

DAL-TEK INTERIORS LTD.

Health and Safety Manual

INTRODUCTION

Dal-Tek Interiors has been serving the Calgary and surrounding area since 1995. We started off as a small labor subcontractor, and have grown to be a drywall and stucco contractor capable of handling multi million dollar projects. With the help of our valuable employees we continue to grow at a manageable and successful pace.

Dal-Tek Interiors Specializes in the following:

- Drywall and Steel Stud Systems
- Suspended ceilings
- Insulation
- Acrylic & Standard Stucco Systems

COMPANY SAFETY POLICIES

- It is the policy of Dal-Tek Interiors to provide a safe and healthy environment in which our employees, visitors, and customers can carry out their business.
- We firmly believe in and are committed to ensuring that our operations are carried out in a manner which ensures health and safety of all.
- We will not produce or render any service which is likely to cause an accident or exposure that may result in personal injury, damage to equipment or loss in process.
- Each member of our organization has a responsibility for health and safety and will be held accountable for their actions.
- It is a condition of employment with Dal-Tek Interiors that all employees/subcontractors:
 - 1) Work safely in order to avoid injury to yourself or your fellow worker.
 - 2) Wear and maintain all safety protection equipment that is required by our safety program and by law.
 - 3) Attend the safety meetings and training provided by Dal-Tek Interiors. This training will be delivered in nothing less than 15 min. sessions.
 - 4) Report any unsafe situation to your immediate supervisor.
 - 5) A monthly inspection will be done at random times on all job sites to ensure that our safety policy is being adhered too. A copy of this inspection will be forwarded on to the manager and available in the office for anyone to see.
 - 6) Any incidents that result in injury or property damage, or that could have resulted in injury or property damage are to be investigated to determine the cause so that appropriate action can be taken to prevent recurrence.

PERSONAL PROTECTION EQUIPMENT

- 1) Protective headwear per CSAQ Standard Z94.1-M1977 must be worn at all times. If there is no longer a danger of head injuries and it is agreed upon with the contractor the need to wear protective headgear may not be required.
- 2) All personnel must wear safety footwear per CSA Standard Z94.3-M1984. This footwear must cover the ankle. (Ie: not steel toed running shoes)
- 3) All personnel shall wear appropriate face protection conforming to the requirements of CSA Standard Z94.3-M1982. Face shields must be worn when using chop saws. Safety glasses to be worn where required ie: using powder actuated tools, hammer drills.
- 4) Management is to provide cleaning for eye protection and eye wash stations.
- 5) All personnel must have, readily available, ear plugs or earmuffs, these are to be worn whenever there is a danger to hearing.
- 6) All personnel must wear dust masks when they are exposed to gypsum dust, irritating dust conditions, fiberglass insulation.
- 7) All personnel who may be exposed to the danger of falling more than 2.5 meters (8 Ft.) must wear a safety harness and lanyard conforming to the requirements of CSA Standard Z259.1-1976. Safety harness shall be secured to a fixed anchor or lifeline, so you are not able to fall more than 1.2 meters (4 Ft).
- 8) Short sleeve shirts with a minimum of a 4" sleeve, and long pants to be worn at all times.

DISCIPLINARY POLICY

If any personnel are found in violation of our safety Policies:

- On the first occasion he/she will receive a verbal warning to correct the situation. If there is immediate danger this person will be removed from the site until the violation is rectified.
- On a second occasion he/she will receive a written notice and will be removed from the site for a period of 1(one) day without pay.
- On a third occasion he/she will be removed from the site and employment terminated.

Re-instatement of any terminated personnel can only be granted by the manager and/or CEO.

A record of disciplinary notices will be kept on file.

Signed: _____
Stacy Dallyn, President/CEO

Date: _____

GENERAL POLICIES

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1) Training

- All new personnel are to receive a company orientation in which they will receive a basic training in safety a review of our safety policies, safety rules and training information.
- Other training such as Hilti, First Aid, and Aerial Platform etc. will be given on an on-going basis as required.
- A copy of all training is recorded in the office.

