Leader Plumbing and Heating Inc.

HEALTH AND SAFETY PROGRAM

Amended March 27, 2020



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POLICY AND RESPONSIBILITIES



Safety Policy Statement

Leader Plumbing and Heating is committed to providing and maintaining a safe and healthy work environment for all its employees through the use of a comprehensive health and safety program. It is the company policy to provide first quality service while taking all reasonable steps to prevent injury to employees, the client and the public, and to prevent damage to property. To achieve this objective the company will comply with WSIB and O.H.S.A., federal, provincial, local and industry safety regulations, and implement a comprehensive safety program. The company cannot meet this goal without the full cooperation from all personnel. We also expect all subcontractors to abide by the same high standards we demand of our own employees. This cooperation is needed and expected.

Management personnel are responsible for the health and safety of the employees and for the provision of safe working conditions. Management shall develop, promote and support the company health and safety program and ensure that all employees are informed of what is expected of them regarding health and safety.

Supervisors are responsible and accountable for ensuring safety instruction is provided to all new and reassigned employees prior to assignment of their duties and that safe work procedure and regulations are enforced. Supervisors shall ensure that there is a regular inspection of practices and conditions in the area of their control and that prompt corrective action is taken to eliminate hazards.

Crew Leaders & Foreman shall ensure that all workers are properly trained to do their jobs safely and that workers comply with applicable rules, regulations and practices. Foremen shall take prompt corrective action when unsafe acts or conditions become evident. Crew Leaders & Foremen shall set a good example by following all safety regulations and by promoting all safety activities addressed in the safety program.

Workers and Subcontractors shall observe all of Leader Plumbing and Heating safety rules, safety policies and procedures, in accordance with all regulations and conduct themselves in a manner that does not endanger the well-being of themselves or others, or cause property damage. Workers and subcontractors shall report all accidents and injuries immediately and are encouraged to submit recommendations for improved safety measures. Subcontractors shall abide by their responsibilities under this policy and program, provide their own appropriate safety equipment where required by WSIB and O.H.S.A. regulations, and shall provide for their own WSIB coverage.

Visitors shall comply with the company safety program. The company health and safety program is designed in the best interests of all personnel, subcontractors, visitors and customers. The company believes accident prevention and efficient production go hand in hand and accordingly insists on dedicated participation in its requirements.

Glenn Bortolus, President

David Breda, Secretary

MAR 30/2020. Dated Mar 30/2020

Management Responsibilities

Management is responsible for ensuring that:

Regulations, Policies and Procedures:

- A safe and healthful workplace is provided.
- Company health and safety policies, procedures and WSIB / O.H.S.A. Regulations are enforced.
- Appropriate records and statistics are maintained and made available to the company health and safety committee and WSIB / O.H.S.A.
- A health and safety committee or alternative is established and maintained, in accordance with WSIB / O.H.S.A. Regulations or as directed by the WSIB / O.H.S.A. officers.
- Accidents are promptly investigated and prompt correction of the hazard is undertaken
- They are familiar with, develop, promote and implement Leader Plumbing and Heating health and safety policies and procedures and applicable WSIB / O.H.S.A. Regulations.
- Joint Health and Safety Committee meetings are held on a <u>quarterly</u> basis for the purpose of reviewing the Health and Safety Program, safety practices, accident trends and determining necessary courses of corrective action.
- Safe work practices are developed for implementation in the workplace.
- Training records are maintained.

Training and Instruction

- Suitable instruction and direction is provided for the safe performance of employee duties.
- General safety rules and supplementary instructions are available to all employees and all employees are trained in them.
- Safety and health practices for employees of sub-contractors are coordinated with those of the company.
- Supervisors, Crew Leaders, Foreman, and workers have appropriate training in Leader Plumbing and Heating Health and Safety policies/procedures and are given adequate instruction in the safe performance of their job.
- Emergency procedures are developed and maintained and workers are oriented in the procedures.
- Supervisors, Crew leaders, Foremen and workers have received WHMIS and Fall Protection training
- New employees receive orientation in Leader Plumbing and Heating's Health and Safety program.

- Personal protective equipment is provided.
- Environmental and medical monitoring services are coordinated where deemed necessary by regulation and/or company officer.
- Emergency procedures are developed and maintained and workers are oriented in these procedures.
- Tool box meetings and site safety meetings are held.
- Workplace inspections are performed on a <u>monthly</u> basis for the purpose of identifying hazards. Hazards are brought to the attention of workers who may be exposed to them and, where practicable, the hazards are eliminated.
- Adequate first aid equipment, service and trained personnel are available at the workplace.

Supervisor, Crew Leader & Foreman Responsibilities

Supervisor, Crew Leader and Foremen are responsible to ensure that:

Regulations, Policies and Procedures

- They are familiar with, promote and implement company health and safety policies and procedures and applicable WSIB / O.H.S.A. Regulations.
- The WSIB / O.H.S.A. officers are shown complete cooperation.
- Copies of the WSIB / O.H.S.A. Regulations and the company safety program are on the job site (I.e. Company vehicles).
- Health and Safety committee meetings are attended by representatives of the company as required.
- Accidents, incidents, or near misses are investigated and reported as per WSIB / O.H.S.A. Regulations.

Training and Instruction

- Workers are informed of any potential or actual dangers to their health and safety.
- Workers are adequately instructed to perform their assigned job safely.
- Workers use and are trained in the use of appropriate personal protective equipment.
- New employees receive orientation in Leader Plumbing and Heating's Health and Safety Program prior to commencing work.

- Hold tool-box safety meetings on a <u>bi-weekly</u> basis.
- Regular inspections of work areas are carried out to identify and correct unsafe work practices and conditions
- Maintain a good housekeeping standard.
- Prompt first aid is administered to injured employees and appropriate forms are completed and submitted.
- Workers are not permitted to work when their actions indicate that the work would jeopardize themselves or others.
- WHMIS controlled products are identified and labeled and MSDS's are used.
- Tools and equipment are properly maintained and in safe working order.
- An appropriate emergency plan is developed and communicated on the job site.
- Visitors receive appropriate safety Instructions.

Worker Responsibilities

Workers are responsible to ensure that:

Regulations, Policies and Procedures

- They know and comply with the requirements of Leader Plumbing and Heating's health and safety program, safety rules and procedures, and WSIB / O.H.S.A. Regulations.
- They report all unsafe conditions and practices.
- They report all work-related injuries and health problems.
- They are not under the influence of either alcohol or drugs, which may impair their ability to do their job safely.
- They refuse to do work that would create a danger to the safety or health of any person.

Training and Instruction

- They do not operate machinery or equipment unless they are authorized and trained to do so.
- They acquire training in the proper use of personal protective equipment.
- They are trained in WHMIS and Fall protection procedures.

- Follow Leader Plumbing and Heating Safety Rules (<u>next page</u>)
- They notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves and they take corrective action, when practicable, to eliminate potential hazards.
- They do not operate equipment unless all safeguards are in place and functioning and no person will be endangered.
- They do not engage in horseplay, scuffling, fighting, practical jokes or similar conduct that may endanger themselves or others.
- They maintain good housekeeping in their work area.
- They remove jewelry and other loose fitting objects that could become caught in machinery or equipment they operate.
- They wear personal protective equipment where required and maintain it in good working order.
- They use WHMIS-controlled materials in accordance with WHMIS recommendations.

GENERAL SAFETY RULES

General

- Consuming or being in possession of alcohol or illegal drugs on any company job-site or arriving for work or remaining at work when the ability to perform work safely is impaired is prohibited and may result in immediate dismissal.
- Workers shall attend all tool-box meetings
- Use of hazardous materials must conform to WHMIS recommendations. A manual of Material Safety Data Sheets (MSDS's) is available.
- If you have any doubt regarding a job procedure or the safety involved, consult with your immediate supervisor before proceeding with the task.
- Maintain good housekeeping in your immediate work area.
- Be safety smart read the safety program. Your participation in the safety program is encouraged.
- <u>Use of radio Headphones, Cell Phones and Hand-Held Devices are not permitted during regular work hours.</u>

Behavior

- Fighting, abusive language, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- Workplace harassment or violence is prohibited.
- Theft, vandalism or any other abuse or misuse of company property is prohibited.
- Observe and obey all warning signs.
- Unsafe shortcuts will not be permitted.

Personal Protective Equipment

- Hard hats must be worn at all times
- Eye protection must be worn when required by any task that could produce flying particles.
- Hearing protection devices must be worn when there is excessive noise and when directed by your supervisor.
- Safety footwear must be worn at all times in work areas. Sandals, sneakers, etc. will not be permitted.
- Every employee must wear clothing appropriate for work.
- All incidents that result in damage or injury, no matter how slight, must be reported <u>immediately</u> to the supervisor.
- All sub-standard acts and conditions, including "near miss" incidents, are to be reported to appropriate supervisor promptly.
- All hazardous conditions must be immediately corrected and/or reported to your immediate supervisor.

Equipment and Machinery

- Company vehicles, equipment and tools may only be operated by authorized personnel.
- The use of Hand-Held devices is not permitted while driving.
- Do not operate equipment or machinery for which you are not trained.
- Heed all safety guards, barriers, signs and tags and never render safety devices inoperable.

Please refer to Appendix A8 for a copy of the Record of Safety Program Violation form.

Consultant's Responsibilities

Consultants are responsible for ensuring that:

Regulations, Policies and Procedures

• All drawings and specifications for temporary structures, formwork, scaffolds and erection procedures designed by them satisfy the relevant WSIB / O.H.S.A. Regulations and company policies.

Training and Instruction

• The Leader Plumbing and Heating foremen understand the intent of the drawings and specifications for temporary structures, formwork, scaffolds, erection procedures, and/or instructions provided.

Worksites

- They attend safety meetings where engineered procedures are to be discussed with the workers.
- They wear appropriate personal protective equipment where required at the site.
- They report all unsafe conditions and practices immediately to the job superintendent

Visitor Responsibilities

Visitors on the company's jobsites are responsible for their own health and safety and shall ensure that:

Regulations, Policies and Procedures

• They comply with WSIB / O.H.S.A. regulations.

Training and Instruction

• They receive instructions as to any potential hazards at the workplace.

- They wear adequate personal protective equipment.
- They report all injuries immediately.
- They report any unsafe conditions or practices observed as soon as possible.

Subcontractor Responsibilities

Subcontractors on the company's jobsites shall comply with Leader Plumbing and Heating policies and are responsible for their own health and safety. Subcontractors shall develop a written health and safety program as required by the WSIB / O.H.S.A. Regulations.

Subcontractors shall ensure that:

Regulations, Policies and Procedures

- They comply with WSIB / O.H.S.A. Regulations and provide Leader Plumbing with their Health and Safety program.
- They can demonstrate that they are fully covered by the Workers' Compensation Board by the provision of a Clearance certificate every 60 days.
- They provide Leader Plumbing with a Certificate of Insurance annually.
- They provide Leader Plumbing with a Form 1000 "Registration of Constructors and Employers Engaged in Construction"
- They provide Leader Plumbing with a "Statutory Declaration of Progress Payment" by the second draw and thereafter.
- They plan and execute all work in a manner that complies with the O.H.S.A. Regulations and the company or coordinated health and safety program.
- They report all accidents and injuries, and investigate lost-time accidents.
- They provide emergency transportation for their injured employees.
- They cooperate with all safety representatives having jurisdiction at the site.
- If they have any doubt regarding the meaning or interpretation of the company program, they contact the job superintendent / safety officer.

Training and Instructions

- Before commencing work, they contact the job superintendent for special instructions regarding operating hazards and applicable safe work instructions particular to the site.
- They explain safety rules, procedures and regulations to their employees, complete and provide jobsite orientation to their employees.

- They attend the job orientation meeting and provide the use of adequate personal protective equipment.
- They immediately correct any unsafe conditions or practices reported or observed within their jurisdiction.
- They report to the prime contractor's supervisor all reported or observed unsafe conditions and practices.
- They must immediately report any accidents, injuries or near misses of a serious nature to the site constructor's supervisor and Leader Plumbing and Heating, as well as any other legally required notices.

Accident and Injury Investigation Policy

Definitions

Accident - An undesired event that results in personal injury or property damage.

Incident - An incident is an unplanned, undesired event that adversely affects completion of a task.

Near Miss - Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

Critical Injury - An injury of a serious nature that:

- places life in jeopardy,
- produces unconsciousness,
- results in substantial loss of blood,
- involves the fracture of an arm or a leg but not a finger or toe,
- involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- consists of burns to a major portion of the body,
- Or causes the loss of sight in an eye.

Source: Occupational Health and Safety Act of Ontario, Regulation 834.

Leader Plumbing and Heating requires all employees to <u>immediately</u> report to their Supervisor's/Foreman's/Crew Leaders all accidents and incidents <u>that result in injury or property damage</u> and all <u>near misses that had the potential for serious injury</u> or property damage.

