along with documentation of prescribed work that has been completed.
- All company owned commercially plated vehicles must follow regular service maintenance as per the vehicles operator's manual, (e.g. engine oil and filter every 15,000 km. or sooner if required.) along with documentation of prescribed work that has been completed.
- It is the responsibility of the driver to call the shop manager for pre-approval of all work (beyond the normal routine maintenance needs such as oil changes and tire rotation.)
- Buying parts for company vehicles (tires or accessories) must be approved by the shop manager.
- Repairs directly attributed to driver neglect may be charged back to the driver.
- It is the driver's responsibility to keep the company vehicle clean.

How to Report and Accident or Theft

If your company vehicle is stolen, report the theft immediately to the local police and Senior Management. Obtain a copy of the police report and submit it to Senior Management

Any attempted break-in or theft of items from a company vehicle must be reported to the local police department.

If you are involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, apply first aid.
2. Call police and emergency services.
3. Call Senior management
4. Complete accident incident report (take pictures if possible
5. Do not admit liability/fault
6. Notify insurance company

If accident causes minor damage (under $1000), get information from other driver and contact police to get an occurrence number. Then contact Senior management.

Traffic Control and Backing Up Equipment

Traffic management occurs during all phases of a construction project.
A written traffic control plan must be posted on all job sites.
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.

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, and understand guidelines for Traffic Control Persons from the I.H.S.A.
4. Be given written and oral instruction in a language the worker understands.
5. Be always positioned in a safe location clear of potential hazards and off the traveled portion of the road with a clear view of approaching traffic.
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.

Supervisor's Responsibilities:

1. Use drive-through operations as much as possible.
2. Post traffic control plan on site and update it when changes occur.
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 CSA approved 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.

Workers on foot should be trained to:

1. Recognize and avoid entering or standing in blind spots or pinch points of equipment.
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.

Nominal phase-to-phase voltage rating	**Minimum distance**
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

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 workday. 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 and customers 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

Human Resources 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 approved drivers with a valid driver's licence can 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.
- Always ensure steering and brakes are working properly before travelling on public roadways
- 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.
- Do not move machines in inclement weather (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.

Rollover / Overturning Vehicles

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 except for training purposes
- Operate and turn vehicle at low speeds
- Operate the controls while seated
- Watch where you are going
- Always wear the seatbelt
- No horseplay ever

Bulldozers

- Attempt to have material on the low side of tracks at all times
- Keep blade as low to the ground as possible
- Blade dirt up and down steep slopes not across

Scrapers

- Keep safe distance from edges and steep slopes.
- Keep bowl as close to the ground as possible
- When dumping on a slope keep the front of the machine heading down the slope
- Drive in a straight line when loading & unloading

Articulated 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
- After dumping load always lower box before traveling

Packers

- Always go forward when packing close to the top of the slope
- Pack at a 90º 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

Excavators

- Always face direction of travel
- Don't undermine
- Always slope material, never leave a vertical face
- Always keep excavator levelled up
- Be aware of icy and wet surfaces

Be Aware Of:

- Blind spots
- Slopes or edges
- Pedestrians
- Pinch points
- Overhead and underground utilities
- Weather and soil conditions
- Size of equipment and the room needed to maneuver it.

REMEMBER – IF YOU ARE IN TROUBLE

A. **STOP**

B. **DROP BOWL, BUCKET OR BLADE**

C. **APPLY BRAKES**

D. **GET HELP**

- 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.
- Always maintain three-point contact when mounting and dismounting.
- ***NO SMOKING*** when fuelling equipment and never leave the fuel nozzle unattended.
- Always operate equipment at a safe speed.
- Always wear your seatbelt.

HEAVY EQUIPMENT IS JUST THAT, RESPECT ITS DANGERS

Spill Plan

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 site supervisor and then cleaned up immediately.

Any spill over 100 litres must be reported to the site supervisor, project manager and to 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.
- 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

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 always operated in a safe and controlled manner

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

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

Musculoskeletal Prevention

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, 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. `

Records Review and Analysis

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 made in writing and Management must respond 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.

Non-Routine Work

It is the supervisor's responsibility to ensure 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.

If 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 employee's 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 considering our current and planned future activities.

Confined Space

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

The 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, vapors, 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.

Process and Equipment Purchases

Purpose

The purpose of this procedure is to ensure that any goods purchased are assessed for existing or potential hazards and ensuring that appropriate controls are in place. This procedure also applies to any modification of existing processes or equipment.