2) Scaffolding

- All scaffolding is to be inspected prior to use.
- Do not work on a scaffold that is defective or built incorrectly.
- All personnel are to be trained in erection of and proper use of scaffolding.

3) Housekeeping

- All work areas to be cleaned on a daily basis.
- Garbage to be removed off site, or temporarily out of the way.

4) Alcohol and illegal drugs

- Intoxicating beverages and drugs are not allowed at any jobsite.
- Any personnel that is under the influence of alcohol, illegal drugs or any substance that may impair their ability to work safely is not allowed on any of our jobsites.
- Violations of this policy may lead to dismissal.
- Driving company vehicles under conditions that would violate the criminal code of Canada may lead to dismissal.

5) Tool Box Meetings

- Tool box meetings will be held once a week.
- It is mandatory that all personnel attend these meetings.

6) Incident/Near miss reporting

- Report all accidents (incidents) to your immediate supervisor.
- All reports must be submitted to the office within 24 hours of the incident.

7) **Occupational Health and Safety**

- A copy of Occupational Health and safety regulations are located in the Dal-Tek Interiors office for any one to review.
- All personnel should be aware of their responsibilities as stated in the Occupational Health and Safety Act.

8) **Modified Work**

- Modified work includes any changes, restrictions or limitations to a workers regular duty as a result of a work related injury.
- Dal-Tek Interiors will always try to offer appropriate modified work to an injured worker as we feel modified work plays a big part in a speedy and full recovery.

9) **Time Cards & Pay Period**

- Time cards are to be filled out on a daily basis with your name, date, job address, description of work and hours.
- Timecards to be shown to your supervisor for verification daily.
- Hourly employees will be paid every two weeks; timecards must be into the office the Friday of cutoff . Pay for each two week period will be ready the Friday following.

10) **Personal tools**

- Dal-Tek Interiors is not liable for the loss of any personal tools that are being used on our jobsites.
- It is each person's responsibility to ensure they have the proper insurance to protect against any tool loss or damage.

11) **Harassment Statement**

- Dal-Tek Interiors believes that all of our employees have the right to work in an environment free from all forms of harassment." Harassment" is defined as any objectionable conduct,comment,or display by a person that: is directed to an employee
- Is made on the basis of race, creed, religion, colour, sex, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin.
- Constitutes a threat to the health or safety of the employee.

"Employee" is defined as anyone that works for a wage or salary for the company.

Dal-Tek Interiors will make every effort to ensure that none of our employees will be subjected to harassment at any of our places of employment.

12) **Emergency Response**

All personnel must know where to find the emergency procedures, who to contact if there is an emergency and who the first aiders are on site.

- Phone 911
- Notify your supervisor
- Stop work and evacuate the jobsite
- Meet at the muster point

SAFE WORK PROCEDURES

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The following activities will have specific training provided to all company personnel.

Installation of steel studs

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.
- Erect the scaffold, if necessary, as per the Scaffold Safe Work Procedure.
- Measure along the floor where you want the wall, mark the end locations and snap a chalk line. Check your measurements along the line, and then use the marking to attach the track to the floor.
- Using a laser make a mark on the ceiling. Secure the top track to the ceiling with screws.
- To mark the placement of each stud, measure along the top track then use a plumb bob or laser at that spot to mark the corresponding place on the bottom track.
- At the marks nestle a stud into the channels of the top and bottom track.
- Check for plumb, and then clamp it in position before driving your screws.
- Continue installing the studs this way until the entire wall or working area is complete.
- Dismantle the scaffold as per the Safe Work Procedures.
- Clean up any debris left in area.