The company, in consultation with its Health and Safety Committee, will investigate all accidents and incidents it deems necessary, including; but not limited to the following:

- All accidents that result in death or injury requiring medical treatment
- All causes of occupational illness
- All structural failures, including those in: buildings, cranes, hoists, excavations or temporary structures accident trends.
- All near misses which had the potential for serious injury or substantial property damage.

When practicable, all investigations will be initiated within <u>48 hours.</u>

**All "critical" injuries, as defined by regulation, are required to be reported immediately to the Ministry of Labour, Joint Health and Safety Committee and Trade Union.

Investigation teams will include a trained and qualified supervisor and where practicable a safety committee worker representative. Investigations will:

- Attempt to identify the cause of the incident
- Identify the corrective action required to eliminate the cause, and identify the person(s) responsible for implementing the changes within a set time period. An investigation report will be completed and submitted to the Joint Health and Safety Committee and Ministry of Labor as required.

Please refer to Appendix A5 for a copy of the Incident Investigation Report form

Accident and Injury Reporting

General:

- All work-related accidents, injuries and diseases must be immediately reported to your • Supervisor/Foreman/Crew Leader and Leader Plumbing Management.
- If an injury occurs when no Supervisor/Foreman/Crew Leader is present, phone the company • office to report the accident.
- All reports must be made immediately after the incident. •
- If necessary, an injured employee may report directly to his/her doctor but must, within 24 hours, • provide the company with information regarding:

A) Reasons for going directly to doctor

- B) Date and time of visit
- C) Doctor's directions via a Functional Abilities Form.
- All accidents involving damage to equipment or property must be reported to your • Supervisor/Foreman/Crew Leader. If this person is not available, the damage must be reported to the company office.
- Near misses that could have resulted in a serious injury or property damage must be reported to your Supervisor/Foreman/Crew Leader immediately.

Accident Preservation In the Event of "Critical" Injury

Nothing must be removed from or changed on the accident location before a Ministry of Labor representative or company official has given clearance to do so, except where necessary to facilitate rescue operations or to prevent imminent injury. 78 Enge

METHOD:

Isolate the Incident /accident area via barricade or identifying tape and ensure that no one enters. Do not move any tools, equipment or other until an appropriate authority releases the scene

Early Safe Return to Work Policy and Procedures

Policy

Leader Plumbing is committed to developing and maintaining a safe and healthy work environment, and to provide a fair and consistent policy for rehabilitation of workers who have been injured at our workplace and establishing an Early Safe Return to Work program.

Principles

Our principle goal in our Early and Safe Return to Work Program is the effective management of a worker's rehabilitation through a knowledgeable and cooperative approach. Of most importance is that each worker receives prompt and timely access to services required to enhance and facilitate their return to work.

Program Objectives

Allow the worker's return to work as soon as possible by encouraging:

- Effective rehabilitation, promoting timely identification of assistance required such as medical services, methods of accommodation and vocational rehabilitation services
- Helping maintain contact with co-workers
- Reducing the sense of estrangement from Leader Plumbing
- Reducing the time needed for return to full capacity
- Helping to maintain a sense of identity and self respect
- Ensure that communication is maintained between all parties
- Ensure all workers are treated fairly and consistently
- Promote greater health and safety
- Ensure compliance with WSIB legislation and other related legislation
- Promote productivity and efficiency through the use of experienced trained workers and an efficient management of compensation costs.

Early Safe Return to Work - Roles and Responsibilities

A.Employer (Superintendent/Foreman/Crew Leader)

- Report the injury to the WSIB and the MOL if an injury is of a critical nature
- Pay worker's full wages during the day of injury.
- Contact the worker as soon as possible after the injury and maintain weekly contact throughout the period of the worker's recovery or impairment. Contacts will be documented and kept on file.
- Offer suitable work to the worker that:
 - 1. is in-line with doctors prescribed physical limitations as documented in the Functional Abilities Form
 - 2. is in line with worker has the skills to do (or can acquire the skills to do)
 - 3. restores your worker's pre-injury earnings as closely as possible
- Provide the WSIB any information requested about the worker's return to work
- Notify the Workplace Safety and Insurance Board of:
 - 1. any earning changes during the Return To Work process
 - 2. when the Return To Work ends.

B. Injured Worker

- Seek proper medical treatment immediately
- Follow the recommendations of the health care provider
- Report the injury to your employer and the WSIB as soon as possible after the injury
- Maintain weekly communication with Leader Plumbing throughout the recovery or impairment period.
- Cooperate and assist the employer as required or requested to identify suitable work that is available, consistent with the worker's functional abilities.
- Provide the WSIB any information requested regarding return to work.

C. Health Care Provider

- Provide the workplace parties and WSIB with functional abilities information
- Provide the worker and the WSIB with medical information
- Identify the most appropriate method of treatment or recovery.
- Ensure the worker receives timely treatment
- Ensure the possibility of a return to work is discussed throughout the worker's recovery/treatment

D. WSIB

- Provide timely information regarding:
 - 1. What employer and injured worker can expect through the Return to Work process
 - 2. What the employer and the injured worker are expected to do
 - 3. Employer and injured worker rights and obligations
 - 4. Where to go for help if needed
- Provide effective claims management that monitors the activity and cooperation of the employer and the injured worker throughout the Return To Work process
- Obtain and clarify functional abilities information
- Assess the need for Labour Market Re-entry Plan if early and safe return to work is unlikely
- Help resolve difficulties and disputes through the Return To Work and Labor Market Re-entry process
- Provide ergonomic and/or mediation services and/or site visits.
- Make decisions on all claim-related and compliance issues.

E.Co-Workers

- Support and encourage the injured/ill worker with their return to work efforts
- Be willing to help perform or assist some of the duties assigned to the injured worker

Please refer to Appendix A6 for a copy of the Modified Work Offer form

First Aid Policy

Leader Plumbing and Heating is committed to providing and maintaining a first aid program for the purpose of minimizing the effects of job-related injuries and illnesses, increasing productivity, reducing absenteeism and meeting regulations.

- The company will provide and maintain first aid supplies as required by First Aid regulations.
- First aid supplies will be made available to all workers during working hours.
- Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report it to their immediate supervisor.
- First Aid Kits will be inspected and replenished monthly or as needed in the interim.

PERSONAL FIRST AID KIT

A First Aid kit is kept in each Supervisor, Foreman and Crew Leader's truck. Two First Aid Kits are also located at the office; one in the warehouse and one near the front office. One kit consists of the following:

- 4 Gauze Pads, 7.5 x 7.5 cm
- 1 pair of Disposable Nitrile Gloves
- 1 Triangular Bandages, Pins 94 x 94 x 130 cm
- 1 First Aid Pocket Guide, Bilingual
- 1 Box of Plastic Strip Bandage, 7.5 x 2 cm (12/box)
- 2 Gauze Roll, 5 x 4.5 cm (2/box)
- 2 Compress Bandage, 10 x 10 cm (1/box)
- 1 Assorted Safety Pins, (12/bag)

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Musculoskeletal Disorder (MSD) Policy

Leader Plumbing and Heating is committed to providing a safe and healthy working environment for all employees. In recognition that musculoskeletal disorders account for approximately half of all lost time incidents in Ontario, Leader Plumbing and Heating is committed to minimizing the risk and incidence of MSD's.

Leader Plumbing and Heating will work with its Joint Health and Safety Committee to identify MSD hazards and reduce the risks associated with these hazards to prevent injury.

Musculoskeletal disorders (MSD's) are injuries and disorders affecting muscles, tendons, ligaments, joints and nerves. They are sometimes called repetitive strain injuries (RSIs), cumulative trauma disorders (CTDs), or sprains and strains. Musculoskeletal disorders may be caused or aggravated by various risk factors in the workplace, including repetitive, forceful or awkward movements, static posture, contact pressure, vibration, etc.

MSDs do not include musculoskeletal disorders that are the direct result of a sudden, single event involving an external source, e.g., a fall or vehicle accident.

Key Safe Practices:

The following are examples of engineering and administrative controls aimed at reducing MSDs in construction.

Manual handling of tools and material

- Plan ahead to minimize material handling.
- Improve housekeeping to prevent trips and falls.
- Where available, order ready-mixed mortar to decrease repetitive shoveling and exposure to cement powder.
- Use carts, dollies, hoists, or other mechanical handling devices.
- Increase use of ladder hoists, gin poles, daisy chains, or cranes to move materials on or off roofs.
- Use chain falls, motorized buggies, carrying handles, or extension handles for carrying large or awkward materials like drywall.
- Break loads into smaller units. For instance, put cement in bags weighing less than 50 lb.
- Use shoulder pads when carrying loads on shoulders.
- Employ administrative controls such as ergonomics training, pre-job exercises, weight labeling of materials, and encouraging two-person lifts with heavy objects.
- Use tables, benches, or stands to bring work to waist height.
- Store materials at waist height.
- Introduce adjustable height scaffolds for bricklaying.
- Use pipe stands on pipe and steam fitting jobs, D-handles or longer handles for shoveling, rebartying devices, stand-up fastening systems for roof insulation, rug rippers, carpet stretchers, and pipe/conduit benders.

If any employee feels as though they may be experiencing any form of MSD, they are to report it to their safety officer immediately.

Violence and Harassment in the Workplace Policy

Updated January 2017

Introduction

Leader Plumbing and Heating seeks to provide a respectful work environment free from harassment, violence or threats of violence against individuals, groups, or employees, or threats against company property-including partner violence that may occur on our property.

This policy requires that all individuals on company premises or while representing the Company conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

Definition(s)

Workplace Harassment is broadly defined as: 'engaging in a course of vexatious comment or conduct or conduct against a worker in a workplace that is known or ought to be known to be unwelcome'.

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to Company or personal property; which occur in a Company workplace, at a Company work location, or while an individual is engaged in Company business.

Company Response - Workplace Harassment

Leader Plumbing and Heating will not tolerate workplace harassment - which includes unwelcome words or actions which are offensive in nature, embarrassing, humiliating or demeaning to a worker or group of workers, or intimidation, isolation or discrimination of any worker or group of workers.

In creating a respectful and harassment-free workplace, Leader Plumbing and Heating will not permit the posting or distribution of sexually inappropriate materials, or any materials promoting intolerance or hate.

Company Response- Workplace Violence

Leader Plumbing and Heating strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously.

The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on Leader Plumbing and Heating property or work project will not be tolerated.

Violations of this policy will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Leader Plumbing and Heating premises or work project shall be removed from the property or work project as quickly as safety permits, and may be asked to remain away from Leader Plumbing and Heating premises or work project pending the outcome of an investigation into the incident. People who commit these acts outside the workplace but which impact the workplace are also violating this policy and will be dealt with appropriately.

When threatening behavior is exhibited or acts of violence are committed, Leader Plumbing and Heating will initiate an appropriate response. This response may include, but is not limited to, evaluation by Leader Plumbing and Heating Employee Assistance Personnel and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.

No existing Leader Plumbing and Heating policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Reporting Procedure- Workplace Harassment

Leader Plumbing and Heating personnel are responsible for notifying the designated management representative of any harassment that they have experienced or witnessed.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the harassment and the person or persons who were harassed.

If the designated representative is not available, personnel should report the harassment to their supervisor/foreman/crew leader or another member of the management team.

See Appendix A3 and A4 for the Workplace Harassment Incident Forms.

Reporting Procedure- Workplace Violence

Leader Plumbing and Heating personnel are responsible for notifying the designated management representative of any threats, which they have witnessed, received, or have been told that another person has witnessed or received-including those related to partner violence. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a company controlled site or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated representative is not available, personnel should report the threat to their supervisor/foreman/crew leader or another member of the management team.

Leader Plumbing and Heating understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of Leader Plumbing and Heating, people should take action in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

Protective or Restraining Orders

All individuals who apply for and obtain a protective or restraining order, which lists company locations as being protected areas, must provide to the designated management representative a copy of the petition and order.

Partner Violence and the Workplace Policy

Leader Plumbing and Heating recognizes impact of partner violence on the workplace. Partner violence is defined by Leader Plumbing and Heating as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control.

Leader Plumbing and Heating is committed to heightening awareness of partner violence and providing guidance for employees and management to address the occurrence of partner violence and its effects on the workplace.

Leader Plumbing and Heating intends to make assistance available to employees involved in partner violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation (if available). In responding to partner violence, Leader Plumbing and Heating will maintain appropriate confidentiality and respect for the rights of the employee involved.

Leader Plumbing and Heating will not deny job benefits or other programs to employees based solely on partner violence related problems. When employees confide that a job performance or conduct problem is related to partner violence, in addition to appropriate corrective or disciplinary action consistent with company policy and procedure, a referral for appropriate assistance should be made to the employee.

Leave Options for Employees Experiencing Threats of Violence

Leader Plumbing and Heating will make every effort to assist an employee experiencing threats of violence. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and the designated management representative and/or union representative.

Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence

Employee

Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action, or can serve as evidence that an existing restraining order was violated.

The employee should obtain a restraining order that includes the workplace, and keep a copy on hand at all times. The employee may consider providing a copy to the police, his/her supervisor, or human resources.