Regulatory compliance and industry safety practices shall be adhered to:

- At the design stage
- In the purchase specifications
- During construction and/ or
- Installation phases

The Health and safety Coordinator will:

- Review the new/modified main activities to determine whether hazards exist
- If hazards exist, first attempt to eliminate the hazard or if hazard can not be eliminated, ensure appropriate controls are put in place
- If a major hazard is identified then safe operating procedures shall be developed (with assistance from the JHSC) and then train any operators or person who has potential to operate the machinery, or involved in the new or modified process
- Ensure that new purchases or modifications meet all appropriate legislation and industry standards
- Include a review of any Safety Data Sheets, as they apply to any chemical being introduced into the workplace
- Establish training requirements either for operational or hazard control purposes
- Be involved in conducting initial pre-use inspection

The Joint Health and Safety Committee will:

- Be involved in conducting the initial pre-use inspection
- Provide input on any additional hazards or controls
- Provide feedback to the Health and Safety Coordinator

Supervisor will:

- Assist the Health and Safety Coordinator with the hazard review
- Train the appropriate staff who will be exposed to or work with the new/ modified equipment/process on the safe operating procedures

Pre start up inspections (prior to the initial use of new/ modified/ process) will be conducted with the involvement of the:

- Joint Health and Safety Committee
- Health and Safety Coordinator
- Supervisors
- Any operators or person who has potential to operate the machinery, or involved in the new or modified process

All new or modified equipment will be added to the existing equipment list that requires pre-use inspections

A pre-start up review is required when:

- A new apparatus, structure or protective element is to be constructed, added or installed or a new process is to be used; or

- Because an existing apparatus, structure, protective element or process is to be modified and one of the following steps must be taken to obtain compliance with applicable provisions:

1. New or modified engineering controls are used
2. Other new or modified measures are used
3. A combination of new, existing or modified engineering controls and other new or modified measures is used

When a pre-start review is required, the employer shall ensure that the apparatus, structure or protective element is not operated or used, or the process is not used until the review has been conducted and:

1. All measures identified in the review as being required for compliance with the provisions of this regulation have been taken

A pre-start review shall be conducted by a professional engineer or a person that the employer feels possesses special expert or professional knowledge or qualifications appropriate to assess any actual or potential hazards

A pre-start health and safety review (including a written report) made to the employer shall contain:

1. Details of the measures to be taken for compliance with the relevant provisions of this regulation
2. If testing is required before the apparatus or structure can be operated or used or before the process can be used, details of the measures to protect the health and safety of workers that are to be taken before the testing is carried out
3. Date and signature of person conducting the report
4. If the person is a professional engineer affix his/her seal to the report
5. If the person is not a professional engineer, include in the report details of his/her special expert or professional knowledge or qualifications

The written report shall be kept readily accessible in the workplace and provided to the JHSC or the health and safety rep. before the apparatus, structure or protective element is used or the process is used

If no prestart health and safety review is required, (section 7 subsection (5) (7) (8) and (9) industrial regulations) the employer shall keep documents establishing the exemption readily available at the workplace for as long as the protective element, stacking structure, lifting device, traveling crane or automobile hoist remains in the workplace or the process is used

All heavy equipment purchases will be completed by George Kerr
All small equipment purchases shall be completed by maintenance manager and approved by George Kerr
All parts purchases must meet manufacturers recommended specifications
Any modifications to equipment shall be outsourced to a qualified contractor and any job procedures or training required shall be completed at that time in conjunction with maintenance manager and the joint health and safety committee.

Worker Well-Being

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 means, 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.

Disconnecting from Work Policy

Intent

H. Kerr Construction Ltd. understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours.

Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular working hours: The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for H. Kerr Construction Ltd.

Guidelines

An employee's time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Working remotely or from a home office can make employees feel as though they are "always on" or obligated to continue working or respond to communication, regardless of the time of day.

H. Kerr Construction Ltd. sees employee health and well-being as priorities while working and while away from work. We are committed to increasing overall employee health and wellness and providing employees with a positive work–life balance. This policy is intended to promote that ideal by specifically detailing the company's expectations related to disconnecting from work.

Disconnecting from Work

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement, whether that be onsite, flex work, remote work, or hybrid work.

Outside regular working hours and when disconnecting from work, employees:

- Should stop performing their job duties and work-related tasks.

- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off.
- Will not face repercussion or punishment for not communicating or for ceasing work; and
- Should respect co-workers' time and should not expect them to respond, communicate, or complete work.

Workload and Productivity

H. Kerr Construction Ltd. understands that employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regular working hours should meet with their direct manager to evaluate their workload, priorities, and due dates.

Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours and does not contribute to additional stress or burnout.
- Normal job duties can be completed during regular working hours; and
- Employees can remain productive and meet company goals and objectives.

Communication

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. H. Kerr Construction Ltd. may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. Employees are not expected to respond to any company communication when not at work, apart from unforeseen circumstances, such as an emergency.

Employees who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

Breaks and Time Off

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to work productively during regular working hours. Employees should take any scheduled or company-provided breaks during their shift and use that time to disconnect from work.

H. Kerr Construction Ltd. understands the importance for our employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year and should take the time for rest, relaxation, and personal pursuits. Employees will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of employees and scheduled time off should not interfere with deadlines. Managers will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or

restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific time, in which case managers will assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible.

Overtime

At times, H. Kerr Construction Ltd. may have a business need that requires employees to work overtime. Overtime will always be approved and scheduled in advance. It may be requested by the employee or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Please see the overtime policy for guidelines on overtime.

Acknowledgement 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.