Installation of drywall

- Ensure proper PPE is worn,
 - Ensure work area is free of debris and any tripping or slipping hazards.
 - Erect the scaffold as per the Scaffold Safe Work Procedures.
 - Ensure the drywall panels are held in firm contact with the framing member while the screws are being driven. Fastening should proceed from the center portion of the wallboard toward the edges and ends.
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- Drywall panels should always be “screwed off” using 8 inch spacing at the edges where there is framing. In the field of the panel screws should be spaced 12 inches apart for ceilings, and 16 inches apart for walls where the framing members are on 16” o.c. Where the framing members are 24”o.c. the maximum field spacing is 12 inches for both walls and ceilings.
 - When fastening the end joints of drywall to a metal stud, the stud has a tendency to bend away and resist penetration of the screw. Holding the stud and wallboard firmly together will make fastening somewhat easier.

- When fastening the wallboard, let the crew gun run continuously, taking care to remove the gun when the clutch disengages, otherwise the screw will break the face paper.
- Continue with the next drywall panel until the entire area is complete.
- Ensure to dismantle the scaffold as per the Safe Work Procedures.
- Clean up any debris left in the area.

Taping, filling, of drywall

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.
- Erect scaffold as per the Safe Work Procedure.

Flat Joints

- Using a 4" taping knife, apply joint compound over the joint, forcing enough into the tapered drywall edge to bring it level with the untapered edge of the of the adjoining sheet. Fill the joint; creating a slight hump that will be flattened later.
- Cut a length of paper drywall tape, and then center one end of it over the joint. Embed the tape, using a 4" taping knife, and then smooth it into the compound. Spread a layer of compound about 1/8" thick over the tape, while holding the knife at a 45 degree angle. Go over the joint again to scrape away any excess compound.

Finish Inside Corners

- When finishing the inside corners, begin by spreading a 2" or 3" swath of compound on both sides of an inside corner joint. Fold a length of paper drywall tape down its perforated centerline, and then press it in to the joint. Remove excess compound.
- An angled taping knife, called an insure corner knife, makes this task easier.

Finish Outside Corners

- For outside corners, use aviation snips to cut a length of corner bead to the height of the wall. Angle the flanges inward slightly to ensure a better fit. Use adhesive to make the corner bead stick to the corner.
- Use the edge of the bead to guide the knife as you fill the corner bead with joint compound.

Spotting Screws

- Using a 4" taping knife, fill any nail dimples and other minor imperfections with joint compound.
- No tape is required, though sanding will be necessary later.

Finish Coats

- After the first coat has dried, inspect the joint seams and then smooth out any ridges that will ruin the quality of the final joint. To remove ridges use either the 4” tapping knife to scrape them away, or sand them lightly.
- Use a 10” tapping knife to apply a thin, second coat of joint compound. “Spot” any dimples once more, using the 4” knife. After the second coat has dried use the 14” tapping knife to spread the third and final coat. Spot dimples only if they are not completely filled.

Sanding

- Wait until the compound is completely dry (at least 24 hours). Sand all joints and dimples until smooth. Shine a bright floodlight across the walls to detect ridges and improperly filled nail dimples.
- Fold a sheet of 100 grit sandpaper in quarters, and then sand the compound light, taking care not to sand through the drywalls paper facing. To make the work easier, use a universal pole sander.
- Dismantle the scaffold as per the Safe Work Procedure.
- Clean up any debris left in area.

Erection of scaffolds

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.
- Loosen the “L” knob, place one end of truss over end frame and depress the “U” pin. Line the “U” pin with selected adjustment holes in end frame then let the “U” pin snap lock into adjustment holes. Let unit rest on floor.
- Place second end frame under the other end of the truss. Depress “U” pin and lock into same height adjustment holes.
- Position (4) casters into expanded ends of end frame. Push each caster into expansion until it snaps into spring lock. Always lock each caster tight in place with bolts.
- Stand the unit with 2 end frames and 1 truss upright. Attach the second truss to the other side of the end frames at the same height at the first truss.
- Set the plywood plank onto both truss flanges.
- Hand tighten the “L” knobs to reduce wobble.
- Lock all 4 casters by depressing the caster locking lever located on the side of the wheel.