The employee should provide a picture of the perpetrator to the designated management representative.

The employee should identify an emergency contact person should the employer be unable to contact the victim.

If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with the appropriate Human Resources personnel.

Employer

Arrange the victim to have priority parking near the building and/or project.

Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.

Relocate the employee's workspace to a more secure area or another site whenever possible.

The employer should have Police assist the employee with development of a safety plan.

Work with local law enforcement personnel, and encourage employees to do so regarding situations outside the workplace.

Please refer to Appendix A1 and A2 for copies of the Workplace Violence Incident Report forms. Pia-Gladinge inte

Designated Management Representative

Name: Rosanna Lancia

Title: Office Manager

Telephone: (905) 264-1162 EXT# 8

Workplace Hazardous Materials Information System (WHMIS) Policy

Leader Plumbing and Heating will ensure that all WHMIS-controlled materials stored or used by the company are identified and supplied with applicable labels and Material Safety Data Sheets (MSDS's) that meet current regulations. All information regarding hazardous materials used by the company will be made readily available to workers at all locations and projects.

The Safety Officer will ensure that a program for WHMIS education and training is established for all employees exposed to workplace hazardous materials. The program will ensure that employees have the information needed and are able to apply it for the safe use, storage and handling of hazardous materials.

During the development and implementation of health and safety activities relating to exposure to hazardous materials, management will consult with the health and safety committee, if any.

The information and training concerning hazardous materials will be reviewed on a <u>quarterly</u> basis by the safety committee.

Supervisory staff is responsible for ensuring that workers who use or handle WHMIS controlled products are adequately trained to recognize standard hazard symbols and understand its risks (WHMIS certified). They must also ensure that any and all hazardous material that enters Leader Plumbing's workplace contains a Material Safety Data Sheet label.

Workers are responsible for ensuring that they know and understand the content required on labels and MSDS's, the significance of the information and the procedures for safe use of the product before using it. Workers are also responsible for following the procedures for safe use of a product as described in the MSDS and as instructed by their supervisor.

Lastly, workers are responsible for reporting containers that are unlabeled, illegibly labeled or inadequately labeled.

SAFETY MEETINGS & WORKER TRAINING

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Joint Health and Safety Committee Meetings

Leader Plumbing and Heating recognizes the need for and value of Joint Health and Safety Committees. The company is committed to cooperating with health and safety committee decisions and recommendations. The company will support the operation of the committee by providing:

- management representatives
- access to relevant records and statistics (Subsequent to Privacy Laws)
- facilities for meetings
- the time for worker representatives to attend meetings while on company time

Education and Training of Workers Policy

Leader Plumbing and Heating recognizes that training and education of the company's workers is a vital part of the safety program. The company will provide supervisory staff with the knowledge and skills to provide tool-box talks, instruct workers in safe job procedures, monitor ongoing requirements for safety instruction, and document all safety training completed. Health and Safety training and instruction will be provided to all workers and all workers are required to receive instruction.

The company is committed to providing all new and reassigned workers with site safety orientation which will occur on the worker's first day on the job and will include at least the following items:

- Worker familiarization with company policy, job description, and safe work procedures.
- Provision of written rules and responsibilities, and reporting accidents, incidents, and hazards (employee handbook).
- Identification of existing and potential hazards at the site.
- Opportunity for the worker to ask questions.
- Opportunity for the worker to identify to the supervisor any physical or mental impairment or condition that, when assigned to particular work, such impairment may endanger themselves or others.

Please refer to Appendix A7 for a copy of the New Employee Orientation Checklist form

ENFORCEMENT



Enforcement Policy

As part of Leader Plumbing and Heating's Safety Policy, we will ensure that our employees receive adequate training, and strictly follow Leader Plumbing and Heating's safety rules, safety program, policies, procedures, practices and safety regulations.

Leader Plumbing and Heating has implemented a system for consistently enforcing the safety program.

Leader's general enforcement policy is as follows:

- 1) First offense verbal warning
- 2) Second offense written warning and/or one day suspension
- 3) Third offense dismissal

*NOTE: Each stage of the enforcement policy will be documented. When there is a fall protection violation, the worker shall be removed from the work place until proof of retraining is provided by the worker. An exception for immediate dismissal exists when an extremely serious violation occurs.

GENERAL SAFETY RULES

General

- Consuming or being in possession of alcohol or illegal drugs on any company job-site or arriving for work or remaining at work when the ability to perform work safely is impaired is prohibited and may result in immediate dismissal.
- Workers shall attend all tool-box meetings
- Use of hazardous materials must conform to WHMIS recommendations. A manual of Material Safety Data Sheets (MSDS's) is available.
- If you have any doubt regarding a job procedure or the safety involved, consult with your immediate supervisor before proceeding with the task.
- Maintain good housekeeping in your immediate work area.
- Be safety smart read the safety program. Your participation in the safety program is encouraged.
- Use of radio Headphones, Cell Phones and Hand-Held Devices are not permitted during regular work hours.

Behavior

- Fighting, abusive language, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- Workplace harassment or violence is prohibited.
- Theft, vandalism or any other abuse or misuse of company property is prohibited.
- Observe and obey all warning signs.
- Unsafe shortcuts will not be permitted.

Personal Protective Equipment

- Hard hats must be worn at all times
- Eye protection must be worn when required by any task that could produce flying particles.
- Hearing protection devices must be worn when there is excessive noise and when directed by your supervisor.

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- Safety footwear must be worn at all times in work areas. Sandals, sneakers, etc. will not be permitted.
- Every employee must wear clothing appropriate for work.
- All incidents that result in damage or injury, no matter how slight, must be reported <u>immediately</u> to the supervisor
- All sub-standard acts and conditions, including "near miss" incidents, are to be reported to appropriate supervisor promptly.
- All hazardous conditions must be immediately corrected and/or reported to your immediate supervisor.

Equipment and Machinery

- Company vehicles, equipment and tools may only be operated by authorized personnel.
- The use of Hand-Held devices is not permitted while driving.
- Do not operate equipment or machinery for which you are not trained.
- Heed all safety guards, barriers, signs and tags and never render safety devices inoperable.

Please refer to <u>Appendix A5</u> for a copy of the **Record of Safety Program Violation** form.

INSPECTIONS

Inspection Policy

Leader Plumbing and Heating will ensure regular workplace inspections are performed on a <u>monthly</u> basis. The purpose of inspections is to identify and correct unsafe conditions and behavior. The inspections will consider premises, jobsites, buildings, temporary structures, excavations, tools, equipment, machinery, and work methods and practices.

If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied immediately and recorded on the inspection report form. The supervisor, foreman or crew leader involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behavior found.

Supervisors, foreman and crew leaders and Joint Health and Safety Committee Members involved in inspections will receive training in responsibilities, legal requirements, recognition of hazards, use of checklists and reports.

All completed inspection reports will be evaluated and monitored by the health and safety committee on a <u>quarterly</u> basis.

Field supervisory staff are expected to perform informal inspections as part of their daily activities.

Inspection Procedures

Pre-Inspection

- Review inspection records and note any commonly reported hazards.
- Familiarize yourself with the types of items you should be more keenly aware of by reading through the relevant site and equipment checklists.
- Hazards detected during the shift and those reported by workers must be brought to the attention of your immediate supervisor, foreman and crew leader.

During Inspection

- Use your eyes, ears and other senses to identify actual or potential problems as you go about your daily activities and document it on the inspection checklist
- Record whether an item has been corrected or requires correction at your next monthly inspection.
- Follow up high priority unsafe items immediately.

Please refer to Appendix A9 for a copy of the **Jobsite Inspection Checklist** form Please refer to Appendix A10 for a copy of the **Warehouse Inspection Checklist** form

SAFE WORK PRACTICES

Cleaning and Flammable Solvents

General:

Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be nonflammable and non toxic.

The supervisor must be aware of all solvents/flammable material that are used on the job and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

Key Safe Practices:

- Use nonflammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in the area.
- Store flammable material and solvents in special storage areas away from heat, spark, flame, and direct rays of sun.
- Check toxic hazards of all solvents before use (MSDS).
- Provide adequate ventilation where all solvents and flammable material are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of workers clothes.
- When breathing hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or vats return them to storage drums or tanks. When used in confined spaces such as tanks, boilers and other process equipment, ensure that the solvent is cleaned out thoroughly before any work resumes, and that confined space entry permit, monitoring and control program confirm that the space is safe to enter and perform the designated work.
- Ensure that proper containers are used for transportation, storage and field use of solvents/flammable material.
- Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage, are trained and certified in the Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met.

Compressed Air

General:

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can present a high-risk safety hazard to workers and others in the vicinity of the work.

Key Safe Practices:

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
- Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of, or have restricted access to, the hazard area.
- Hoses must be checked on a regular basis for cuts, bulges or other damage. Ensure that defective hoses are repaired or replaced.
- A proper pressure regulator and relief device must be in the system to ensure that correct desired pressure is maintained.
- The correct air supply hose must be used for the tool/equipment being used.
- The equipment must be properly maintained according to the manufacturer's requirements.
- Follow manufacturer's general instructions and comply with legislated safety requirements.

Compressed Gas Cylinders

Key Safe Practices:

- Cylinders must, at all times, be strapped or chained to prevent falling over.
- Cylinders must not be allowed to drop or bump together during transport.
- Cylinders must, where practicable, be kept on end. Acetylene cylinders placed in a horizontal position must stand in a vertical position for at least one hour prior to use.
- Cylinders must not be placed near excessive heat.
- Sparks, molten metal, electric current or flames must not be allowed to come in contact with cylinders or their attachments.
- Oxygen cylinders and their fittings must not come in contact with grease or oil, including that from hands, gloves or clothing.
- Oxygen must never be used as a substitute for compressed air.
- Protective caps must be in place at all times, when cylinders are not in use.

Empty cylinders must have the pressure regulator removed, the valve closed tightly, the protecting cap put on (unless integral guards are provided) and be marked "empty".

Electrical Safety

Key Safe Practices:

- All electrical work must be completed by licensed qualified electricians.
- All machinery and equipment must be locked out and tagged and placed in a zero-energy state, before repair/adjustments/clearing/cleaning work is carried out on that machinery or equipment. See <u>Special Purpose Topics Lock Outs.</u>
- All temporary wiring must be installed and maintained in accordance with applicable codes.
- Temporary electrical cords must be covered or elevated. They shall be kept clear of hallways and other locations where they may be subjected to damage or present tripping hazards.
- Splices in electrical cords must retain the mechanical and electrical strength of the original.
- Energized wiring in junction boxes, circuit breaker panels, etc. must be protected from accidental contact whenever it is left unattended.
- Temporary lighting lamps that are broken or burned out must be replaced as soon as possible.
- Bulbs must not be removed from other areas to provide lighting.
- Do not work on any circuits when standing on metal or in water.
- Employees (other than qualified electricians) and equipment shall not touch or handle electrical guarding. Whenever guarding is used, a qualified safety watcher (experienced journeyman electrician) shall be posted to control the approach of equipment, tools and workers and prevent contact with the guarding.
- All electrical tools and equipment must be grounded or double insulated.

Equipment & Machinery

Key Safe Practices:

- Do not operate any equipment or machinery that you are not familiar with and have received training on.
- Operate equipment or machinery only with all factory installed or approved guards and control devices in place.
- Check all guards and control devices prior to use.
- Inspect equipment for defects or changes in condition at the beginning and end of each shift.
- Any defective equipment or machinery must be immediately removed from use and reported to the supervisor.
- Equipment and machinery operation manuals must be available at the place of work.
- Equipment or machinery must never be cleaned, oiled, adjusted or repaired until after being turned off and disconnected from its power source. (See <u>Special Topics- Lock Outs</u>)
- Never swing suspended loads over workmen.
- Keep proper clearance from all structures and voltage lines.

Explosive/Powder Actuated Tools

General:

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings.

The manufacturers of these devices provide detailed instructions, along with the legislation specifically set out for their use. These instructions must be adhered to at all times.

Key Safe Practices:

- Only properly trained and qualified operators are to use this type of tool. The user shall possess proof of this training issued by the manufacturer, authorized dealer/ distributor or other competent source. The worker must be familiar with the regulations.
- The tool must be CSA standard approved for "Explosive Actuated Fastening Tools".
- The tool should be loaded just prior to use with the correct load for the job anticipated and have a suitable protective guard. Reg219/91 S. 119 (1)
- Tools should never be loaded and left to sit or moved to an alternate work site after being loaded.
- The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- Explosive/powder actuated tools must never be used in an explosive or flammable atmosphere.
- When used, the tool must be held firmly at right angles to the surface being driven into.
- Eye and hearing protection must be worn by the operator. Where there is a danger of spilling, full face protection must be worn. Hearing protection is also to be worn.
- To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it. Ensure that no one is working behind material that fasteners are being shot into.
- Manufacturer's recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures or load strength to be used.
- Workers must be authorized by their foreman or supervisor to operate the tool.
- Repair of powder actuated tools by unqualified persons is not permitted.