If guard rails are required

- Position the bottom posts of the guardrail and gate assembly into holder tubes located at each end of the truss. Make sure the gate swings inward, not outward. Insert the hairpins in the holes in the pose at the underside of the truss. Position the other guardrail and gate assembly to the other side of the unit in the same manner.
- Always lock the gate to the side guardrail by swinging gate latch over the gravity pin.

If additional units are to be used

- Assemble the bottom unit as described above.
- Adjust the bottom truss and plank to the approximate height of 5 ft. from the floor. The truss cannot be at the highest position when stacking.
- Attach outriggers with casters to the end frames of the bottom unit. To attach the outriggers to the unit, loosen the two handle nuts to allow clamps to be located around the outside leg of the end rail. Position the outrigger on the leg so that the caster on outrigger is in contact with the ground, and then tighten the two handle nuts to secure each outrigger in place. Lock all casters.
- Attach the expanded end of one end frame over the top of one of the lower end frames and secure it in place by pushing down, snapping the top and bottom sections together.
- Attach and secure the other end frame over the top of the other lower end frame.
- Attach one truss to both upper end frames at the same height as the first truss.
- Attach the second truss to the other side of the end frames at the same height as the first truss.
- Add guardrails.

Use of scaffolds

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping and slipping hazards, and that it is a flat surface.
- Ensure the casters are locked before climbing.
- Access plank by climbing up rungs and over top of end frame. Do not swing around end frame to access the plank.
- When using guardrails, close and latch the gate after accessing the plank.
- Total combined weight of man and materials shall not exceed load ratings of the unit. Never overload the scaffold.
- Never drop or apply any impact load to the scaffold.
- Metal scaffold conducts electricity. Do not use where contact can be made with electrical circuits.

- Do not over reach, move scaffold instead. Tie off to the building when possible to prevent tripping.
- Never climb onto scaffolding from a ladder unless both are secure from movement.
- Never use ladders or other devices on the scaffold to gain greater height.
- Never allow loose objects to accumulate on the plank.
- Never roll the scaffold with a person on the plank.
- Never use in front of unlocked doors.
- Never use in poor health or while taking drugs or alcoholic beverages.
- Never leave the assembled unit unattended.

Installation of T-Bar

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.
- Erect the scaffold as per the Scaffold Safe Work Procedure.
- Install cut lines or dry lines (jet line) directly over the floor layout lines, attaching them to the wall molding.
- Measure and cut the first main runner so that a cross tee slot lines up directly over the cross tee cut line.
- Mark and bend the suspension wires at the proper elevation.
- Suspend a main runner from the first row of hangers. Do not wrap wires at this time.
- Align the first main runner with the dry line. Pop rivet one end when you are sure that it also aligns with a cross tee slot.
- Cut and install border tees along the first wall. Use wedge lock clamps to fasten every other tee to the wall molding. Make sure main runner aligns perfectly with the dry line.
- Cut the second main runner also according to the cut line, and install it in the same manner as the first. Install the first row of full length cross tees.
- Make sure the grid is square by aligning the first main runner and the first row of cross tees exactly on the dry lines. This step is critical.
- Pop rivet to the wall molding every other border tee always maintaining the 4' o.c. dimension.
- Fill in the remaining area with main runners and cross tees.
- Check the entire installation for level using either a laser or additional dry lines along the main runners. Remove slack from the suspension wires by pulling down on the grid.
- Dismantle the scaffold as per the Safe Work Procedures.
- Clean up any debris left in area.

Installation of ceiling tiles

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.

- Erect the scaffold as per the Scaffold Safe Work Procedure.

Exposed Grid System

- Measure between the ceiling grid and the wall molding to determine size of border panels.
- Transfer dimensions to panels and cut them to size. Do not cut them too tight, and make sure the pattern direction is correct.
- Angle the ceiling panels up into the grid framework and drip them into place. Do not scuff the face of the panel on the wires.
- Install ceiling hold down clips if required.
- Cut holes for can lights, sprinklers, speakers, pipers, etc. and box a column.

Concealed Grid System

- Place the first tile at an intersection of a cross tee and a main runner. Install a flat spline in the kerf parallel to the main runner.
- Slide a second tile onto the cross tee and onto the exposed spline of the first tile. Butt the tiles tightly. Insert another flat spline in the kerf on the second tile similar to the first. Repeat procedure for the third tile.
- Fit the opposite kerf of the fourth tile onto the second main runner, and then slide the other kerfed edge onto the spline of the third tile. This completes the first row.
- Install an access spline in the exposed kerf of the first row of tiles so that it rests on the main runners.
- Install a second row of tiles at the opposite end of the 4' x 4' grid opening similar to the first, expect insert a full tee spline in the exposed kerf.
- Install a third row of tiles against the tee spline of the second row. This leaves one open row with an exposed kerf on one side an access spline on the other.
- Assemble and install access panels according to the system being used.
- Dismantle the scaffold as per the Safe Work Procedures.
- Clean up any debris left in area.

Exterior Insulation Finish System (EIFS)

- Ensure proper PPE is worn.
- Ensure work area is free of debris and any tripping or slipping hazards.
- Erect scaffold as per the Safe Work Procedure.
- Install any trims.
- Install starter strip of reinforcing mesh to the wall at the baseline using basecoat. It shall be wide enough to adhere 4" of mesh onto the substrate, be able to wrap around the board. Edge and cover 4" of the outside surface of the EPS board.
- ESP board shall be applied to the wall. Apply basecoat adhesive to the backside of the EPS board, and then apply the EPS board to the wall securing it with wind devils (plastic disk with galvanized screw through the disk).

- Basecoat is then applied over the EPS board surface using a stainless steel trowel to a uniform thickness. Work horizontally or vertically in strips and immediately embed the reinforcing mesh into the wet basecoat. The mesh shall be double lapped at all corners and overlapped at mesh joints. Avoid wrinkles in the mesh. The finish thickness of the basecoat shall be such that the reinforcing mesh is fully embedded and not visible.
- Allow basecoat to full dry before apply finish.
- Apply the finish coat using the same process as the basecoat. A trowel should e used for this as well. Then using a floater create the design on the wall by randomly moving the floater around the wall.
- Dismantle the scaffold as per the Safe Work Procedure.
- Clean up any debris left in area.

SAFE WORK PRACTICES

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1) DEFECTIVE TOOLS

Defective tools can cause serious and painful injuries.
If a tool is defective in some way, **DO NOT USE IT.**

Be aware of problems like:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

- Never use a defective tool
- Double check all tools prior to use
- Ensure defective tools are repaired

Air, gasoline, or electric power tools, require skill and complete attention on the part of the user when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like

- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) or cords of standard tools
- The on/off switch not in good working order
- Tool blade is cracked
- The wrong grinder wheel is being used
- The guard has been wedged back on a power saw

2) USE OF ELEVATING PLATFORMS

DO

HAVE proper training before operating controls on a job

TOW only vehicles that are designed specifically for that use

WEAR a safety harness that is fixed to a platform attachment point

MAINTAIN three-point contact (one hand and two feet, or two hands and one foot) when getting on or off the platform

LOOK in direction of travel and ensure path is firm and level

MAINTAIN firm footing on platform

MEASURE the distance to electrical wires and maintain minimum clearance distances from power lines, according to safety regulations

Measure distance from the extreme outside dimension of the work platform and equipment, the safety lines, cables, materials or tools handled to the nearest energized conductor. This conductor could be a wire, transformer or any other energized component. When the minimum distance cannot be maintained, stop all work and contact the authority controlling the electrical system for advice.