Fall Prevention / Protection Program

DEFINITIONS

Anchor - a secure point of attachment for lifelines or lanyards that is capable of withstanding the loads:

-Fall restraint - 450 lbs

-Fall arrest - 3600 lbs

Control zone - the area between an unguarded edge and a defined line which is set back a safe distance. (Minimum 2 m or $6 \frac{1}{2}$ ft)

Exceptional Hazard - an additional hazard over and above the normal hazard of falling to the surface below. For example, falling onto a moving conveyor or protruding reinforcing steel.

Fall distance - the distance from the point where the worker would fall to the point where the fall would be arrested. (Maximum of 4 ft without a shock absorber, 6 1/2 ft with a shock absorber)

Fall arrest - stopping a fall, which has occurred before the worker hits the surface below.

Fall Restraint - the use of a work positioning system to prevent workers from falling from the position in which they are working or a travel restriction system to prevent workers from traveling to an edge from which they may fall.

Free Fall - The distance from the point where the worker would begin to fall to the point where the fall arrests system begins to cause deceleration of the fall. (Should be kept to 1.5 meters)

Full body Harness - a configuration of connected straps to distribute a fall arresting force over at least the thigh, shoulders and pelvis, with provisions for attaching a lanyard, lifeline or other components.

Horizontal Lifeline - a rail, wire rope or synthetic cable that is installed in a horizontal plane between two anchors and used for attachment of a worker's lanyard or lifeline while permitting the worker to move horizontally.

-Fall restraint - ultimate load capacity of at least 800 lbs per worker

-Fall arrest - certified by a professional engineer

Lanyard - a flexible line of webbing, rope, or cable used to secure a safety belt or full body harness to a lifeline or anchor.

Lifeline - a line from a fixed anchor or between two horizontal anchors and used for attachment of a worker's lanyard, safety belt, full body harness or other device.

Personal Fall Protection System - a fall protection system which uses a safety belt or full body harness to secure each worker to an individual anchor by means of lanyards, vertical lifelines, or other connecting equipment.

Safety Belt - a body support component comprised of a strap with a means for securing it about the waist and for attaching it to other components. Used only for fall restraint systems.

Shock absorber - a component whose primary function is to dissipate energy and limit deceleration forces which are imposed on the body during fall arrest. With a shock absorber in place a free fall of 6 1/2 feet is permitted in a fall arrest system.

Swing Fall Hazard - the hazard of swinging and colliding with an obstruction or the ground following a fall by a worker connected to a lifeline at an angle to the anchor location.
Work Procedures - the prevention of fall injuries by the control zone or safety monitor systems under this system or other systems established by an employer to minimize the risks from not using a fall protection system.

Fall Protection Program Responsibilities

Management Responsibilities

- Ensure a written Fall Protection Program is in place.
- Ensure supervisors/foreman/crew leaders and workers are trained, as required
- Review the program annually.

Supervisor Responsibilities

- Be trained in Work at Heights and Fall Protection (if required)
- Review the Fall Protection Program.
- Investigate any hazards or potential hazards and make recommendations.
- Ensure that a fall Protection System is being used.
- Ensure that guardrails are used when practicable.
- Ensure a Fall Restraint system is in place when applicable.
- If a Fall Restraint cannot be used, ensure a Fall Arrest system is in place.
- Provide appropriate Control Zone procedures if the above are not appropriate.
- Ensure all equipment is safe, maintained, inspected and used correctly
- Advise workers on any existing or potential hazards and ensure workers are following the program.
- Ensure all workers affected, read the fall protection program.
- Ensure that all workers are provided with the appropriate equipment.
- Ensure all workers inspect, maintain, and use the equipment in the recommended methods.
- Enforce all Fall Protection Procedures.

Worker Responsibilities

- Be trained and certified for Work at Heights and Fall Protection (if required)
- Review the Fall Protection Program.
- Follow all Fall Protection Program procedures.
- Inspect and maintain all Fall Protection equipment.
- Report any hazards or potential hazards to supervisors.
- Ensure the equipment is used as the manufacturer recommends.

TRAVEL RESTRAINT

Where work must be done within 2 meters of an open, unprotected edge that presents a fall hazard, a fall protection system such as a travel-restraint must be provided. Travel-restraint systems prevent falls by restraining a worker from getting too close to an unprotected edge.

The system usually consists of

- Safety belt of full body harness (CSA-certified)
- Lanyard
- Rope grab
- Lifeline
- Lifeline anchor.

Restraint protection is rigged to allow the movement of employees only as far as the sides and edge of the walking/working surface.

Temporary anchorage points used for fall restraint must be engineered to be capable of supporting a static force of at least 2 kilonewtons (450 pounds) without exceeding the allowable unit stress for each material used. Reg. 145, S(26.7)

SELF-RETRACTING LIFELINES

Self-retracting lifelines (SRLs) are widely used in construction to provide fall protection, especially where workers must move about to handle or install material. SRLs let the user move the full length of the line but stop and lock at any sudden pull. This action is designed for fall arrest -- not for travel restraint.

Users of SRLs most know the manufacturers' recommendations for proper operation as well as any safeguards required for specific applications. SRLs have traditionally been anchored above the worker's head with the line running near vertical down to the worker's safety belt or harness.

The only time an SRL can act as a travel restraint is when the line is completely drawn out yet still short from moving forward or laterally into a hazardous location.

FALL ARREST

Fall arrest is the most common system. A fall-restricting system is designed to limit a workers free fall distance to 0.6 meters and must prevent a falling worker from hitting the ground or any other object or level below the work.

A full body harness is required with a fall-arrest system.

A typical system consists of the following parts connected together:

- full body harness (CSA- certified)
- lanyard (with locking snap hooks or D-clips)
- rope grab
- lifeline
- lifeline anchor point (typically capable of supporting 3600 pounds)

A fall-arrest system must be worn when you are on a rolling scaffold that is being moved or when you are getting on, working from, or getting off suspended access equipment such as a swing stage or boatswain's chair.

Inspect components of the fall arrest system before each use for wear, damage and other deterioration. Defective components are removed from service when the components' function or strength has been adversely affected.

Fall arrest equipment must meet the minimum criteria:

- Hardware used must be drop-forged, pressed or formed steel, with a corrosion-resistant finish, with surfaces and edges smooth to prevent damage to the attached body harness or lanyard;
- Vertical life-lines must have a breaking strength specified by the manufacture as 27 kN (6000lbs);
- Termination knots or splices cannot reduce the strength of lifeline to less than 22 kN (5000lbs)
- Horizontal life -lines must be 12 mm diameter wire rope with a manufactures specified breaking strength of at least 89 kN (20000 pounds);

- Lanyards must have a minimum tensile strength of 2449 kg (5400lb). •
- Body harness components must be CSA-approved.
- Secure full-body harness systems to anchorage points capable of supporting 2272 k (5000lb). •
- Protect safety lines and lanyards against cuts or abrasion. •
- Only one employee may be attached to any one vertical lifeline.
- Connect only one snap hook to any one D-ring. Snap hooks must not be connected to one another.

Harness

- Always check the tag for date of manufacture. Most web-type harnesses have a service life of five years. If the harness doesn't have a tag, don't use it.
- Look for cuts, fraying, broken stitching, and other damage to webbing. •
- Check for chemical or heat damage. •
- Inspect metal buckles for distortion, cracks, and sharp or rough edges. All buckles should slide • easily for adjustment.
- Check for worn, cut, or frayed fibers where buckles attach to harness. •
- Inspect D-ring for distortion, cracks, sharp or rough edges, and chemical or heat damage. •
- Ensure that the plate holding the D-ring in position is free from cracks, heat damage, and other defects. The plate must keep the D-ring from sliding out of place.

Lanyard

Most lanyards have a service life of five years. Check tag for date of manufacture. Inspect lanyard for worn, broken, or cut fibers; signs of stretching; evidence of chemical or heat damage; and cracked or distorted connecting hardware.

Shock Absorber

A shock absorber should carry a tag indicating date of last inspection. If the tag is missing, return the absorber to your supervisor for advice on its suitability. If the absorber is made with tear-away stitching designed to absorb fall-arrest load, make sure stitching is intact. heatings,

Snaphook

- Check for cracks and corroded or pitted surfaces.
- Ensure that bill and eye sections are not twisted or bent. •
- Check that locking mechanism works properly. Push the keeper into the open position with the • mechanism still engaged. If the keeper opens, discard the snap-hook immediately.
- Ensure that spring has enough tension to close keeper securely. •
- Open the keeper and release. •
- The keeper should sit into the bill without binding. •

Rope Grab

- Make sure that grabs are installed right side up. •
- Most grabs feature a directional arrow to indicate proper orientation. •
- Ensure that the proper size lifeline is used.
- The required size is marked on the rope grab. •
- Mount the grab on the lifeline. •
- Pull the grab down sharply.

Lifeline

- Lifelines must be at least 16mm diameter polypropylene or material of equal strength.
- Inspect lines from end to end before installation.
- Look for cuts, burns, fraying, and chemical or heat damage. Signs of decreased diameter may indicate that line has been involved in a fall arrest and should be discarded.

Lifeline Anchorage

- Ensure that lifelines are securely attached to solid anchor points.
- Whenever possible, attach only one lifeline to each anchor.
- Never anchor to bundles of material that may be moved or depleted through use.
- Do not anchor to exposed rebar unless embedment length is adequate.

CONTROL ZONES

The use of a Control Zone is prohibited on a surface where the slope exceeds 4 vertical and 12 horizontal or for scaffold erection and removal.

A Control Zone is used for leading edge or fixed edge work where:

- A minimum distance from the edge of 2 m (6.5 ft) is used to protect employees, not wearing fall arrest or fall restraint equipment; NOTE: the Control Zone should be expanded during adverse condition, (e.g. slippery roof) or when working at an additional elevation within the "Safe Zone" (e.g. on a step ladder)
- Employees working within the "control zone" must be using appropriate fall arrest or fall restraint equipment
- If work is to be conducted inside the Control Zone, warning lines must be installed to identify the Control Zone. The lines must be highly visible and maintained at a height of between 0.85 m and 1.15 m (34" and 45") at intervals not exceeding 1.8 m (6ft).

EMERGENCY RESCUE PLAN

If a worker is suspended or otherwise unable to retrieve himself from a fall situation, the following steps must be adhered to without variance, unless the situation calls for a specific action that will aid the worker in a substantially better manner. If a post-fall recovery is needed, the following emergency measures may be activated to protect both the fall victim and intended rescuers. (Several steps could be worked simultaneously):

- Communicate with the subject, establish the level of consciousness, and evaluate injuries. Comfort and monitor the fall victim continually.
- Call 9-1-1 emergency units, ambulance, fire/rescue. It is usually better to have too many rather than too few emergency units at the scene.
- Appoint a qualified person to take charge of the operation's overall safety.
- Evaluate the scene: Can you safely gain access with ladders, man-lifts or hoists? If yes, choose "rescuers" who are moving efficiently, without panic, preferably with first-aid training. Supply them with fall protection. If no, determine the response time for a trained fire/rescue unit. If the response time exceeds 15 minutes, medical attention may become necessary.

Fire Protection and Prevention

General:

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it. Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job where temperature is a factor. Ensure that care is taken in selecting the right extinguisher.

Key Safe Practices:

- No work shall be carried out at a height of 84 meters or more in a building unless the building has temporary or permanent fire pumps. Reg. 213/91 S. 56
- Smoking is permitted only in designated smoking areas.
- Fire equipment must always be kept accessible and in working condition. Tampering with fire protection equipment is a serious offense and is prohibited.
- Workers must know of the locations of fire extinguishers in their work area (ie. Company Vehicle).
- There are four general classes of fires and each requires a particular type of extinguishing agent. Portable fire extinguishers are labeled as to the types or classes of fires on which they should be used.

Class A:

These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials. Recommended extinguishers - water from a hose, pump type, water can or pressurized extinguisher and soda acid extinguisher. Fighting Fire - soak the fire completely - even the smoking embers.

Class B:

These fires consist of Flammable liquids, oil and grease. Recommended extinguishers - ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire - start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C:

These fires consist of Electrical equipment. Recommended extinguishers - carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire - use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

Class D:

These fires consist of fires with combustible metals such as sodium and magnesium. When a fire occurs, try to extinguish it, if necessary, summon the assistance of fellow workers. If there is any indication that the fire will not be able to be extinguished simply, then an alarm must be raised and evacuation procedures implemented. The worker who first reported the fire must inform his immediate supervisor of the circumstances of the fire. Aisles, passageways, doorways, and stairways must never be obstructed.

Forklifts

General:

Forklift operators must follow all applicable Vehicle and Mobile Equipment safety rules, Provincial requirements and the manufacturers operating instructions. Manufacturer's instructions shall be maintained at the location of use of the vehicle. No modifications may be made to the equipment.