DO NOT

DO NOT EXCEED platform load capacity

DO NOT ENTER or leave an elevated platform

DO NOT USE planks, ladders, or other devices on the platform to gain extra height

DO NOT STAND on guardrails to gain extra height

DO NOT LEAN over platform railing

DO NOT CLIMB up or down extensions or scissor areas

DO NOT USE platform as a jack

DO NOT USE guardrails to carry materials unless designed for this purpose

DO NOT LIFT overhanging loads

DO NOT USE platform for pulling, pushing, or dragging materials

DO NOT USE platform without guardrails in place

3) USE OF POWDER ACTUATED TOOLS

Permit only trained, competent, and authorized persons who are familiar with the regulations governing the use of the tool to operate explosive actuated fastening tools.

WEAR safety glasses, or a face shield, and a hard hat.

WEAR hearing protection.

BRACE yourself at all times when working on ladders or scaffolds to maintain good balance.

KEEP tool pointed in a safe direction.

DO NOT CARRY loaded tools from job to job.

DO NOT PERMIT bystanders in the immediate vicinity of the work. It may be necessary for the working area to be shielded to protect against possible ricochet.

Care and Servicing of Tools

CLEAN and maintain tools in accordance with the manufacturer's instructions.

CHECK tools prior to use to ensure they are in good working order.

REMOVE defective tools from service until repaired.

STORE tools and cartridges in a locked container when not in use.

Use of Tools

USE the tool at right angles to the work surface.

CHECK the chamber before using to see that the barrel is clean and free from any obstruction.

DO NOT USE the tool where flammable or explosive vapors, dusts, or other such substances are present.

DO NOT PLACE your hand over the front (muzzle) end of a loaded tool.

Use of Projectile

USE ONLY projectiles recommended by the tool manufacturer.

ENSURE that base material has no holes or openings and is of sufficient consistency that a projectile would not pass right through.

DO NOT LOAD tool until immediately before use.

DO NOT LEAVE loaded tool unattended.

DO NOT FORCE a projectile into a working surface, which is harder than the projectile being used. If the base material is unknown, use a hand hammer to drive the projectile, using it as a center punch.

Use of Charge Cartridges

USE only cartridges recommended by the tool manufacturer.

CHECK that the colour of the cartridge is appropriate for work being done. Charge cartridges are colour-coded for strength.

MAKE the first trial fixing with the weakest or lowest strength charge cartridge.

PROVIDE adequate ventilation in confined spaces where explosive actuated tools are used.

HOLD the tool in fixing position for no less than 15 seconds when a tool misfires. Keep, the tool pointed in a direction, which will not cause injuries. Unload cartridge with the utmost caution.

EXERCISE caution when using tools near live electrical circuits. Ensure fastenings do not penetrate live circuits that are buried or hidden in the base material.

KEEP cartridges in a lock up when not in use.

DO NOT ATTEMPT to force a cartridge into a tool.

DO NOT DISCARD unfired cartridges carelessly.

DO NOT CARRY cartridges loose or in a pocket. Carry them in the manufacturer's package.

4) FIRE AND USE OF FIRE EXTINGUISHERS

General

Good house keeping 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 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.

TYPES OF FIRES

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 extinguishers

Fighting the fire

- Soak the fire completely-even the smoking embers

Class B: 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: 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

5) USE OF HAND TOOLS

DO

WEAR safety glasses or goggles.

ENSURE the workers are properly trained in the safe use of hand tools.

USE good quality tools.

SELECT the right tool for the job. Substitutes increase the chance of having an accident.

AVOID using hand tools with your wrist bent- use tools designed to allow your wrist to stay straight.

PULL on a wrench or pliers. Never push unless you hold the tool with your palm open.

MAINTAIN tools carefully. Keep them clean and dry, and store them properly after each use.