Key Safe Practices:

- Operator must have received a certificate of training in the operation of forklifts
- Materials and equipment must be loaded on the forklift in a manner that prevents any movement of the load, which could create a hazard to workers.
- All loads which could be subject to shifting during transportation must be restrained if such shifting would result in the forklift becoming unstable.
- Carry loads as low as possible.
- Do not drive with arms, head or legs outside the confines of the forklift. Any operator who can't clearly see the load or off-load points and the full path of travel must use a signal person (see Obstructed Vision).
- Sound horn and slow down when approaching pedestrians, doorways, ramps and other forklifts.
- Forklifts being used indoors must be taken outside for refueling.
- Forklifts used indoors must be shut down when not in use, to minimize emissions into the work area.
- Observe and obey the load capacity of the forklift.
- When shutting a forklift down: level and lower the forks, apply the parking brake and put the controls in neutral.
- Do not elevate anyone on the forks unless in an engineered and approved man cage that is secured to the forklift.
- Operator must have received a certificate of training in the operation of forklifts.
- The use of cell phones and other hand held devices during the operation of a forklift is prohibited
- No eating, drinking or smoking while operating a forklift

Gas Heaters

- All temporary heaters must be located on a stable surface.
- Temporary heaters must be at least 6 feet away from the fuel cylinder.
- All L-P cylinders shall be stored outside in a well ventilated area.
- The maximum number of L-P cylinders per heater is three if a manifold system is used. Any other 3 must be kept 50 feet from any others.
- All L-P cylinders must rest on a stable base or be secured when in use or storage.
- Carbon monoxide poisoning is a potential hazard of temporary heating. The most obvious symptom of CO poisoning is headaches. If you suspect high levels of CO notify your foreman.

Grinding

Key Safe Practices:

- Check the tool for the correct distance from the abrasive wheel, maximum 1/8" or 3 mm.
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3 mm.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles or a face shield at all times when grinding.
- Remove tie or confine long hair and roll up sleeves.
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeding the manufacturer's recommendation.
- The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating speed according to the manufacturer's recommendation.
- Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of a grinding wheel when it is first started.
- Unplug or lockout the grinder before doing adjustments or repairs.
- Never leave a grinder unattended while the wheels are turning.
- Use pliers or vice grip to hold small items.
- Allow object you are grinding to cool before handling it.

Please refer to <u>Appendix A8</u> for a copy of the **Hot Work Permit** form

Guardrails

General:

Fall prevention must attain the highest importance prior to commencement of a task, during the performance of that task and once the task is completed, the security of the next worker or trade, which may encounter the specific work place, must be undeniably maintained.

- Guardrails must be installed wherever there is a hazard of falling 2.4 meters or more from a temporary or permanent level.
- Guardrails must be installed for work over water if a drowning hazard exists. Request that your supervisor oversee the procedure personally if you have a concern in this regard.
- Guardrails must have top rails, mid-rails and toe boards.
- Wire rope used as an alternative to rails must be engineered.
- Where it is impracticable to use fall-prevention devices such as guardrails, travel restraint devices are the second choice and then fall-arresting devices may be used.
- Where fall-prevention devices must be removed for work to proceed, permission to remove them must be obtained from the job supervisor.
- Guardrails and barricades that have been temporarily removed must be replaced as quickly as possible.
- If guardrails are engineered, the specs as outlined must be completely followed.
- In the construction of a guardrail, the vertical posts must never be more than 2.4 meters apart and the distance between the edge of the surface and the guardrail system should not be greater than 300mm.
- The height of the top rail, on a site constructed guardrail, must be at least 0.9 meters and no more than 1.1 meters above the surface on which the system is installed. In this case, the intermediate rail shall be placed half the distance between the top rail and the toe-board.

Hand Tools

- Use tools only for the job for which they were intended.
- Do not apply excessive pressure on tools.
- Carry sharp tools in a heavy belt or apron rather than pockets, and hang tools at your sides, not behind your back.
- Carry tools in a manner that does not interfere with using both hands on a ladder or climbing on a structure.
- Wear appropriate personal protective equipment (safety glasses, gloves, etc.).
- Maintain tools carefully, keep them clean and dry, and store them properly after use.
- Inspect tools for defects prior to use.
- Replace cracked and broken handles on files, hammers, sledges and screwdrivers.
- Re-dress burred or mushroomed heads of striking tools.
- Use only approved insulated tools and exercise extreme caution when working in the vicinity of live electrical circuits. Do not use cushion grip handles as a replacement for insulated handles. Only licensed electricians may work with electrical equipment.
- Pull on wrenches and pliers. Never push unless you are using an open hand.
- Face adjustable wrenches forward, and turn wrench so pressure is against permanent jaw.
- Do not increase leverage by adding sleeves to increase tool length.
- Do not cut or chip towards yourself when using cutting tools or chisels.
- Do not re-dress, grind, weld or heat-treat hammer heads.
- Do not use one hammer to strike another.
- Do not use a dull chisel. Re-dress heat-treated tools with a whetstone rather than a grinder.
- Do not use C-clamps to construct scaffolds or platforms for workers.
- Do not hoist with C-clamps. Use special lifting clamps.

Hoisting

General:

Hoisting is a very important operation that requires particular skill, experience and training. Determine the weight of the object or load prior to a lift or make sure that the lifting equipment can operate within its capabilities.

- All riggers and crane/hoist operators are required to be trained and certified.
- Refer also to Rigging Safe work practices.
- Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.
- Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.
- Select only slings appropriate for the lift and never exceed the working load limits.
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chair or sling for cuts, nicks, bent links, etc. before each use. Damaged or frayed slings must be removed from service.
- Safety latches must be installed on all sling hooks where there is any danger of dislodgment of the load. Ensure that safety latches on hooks are in good working condition.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used to control the load where appropriate.

Hot Work: Welding, Cutting and Burning

General:

Work involving welding, cutting, and burning can increase the fire and breathing hazard on any job and the following should be considered prior to the start of work:

- Hot work requires a special permit. See Appendix A11.
- Wear an approved welding hood. Hard hat with welding hood attachment shall be worn in hard hat areas. Wear non-combustible clothing with button collars and cuffs.
- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- Always have the fire extinguisher or prevention equipment on hand before starting welding, cutting or burning
- Check the work area for combustible material and possible flammable vapors before starting work.
- A welder should never work alone. A fire or sparks watch should be maintained.
- Check cables and hoses to protect them from slag or sparks. Never coil welding cables around your body when welding.
- Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
- Never enter, weld or cut in a confined space without a confined space entry permit, proper gas tests and a required safety lookout.
- When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use. Close cylinder valves when work is finished.
- All work must have a separate and adequate ground.
- Thoroughly dry arc welding machine's before starting work.

Housekeeping

- Construction sites must have a place for everything and everything kept in its place.
- Work areas must be kept clean and free from obstructions at all times. Tools, loose objects, oil, grease and other materials left lying about are hazards.
- Work areas must be cleaned at the end of a shift, immediately after finishing a job, or as necessary.
- Spilled toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Material Safety Data Sheet (MSDS).
- Workers must help to keep roads, walks and yard areas clean by depositing refuse in designated containers.
- Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead.
- All material must be properly stacked and secured to prevent sliding, falling or collapse.
- Pipe, conduit, and bar stock should be stored in racks or stacked and blocked to prevent movement.
- All materials must be stacked or stored in a manner that permits safe access to and egress from a work area.

Ladders

General:

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

- A ladder:
 - Shall be free from defective or loose rungs;
 - Shall have rungs spaced at 300mm on centers
 - Shall have side rails at least 300mm apart;
 - Shall be placed on firm footing; and
 - Shall be situated so that its base is not less than 1/4, and not more than 1/3, of the length of the ladder
- Refer to Reg. 213/91 S. 78 (3) for the maximum length allowed for various types of ladders
- Inspect ladder for defects prior to use. Remove from service all ladders with broken rungs, split rails, worn or broken safety feet and frayed or damaged ropes..
- The ladder should be set at the proper angle of 1 meter horizontal to every 3 meters vertical.
- When using the ladder, the user shall maintain three-point contact (one hand and two feet or two hands and one foot)
- Workers shall not work from the top two rungs of a ladder.
- Ladders are to be used by one person at a time.
- Ladders used for ascending or descending from one level to another must extend at least 3 feet (1 meter) above the upper landing.
- Do not overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
- The minimum overlap on an extension ladder should be 1 meter unless the manufacturer specifies the overlap.
- Keep both metal and wood ladders away from electrical sources.
- Doors must be locked or blocked when ladders are used in front of them.

Materials Handling and Storage

General:

Every material handing operation is different. Each part of the construction industry must take care to ensure safety practices are in place at every stage of material handling. Every worker and supervisor has a safety role to play in handling and storing materials. Material handling and storage are legislated in part due to the transportation of goods and you should refer to Occupational Health & Safety Regulations for further information. Where required, a material Safety Data Sheet (MSDS) should be readily available on site at the Builders trailer.

- If uncertain of proper handling procedures for the product refer to MSDS and WHMIS System.
- Do not exceed the recommended load limits of vehicles used in handling materials.
- Determine how the material will be transported.
- Are the workers experienced enough?
- Do you have enough workers to do the job right?
- Is the vehicle operator skilled enough for the job at hand?
- Are they or should materials be palletized?
- Wherever possible use trucks, boom trucks, forklifts, dollies, carts, wheelbarrows, hoists.
- Is there a fire risk? Keep flammable material away from potential ignition sources.
- Ensure there is safe working space for workers, equipment and material.
- Check for power line hazard.
- Ensure operator has good visibility.
- Do not pile material too high so it won't be susceptible to toppling over or unstable if bumped on the bottom.
- On arrival to jobsite, check for breakage or spillage before off loading.
- When lifting by hand:
 - 1 Do not attempt to lift items that are obviously too heavy or bulky
 - 2 Check object for slivers, nails, sharp edges
 - 3 Ensure that you have a clear view and path for carrying materials
 - 4 Avoid twisting, keep back straight
 - 5 Lift with legs
 - 6 Ensure that your grip is firm

Personal Protective Equipment

General:

Within Leader Plumbing and Heating's policy, it is stated that all workers use the proper Personal Protective Equipment (PPE) when and where required.

All field employees are required to wear CSA approved hard hats and safety boots, long pants, sleeved shirts, and hand protection where handling materials is likely to puncture, abrade, or irritate hands or arms. PPE as required will be supplied by the company and shall be in good condition and maintained according to manufacturer's instructions. All employees shall regularly check all tools and equipment that they are working with. Tools or equipment that poses a hazard due to a need for repair shall be immediately tagged to avoid their accidental usage and removed from service.

- Hard hats must be worn on all construction sites and on any job where there is a danger of head injury.
- Hard hats must be CSA-approved and have a properly adjusted suspension.
- Workers must wear non-conductive safety headgear when exposed to electrical hazards.
- Workers wearing contact lenses must inform their supervisor so that the lenses can be removed in case of an accident.
- Workers must not wear contact lenses where gases, vapors, flying objects, dust or other materials are present that may harm the eyes or be absorbed by the lenses.
- Workers must wear appropriate eye protection when exposed to eye hazards, such as grinding, chipping, drilling, welding and chemical splashing.
- Workers must wear safety goggles over non-safety prescription glasses where an eye hazard exists.
- Workers must wear protective equipment when handling materials likely to puncture, abrade, or irritate hands and arms.
- All construction workers must wear footwear that provides toe protection to CSA Standard Z195.
- Hearing protection must be selected, maintained and worn in accordance with proper recognized standard requirements.
- Workers must use additional protective equipment such as barrier creams, fall-arresting equipment, respiratory protection, aprons, etc. as the work requires.
- High visibility safety vests must be worn by all employees when working in the vicinity of moving equipment, i.e. backhoes, bulldozers, trucks, cranes, etc.

Pneumatic Tools

Key Safe Practices:

- Only authorized, experienced and trained workers may use pneumatic nailing and stapling tools.
- Inspect the tool before connecting to the air supply. Ensure screws and caps are securely tightened.
- Check hoses for cuts or bulges, and replace if defective.
- Pneumatic tools used for nailing and stapling must be held against the work surface before pulling the trigger.
- Safety features must not be disengaged or overridden.
- Operating triggers must never be held in the "on" position while moving between work positions.
- Operating triggers must never be secured in the "on" position under any circumstances.
- The air supply must be disconnected before adjustments or repairs are made to the tool.
- The manufacturer-specified air pressure for tools, hoses and fittings must never be exceeded.
- Do not point the tool towards yourself or others, regardless of whether it is empty or not.
- Do not use compressed air to blow debris or clean dust from clothes.
- Do not lay hoses across walkways.

Power Tools

- Inspect tools, power cords and electrical fittings for damage, broken or inoperative guards prior to each use. Repair or replace damaged equipment. Never use a defective tool.
- Do not wear gloves, loose clothing or jewelry while using revolving power tools.
- Switch tools off before connecting them to a power supply.
- Do not use electric tools in wet or damp locations unless tool is connected to a ground-fault circuit interrupter (GFCI).
- Ensure tools are properly grounded (three-prong plug) or are double insulated.
- Keep power cords clear of tools during use.
- Suspend power cords over aisles or work areas, when possible, to avert stumbling or tripping hazards.
- Do not carry electrical tools by the power cord.
- Avoid octopus connections.
- Wear safety glasses or goggles when using power tools for grinding, cutting chipping and sanding operations.
- Wear hearing protection when operating power tools.
- Tag out faulty tools and/or have supervisor remove the tool from the site.

Pressure Regulator

Using Your Regulator

Installing the Regulator

Regulators are equipped with CGA (Compressed Gas Association) fittings for connection to cylinders. Each CGA connection has a numerical designation, and a listing of gases with which it may be used. The CGS prevents a regulator from being used on incompatible gases. For example, the CGA connection designated for use with oxygen (CGA 540) cannot be used on a cylinder of hydrogen.



Connecting the Regulator to the Cylinder and Setting the Delivery Pressure

- 1. Close the regulator by rotating the hand knob in a counterclockwise direction.
- 2. Close the regulator outlet valve by rotating the valve knob in a clockwise direction.
- 3. Connect the regulator to the cylinder. The regulator should be attached to the cylinder without forcing the threads. If the inlet of the regulator does not fit the cylinder outlet, it is likely that the regulator is not intended for the gas service.
- 4. Slowly open the gas cylinder valve. Check the inlet pressure gauge to ensure that it registers the expected value. Low cylinder pressure may indicate a leaking valve, which can b e a serious safety issue.
- 5. Check all high-pressure connections for leaks using an approved soap solution or leak detection device.

- 6. Open the cylinder valve completely.
- 7. Adjust the regulator hand knob to raise the delivery pressure to the desired value. Do not exceed the maximum delivery pressure indicated by the model number label on the regulator.
- 8. Open the outlet valve on the regulator to establish gas flow to the system. This valve is used to control the gas flow. The regulator itself should not be used as a flow controller by adjusting the pressure to obtain different flow rates. This practice defeats the purpose of the pressure regulator, and may result in a pressure setting that is in excess of the design pressure of the system.
- 9. After flow is established, the set delivery pressure may decrease slightly. Check to see that the delivery pressure is as desired and make any necessary adjustments.

Removing the Regulator from the Cylinder

For temporary shutdown (less than 30-minute duration), simply close the regulator outlet valve.

For extended shutdown (beyond 30-minute duration), follow these steps:

- 1. Shut off the gas cylinder valve completely.
- 2. Shut down any additional gas supplies that may be supplying gas to the system.
- 3. Open the regulator and the outlet valve to drain the contents of the regulator through the system in use. Both regulator gauges should descend to zero.
- 4. When using toxic or other hazardous gas, purge the regulator and system with an inert gas.
- 5. Close the regulator by rotating the hand knob counterclockwise. Close the outlet valve by rotating the valve knob clockwise.
- 6. Disconnect the regulator from the system or downstream equipment.
- 7. Disassemble the regulator from the cylinder by slowly loosening the cylinder connection. Listen for gas seepage. If leakage is evident, re-tighten the cylinder connection immediately, and check the cylinder valve for proper closure. If leakage occurs when the cylinder valve is closed, and the regulator has been drained of all gases, contact the gas supplier immediately.
- 8. Replace the plug into the cylinder valve outlet (where applicable). Replace the cap on the cylinder over the valve. Remove the cylinder from the work place and put the cylinder into a safe storage area. Replace the empty cylinder with a new one and re-install the regulator.

Propane

General:

Since propane is heavier than air and invisible, it is a special concern when it is used on the job site. All installations and use of this product on the job site must comply with the governing legislation set out for its safe use. Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

- Nylon slings must be used in a "choker" fashion when loading, off-loading or lifting propane tanks.
- "Lifting lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
- Regulators are to be removed from the tank prior to any movement of the tank.
- Crane hooks shall be equipped with a "safety latch".
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
- Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
- Tanks are not to be heated to increase flow.
- When in use, propane bottles are to be securely held in an upright position.
- Whether in use or not, all tanks must be kept in a safe area, away from public traffic, on a secure base and contained away from intrusion.
- Proper signage and nonsmoking signage must be placed on all sides of compound.
- Tanks are not to be hooked up and used without proper regulators.
- Only professionally trained individuals will handle propane.

Rigging

General:

Rigging is a very important operation that requires particular skill, experience and training.

- All rigging is to be done by trained and certified riggers.
- Appoint one of the crew to act as signalman and instruct the equipment operator to recognize signals from that person only. The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
- Identify the designated signalman by the use of distinctive vests, armlets, etc.
- Each rigger must be sure he is in the clear before he gives an "all ready" to the signalman.
- When you have positioned the sling or choker you are using, release it, if possible, before you give the "all ready" signal.
- If you must hold the sling or choker in position, be sure your hand is clear of pinch points.
- In fact, your hand should be far enough away so there is no possibility of a frayed wire catching glove and jerking your hand into a pinch point. Frayed cables should never be used.
- Softeners must be used to prevent slippage, material damage, and damage to choker.
- Watch out for the roll or swing of the load. Since it is almost impossible to position the hook exactly over the load center, there will almost always be a swing or roll.
- Anticipate the direction of the swing or roll and work away from it.
- Never place yourself between material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swing load.
- Never stand under the load and keep from under the boom as much as possible.
- Ensure landing area is clear.
- When lowering or setting the load, be sure your feet and all other parts of your body are clear of the load. Set the load down easily and slowly and check the load stability prior to releasing the rigging.
- Use tag lines to control the load where appropriate.
- Slings must be stored in a manner that ensures they will not be damaged.

Scaffolds and Work Platforms

General:

There are various types of metal scaffold and they all have a right and wrong way to be erected. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for that type of scaffold. The scaffold type best suited for the job and its required load capacity must be determined before the job begins.

- Ensure that the scaffold you intend to use is the correct one for the job.
- Inspect all scaffold parts and locking devices regularly before and during use. Do not inter-mix frames and components manufactured by different companies.
- The location in which the scaffold is to be constructed is level or is capable of presenting secure footing by use of proper mudsills or other device.
- The scaffold shall be erected by a competent worker, who will comply with legislative and manufacturer's requirements.
- Safe access and egress to both the scaffold and the general work area has been provided. Do not climb cross braces.
- A scaffold platform,
 - Shall be provided for a worker who is working more than 3.7 meters above the ground;
 - Shall be at least 460 mm wide;
 - If it is 2.4 meters or more above a floor or other surface, must consist of planks laid tightly side by side for the full width of the scaffold;
 - Shall be provided with a guardrail and means of access;
 - > Shall not have any unguarded openings; and
 - Shall have each component secured against slipping from its supports
- For workers employed on platforms above the scaffold floor, increase the guard rail to a minimum effective height of 42 inches or use safety belts and lifelines.
- Do not use ladders or other devices on top of scaffolds to increase working height.
- Do not overload scaffold platform with material.
- Rolling scaffolds shall only be used on level surfaces and functional brakes.
- No one shall ride on a rolling scaffold when it is being moved. All tools or material shall be removed or secured before moving.
- All wheels shall be locked in place while in use.

Scissor Lifts, Booms and Giraffes

General:

Scissors lift, boom and giraffe operators must follow all applicable Vehicles and Mobile Equipment safety rules. In addition, the following rules apply specifically to their operation.

- Equipment must be used and maintained in accordance with applicable WSIB / OHSA Regulations.
- Guardrails and safety chains must be in place.
- Toe boards, safety belts, fall protection and life lines must be in place and used as required by OHSA Regulations.
- If a unit is fitted with outriggers, it must be equipped with notices indicating the circumstances under which the outriggers must be used.
- Carrier vehicles of elevated work platforms must be immobilized against inadvertent motion before workers occupy the platform.
- Scissor lifts must be guarded where there is a possibility of workers inadvertently coming into contact with any hazardous moving parts of the lifting mechanism.
- All vehicle-mounted giraffes or self-propelled boom-supported elevated work platforms must be subject to non-destructive testing every 24 months.
- Every elevating work platform must be provided with an emergency stop button on the platform and an emergency lowering control.
- Every elevating work platform must be fitted with a warning system for forward, reverse, up and down motions.
- All self-propelled elevating work platforms (except truck-mounted platforms) must be fitted with tilt angle indicators or warning devices as described in the WSIB / OHSA Regulations.

Trenching and Excavating

General:

An excavation is a hole left in the ground as the result of removing material.

A trench is an excavation in which the depth exceeds the width. Trenches are prone to cave-ins, where crushing and asphyxiation are life-threatening safety hazards. Trenches may also have hazards related to contact with underground electrical, water, or natural gas services. Trenches also present fall hazards for people and equipment falling into the trench.

A trench fits the legal definition of a "confined space". More to the point, a trench can present many of the classic confined space hazards. Exhaust gases (including carbon monoxide) from vehicles, equipment, pumps or compressors may accumulate in the trench; or propane from a portable heater, being heavier than air, can flow along the ground and find the lowest point.

- No person shall enter or be permitted to enter an excavation that does not comply with Reg. 213/91 S. 223-234 for trenching and excavating.
- Work shall not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
- No worker will enter an excavation that is not kept reasonably free of water.
- No worker shall enter an excavation that is deeper than four feet, unless it is shored as per Reg. 213/91 S. 235.
- No worker shall enter an excavation that is not a clear work space of at least 450 millimeters between the wall of the excavation and any formwork or masonry or similar wall.
- No worker shall enter an excavation that has of loose rock or other material that may slide, roll or fall upon a worker present. Also, the excavator shall ensure that all gas, electrical and other services in and near the area to be excavated are located and marked.
- No worker shall enter an excavation unless there is a level area extending at least one meter from the upper edge of each wall of an excavation, which shall be kept clear of equipment, excavated soil, rock, and construction material.
- Where the excavation is a trench and the depth exceeds 6 meters or the width exceeds 3.6 meters, the support system shall consist of an engineered support system designed for the specific location and project.
- If any of these requirements are not met exactly, Leader Plumbing and Heating supervisors and workers are required to report the situation to the constructor and to Leader Plumbing and Heating's head office if the situation is not rectified.
- No Leader Plumbing and Heating worker is allowed to approach an improper excavation until it has been inspected by a competent supervisor and the respective health and safety worker representative.

Vehicles and Mobile Equipment

- All drivers of vehicles must possess a valid provincial driver's license for the class of vehicle being operated.
- Workers must not operate company vehicles while impaired by alcohol, fatigue, or drugs.
- Seatbelts must be worn by drivers and all passengers.
- Workers must not operate mobile equipment unless they have been adequately instructed in the safe use of the equipment and have demonstrated to a foreman or supervisor that they are competent to operate the equipment.
- Unauthorized workers must not be on any part of powered mobile equipment while the equipment is in motion.
- Operators of mobile equipment are responsible for the safe operation of the equipment. They must maintain full control of the equipment, and must comply with all laws and rules regarding the operation of the equipment.
- Operators must obey all signs governing the movement, operation or parking of vehicles on any worksite or public or private road.
- The mobile equipment operator is the only worker allowed to ride the equipment, unless seats or other safe facilities for other workers are provided and used.
- Workers must not get on or off a moving vehicle except in an emergency.
- Operators must not leave the controls unless the equipment or vehicle has been secured against movement by setting parking brakes and transmission locks, lowering any blades, buckets or forks to the ground and chocking wheels where necessary.
- Workers must not ride with any part of their bodies outside the vehicle or equipment, or stand in or on any vehicle or equipment unless protected against being thrown off balance.
- Mobile equipment used for lifting or hoisting must not be operated if the safe working load has been exceeded.
- The use of cell phones and other hand held devices during the operation of vehicles, mobile equipment, or forklifts is prohibited

SPECIAL PURPOSE TOPICS



Confined Space

General:

The purpose of this procedure is to establish a method for the identification and control of entry into confined spaces in order to protect the health and safety of workers.

Confined Space - means 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 contents or because of work that is done in it."

If you have a space that is fully or partially enclosed, the two conditions - (a) and (b) above - must both apply before the space can be considered a confined space.

Not Constructed for Human Occupancy

- a) storage tanks, tank cars, process vessels, boilers, pressure vessels, vats, bins, silos, bag-houses and other tank like compartments usually having only a manhole for entry
- b) open topped spaces such as pump wells, augured caissons, pits or degreasers
- c) pipes, sewers, ducts and similar structures cargo tanks, cellular double bottom tanks, duct keels, ballast and oil tanks and void spaces
- d) chutes, mill holes, ore bins, inside of a skip hanging in a shaft, crusher jaws
- e) flues, chimneys, ovens or furnaces.
- f) Sewers

Atmospheric Hazard - means,

- a) accumulation of flammable, combustible or explosive agents,
- 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 gases, vapors, fumes, dusts or mists, that could,
 - i.) result in acute health effects that pose an immediate threat to life, or
 - ii.) interfere with a person's ability to escape unaided from a confined space.