INSPECT tools for defects before use.

KEEP cutting tools sharp.

KEEP tools in good condition at all times. Replace or repair defective tools.

REPLACE cracked and broken handles on files, hammers, screwdrivers, or sledges.

REPLACE worn jaws on wrenches, pipe tools, and pliers.

REDRESS burred or mushroomed heads of striking tools.

ESTABLISH a procedure for the control of tools. Tools should be checked in and out of the tool crib and inspected by crib personnel for wear and defects before use.

CARRY tools in a sturdy toolbox to and from the worksite.

KEEP the work environment clean and tidy to avoid clutter, which may cause accidents.

USE a heavy belt or apron and hang tools at your sides, not behind your back.

DO NOT

DO NOT USE tools for jobs they are not intended to do.

DO NOT APPLY excessive force or pressure on tools.

DO NOT CUT towards yourself when using cutting tools.

DO NOT HOLD the stock in the palm of your hand when using a cutting tool or a screwdriver.

DO NOT WEAR bulky gloves to operate hand tools.

DO NOT THROW tools. Hand them directly to workers.

DO NOT CARRY tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.

DO NOT CARRY a sharp tool in your pocket.

6) USE OF PORTABLE LADDERS

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

- When setting up a ladder, secure the base and “walk” the ladder up into place
- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical
- Before using a ladder, make sure it is secured against movement
- When in position, the ladder should protrude one (1) meter above the intended landing point
- Workers should not work from the top two rungs of the ladder
- Do not overreach while on the ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position
- Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down
- The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies the overlap
- Keep both metal and wood ladders away from electrical sources

7) USE OF POWER CORDS

KEEP power cords clear of tools during use.

SUSPEND power cords over aisles or work areas to eliminate stumbling or tripping hazards.

REPLACE open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.

DO NOT USE light duty cords.

DO NOT CARRY electrical tools by the power cord.

DO NOT TIE power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.

CHECKLIST

INSPECT CORDS & PLUGS

- Check power cords and plugs daily. Discard if worn or damaged. Have any cord that feels more than comfortably warm checked by an electrician.

ELIMINATE OCTOPUS CONNECTIONS

- Do not plug several power cords into one outlet.

PULL THE PLUG, NOT THE CORD

- Do not disconnect power supply by pulling or jerking cord from the outlet. Pulling the cord causes wear and may cause a shock.

NEVER BREAK OFF THE THIRD PRONG ON A PLUG

- Replace broken 3-prong plugs and make sure the third prong is properly grounded.

NEVER USE EXTENSION CORDS AS PERMANENT WIRING

- Use extension cords only to temporarily supply power to an area that does not have a power outlet.
- Keep power cords away from heat, water, and oil. They can damage the insulation and cause a shock.
- Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.

8) USE OF POWERED HAND TOOLS

DO

INSPECT tools, power cords, and electrical fittings for damage prior to each use. Repair or replace damaged equipment.

SWITCH tools OFF before connecting them to a power supply.

DISCONNECT power supply before making adjustments.

ENSURE tools are properly grounded or double insulated. The grounded tool must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged in a properly grounded 3-pole outlet.

TEST all tools for effective grounding with a continuity test or a GFCI before use.

DO NOT

DO NOT WEAR gloves, loose clothing, or jewelry while using revolving power tools.

DO NOT BYPASS the switch and operate the tools by connecting and disconnecting the power cord.

DO NOT USE electric tools in wet conditions or damp locations unless the tools are connected to a ground fault circuit interrupter (GFCI).

DO NOT CLEAN tools with flammable or toxic solvents.

DO NOT OPERATE tools in an area containing explosive vapors or gases.

9) USE OF SAWS

DO

WEAR safety glasses or a face shield. If work is dusty use a respirator or a dust mask.

MOUNT saw firmly on a workbench or other rigid frame and operate saw at waist height. The saw can also be taken to remote locations by mounting it on a piece of plywood ½ inch or thicker. This must be clamped to a waist height work surface on the job site with large “C” clamps.

KEEP one hand on the trigger switch and handle and use the other and to hold the stock against the fence.

KEEP hands out of the path of the blade.

REMOVE adjusting keys and wrenches.

USE a crosscut or combination blade.

ENSURE that the blade rotates in the correct direction.

Ensure that the blade and arbor collars are secure and clean. Recessed sides of collars should be again blade.

KEEP blade tight, clean, sharp, and properly set so that it cuts freely and easily.

ALLOW motor to reach full speed before cutting.

FOLLOW instructions for lubricating and changing accessories.

KEEP work area clean. Cluttered areas and benches invite accidents.

KEEP work area well lit.

REDUCE the risk of unintentional starting. Make sure saw switch is in OFF position before plugging in.

UNPLUG tools before servicing and when not in use.

CHECK for damage. Repair or replace damaged parts.

KEEP motor air slots clean and free of chips.

USE only accessories designed for the specific saw and job.

DO NOT

DO NOT OPERATE saw on ground.

DO NOT CUT stock of pieces smaller than 8 inches in length.

DO NOT CUT “free hand”. The stock should lay solidly on the table against the fence.

DO NOT REACH around or behind saw blade.

DO NOT OVERREACH. Keep proper footing and balance at all times.

DO NOT FORCE saw. The saw cuts better and safer at the rate for which it was designed.

DO NOT LEAVE saw unless it is completely stopped. Turn power off and unplug.

DO NOT USE electric tools in damp or wet locations.

DO NOT OPERATE electric tools near flammable liquids or in gaseous or explosive atmospheres. Sparks may ignite fumes.

10) USE OF SCAFFOLD

DO

INSTALL, inspect, maintain, and repair scaffolding in accordance with standards, regulations, and manufacturer’s instructions.

CHECK the following before using scaffolding:

- Base is sound, level, and adjusted.
- Legs are plumb and all braces are in place

- Locking devices and ties are secured
- Cross members are level
- Planks, decks, and guardrails are installed and secure

REMOVE snow and ice from scaffold platforms, ladders, and access areas.

USE an access ladder not scaffold frame, unless it is specially designed to be climbed.

ENSURE that scaffold is securely attached to the building structure. The effect from winds increases when scaffolds are covered.

PROTECT all planked or working levels with proper guardrails, mid rails and toe boards along all open sides and at the ends of scaffold platforms.

REPLACE guardrails that were removed while hoisting materials. Wear fall protection until the guardrails are reinstalled.

DO NOT

DO NOT JUMP onto planks or platforms.

DO NOT FORCE braces to fit. Level the scaffold until a proper fit can be made easily.

DO NOT CLIMB or stand on cross braces or guardrails.

DO NOT WORK on scaffolds during storms or high winds.

DO NOT USE ladders or make shift devices on top of scaffold to increase height.

DO NOT OVERLOAD scaffold frames or platforms.

DO NOT REST materials or equipment on guardrails.

DO NOT TRY to repair bent or kinked frames. Throw them out.

DO NOT WORK below a scaffold without overhead protection.

DO NOT USE scaffolds near electrical wires.

11) USE OF STEP LADDERS (SAWHORSES)

As with all ladders, make sure that the stepladder is in good condition, and is the right ladder for the job to be done

Stepladders are to be used only on clean and even surfaces

- No work is to be done from the top two steps of a stepladder, counting the top platform as a rung
- When in an open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical
- The stepladder is only to be used in the fully opened position with the spreader bars locked
- Tops of the stepladders are not to be used as a support for scaffolds
- Do not overreach while on the ladder. Climb down and move the ladder over to a new position
- Only CSA Standard ladders will be used

The information in this policy does not take precedence over the Occupational Health and Safety Act, or its regulations.