Before any worker enters a confined space, a written plan and entry permit shall be completed by a competent person, using the "Confined Space Entry Permit".

Please refer to Appendix A12 for a copy of the Confined Space Entry Permit form

COVID-19 Preparedness, Response and Safe Work Procedures

On March 11, 2020, the World Health Organization (WHO) classified COVID-19 as a pandemic. The number of cases are changing quickly and the provincial and federal governments are rapidly putting in place measures that are precautionary to minimize the risk of exposure and spread. Keeping our employees safe during the COVID-19 situation is of critical importance to our company. This document establishes the general and specific precautions that will be taken to ensure the health and safety of our employees and subcontractors.

1. IMMEDIATE PROCEDURES - GENERAL

- Any person expected to visit or report to our office may do so only with permission
- All employees will complete a daily health screening process and observe all safe work practices as outlined in this procedure and apply them consistently throughout the course of this pandemic.
- Subcontractors are required to comply with this policy and procedures and have additional duties as outlined in this procedure, including assistance with our daily screening process, until further notice.

2. <u>HEALTH SCREENING PROCESS – EMPLOYEES AND SUBCONTRACTORS</u>

Our COVID-19 Safe Work Survey must be completed by:

- All Leader Plumbing employees <u>daily</u> during this active pandemic period
- Every subcontractor worker (and any subcontractors employed by them) <u>daily</u> during this active pandemic period. Subcontractor to provide Leader Plumbing a daily summary of questionnaire results.

COVID-19 Safe Work Survey:

- 1. Do you have <u>ANY</u> of the following symptoms: fever, cough, shortness of breath, sore throat, nasal congestion, runny nose or body aches? YES/NO
- Have you or anyone that you have been in close contact with been diagnosed with COVID-19? YES/NO
- 3. Have you travelled outside Canada and returned in the last 14 days? YES/NO

NOTE: If an employee or subcontractor employee answers "**YES**" to any of the above questions they will not be permitted on our sites. For subcontractors, any attempt to hide information or providing false information will result in the immediate cancellation of the contract and any and all costs for this action shall be the Subcontractor's responsibility.

3. <u>EMPLOYEE SAFE WORK PROCEDURES FOR COVID-19</u>

GENERAL REQUIREMENTS

- All workers are expected to report any concerns to their foreman or management.
- <u>All workers must immediately report any illness or any unsafe conditions</u> to their foreman and management
- Anyone who shows signs or symptoms of COVID-19 will not be permitted at sites
- Anyone that has travelled from anywhere outside of Canada within the last 14 days will not be permitted at sites
- All foremen must hold a tool-box talk each morning to remind workers about COVID-19 precautions and other safe work procedures
- Keep the workplace clean and sanitary
- Please stay informed checking local, Provincial and Federal updates

SOCIAL DISTANCING

- <u>All workers must practice social distancing of 2m</u> throughout the workday including at lunch and during breaks
- Where a two-person job requires a physical distance closer than 2m workers MUST wear safety eyewear and masks supplied.
- Work may be re-arranged, deferred or re-scheduled by management in order to meet the 2m rule
- We strongly recommend against ride sharing to and from work.

TOOLS AND PROTECTIVE EQUIPMENT

- Sharing of personal tools is not permitted. Wipe down larger shared tools after use with antiseptic wipes.
- Wear gloves on site unless they interfere with work and present a hazard

HYGIENE

- All workers shall wash their hands or sanitize frequently throughout the day.
- Handwashing facilities complete with hot water and hand soap are provided throughout the site and office. When soap and water are not available, use hand sanitizer if possible.
- Never touch your eyes, nose and mouth with unwashed hands.
- Avoid touching commonly used surfaces such as handrails or doorknobs.
- Cough or sneeze into a tissue or elbow. Sanitize hands immediately after.
- Disinfect your mobile phones and other electronics daily.
- Do not share phones or electronics.

4. <u>RESOURCES</u>

Our site **Safe Work Procedures** involve many of the precautions posted by our Federal and Provincial Governments and the World Health Organization. More information on COVID-19 may be found at:

Federal Government: Canada.ca/coronavirus Ontario Government Ontario.ca/COVID19 Self-Assessment Link https://covid-19.ontario.ca/self-assessment/#q0 Public Health Ontario https://www.publichealthontario.ca/ World Health Organization https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

Lock-Outs

General:

If an employee or contractor must interact with a machine, device, process, piece of equipment or steam/chemical piping (other than normal operating mode) in a manner which may have the potential to cause injury to him or others, then he or she must lock out all energy sources to zero state. - Types of work which would require a lock out: repair, testing, cleaning, or clearing of waste or material.

There are many types of energy that may need to be locked out depending on the situation: electrical, mechanical (flywheel), gravitational, pneumatic, steam, chemical or thermal.

Covers, guards and stop buttons are not to be used as lockout devices. Only devices which allow for locks and keys to be used to ensure that the energy is locked out until the lock is removed; while maintaining the equipment in a safe condition are lockout devices.

Key Safe Practices:

- Understand the equipment, its energy sources and be aware of its potential hazards. If you require more information discuss with your supervisor.
- A proper lock-out device must be used when performing maintenance or repair work on air, electric, hydraulic or steam-driven equipment. All equipment must be locked and tagged in accordance with applicable safety regulations. Work must not begin until all isolating devices have been secured in the "off" position by the use of locks.
- Installation, maintenance and repair work on machinery, equipment or hazardous energy sources must not be performed unless there is no hazard to workers while doing the work.
- Where it is essential that machinery or equipment remain in operation, only those parts of the machine or equipment that must be kept running shall be operating. All other parts, which can present a hazard, must be locked-out.
- The first worker applying a lock in the lock-out procedure must ensure that the locked-out equipment cannot be operated and has been tagged. If more than one worker is assigned to a task, each worker must place his own lock and tag on the isolating devices.
- Installation, maintenance and repair work on machinery and equipment must not begin until all parts, extensions and attachments have been secured against inadvertent movement and stored energy has been released.
- Any lock used in lock-out procedures must be marked to identify the worker whose lock it is and be operable only by that worker's key.
- Lock out locks, must be removed only by the person identified on the lock.
- Master keys must only be used to remove lock-out locks in emergencies, and only under the guidance of a supervisor. When master keys are used to remove locks a report must be completed and sent to the office. The report should indicate the date, location, supervisor and a brief description of the circumstances of the emergency.
- No worker shall begin a lock out process without the completion of a "Confined Space Entry Permit"

Please refer to Appendix A12 for a copy of the **Confined Space Entry Permit** form

APPENDICIES



APPENDIX A1-Workplace Violence Incident Report Form

Leader Plumbing and Heating Inc.

As soon as is reasonably possible, victims and/or witnesses of workplace violence should document incidents by completing and filing this report form.

NOTE: Not all questions may be applicable to each particular circumstance reported.

SECTION I		
Date of Incident Day of Weel	Time A.M. or P.M.	Date of Report
Location of Incident (map or sketch	on reverse side) Was there property damage	? Briefly list
SECTION II Name of Victim	Victim's Phone #s Home	Victim's Gender
Home Address	Work	
Site Location	Cell Victim's email address	Female
Victim Description	If victim is staff:	Is victim a unionized employee?
Staff Contractor	Job title High-Rise	Yes
Visitor Client/Customer Other	Low-Rise	Union/Local
(Explain other)	Supervisor/Foreman/Crew Leader's Name	No 🔲
	Was this person notified No 🗌 Yes 🗌 Date and Time	8 Bac
SECTION III		
Name of Assailant	Assailant's Phone #s Home	Assailant's Gender
Home Address	Wark	Male
Location	Cell	Female
	Assailant's email address	

Relationship of Assailant to Victim:		Did incident in If yes, describe	clude a weapon? the weapon	No Yes
Co-worker 🗌 Relative 🗌 Supervisor/Foren	nan/Crew Leader			
Spouse/Partner 🗌 Stranger 🗌		How was it use	ed?	
Client/Customer				
Other (Describe)				
*				
SECTION IV				
Describe incident (Please describe in detail be	low)			
SECTION V	Was med	ical treatment pr	ovided?	
Was victim or assailant injured? No	Yes	••••• ••••••••••••••••••••••••••••••••		
L] If yes, describe	Victim	Yes		
	Assailant	Yes 🗌	No 🗌	
Was injury report filed? No 🗌 Yes 🗌	Charles (de		
Date:	- CFRC	24		
	w o	GAN		
Yes No	Yes	flant referred to c	No	
			82	
SECTION VI			- 4 <u>C</u>	
Management Team notified?	Crisis Response Tear	n notified?	Police notified?	
Yes Date and Time	Yes Date and time		Yes Date and Time	
No 🗌	No		No	
	Was assailant arreste	d? No ∐ Ye	es Date and Tin	ne
	If yes, what were the	charges?		

SECTION VII

List of witnesses (attach witness reports)

SECTION VIII

Measures taken to prevent recurrence:

SECTION IX

What remedy, if any, does the victim request?

SECTION X

What happened to assailant? (Final disposition of incident) Describe specifically (Arrested, Discipline, Transferred, etc.)

0.02

SECTION XI

Name of persson completing this form

Date

Phone number

Relationship to victim or assailant

Address or Work Location

APPENDIX A2-Workplace Violence Incident Report Victim/Witness Account Form

Note: Complete this Form if you are the victim of or witness to the alleged workplace violence – Photocopy additional copies as needed

Date of Incident

Name

Date of Report

Victim Witness Address/City Location of witness

Phone Number

Describe Incident in Detail. Include what happened, where, who was involved, other witnesses, what you heard, saw, etc.

	0
List Names of Other Witnesses	- Con
1-21/2	
	86.
	ABARIAN CONTRACTOR
Signature	Date
	~
Person Receiving Witness Statement	Date

APPENDIX A3-Workplace Harassment Incident Report Form

Leader Plumbing and Heating Inc.

As soon as is reasonably possible persons experiencing harassment or witnessing workplace harassment should document incidents by completing and filing this report form.

NOTE: Not all questions may be applicable to each particular circumstance reported.

SECTION I		
Date of Incident Day of Weel	Time A.M. or P.M.	Date of Report
Location of Incident (map or sketch	on reverse side) Was there property damage	? Briefly list
SECTION II – Details of Person Name	Experiencing Harassment Phone #s Home	Gender
Home Address	Work	Male
Site Location	Cell Email address	Female
Description	If staff:	Is worker a unionized employee?
Staff Contractor	Job title	Vas 🗖
Visitor	High-Kise 66	Union/Local
Client/Customer Other	Low-Rise	and the second
(Explain other)	Supervisor/Foreman/Crew Leader's Name	No 🔲
	Was this person notified No Yes Date and Time	3 th
SECTION III		
Details of Person accused of Hara	assment	
Name	Phone #s	Gender
Home Address	Work	Male
Location	Cell	Female
	Email address	

Relationship of Harasser to Person being Harassed:

Co-worker 🗌 Relative 🗌 Supervisor/Foreman/Crew Leader 🗌
Spouse/Partner Stranger
Client/Customer
Other (Describe)

SECTION IV

Describe incident(s) (Please describe in detail below)

Was harassed person referred to counseling? Was person harassing referred to counseling?	
Yes No Yes No	
SECTION V	
Management Team notified?	
Yes	
Date and 11me	
SECTION VI	
List of witnesses (attach witness reports)	
List of witnesses (attach witness reports)	_
	_

SECTION VII

Measures taken to prevent recurrence:
SECTION VIII

What remedy, if any, does the person harassed request?

SECTION IX

What happened to person who was accused of harassment (Final disposition of incident) Describe specifically (discipline, education, training, counselling, termination etc)

SECTION X

Name of persson completing this form

Address or Work Location

Date

Phone number

APPENDIX A4 - Workplace Harassment Incident Report

Note: Complete this Form if you have experienced harassment or have witnessed harassment in the workplace–Photocopy additional copies as needed

Date of Incident

Name

Date of Report

Person Harassed Witness Address/City Location of witness

Phone Number

Describe Incident in Detail. Include what happened, where, who was involved, other witnesses, what you heard, saw, etc.

List Names of Other Witnesses	3. ON
	and and
Signature	Date
Person Receiving Witness Statement	Date

APPENDIX A5-Incident Investigation Report

Part A: Identifying Details

EMPLOYER / CONTRACTOR	
Name: Address:	Type of Business:
INJURED EMPLOYEE	
Last Name: Address: Age:	First Name: Occupation: Years of Experience:
WITNE SSE S IN VOLVE D	
Last Name: Address:	First Name: Relation to incident:
INCIDE NT/INJURY	
First aider: Address: Hospital:	Medical Treatment: Doctor/Surgeon: Date and time of incident:
Project Name: Date and time reported to Supervisor: Date and time reported to MOL: Name of MOL representative: Machinery or Equipment involved:	Incident location:
B: Incident Description	

Part B: Incident Description

Explain what happened (What, where, when, who, how):

Immediate Cause	Underlying Cause

How can the incident be prevented from happening again?

Action taken to prevent recurrence:

Action by:

Report prepared by:

APPENDIX A6-Modified Work Offer Form



MODIFIED WORK OFFER

Esteemed Employee:

Pursuant to our Early and Safe Return to Work Policy (attached for your reminder), we wish to offer you modified work, congruent with your medical practitioner's guidelines.

I, Leader Plumbing's modified work offer.		DO ACCEPT		
Signed:	on _	/		
I, Leader Plumbing's modified work offer.		_DO NOT	ACCEPT	
Signed:	on _	/	_/	
Modified Work Offer Presented to worker	- by:			
Representing Leader Plumbing Inc. as				
Signed:	on	/	1	

APPENDIX A7-New Employee Orientation Checklist

Leader Plumbing and Heating Inc.

Employee Name:							
Hire Date:							
Position:							
Introduction (Please check off each section once reviewed with the employee)							
Safe Work Practices							
Company Safety Policy and Employee Handbook							
Site Orientation							
Accident and incident Reporting							
Housekeeping							
Location of MSDS and identification of existing and potential hazards on site							
Proper Personal Protective Equipment							
Other							
Physical or mental impairment, previous injury, or conditions that may endanger themselves or others:							
None 🗆 or Outline:	None 🗆 or Outline:						

I have received employee orientation on Leader Plumbing and Heating's Health and Safety Program and Safe Work Practices as indicated above and I will adhere to the policies and procedures outlined in the program and O.H.S.A. Regulations.

I further understand that failure to comply with safety requirements may result in my removal from the workplace.

Employee Signature _____

Trainer _____

Date _____

O Kito

APPENDIX A8-Record of Safety Program Violation

Leader Plumbing and Heating Inc.

Date of Notice:	-	
Project:		
Employee Name:		
Date of Infraction:		
Infraction:		
First Offense - verbal warning	YES	NO
Second Offense - Written warning	YES	NO
Third Offense - Recommend Dismissal	YES	NO
Description of Infraction:		
	XX	
	All and a second	
	- Coria	
	and the second s	93.0
Witnesses:	YES	NOS
Names:		
Supervisor/Crew Leader/ Foreman Signatu	re:	
Date:		

APPENDIX A9-Jobsite Inspection Checklist

	Site/Contractor Name:				Date:
	Location:				No of
	Conducted By:				Employ
	S S				ees:
	S – Satisfactory	NS - I	Not Satisfa	ictory	Applicable
		g	NC	NI A	Requires Immediate
	Item Inspected	8	NS	NA	Action
1.	SITE ACCESS				
	Clean, level ground				
	Adequate ramps				
	Adequate stairs				
2.	HOUSEKEEPING	_	_	_	
	Clear walkways				
	Clear work areas				
2	Clear access and landing				
5.	EQUIPMENT	and a second			
	Head, Foot & Eye protection				
Constanting of the local division of the loc	Equipment properly maintained				
	Fall protection (plan, rescue)				
4.	LADDERS		\square		
	Secured	195.	L.		
	Proper angle		72		
	Proper size and type		CH2		
	Safe, usable condition				
	Properly used				
_	Proper Handrail and landings				See a second
5.	SCAFFOLDS			~	120
	Properly erected (all parts used)				
	Property secured & planked				
	Proper guardrans, to elocates				
	Acceptable loading				
6	POWER TOOLS FOUIPMENT				
0.	General condition				
	Proper guards, cords, PPE				
1	Tagging as DEFECTIVE				
7.	STAIRWELLS & RAMPS				
	Proper filler blocks in metal stairs				
	Proper cleats on ramps				
	Adequate lighting in stairwells				
	Proper handrails or guardrails				

8.	FALL PROTECTION				
	CSA approved				
	Properly worn				
	Safe, usable condition				
	Unprotected openings	and edges			
	Working from:	Ladders			
		Scaffolds			
		Swingstages			
9.	GUARDRAILS, BARR	ICADES			
	Located where require	d			
	Properly constructed				
	Adequately secured				
10.	GAS CYLINDERS				
	Properly located and ta	agged			
	Properly secured				
	Properly moved or lifte	ed			
11.	CONFINED SPACES				
	Proper access				
_	Air testing before entry	y			
Contraction of the local division of the loc	Rescue equipment read	dily available			
	Safety harness, lifeline & used	properly anchored			
	Second person for resc	cue	5700		
	Outgoing air monitored	d	Cop N		
	Entry permit where rec	quired	Dor.	6	
12.	FIRST AID REQUIRM	IENTS	los production of the second sec	05	
	First aid kits: Ad	lequate number		° ₫~,	
	Ad	lequate contents			
13.	FIRE PROTECTION				120
	Extinguishers where re Vehicle)	equired (Company			- <u>• 920</u>
	Fully charged				
	Adequately identified				
14.	CRANES, HOISTS, RIC	GGING.			
	Safe setup of equipment	nt			
	Maintenance log availa	able			
	Competent operator				
	Condition & storage of	f slings			□
	Safety catches on all he	ooks			
	Proper use of tag lines				
	Proper lifting container	rs			
	Competent signaler				

15.	WELDING				
	Rods & cylinders properly labeled				
	MSDSs readily available				
	Properly secured ground cables				
	Proper eye protection worn				
	Proper screens and exhaust				
	Gas cylinders upright and secured				
	Fire extinguisher readily available				
16.	ELEVATING WORK PLATFORM				
	Worker training				
	Properly used				
	Safe, usable condition				
	Acceptable loading				
	Manufacturer's operating manual				
17.	TRENCHES & EXCAVATIONS				
	Properly sloped, where required				
	Excavated soil properly placed				
	Appropriate shoring used				
	Proper access to trench				
	Proper storage of materials in and above				
18.	EXTENSION CORDS	and a second			
-	Outdoor-type, rated over 300 volts		line .		
	Condition of casing, ends, connections				
	GFCIs used where required				
19.	MATERIALS STORAGE	15 m	-		
	Properly located	And Dellan			
	Safely piled, stacked, bundled		1 2		
	Properly moved or lifted				
	Properly labeled (WHMIS)				Minut
20.	SUSPENDED SCAFFOLDS			Test V	54
	Properly attached and capable of at least 4 times maximum load				
	Outrigger beam tied to fixed support with adequate counterweight			0 00	2
	All mechanical/electrical devices in				
	good working condition				
	(extend to ground)				
	Engineer's drawing on site if required				
21.	WORKER EDUCATION				
	WHMIS & Fall Protection training				
	Company safety policy & program				
	Injury reporting (adequate forms)				
	OH&S Act and Regulations				
22.	HYGIENE				
	Washroom facilities available				
1	Cleanliness of facilities				

APPENDIX A10-Warehouse Inspection Checklist

Leader Plumbing and Heating Inc.

Sit	e Name & Location:			
	Item Inspected	Y	N	Comment if Requires Immediate Action
-1.	Is a copy of the Occupational Health and Safety (OH&S) Act and Leader Plumbing's OH&S program posted?			
2.	Is the eye wash station appropriately maintained and ready for use? Is the eye solution expired?			
3.	Is appropriate emergency lighting in place?			
4.	Is appropriate lifting equipment and training provided?			
5.	Are garbage and debris on floor & working area removed on a regular basis (housekeeping)?	R	9-	
6.	Are stacked material such as boxes and pipes stable?	A C		20
7.	Are stacked materials clear of interference with lighting, sprinklers and exits?			Chings inc.
8.	Is all equipment operated, inspected and maintained in accordance with manufacturer's specifications? Condition & storage of slings are appropriate?			
9.	Is forklift operated by designated competent operators? Is forklift log book kept up to date?			
10.	Are safe exits available and kept unlocked and unblocked where locking or blocking them would prevent a person from exiting?		□ _	<u>.</u>

					1
11.	Are proper guardrails and/or safeguards in place to prevent contact with, or entanglement in moving parts? Are guardrails and railings secure & sturdy?				
12.	Are electrically powered portable hand tools double insulated or grounded except where battery operated?		□		
.13.	Are all electrical power extension cords maintained in proper working condition?				
14.	Gas tank monitored and maintained to manufacturers specification?				
15.	Is compressor maintained to manufacturer's specification? Are they equipped with Pressure Relief Valves and gauges?				
16.	Are all fire extinguishers operational and properly tagged?				<u>.</u>
17.	Are all First Aid kits properly maintained? Is form 82 clearly visible?				
	Name (Printe	ed)	Signatu	re	Date
С	onducted by:	5	GAM		1
Re	eviewed by:			2 and	
A	dministered by:			802	

APPENDIX A11-Hot Work Permit

Leader Plumbing and Heating Inc.

VALID UNTIL

and all the appropriate precautions (including any that exceed those outlined below) will be taken.

Signed (at issue of permit):

Print Name & Position:_____

FIRE SAFETY PRECAUTIONS

BEFORE THE WORK - *All* of the following precautions must be taken:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher must be located such that it is immediately available to the work and is fully charged and ready for use.
- □ At least one fire alarm pull station or means of contacting the fire department (i.e. site telephone) must be available and accessible to person(s) conducting the cutting/welding operation.
- □ Floor areas under and at least 30 feet around the cutting/welding operation must be swept clean of combustible and flammable materials.
- □ All equipment fueling activities and fuel storage must be relocated at least 30 feet away from the cutting/welding operation.

Where applicable, the following precautions will also be taken before the work begins:

□ Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors.

- □ Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation. And
- □ All floor and wall openings must be covered to prevent sparks/slag from traveling to other, unprotected areas. □ Containers in or on which cutting/welding will take place must be purged of flammable vapors.

DURING / AFTER THE WORK - The following precautions will be taken:

- □ Person(s) must be assigned to a fire watch during and for at least 60 minutes after all cutting/welding ceases.
- □ Fire watch person(s) are to be supplied with multipurpose dry chemical, portable fire extinguisher & trained in its use.
- A fire alarm pull station or means of contacting the fire department (i.e. telephone) available and accessible to fire watch person(s).

The location where this work will take place has been examined before the start of cutting/welding operations and all the appropriate precautions have been taken. Responsible party to sign under Signature 1 for each date.

The work area and all adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were **inspected 60 minutes after** the cutting and or welding operations ceased for the day and were found to be fire safe. Responsible party to sign under Signature 2 for each date.

	Signature 1	Signature 2
Date	Before	After
Date	Before	After
Date	Before	After

APPENDIX A12-Confined Space Entry Permit

Leader Plumbing and Heating Inc.

Location: Entry Purpose:							
Effective Date:			Expiration Date:				
Effective	Time:		Expected D	uration:		Actual Duration:	
Entry Site Foreman Name:				Signature			
Entrant N	Name:				Signature		
Attendant Name: Signature							
ANTIC	IPATED	HAZARDS					
Yes	No	Corrosive/Fla	.mmable/Tox	ic Materials			
Yes	No	Welding/Cutting/Brazing					
Yes	No	Dust					
SPECL	AL REQU	JIREMENTS					
Yes	Yes No Lockout/Tag Out of Hazardous Energy						
Yes	No	Ventilation – Purge / Flush and Vent					
Yes	No	Secure Area / Barricading					
Yes	No	Emergency Egress Procedure Review					
Yes	No	Harness and Lifeline					
Yes	No	Protective Clothing					
Yes	No	PPE – Respirator – Mask – Filter					
Yes	No	Supplied Air					
Yes	Yes No Fire Extinguisher						
Yes	No	Lighting					
Yes	No	Communication					
AIR MONITORING RESULTS							
Yes No Oxygen > 19.5% and < 23.5%							
Yes	No	LEL < 10%					
Yes	No	Volatiles not present, readings at background					
Yes	No	Carbon Monoxide					
Yes No Dust							
AIR MONITORING RESULTS							
Type (02	2, LEL, V	olatile)		Concentratio	n	Location	Time
MANAGEMENT AUTHORIZATION SIGNATURES							
Foreman: Safety Manager:							
Date: Date:							

APPENDIX A13-Vehicle Circle Check Inspection

VEHICLE NUMBER:	DATE:
Conducted By:	

	YES	NO	N/A	REMEDY
Are the Windshield Wipers in good condition?				
Is Windshield cracked?				
Is Windshield Dirty/Obstructed?				
Is Windshield Fluid Topped Up?				
Are Rearview Mirrors in good condition?				
Is License Plate Clear of Debris?				
Are Turn Signals functioning properly?				
Are Front and Rear Lights working?				
Is Parking Brake working?				
Are Tires Properly Inflated/Correct Pressure?				
Is Tread Wear Appropriate/Safe?				
Are Tailgate Doors in good condition?	~	lon		
Are Side Doors in good condition?	201		~	
Does the vehicle need Lubricants?	· 0237			
Are there Visible Leaks?	3	GL		2
Are there Unusual Noises?		"AC	bx.	
Is Horn operating properly?				
Are Brakes working perfectly?			1	, and
Do Gages work properly?				4
Is a First Aid Kit present?				
Are there Concerns with this Vehicle?				

Comments: