HEALTH AND SAFETY MANUAL

Implementation Date: July 2, 2019
Revision Date: Jan 1, 2021

Version: 1.2

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. As a new worker or subcontractor working for **Dal-Tek Interiors**, you are considered a vital part of our continued growth and success. This health and safety manual provides you an overview of our safety program and related company polices and safe work practices. Please read it and keep it with you to use as a reference.

Everyone on the work site depends on you to maintain safe working habits. A willingness to adhere to written or verbal company and government regulations, policies, practices and instructions, is a requirement of employment. Failure to follow safe work practices could result in dismissal. Thus, if you have any safety related questions or are unsure of how to complete an assigned task, ask your supervisor for assistance.

Although **Dal-Tek Interiors** polices, practices and procedures are in compliance with or exceed current Occupational Health and Safety requirements, they do not take precedence over OH&S regulations. **Managers, workers and subcontractors must ensure they operate within the rules and regulations governing their specific place of operation.**

Remember, government regulations are **law.** If the company, its workers or subcontractors fail to comply with the regulations, the officers of the company and/or subcontractors, supervisors or workers will be held accountable and may be prosecuted thus, maintaining a safe work site is everyone's responsibility and is in your best interest.

Dal-Tek Interiors President's Message

As President of **Dal-Tek Interiors**, I will do my best to ensure Company work sites are safe. As supervisors, workers and subcontractors employed by **Dal-Tek Interiors**, you must also be committed to taking every reasonable precaution to ensure your own safety and that of your co-workers. Each of us is accountable for our decisions and actions.

Managers must not only promote and demonstrate safe work practices but also ensure subcontractors and workers understand that it is not only everyone's right to work in a safe and healthy workplace but also each workers responsibility to work safely.

Supervisors, in particular, perform a key function by setting a positive example. You not only ensure workers comply with established safe work practices and procedures, but also provide training and timely corrective action to ensure protection of workers health and safety.

Dal-Tek Interiors strongly supports Modified Work, designed to assist workers in their recovery should they be injured on the job.

Finally, you are reminded that the safe work practices and procedures documented in this handbook do not take precedence over Occupational Health and Safety regulations nor any other government regulation, act or rule. Managers, subcontractors, and workers must operate within the rules and regulations governing their place of operation. Failure to fallow safe work practices or willful disregard of the rules of the work place will result in disciplinary action.

The effective implementation of our health and safety program will not only make our company a desirable one to work for but also will allow us to achieve operational excellence. Commitment to health and safety must be an integral part of **Dal-Tek Interiors** work ethic.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

The safety information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar

Table of Contents

Document Control – Revisions and Approval

Maintaining control of this document so only authorized and pertinent information is available to employees is an important aspect of a strong health and safety management system. This document, the health and safety manual, will be maintained by **Dal-Tek** management and Health and Safety Committee and Representatives. Senior management are responsible for approving the document for use by the employees.

Revisions

Revisions to the health and safety manual must be recorded and documented to show that changes are complete, and the information is tracked. This documentation control ensures continuity of the documents and of the safety manual. All revisions will be tracked in this table.

This totally revised version of the health and safety manual was implemented Jan 2021.

Manual Section	Revision	Date	Revision By	Approved By
Section 4	Added SJP#20:Silica Code of Practice	March 8, 2020	Peden Safety Consulting	Adam Pickering
Section 4	Added SJP#21: Close Proximity Work Procedure	April 28, 2020	Peden Safety Consulting	Adam Pickering
Section 11	Added Section 11: Pandemic Planning	April 28, 2020	Peden Safety Consulting	Adam Pickering

1 POLICIES

1.1 COMPANY SAFETY POLICY

The personal safety and health of each employee of **Dal-Tek Interiors** is of primary importance. The company is committed to a healthy and safe workplace through the prevention of occupationally induced injuries and illnesses as well as the physical, psychological, and social well-being of employees. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health, in keeping with the highest standards.

We will maintain a Safety and Health Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both the employer and employees. It also requires cooperation in all Safety and Health matters, not only between Supervisors and employees, but also between each employee and his or her co-workers. Only through such cooperative effort can a Safety program be established and preserved in their best interest.

Our objective is a Safety and Health Program that will reduce the number of injuries and illness to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations like ours. Our Goal is Zero Accidents and Injuries.

Dal-Tek Interiors is responsible to meet or exceed legislative standards and for developing the proper attitudes toward Safety and Health in themselves and in employees and ensuring that all operations are performed with the utmost regard for the Safety and Health of all personal involved.

Management are responsible for establishing the health and safety management system and to uphold the company's commitments and goals. Supervisors are responsible to enforce the company's policies and procedures and to ensure legislative compliance in the operations. Workers are responsible for complying with OHS legislation and the health and safety management system. Contractors are responsible to comply with **Dal-Tek Interiors'** policies and procedures and OHS legislation and ensuring their employees are competent in their duties. Non-compliance with the health and safety management and legislation may result in removal from the work site and disciplinary action.

Employees and Contractors are responsible for wholehearted, genuine cooperation with all aspects of Safety and Health Program, including compliance with all rules and regulations, and for continually practicing Safety while performing their duties. They must adhere to OH&S legislation and follow due diligence to reduce risk and hazards at the work sites.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.2 HAZARD IDENTIFICATION AND CONTROL POLICY

Dal-Tek Interiors is committed to providing a safe workplace for our employees. To accomplish this, we must have the cooperation of everyone. To report a hazard, verbally point out situations to management or the safety supervisor and written memos are also encouraged. All company facilities will have copies of our hazard report forms and shall be used to note unsafe conditions or behaviors.

After an unsafe situation is noted to management, steps will be taken as soon as possible to correct defects. After the defect is corrected, we will point out correction to employees and have a written memo kept on file to prevent recurrence.

In order to further our efforts in Assessing Hazards, we will review and complete comprehensive Job Hazard Analysis and Job Safety Analysis at least yearly, post-incident, or when there are changes to jobs or the operation or new equipment is introduced. At safety meetings we will be discussing unsafe conditions around the facility or on the location and ways to correct them. Persons will be delegated to correct defects and then we will review these occurrences at the next meeting and use a check off system to keep a record of correction.

Work being conducted on the job sites will have a field level hazard assessment (FLHA) completed prior to the work beginning for that day. If there are changes to tasks, new hazards introduced, or the work changes in some other manner, a new assessment will be completed. Control measures must be documented on the FLHA and implemented on the work site to keep employees and others safe and healthy.

Any unsafe condition must be reported. No exceptions. If you are not sure if a condition is of an unsafe nature, point out to management and let us help decide if an unsafe condition exists.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.3 CELL PHONE & ELECTRONIC DEVICE POLICY

Cell Phone and other electronic devices (e.g. IPod, MP3, player) usage has been shown to produce a lack of focus on the task and can also interfere with a worker's concentration or ability to hear what is happening around them. To protect the health and safety of workers and the public, the following rules apply:

- IPod, MP3 players and other similar device use is not allowed while working. They can be used during work breaks in designated areas.
- Cell phones must be turned off while working except where the cell phone forms part of a defined "work alone" communication procedure. Cell phones may be turned on in designated areas during work breaks.
- Where cell phones are used instead of radios as part of a safe work communications procedure, they are permitted as long as use conforms to the procedure.
- A supervisor may use a cell phone on the work site as long as use is restricted to safe locations and the supervisor is not performing another construction task at the same time. If possible, avoid walking around while talking in active construction areas.
- Cell phones (personal or company) may not be used at any time for illegal, illicit or offensive purpose on the work site or while driving during business hours.
- Cell phones or two-way radios may be used while driving to report an accident, car trouble, unsafe drivers, or if there is imminent danger. For all other conversations:
    - Find a safe place to pull off the road and park before making or answering the phone call.
    - Use "hands free" but only in brief conversations, keep eyes on the road. Never dial your phone while driving-use voice, one touch or speed dialing.
    - Let messaging system answer calls; return calls after reaching destination or pull off the road in a safe place.
- In some jurisdictions, use of cell phone while driving is prohibited. Ensure you know and comply with enacted legislation.
- Workers using cell phones (personal or company) for company business after regular business hours must also comply with this policy. Any person that has been issued a company cell phone will be responsible for replacement if lost or stolen.
- Cell phones may be permitted and included as part of a written "work alone" procedure to enable monitoring and contact with workers. Advise workers that use of the phone, including answering calls, is restricted to those calls defined in the procedure and scheduled breaks unless there is an emergency (e.g. to report an accident, imminent danger).
- Failure to comply with this policy will result in total workplace ban and/or worker specific disciplinary action which may include one or more of the following:
    - Ban on use of cell phones.

- Restricted or prohibited use of company cell phones.
- Dismissal if phone use puts the worker or others at risk or worker has repeatedly failed to follow company rules which may include infractions of other company rules.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.4 DISCIPLINARY POLICY

Workers who fail to comply with government regulations or the company safe work polices, rules, procedures and practices will be subject to disciplinary action. Although Dal-Tek Interiors management would prefer to create a safe work environment through communication, cooperation, training and example. All supervisors are instructed to take immediate corrective and disciplinary action as required.

The following are grounds for immediate dismissal:

- Failure to comply with safe work practices where non-compliance has the potential for serious or fatal injury.
- Smoking in non-designated area.
- Non-compliance with zero tolerance rules/policies.

For other less serious infractions, the following disciplinary action steps will be taken:

- First offence – verbal warning
- Second offence – written warning
- Third offence – written notice of disciplinary action invoked. Actions may include suspension without pay or immediate dismissal.

The disciplinary action taken will consider the seriousness of the worker's conduct, employment record, the ability to correct the conduct, the effect on our client and actions taken for similar conduct by other workers. The number of offences is accumulative and may be for different offences.

Supervisors must document all corrective and disciplinary actions (document verbal warnings in your daily diary). All warnings must include an explanation as to why the act, condition or procedure is unsafe or non-productive and how to avoid or correct it. A copy of written notice must be given to the worker, his supervisor and his job representative if applicable. The original is filed in the worker's personnel file.

Nothing in this policy creates a contractual right to employment for any length of time, or for the application of any disciplinary steps prior to termination. The company reserves the right to terminate or take other disciplinary action for reasons not explicitly stated in this policy.

The safety information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.5 ENVIRONMENTAL MANAGEMENT POLICY

Dal-Tek Interiors goal is to meet or exceed legislated and client environmental requirements. To achieve this goal, we take a proactive approach to environmental management and achievement of cost-effective compliance with current regulations. It is our policy and practice to:

- Assess the hazards of the workplace and the risk to the environment.
- Develop procedures and practices to minimize that risk.
- Ensure all workers understand the nature of the site specific workplace hazards and their environmental responsibilities.
- Ensure workers receive training in the proper handling, storage, use and disposal of all hazardous materials.
- Control material use on site, re-using and recycling wherever practicable.
- Ask suppliers to recommend the substitution of less toxic products wherever possible.
- Remind suppliers to comply with the law and the rules of the site when transporting hazardous materials wherever technically and economically practicable at our construction sites as well

As in our offices, we actively support reducing, reusing, recycling and recovering waste products rather than disposing of them. In addition, we utilize effective materials management systems to minimize the consumption of materials.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.6 ENVIRONMENTAL MANAGEMENT GUIDELINES

Dal-Tek Interiors management must endeavor to make informed, sound business decisions that take into full consideration the need for safety and good environmental management. **Dal-Tek Interiors** management, workers and subcontractors must not knowingly or willfully compromise life, property or the environment. Supervisors and subcontractors must maintain good written records concerning all safety, health and environmental activities on the work site. Reducing wastes and hour environmental impact is a key objective in **Dal-Tek Interiors** operations. Management encourages all workers and sub-contractors, both in the office and on the work site, to adopt waste minimization practices and procedures wherever technically and economically practicable

Responsibilities and Duties

Dal-Tek Interiors management will provide reasonable resources to improve the amount of waste on the work sites, recycling items and waste where possible, and educating employees about best practices to achieve our goals.

Workers must report all spills immediately and appropriate corrective action must be taken to contain, clean up and dispose of waste to minimize the impact to environment.

Management, Supervisors, Workers, and subcontractors must promptly and immediately inform senior management, as appropriate, of any serious contravention, noncompliance, hazardous, or emergency situation. (refer also to Emergency Response Protocols and Accident Reporting sections).

Suppliers must ensure chemicals and hazardous materials transported to and from our project are handled correctly, minimizing the risk to workers, the community and the environment.

Management, Supervisors, Workers, and sub-contractors must take every reasonable step to ensure directions for handling equipment, hazardous materials and implementing safe work practices are understood and practiced by all workers. Workers are encouraged to offer suggestions to improve the safety in the workplace, minimize waste or protect the environment.

Management must ensure the company’s environmental policy is communicated to all workers and subcontractors.

Reporting and Follow-up

Written reports and supporting documents (e.g. hazard assessments, inspection and audit reports, incident reports, accident investigations, toolbox minutes, etc.) must be provided regularly to Dal-Tek Interiors management for review and action if appropriate.

External and/or government agencies will be notified as required by legislation if there is a spill or significant impact to the environment.

Senior management must ensure prompt decisions are made to safeguard the environment and the health and welfare of all workers and the public at large. They must follow-up on all such decisions to ensure their directions are followed and appropriate action is taken.

All accidents or incidents occurring on the work site are to be looked upon as opportunities to investigate and correct unsafe work practices and conditions of the work site.

Subcontractors and workers are advised that failure to follow safe work and established environmental practices will result in disciplinary action, which may include dismissal.

Environmental Management Guidelines

Management must alert operations to upcoming changes in applicable environmental laws and regulations and to ensure training is conducted as needed.

Site supervisors are encouraged to make use of qualified legal, technical or government resources to resolve questions regarding interpretation of laws, guidelines or material handling and disposal before they have a problem.

Suppliers must be informed of our requirements to substitute less harmful products wherever reasonable and practicable in order to reduce potential damage to the environment.

1.7 FIRST AID & EMERGENCY RESPONSE POLICY

It is **Dal-Tek Interiors** policy to meet or exceed the First Aid and Emergency Response requirements set by applicable government acts, codes and/or other regulations. An emergency response plan must be created for every **Dal-Tek Interiors** work site. The plan must be written, reviewed with all workers, tested and posted in conspicuous locations, and involve workers in the review and revision of the plan. Plans are to be reviewed annually or more frequently as required by changes at the work site.

Supervisors must ensure all workers and subcontractors know:

- Who the First Aiders are on site (post and keep current),
- The location of emergency equipment,
- What to do in an emergency, and
- Evacuation routes and meeting areas.

First aid training is provided as needed from an approved training agency to workers who require training or renewal. At no time will a **Dal-Tek Interiors** site have fewer or less qualified First Aid personal than required by Occupational Health and Safety Regulations.

Designated first aiders must be available, fit and clean condition to render assistance at all times during their shift.

Each work site will have a first aid kit and emergency/rescue equipment appropriate to the size of the workforce and the nature and location of the work. Always refer to the Regulations governing your place of work to determine site/jurisdiction specific requirements as definitions and requirements are not consistent.

First aid kits, equipment, etc., will be checked at least monthly in order to replenish supplies and to ensure everything is in good working order.

All first aid treatments are to be recorded on the First Aid Treatment Form or equivalent. The person having custody and control of these records must ensure access is limited to authorized persons only (see Regulations) to ensure confidentiality of worker information. Records must be kept for a minimum of three years after the last entry.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.8 HOUSEKEEPING POLICY & RESPONSIBILITY

It is **Dal-Tek Interiors** policy to ensure site housekeeping standards meet legislated requirements. A neat and orderly work place is fundamental to efficient, accident-free performance of job tasks. Poor housekeeping on a site is usually indicative of poor overall performance and will not be tolerated. Debris, waste and other useless materials create fire and accident hazards and must be removed from the work area. Construction materials must be stored in designated areas and stacked securely, with clear, defined access/egress routes.

To accomplish our goals, housekeeping and material storage must be planned at the beginning of the job, carefully supervised and followed through to final clean up. When construction crew is large enough, a regular cleanup crew is recommended.

Housekeeping is also the concern of each worker and is not to be left for the cleanup crew alone. Good housekeeping contributes directly to worker safety and the efficiency of our operation. It also makes the work site more attractive and a better, safer place to work.

In summary:

- Plan ahead: A planned material storage area is more orderly than one developed haphazardly.
- Assign responsibilities: Check the work areas daily to make sure they have been cleaned up. Assign one or more persons in the crew to be responsible for housekeeping and cleanup.
- Implement the program: Integrate housekeeping and cleanup into daily routine. This will eliminate a large cleanup at the end of the job and make a safer work area during all phases of construction from the beginning to end.
- Maintain your progress: You can keep your actual housekeeping time to a minimum, without interfering with the flow of work, when you clean as you complete each phase of the project. The necessary cleanup at the end of the job will also be minimized.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.9 **MODIFIED WORK POLICY**

Dal-Tek Interiors is committed to developing and maintaining a safe and healthy work environment. However, if an accident does occur, our policy is to return the injured worker to the workplace as quickly as possible. In keeping this goal, **Dal-Tek Interiors** has implemented a “Modified Work Program”. Should the need arise and the worker is physically able, a willingness to participate in the Modified Work Program is a pre-condition of employment.

To facilitate the rehabilitation process, Dal-Tek Interiors makes every reasonable effort to provide:

- Suitable, productive work (which includes training activities) to any worker unable to perform his/her regular duties as a result of a work-related injury.
- Timely medical interventions, resulting in better care and faster recovery, with fewer recurrences of injuries.
- Daily communication with the injured worker and regular communication with medical service providers and W.C.B. personnel.

By cooperating with management, an early and safe return to work is made possible.

Supervisors are expected to be fully conversant with the modified work program and to implement the program on their work sites.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.10 SAFE DRIVING POLICY

The purpose of this policy is to ensure the safe operation of all vehicles and motorized equipment and to eliminate at-fault incidents. While driving Company or Project vehicles or equipment operators must be properly licensed (certified if required), comply with applicable safety and traffic legislation, and demonstrate safe driving and road habits. Workers are not required to drive under conditions that are unsafe and/or likely to create an unsafe condition, physical distress or fatigue. Operators must:

- Hold a current, valid driver license for the class of vehicle.
- Be competent, trained and authorized to operate the vehicle or motorized equipment.
- Notify their supervisor immediately if their driver license has been suspended, cancelled or limited in any way.
- Inspect the vehicle or equipment prior to and after use; report defects to a supervisor; don't use if not in sound mechanical condition.
- Ensure fluid levels and tire pressures are at acceptable levels.
- Follow safe fueling practices (e.g. no smoking, designated locations, etc.)
- Ensure all applicable safety and emergency features/equipment are fully operational and/or available (e.g. backup alarm, running lights, signals, seatbelts, airbags, fire extinguisher, first aid kit, warning flares/triangles, flashlight and batteries, cold weather equipment, etc.)
- Log actions taken as required.
- Always use seat belt (3-point inertia reel type); where permitted (e.g. passengers are not permitted on trucks used to deliver goods), passengers must use seat belts.
- If applicable, adjust headrest so the top of the rest is level with the top of your head.
- Plan travel route and time of travel (e.g. enough time to avoid rushing; preferably during day)
- As/if applicable, obey traffic control and/or use spotters.
- Drive within the posted speed limit.
- Drive with headlights on at all times if vehicle is not fitted with daytime running lights.

- Assess surroundings area prior to start-up and movement to ensure movement is not a hazard to the operator, workers or the public (i.e. circle check)
- Not back up when other reasonable and practicable options exist (e.g. where possible, plan dump or pickup locations to allow drive in/out option).
- Take measures to ensure back up, where required, is as safe as possible (e.g. use signal person, do circle check, engage backup alarm, park such that the first move when leaving is forward)
- Assess hazards while driving (e.g. driving conditions, including weather, traffic volume, pedestrians, wildlife, road conditions, etc.) and drive defensively (scan ahead and side to side, pay attention to other drivers, workers, road and weather conditions, drive at speed appropriate to road and weather conditions).
- Not drive while impaired due to alcohol, drugs or fatigue.
- Keep cab and floor of vehicle or motorized equipment free of materials, tools or other objects that could interfere with the operation of the controls, create a tripping hazard or create a projectile hazard in the event of an accident. Where objects must be carried in the cab, ensure objects are secured (e.g. in a storage compartment, secured via a cargo net or equivalent).
- Not leave the controls of motorized equipment or vehicle unattended unless secured against unintentional movement by an effective means of immobilization; as applicable, land/secure any suspended or elevated parts.
- Signal, move off the road, turn on hazard lights and put out warning cones/triangles if vehicle breaks down.
- Report any near misses or incidents to a supervisor as soon as reasonable and practical.
- Pay any fines assessed for motor vehicle traffic violations.

Failure to comply with the Safe Driving Policy will result in disciplinary action which may include dismissal.

The safety information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.11 TOBACCO & SMOKING POLICY

Regardless of the scope of the site specific tobacco policy NO SMOKING signs must be strictly observed to ensure worksite safety; Regulations governing ignition sources (e.g. during fueling) and the need for signage always apply. Workers in noncompliance are subject to disciplinary action which may include dismissal.

On job sites where a “restricted smoking or tobacco” policy is in force all Dal-Tek Interiors workers, subcontractors and site visitors must follow the pertinent rules. Workers, subcontractors and visitors will be informed during Orientation whether or not the full scope of this policy applies to their worksite; site specific requirements (e.g. location of designated smoking areas) will be provided.

The following rules constitute the Company’s restricted smoking policy and cover the smoking of any tobacco product and the use of smokeless (or spit) tobacco.

- Smoking is prohibited within the Company buildings, trailers, vehicles and equipment.
- Smokeless (or spit) tobacco is prohibited within all Company buildings, trailers and equipment.
- If a smoking enclosure is provided, it is the only area in which workers and visitors are permitted to smoke.
- Outside, smoking is only permitted in designated smoking areas (see one exception in next bullet). The client and/or site management will determine designated smoking areas in accordance with this policy and in compliance with applicable legislation.
- If there is no designated smoking enclosure or smoking areas associated with a building or structure, where permitted, all smokers must be at least 10 meters (35) feet from doorways and air intakes to prevent non-smokers from being exposed to second-hand smoke during building or structure access or egress.
- Workers are permitted to smoke only on their regular breaks in designated locations.
- All materials used for smoking or tobacco use, including cigarette or cigar butts and matches must be extinguished and/or disposed of in provided containers. Supervisors must ensure designated smoking areas are kept clean.
- Where legislated requirements are more stringent than company policy, the more stringent requirements apply and vice versa.

The safety information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

All tobacco users must comply with this policy as implemented on site. There are no exceptions to this policy, applying equally to all levels of management and workers. Any policy violation will be handled through standard disciplinary policy and/or contract terms and conditions.

The site supervisor is responsible for the day-to-day administration and enforcement of this policy.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.12 **INSPECTION POLICY**

Purpose
The purpose of this policy to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy
This company will maintain a comprehensive program of safety inspections at all job and work sites. Inspections conducted by Dal-Tek will include company facilities, work sites, vehicles, equipment, tools, or any other items that management require to be inspected. Inspections will be conducted at regular intervals to identify defects or deficiencies that may cause incidents or accidents to occur.

Responsibilities
Management is responsible for overall operation of the program and will participate in site/office inspections at least once a year.

Supervisors are responsible for directing formal inspections on job/work sites that they control and for involving in such inspections. They will conduct quarterly site/office inspections.

Workers are responsible for participating in and contributing to the Inspection Program. They will participate in monthly site/office inspections as directed by their Supervisor.

HSC/HSR members will participate in monthly site/office inspections.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.13 INCIDENT/ACCIDENT INVESTIGATION AND REPORTING POLICY

Incidents: are defined as near misses or almost an accident, unsafe work refusals, and occupational illnesses.

Accidents: cause damage or injury to a person or property and cause loss of production.

At **Dal-Tek Interiors**, all incidents and accidents are to be reported to a Supervisor or Manager. All reports will be investigated to determine cause. Incident and accident reporting and investigation should be view as 'fact-finding' rather than a 'fault finding' activity. Therefore, the primary purpose is to determine the cause(s) of the incident/accident, so that a recurrence may be avoided.

Investigation of incidents and accidents will be the responsibility of Management and results will be thoroughly studied. Management will involve Workers and/or HSC/HSR members in the investigation process.

The investigation will involve collecting and assembling evidence. Things we will be looking for are any failed parts, any paperwork pertaining to accident or incident (e.g. vehicle inspections). Also, we will talk to and take statements from any persons around the situation and their proximity to what happened.

Any evidence collected will be thoroughly analyzed to see if we can determine any cause or failures that any have contributed to the incident.

After we thoroughly investigate the incident or accident, we can make recommendations to prevent any reoccurrence. A written report will be made and presented to management for evaluation. After evaluation we can make any corrections or changes to our procedure and equipment that may help prevent another situation.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.14 PERSONAL PROTECTIVE EQUIPMENT POLICY

Purpose
To inform employees on PPE requirements while on the work site.

Policy
It is the policy of this company to have all workers use the proper Personal Protective Equipment (PPE) when and where required.

Requirements

- All employees shall wear hard hats, steel toe boots, and long pants. All other required PPE not mentioned above shall be supplied by the company.
- All PPE used shall be in good condition and maintained according to manufacturer's instructions.
- All PPE shall be CSA approved.
- Company-issued PPE will be inspected at the time of issue and before each use by the employee using the PPE.
- All PPE that has been removed from service will be tagged "OUT OF SERVICE" Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.

No piece of PPE will be modified or changed contrary to its manufacturer's instructions or specifications or OH&S Legislation.

The safety information in this policy does not take precedence over OH&S legislation. All employees should be familiar with OH&S Act and Legislation.

Stacy Dallyn Type text here
President, Dal-Tek Interiors

Jan 2021
Date

1.15 PREVENTIVE MAINTENANCE PROGRAM POLICY

Purpose
To ensure tools, vehicles, and equipment are maintained in a condition that will promote health and safety for the employee(s) using the equipment, tools, or vehicles as well as maintaining facilities in a safe manner.

Policy
It is the policy of this company to maintain all tools, vehicles, facilities, and equipment in a condition that will maximize the safety of all personal. To accomplish this, a Preventive Maintenance Program shall be maintained and shall include the following.

- Adhere to applicable regulations, standards, and manufacturers specifications
- Services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work
- Pre-use inspections of equipment, vehicles, and tools
- Regular inspections of facilities (including all buildings and yards). See the On-going Inspection section of this manual for detailed information.

Responsibilities
- Management and employees are responsible to ensure the tools, equipment, and vehicles they are using are in safe working condition and free from defects.
- Damaged or defective equipment is to be tagged out and taken out of service until it is appropriately repaired or replaced
- All repairs on tools and equipment will be conducted by a competent person
- Employees are responsible for reporting damaged or defective tools, vehicles, or equipment to their Supervisor. Any hazards or issues with the facilities are to be reported immediately to management.
- Management will make appropriate arrangements for repairs or replacement. They may also direct workers to perform this duty if needed.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.16 HEALTH AND SAFETY RESPONSIBILITES

Senior Managers

- Establish a health and safety program
- Provide resources for the health and safety program
- Establish policies and procedures to meet legislative and industry standards
- Empower, support and provide leadership in the development and continuous improvement of the Health and Safety Management System,
- Provide all resources and equipment necessary to implement and maintain the program,
- Encourage all employees to be involved in the Health and Safety Management System,
- Ensure all operations including those of contractors and subcontractors meet legislative requirements

Managers

- Empower, support and provide leadership in the development and continuous improvement of the Health and Safety Management System,
- Provide all resources and equipment necessary to implement and maintain the program,
- Encourage all employees to be involved in the Health and Safety Management System,
- Ensure all operations including those of contractors and subcontractors meet legislative requirements,
- Ensure all incidents are reported and where necessary, investigated and corrective action is taken to prevent recurrence,
- Ensure training needs are identified and met,
- Take the necessary action to correct any unsafe working conditions brought to their attention by workers,
- Understand, implement, and enforce applicable Act, Regulations, Codes, General Safety Rules, Codes of Practice, Standard Operating Procedures,
- Provide appropriate supervision at worksites,
- Provide appropriate and well-maintained safety equipment for each task; and

- Evaluate hazard identification and assessment annually to ensure controls are effective.

Supervisors

- To understand the Health and Safety Management System and promote its objectives,
- Take the lead in mentoring and training front line employees,
- Ensure employees perform their duties safely and take proactive measures when the program doesn't meet standards,
- Report all incidents and be involved in incident investigations and implement corrective action to prevent recurrence,
- Understand, implement, and enforce applicable Acts, Regulations, Codes, General Safety Rules, Codes of Practice, Standard Operating Procedures,
- Ensure appropriate and well-maintained equipment is available and utilized to perform the work activity,
- Meet regulatory compliance and conformance requirements,
- Ensure operations including those of contractors and subcontractors meet legislative requirements,
- Ensure workers are informed about job hazards and are prepared to deal with any site-specific hazards on the worksite; and
- Ensure personal protective equipment (PPE) is readily available at the worksite, correctly used, stored, maintained, and replaced when necessary.

Workers

- Adhere to regulations, guidelines, and safety standards as required by government regulatory agencies, and those communicated by management and supervisors,
- Follow all General Safety Rules, Codes of Practice, Standard Operating Procedures captured in the Dal-Tek' Health and Safety System Manual,
- Report any hazardous or unsafe working conditions to their immediate supervisor and, if possible, correct the unsafe condition,
- Observe activities of fellow employees to ensure their safety and the safety of those around them, and correct unsafe acts in a proactively manner to prevent an incident from occurring,

- Refuse to perform work where:
- The worker believes an imminent danger exists to the health or safety of themselves or others; and
- They are not competent to perform.
- Report all incidents, injuries, and occupational illness to their supervisor,
- Participate in all training programs required by the company; and
- Use, care and maintain the required personal protective equipment (PPE).

Contractors and Subcontractors

- Insist on safe performance throughout their operations by ensuring subcontractors and employees are competent to do their work properly and are aware of their responsibilities and accountabilities,
- Ensure an effective health and safety program is in place,
- Ensure health and safety programs and operations employees comply with contractual and regulatory requirements,
- Provide the time and resources required to enable contractors and subcontractors to conduct their activities safely,
- Identify and correct hazards, unsafe work conditions, and unsafe acts,
- Ensure appropriate and well-maintained equipment is available and utilized to perform the work activity,
- Ensure all incidents are reported and investigated and corrective action is taken to prevent recurrence,
- Ensure workers are informed about job hazards and are prepared to deal with any site-specific hazards on the worksite; and
- Ensure personal protective equipment (PPE) is readily available at the worksite, correctly used, stored, maintained, and replaced when necessary.

Visitors

- Report to the facility office so their presence is noted and recorded,
- Receive a site-specific health and safety orientation,
- Follow the instructions of the site supervisor or personal escort,
- Wear personal protective equipment (PPE) as and when required,

- Remain in the presence of the site supervisor or personal escort; and
- Check out at the facility office prior to departing the worksite.

1.17 SAFETY TRAINING POLICY

Purpose
The purpose of this policy is to provide for general and specialized safety and related training throughout the levels of organization.

Policy
The company will provide, and employees will participate in, all safety and related training that is necessary to minimize of human and physical resources of the company.

This Training will include, but limited to:

- Safety orientation for newly-hired personnel;
- Job-specific training;
- Safety training for supervisors and management;
- Specialized safety and related training; and
- Refresher and update training

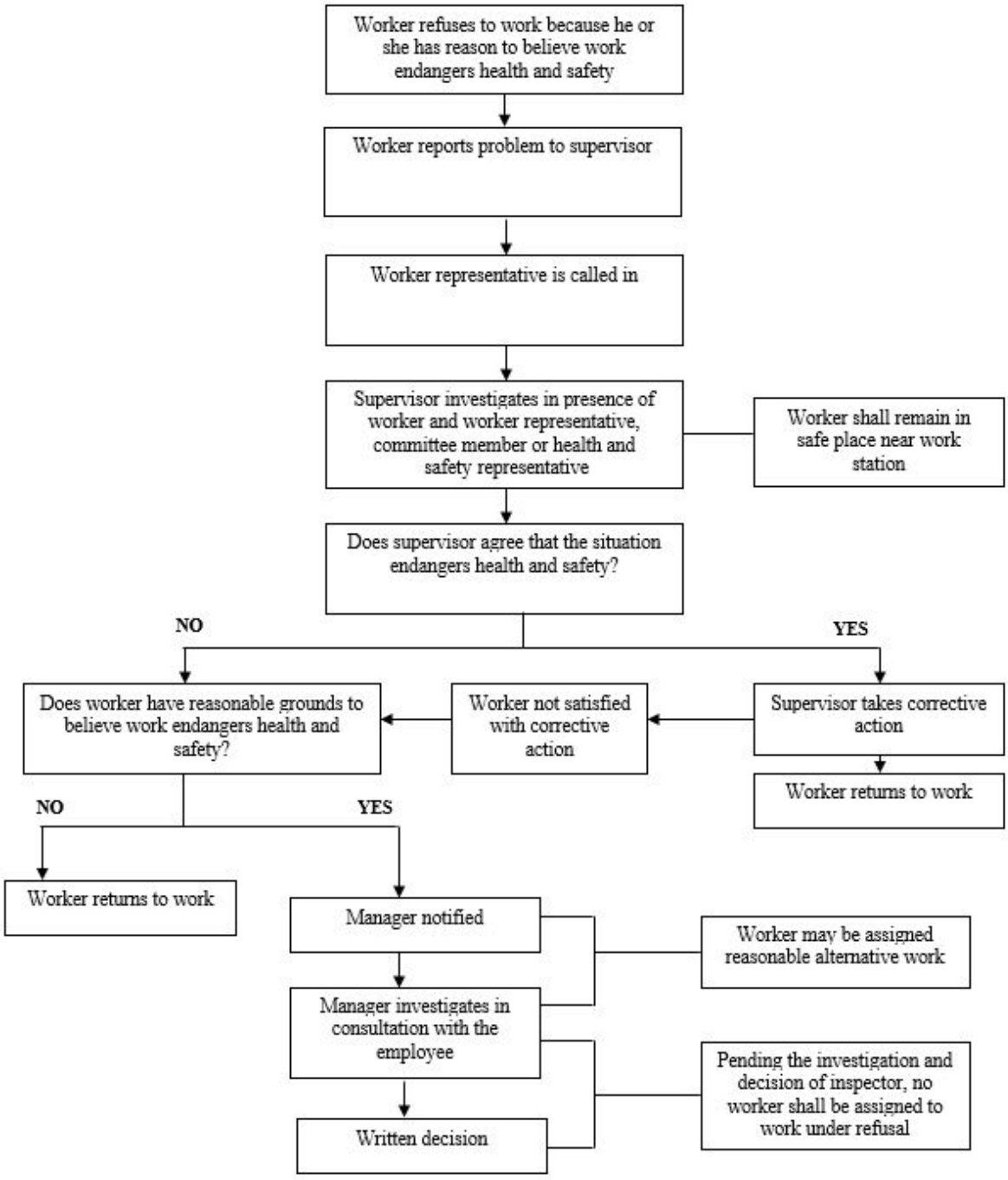
Remember: Learning Continues for a Lifetime

For more information, look at the Occupational Health and Safety Act and other applicable legislation.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.18 UNSAFE WORK REFUSAL PROCESS



1.19 WORKER RIGHTS

Worker Rights and Duties Under Occupational Health and Safety Laws states employees have rights and duties under Occupational Health and Safety Legislation.

Rights of Employees:
Under this legislation, employees have three important rights:

1. The right to know.
2. The right to participate.
3. The right to refuse dangerous work.

The Right to Know
All employees have a right to know what hazards are present on the job and how these hazards can affect them.

The Right to Participate
All employees have a right to take part in health and safety activities. For example, they can choose to be a health and safety representative or to be involved in the creation or modifying of the company policies and procedures. They also have a right to report unsafe practices and conditions.

The Right to Refuse Dangerous Work
All employees can refuse work that is dangerous to themselves or to co-workers. In this case, they must follow specific procedures.

Duties of Employers
For employees, it is the employer's responsibility to:

- Take every reasonable action to ensure the workplace is safe.
- Train employees on how to work safely with hazardous materials. They need to know how to use, store, handle and dispose of them. They also need to know what to do in an emergency.
- Supply personal protective equipment. They also need to make sure workers know how to use the equipment safely and properly.
- Report all critical injuries right away.
- Appoint a health and safety representative or set up a safety committee.

1.20 WORKPLACE VIOLENCE POLICY AND PROCEDURE

Dal-Tek Interiors has zero tolerance for workplace violence.

Commitment

Dal-Tek Interiors is committed to a healthy, harassment-free work environment for all our employees. **Dal-Tek Interiors** has developed a company-wide policy intended to eliminate, prevent violence of occurring, control the hazard of violence, and to deal quickly and effectively with any incident that might occur.

Dal-Tek Interiors will investigate all occurrences of workplace violence to identify causes and implement corrective measures. Information such as the names of the employees involved, circumstances and details, and names and information of the witnesses will remain confidential unless required by law, where it is necessary to gather information for the investigation and to implement corrective action, and to inform the workers of a threat or potential threat. Only minimal information will be disclosed where necessary to inform workers of a threat or potential threat. The company's policy will not discourage or dissuade employees from exercising their rights under Occupational Health and Safety legislation or other pertinent laws.

Definition of Workplace Violence

Workplace violence, even if it occurs at a work site or is work related, is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Workplace violence could include, but is not limited to:

- physical attack or aggression
- threatening behaviour
- verbal or written threats
- domestic violence
- sexual violence

Domestic violence becomes a workplace hazard when it occurs or spills over into the workplace. It may put the targeted worker and others at the work site at risk. **Dal-Tek Interiors** will take reasonable precautions to protect affected workers if they are likely to be exposed to domestic violence at a work site.

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work-related setting. Sexual violence exists on a continuum from obscene name-calling to sexual assault and/or homicide. It includes online form of sexual violence, such as internet threats and harassment, and sexual exploitation.

Identification of Hazardous Situations and Prevention Plan

Workplace violence is a very real and possible hazard of all employees working for **Dal-Tek Interiors**. This hazard has been identified and evaluated in the formal hazard

assessment. Information about the nature and extent of the hazard of violence, which includes information about threats or potential threats of violence, will be identified and documented in the formal hazard assessment for Workplace Violence and the information will be shared with all employees. The information involving specific individuals will remain confidential except where it is necessary to investigate and implement corrective action as well as to inform employees of a threat or potential threat or required by law. Only minimal information will be disclosed. A prevention plan will be implemented to prevent incidents of violence while working for **Dal-Tek Interiors**. The plan will be detailed in the Emergency Response Plan and will be reviewed at a minimum of every three years.

Training

Employees of **Dal-Tek Interiors** will be provided with in-house and/or formal training to help identify potentially violent situations. The training will be conducted by designated competent instructors and will include:

- Identification of potentially violent situations
- Steps to take to respond to violence
- How to report occurrences violence
- How to prevent violent situations

Reporting

Employees are responsible and are required to report occurrences of workplace violence immediately to their Supervisor, Manager, Health and Safety Committee member, or Human Resources. Reporting should be done first verbally, then documented in an incident report so an investigation can be conducted.

Investigation

It is **Dal-Tek Interiors** policy to investigate all reported occurrences of workplace violence. All occurrences will be fully investigated with corrective measures put into action to prevent further incidents from happening again. Management will take appropriate action against those involved which could lead to termination of employment against the transgressor. Investigation reports will be maintained for a minimum of two years.

Immediate Response and Corrective Action

Management will take immediate action to stop the violence which could be up to and include involvement from local police. Immediate action may vary depending on the situation. Employees can obtain immediate assistance by calling out for help, notifying management, or calling 9-1-1. Corrective action will be taken post-investigation which may include termination of employment of transgressors employed by Victims are eligible for treatment options which may involve counselling or other means as recommended or prescribed by a medical and/or phycological professional.

Communication

Dal-Tek Interiors will inform the parties involved of the investigation results from the incident involving workplace violence. The parties involved will be informed of corrective actions taken by the company in order to prevent recurrence of violence or threats of violence. Corrective actions could include putting employees on opposite shifts, changing

departments or work areas, and could include termination of employment with the company.

Eliminating or Controlling the Hazard

Dal-Tek Interiors is committed to eliminating workplace violence from their work sites. Management will monitor employee interactions to identify potential situations where there could be violence. Management will take steps to improve morale and to keep conflicting employees away from each other.

Workplace violence could also occur between employees and contractors, visitors, or other people on site. Security protocols will be established to limit employee exposure to potentially violent situations and people. Contractors will be orientated to the rules and policies established by **Dal-Tek Interiors** so they understand what could occur with non-compliance.

Review

It is mandatory for **Dal-Tek Interiors** to review this policy and procedure post-incident or every three years. The Health and Safety Committee will be involved with the review to ensure it meets legislative and company standards. If a member of the Health and Safety Committee recommends for the policy and procedure to be reviewed, the company will comply and review it for deficiencies and to improve it.

Compliance

Compliance with this policy is mandatory and in accordance with all existing legislation, other employer policies and initiatives. Infractions will be considered a misconduct and appropriate remedies will be imposed.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.21 WORKPLACE HARASSMENT POLICY AND PROCEDURE

Dal-Tek has zero tolerance for workplace harassment.

Commitment

Dal-Tek is committed to a healthy, harassment-free work environment for all our employees. **Dal-Tek** has developed a company-wide policy intended to prevent harassment of any type of its employees, eliminate harassment in the workplace, control the hazards of harassment, and to deal quickly and effectively with any incident that might occur. All occurrences of harassment will be investigated to identify causes and implement corrective action to prevent further occurrences. Confidentiality will be maintained to not violate legislation or the rights of the employees involved. **Dal-Tek** does not discourage employees to exercise their rights under legislation including rights under the Alberta Human Rights Act.

The information involving specific individuals involved will remain confidential except where it is necessary to investigate and implement corrective action as well as to inform the employees of the investigation and corrective action or when it is required by law.

Definition of Harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. This definition also includes domestic and sexual violence as defined in the Alberta Occupational Health and Safety Act. Alberta human rights laws prohibit harassment in the workplace on these grounds.

Examples of harassment which will not be tolerated at **Dal-Tek** are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. **Dal-Tek** also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

Definition of Sexual Harassment

Sexual harassment, being discrimination on the grounds of gender, is a violation of the Alberta Human Rights, Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favors' and other unwanted verbal or physical conduct of a sexual nature, constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
- Submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment. All harassment is offensive, and it intimidates others.

Procedure for Ending the Harassment and Reporting
If you are being harassed:

- Tell the harasser his/her behavior is unwelcome and ask him/her to stop.
- Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- File a complaint. If, after asking the harasser to stop his/her behavior, the harassment continues, report the problem to one of the following individuals:
    - Manager or
    - Your Supervisor
    - Health and Safety Committee member or Health and Safety Representative

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment and, if circumstances warrant it, a charge of assault may be filed with the police.

Investigation
It is **Dal-Tek's** policy and procedure to investigate all reported occurrences of workplace harassment, no matter on the form or who it involves. All occurrences will be fully investigated with corrective measures put into action to prevent further incidents from happening again. Management will take appropriate action against those involved which could lead to termination of employment against the transgressor. Management will inform the parties involved the outcome of the investigation as well as corrective measures to prevent further harassment. Investigation reports will be maintained for a minimum of two years.

Identification of Hazardous Situations
Workplace harassment is a very real and possible hazard of all employees working for **Dal-Tek**. This hazard has been identified and evaluated in the formal hazard assessment.

Training
Employees of **Dal-Tek** will be provided with in-house training to help identify potentially violent situations or of harassment. The training will be conducted by the President and will include:

- Identification of potentially violent situations
- Identification and definitions of harassment
- Steps to take to respond to harassment and violence
- How to report occurrences of harassment and violence

- How to prevent violent situations and harassment

Immediate and Corrective Action

Management will take immediate action to stop the harassment which could be up to and include involvement from local police. Immediate action may vary depending on the situation.

Corrective action will be taken post-investigation which may include termination of employment of transgressors employed by **Dal-Tek**. Victims are eligible for treatment options which may involve counselling or other means as recommended or prescribed by a medical and/or psychological professional.

Review

It is mandatory for **Dal-Tek** to review this policy and procedure post-incident or every three years. The Health and Safety Committee will be involved with the review to ensure it meets legislative and company standards. If a member of the Health and Safety Committee recommends for the policy and procedure to be reviewed, the company will comply and review it for deficiencies and to improve it.

Compliance

Compliance with this policy is mandatory and in accordance with all existing legislation, other employer policies and initiatives. Infractions will be considered a misconduct and appropriate remedies will be imposed.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.22 OTHER EMPLOYER AND SELF-EMPLOYED PERSON POLICY

Dal-Tek is committed to ensuring the health and safety of Visitors, Contractors, Sub-Contractors, Self-employed persons, and others not under the employ of **Dal-Tek** while they are on **Dal-Tek's** work site. **Dal-Tek** will identify and control hazards to protect the health and safety of everyone on the work site.

Dal-Tek has established policies, procedures, and processes to ensure the health and safety of Visitors, Contractors, Self-employed persons, and others at their facilities. It is the expectation that these people will follow **Dal-Tek's** policies, procedures, and processes at all times and comply with pertinent health and safety legislation. These individuals will be educated on the emergency procedures for that specific facility so they have a good understanding of alarms, exit routes, medical supplies, and muster point location. Everyone who enters into **Dal-Tek's** facilities must sign in when they arrive and out when they leave, this will assist in an emergency. They are required to follow the direction of and to report any injuries or accidents to their contact/escort/company representative. It is **Dal-Tek's** policy for everyone on the work site to comply with the policies, procedures, and process as well as health and safety legislation.

Dal-Tek must ensure the people and companies performing work on their behalf or performing work in their facilities are competent and capable must meet the criteria set out in Contractor Management Process document. It is a requirement for all Contactors, Sub-Contractors, Self-employed persons, and Suppliers must complete a pre-work orientation prior to working for **Dal-Tek**. The orientation will include, but not limited to:

- review of the emergency response plan,
- identification of First Aid responders,
- identification of the Health and Safety Committee members,
- reporting procedures and investigation of incidents,
- hazard identification and assessment process, and
- pertinent policies and procedures.

This orientation must be completed prior to starting work for **Dal-Tek** and will be reviewed annually.

To ensure the health and safety of Contactors, Sub-Contractors, Self-employed persons, and Suppliers a **Dal-Tek** employee will do periodic spot checks of the work being performed. Non-compliance with company policies, procedures, processed, or health and safety legislation could result in the offender, or even their company, being removed from the site. These checks will be conducted at least once a day.

Compliance of this policy and health and safety legislation are one step towards having a healthy and safe workplace. It is everyone's responsibility to work safely and ensure the health and safety of others on the work site. **Dal-Tek** is committed to taking all reasonable precautions to make sure this occurs.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

1.23 SUBSTANCE ABUSE POLICY

As a responsible employer and an organization dedicated to service excellence, **Dal-Tek** is concerned with eliminating the dangers and effects of alcohol and drug abuse from the workplace and from job sites, and therefore has a zero-tolerance policy for substance abuse.

Drug or alcohol use in the workplace can adversely affect and impair judgment, behaviour, capability and/or productivity. It can create serious adverse job-related situations, including hazards and possible injury to self and to others.

The following Policy applies at the workplace, to all employees, and independent contractors ("Workers") of **Dal-Tek**, inside and outside of normal scheduled working hours.

Purpose

- To support our responsibility for and commitment toward the safety of our Workers, their families, the energy industry, protection of the environment and the general public;
- To ensure that all Workers of **Dal-Tek** have a work environment which is safe and healthy, free of drug and alcohol use/abuse;
- To outline the company's expectations and requirements for creating and maintaining a drug and alcohol-free work environment, and for dealing with substance abuse in the workplace.
- To provide an opportunity to Workers with a substance abuse problem to get well.
- To set specific limits against which **Dal-Tek** Workers can be tested to verify compliance with the policy. The limits are consistent with those described in this policy.
- Establish a program that informs Workers of the drug and alcohol policy through education and offers self-help opportunities to Workers who request it.
- The policy assists **Dal-Tek** in meeting legal obligations for providing a safe workplace.
- To provide an understanding to Workers that **Dal-Tek** may be contractually bound by the drug and alcohol policies of its clients and that these policies may include random testing and or searches.

- Although not specifically covered in the Drug and Alcohol Policy it should be noted that this policy will also address company-sponsored social functions.

Stacy Dallyn
President, Dal-Tek Interiors

Jan 2021
Date

Drug and Alcohol Work Rule

It is the Worker's responsibility to take reasonable care for the health and safety of him/herself and for all other persons who may be affected by his/her acts or omissions at work and to responsibly use and care for the equipment and other resources belonging to **Dal-Tek** or its clients.

- A Worker shall not use alcohol or drugs, other than those permitted by a doctor prescription, or any product or device that could tamper with any sample for an alcohol or drug test while on company property or at a company worksite.
- A Worker shall not report to work or work with an alcohol level equal to or in excess of 0.04 grams per 210 litres of breath, or with a drug level equal to or in excess of the concentrations for the drugs set out below:

Drugs or classes of drugs	Screening concentration equal to or in excess of ng/mL	Confirmation concentration equal to or in excess of ng/mL
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Opiate metabolites	2000	2000
Phencyclidine	25	25
Amphetamines	500	250
Meth-amphetamines	500	250

Or

- While the Worker's ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug,
- A Worker shall not refuse to comply with a request made by a representative of Dal-Tek, or its clients, to submit to a drug or alcohol test.
- A Worker shall not tamper with a sample for an alcohol or drug test.
- A Worker shall not possess or offer alcohol or drugs for sale other than those permitted by management or doctor prescription, or drug paraphernalia, or any product or device that could be used to tamper with any sample for an alcohol or drug test while on company property or at a company worksite.
- This work rule permits the possession or use of prescription and non-prescription drugs under the following conditions:
- Any prescription drug in the Worker's possession or used by the Worker is prescribed to the Worker, and
- The Workers is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the Worker's physician or pharmacist or the manufacturer of the drug, and
- The use of the prescription or non-prescription drug does not adversely affect the Worker's ability to safely perform his or her duties, and

- The Worker has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.
- The supervisor or manager who has received a notification may not disclose any information provided to any person, unless either consent to do so has been given by the Worker or the supervisor or manager is legally required to do so.

Supervisors: will be responsible for;

- actively engaging in training activities;
- understanding the policy and all facets of implementation of supporting processes;
- consistent application of the policy;
- ongoing performance management to ensure safe operations and effectiveness of the program;
- guiding employees who seek assistance for a problem to appropriate resources (e.g. Employee Assistance Program {EAP}) while maintaining confidentially as may be appropriate under the circumstances;
- taking appropriate steps to investigate any violation of the standards set out under this policy;
- making referrals for an alcohol and drug test in a post-accident or reasonable cause situation as, and when required to do so under this policy; and
- monitoring policy compliance of contract workers.

Self-Help

Workers who believe they may have a substance use or substance abuse problem are encouraged to seek advice from a medical doctor, a government-sponsored program (i.e. ADAAC), a social services agency, substance abuse experts (SAEs) or your Manager and follow appropriate treatment promptly, before job performance or safety is compromised or a violation of the drug and alcohol policy occurs.

Full participation in appropriate treatment programs is expected and the Worker will be accommodated by being provided with modified duties if required, assigned to alternate duties where possible, or placed on the appropriate leave. Participating in an appropriate treatment program does not remove the requirement to regain satisfactory performance. Workers who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence. The Worker understands that the disclosure of certain information may be necessary and that such disclosure will not be regarded as a breach of privacy or confidentiality.

In responding to a Worker's request for help, a foreman, supervisor or manager must:

- Inform the Worker of the assistance available from the Company, and
- Encourage the Worker to utilize experts who may assist the Worker.

A Worker who is at work and has sought assistance or enrolled in a rehabilitation program must comply with Drug and Alcohol Rule.

A Worker with a drug or alcohol problem, who is not known to have violated the Drug and Alcohol Rule, will not be disciplined for requesting help in overcoming the problem, or because of involvement in a treatment program. All Workers who complete primary treatment for substance abuse or dependence should be strongly encouraged to participate in a structured aftercare program to maintain recovery.

Confirming Compliance

A supervisor or manager of a Worker who has reasonable grounds to believe the Worker may not be in compliance with possession, use of or trafficking of alcohol or drugs while on company property or at a company worksite, must request:

- The Worker to confirm whether he or she is in compliance with the Drug and Alcohol Rule, or
- The assistance of appropriate authorities to confirm the Worker's compliance with the Drug and Alcohol Rule
- A supervisor or manager of the Worker must provide to the Worker the reason for the request.

Testing For Compliance with the Drug and Alcohol Rule

All drug and alcohol testing records are kept confidential. Alcohol testing must comply with the standards of the U.S. Department of Transportation. Drug testing must comply with standards of the U.S. Department of Health and Human Services (HHS) and be conducted by laboratories certified by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA). HHS standards have been adopted by the Standards Council of Canada. Since 1998, SAMHSA has been responsible for certifying laboratories in both Canada and the U.S.

The following types of testing are to be used to test for compliance with the standards.

Type of Testing
Reasonable grounds
Incident and near miss
Safety-sensitive position on client site
Return-to-duty and follow-up
Random
Site-access

A Worker who admits to alcohol or drug use, upon being requested to submit to testing under this section, must still be tested to avoid violation of policy compliance.

Reasonable Grounds Testing

A supervisor or a manager of a Worker must request that a Worker submit to drug and alcohol testing under the requirements for Drug and Alcohol Testing Programs if the supervisor or manager has reasonable grounds to believe that the Worker is, or may be, unable to work in a safe manner because of the use of drugs or alcohol.

A supervisor or manager of a Worker must provide to the Worker the reason for the request.

Incident and Near Miss Testing

- A supervisor or manager of a Worker must request that a Worker submit to drug and alcohol testing if the supervisor or manager has reasonable grounds to believe that a Worker was involved in an incident or near miss.
- A supervisor or manager of a Worker must provide to the Worker the reason for the request.
- A supervisor or a manager of a Worker need not request that the Worker submit to drug or alcohol and drug testing if the supervisor and/or manager at the company workplace concludes there is objective evidence to believe that the use of drug or alcohol did not contribute to the cause of the incident or near miss.

Safety-Sensitive Position Testing

Safety-Sensitive Position (SSP) is a position in which individuals have a key and direct role in an operation where performance impacted by alcohol or other drug use could result in:

- An incident affecting the health or safety of employees, contractors, sub-contractors, customers, the public or the environment, or
- An inadequate response or failure to respond to an emergency or operational situation.

This category includes all employees required to temporarily relieve in a safety-sensitive position, or who may perform the same duties from time to time. **Dal-Tek** must identify and list all safety-sensitive positions (SSP) within their organization by specific job positions or titles and advise any employee who works in such a position that their position is designated as a safety-sensitive position and that they must abide by the provisions of this policy accordingly.

Return-To-Duty and Follow-Up Testing

A Worker who has tested positive and is returning to work after a professional assessment, by a Substance Abuse Expert (SAE), must successfully pass a drug and/or alcohol test before returning to duty. The SAE may also determine the need for, and frequency of, follow-up testing.

Site-Access Testing (Optional)

When a client directly, or by contract, requires site-access testing, **Dal-Tek** may require drug and alcohol testing of any Worker that is in a safety-sensitive position as a condition of access to the owner's property

Requirement for Drug and Alcohol Testing Programs

Employers must ensure alcohol testing is conducted by personnel in accordance with the U.S. Department of Transportation standards and procedures for alcohol testing. Drug testing should include screening and confirmation tests.

For confirmation testing, employers must retain a laboratory certified by SAMHSA to conduct drug testing in accordance with the U.S. Department of HHS Federal Workplace Drug Testing Programs in force as of the date of this publication.

Drug testing must be conducted to determine the presence of any of the drugs and levels set out in the five-panel test as a minimum.

Workers Obligation

All Workers have an obligation to report suspected use of illegal drugs or alcohol impairment of any individual at a work location to a supervisor at that work site. In such circumstances, where the individual could be endangering themselves or others, there is an obligation on all Workers to take reasonable action to try and prevent a threat to the safety and security of any individuals, equipment or the environment.

Consequences for Failure to Comply with the Drug and Alcohol Work Rule

Dal-Tek may discipline a Worker who fails to comply with the Drug and Alcohol Work Rule. Discipline may include a variety of reasonable measures, up to and including termination for cause. Determination of the appropriate disciplinary measure will depend on the facts of each case, including the nature of the violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

2 HAZARD IDENTIFICATION AND ASSESSMENT

2.1 JOB INVENTORY

An accountability profile formalizing all the tasks associated with each role carried out by management, supervisors, workers and employee will be formalized. A hazard identification and risk assessment matrix will be then be used by each employee to:

- Identify all tasks associated with their role,
- Determine all hazards associated with those tasks,
- Determine a risk rating,
- Determine a priority rating for control; and
- Implement control measures to prevent unsafe or unhealthy conditions/acts.

2.2 IDENTIFICATION OF HAZARDS

For each of the tasks identified in the process described in above, all identifiable **health** hazards will be determined for each position**.** This includes**:**

- Biological Hazards (allergens, animals, viruses, sick building syndrome)
- Physical Hazards (lighting, temperature, ergonomics)
- Chemical Hazards (hazardous atmospheres)
- Psycho-social Hazards (Stress, Fatigue, Road Rage, Job Dissatisfaction)

For each of the tasks identified in the process described in the above, all identifiable **safety** hazards shall be determined for each position. This includes:

- Physical hazards (slips/trips/falls, electrical hazards, walking surfaces, access/egress, cranes, hoisting etc.)

2.3 HEALTH AND SAFETY HAZARD RISK EVALUATION

All health and safety hazards must be evaluated according to risk. Each hazard shall be reviewed and evaluated from 3 perspectives:

- What is the consequence if exposed to this hazard?
- How likely is it that an incident would occur if a worker would be exposed to this hazard?
- What is the exposure level to this hazard?

Each hazard shall be rated 1 to 5 (1 being lowest and 5 being highest) for

Consequences:

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Catastrophic

Each hazard shall be rated 1 to 5 (1 being lowest and 5 being highest) for **Likelihood:**

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Certain

Refer to Hazard Identification and Risk Assessment JHAs in Lighthouse.

2.4 PRIORITIZATION OF HAZARDS

Each of the hazards identified in the process shall be assigned a priority rating. Prioritizing hazards is as follows:

- The evaluation of hazards is the basis to rate hazards in terms of priority. The consequence and likelihood ratings are multiplied together to designate a number for each hazard. The rating is as follows:

5 x 5 Matrix	Consequence					
Likelihood		C1 - Insignificant	C2 - Minor	C3 - Moderate	C4 - Major	C5 - Catastrophic
	L5 - Certain	Medium - 5	High - 10	Extreme - 15	Extreme - 20	Extreme - 25
	L4 - Likely	Low - 4	Medium - 8	High - 12	Extreme - 16	Extreme - 20
	L3 - Possible	Low - 3	Medium - 6	Medium - 9	High - 12	Extreme - 15
	L2 - Unlikely	Low - 2	Low - 4	Medium - 6	Medium - 8	High - 10
	L1 - Rare	Low - 1	Low - 2	Low - 3	Low - 4	Medium - 5

- Concentrate on controlling the highest numbers or highest priority ratings (most hazardous) working down to controlling the lowest numbers or lowest priority ratings (least hazardous)

2.5 EMPLOYEE INVOLVEMENT

Each employee is most familiar with the tasks and hazards associated with performing their role. Therefore, all employees will be involved in conducting the hazard identification and assessment process for their position as well as conducting Field Level Hazard Assessments prior to starting work at the work site.

2.6 HAZARD ASSESSMENT TRAINING

All managers, supervisors, and select HSC members will be trained in the process of hazard identification and assessment by a safety professional and they will subsequently train all employees in how to perform a hazard task analysis for their position, evaluate the hazards associated with the tasks identified, and prioritize the hazards and assign control methods to the hazards.

When we do Hazard Assessments we use Two Types:

One for People and the Work They Do = Risk Assessment/Formal Assessment

One for Places and Things = Critical Task Analysis

This is what a Critical Task Analysis Looks Like

WULFTEC WRAP MACHINES HAZARD ASSESSMENT

Date Prepared: August 31 2011

Task	Hazards	Plans to Eliminate or Control the Hazards
Place pallet onto pallet staging area	Possible impact with protective barrier. Posible impact with wrapper. Possible impact with pallet staging plate.	Operators trained on wrapper procedure. Due diligence on operators part in staging pallet onto rotating plate.
Starting wrap machine	Trip and fall hazard. Possible impact with rotating pallet..	Operators trained on wrapper procedure. Operators must be aware of their surroundings when moving in and out of their foklift. Maintain safe distance from pallet when it is rotating.
During pallet wrap	Possible falling cases. Posible impact with rotating pallet	Operators to ensure stackability before placing pallet. Impact avoidance by abiding by marked areas to ensure no impact.
Removing wrapped pallet	Possible skin abrasion. Static shocks. Possible impact with other machines or pedestrians.	Operators trained to ensure wrap has been severed before removing pallet. Operators to use due diligence when backing out with wrapped pallet. Use of horn. Be aware of surroundings.
Replacing Film.	Possible electrical shock. Possible hand abrasions or cuts. Fingers caught in rollers. Trip and fall hazard.	Operators trained to power down machine before replacing wrap. Due diligence and attention to surroundings.

1

This is what a "Risk Assessment" Looks Like

WORK AREA AND TASKS PERFORMED Day Shift Supervisor	HAZARD CATEGORY PH- CH- EI- ER- EN-HH	HAZARDS IDENTIFIED: 1. Material Handling 2. Machine Hazards 3. Energy (electrical, steam, heat, etc. 4. Work Practice 5. Environmental	LIKELIHOOD (CHANCE) 1. Almost Impossible 2. Not Likely 3. 50/50 4. Very Possible 5. Almost Certain	EXPOSURE: FREQUENCY 1. Yearly 2. Monthly 3. Weekly 4 Daily 5. Continuous	CONSEQUENCE: OUTCOME OR RESULT 1. First Aid 2. Medical Aid 3. Lost Time (S.T.D.) 4. Disabling (L.T.D.) 5. Fatality 10. Multiple Fatalities	RISK VALUE (LTV)	EXISTING M OF CON ENGINEERING Elimination Substitution Design	ADMINISTRATIVE Policies Procedures Training Work permits Restricted Areas
SHIPPING and RECEIVING DEPARTMENTS								
Drive To Work	PH	Muscle Injuries	2	4	5	3.7		Policies
Walk to Office	PH	Slips/Falls	2	4	4	3.3		Policies
Computer Work	ER	Back/Neck Strain	3	4	2	3.0	Design	Policies
Start up Meeting	PH	Slips/Falls	2	4	2	2.7		Training
Walk Warehouse	PH	Struck by Moving Veh.	2	4	5	3.7		Restricted Areas
	PH	Slips/Falls	2	4	2	2.7		Policies
	PH	Falling Objects	2	4	5	3.7		
	PH	Chemical Exposure	2	2	5	3.0	Equipment Design	Orientations
Audit Staging lanes	PH	Slips/Falls	2	4	2	2.7		WHMIS
	PH	Struck by Moving Veh.	2	4	4	3.3		Restricted Areas
	EN	Environmental(Coolers)	2	3	1	2.0		
	CH	Chemical Exposure	2	4	5	3.7		Policies
	PH	Falling Objects	2	2	4	2.7		
	EN	Environmental(Coolers)	2	3	2	2.3		
Fixing PT Jam	PH	Dust Inhalation	4	3	1	2.7		Orientations
	PH	Muscle Injuries	4	4	2	3.3		Policies
Walking the WH	PH	Slips/Falls	2	4	2	2.7		Policies
	CH	Chemical Exposure	2	1	2	1.7		WHMIS
	HH	Inhalation of Chemicals	3	4	3	3.3		WHMIS
Sealing Trailers	PH	Falling Objects	2	4	3	3.0		
	PH	Muscle Injuries	2	4	2	2.7		Policies

Why is Hazard Assessment Important

3 SAFE WORK PRACTICES

Introduction

The following section of this manual contains a series of Safe Work Practices, typical in nature for the work being performed by **Dal-Tek Interiors** and modified as required to suit the project at hand.

Safe Work Practices where applicable are divided into three sections.

- Statement
- Overview
- General

The section described as ***Statement*** has been included where **Dal-Tek Interiors** feels a statement is required to address one or several concerns.

The ***Overview*** section summarizes Safe Work Practices in a brief form and should be read and understood by hands on people such as workers and supervisory personnel.

The ***General*** section should be read and understood by all but also serves as a guideline to the Management and Supervisory staff of **Dal-Tek Interiors**, its subcontractors and suppliers as to the requirements of **Dal-Tek Interiors** in the matters discussed.

Any review or revisions to the Safe Work Practices must be recorded in the Index & Review Log.

SAFE WORK PRACTICES - INDEX & REVIEW LOG

SWP	Item	Developed By	Date Prepared	Date Reviewed
1	Fire Prevention and Fire Fighting	RP	Jan 2021	
2	Lighting	RP	Jan 2021	
3	Electrical Cords	RP	Jan 2021	
4	Electrical Tools	RP	Jan 2021	
5	Electricity	RP	Jan 2021	
6	Access Equipment	RP	Jan 2021	
7	Hand Tools	RP	Jan 2021	
8	Housekeeping	RP	Jan 2021	
9	Storage	RP	Jan 2021	
10	Basic Personal Protective Equipment	RP	Jan 2021	
11	Hazardous Materials (WHMIS)	RP	Jan 2021	
12	Light Duty Truck and Trailer Operation	RP	Jan 2021	
13	Wildlife Encounter	RP	Jan 2021	
14	Safe Driving	RP	Jan 2021	
15	Ladder Safety	RP	Jan 2021	
16	Ergonomics	RP	Jan 2021	
17	Aerial Work Platform	RP	Jan 2021	
18	Compressed Air	RP	Jan 2021	
19	Crystalline Silica	RP	Jan 2021	
20	Defective Tools	RP	Jan 2021	
21	Fall Protection	RP	Jan 2021	
22	Grinding	RP	Jan 2021	
23	Hot Work	RP	Jan 2021	
24	Manual Handling/Lifting	RP	Jan 2021	
25	Office Safety	RP	Jan 2021	
26	Powder/Explosive Actuated Tools	RP	Jan 2021	

27	Respiratory Protective Equipment (RPE)	RP	Jan 2021	
28	Scaffolds and Elevated Work Platforms	RP	Jan 2021	
29	Table and Chop Saw Operation	RP	Jan 2021	
30	Utility Knife	RP	Jan 2021	
31	Winter Work	PSC	Jan 2021	
32	Using Stilts	PSC	Jan 2021	
33	Installing Drywall	PSC	Jan 2021	
34	Installing Door Frames	PSC	Jan 2021	
35	Mudding and Taping	PSC	Jan 2021	
36	Steel Stud Framing	PSC	Jan 2021	

SAFE WORK PRACTICE # 1 - FIRE PREVENTION AND FIRE FIGHTING

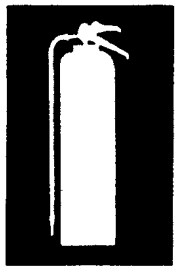
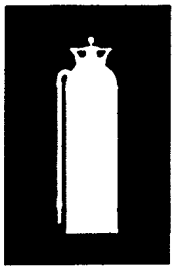
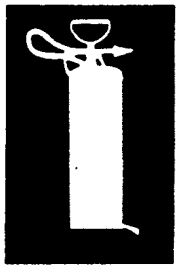
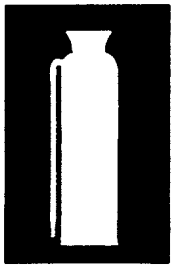
Overview

- Store flammable liquids, solids and gases in designated areas and secure when required.
- In confined spaces or places where flammable gases, vapours or dust can cause dangers:
    - use only suitably protected electrical equipment;
    - do not use open flame or sparking devices;
    - do not smoke
    - remove, without delay, oily rags or other foreign material which may ignite spontaneously;
    - verify that ventilation is in function.
- Do not allow to accumulate within the workplace combustible scrap materials, place in containers for scrap materials.
- Do regular housekeeping of your work area; do not work in your own garbage or that of others.
- Welding, flame cutting, and other hot work must be done with the knowledge and/or supervision of a foreman or superintendent and appropriate fire extinguishing equipment must be easily accessible, visible and at arm's length.
- Do not encumber with any or all materials:
    - access to fire extinguishers;
    - access to fire hoses or fire hydrants
    - areas of access and egress and other areas designated as firefighting accesses or fire escape routes such as stairwells, corridors, doorways, etc.

Use the appropriate fire extinguishing equipment for a given type of fire.

Alberta
WORKERS' HEALTH, SAFETY, AND COMPENSATION

OCCUPATIONAL HEALTH & SAFETY DIVISION

	WATER TYPE				CARBON DIOXIDE	DRY CHEMICAL	MULTI-PURPOSE
							
	STORED PRESSURE	CARTRIDGE OPERATED	WATER PUMP TANK	SODA ACID	CO2	DRY CHEMICAL	DRY CHEMICAL
CLASS A FIRES — WOOD PAPER, TRASH HAVING GLOWING EMBERS — ORDINARY COMBUSTIBLES (GREEN TRIANGLE)	YES	YES	YES	YES	NO (BUT WILL CONTROL SMALL SURFACE FIRES)	NO (BUT WILL CONTROL SMALL SURFACE FIRES)	YES
CLASS B FIRES — FLAMMABLE LIQUIDS, GASOLINE, OIL, PAINTS, GREASE, ETC. — ORDINARY (RED SQUARE)	NO	NO	NO	NO	YES	YES	YES
CLASS C FIRES — ELECTRICAL EQUIPMENT — EQUIPMENT (BLUE CIRCLE)	NO	NO	NO	NO	YES	YES	YES
CLASS D FIRES — COMBUSTIBLE METALS — COMBUSTIBLE METALS (YELLOW STAR)	SPECIAL EXTINGUISHING AGENTS APPROVED BY RECOGNIZED TESTING LABORATORIES						
USUAL OPERATION	UPRIGHT SQUEEZE HANDLE OR TURN VALVE	TURN UPSIDE DOWN AND BUMP	UPRIGHT AND PUMP HANDLE	TURN UPSIDE DOWN	SQUEEZE RELEASE	RUPTURE CARTRIDGE SQUEEZE NOZZLE TO RELEASE	RUPTURE CARTRIDGE SQUEEZE NOZZLE TO RELEASE
RANGE	30' - 40'	30' - 40'	30' - 40'	30' - 40'	3' - 8'	5' - 20'	17' - 25'
SERVICING	CHECK AIR PRESSURE	WEIGH GAS CARTRIDGE ADD WATER IF REQUIRED	CHECK PUMP AND FILL WITH WATER ANNUALLY	DISCHARGE ANNUALLY AND RECHARGE	WEIGH SEMI-ANNUALLY	WEIGH GAS CARTRIDGE AND CHECK CONDITION OF DRY POWDER	WEIGH GAS CARTRIDGE AND CHECK CONDITION OF DRY POWDER

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.

General
All appropriate measures shall be taken by the employer to avoid the risk of fire, control quickly and efficiently any outbreak of fire and bring about a quick and safe evacuation of persons.

- Sufficient and suitable storage shall be provided for flammable liquids, solids and gases.
- Secure storage areas shall be provided for flammable liquids, solids and gases such as liquefied petroleum gas cylinders, paints and other such materials in order to deter trespassers.
- In confined spaces and other places in which flammable gases, vapours or dusts can cause danger:
    - only suitably protected electrical installations and equipment, including portable lamps shall be used;
    - there shall be no naked flames or similar means of ignition;
    - there shall be notices prohibiting smoking;
    - oily rags, waste and clothes or other substances liable to spontaneous ignition shall be removed without delay to a safe place;
    - adequate ventilation shall be provided.
- Combustible materials such as packing materials, sawdust, greasy/oily waste and scrap wood or plastics shall not be allowed to accumulate in workplaces but shall be kept in metal containers in a safe place.
- Regular inspections shall be made of places where there are fire risks. These include the vicinity of heating equipment, electrical installations and conductors, stores of flammable and combustible materials, hot welding and cutting operations.
- Welding, flame cutting, and other hot work shall only be done on the orders of a competent supervisor after appropriate precautions, as required, are taken to reduce the risk of fire. Suitable and sufficient fire-extinguishing equipment, which shall be easily visible and accessible. At least one appropriate fire extinguisher must be at arm's length.
- Fire-extinguishing equipment shall be properly maintained and inspected at suitable intervals by a competent person. Access to fire-extinguishing equipment such as hydrants, portable extinguishers and connections for hoses shall be kept clear at all times.
- All supervisors and a sufficient number of workers shall be trained in the use of fire-extinguishing equipment, so that adequate trained personnel are readily available during all working periods.

- Where appropriate, suitable visual signs shall be provided to indicate clearly the direction of escape in case of fire.
- Means of escape shall be kept clear at all times. Escape routes shall be frequently inspected particularly in high structures and where access is restricted, as in tunnel working.

- Sufficient and suitable means to give warning in case of fire shall be provided where this is necessary to prevent danger. There shall be an effective evacuation plan so that all persons are evacuated speedily without panic and accounted for.
- Notices shall be posted at conspicuous places indicating the telephone number and address of the nearest emergency services.

SAFE WORK PRACTICE # 2 - LIGHTING

Overview

- Ensure proper lighting intensity of work area an access to and from.
- Do not install lighting at eye level so as to prevent blinding or hindering proper vision of yourself of other workers.
- When ambient lighting is not sufficient to perform work use local lighting.
- Lighting that is maneuvered and handled often must be protected by guards.
- Avoid using the same power source for both lighting and tools.
- Do not remove or displace lighting at exits, points of access and egress, stairwells, stairwell landings, corridors, near ladders.
- Do not displace or remove emergency lighting or lighting used to enhance the view of emergency equipment.

General

- Where natural lighting is not adequate to ensure safe working conditions, adequate and suitable lighting, including portable lighting where appropriate shall be provided at every workplace and any other place on the construction site where a worker may have to pass.
- The intensity of a lighting system shall be a function of location and nature of work being executed. Artificial lighting shall, as far as practicable, not produce glare or disturbing shadows.
- Stairwells and ladders leading to pits or underground chambers shall be lit at each landing and along their run.
- Where necessary to prevent danger, lamps shall be protected by suitable guards against accidental breakage.
- The cables of portable electrical lighting equipment shall be of adequate size and characteristics for the power requirements and of adequate mechanical strength to withstand severe conditions in construction operations.
- Where exterior lighting is used, it shall not blind or hinder proper vision of traffic on or off site.

SAFE WORK PRACTICE # 3 - ELECTRICAL CORDS

Overview
Before utilizing electrical cords, the following practices must be reviewed and followed:

- Never cut off, bend back or cheat the ground pin on three prong plugs.
- Always inspect the power cord to ensure there are no split insulating coverings or bare wires.
- Never use any power cord with damaged plug or receptacle ends.
- Always use the proper size and gauge power cord required by the equipment to prevent overheating, voltage drops or tool burnout.
- Never pull on any power cord to lower a tool or a piece of equipment.
- Always inspect the area where a power cord is to be used to ensure no contact to pooling water.
- If the tool being used blows fuses, never install any object other than the rated fuse and remove the tool and extension cord out of service.
- Never attempt to rewire any power cord unless trained and competent to do so. Always use qualified personnel for any electrical repair.
- Use electrical cords fitted with dead front plugs, this presents less risk of electrical shock and short circuits as compared to open front plugs.
- Do not tie cord plugs to outlets; disconnect takes too long in case of the need to disconnect in an emergency.

SAFE WORK PRACTICE # 4 - ELECTRICAL TOOLS

Overview

- Use only tools that are grounded or double insulated.
- Make sure the casings of double-insulated tools are not cracked or broken.
- Always use a ground fault circuit interrupter with any portable electric tool operated outdoors or in wet locations.
- Use hand tools with insulated handles and grips. Whenever required wear protective equipment, safety goggles, insulated gloves, and shock-resistant footwear.
- Do not hold water pipes or other grounded conductors when using electric tools. A defect in tool or cord will make you part of the circuit causing shock, a fall off your ladder, or electrocution.
- Before drilling, hammering or cutting with hand or power tools, check for electrical wires or equipment behind walls, above ceilings, and under floors.
- Keep cords out of the path of electric tools and equipment.
- Before making adjustment of changing attachment, disconnect electric tools from the power source. Switching off the tool may not be enough to prevent accidental startup.
- Never by-pass broken switches on tools or equipment by plugging and unplugging the cord shutting off power will take too long in an emergency.
- Any shock or tingle, no matter how slight, means that the tool or equipment should be checked and replaced if necessary.
- Never use metal or metal-reinforced ladders near live wires or equipment. Use wooden or fiberglass ladders.
- All dangerous moving parts of electric tools shall be enclosed, shielded or guarded as per manufacturer recommendations.

SAFE WORK PRACTICE # 5 - ELECTRICITY

General (Provisions)

- All electrical equipment and installations shall be constructed, installed and maintained by a competent person, and so used as to guard against danger.
- Before construction is commenced and during the progress thereof, adequate steps shall be taken to ascertain the presence of and to guard against danger to workers from any live electrical cable or apparatus which is under, over or on the site.
- All parts of electrical installations shall be so constructed, installed and maintained as to prevent danger of electric shock, fire and external explosion.
- The electrical distribution at each site shall be via an isolator, which cuts off current from all conductors, is readily accessible and can be locked in the "off" position but not locked in the "on" position.
- The power supply to all electrical equipment shall be provided with means of cutting off current from all conductors in an emergency.
- All electrical equipment and outlets shall be clearly marked to indicate their power and voltage.
- When the layout of an installation cannot be clearly recognized, labels or other effective means shall identify the circuits and equipment.
- Circuits and equipment carrying different voltages in the same installation shall be clearly distinguished by conspicuous means such as coloured markings.
- Adequate precautions shall be taken to prevent installations from receiving current at a higher voltage from other installations.
- Where necessary to prevent danger, installations shall be protected against lightning.
- Lines for signaling and telecommunication systems shall not be laid on the same supports as medium and high-voltage lines.
- Only flameproof equipment and conductors shall be installed in explosive atmospheres or in storage places for explosives or flammable liquids.
- A notice or notices shall be kept exhibited at suitable places:
    - prohibiting unauthorized persons from entering electrical equipment rooms or from handling or interfering with electrical apparatus;
    - containing directions as to procedures in case of fire, rescue of persons in contact with live conductors and the restoration of persons suffering from electric shock;

- specifying the person to be notified in case of electrical accident or dangerous occurrence, and indicating how to communicate with him.

- Suitable warnings shall be displayed at all places where contact with or proximity to electrical equipment can cause danger.
- Persons having to operate electrical equipment shall be fully instructed as to any possible dangers of the equipment concerned.
- All electrical equipment shall be inspected before it is taken into use on a site to ensure that it is suitable for its proposed use.
- Apart from some exceptional cases, work on or near live parts of electrical equipment shall be forbidden.
- Before any work is begun on conductors or equipment that do not have to remain live:
  - a responsible person shall switch off the current;
  - adequate precautions shall be taken to prevent the current from being switched on again;
  - the conductors or the equipment shall be tested to ascertain that they are dead;
  - the conductors and equipment shall be earthed and short-circuited;
  - neighboring live parts shall be adequately protected against accidental contact;
  - a lock-out procedure shall be implemented.
- After work has been done on conductors and equipment, the current shall only be switched on again on the orders of a competent person after the earthing and short-circuiting have been removed and the workplace reported safe.
- Electricians shall be supplied with sufficient adequate tools, and personal protective equipment such as rubber gloves, mats and blankets.
- All conductors of electricity, and equipment shall be considered live unless there is certain proof of the contrary.
- When work has to be done in dangerous proximity to live parts the current shall be cut off. If for operational reasons this is not possible, the live parts shall be fenced off or enclosed by qualified staff from the power station concerned.
- Particular attention shall be paid to the earthing of apparatus, the continuity of protective conductors, polarity and insulation resistance, protection against mechanical damage and condition of connections at points of entry.

SAFE WORK PRACTICE # 6 – ACCESS EQUIPMENT

The following guidelines apply to all access equipment, including ladders, scaffolds, forklifts, suspended access equipment and powered elevating platforms such as scissor and boom lifts.

- Always be aware of the danger of contact with overhead hazards such as power lines, light fixtures, overhead doors, heaters, etc.
- Inspect equipment and components before use. Never use damaged or defective equipment. Ensure all safety devices are operational and utilized as applicable (e.g. seat belts, guardrails, anchors, stabilizers, etc.).
- Make sure supporting surfaces, whether indoors or outdoors, are suitable for the type, weight and operating requirements of the equipment.
- Do not exceed safe working loads/limits.
- When mounting, using or dismounting from access equipment, always maintain a three-point contact (two hands/one foot or two feet/one hand).
- Keep boots and equipment free of mud, snow, grease, or other slippery materials.
- When working from access equipment, avoid over-reaching. Keep your center of gravity within the support provided by the equipment (side rails on a ladder or guardrails on a scissor lift).
- Make sure tools/materials are secure and will not fall.
- Wherever possible avoid working under or over other personnel.
- Keep fire extinguishers at top and bottom of the equipment whenever there is potential fire hazard.
- Avoid blocking doorways, blind entrances or traffic routes.
- Whenever possible, use signs and barriers to warn others of work overhead.
- Use fall protection as required by Regulation and/or Client for nature/location of work and equipment in use.
- Always refer to manufacture's specifications and the relevant Occupational Health and Safety Regulations for safe operating practices.

SAFE WORK PRACTICE # 7 - HAND TOOLS

Overview

- Inspect the tool to be used to ensure there are no missing parts, such as guards, grips, handles, etc.
- Hand tools and implements shall be tempered, dressed and repaired by competent persons.
- The cutting edges of cutting tools shall be kept sharp.
- Heads of hammers and other shock tools shall be dressed or ground to a suitable radius on the edge as soon as they begin to mushroom or crack.
- When not in use and while being carried or transported sharp tools shall be kept in sheaths, shields, chests or other suitable containers.
- Only insulated or non-conducting tools shall be used on or near live electrical installations if there is any risk of electrical shock.
- Only non-sparking tools shall be used near or in the presence of flammable or explosive dusts or vapours.
- Do not use any tool that has cracked or split handles.
- Do not use chisels with mushroomed striking heads or chipped chisel points.
- Do not use ant drill bit that is chipped or bent and always ensure the proper bit for the material to be drilled is used.
- Never use a drill bit to rout out a hole to a larger size, use the proper sized drill bit to do the job.
- Never use tools, other than a hammer to pound objects or to plum up materials you are working on. This will lead to needless damage and may cause the tool to malfunction causing injury.
- Never use screw drivers to pry or as chisels.
- Always ensure tools are kept in an organized fashion and never leave tools scattered around the work site or station.

SAFE WORK PRACTICE # 8 - HOUSEKEEPING

Statement
Many injuries result from poor housekeeping. Improper storage of materials and cluttered work areas are not safe. To maintain a clean hazard-free workplace, management, supervision, and workers must co-operate.

Overview

- Gather up and remove debris as required to keep work and travel areas orderly.
- Keep equipment and the areas around equipment clear of scrap and waste.
- Keep stairways, passageways and gangways free of material supplies and obstructions at all times.
- Secure loose or light material stored on roofs or on open floors to prevent blowing by the effects of the wind.
- Pick up, store, or dispose of tools, material, or debris which may cause tripping or other hazards.
- Before handling used lumber, remove or bend over protruding nails and chip away hardened concrete.
- Do not permit rubbish to fall freely from any level to another, use toe-boards.
- Do not throw materials or tools from one level to another.

General

- Dispose rubbish.
- Cleanup is a duty of all workers.
- Materials are to be piled, stacked, or otherwise stored to prevent tipping and collapsing.
- Materials are to be stored away from overhead powerlines.
- Work and travel areas are to be kept tidy and well fit.
- Post signs to warn workers of hazardous areas.

SAFE WORK PRACTICE # 9 - STORAGE

Statement

Storage areas should be at least 1.8 meters (6 feet) from roof or floor openings, excavations, or any open edges where material may fall off. Near openings, arrange material so that it cannot roll or slide in the direction of the opening.

Overview

- Flammable Materials:
  - use copper grounding straps to keep static electricity from building up in containers, racks, floorings and other surfaces;
  - store fuel only in containers approved by the (CSA) or under Laboratories of Canada (ULC);
  - ensure that electric fixtures and switches are explosion proof where flammable materials are stored.
- Hazardous Chemicals:
  - refer to material safety data sheets (MSDS) for specific information on each product;
  - follow manufacturer recommendations for storage;
  - observe all restrictions concerning heat, moisture, vibration, impact, sparks, and safe working distance;
  - post warning signs where required;
  - have equipment ready to clean-up spills quickly;
- Bags and Sacks:
  - do not pile bagged material more than 10 bags high unless the face of the pile is supported by the walls of a storage bin or enclosure;
  - do not move piles more than 10 bags high unless fully banded or wrapped;
  - cross-pile bags and sacks for added stability. Pile only to a safe and convenient height for loading and unloading.
- Compressed Gas Cylinders:
  - store and move cylinders in the upright position. Secure cylinders upright with clippings or rope;
  - lock up cylinders to prevent vandalism or theft;
  - wherever possible, store cylinders in a secure area outdoors;
  - keep full cylinders apart from empty cylinders;
  - store cylinders of different gases separately;
  - keep cylinders away from heat sources;
  - when heating with propane, keep 45 Kilogram (100 lb.) cylinders at least 4.5 metres (15 feet) away from heaters; keep large tanks at least 7.6 metres (25 feet) away.

- Lumber:
    - Remove nails during dismantle;
    - Stack on level sills;
    - Stack reusable lumber according to size and length
    - Support lumber at every 1.3 metres (4 feet) span;
    - Cross-pile or cross-strip when the pile will be more than 1.3 metres (4 feet) high.

SAFE WORK PRACTICE # 10 - BASIC PERSONAL PROTECTIVE EQUIPMENT

Overview
The following are the minimum recommended requirements for personal protection:

- For your personal safety on the job do not wear:
  - Loose clothing or cuffs;
  - Greasy or oily clothing, gloves, or boots;
  - Torn or ragged clothing;
  - Finger rings.

- Neck chains are hazardous and must be worn under clothing so that they do not hang out. Long hair must be tied back or otherwise confined.
- Clothing made of synthetic fibres can be readily ignited and melted by electric flashes. Cotton or wool fabrics are more flame resistant and therefore recommended.
- Construction workers must obtain and wear at all times on the job a Canadian Standard Certified Class B safety hat.
- Safety hats must not be painted.
- The shell and suspension of safety hats must be inspected regularly and replaced if cracks, deep scratches, or other defects are detected.
- At all times on the job, construction workers must wear CSA - Certified Grade I footwear. Such boots bear a green triangular patch stamped with the CSA registered trademark on the outside and inside.
- Each worker should have hearing protection available at work since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.
- Hearing protection is available in these general types:
  - Disposable ear plugs (made of pliable material one size fits all but can be used only once);
  - Permanent plugs (must be fitted to provide a good seal but can be washed and reused);
  - Earmuffs (when properly fitted and worn, these generally provide more protection than ear plugs).
- Personnel working in noisy areas or with noisy equipment such as circular saws, hammer drills, powder actuated fastening tools, and screw guns should wear hearing protection.

- For basic eye protection, wear properly fitted individual quality glasses with side shields. Specific classes of eye protectors should be matched to specific hazards, consult the next table.
- See Section 11.0 Personal Protective Equipment and Protective Clothing for a more detailed description.

SAFE WORK PRACTICE # 11 - HAZARDOUS MATERIALS (WHMIS)

Dal-Tek Interiors will comply with all federal and provincial regulations regarding Workplace Hazardous Material Information System (WHMIS).

Dal-Tek Interiors will ensure all employees receive suitable WHMIS training to ensure they understand their rights, roles, and responsibilities as well as the requirements under WHMIS legislation. Employees who work with, use, or are in the proximity of hazardous products will be provided with training.

Overview

- Before handling hazardous material, the following practices must be reviewed and followed:
- Inspect the container for labels or identifying symbols. If none exist or they are not legible, contact the supervisor prior to using, opening or moving the container.
- Do not remove or alter labels.
- Always reference the supplier / manufacturers SDS sheets prior to use. These are always accessible in the job site trailer or other designated areas.
- Always follow the instructions on SDS sheets for the required PPE, safe use, and storage or disposal.
- Never transfer a hazardous product to another container without following the proper procedure for transfer from one container to another. The new container must be labeled with proper identification.
- Always ensure you have the proper training in the WHMIS system for the products you are working with or near. If any additional training is required, notify your supervisor before proceeding.
- If you do not understand the information given on SDS Sheets, do not use the product, see your supervisor for adequate training.

General

- The supplier and employer each have responsibilities that must be met to ensure the proper implementation of the WHMIS material safety data sheet system.
- **Dal-Tek Interiors** is responsible for seeing that every container of hazardous material entering the workplace has the proper label attached, that there is an up-to-date SDS for each product available for everyone in the workplace to see, and that workers receive training in the meaning of this information and how to use it to protect their health and safety on the job.

- **Dal-Tek Interiors** will make sure the supplier labels are in place, and the labels must meet the specifications of WHMIS. These requirements include use of distinctive WHMIS border around the supplier label, the proper hazard symbol or symbols, and certain types of information presented in both English and French.
- Hazardous materials must be easily identifiable to workers on the job. This is the purpose of the WHMIS label which is the first hazard warning workers are likely to see.
- In most cases, a label will be a supplier label - the label placed on a container of hazardous material by the supplier before shipping. Or, the supplier label may be included with the shipment and placed on the containers by the receiver when the shipment arrives at the workplace where the hazardous material will be used. In other cases, the label may be a workplace label.
- Workplace labels are also used on a hazardous material, which has been transferred from its original container into another container after arrival in the workplace. Both supplier labels and workplace labels are required to present certain kinds of information for the benefit of workers who use the materials or come into contact with them on the job.
- A label must be made of strong enough material to remain attached and readable under normal conditions of transport, use and storage. It may be attached to the product or container, or it may be printed, stenciled or embossed on it. It should be positioned so that it will be easily seen under normal conditions.
- Workplace labels must be revised and updated when new information becomes available that necessitates a change in any of these contents. The revised label must not contradict the SDS for that material.
- Suppliers must revise the label and apply the revised label to all subsequent sales of the controlled product if new information becomes available.
- No person shall remove, alter or deface a required label, and if so, must be replaced as soon as possible with either a supplier label or workplace label.
- SDS's must be readily available to all workers at all times.
- A copy of a SDS must be obtained on or before date of receipt of product on the workplace.
- **Dal-Tek Interiors** must ensure that a copy of all data sheets which are required for the workplace shall be made readily available at the worksite to:
    - workers who may be exposed to the hazardous material; and
    - the joint health and safety committee, if any, or to a health and safety representative, if any.

- **Dal-Tek Interiors** must ensure workers can understand the information on the label and are aware of the need to review the applicable SDS.
- Each SDS must be available in English and in any other language prescribed by regulations (usually the next most common language used in the individual workplace).
- **Dal-Tek Interiors** shall take steps to obtain from a supplier an up-to-date SDS when the data sheet information has been changed by the manufacturer.
- **Dal-Tek Interiors** shall ensure that an up-to-date supplier material safety data sheet is obtained from a supplier the first time a controlled product is received in the workplace.
- Update such "employer prepared data sheets":
    - as soon as practical but not later than 90 days after new hazard information becomes available to the employer; and
    - at least every three years.
- Provide information in the employer's possession on any hazardous material in the workplace, including confidential business information, to a doctor or nurse who request information on the product for the purposes of making a medical diagnosis or rendering medical treatment in an emergency.
- **Dal-Tek Interiors** must add any new hazard information to the supplier data sheet, on the basis of the ingredients already disclosed on the document, if the supplier is unable to provide an updated data sheet, (for reasons such as having gone out of business or no longer producing the material in question).

Dal-Tek Interiors Ltd.

WHMIS 2015

Workplace Hazardous Materials Information System

fact sheets

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See WHMIS.org for more information.

Pictograms and Their Hazards

WHMIS 2015	Types of Hazards
	Gases under pressure
	**Flammables** (gases, aerosols, liquids, solids), **Pyrophoric** (liquids, solids, gases), **Self-reactive substances and mixtures**, **Self-heating substances and mixtures**, **Substances and mixtures which, in contact with water, emit flammable gases**, **Organic peroxides**
	**Oxidizing** (liquids, solids, gases)
	**Acute toxicity** (fatal or toxic)
	**Carcinogenicity**, **Germ cell mutagenicity**, **Respiratory sensitization**, **Reproductive toxicity**, **Specific target organ toxicity - single exposure**, **Specific target organ toxicity - repeated exposure**, **Aspiration hazard**
	**Acute toxicity** (harmful), **Skin irritation**, **Eye irritation**, **Skin sensitization**, **Specific target organ toxicity - single exposure** (respiratory irritation or drowsiness or dizziness)
	**Corrosive to metals**, **Skin corrosion**, **Serious eye damage**
	**Self-reactive substances and mixtures**, **Organic peroxides**
	**Biohazardous infectious materials**

WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.

	**Explosives**
	**Hazardous to the aquatic environment**
	**Hazardous to the ozone layer**

The requirements for pictograms are based on the severity of the hazard. In some cases no pictogram is required.
For Physical and Health Hazards Not Otherwise Classified, the supplier must use a WHMIS 2015 pictogram appropriate for the hazard.

CCOHS

SAFE WORK PRACTICE # 12 - LIGHT DUTY VEHICLE AND TRAILER OPERATION

Overview

This safe work practice is to provide instruction and rules regarding the use of company light duty vehicles (pickup trucks, cars, and vans) and towing trailers.

Requirements for both vehicle and trailer use

To comply with government legislation and laws, **Dal-Tek Interiors** requires certain information to be provided by the employee prior to authorization to operate a company vehicle.

- Only authorized employees can operate a **Dal-Tek Interiors** vehicle.
- All employees that will be required to operate a company vehicle are required to submit a driver's abstract provided by the government of Alberta.
- All employees that operate a company vehicle will report any deficiencies or damage to their Supervisor immediately.
- Any traffic violations will be paid by the employee and is not the responsibility of **Dal-Tek Interiors**.
- Any accidents/incidents will be investigated by **Dal-Tek Interiors** management.
- Violations of company policies and procedures may result in disciplinary action.

Vehicle Use

- All operators will ensure that the cab is clean.
- All operators will ensure that proper regular maintenance is carried out and completed (i.e. every 5000 to 6000 kms).
- Smoking is not permitted in company vehicles.
- All operators will ensure that any items being transported are properly secured so they will not fall out or off.

Trailer Use

- All **Dal-Tek Interiors** employees will have basic trailer towing instruction that will be conducted in-house by the H&S Coordinator prior to towing a trailer.
- When towing a trailer, the operator must ensure that the trailer is secured properly to the vehicle. Ensure that the safety chains are also secured in the proper crisscross pattern as per training.
- Never try to hook up and tow a trailer where the hitches are incompatible.

- When towing a trailer, the operator must ensure that the brakes and lights function properly before leaving the property.
- If items are longer than the box of the truck or the trailer (1.5 metres) a red flag must be placed on the end of the item prior to moving the vehicle.
- When the trailer is being removed or un-hitched, the support leg must be supported by a proper footing to prevent the trailer from tipping over.
- Never exceed the load or towing capacity of the trailer, vehicle, or the hitch.
- If vision is blocked when reversing, if there are a lot of obstacles, or pedestrians, use a spotter to help direct movement.
- If you are unsure about proper and safe use of a trailer, ask your Supervisor.

SAFE WORK PRACTICE # 13 - WILDLIFE ENCOUNTERS

Purpose: To define the safe operating procedures in a manner that informs and instructs employees or client of the key health and safety points and controls to remember when working in areas where wildlife can be found.

Background: The following hazards may occur when working in close proximity to wildlife creatures:

- Infectious disease transmission from mosquito or small animal bites
- Swelling, mild or severe allergic reactions from stinging insects
- Serious injury or death from contact with black bears

Personal Protective Equipment:

- Insect repellant Long-sleeved shirts and pants
- CSA-approved safety boots (no sandals)
- Insect spray designed for bees/wasps/hornets
- Bear spray or horn

Safe Operating Procedure General:

- Always carry a cellular phone, or other two-way communication device, in case emergency medical help is required.
- Be aware of your surroundings and note any wild or suspicious acting animals in your work area.
- If necessary, seek safe shelter from these animals and contact the appropriate authorities.
- Avoid reaching or stepping into or over hidden areas that may contain wildlife.
- Be aware of signs that indicate above or below ground animal nests and take appropriate action to prevent contamination.
- Avoid direct contact with bird, bat or other animal droppings.

AVOID DIRECT CONTACT WITH ANIMAL BLOOD. IF CONTACT CANNOT BE PREVENTED, WEAR RUBBER GLOVES, AND DISPOSE PROPERLY

SAFE WORK PRACTICE # 14 - SAFE DRIVING

Employee License Requirements

- All employees must give **Dal-Tek Interiors** permission to obtain a driver's abstract that is required to confirm that the employee has a current valid driver's license.
- All employees that drive any vehicle for company use must be in possession of a valid driver's license for the province of Alberta.
- All employees are required to report any driving violations recorded on their driving record. Failure to do so may result in dismissal.
- Drivers must be in possession of the proper class of license and required endorsements for that particular vehicle.
- Driver of the trucks must have valid permits from the provincial government as required
- Drivers of the trucks will ensure that all the required valid registration and insurance documents are in the cab of the vehicle.

Vehicle Requirements

All privately owned vehicles that is used for company purposes, such as the transportation of workers, parts, equipment, fuel, must be registered as:

- Class 1 Public Vehicle – per the Motor Vehicle Act, Chapter M-20, Part 4, Section 36(b)

a) Every employee who uses his privately-owned vehicle for company business will complete an application form and submit it to the office for approval. The form is available in the office and it will be completed and the following information will be attached with the application:

i. A copy of the vehicle motor vehicle registration.
ii. A copy of insurance certificate ($2 million liability).
iii. A safety inspection if vehicle is 5 years old or more.

Note: The Company has insurance that covers employees and equipment transported for business purposes.

b) Each vehicle must have the following equipment:

i. First Aid Kit #1
ii. Reflectors or flares
iii. Fire extinguisher – rated at 2A:10BC

Your completed application will be forwarded to the office for approval and filing. When you buy or lease another vehicle a new application will be filled out. Walk around inspection of truck must be done each time you leave the shop.

This inspection should include:

- Check oil and bolts etc. under hood
- Check tires and wheel nuts
- Check lights, reflectors and wipers
- Check to see tools are loaded and secured properly
- Make sure you have proper tools and accessories to do job
- Check seat belts and interior of truck to ensure its readiness to go to work
- While driving, seat belts must be worn by driver and passengers
- Laws and courtesy must be observed while driving
- Drive defensibly and obey speed limit

General Rules and Requirements

All vehicles and powered mobile equipment shall be operated as specified by applicable Federal, Provincial Highway Traffic Acts and Regulations, Municipal Regulations, Occupational Health and Safety Regulations, and Transportation of Dangerous Goods Regulations.

All drivers/operators are expected to drive defensively, lawfully, under control and in compliance with regulatory requirements and the requirements specified in this manual.

Drivers/operators are expected to be alert, constantly watching for other vehicles, bicycles, pedestrians, and animals, changing road and weather conditions and to constantly adjust driving practices to make allowances for the conditions.

If a driver/operator receives a fine or warning ticket involving a company vehicle, the driver must immediately notify his Manager of the issue. Drivers are responsible to pay the fines for violations incurred where the driver has control. A copy of ticket must be given to the Manager without delay.

NOTE: Management will be made aware of violations when reviewing our carrier profile.

Any condition that will affect the safe operation of the vehicle must be reported at once and the vehicle must be repaired prior to any further use.

The only persons permitted to drive DAL-TEK INTERIORS vehicles are employees of Dal-Tek Interiors, authorized contractors, consultants or otherwise designated and licensed individuals. The authority to designate drivers is limited to supervisory level positions and higher. In the case of an emergency, any qualified individual may drive a company vehicle.

All drivers must have a valid driver's license (as per operating needs), issued from the province of employment. The license must be current with an up-to-date address. Additionally, all drivers must comply with operators' license codes and conditions when driving company vehicles. Drivers requiring corrective lenses in order to meet the minimum visual requirements must always wear corrective lenses when driving.

If an employee's driver's license is suspended revoked or cancelled, or if an employee has lost the right to operate a vehicle for any period of time, the employee must notify his manager immediately.

Only authorized persons are permitted to ride in DAL-TEK INTERIORS light vehicles, this includes employees, their families and customers. Except for driver examiners or potential employees on driver evaluations, only DAL-TEK INTERIORS employees are permitted to ride in vehicles. In an emergency situation, any person may ride in a DAL-TEK INTERIORS vehicle. Employees must obtain permission from managements in order to have family members ride in any vehicles owned by Ability Hauling on a per instance basis.

Persons are not allowed to ride in the cargo bed of pickup trucks.

Cruise control devices are not to be utilized in slippery or icy road conditions.

Headlights are to be on at all times when driving.

Driver supervisory and management personnel shall not permit personnel to drive or operate equipment if they are fatigued, in a highly agitated state, confused or ill. Remember that people may make mistakes if they are bored, hungry, thirsty, or uncomfortable.

Do not operate a vehicle under the influence of alcohol or drugs. Do not allow any other person to operate a **Dal-Tek Interiors** vehicle under the influence of alcohol or drugs. All employees are required to comply with the **Dal-Tek Interiors** Substance Abuse Policy.

If an employee is perceived by a manager, co-ordinator or supervisor, co-worker to be under the influence of alcohol or drugs, he/she will be immediately removed from the workplace and be subject to testing due to reasonable cause.

Firearms are not permitted in **Dal-Tek Interiors** vehicles, unless approved by the Manager.

All new cellular phones for use in vehicles will be purchased with hands-free operation capability. If your vehicle is not equipped with a hands-free cellular phone, stop and park the vehicle when the phone must be utilized.

When out of a vehicle on a roadway, never turn your back to traffic and never position yourself between a stopped vehicle and oncoming traffic.

A Vehicle Inspection must be completed before starting a trip and as otherwise designated. (e.g. post-trip). Correct identified deficiencies or any condition that will affect the safe operation of the vehicle prior to leaving the facility or yard.

In the event of a vehicle fire, the primary concern is to ensure your safety and that of your passengers or other persons. If a fire or electrical short occurs in a company vehicle, do not operate the vehicle until the maintenance department or a certified third-party mechanic has inspected.

SAFE WORK PRACTICE # 15 - LADDER SAFETY

Overview

- All workers must be trained in ladder safety
- Ladders must only be used when there is no other safe way to enter or leave an elevated or sub-level work area
- If working in an energized or potentially energized electrical area ladders must be of a non-conductive material
- Wooden ladders must not be painted
- All ladders must be inspected before use and any defects repaired or tagged as not safe for work and removed from job site and sent for repair or replacement.
- When setting up a ladder place on a secure stable base and walk the ladder into position. Ladder should be set at a 1:4 ratio for every 4 feet of height 1 foot from wall and ladder must be secured into place when in use i.e.: Tie it off. If tying off the ladder is not possible, the ladder but be equipped with a non-slip based or is to be held by another employee.
- Ensure rails are at least 1 meter above intended landing point. Extension ladders must have a min of 1 Meter overlap and locking devices to hold sections in place.
- Always face the ladder and have three points of contact at all times.
- DO NOT work from top 3 steps of ladder at any time and for step ladders
- Ladders must be CSA Certified & OSHA/ANSI specified. Load limits for ladders may not be exceeded and may only be used for the purposes for which they are designed.

SAFE WORK PRACTICE # 16 - Ergonomics

General

Ergonomics is the study of people and their interaction with the elements of their jobs or tasks, including equipment, tools, facilities, processes and environment. In a more practical sense, ergonomics is the science of human comfort. When aspects of work or the workplace challenge or stress the human body beyond its capabilities, the result is often a musculoskeletal injury (MSI) and/or a repetitive strain injury (RSI).

Workstation Evaluation

In order to make sure the workstation is ergonomically correct the following questions should be asked:

- Does the worker have to stand for long periods of time?
- Does the worker have to sit for long periods of time?
- Does the worker have to repeat the same motion for long periods of time?
- Does the worker have to work in an awkward position for long periods of time?
- Has an MSI or RSI occurred at the work station?

Evaluation Process and Goals

The evaluation should be conducted by a qualified person who can assess the stresses put on an individual's body while performing their work. This should be done by observing the work being performed and the position of the individual's body. The goal is to identify causes and change the working conditions to minimize the risk of an MSI or RSI. The following items may be used to reduce the risk:

- Ergonomic matting where employees stand for long periods
- Adjustable chairs
- Adjustable computer monitors
- Monitor stand to lift the computer monitor to the individual's eye height
- Micro-breaks (1 minute duration) to change position
- Stretching prior to starting their duties and during work

SAFE WORK PRACTICE # 17 – Aerial Work Platforms

- Only properly trained operators are permitted to operate units.
- Perform a pre-operation inspection: check for broken or missing parts, cracked welds, loose or frayed cables, missing or loose wheel nuts, hydraulic or fuel leaks; check wiring harness; ensure all safety devices are installed and operational; test all controls for proper operation; report all problems or malfunctions immediately. Do not operate the aerial platform until corrective action has been taken and the unit is functioning according to manufacturer's specifications.
- Inspect the job site hazards: inappropriate operating surface; overhead hazards; poorly lit areas which may be hiding dangerous conditions; wind and weather conditions.
- Lockout must be used when performing maintenance.
- Wear fall protection equipment as required and tie off to a certified anchor point.
- Never drive over a temporary or permanent surface covering such as a manhole or sewer grate unless it has been closely inspected from ground level and determined it will support the unit.
- Plan your work. Set outriggers or stabilizers if required.
- When using the extending platform, lock the gate in place and extend the guardrails.
- Never exceed load capacity and distribute all loads as evenly as possible.
- Keep others clear of the operating platform. Rope off work area if possible. Never allow others to pass under raised platform or position yourself over someone.
- Never drive the platform toward someone standing in front of a fixed object.
- Never lean the unit against another unit or support ant structure with the unit. Never belt or tie off to an adjacent structure.
- Always operate the unit with control box oriented toward the front of the machine to ensure you maintain a constant sense of direction.
- If more than one person is on the platform, only one designated person should operate the controls.
- Avoid sudden moves. Stop completely before changing direction.
- Never override any control or safety device.

- Keep your feet on the platform floor at all times.
- Practice good housekeeping: secure tools and materials, keep hoses, ropes and electrical cords coiled up when not in use.
- Never use the unit as an electrical ground.
- Never use the unit as a crane.
- If the unit becomes snagged or stuck and cannot be freed using the platform controls, seek help. Remove all workers from the platform using extreme care before using chassis controls to free the unit. If you think the working conditions are unsafe, stop the platform and request assistance from a qualified source before proceeding.
- Lower the unit and shut down engine before refueling in a well-ventilated, no smoking area.
- Batteries produce explosive gases. Recharge in a ventilated, no smoking area, away from all sources of ignition. Plug charge in 110 AC before turning it on.
- Completely lower the unit before dismounting. Secure the unit by removing the control box and key when leaving the unit.
- Keep body within the guardrails when operating from the platform. When operating from ground level with the removable control box, use extra caution.
- When loading onto a truck or trailer: ensure surface and ramps can support the load and are within rated capacities; ensure unit is properly aligned before driving up the ramps; secure the load.

SAFE WORK PRACTICE # 18 – Compressed Air

- Never use compressed air to blow debris or dirt off any worker.
- Make sure the air pressure has been turned off and the line pressure relived before disconnecting the hose or changing tools.
- All hose connectors must be a “quick disconnect”/pressure release type.
- Use of appropriate personal protective equipment (e.g. eye protection, face shield, etc.) is mandatory.
- Post warning signs and/or use barricades to restrict access to ensure other workers in area are aware of the potential hazard.
- Check hoses regularly for cuts, bulges or other damage. Report, tag out and repair or replace defective hoses.
- A proper pressure regulator and relief device must be part of the system to ensure the correct, desired pressure is maintained.
- Use the correct air supply hoses for the tool/equipment being used.
- Use and maintain equipment according to manufacturer’s specifications and legislation safety requirements.

SAFE WORK PRACTICE # 19 – Crystalline Silica

Crystalline silica is produced during the following drywall activities: sanding drywall mud, cutting drywall board, and mixing of cementitious EIFS products.

Crystalline silica dust particles that are small enough to be inhaled into the lungs can cause a number of health problems including silicosis, lung cancer, chronic obstructive pulmonary disease, emphysema, and pulmonary tuberculosis. Some research suggests an association between exposure and rheumatoid arthritis, as well as abnormal kidney function.

Silicosis:

- Caused when small particles of crystalline silica are inhaled and deposited into the lungs. Lung tissue reacts by developing lumps and scarring around the trapped silica particles. If the lumps and scar tissue grow too large, breathing becomes difficult and death may result.
- Can develop or progress even though exposure to crystalline silica has stopped.
- Three types:
    - Chronic Silicosis: May develop due to ongoing (chronic) exposure to relatively low concentrations over a long period of time, i.e. ten years or more.
    - Accelerated Silicosis: May develop five to ten years after the first exposure to high concentrations.
    - Acute Silicosis: May develop after exposure to very high concentrations of silica dust. Symptoms appear within a few weeks to five years of the initial exposure, usually after a history of repeated exposure during tasks that produce small particles of airborne dust with a high silica content.
- Workers may present no symptoms initially. As the disease progresses, coughing develops and breathing becomes difficult. Persons with silicosis have an increased risk of contracting respiratory infections such as pneumonia and tuberculosis, as well as lung cancer.
- Early detection is very important as there is no cure for silicosis. Monitor your health by researching the symptoms and making sure to visit your MD every other year, advising him/her of your exposure.

Preventing exposure to crystalline silica is the best way to protect your health. Options that should be considered include the following:

- Using less hazardous substitutes.
- Using engineering controls.

- Changing work practices to reduce exposure (administrative controls).
- Using personal protective equipment.

Engineering controls: mechanical processes used to eliminate exposure, including removing dust from the air or providing a barrier between the worker and the dust.

- Installing ventilation.
- Installing dust collection systems onto machines and equipment.
- Dust control additives.
- Enclosures around the work process.
- Use of vacuums and brooms to clean dust immediately with minimal dust disturbance.

Administrative controls: work practices used to reduce exposure.

- Educating workers to understand the hazards associated with crystalline silica. Workers' participation in training and monitoring programs.
- Using good hygiene practices. Workers must not eat, drink, or use tobacco products in areas contaminated by crystalline silica. The hands and face should be washed before eating, drinking, or smoking.
- Ensuring engineering controls and other equipment used to reduce exposure are used and maintained properly.
- Signage warning workers of the hazards and informing them about the required protective equipment needed in areas where they may be exposed to crystalline silica or the product is used.

Personal Protective Equipment:

- Respiratory protective equipment is used to protect workers from inhaling airborne silica.
- Proper protective clothing must be worn so as not to contaminate street clothes.
- Eyes must be protected to prevent silica particles from entering them and causing irritation or damage.
- Workers need to be trained in how to use PPE correctly, particularly RPE.
- Employers need to monitor use and ensure that PPE is properly maintained.
- Issues such as heat stress, restricted vision, and allergic reactions to the equipment need to be evaluated when PPE is selected.

Regulatory requirements:

- Definition of an “exposed worker” – a worker who reasonably may be expected to work in a “restricted area” at least 30 days in a 12-month period. A “restricted area” refers to an area of the worksite where there is a reasonable chance that the concentration of crystalline silica exceeds the current Occupational Exposure Limits (0.025 mg/m3).

  Even with the current OEL there is still a body of evidence suggesting that excess risk for silicosis exists for workers exposed to such concentrations over a lifetime in an occupational setting.

- Minimizing the release of crystalline silica into the air and keeping the worksite clear of unnecessary accumulations of silica dust.
- Training workers about the health hazards associated with exposure to crystalline silica.
- Health assessments for exposed workers.
- Requirements for personal protective equipment.

SAFE WORK PRACTICE # 20 – 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.
- Wrench 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 tagged out and are repaired or removed from service.

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

Watch for problems like:

- Broken or inoperative guards.
- Insufficient or improper ground 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.

Remember to always tag out defective tools with a brief description of the problem and return to the job box to be repaired or replaced.

SAFE WORK PRACTICE # 21 – Fall Protection

A fall protection system is any of the following used to protect a worker from falling or to minimize the risk from falling:

- Guardrails, toe boards and barricades (a fall restraint or work positioning system which prevents a worker from traveling to an edge from which they could fall).
- Full body harness with lanyard and/or lifeline and an anchor (a secure point of attachment) and their related equipment (a fall arrest system to stop a worker's fall before hitting the surface below).
- Safety net (a fall arrest system).
- Control zone (the area between an unguarded edge of a structure and a raised, high visibility, warning line which is set back at least 6.5 feet (2 m) from the edge).

Site supervisors are required to review fall protection safe work practices/procedures with workers and to incorporate the applicable practices in their site-specific fall protection plan where required.

Always refer to the legislation applicable to your province or territory of operation when developing a fall protection plan for a specific task. Remember, a fall protection plan which does not conform to legislated rules because of the specific nature of the work must receive approval from Occupational Health and Safety before being implemented.

Workers are required to sign off and to comply with the site-specific fall protection plan and follow safe work practices and procedures. Failure to follow fall protection rules will result in disciplinary action which may include immediate termination.

The safe work practices found on the following pages are provided as part of **Dal-Tek Interiors** fall protection program and are to be used as a guideline only. I.e. fall protection requirements are not limited to those found here.

- If fall protection is required and it is not practicable or possible to use any other form of fall protection (e.g., guardrails, temporary flooring, safety harness, etc.), safety nets must be used.
- Workers working from portable ladder, where the person's belt buckle area remains within the confines of the ladder side rails and top, at a maximum height less than 8 feet (2.5 m), do not require fall protection; if working at heights >= 2.5 m a personal fall arrest system is required.

- Standard guardrails, intermediate rails and toe boards must be installed on all work platforms with working height greater than 8 feet (2.5 m).
- When guardrail must be removed to accommodate work, only that portion of the guardrail necessary to do the job may be removed. Workers exposed to this fall hazard must be protected by another form of fall protection until the guardrail is reinstalled. The guardrail must be replaced before leaving the unguarded area.
- Safety harness, lanyards, shock absorbers and lifelines must be appropriately (e.g. C.S.A.) certified.
- Safety harness must be snug fitting and worn with all hardware and straps intact and properly fastened.
- Shock absorbing lanyards made in North America add 1.1 meters (3.5 feet) to the fall distance.
- A vertical safety rope must limit the fall distance to 4 feet (1.2 m) and minimize the swing hazard if a worker falls.
- A temporary anchor for a vertical lifeline or a lanyard used without a lifeline must have a minimum breaking strength in any direction in which the load may be applied of at least 16 kilonewtons or two times the maximum arresting force per worker attached. **Permanent anchors or anchors with multiple attachment points must be certified in writing by a professional engineer as having required load capacity.**
- A snap hook on a lanyard or lifeline must be self-locking. All connecting hardware must be secured to prevent inadvertent opening. The load capacity of all devices must be clearly marked, with the means of identifying the manufacture.
- If working near an energized conductor or an area where a conductive lanyard or safety strap cannot be safely used and there is risk of damaging a non-wire rope, two nonconductive lanyards or safety straps must be used or another effective means of fall protection must be employed.

- Shock absorbers must be used with lanyards made of wire or other non-elastic material.
- Vertical lifelines must be:
    - First grade, three-strand, hawser-laid manila rope, not less than ¾” (19mm) in diameter, or static kern mantel line with a breaking strength of not less than 6,000 lbs. (2,722 kg) or equivalent.
    - Used by only one worker at a time.
    - Free from chafing, cuts, abrasions, and other defects. Care must be taken to prevent damage to the lifeline from sharp edges, heat, abrasions, or corrosive materials (e.g. oil, concrete, grease, paint).

- Long enough to reach the ground or extend to within 4 feet (1.2 m) of the ground level or safe landing and secured to prevent lanyard from running off.
- Securely anchored to a fixed, independent anchor point (stopping a fall can put a load of up to 2,000 lbs. (907 kg) on the lifeline and its anchorage.
- Installed and used in a manner that minimizes the “swing-fall hazard” (i.e. the risk of swinging and colliding with an obstruction following a fall).

- Horizontal lifeline must:
  - Be a minimum ½” (12mm) diameter, wire rope, having a minimum breaking strength of at least 20,000 lbs. (9,072 kg).
  - Be free of splices except for the end terminations.
  - Have an unload sag of approximately the span length in feet divided by 60; the span must be at least 20 feet (6 m) but not more than 60 feet (18 m).
  - Limit the free fall distance to 4 feet (1.2 m).
  - Be positioned at least 39” (1 m) above the working surface.
  - Be positioned so it does not impede the safe movement of workers.
  - Have no more than 3 workers attached.

- The connecting hardware and end anchors for a horizontal lifeline must have a load capacity of at least 16,000 lbs. (7,258 kg).
- All workers who use a fall prevention/protection system must be trained in its use, limitations, application, maintenance, and inspection requirements.
- Personnel working from or riding in any mechanized lift device (JLG, etc) must use a fall arresting system with lanyard attached to a fall arrest anchor.
- Scaffolds **must be erected or dismantled by supervised or qualified workers.** If there is nothing adjacent to the scaffold, at either the same or higher level, to tie off a lanyard in order to provide fall protection, the worker on the top level of the scaffold is permitted to work without an attached lanyard. This exception does **not apply** during the erection or dismantling of suspended scaffold or platforms.
- Workers engaged in work on a steep (8:12 or greater) sloped roof must be protected by a fall restraint or fall arrest system.
- Workers engaged in work on a flat roof must be protected from falling if the work is within 6.5 feet (2 m) from the edge will not require fall protection but will require a warning system indicating the 6.5 foot (2 m) edge zone.
- Safety harness, shock absorbing lanyards and lifelines exposed to a fall impact load must be immediately removed from service and all components destroyed or re-certified by the manufacturer or a professional engineer.

- Fall arrest/restraint protection equipment must be inspected by the owner when new, every six months thereafter and by the user before each use. Workers must report and replace damaged equipment immediately.
- In general workers on elevating work platforms, needle beam scaffolds, swing stages, suspended powered or work platforms, ladder-jack scaffold, scaffold staging's and thrust-out crane landings platforms must wear full body harnesses, secured to independently anchored lifelines unless another acceptable fall protection system is in use.

Remember always refer to the regulations for your place and location of work and follow the most stringent of government, company or owner/client safety rules.

SAFE WORK PRACTICE # 22 – Grinding

- Wear appropriate eye and/or face protection.
- Inspect the wheels to ensure they have a speed rating greater than or equal to the grinder's speed rating. Ensure the wheels are in good condition; replace cracked or chipped wheels; test for balance.
- Do not grind on the sides of the abrasive wheels unless they are designed for such use. **Always select the right wheel for the job.**
- The grinder must provide adequate guard protection against accidental contact with moving parts. Use pliers or a vice grip to hold small items.
- Do not stand in front of grinding wheel when it's first started.
- Let the object your grinding cool before handling it.
- Follow manufacturer's use and maintenance recommendations.

SAFE WORK PRACTICE # 23 – Hot Work

- When working with spark producing or open flame-producing equipment referred to as “hot work,” ensure use of the fire prevention permit procedure.
- Appropriate PPE (face shield, etc.) must be worn for the particular hot work activity being performed.
- The Spark Producing and Open Flame Permit will be issued by the General Contractor.
- A hot work permit will only be issued when all preparations have been made and the hot work is ready to commence. The General Contractor specifies the start time and expiration time of the permit.
- The General Contractor will survey the work location to verify that conditions meet acceptable permit requirements.
- Hot work permits are generally written to coincide with the current operational shift. The permit duration is twelve hours. It may be extended up to two hours to accommodate completion of a job provided that the same personnel are involved. The permit may be issued on one shift and carried over to the second shift provided the same personnel are involved.
- All combustible materials should be removed from the area within thirty-five feet of the hot work operation. This may involve appropriate measures (sweeping, hosing down, etc.) to assure combustibles will not be ignited. If easily ignitable combustibles cannot be removed, the area and/or combustibles must be wetted and/or covered with a fire blanket. Cutting in flammable process units requires watering sparks.
- The employees working under the permit are responsible to follow the precautions listed on the permit and ask questions to clarify any misunderstandings.
- The paper copy of the permit will be kept in a prominent location in the site trailer while the permit is active.
- A copy of the permit will be placed in the possession of the person performing the work/fire watch.
- The employees working under the permit are responsible for notifying their supervisor when the job is complete, if the job needs to be revalidated, or at the expiration of the permit.
- The field copy of the permit will be returned by the supervisor to the General Contractor when it is no longer needed, the permit time has expired, or upon the completion of the job.

- A fire watch is required where sparks could precipitate a fire.
- If sparks are not completely contained on the working level of a multi-level process unit, supervision must evaluate the need for additional fire watch personnel on the lower levels.
- Fire watch must be familiar with the unit and procedures for sounding an alarm in the event of a fire.
- Fire watch shall have fire extinguishing equipment readily available and be trained in its use.
- Fire watch shall continue for at least thirty minutes after the completion of cutting operations to detect and extinguish smoldering fires.
- Where a fire watch is not required, the site supervisor or his designee will inspect the work site thirty minutes after completion of the job to detect and extinguish smoldering fires.
- If a fire extinguisher is not required in the immediate work area, the location of the nearest accessible extinguisher shall be identified prior to the start of the job.

SAFE WORK PRACTICE # 24 – Manual Handling/Lifting

- Wear appropriate PPE, such as work gloves, when handling objects with sharp edges and safety footwear when handling heavy objects.
- Ensure there is adequate clearance for safe lifting/material handling.
- Ensure storage areas are kept tidy, well organized, and free of clutter.
- Wherever possible use an elevator to move supplies and equipment between floors. Use a hand truck, cart, dolly, wheelbarrow, etc. to move heavy, awkward, or bulky objects. Ask for assistance.
- Steel studs, drywall, and pails of material should not be carried on the shoulder near exposed live electrical equipment or conductors.
- Know how to safely handle controlled WHMIS products.
- Reduce repetition as much as possible by pacing your work and by varying tasks.
- Use a stepladder or stepstool to reach high places. Do not use a box, desk or chair.
- Use a power (cylindrical) grasp for loads with handles.
- Use a ledge (diagonal corner) grasp for loads without handles.
- Do not lift or carry items by the packing straps or cords.
- Do not lift a load if you are not sure that you can handle it safely.

SAFE WORK PRACTICE # 25 – Office Safety

Serious injury can happen even in office areas. Like the people in the field you must use good judgment and exercise reasonable care.

- Good housekeeping in the office is required. Keep your desk and cabinets clean and orderly. Tidy desks at the end of the day.
- An open desk or cabinet drawer is a hazard that can cause you or someone else to trip or collide, causing injury.
- Use the handles when closing desk drawers, files, safe and doors to protect your fingers from injury.
- Use all chairs sensibly. Do not tilt them back. The added strain may cause them to break or slip resulting in serious injury.
- Do not keep defective chairs and desks in use. Report the needed repair or replacement to you supervisor.
- Carry pencils, pens, scissors, etc., so the sharp end points cannot cause harm to yourself or others.
- Cords on electrically operated office machines and telephones can be a tripping hazard if left unsecured or unprotected on the floor or across walkways.
- Containers used for waste-paper, etc., should be emptied frequently to prevent overflow of materials onto the floor or walkways, creating a slipping and tripping hazard.
- The standard four-drawer filling cabinet can cause serious injury if it upsets because of opening a heavily loaded top drawer without sufficient counterweight in bottom drawers. Plan the use of your filling cabinet to prevent this from occurring.
- Never adjust or clean a piece of office equipment while in operation or plugged into an electrical outlet.
- Do not attempt electrical repairs. Ask you supervisor to call a qualified electrician.
- Walk, do not run. Do your reading at your desk not while walking.
- When using the stairways, take your time and use the handrails.
- Do not stand and talk in front of closed doors that may open suddenly.
- Smoking is permitted in designated areas. Respect the space of others.
- If you must reach high or do any climbing, use a safe ladder and not makeshift boxes, cabinets, desk, etc.

- Report on-the-job illness or injury immediately to your supervisor.
- Report the location of burnt out bulbs to your supervisor and request their replacement.
- Mount or pin all papers, posters, etc., permanently displayed on notice boards using materials provided specifically for that purpose.
- Fire-fighting equipment must be mounted in its proper place, checked periodically to insure it is in good condition, and fully charged for use.
- Keep all floors clear of unnecessary materials and items that could create a slipping or tripping hazard.

SAFE WORK PRACTICE # 26 – Powder/Explosive Actuated Tools

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 regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times.

- Follow the manufacturer's use and maintenance instructions. Always refer to manufacture's recommendations if there is any doubt about the material being driven into, maintenance procedures or load strength to be used.
- Only properly trained and qualified operators are to use this type of tool. The user must possess proof of this certification.
- The tool must meet legislated requirements (e.g. CSA standard).
- Use approved (e.g. CSA) eye protection. Where there is a danger of spalling, full face protection must be worn. Hearing protection is also to be worn in confined spaces.
- Just prior to doing task, load tool with correct load. Tool must not be moved while loaded to an alternative work site or left loaded.
- Never point the tool at anyone, loaded or unloaded. Always keep hands clear of the muzzle end.
- Always store explosive/powder actuated tools in their proper, lockable boxes.
- Never use explosive/powder actuated tools in an explosive atmosphere.
- When using hold the tool firmly and at right angles to the surface being driven into.
- Always be aware of the location of the other workers. Where a hazard to other workers is created by the use of powder actuated tools, signs and barricades identifying the hazard area are mandatory. All workers in hazard area must wear approved (e.g. CSA) eye protection.
- To prevent free flying studs or other material, ensure the material being driven into will not allow the fastener to completely pass through it. (E.g. do not drive into glass blocks, hollow tiles, etc.).
- When using explosive actuated tools, always use <u>minimum</u> shot powder required.
- A worker must not permit the trigger of a powder actuated fastening tool to be mechanically held in the "on" position unless the manufacturer's specifications permit the tool to be used that way.

SAFE WORK PRACTICE # 27 – Respiratory Protective Equipment (RPE)

- The Safety Officer (Adam Pickering: 403-899-3614) is responsible for selecting and providing RPE, as well as performing fit-testing.
- Use of RPE is mandatory when a worker is or may be exposed to airborne contaminants, particularly while sanding and mixing cementitious EIFS products.
- Supervisors are responsible for training all workers affected in the RPE Safe Work Practice, providing proper instruction and guidance to workers on protection requirements, and enforcing the Safe Work Practice.
- Workers must be medically fit to wear a respirator. If you have any medical respiratory conditions, or psychological barriers that will prevent you from wearing respiratory protection, you must notify your Safety Officer and Supervisor prior to wearing a respirator.
- Workers must complete a medical clearance questionnaire prior to scheduling a fit test appointment
- Workers must be fit-tested by a competent (trained) person prior to wearing a respirator, and at minimum every two years or when your physical condition changes significantly.
- Workers must be clean shaven and may not have any piercings that may interfere with effective seal of the respirator.
- Workers must inspect and clean the face-piece (with a sanitary wipe), in addition to performing positive and negative pressure checks, prior to each use of a respirator.
- Workers must clean the respirator after each use, using warm water and a mild detergent, allowing it to air dry completely, and storing it in a sealed Ziploc bag until next use to prevent contamination.
- Workers must replace filters after forty hours of use or thirty days, whichever comes first. They must be replaced earlier if smell, taste, or irritation from contamination is detected, or if it becomes hard to breathe. Never wash your filters as this will ruin them and they will need to be replaced.

Tasks Requiring RPE	A) Sanding Drywall Mud **When doing any sanding* Filter	Airborne Hazard: Dust Type of Respirator: Half Mask Respirator Model: 3M 6200/6300 Type of Filter: P100 Particulate Filter Model: 3M 2097
	B) Cutting Drywall Board **When routering any drywall* *(i.e. cutting with power tools)* **Not required when using the* Filter *"score & snap" method*	Airborne Hazard: Dust Type of Respirator: Half Mask Respirator Model: 3M 6200/6300 Type of Filter: P100 Particulate Filter Model: 3M 2097
	C) Mixing of Cementitious EIFS Products Filter	Airborne Hazard: Dust Type of Respirator: Half Mask Respirator Model: 3M 6200/6300 Type of Filter: P100 Particulate Filter Model: 3M 2097

SAFE WORK PRACTICE # 28 – Scaffold and Elevated Work Platforms

- Before using, inspect scaffolds to make certain they are safe; re-inspect every day to ensure they remain safe as the work progresses.
- Report any damage to scaffolds, false work or other supporting structures promptly to the foreman.
- Scaffold plank must be carefully selected, tested (load or jump test) prior to use and made secure by using cleats, toeing or wiring to prevent slipping.
- Install guardrails for workers protection on all scaffolds.
- There is no such thing as a “temporary scaffold” when it comes to safety. Build all scaffolds with safety in mind because they always end up being used longer than anticipated.
- Never overload a scaffold or temporary platform. They should be designed and built to handle the weight of the workmen and the maximum material load which may be placed on them.
- Never lean against handrails or guardrails.
- All hole openings in scaffolds must have guardrails or be securely covered.
- Never leave loose tools or material on scaffolds or platforms where there is a danger of them falling.
- Do not use rebar as scaffold supports.
- Any person jumping from a scaffold instead of using the provided access and egress will be subject to immediate disciplinary action.
- Inspect and tag all scaffolds; they must be “safe to use” prior to use or applicable safety measures must be in place to ensure worker safety. Never use an untagged scaffold; never use a scaffold labeled “danger do not use”.
- Do not climb, stand, and/or step on scaffold cross braces to access or leave work platform.
- Do not force braces to fit. Level scaffold till proper fit can be made easily.
- Do not work on scaffold during storms or high winds.
- Do not use scaffolds near electrical wires.
- Replace guardrails that were removed while hoisting materials. Wear proper fall protection until guardrails are reinstalled.
- Always check the fallowing 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.
- Ensure that scaffold is securely attached to the building structure. The effects from winds increase when scaffolds are covered. Check regulations for proper tie in spacing.
- Use an access ladder not scaffold frame, unless it is specially designed to climb.

Erecting and dismantling scaffolds must be done under the supervision of a certified scaffolder or a competent, experienced worker who has demonstrated he is fully qualified.

Always follow the most stringent safety rules and regulations of government (province or territory), owner, client or company when constructing or using scaffolds.

SAFE WORK PRACTICE # 29 – Table and Chop Saw Operation

Mount saw firmly on a work bench 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" or thicker. This must be clamped to a waist height work surface on the job site with large c clamps.

- Wear eye and hearing protection; for dry cutting, also use respiratory protection. If possible, position the saw so the wind will carry away the dust.
- Make sure the blade is intact and the blade nut properly tightened.
- Never operate saw with bare or frayed wiring.
- To prevent kick back, never start saw with the blade in contact with material to be cut.
- Protect your fingers by holding a piece of scrap on each side of material being cut.
- To prevent kick back, never force the blade through material. Apply a steady pressure and let the saw cut at its own speed.
- If the blade binds during cut, let the material go or your hands may be drawn into the blade.
- Between cuts, clear chips and dust off the saw table.
- Never measure or mark material on saw table while blade is turning.
- Do not cut cracked material if it cannot be held firmly.
- Do not use defective blades. Always use the blade recommended for the particular material being cut. Check manufacturer's recommendations for proper blade number.
- Loose parts, wobbling and unusual noises or vibrations are signs of trouble. Stop and unplug the saw, correct problem before resuming cut.
- Periodically check the drive belts for tension and wear to prevent them from breaking or coming off during operation.
- Clean up around saw as often as necessary to prevent slip hazard.
- Reduce the risk of unintentional starting. Make sure the saw is switch is in off position before plugging in.

SAFE WORK PRACTICE # 30 – Utility Knife

- Read and follow the manufacturer's instructions and warning labels.
- Wear appropriate personal protective equipment such as gloves and safety glasses.
- Ensure the work area is clear of debris.
- Ensure there is adequate lighting in the work area.
- When using a utility knife always concentrate on the job at hand. Never look away or be distracted as you cut.
- Only use a utility knife for its intended purpose.
- Only use a utility knife for cutting through drywall/EPS Board, opening boxes, cutting ropes, packing straps, sealing tape, poly, etc.
- Always keep your hand and the rest of your body away from the cutting line. Never touch the blade with your fingers.
- Always point the knife away from you when you are exposing the blade.
- Always store a utility knife with the blade closed/retracted.
- Always use a sharp blade. A dull blade requires more force to make a cut, which could lead to tool slippage. Replace the blade as soon as you notice it tearing material instead of cutting.
- The safety features of knives should not be circumvented or removed.
- Dispose of dull or rusty blades in a blade disposal container. Never discard loose blades in the garbage or leave them where they could injure someone.
- Do not pass or toss a utility knife to another worker. Set the knife down and let the other person pick it up.
- Never try to catch a falling utility knife.
- Do not use a knife as a scrapper, screwdriver, chisel, etc.
- Do not extend more blade than is necessary for the cutting job.
- Do not leave a utility knife unattended, especially with the blade exposed.
- Do not hammer on a blade to achieve a greater cutting force.
- Do not operate any tool if you feel drowsy or unwell.
- Do not wear loose clothing, jewelry or long loose hair while cutting.
- Do not apply too much pressure on the blade as it may break.

- Do not use a broken or unsafe knife. Instead, attach a warning tag, take it out of service, and advise your supervisor.

SAFE WORK PRACTICE # 31 – Winter Work

- All work areas are to be assessed for hazards due to inadequate lighting.
- Due to slippery conditions watch footing when walking on site. Be sure of footing during access/egress of equipment. Be sure to wear proper footwear with adequate traction.
- Reduce vehicle/equipment speed to allow for breaking distances.
- Workers walking across site are to give all vehicle/equipment the right of way.
- Trailer access/egress routes and steps must be cleared of snow and ice daily.
- Clear parking and walkway access/egress routes around trailers and work areas.
- Practice good housekeeping to keep scrap materials or tools from being buried in the snow.
- Suspended work platforms must be cleared of snow and ice before work starts. Scaffold inspections are to be performed daily. Access/egress to work platforms must be kept clear of ice and construction materials.
- Temperatures and wind chills are a factor when scheduling work assignments. Lined work gloves, hardhat liners, and heated lunch rooms must be available to all workers. Workers must supply their own work boots and winter clothing. All workers must be told they can come in to warm up if required.
- Eliminate significant skin contact with metal objects as metal conducts heat away from the body rapidly.
- A wind chill schedule is to be posted to advise workers of dangerous conditions. During extreme hazardous conditions supervision will determine changes to work scheduling to ensure the health and safety of workers.
- Hoarding and heating must be done to protect outside workers as required for their safety. Ensure proper storage and usage of tarps and heaters.
- Power panels need to be provided for overnight plug-in of equipment. All heavy equipment must park as far away as possible from the office trailers to avoid a leak of carbon monoxide.
- All construction personnel must park in designated parking areas. Options for starting vehicles prior to the end of shift and boosting or unthawing batteries need to be discussed with workers.
- All workers are encouraged to use judgment when deciding whether or not conditions are too hazardous for travel. Workers must call their immediate supervisor or project manager if they are unable to come to work. Supervisors are to contact workers before 6:00 AM if work has been cancelled due to

highway conditions. Workers who must travel during poor weather conditions are reminded to pack an emergency survival kit (e.g. survival blanket or sleeping bag, warm clothing, gloves, hat, candle, matches etc.) in case of breakdown.

SAFE WORK PRACTICE # 32 – Using Stilts

General

Drywall stilts are made first and foremost for stability. Drywall stilts make it much easier to balance and much less fatiguing to stand still compared to stilts used by performers. The reason for this focus on stability and ease of balance is probably obvious: your focus is the project and the stilts, like any tool, should make the job easier and faster, not more difficult.

Drywall stilts are available in a variety of styles and materials. Drywall stilts are available in magnesium or aluminum. Another noteworthy feature some drywall stilts have is a spring that allows the stilt foot to flex in a motion that closely mimics a person's ankle when you walk.

The biggest difference that sets drywall stilts apart from other types of stilts is that they have a much bigger "foot" on the bottom, which is what makes it so easy to balance and stand still. Another noteworthy feature, some drywall stilts have a spring that allows the stilt foot to flex in a motion that closely mimics a person's ankle when you walk. This special range of motion allows a somewhat more natural heel-to toe stride compared to performance stilts. Finally, most drywall stilts have a series of holes with a locking bolt that allow the user to adjust the height of the foot platform, typically to as high as 40" off the ground.

How to attach and walk on your stilts

The first thing to know about working with stilts is how to put them on properly, as this is an important safety concern. Let's look at how to attach them:

The stilts are designed to be strapped on to both your foot and your leg, and you should NOT use them without all the straps securely in place. If a strap is missing, broken, or otherwise compromised, DO NOT use the stilts. Replacement straps are available.

The foot straps attach best over a work boot or a shoe, so be sure to choose appropriate footwear before putting them on. The leg straps should be attached over pants for best fit and comfort.

Once you have checked that the straps are all present and in good condition, and you have appropriate footwear and pants, you'll want to find a raised surface to sit on – ideally, at a level where your foot can rest on the stilt with a roughly 90-degree bend in the knee and the stilt vertical.

Put your heel firmly against the metal heel cup and tighten the foot straps as much as you can. This is where having sturdy footwear is critical – it allows you to tighten the straps farther without causing discomfort to the foot and ensures the stilt will not slide in any direction.

Once you have the foot secured, attach the leg straps, making sure that the semi-circular knee brace sits BELOW the knee. Some brands have height adjustable knee supports to fine-tune the fit. Tighten the straps as tight as you can without causing discomfort.

Now that the stilts are properly secured to your legs, it's time to stand up. If the surface you're sitting on is high enough, you may be able to stand up easily by simply leaning forward. Otherwise, get a co-worker to take your hands so you can pull yourself up. This is a good idea anyway, as until you get the hang of it, you should have a co-worker around to spot you as you practice walking. As time goes on and your balance on the stilts gets better you will learn to get on the stilts from many different places around the worksite.

Stepping with the stilts on is similar to walking normally but requires you to bend your leg more and lift your knee higher. This ensures that the stilt's "foot" clears the ground. Otherwise, you can trip when the foot of the stilt drags on the floor. You'll also be taking slower steps than you normally would, since the weight and length of the stilts will slow your stride a bit.

When to use drywall stilts

Despite being called "drywall" stilts, they are actually useful for any number of construction tasks at height, such as electrical work (ceiling fans, chandeliers, etc.), painting, and, of course, mudding, taping, and hanging drywall. Basically, if you need to be working on the ceiling (or above what you can comfortably reach from the floor), stilts can be a tremendous aid.

On the other hand, they aren't suited to every job or every jobsite. For instance, if you have a very crowded space, you may find that moving around on the stilts is more of a hindrance than a help. At the other extreme, if your space is vast, you may find it more efficient to get a scaffold that can accommodate more tools and equipment that will be required.

One thing that should be done is using stilts on a worksite that is untidy and has a lot of trip hazards. You must ensure the worksite is clean and clear of debris. Be cautious of low-hanging hazards that you may strike your head on.

SAFE WORK PRACTICE # 33 – Installing Drywall

General

Doing a good job of hanging drywall, the drywall can be taped and finished smoothly and easily making for a nicer finish and a much easier job. Poor drywall hanging techniques make it difficult for even a seasoned taper to deliver a flat, uncracked surface that's free of nail pops and ready for paint or finish.

PPE

- Safety glasses
- Gloves
- Safety footwear
- Hard hats

Process

- Make sure there are backers on each edge of the board
- Measure the length needed and score the paper face with a utility knife, using a drywall square as a straightedge.
- Snap the sheet, fold it open and cut through the paper on the backside.
- Smooth rough edges on cut ends to ensure tight joints.
- Use a lift to position board on ceilings or high areas
- Tack the edges so the board won't move
- Measure openings and cut carefully to have those opening positioned in the correct spot
- Finish securing the board
- Clean up area as you go

SAFE WORK PRACTICE # 34 – Installing Door Frames

General

Door frames should be installed as per the manufacturer specifications to ensure it is secure and will function as needed.

PPE

- Hard hat
- Gloves
- Safety glasses
- Safety footwear
- Stilts

Process

- Anchor the base anchors to the floor on each jamb using a concrete screw or drive pin anchor. Install a minimum of six anchors. Place three on the hinge jamb and three on the strike jamb.
- Proper anchor spacing is important. An anchor must be above each hinge and directly across at the same height on the strike jamb.
- If your installation requires electrical components, install conduits or flex cable for low voltage wiring now.
- Place another mid-frame spreader between the hinge and strike jambs to keep the frame straight and aligned.
- Check the head of the frame for level accuracy. If necessary, adjust the base anchors to achieve a level head and proper floor clearance.
- Move the studding in place and begin screwing the studs to the track at the bottom. Install screws on each side of the stud.
- Once the base of the stud is anchored, proceed with securing the studs against each jamb to the top steel stud plate. Then install screws on both sides of the stud.
- Install the header above the frame. The studs should be perpendicular to the steel stud track. The dimension between the jambs should be the same at the top and bottom of the frame.
- Check the frame again for plumb, level and square.
- Secure the top steel stud anchor on the strike jamb with screws. Check the hinge and strike jambs for plumb accuracy in all directions.
- Position the top of the hinge jamb to the stud so that it will accept the proper thickness drywall on each side.
- Bend the anchor ear around the stud to hold the anchor in place.

SAFE WORK PRACTICE # 35 – Mudding and Taping

General

Mudding is the process of applying multiple thin coats of drywall compound to the joints and screw indentations in newly hung drywall. When done correctly, the result is a wall so flat that few observers can spot the seams beneath.

This is a general process and your supervisor and/or trainer may provide you with a slightly different process that works better or may better fit company standards.

PPE

- Hard hat
- Gloves
- Safety glasses
- Safety footwear
- Stilts

Process

- Mix the mud if necessary, depending on the job requirements
- Drywall panels come with slight bevels on both of their long sides. When the bevels are fitted together, they form a small indentation, about 2 inches wide, along the joints. Use the 6-inch taping knife to smooth and work the mud evenly into the joint, filling the entire indentation and wiping away excess mud.
- Cut and fit a piece of paper tape over the joint while the mud is still wet for a process called “bedding.” Use the 6-inch taping knife to gently smooth the paper onto the wet mud, working out bubbles as you go. Wipe away excess mud with the knife.
- With the 6-inch knife, apply a thin coat of mud to both sides of an inside corner, making sure to work it all the way into the center. Cut, fold, and fit a strip of pre-creased paper tape in the corner over the wet mud. Smooth the paper tape carefully in the wet mud, using either a 6-inch taping knife or an inside-corner taping tool that features a preformed 90-degree shape for easy bedding. Use light stroking movements to bed the tape without dislodging it from the corner. Wipe excess mud from the walls.
- If using preformed tape corners, attach them as recommended by the manufacturer, and then smooth mud over the corners, using long vertical strokes on both sides to form a sharp, uniform corner.
- You can avoid butt joints, which occur when un-tapered ends of a drywall panel are fitted together, by using sheets of drywall that span the entire room. But if dealing with ends that have no beveled indentations, it’s more challenging to get a smooth finish. Mud them as you did the beveled joints, taking care to use only as much mud as necessary to fill the joint and bed the tape.
- Let all the mud dry before applying the next coat. Apply a second coat of mud to the screw indentations, beveled joints, and inside and outside corners in the same order as the first coat—only this time, use only mud. No need to add more tape! Just apply a thin layer of mud and wipe off all excess.

- To do a second coat for butt joints, take the 10-inch taping knife, apply two swaths of mud, approximately 8 inches wide, along both sides of the first joint coat, but not on top of the original joint. This imperceptibly builds up the wall depth over a wider area to reduce the appearance of a bulky butt-joint seam. Feather out the edges of the swaths well with the knife for a smooth look.
- Apply a third very thin coat of mud after the second coat dries. Use the 10-inch knife for all screw indentations, seams, and corners. The wider knife allows you to feather out the edges of the mud to a razor-thin application. Follow the same procedure for beveled joints and corners as before. On butt joints, apply a thin coat of mud over the previous swaths and the original mud joint. It's not unusual for the mud swath on butt joints to be 2 feet wide or wider.
- When the mud dries, apply one last thin coat only over the butt joints. Feather out the edges very well and let the mud dry.

SAFE WORK PRACTICE # 36 – Steel Stud Framing

General

Steel stud framing has advantages over wood. Steel studs are perfectly straight, they don't shrink or split, they are light and easy to store, they are resistant to fire, insects and rot.

This is a general process and your supervisor and/or trainer may provide you with a slightly different process that works better or may better fit company standards.

PPE

- Hard hat
- Gloves
- Safety glasses
- Safety footwear
- Hearing protection (if using a saw to cut the steel)

Process

- To cut individual steel studs and tracks, use straight-cut aviation snips. If you need to cut dozens of metal studs and tracks quickly, use a circular saw fitted with a toothless (Carborundum) metal-cutting blade. When cutting individual steel studs or tracks with a circular saw, cut on the closed (or "web") side and support the piece tightly on sawhorses. Protect yourself from the showering sparks, acrid smoke and deafening noise by wearing safety glasses, a dust mask, long sleeves and hearing protection.
- Fasten the floor and ceiling tracks and then install the studs one at a time.
- On a finished ceiling where the stud wall framing track runs perpendicular to the joists, fasten the track to the underlying joists with 1-1/2 in. self-tapping drywall screws. If the track runs parallel to the joists, fasten the track to the ceiling with drywall anchors.
- Place the studs in the tracks, level, and secure with screws

4 SAFE JOB PROCEDURES

Introduction
The following section contains a series of Safe Job Procedures for tasks that are relevant to our scope of work and are frequently encountered.

All workers and supervisory personnel shall familiarize themselves with the procedures outlined. Any review or revision of a procedure must be recorded on the Index & Review Log.

SAFE JOB PROCEDURES - INDEX & REVIEW LOG

SJP #	Item	Date (M/Y)	Developed By	Review /Revision Date	Review /Revision By
1	Off-loading and handling materials	Jan 2021	RP	AP	
2	Lifting Materials	Jan 2021	RP	AP	
3	Lockout	Jan 2021	RP	AP	
4	Dry Chemical Fire Extinguishers	Jan 2021	RP	AP	
5	Chemical Use	Jan 2021	RP	AP	
6	Crystalline Silica	Jan 2021	RP	AP	
7	Exterior Insulated Finishing Systems (EIFS)	Jan 2021	RP	AP	
8	Emergency Scene Management	Jan 2021	RP	AP	
9	Fire Encounter	Jan 2021	RP	AP	
10	Handling Flammable Liquids	Jan 2021	RP	AP	
11	Hot Work	Jan 2021	RP	AP	
12	Sanding	Jan 2021	RP	AP	
13	Scaffold Setup and Use	Jan 2021	RP	AP	
14	Baker Scaffold Use	Jan 2021	RP	AP	
15	Site Clean Up and Site Delivery	Jan 2021	RP	AP	
16	T-bar, Ceiling Tiles, and Exposed Grid Ceilings	Jan 2021	RP	AP	
17	Utility Knife Use	Jan 2021	RP	AP	
18	Working in Winter	Jan 2021	RP	AP	

19	**Working Alone**	**Jan 2021**	**RP**	**AP**	
20	**Silica Code of Practice**	**Mar 2020**	**RP**	**SD**	
21	**Close Proximity Work Procedure (see Pandemic Planning)**	**April 2020**	**RP**		

SAFE JOB PROCEDURE # 1 - OFF-LOADING AND HANDLING MATERIAL

1. Cordon off limits on area of about 5 m (16 feet) around the loaded vehicle. The only personnel and vehicles allowed within the cordoned area are those involved with the off-loading to ensure safe operating distance for the forklift or other equipment.
2. Whenever possible, designate a particular area, on site for on and off loading and perform such operations as often as possible in the designated area.
3. As materials arrive on site verify that strapping used to bundle materials, are still rigid and firmly in place or that crating is sound after transport.
4. Use a crane or other appropriate offloading equipment to unload materials, do not push loads off of vehicles.
5. If offloading equipment with lifting hooks, verify number and location of lifting hooks and use the appropriate sling arrangement. A lifting diagram is usually supplied with equipment. This should be read carefully.
6. Attach a guideline or tag line to any load, which may become unmanageable in order to prevent the swinging of the load when it is being raised or lowered. This is especially important when it is necessary to swing the load in areas where men are working.
7. Read and follow Safe Job Procedure for Rigging along with this Job Procedure.
8. The operator of the lifting equipment being used has complete responsibility when hoisting his lifts and must also verify the total weight being lifted.
9. The designated signalmen shall be the only person giving signals to the operator of the lifting equipment.
10. When the load is secured by the rigger(s) an "all ready" signal shall be given by the signalmen to the operator.
11. Stand clear of taut cables and lifting devices.
12. Designate an offloading area on site to receive materials. Cordon off limits the required area to receive the load. The only personnel and vehicles allowed within the cordoned area are those involved with the offloading.
13. Remove debris and materials from the offloading area (lay down area) to receive loads and lie the load flat, on timbers whenever possible.
14. Leave passageways around the various loads in the laydown area.
15. Remove slings when they are slack and lifting equipment operator has ceased maneuvers. The signalman shall signal the rigger(s) when de-slinging can begin.

16. Once the slings are removed from the load, the signalman shall signal the lifting equipment operator to raise slowly until the slings or lifting equipment cable has cleared the load. All personnel shall stand clear during this operation.

SAFE JOB PROCEDURE # 2 - LIFTING MATERIALS

1. Plan your move:
   - size up the load and make sure pathway is clear;
   - get help as needed;
   - use a dolly or other device if necessary.
2. Use a wide-balanced stance with one foot slightly ahead of the other.
3. Get as close to the load as possible.
4. Tighten your stomach muscles as the lift begins.
5. When lifting, keep your lower back in its normal arched position and use your legs to lift.
6. Pick up your feet and pivot to turn - don't twist your back.
7. Lower the load slowly, maintaining the curve in your lower back.
8. Avoid lifting above shoulder height.
9. Do not catch falling object.
10. Push rather than pull. Pushing allows you to maintain the normal curves in your back.

SAFE JOB PROCEDURE # 3 - LOCK OUT

General

1. The general goal of a lock out procedure is to eliminate the risk of accidents by cutting the sources of energy that would start up equipment on or near where work is being performed.
2. Lock out procedures may vary from site to site or from one equipment to another due to multiple powering sources or complexities of systems.
3. All documentation such as tagging and lock out requests, lock out log books, etc., as well as awareness of on-going lock outs shall be under the control of the person named as the tagging authority.

Process

1. Receive work assignment. You must be fully trained and authorized to perform this kind of work.
2. Locate the area and identify the equipment or machinery to be worked on.
3. Ensure the system is isolated and the machine is stopped. Identify all power sources affecting the equipment or machinery: electrical, pneumatic, hydraulic, steam, gravity, momentum, interlocks, computer-control, robotics or other devices.
4. Determine whether lock out is required to perform the work assignment, i.e., ask…what would be the result if any of the power (energy) sources were activated? If the answer is 'no result', then follow normal safe work procedures.
5. Padlocks shall have a unique key.
6. Seek the help of qualified operations personnel.
7. Locate all sources of power on the equipment or machinery.
8. Determine whether it is physically possible to lock out each power source.
9. Have qualified personnel shut down the equipment or machinery, lowering or blocking all moving parts. Install your personal safety lock(s) with tag indicating name, employer, time/date and work location. Make a record of all locked out switches, etc.
10. Any power or product remaining in the equipment or machinery must be discharged, disconnected or rendered inoperable by qualified personnel.
11. Ensure all personnel are in the clear. With extreme caution, try to start the equipment or machinery manually or test with a CSA-Certified Potential Test Indicator to ensure that all components are de-activated and de-energized, including interlocking or dependent systems, which could feed the locked-out system.

12. Look for any movement; test functions.
13. If none observed, try to restart again.
14. Look for any movement; test functions.
15. If none observed, return the control to the off or neutral position and confirm that all power sources are at a zero-energy state.
16. Carry out work assignment.
17. If work extends beyond one shift, locks must be removed by the outgoing shift and replaced by the oncoming shift.
18. When work is complete and area ready to resume operation, remove all locks, tags and lock out devices, checking each item off the record made in step 10. Check that all personnel are clear of the equipment or machinery.
19. Have qualified personnel restart the equipment or machinery.
20. Assignment is complete once equipment or machinery is operating satisfactorily.

Particulars

There are only two circumstances for which it is justified to cut a padlock used in a lock out procedure.

1. If a worker loses his or her key and the equipment is still tagged and locked, the tagging authority shall proceed to the removal of the padlock(s) with the site superintendent witnessing the event. A written record shall be kept of the event and signed by the worker, tagging authority and superintendent.
2. If a worker has completed his or her work and forgotten to remove the padlock(s) the worker's immediate supervisor shall contact the worker and have the padlock(s) removed. If the worker is no longer on site, the worker's immediate supervisor shall contact the worker and request if the padlock can be removed. If yes, the worker's immediate supervisor shall proceed to the removal of the padlock(s) with the site superintendent witnessing the event. A written record shall be kept of the event and signed by the worker, tagging authority and superintendent. Under all other circumstances it is forbidden to remove a worker's padlock.

SAFE JOB PROCEDURE # 4 - DRY CHEMICAL FIRE EXTINGUISHERS

Job Steps

1. Remove extinguisher from hanger.
2. Carry extinguisher in upright position to fire.
3. Pull pin of extinguisher, hold hose or horn in one hand.
4. Use the extinguisher by pointing it at the base of the fire. Move the hose in a sweeping motion.
5. Promptly report use of extinguisher.
6. Bring the extinguisher to the site office trailer.
7. Take extinguisher out of service and have it re-charged.

SAFE JOB PROCEDURE # 5 – CHEMICAL USE

1. Obtain and read the SDS for all of the materials that you will be working with.
2. Read the supplier and/or workplace labels on the containers of the materials that you will be working with.
3. Obtain and wear the personal protective equipment that is recommended in the MSDS for the materials that you will be working with.
4. Inspect the containers for damage or leaks before handling them.
5. Use the materials for their intended purpose in accordance with the manufacturers' recommendations/instructions (refer to the MSDS and labels).
6. Follow the health and safety rules that apply to your job.
7. Wash your hands thoroughly with warm water and soap after handling chemicals.

SAFE JOB PROCEDURE # 6 – CRYSTALLINE SILICA

Crystalline Silica is basically rock dust. It occurs in construction in very common activities such as concrete drilling, cutting drywall, mixing of cementious materials, demolition, and sanding drywall compound.
Although silica occurs naturally (in sand and rocks) it is only a hazard when the microscopic particles are inhaled, then it can cause irreversible and potentially fatal damage to the lungs in a disease called silicosis. The purpose of this plan is to prevent exposure to the dust since it can cause silicosis and is a carcinogen as well.

1. Before working with products containing crystalline silica, ensure you have filled out a Respirator Screening form and been properly fitted by the safety officer (Adam Pickering) for RPE.
2. Fill out a Hazard Assessment Sheet for every silica dust generating task.
3. Assess whether the dust hazard can be removed at the source. If not, you will be required to wear an approved half mask/respirator for the particular task. Check for proper fit and functioning during use.
4. Evaluate containment/signage necessary to protect other exposed workers and carry out appropriate action. Examples include separating the work area exposed to the silica-containing dust from the rest of the work areas, moving other workers from the path of dust generating activities, and making sure whoever cannot be moved has a respirator. If unsure of necessary precautions, consult your supervisor/safety officer for suggestions.
5. Monitor dust production and clean up dust as soon as the task is completed via vacuum with a HEPA filter/broom. Should an excessive amount of dust be present or some other hazard arise, mid task clean up should be considered.
6. Once particles have been cleaned up, be sure to properly clean your respirator.
7. Immediately upon completion of task wash face and hands, as well as any other exposed skin.
8. Practice good hygiene – be sure to wear approved work clothing and to launder upon exposure to silica dust. Do not smoke, eat, drink, or chew in contaminated areas.

SAFE JOB PROCEDURE # 7 – EXTERIOR INSULATED FINISHING SYSTEM (EIFS)

1. Ensure Proper PPE is worn.
2. Ensure work area is free of debris and any tripping and slipping hazards.
3. Erect scaffold as per safe work procedure.
4. Install any trims.
5. 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 board face.
6. EPS board shall be applied to wall. First, apply basecoat adhesive to the backside of the EPS board. Then, apply EPS board to wall. Be sure to stagger the joints of the EPS board.
7. Rasp the EPS board to remove any humps and make your corners true.
8. Base coat is then applied to 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.
9. Allow basecoat to dry before applying finish.
10. Apply the finish coat using the same process as the basecoat. A plastic trowel should be randomly moving the finish around the wall to achieve final finish.
11. Dismantle the scaffold as per safe work procedure.
12. Clean up any debris left in area.

SAFE JOB PROCEDURE # 8 – EMERGENCY SCENE MANAGEMENT

1. Take charge or assist person in charge.
2. Call out for help (vocally or by way of cell phone).
3. Assess hazards and make area safe.
4. Find out what happened.
5. Identify yourself and offer help (if you have first aid training).
6. If head or spinal injuries are suspected, do not touch or move the head, neck, or back.
7. Assess responsiveness.
8. Send for medical help. Do not leave person unattended. Go for help only if there is no one else to assist.
9. Stay until you hand the person over to medical help or another first aider arrives, or the person no longer requires your assistance.
10. If the injured person requires assistance to a clinic or hospital you must then accompany him or her to a clinic. Stay with that person until a doctor can advise further action.
11. If the injured person is seriously injured (severe back problem, dazed and incoherent, suspected spinal injury), call an ambulance immediately, and stay with the injured person until your assistance is no longer required.

SAFE JOB PROCEDURE # 9 – FIRE ENCOUNTER

Fire-fighting techniques, fire extinguisher types, procedures for fighting fires, emergency evacuation procedures and other procedures required when encountering a fire must be in compliance with all OH&S/WCB, federal, municipal, company and client regulations, acts, rules, etc.

1. Sound alarm or activate the fire alarm system.
2. Ensure people in the area are aware of the fire.
3. If the fire is contained or small and not spreading rapidly, attempt to extinguish the fire using fire extinguisher or fire hose cabinets.
4. If the fire is spreading rapidly or the area is filling with smoke, follow the company's evacuation procedures.
5. Evacuate calmly, but quickly.
6. Never use the elevator, if the power fails you will be trapped.
7. Close the doors if you are the last one out. Do not lock it.
8. Once in the stairwell, proceed down to the first floor and exit.
9. Keep low to the floor to avoid smoke and toxic gases.
10. If possible, cover your mouth and nose with damp cloth to help you breath.
11. Once outside, report immediately to the predetermined muster point so others will know you are not trapped inside.
12. Upon arrival of the emergency responders, direct them to the fire location. Only assist if you are trained in fire-fighting procedures.

SAFE JOB PROCEDURE # 10 – HANDLING FLAMMABLE LIQUIDS

1. Always perform a Hazard Assessment to determine any dangers that may exist while working with flammable liquids.
2. Know where the nearest ABC Fire Extinguisher is located and how to use it properly (P.A.S.S.) in case of a fire.
3. Gas and other flammable liquids must not be carried in the passenger compartment of vehicles. During transportation, flammable liquids must be in approved containers bearing the label CSA or ULC.
4. Always ensure that the containers are not damaged, the caps fit, and they are tightly secured.
5. Flammable liquids must be transported in the upright position and be securely fastened so they will not move during transport.
6. Gasoline engines must be shut off and cooled before refueling.

SAFE JOB PROCEDURE # 11 – HOT WORK

1. Prepare the area the “hot work” will be taking place.
    - Remove combustible materials at least thirty-five feet, sweeping as well if necessary.
    - Wet down anything combustible that cannot be moved.
2. Secure a proper Spark Producing and Open Flame Permit from the General Contractor
    - Maintain a copy until the completion of the work.
    - See immediate supervisor for an extension of the permit or at the completion of the work.
3. Ensure understanding of the permit and its precautions. Ask questions when necessary.
4. Wear proper PPE (face shield).
5. Fire watch for at least thirty minutes afterwards.
    - Know where the closest fire extinguisher is located.
    - Set up fire watch on lower levels of a multi-level building if necessary.
6. Return the field copy of the permit to the General Contractor when the job is completed.

SAFE JOB PROCEDURE # 12 – SANDING

1. 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 dimples.
2. Using a sanding sponge or the use of a sanding pole with 100 grit sand paper, sand the compound lightly taking care not to sand through the drywall paper facing.
3. Dismantle the scaffold as per safe work procedures.
4. Clean up any debris left in area.

SAFE JOB PROCEDURE # 13 – SCAFFOLD SET UP AND USE

Erection of Scaffold

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

If guardrails are required

1. Position the bottom posts of the guardrail assembly into the 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 posts at the underside of the truss. Position the other guardrail and gate assembly to the other side of the unit in the same manner.
2. Always lock gate to the side guardrail by swinging gate latch over the gravity pin.

If additional units are to be used

1. Assemble the bottom unit as described above.
2. Adjust the bottom truss and plank to the approximate height of 5 ft. from the floor. The truss cannot be at the height position when stacking.
3. Attach outriggers with casters to the end frames of the bottom unit. To attach the outriggers to the unit, loosen the two handles nuts to allow clamps to be located around the outside leg of the end rail. Position the outriggers on the leg so that the caster on the outrigger is in contact with the ground, and then tighten the two handle nuts to secure each outrigger in place. Lock all casters.

4. 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.
5. Attach and secure the other end frame over the top of the other lower end frame.
6. Attach one truss to both upper end frames at the desired working height.
7. Attach the second truss to the other side of the end frames at same height as the first truss.
8. Add guardrail system.

Use of scaffolds

1. Ensure proper PPE is worn.
2. Ensure work area is free of debris and any tripping and or slipping hazards, and it is a flat surface.
3. Ensure the casters are locked before climbing.
4. Access plank by climbing up the rungs and over the top of the end frame. Do not swing around end frame to access the plank.
5. When using guardrails, close and latch the gate after accessing the plank.
6. Total combined weight of worker and materials shall not exceed load ratings of the unit. Never overload scaffold.
7. Never drop or apply any impact load to the scaffold.
8. Metal scaffold conducts electricity. Do not use where contact can be made with electrical circuits.
9. Do not over reach, move scaffold instead. Tie off to building when possible to prevent tipping.
10. Never climb onto scaffolding from ladder unless both are secure from movement.
11. Never use ladders or other devices on the scaffold to gain greater height.
12. Never allow loose objects to accumulate on the plank.
13. Never roll the scaffold with a person on the plank.
14. Never use in front of unlocked doors.
15. Never use in poor health or while taking drugs or alcoholic beverages.
16. Never leave the assembled unit unattended.

SAFE JOB PROCEDURE # 14 – BAKER SCAFFOLD

1. Perform a Hazard Assessment to ensure work area is safe, level, and free of debris.
2. Put on required PPE.
3. Make sure the end frames and wheels are in good condition before use.
4. Make sure wheels are locked in place.
5. Attach side braces. Make sure they are in good condition and locked to end frames.
6. Ensure the Baker is positioned on a level, stable surface.
7. Make sure the platform you are using has no cracks or holes in it.
8. Lift platform into position, seat firmly onto the side braces.
9. Make sure wheels are always locked in place when someone is on the platform.
10. Outriggers and hand rails must be used if scaffold exceeds 5’ in height.
11. Never move a Baker while a person is on it and do not pull yourself along while you are on it either.

SAFE JOB PROCEDURE # 15 – SITE CLEAN UP AND SITE DELIVERY

1. Have a valid drivers' license and perform a pre-trip vehicle and equipment inspection daily.
2. Follow safe driving procedures/be a defensive driver.
3. Evaluate hazards before backing on site.
4. Drive on site when it is safe to do so. Use a guider if necessary.
5. Walk around your vehicle before backing up or driving.
6. Be familiar with vehicles' weights and capabilities. Adjust driving speed to road conditions and vehicle load.
7. Ensure PPE appropriate to rules and hazards is worn.
8. Watch out and use caution. Potential hazards include ice, mud, uneven surfaces, falling objects, floor openings, and loose planks.
9. Use safe lifting and carrying techniques.
10. Watch for other workers. Always look before throwing material. Use a "spotter" if necessary.
11. Maintain contact with the office or supervisor when arriving or leaving site locations.
12. Know the products you are cleaning up and their MSDS referral.
13. Do not smoke when handling flammables or on sites where prohibited.
14. Organize flagging with the superintendent on site or the office prior to delivery.
    - Flagging is required when blocking any lane of traffic.

SAFE JOB PROCEDURE # 16 – T-BAR, CEILING TILES, & EXPOSED GRID CEILINGS

Installation of T-Bar

1. Ensure proper PPE is worn.
2. Ensure work area is free of debris and any tripping or slipping hazards.
3. Erect the scaffold as per the scaffold work safe procedure.
4. Install cut lines or dry lines (jet line) directly over the floor layout lines, attach them to the wall molding.
5. Measure and cut the first runner so that a cross tee slot lines up directly over the cross tee cut line.
6. Mark and bend the suspension wires at the proper elevation.
7. Suspend a main runner from the first row of hangers. Do not wrap wires at this time.
8. Align the first main runner with the dry line. Pop rivet one end when you are sure that it also aligns with cross tee slot.
9. Cut and install boarder 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 dry line.
10. 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.
11. 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.
12. Pop rivet the wall molding and every other boarder tee always maintaining the 4’ o.c. dimension.
13. Fill the remaining area with main runners and cross tees.
14. Check the entire installation for level using a laser or additional dry lines along the main runners. Remove slack from the suspension wires by pulling down on the grid.
15. Dismantle scaffold as per safe work procedures.
16. Clean up any debris left in area.

Installation of ceiling tiles

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

3. Erect scaffold as per the scaffold safe work procedure.

Exposed Grid System

1. Measure between the ceiling grid and wall molding to determine size of boarder panels.
2. Transfer dimensions to panels and cut them to size. Do not cut them to tight, and make sure the pattern direction is correct.
3. Angle the ceiling panels up into the grid framework and drop them into place. Do not scuff the face of the panel on the wires.
4. Install ceiling hold down clips if required.
5. Cut holes for lights, sprinklers, speakers, pipes, etc.

SAFE JOB PROCEDURE # 17 – UTILITY KNIFE USE

1. Pre-operation selection and inspection
    - Wear appropriate personal protective equipment.
    - Select a knife with the proper shape and size for the cutting job.
    - Inspect the knife for damage prior to each use.
    - Ensure the tip of the blade is sharp. If it is dull then expose the blade to the next hatch mark. Grip the exposed blade with a pair of pliers and break the blade off.
    - Ensure the blade is securely fastened and seated properly.
    - Ensure the blade access door and handle are not loose.
    - Ensure the blade is in good condition; no nicks, cracks, rust, etc.

2. Operation
    - Place the item you plan to cut on a flat, stable surface. Be sure the object will not slip or wobble.
    - Ensure that other people are a safe distance away.
    - Only extend the blade the required length for the cutting job.
    - Stabilize the item you are cutting with your non-cutting hand. Make a mental note of the line you are going to cut before you start cutting.
    - Ensure your hand and body are away from the cutting line.
    - Firmly hold the knife in your hand with your fingers wrapped around the casing. Position your index finger onto the top side of the casing to help guide the blade and allow you to better control the depth of the cut.
    - Place the tip of the blade in position on the surface to be cut.
    - Run the sharp edge of the blade along the area you want to cut. Pull the blade to either side of you and not directly towards you. A pulling motion will give you more power and control over the knife.
    - Caution should be taken not to damage the contents of a box/container.
    - If you are cutting thick or hard material then use several shallow cuts instead of one deep one. A number of light passes will reduce the chance of a slip or jump.
    - If you are using a straight edge to direct the cut then make sure it is clamped to the material. If it is not practical to clamp the straight edge then place your hand well clear of the cut line. A thick straight edge will keep the blade from “jumping the track” as you cut.

- When you are finished cutting, retract the blade into the housing.
- Store the utility knife in a safe location away from children.

SAFE JOB PROCEDURE # 18 – WORKING IN WINTER

1. Check daily weather forecast.
2. Ensure proper winter clothing and boots for current weather.
    - Many layers of relatively light clothing with an outer shell of wind-proof material maintain body temperatures much better than a single heavy outer garment worn over ordinary indoor clothing.
    - Make sure clothing allows some venting of perspiration. Wet skin will freeze more rapidly than dry skin.
3. Notice any hazards due to insufficient lighting and report to supervisor.
4. Clear parking and walkway access/egress routes around trailers and work areas, including scaffolds.
5. Set up tarps and heaters when necessary, ensuring safe procedures.
    - Stack tarps properly to avoid collapse.
    - Ensure adequate ventilation/air movers to eliminate toxic atmospheres.
    - Eliminate potential fire hazard by setting up heaters away from flammable materials.
6. Communicate with supervisor about taking a break to warm up if necessary and be aware of the signs of hypothermia/frostbite.
    - Hypothermia results when the body continues to lose heat and the core body temperature drops as involuntary shivers begin. This is the body's way of attempting to produce more heat and it is usually the first warning sign of hypothermia.
    - Frost bite, at first, feels cold and a prickly on the skin. Followed by numbness and red, white, bluish-white or grayish-yellow skin as well as hard or waxy-looking skin. Other symptoms include clumsiness due to joint and muscle stiffness and blistering after rewarming, in severe cases.
7. Contact immediate supervisor if roads are too dangerous for travel.

SAFE JOB PROCEDURE # 19 – WORKING ALONE

1. All workers who work alone, employees or subcontractors, must have a work alone procedure in place.
2. To work alone, anytime, we must establish a communication link with someone in a position to act as our safe keeper, without exception. This includes all employees and subcontractors in all hours of the day and night, seven days a week.
3. During the normal working day your supervisor or equivalent is the safe keeper and expects to hear from you on a regular basis.
4. During the off hours and on weekends, the after hour supervisor or equivalent is the safe-keeper.
5. When a worker is working alone it is that individual's responsibility to call the after hour supervisor or equivalent safe keeper and establish a communication line. The employee must advise the supervisor of his/her present location and pertinent information, including a risk level assessment (high, moderate, or low).
6. Risk level call frequency:
    - One hour: The worker feels that his safety is marginal and wishes to maintain communication.
    - Two hours: The worker feels secure; however, there may be some circumstances which a call every two hours needs to be arranged for.
    - Three hours: The company policy is that our employees should never be out of touch with someone for more than three hours while working alone.

SAFE JOB PROCEDURE # 20 – SILICA CODE OF PRACTICE

PURPOSE AND RESPONSIBILITIES:

The main purpose of this Code of Practice is to protect workers when working with gypsum and drilling concrete, with respect to Silica and Silica dust. Cutting, moving or working with Gypsum as well as drilling into concrete without proper dust controls can generate high levels of silica-containing dust. Breathing in this fine dust can cause a serious lung disease called silicosis, which is characterized by scarring and thickening of the lungs and can result in death.

- Dal-Tek Interiors has a duty to protect our workers from silica exposure during gypsum and concrete drilling. Studies show that working with silica dust and concrete drilling generates airborne silica levels well in excess of safe levels. Effective controls are available to protect workers from harmful exposure
- A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this Code of Practice, are followed at our worksites
- The work procedures we establish for gypsum and concrete drilling will protect not only our workers but also any other workers on-site who are not involved in these operations

HEALTH HAZARDS FROM SILICA EXPOSURE:

- Long-term exposure to airborne crystalline silica (for example, quartz) can cause a disabling, sometimes fatal lung disease called silicosis.
- Exposure to crystalline silica has been linked to lung cancer
- When the dust is inhaled deep into the lungs, microscopic particles of silica can cause scar tissue to form in the lung tissue, which restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years
- The disease initially causes fatigue and shortness of breath. If exposure continues, it can lead to chest pain, heart problems (difficulty breathing can strain the heart), and respiratory failure
- Exposure to crystalline silica has also been linked to other diseases, including bronchitis and tuberculosis

EMPLOYER IS RESPONSIBLE FOR THE FOLLOWING:

- Ensure that the materials (for example, tools, equipment, and PPE) and other resources (for example, worker training) required to fully implement and maintain this Code of Practice are readily available
- Ensure that supervisors and workers are educated in the hazards of silica exposure and trained to work safely with silica
- Maintain written records of training (for example, proper use of respirators), fit-test results, safety meetings, and inspections (for equipment, PPE, and work methods and practices)
- Conduct an annual review (or more often if conditions change) of the effectiveness of the Code of Practice. This includes a review of available dust control technologies to ensure these are selected and used when practical
- Coordinate work with the prime contractor and other employers to ensure a safe work environment

SUPERVISORS ARE RESPONSIBLE FOR THE FOLLOWING:

- Provide adequate instruction to workers on the hazards of silica associated with gypsum and concrete drilling
- Select and implement the appropriate control measures for the scope of work
- Ensure that workers using respirators have been properly trained and fit-tested and that the results are recorded
- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls and wear the necessary PPE

WORKERS ARE RESPONSIBLE FOR THE FOLLOWING:

- Use the assigned protective equipment in an effective and safe manner
- Follow established work procedures as directed by the supervisor
- Report any unsafe conditions or acts to the supervisor
- Report to the employer any exposure incidents or any signs or symptoms of silica illness

RISK IDENTIFICATION AND ASSESSMENT:

- Concrete can contain a high percentage of silica, while gypsum can contain a small percentage of silica
- Working with gypsum or drilling concrete without the use of proper dust controls and PPE can expose workers to levels of airborne respirable crystalline silica that are above the exposure limit listed in the OH&S Code

- Work locations where workers or other persons are exposed to the hazards of silica will be identified with signs, placards, or barrier tape

EXPOSURE LIMIT:

- The occupational exposure limit (OEL) for respirable crystalline silica (including quartz) is 0.025 milligrams per cubic metre (mg/m3)
- Because crystalline silica is linked to lung cancer, workplace exposures must be reduced to levels that are As Low As Reasonably Achievable (ALARA) below the OEL

SILICA DUST CONTROL:

- The Code requires employers to select silica dust controls based on the following hierarchy:
    - Engineering (for example, local exhaust ventilation, water, HEPA attachments, or dust caps)
    - Administrative controls (for example, drilling when other workers are not in the area)
    - Personal protective equipment (for example, respirators and disposable coveralls)
- Use of respirators as a primary control is not acceptable when other methods are available and practical.
- Respirators will be used in conjunction with other controls such as local exhaust ventilation (LEV), HEPA filter attachments, or water attachments to reduce worker exposure to silica, unless air monitoring information suggests otherwise
- LEV, HEPA attachments, and wet drilling are the preferred engineering methods, and will be used when practicable
- A HEPA vacuum will be used for cleanup and decontamination

DRYWALL CUTTING:

- Enclose or partially enclose work areas
- Wet sweep or Vacuum with HEPA systems often
- HEPA vacuums, replacement of filters and bags must follow manufacturer's specifications. Visual inspection of the HEPA vacuum are required prior to use and repeated prior to restarting the task after breaks or personnel changes. They require routine cleaning or disposal of prefilters
- Ensure housekeeping is maintained throughout the work shift

DRYWALL SANDING:

Sanding, even with the most competent tradesperson, is another potential silica risk generating activity. The following are recommended:

- Enclose work areas
- Machine sand, when practicable, using attachments to a HEPA Filtration System (dustless tools)
- Hand sand using appropriate Respiratory Protection Equipment (suggest a half mask respirator with P100 filter or P100 paper respirator), based on your company's Respiratory Code of Practice
- Ensure housekeeping is maintained throughout the work shift
- Remove drywall dust, through wet sweeping or HEPA vacuuming, and pieces and seal in bags
- HEPA vacuums, replacement of filters and bags must follow manufacturer's specifications. Visual inspection of the HEPA vacuum are required prior to use and repeated prior to restarting the task after breaks or personnel changes. They require routine cleaning or disposal of prefilters
- Respiratory protection not required when handling the wet drywall mud

HAMMER DRILLS:

- Many tool manufacturers are designing drills that come equipped with dust-control devices, or for which the dust attachment can be purchased separately
- Hammer drills (in a variety of sizes) come equipped with HEPA filter attachments (these filters must be inspected and replaced regularly)
- Large concrete drills are available with a dust-capturing attachment (a sleeve that attaches to the drill and is connected to a HEPA vacuum) or with a water spray attachment

DUST CAPS:

- Dust caps and dust bubbles are dust-capturing devices that fit between the drill and the working surface (on the end of the drill). These are useful for overhead ceiling and wall drilling. They come in a variety of sizes

VACUUMS:

- Both dry and wet vacuums may be used. These need to be fitted with HEPA filtration to prevent respirable silica from entering the workplace air
- Vacuums must be inspected and maintained as per the manufacturer's instructions
- Spare filters should be available at the worksite

ACCEPTABLE CONTROL METHODS FOR WORKING WITH SILICA:

- The work methods in the following table are acceptable, provided that the respirator selection, dust suppression, and other controls are adhered to
- The following control options will be used to eliminate or reduce the risk to workers from the hazards of silica dust exposure, unless air monitoring information suggests otherwise:

WORK ACTIVITY	DUST SUPPRESSION	OTHER CONTROLS	RESPIRATOR TYPE
Working with Gypsum for a short time (under 2 hour) or drilling a few (12 or fewer) holes in a wall or ceiling	Dust cap, HEPA attachment on drill, or HEPA vacuum extraction	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters
Working with Gypsum for a short time (under 1 hour) or drilling a few (12 or fewer) holes in a floor	HEPA vacuum extraction used at point of contact	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters
	Continuous water spray for drilling	Barriers (for example, a tape barrier) to restrict access to the work area	N95 respirator
Working with Gypsum for a moderate amount of time (around 4 hour) or drilling more than 12 holes in a wall or ceiling	HEPA vacuum extraction used at point of contact and drill connected to HEPA vacuum extraction	Barriers to restrict access to the work area or a full enclosure system with negative air (depending on the size of the work area and amount of work)	Full-face respirator with 100 series (P or R) filters
Working with Gypsum for a short time (under 1 hour) or drilling more than 12 holes in a floor	HEPA vacuum extraction used at point of contact	Barriers to restrict access to the work area or full enclosure system with negative air (depending on the size of the work area and amount of work)	Full-face respirator with 100 series (P or R) filters
	Continuous water spray for drilling	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P, or R) filters
Working is a small unventilated work area where standard engineering controls are not practicable	None	Full enclosure systems (with negative air) are required to restrict access to and contain the work area	Full-face powered air-purifying respirator (PAPR) with 100 series (P or R) filters

SAFE WORK PLANNING:

- Select one or more of the methods described in the table above
- Establish a barrier or full enclosure (under negative pressure) around the work zone to restrict access by unprotected workers
- Inspect all dust control equipment and tools to make sure they are in good working order

- Use and maintain all tools and equipment as specified by the manufacturer. For example, test the effectiveness of HEPA filters using dioctyl phthalate (DOP) testing or similar means at least annually, and any time a HEPA filter is replaced in a vacuum cleaner or ventilation system
- When working on a multi-employer site, provide the general contractor with a copy of the silica exposure control plan and safe work procedures. Review the procedures and work schedule with the general contractor to determine if additional measures are required to reduce worker exposure to silica
- Ensure that workers inspect their respirators before start-up
- Visually monitor dust release from equipment during use. When tools and equipment are working properly, very little dust should be visible in the air. Stop work if excessive dust is observed

RESPIRATORY PROTECTIVE EQUIPMENT:

- Each worker will be fit tested if a respirator is required
- If a worker is required to wear a respirator that requires an effective seal with the face for proper functioning, the worker must be clean shaven where the respirator seals with the face
- When the worker notices a notable resistance to breathing, the respirator filters must be replaced
- Respirators will be used, cleaned, and stored in accordance with the respiratory protection program

OTHER PERSONAL PROTECTIVE EQUIPMENT AND HYGIENE:

- Workers will wear approved safety goggles and hearing protection when drilling concrete. This equipment will not interfere with the fit of the worker's respirator
- Workers will wear washable work coveralls that do not retain dust. These coveralls will be laundered and changed regularly, and workers will not wear them outside the work area. For example, workers must remove coveralls before eating lunch
- Workers who launder clothing contaminated with silica should be informed of the hazards of silica and the precautions required for handling the clothing
- Disposable coveralls will be used in full enclosure systems

HOUSEKEEPING PROCEDURES:

- Dry sweeping and the use of compressed air are prohibited for removing dust and debris containing silica. Work areas and equipment covered by dust will be cleaned at the end of every shift using a HEPA filter vacuum

- Wet cleanup may also be used to remove dust
- Any slurry generated by wet control methods should be cleaned up when the work is completed to avoid secondary dust exposure hazard
- Waste material will be placed in a dumpster, and will be removed at least weekly. The location and method used to store waste will not allow silica-containing dust to re-enter the workplace
- Supervisors are responsible for ensuring that work areas are free from dust at the end of each shift

WORKER TRAINING FOR SILICA DUST EXPOSURE:

- Training will be performed by the employer or the employer's designate
- Records of attendance, dates of training, and training material will be documented and retained
- Additional training or reference material on silica dust exposure will be made available to employees upon request

TRAINING TOPICS:

- Health hazards of silica dust exposure (including signs and symptoms of silicosis)
- Operations and materials that can produce silica dust exposures
- Engineering controls and safe work practices used to protect workers
- The importance of proper equipment control and maintenance
- Housekeeping procedures
- Proper use of respirators and the respirator program
- Personal hygiene procedures to reduce exposures
- How smoking increases the risk of developing silicosis and other lung damage
- The details of the exposure control program for silica dust

HEALTH SURVEILLANCE:

- Workers who are regularly exposed to silica dust will receive regular medical examinations from their family physicians. These examinations may include chest X-rays
- Workers will report any symptoms of silica exposure to the employer for tracking and investigation

ANNUAL REVIEW:
This Code of Practice will be reviewed at least annually and updated as necessary by the employer, in consultation with the workplace health and safety committee.

SAFE JOB PROCEDURE # 21 – CLOSE PROXIMITY WORK PROCEDURE

Purpose

This procedure is to supplement the information contained in the Pandemic Planning section of the safety manual. This procedure is to be followed during a pandemic or when requested by management where employees must work in close proximity to another person (e.g. on a scissor lift) and they could be exposed to viruses and/or infectious diseases. It is designed to protect workers from exposure to viruses and infectious diseases as best as possible when they are working in a proximity of six feet or less to others.

Controls

Engineering Controls

Engineering controls are designed to segregate employees from each other and other means to limit the potential of exposure and are the best way to prevent transmission of viruses and/or infectious diseases. Engineering controls will be implemented at the work site as best as possible. Some possibilities may be, but not limited to or exclusively used are:

- Segregation – Keep employees away from each other by having them work in separate areas or installing physical barriers such as plywood, drywall, or plastic. The area should have tape or flagging up to designate it as a Close Proximity area and that only designated employees are allowed to enter.
- Social Distancing – Employees should work at least six feet apart and keep that distance at all times on the work site.
- Ventilation – Proper air-flow in the work area helps to limit air-borne pathogens from staying in one place too long. The area should be well ventilated where possible.
- Negative Air – Creating a negative air pressure environment could be an option depending on the location and work site. Negative air pressure would keep any viruses contained within that area and not spread them to the rest of the site.

Administrative Controls

Administrative controls should always be implemented and will include the following items:

- This procedure (SJP #21)
- Field Level Hazard Assessment completed before the work starts
- Complete the Health Check Questionnaire
- Complete the Close Proximity Work Permit in Lighthouse

- Review of the Pandemic Planning section by the Supervisor to ensure all measures are implemented as best as possible

Required PPE

- N95 mask or half-mask respirator with P100 filters. Fit testing must be completed before this.
- Gloves
- Safety glasses and/or face shield
- Hard hat
- Safety footwear
- Any other PPE required for the task such as fall protection

Donning (Putting on) PPE

- Sanitize half-mask respirator with an alcohol swab before putting on. Follow proper donning techniques learned during fit testing and training.
- Sanitize face shields as they tend to be shared items. Use alcohol swabs to clean the item.
- Sanitize hard hats and safety glasses before going into an area where close proximity is required.
- Wash your hands after you have completed the sanitization.

Doffing (Taking off) PPE

- Gloves must be disposed of after the tasks have been completed.
- Sanitize the face shield, safety glasses, respirator, and hard hat as viruses and bacteria can live on plastic for days depending on the virus.
- N95 mask is to be disposed after performing the task.
- P100 filters are to be disposed after performing the task.
- The face shield and respirator are to be stored in sealed bags or containers immediately after sanitization.
- Sanitize any other PPE that is required to perform the task.
- PPE that is being disposed of after the task has been completed must be bagged and the bag sealed and disposed of immediately to prevent contamination of the work area.

Sanitization

- It is better for each employee to have their own tools where possible rather than sharing.

- If tools and equipment must be shared the employee must wipe down handles and other surfaces with alcohol swabs after use so the next employee isn't exposed.
- Before using a tool or piece of equipment make sure to wipe it down using alcohol swabs.
- Shared work areas or potential areas where viruses and/or infectious diseases may be on must be wiped down with a sanitizer or appropriate cleaner.
- Employees must wash their hands with soap and water after completing the task or work and after sanitizing tools and equipment.

NOTE: If the implemented measures may cause additional hazards or increase risk making it difficult to perform the work properly and safely, the work scope must be revisited and reviewed to implement suitable measures to get the work completed so as to not expose workers to viruses or infectious diseases.

5 INSPECTIONS

5.1 FORMAL PROCESS FOR INSPECTIONS AND RESPONSIBILITIES

All employees have a responsibility to be involved in the formal inspection process. Employees will participate in office and site inspections as well as conducting pre-use equipment inspections. If hazards are presented, they should undergo immediate corrective action as soon as possible.

5.1.1 Managers

- Provide resources for site supervisors and contractors to implement appropriate health and safety controls for hazards identified through inspections,
- Assist with follow up resolution of deficiencies identified through inspections; and
- Participate in quarterly formal site/office inspections
- Conduct vehicle and equipment pre-use inspections

5.1.2 Supervisors

- Lead monthly site inspections and be involved in each pre-job hazard assessments.
- Review all site information pertinent to site inspections (including the prime contractor's inspections) and ensure corrective action occurs in a timely manner.
- Conduct vehicle and equipment pre-use inspections

5.1.3 Workers and Contractors

- Must cooperate and be involved in site and office inspections,
- Must identify control methods for correcting deficiencies in a timely manner; and
- Must assist in the implementation of control methods to prevent any potential recurrence of hazards.
- Conduct vehicle and equipment pre-use inspections

5.2 INSPECTION TRAINING

- Training with a safety professional will be conducted for all employees to include:
- Practical training where sample inspections will be conducted with a more experienced employee or contractor (on the job); and
- Refresher training annually for all employees to review changes to the process.

5.3 SPECIFIC INSPECTION CHECKLIST

- All sites must have a site-specific checklist that contains sections that have been identified as potential hazards through the hazard identification and assessment process. This may include, but is not limited to:
- Site conditions and layout,
- Safety equipment (to include first aid/fire prevention equipment),
- Powered Mobile Equipment (Forklift safety etc.),
- Workplace behaviours,
- PPE,
- Atmospheric monitoring,
- WHMIS controlled products and product handling; and
- Hand and portable tools.

5.4 INSPECTION REPORT REVIEW BY MANAGEMENT

- All formal inspections must be reviewed and signed off by management to ensure:
- The appropriate corrective action has been implemented in a timely manner; and
- To monitor the effectiveness of the inspection process.

5.5 CORRECTIVE ACTION

- Employees conducting the inspections must ensure that hazards identified during inspections are eliminated or reduced. Managers will ensure appropriate hazard controls are implemented in timely manner as stated in our policies. Appropriate records of corrective actions will be kept in a central repository; closed and signed off by a manager.

5.6 REPORTING SYSTEM FOR UNSAFE/UNHEALTHY CONDITIONS

- All reported unsafe or unhealthy conditions will be immediately assessed and controlled. A worker will be designated to correct the hazard and a target date will be given for completion.
- A hazard report must include the following:
- Date & Location reported,
- Description of the hazard,
- The risk it presents,
- Control measures needed,

- Interim actions taken, if any,
- The signature of who reported the hazard; and a review and sign off by a manager at least one level higher than the person doing the inspection

6 TRAINING

6.1 PREREQUISITE TRAINING

For each role within the organization:

- Minimum qualifications for each position shall be pre-determined for the hiring process (i.e. educational background and experience); and
- All contractors must have the following health and safety certifications.

6.2 TRAINING REQUIREMENTS

All field and impacted office workers are required to obtain and maintain the following certificates as they relate to the work being done and/or the specific work environment:

Course	Renewal* Frequency (years)	Manager	Supervisor	Worker
WHMIS	3	Yes	Yes	Yes
First Aid	3	Yes	Yes	Yes
Forklift Operation	3		Yes	Yes
Fall Protection	3		Yes	Yes
Aerial Work Platform	3		Yes	Yes
Respirator Fit Testing	3		Yes	Yes

Workers may also be required to have the following certificates if they are related to their current job function:

- Inspection and Maintenance Procedures
- Incident Investigation;
- Hazard Assessment, Elimination, and Control.
- Safe Driving

Additional courses and/or certifications may be mandated, at the discretion of **Dal-Tek** in response to new regulations, changes in responsibilities, specific worksite hazards, or personal skills.

6.3 EMPLOYEE ORIENTATION

The new employee orientation will commence prior to any work being done. It will be completed within the first week of employment with **Dal-Tek** and prior to start work in the field or a work site.

6.4 CRITICAL HEALTH AND SAFETY ISSUES

The critical health and safety issues that must be addressed before an employee begins work are:

- Recognition and refusal of tasks/ work that pose a risk or hazard,
- Worker's right to know, participate and refuse unsafe work under the Alberta Occupational Health and Safety Act
- The emergency response plan and procedures,
- The duty to report incidents and accidents including near misses,
- The responsibility to report unsafe acts and conditions,
- Hazard identification, assessment and control of critical hazards; and
- Organization Rules to include the following policies and procedures:
    - Safety responsibilities,
    - Job responsibilities,
    - Job expectations and employee conduct,
    - General Safety Rules
    - Standard Operating Procedures; and
    - Codes of Practice.

6.5 JOB-SPECIFIC TRAINING

Employees who are newly hired, transferred or promoted shall receive on-the-job-training or external training in:

- All the skill and knowledge requirements applicable to the new position; and
- All requirements necessary to complete the job in a healthy and safe manner.

Wherever practicable, competency in all skill requirements shall be assessed by a competent trainer or supervisor and records of on-the-job training completion will be kept in a central repository in Calgary office.

6.6 ON-GOING AND REFRESHER TRAINING

All recertification training is the responsibility of employee to complete prior to expiry. This may include, but is not limited to:

- Skills Upgrading,
- Standard First Aid,
- WHMIS,
- Ground Disturbance
- Refresher training will be provided annually to include:
- A review of the elements of the original orientation
- A review of all job health and safety requirements; and

- Changes to the health and safety management system elements.

6.7 COMPETENCY

Employees will be verified as being competent to perform their duties by the Senior Manager, Manager, or Supervisor. Competency verification is important to ensure employees know how to perform their duties and tasks safely and efficiently. Competency verification will be conducted approximately one to three months after the employee is trained and has had time to perform those duties under supervision of a competent person.

Competency verification will include:

- Observation by the Senior Manager, Manager, or Supervisor of the employee performing their duties
- Documented sign-off acknowledgement by the Senior Manager, Manager, or Supervisor to confirm the individual is competent in their duties.

7 EMERGENCY RESPONSE PLAN

Dal-Tek Interiors is committed to carrying on its business at the highest achievable standards to protect the health and safety of employees, the public and the environment. To achieve this, we have our Safety Manual that includes specific policies and procedures.

However, should an unforeseeable event take place, we have developed an Emergency Response Plan (E.R.P.) to ensure prompt and efficient action is taken.

The E.R.P. outlines the responsibilities and required actions of the Company in the event of an emergency situation occurring. An emergency situation is any incident that has the potential to cause immediate harm to the workers, property, public and/or the environment.

Emergencies do not occur as a planned event. Therefore, we suggest that all personnel who are identified in this section by either name or job description review the information closely, so that they will be able to re-act positively in an Emergency situation.

All new hires will be supplied a copy of the E.R.P. during their orientation and will be instructed as to the importance and implementation of the plan, as well as the specific responsibilities within the plan.

In an emergency situation, time is the most critical factor in prompt implementation of an emergency response plan. The quicker the initiation - the more orderly the operation. The first responder to the incident/accident must activate the plan immediately.

An emergency response plan must be considered a "live" program in order to achieve a reasonable level of success, should an emergency occur. To maintain the plan in the best possible condition, the following steps are to be taken:

- Company representative should contact each Government Agency & every contractor every 12 months to ensure that the telephone number is correct and that the agency or company is still able to provide the required support.
- If there are any changes to the manual, all changes shall be distributed to all plan holders, in which an acknowledgement form of delivery is required.

The Senior Manager will receive a call of the incident. You will immediately advise him of all the details of the incident.

Information recorded should include the following:

- Date & time of incident reported
- Name, address, & phone number of person reporting the incident

- Information obtained from the reporting person
- Date & time of arrival at the scene
- Location of the site
- Suspected cause from first impression KEEP CONFIDENTIAL – DISCLOSE ONLY TO MANAGEMENT UNTIL DIRECTED BY MANAGEMENT TO DO OTHERWISE
- Actions taken by others on site
- Admit no guilt & assume no responsibility
- Refer any media questions to the Senior Manager

The size and type of an emergency is determined by its potential to cause harm to workers, property, public and the environment. Different emergencies will require slightly different response strategy. This section lists the common types of Emergencies that may occur to **Dal-Tek.**

7.1 POTENTIAL EMERGENCY SITUATIONS

(REFERENCE THE RISK ASSESSMENT)

- Fire/Explosion
- Medical Emergency
- Fatality
- Spills/Environmental Release
- Property Damage
- Motor Vehicle Accident
- Natural Disasters
- Weather Related Occurrences
- Workplace Violence

7.2 DEFINITION OF EMERGENCY SITUATIONS

7.3 VEHICLE ACCIDENT

- Motor vehicle accident with an estimated damage of less than $1,000.00
- Motor vehicle accident with estimated damages in excess of $1,000.00
- Vehicle fire or load fire

7.3.1 **Environmental Incident**

- Spill of non-toxic material
- Spill of Dangerous Goods

7.3.2 **Property Damage**

- Fires in and around buildings and equipment
- Vandalism

7.3.3 **Environmental Occurrence**

- Extreme cold conditions or extreme hot conditions,
- Heavy snow fall,
- Heavy rain fall, flooding, and
- Strong winds and/or a tornado.
- Power outage

7.3.4 **Fire/Explosion**

- Explosion of propane tanks
- Combustion of flammable materials

7.3.5 **Medical Emergencies**

- First Aid occurrences
- Medical Emergencies

7.3.6 **Natural Disasters**

- Earthquakes
- Wildfires
- Floods
- Tornados

7.3.7 **Workplace Violence**

- Verbal Violence
- Physical Violence
- Threats
- Harassment

7.4 FIRE EMERGENCY PROCEDURES

Each office building or other workplace shall have a posted Fire Emergency Procedure. All employees shall be made familiar with this procedure.

Regular exercises or fire drill shall be conducted to ensure optimum fire-fighting and evacuation preparedness. A semi-annual frequency is recommended. Drills and emergency responses will be recorded and reviewed to improve the plan.

Each work activity shall be evaluated for fire hazard to ensure that the proper Fire-Retardant Clothing (FRC) is available and being worn for that activity.

7.4.1 At the office

If an emergency arises in our office building, use normal procedures. For example:

FIRE!

- Activate the alarm
- Evacuate the building (Take a “roll call” at the Emergency Muster Point to ensure everyone is out and safe – also instruct all employees to close their office doors as they depart to easily illustrate that they have evacuated)
- Call fire department
- Call management
- Keep area clear
- Extinguish fire if possible, with fire extinguisher.
- DO NOT put yourself or anyone else in danger

7.4.2 On Location

As we are always working on location with a prime contractor, we must follow their safety policies and evacuation procedures. These policies and procedures are pointed out at the pre-job safety meeting. If any concerns arise, or if you are unsure of any emergency procedures, ask the general contractor representative for clarification. Procedures could include sounding the alarm, evacuating to the muster point, and informing site management.

7.4.3 Explosion

- Activate the alarm immediately
- Assess the scene and provide First Aid as necessary

- Call 9-1-1 and report the incident

7.4.4 **Fire Prevention**

All employees shall be constantly on the alert for conditions which might contribute to a fire and to remove or report the hazard.

Oily rags, waste material, paper, and other combustible materials shall be stored in metal containers. These containers shall be emptied regularly.

Do not use gasoline or other 'flammable' liquids as degreasing or cleaning agents. Use only approved solvents or other combustible liquids.

7.4.5 **Fire Fighting Equipment**

All employees shall know the location of fire-fighting equipment and extinguishers in their work area. Access to any fire-fighting equipment must never be blocked by any material, equipment or vehicles.

All equipment shall be inspected at least monthly to ensure that it is in place, accessible, and fully charged. Further inspection and maintenance shall be conducted in accordance with the manufacturer's instruction.

Never return a discharged fire extinguisher to its normal location. Take it out of service for recharging and replace it with a fully charged unit.

Never use water on fixtures that contain live electrical circuits, such as an electrical breaker pan.

7.4.6 **Fire Extinguishers**

Fires can cause downgrading incidents with resultant losses manifested by human suffering, property damage, work interruption and financial loss. In order to prevent fires and to extinguish small fires effectively, workers should understand the basic elements of a fire and the different classes of fires.

A fire will occur when the three elements of a "FIRE TRIANGLE" are present.
They are:

FUEL OXYGEN OR OXIDIZER HEAT

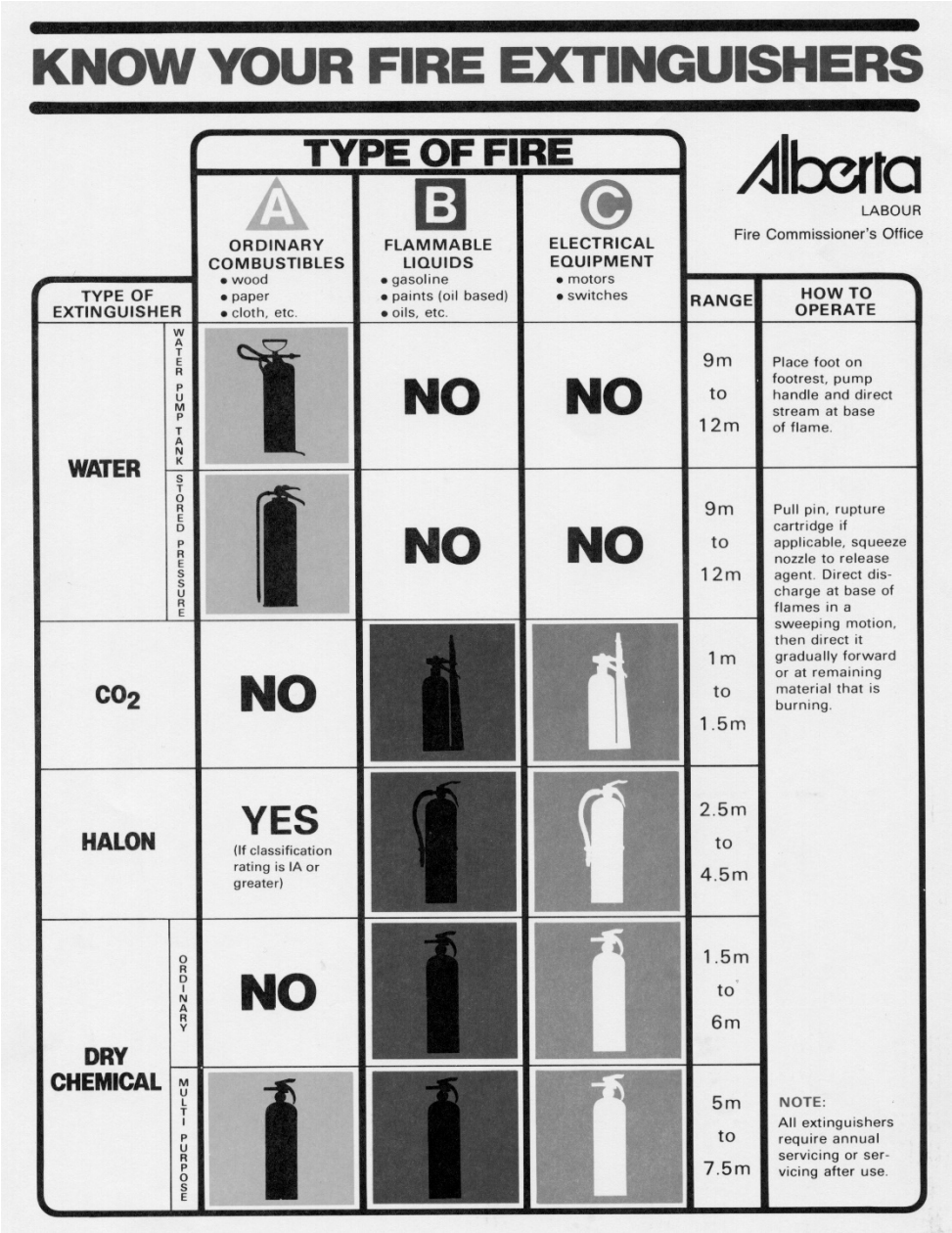
The basic principle in fire extinguishment is to remove one or more of the elements of the "Fire Triangle" If the "Fire Triangle" is not complete, a fire will not occur.

Fires can be very complex depending on the material involved, size and location of the fire. Fires are classified into 4 main classes based on the type of fuel involved. This classification is very beneficial when the subject of fire extinguishment is concerned. Fire

extinguishers can be more effective against some fires than others. In certain cases, a fire extinguishing material may actually aid the fire. Employees of **Dal-Tek Interiors** will receive training on fire prevention and fire extinguisher procedures.

FIRE CLASSES		EXTINGUISHERS
A	Ordinary combustibles (Wood, paper, rags)	ABC Dry Chemical Water, Sand
B	Rising Vapour Liquids (Petroleum products)	ABC or BC Dry Chemical Water mist, CO2, Foam, Shut off the flow
C	Energized Electricity	ABC or BC Dry Chemical CO2, Turn off the power
D	Combustible Metals (Magnesium, titanium)	AFFF Foam

See Next Page for Fire Extinguisher Chart.



KNOW YOUR FIRE EXTINGUISHERS

Alberta
LABOUR
Fire Commissioner's Office

TYPE OF EXTINGUISHER		TYPE OF FIRE A: ORDINARY COMBUSTIBLES • wood • paper • cloth, etc.	TYPE OF FIRE B: FLAMMABLE LIQUIDS • gasoline • paints (oil based) • oils, etc.	TYPE OF FIRE C: ELECTRICAL EQUIPMENT • motors • switches	RANGE	HOW TO OPERATE
WATER	WATER PUMP TANK		NO	NO	9m to 12m	Place foot on footrest, pump handle and direct stream at base of flame.
WATER	STORED PRESSURE		NO	NO	9m to 12m	Pull pin, rupture cartridge if applicable, squeeze nozzle to release agent. Direct discharge at base of flames in a sweeping motion, then direct it gradually forward or at remaining material that is burning.
CO_2		NO			1m to 1.5m	
HALON		YES (If classification rating is IA or greater)			2.5m to 4.5m	
DRY CHEMICAL	ORDINARY	NO			1.5m to 6m	
DRY CHEMICAL	MULTI PURPOSE				5m to 7.5m	NOTE: All extinguishers require annual servicing or servicing after use.

7.4.7 **Fire Fighting Procedures**

- Protect yourself and other people
- Sound an alarm
- Select the proper extinguisher and use it correctly

Do NOT endanger yourself or others

7.5 EMERGENCY PHONE NUMBERS:

See the posted listings in each facility.

Other Emergency Numbers	
Stars	(888) 888-4567
Workplace Health and Safety (Alberta)	(866) 415-8690
WCB (Alberta)	(403) 292-6102
Poison Control	(403) 670-1414
Dangerous Goods Spills & Incident	(800) 272-9600
Gas Co. (ATCO)	(866) 511-3447
Electric (Enmax)	(403) 342-8274
AB First Call	(800) 242-3447
WorkSafe BC	(888) 922-3700

7.6 FIRST AID

General Procedures
All first aid cases shall be reported to your Supervisor immediately and recorded on incident reports for review and investigation.

Employees will be trained in and should be familiar with techniques of First Aid and cardiopulmonary resuscitation (CPR) and the means of summoning emergency medical aid. The emergency responders are designated as **Dal-Tek Interiors** as well as individuals designated by the general contractor.

Each workplace shall have, as a minimum, the required number of trained First Aiders as required by federal and/or provincial regulations.

Contractors are responsible for providing complete first aid supplies and facilities, as required under the OH&S First Aid Regulations.

Injuries are classified as the following:

- First Aid – the individual had to use supplies from the First Aid kit but was able to return to work without medical attention
- Medical Aid – the individual had to seek assistance from a medical doctor, paramedic, physiotherapist, or had to be transported to a hospital
- Lost-Time – the individual was injured bad enough to miss work past the initial day of the injury

- Fatality – the individual died due to the trauma that was suffered during the incident

7.6.1 **Reporting**

All incidents, no matter how minor they may appear, must be reported to a Supervisor. As well, there are specific circumstances requiring reporting incidents to Workplace

Health and Safety and to WCB.

- First Aid – reported to **Dal-Tek Interiors** management
- Medical Aid – reported to WCB and **Dal-Tek Interiors** management
- Lost-time – reported to WCB and **Dal-Tek Interiors** management. If the individual is admitted into the hospital it is also reported to Workplace Health and Safety
- Fatality - reported to Workplace Health and Safety, WorkSafe BC, WCB, and **Dal-Tek Interiors** management.

7.6.2 **Supplies**

Employees shall be familiar with the location and contents of the First Aid kit. Contents of the First Aid kits shall be inspected regularly, and expended or outdated items replaced.

7.6.3 **Temperature Injuries and Illnesses**

Exposure to cold weather can cause two types of cold injuries:

- Frostbite – a local tissue damage
- Hypothermia – a generalized cooling of the body

The risk of frostbite or hypothermia is produced when:

- Low temperature is combined with strong winds (Wind-chill)
- The person is elderly, in poor health, or very young
- The person is in a weakened condition due to:
- Lack of food
- Fatigue
- Use of alcohol, tobacco, or drugs
- Clothing is wet (from sweating or immersion in water)
- Clothing does not retain your body heat (i.e. cotton)
- Exposure to cold is for a long period of time

To prevent cold injuries:

- Use clothing for Cold Weather Operations:
  - Take extra clothing when outside in cold weather
  - Wear several layers of loose-fitting clothing that breaths, preferably wool, cotton or other flame-resistant materials are best next to the skin. DO NOT use Nylon or polypropylene materials
  - Thermal underwear, lined water proof gloves, cold weather mask or wool scarf
  - Wear water resistant and windproof clothing with light weight high insulating lining
  - Water proof safety toed boots
  - Keep head and neck covered
  - Avoid getting wet, even by sweating
- Have essential Foods and Liquids for cold weather operations:
  - Eat well-balanced meals with adequate liquid intake
  - Eat high-energy foods often at regular intervals, such as protein and energy bars, etc.
  - Drink lots of hot sweet drinks like soup or tea. Cold water is fine if nothing else is available
  - Eat warm food, not cold, if possible
  - Carry dehydrated rations

7.6.4 **Frostbite**

A localized cooling of the body and has two forms:

<u>Superficial</u>

- Affects the entire thickness of the skin.
- Usually in the ears, face, fingers, and toes

Symptoms:

- White, waxy skin
- Skin is firm to touch, but tissues underneath are soft
- Pain, then numbness of the skin

First Aid:

- Prevent further heat loss, move to a warm, sheltered area

- Re warm the frost-bitten part gradually with the heat of your body: firm, steady pressure of a warm hand; breathing on part; placing part in contact with your own body
- DO NOT apply direct heat
- DO NOT rub, or put snow on frost bitten area

Deep Frostbite

- Far more serious
- Affects the tissues beneath the outer layer of the skin
- Usually involves an entire hand or foot
- Superficial frostbite may progress into deep frostbite

Symptoms:

- White, waxy skin that turns greyish blue as frostbite progresses
- Skin feels hard and cold
- Numbness in the area
- May be in an unresponsive, frozen state, if body is in a cool area and is stiff and rigid

First Aid:

- Call medical help immediately
- Prevent further heat loss, move to a warm, sheltered area
- Be gentle with the frozen part to prevent further tissue damage
- Do not rub limbs or allow casualty to move unnecessarily
- Do not warm or thaw frozen part, unless medical help unavailable, and threat of re freezing does not exist

7.6.5 **Hypothermia**

A generalized cooling of the body. It usually occurs in temperatures below freezing, although it can develop in temperatures well above freezing. Hypothermia may progress from mild to moderate to severe.

Symptoms:

- Mild: Normal pulse and breathing, shivering, mental state is conscious, but withdrawn

- Moderate: Pulse and breathing is slow and weak, violent shivering or no shivering, and is clumsy and falls, mental state is confused, sleepy, and irrational
- Severe: Pulse is weak, irregular, or absent; breathing is slow or absent, shivering has stopped, mental state is unconscious

First Aid:

- Prevent further loss of body heat
- Obtain medical help immediately
- Move casualty as little as possible, movement may cause the heart to fail
- Move from a cold environment to a warm shelter
- Remove wet clothes and place under warm covers
- Warm the person by applying hot water bottles or warm towels under neck, armpits and thighs. Or huddle the person for warmth
- Keep the person awake if possible
- Remove from wind, huddle him if necessary
- Give warm, sweet drinks or sweet foods that can be turned into energy quickly. No coffee or caffeine drinks.
- Do not immerse victim in a hot bath
- Do not massage person to warm them
- Monitor breathing and pulse
- If breathing is ineffective, provide assisted breathing
- Unconscious-no breath or pulse- give Artificial Respiration, give CPR only if can be maintained without interruption until medical help arrives

Never assume a casualty in severe hypothermia is dead until his body is warm again and there still are no signs of life.

Refer to wind chill chart on next page for more information on the afore-mentioned.

Wind Chill Calculation Chart

/T air (°C)	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
V_{10} (km/h)												
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-31	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-45	-51	-57	-64	-70
30	0	-7	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-70	-76
55	-2	-9	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-37	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-59	-66	-73	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81

where Tair = Actual air temperature in °C

V_{10} = Wind speed at 10 metres in km/h (as reported in weather observations)

Approximate Thresholds:

Risk of frostbite ir prolonged exposure: windchill below	-25		
Frostbite possible in 10 minutes at	-35	Warm skin, suddenly exposed.	Shorter time if skin is cool at the start.
Frostbite possible in less than 2 minutes at	-60	Warm skin, suddenly exposed.	Shorter time if skin is cool at the start.

7.6.6 **Heat Illnesses**

There are three types of heat illnesses:

- Heat Cramps
- Heat Exhaustion
- Heat Stroke

These three illnesses are caused by:

- The body's inability to maintain a normal temperature of 37 degrees Celsius
- Long exposure to hot conditions
- Overexposure to the sun
- Lack of fluids to replace lost body fluids
- Vigorous or hard labour in a hot environment

To prevent heat illnesses:

- Expose the body gradually to a hot environment

Treatment:

- Place worker in cool place to rest
- Give as much water as individual will take
- Seek medical help if pain continues

7.6.7 **Heat Exhaustion**

More serious than heat cramps. Occurs when a hot environment and high humidity prevent the body from cooling when you sweat excessively, and/or excessive sweating causes a loss of important body fluids

Symptoms:

- Excessive sweating
- Cold, clammy, pale skin
- Weak and rapid pulse
- Nausea and Vomiting
- Unconsciousness
- Blurred Vision
- Dizziness
- Cramps in legs and abdomen

Treatment:

- Rest worker in a cool place with feet and legs elevated
- Remove excessive clothing
- Loosen tight clothing at neck and waist
- Give as much water as individual will take
- If the casualty is vomiting give nothing by mouth, ensure an open airway and get medical help immediately
- If the casualty is unconscious, obtain medical help immediately, place person into the recovery position, monitor ABC'S and give first aid as needed

7.6.8 **Heat Stroke**

A life-threatening illness and has two forms:

Classic - when the body's temperature control fails
Exertional – occurs as a result of heavy physical exertion in high temperatures

Symptoms:

- Body temperature rising rapidly to 40 degrees C and above
- Pulse weakens more and more over time
- Flushed, hot, skin. May be dry or sweaty
- Noisy breathing
- Vomiting
- Restlessness
- Convulsions
- Unconsciousness
- Headache
- Dizziness

Treatment:

- Send for medical help immediately. Heat stroke is deadly
- Reduce body temperature immediately to prevent brain damage:
- Move person to a cool, shaded place
- Ensure a clear airway and adequate breathing
- Remove clothing
- Immerse in a cool bath and watch closely
- Sponge with cool water in armpit, neck, and groin area
- Cover with wet sheets and use a fan to cool air overtop
- When the body feels cooler to the touch, cover with a dry sheet
- Monitor temperature, if rises again – repeat procedure
- Give on-going casualty care until medical help arrives
- Place unconscious casualty in the recovery position
- Place conscious casualty in the shock position

7.6.9 **External Emergency Services**

In the instance where emergency services are needed from an external source the following process must be followed:

Ambulance Service

- If an injury occurs that required immediate transport to a hospital call 9-1-1 and give the operator your location and a description of the incident.
- Provide First Aid to those that you can.
- Cooperate with the ambulance attendants.

7.6.10 **Transportation of Injured Personnel**

For minor injuries, personnel will be transported by a **Dal-Tek** member to the hospital, clinic, or emergency centre. All major injuries or suspected major injuries, the individual will be transported via ambulance.

7.7 SUGGESTED “GRAB AND GO” WINTER SURVIVAL BAG

- Cell or Bag Phone (Depending on location a Sat Phone)
- Ice scraper/snowbrush
- Folding or Avalanche Shovel
- Tow rope or chain
- Booster cables
- Road flares, Warning Triangle or Warning Lights
- Gas line antifreeze
- Flashlight and batteries
- First aid kit
- Fire extinguisher
- Small tool kit
- Extra clothing and footwear
- Blanket or Sleeping Bag
- Non-perishable energy foods – e.g., chocolate or granola bars, juice, instant coffee, tea, soup, bottled water
- Candle and a small tin can
- Matches
- Pocket Knife or Multi-Tool
- Incident an Accident Investigation Kit.
- (Forms, Pen and Digital Camera)

7.7.1 **Motor Vehicle Accident Procedures**

Motor vehicle accidents can occur at any time. Knowing what to do in case of either being involved or witnessing a motor vehicle accident can possibly save lives.

- Assess the scene.
- Call 9-1-1 if necessary (for injured people, major vehicle damage)
- Perform First Aid
- Assist emergency responders
- Report the incident to the office

7.7.2 **Spill**

There are many types of spills that could occur. This could be a spill of a liquid or chemical, release of gases, or a spill of a solid material. The question to ask is “Is the item hazardous to life or the environment”? Depending on the material, gas, or liquid, governing agencies or local emergency responders (fire department) may have to be notified.

- Review the SDS of the chemical or substance for spill response
- Call 9-1-1 immediately to report the spill. Give them your exact location and description of the incident.
- Stay uphill or up wind.
- Perform First Aid to those that require it.
- Keep people away from the area.
- Assist emergency responders

7.7.3 **Property Damage**

Property damage is identified as any company owned or operated equipment, tool, vehicle, project, or item on site that is damaged in some way.

- Assess the damage
- Report it to Management
- Call emergency services if necessary

7.7.4 **Natural Disasters and Weather-Related Occurrences**

- Dress appropriately for weather conditions. Treat frostbite and heat related illnesses as per the First Aid protocol.
- For a power outage, make sure all power equipment and tool are turned off and meet at the front desk or a designated meeting area.

- For tornado and high wind events, stay inside and away from windows.
- Meet at muster point and follow the Fire protocol
- Follow directions of the Incident Commander, Site Manager, or **Dal-Tek**

7.7.5 **Workplace Violence**

See the Workplace Violence Policy for definitions and reporting.

- Try to de-escalate the situation by being non-confrontational
- Seek assistance immediately
- Do not threaten or provoke further violence
- Leave the area if necessary
- Call 9-1-1 if required
- Report to management immediately

8 INVESTIGATION PROCEDURE

8.1 INCIDENT REPORTING PROCEDURE

All accidents and/or incidents must be reported immediately by phone or in person Management. Those employees involved in the accident/incident will be required to fill in an incident report to describe the details of the incident and provide additional information when requested. The types of incidents or near losses/misses that could have resulted in an incident, must be reported immediately fit into the following categories:

- Injury/illness:
  - First Aid,
  - Medical Aid,
  - Lost Time,
  - Disability; and
  - Fatality,
- Damage to asset:
  - Fires,
  - Explosions,
  - Property damage,
  - Theft,
  - Motor vehicle accidents; and
  - Damage to buildings.
- Environmental damage or contamination:
  - Spills; and
  - Releases: and
- Reputational damage:
  - As a result of a major incident where losses of interest to the general public can lead to business interruption.
  - Near-miss
  - Any close call that could have resulted in an injury, accident, or damage
  - Incident
  - Any occurrence that does not fall under the other headings such as Workplace Violence
  - Unsafe Work Refusals

Where appropriate the following incident types must be reported immediately to Workplace Health and Safety: (OH&S)

- An injury or accident that results in death,
- Injury resulting in an employee being admitted to a hospital,
- Unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- Collapse or upset of a crane, derrick or hoist; and

- Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- An injury (even minor) must be reported to the Provincial Workers Compensation Board where medical attention has been administered by a doctor that may result in lost time.

8.2 INCIDENT INVESTIGATION PROCEDURE

Dal-Tek Interiors employees on site will follow the incident investigation procedure set forth by the prime contractor. All office employees will follow the incident investigation procedure set forth by **Dal-Tek Interiors'** Health and Safety Management System. The phases of incident investigation are as follows:

- Respond to the emergency immediately by taking charge and controlling the scene:
- Notifications must be made to **Dal-Tek Interiors** Management; and
- Keep those who are not needed out of the area.
- Collect relevant information regarding the incident and record it on the incident report such as:
    - What appears to have happened?
    - Who should be interviewed?
    - What materials or tools have malfunctioned?
    - What is the estimated cost?
- Analyze any data to determine causes:
    - Identify substandard acts and conditions; and
    - Determine direct, indirect and root cause.
- Ensure corrective action is implemented in a timely manner:
    - Systems may need to be locked out immediately,
    - Spills or leaks may require clean up; and
    - Control methods must be enforced.
- Review findings and recommendations:
    - Management must follow up to ensure the correct steps were taken to remediate all risk factors and implement appropriate corrective action; and
    - Management must sign off and close the incident following a thorough review of all findings and corrective action.
- Follow through on the effectiveness of the corrective action:
    - Management must follow through for the investigation to be effective,
    - It ensures that the intended actions were completed; and
    - It ensures that the completed actions did not have an unexpected or undesired effect over time.

8.3 PSI REPORTING PROCEDURE (ALBERTA)

Dal-Tek Interiors will report Potential to Cause Serious Injury, also known as PSI's, which are serious near-misses, to the Director of Inspection. PSI's are or can be defined that under slightly different circumstances, there would be a high likelihood for a serious injury to a person. Ask the following questions when determining if a PSI form needs to be filled our submitted:

- actual circumstances of the incident (person, place, time, work practices being followed)
- hazards present at the time of the incident
- appropriate controls in place at the time of the incident
- slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury
- similar incidents that have occurred within the employer or prime contractor's operations in the past 2 years that resulted in a serious injury

Dal-Tek Interiors will do the following in the event of a PSI:

- carry out an investigation of the incident with the participation of the joint work site health and safety committee
- prepare a report that outlines their investigation, including any corrective actions taken
- ensure a copy of the report is readily available and given to an OHS officer on demand
- provide a copy of the report to a Director of Inspection, the joint work site health and safety committee.
- retain a copy of the report for at least two years after the PSI

8.4 INVESTIGATION TRAINING

Key employees must be formally trained in incident investigation techniques. All employees will be trained by the key employees to understand how to report incidents, what to report and how to be involved in an effective investigation.

8.5 WORKER INVOLVEMENT

All contractors and workers on site may be involved in the incident investigation process where required. Contractors and workers may be involved as a part of an investigation team to establish immediate, basic and ultimately root cause. Health and Safety Committee members and Health and Safety Representatives will also participate in the investigation process.

8.6 ROOT CAUSE ANALYSIS

All incidents must be analyzed to determine the root cause. This is completed through a problem-solving causation model to include the following steps:

- First, the direct cause must be determined; the incident itself,
- Second, all immediate causes must be determined. The two categories under immediate causes are:
  - Substandard acts/practices; and
  - Substandard conditions.
- Third, the basic causes must be determined. The two categories under basic causes are:
  - Personal factors; and
  - Job/system factors.
- Finally, the root cause must be determined based on the symptoms found in each of the previous steps. The root cause of any incident proves failure within systems or the inability to maintain compliance with standards.

8.7 CORRECTIVE ACTION

Once the necessary corrective actions are identified to reduce all of the risks/symptoms and the root cause, those involved in the investigation must ensure that the necessary corrective action is implemented, and the actions must be initiated as soon as practicable.

8.8 MANAGEMENT REVIEW

All incident investigation reports will be reviewed by management. Management will provide follow through to ensure the effectiveness of the control methods and corrective action implemented. Management will sign and close the incident.

8.9 COMMUNICATIONS

Management will develop, maintain and distribute statistical summaries of all incidents and investigations. All employees will receive updates of incident findings and corrective action by means of safety alert, lessons learned report or through health and safety meetings. The intent of communications is to prevent recurrence.

8.10 WCB REPORTING

A WCB Report must be completed and submitted under the following circumstances:

- A worker is injured and loses consciousness,
- A worker is sent for medical treatment by a first aid person or a supervisor,
- An injury or disease needs medical attention,

- A worker states he or she is going to get medical treatment or has already received treatment,
- A worker is, or claims to be, unable to do his or her job because of injury or disease, on the day of the injury or any subsequent days; or
- The incident breaks an artificial limb, eyeglasses, dentures, or hearing aid, or the worker claims it did.

NOTE: Independent contractors must deal directly with the WCB. **Dal-Tek Interiors** will, where appropriate, provide information or advice on the processing of claims.

9 PROGRAM ADMINISTRATION

9.1 COMMUNICATIONS

There will be daily pre-work health and safety meetings on the work sites and monthly meetings in the office if there are no active work sites, where health and safety topics, initiatives, and discussion of incidents will occur. Management and all employees are expected to participate in these meetings. Meetings will be documented to record attendance, topics discussed, any new initiatives, items brought forward for discussion, feedback, questions, and follow up to these items by management.

9.2 FOLLOW-UP

All follow up procedures are tracked and recorded to completion in the corrective action log. Management will track all reports including hazard assessments, inspections, accident/incident investigations to flag and provide corrective action. Opportunities for improving the Health and Safety Management System will be actioned in the corrective action log as a result of monitoring the number and severity of incidents, monitoring absenteeism, through ongoing maintenance records, through health and safety audits, through industry ratings and by monitoring the action plan process.

9.3 CONTRACTOR INVOLVEMENT

A contractor/consultant will receive a health and safety handbook prior to commencement of work. Whenever a concern is brought forward, it is addressed until resolution can be attained. Managers and supervisors (contractors) must ensure health and safety policies and hazard control methods are followed by conducting pre-job hazard analysis prior to work on our site. Pre-job safety meetings will be held to discuss health and safety issues prior to all work starting. The Contractor's company must provide an orientation to all new employees and provide refresher training annually, if sending new employee to **Dal-Tek Interiors'** sites. The managers or site supervisors (contractors) must ensure they are following policies and using the controls put into place for their safety. Management and site supervisors (contractors) must endorse all health and safety rules and performance standards through onsite observations, discussions with the prime contractor and through jobsite inspections.

9.4 RECORD KEEPING

Records relating to all aspects of the Health and Safety Management System shall be kept for a minimum of three years.

9.5 HEALTH AND SAFETY STATISTICS

All health and safety records including incidents, corrective action and preventive maintenance will be reviewed and analyzed regularly for the purpose of identifying trends or patterns to determine program needs.

9.6 ANALYSIS AND TRENDING

Quarterly and annual loss summaries will be compiled and analyzed in a Quarterly Loss Summary Report and Year End Loss Summary Report to quantify loss control activities and risk. This will meet the needs of due diligence requirements in accordance with the OH&S Act, identify loss trends and measure the performance of the Health and Safety Management System.

9.7 HEALTH AND SAFETY MANAGEMENT SYSTEM AUDITS

An annual health and safety program audit is to be conducted to ensure the company is maintaining the program and for the purpose of maintaining its Certificate of Recognition (COR). After the initial COR audit, the company will require:

- Year 1- Internal/Maintenance Audit,
- Year 2- Internal/Maintenance Audit; and
- Year 3- External/Recertification Audit.

9.8 ACTION PLAN

Action plans will be developed to correct all deficiencies identified through statistical analysis and the audit process.

9.9 ACTION PLAN IMPLEMENTATION

The action plan implementation process will be as follows:

- Identification of the deficiency,
- The planned action,
- The target date for completion,
- The employee responsible to carry out the action, and
- The corrective action completion date.

The action plan items will be signed off by the senior manager and the Health and Safety Representative or Committee confirming the action item is complete.

10 HEALTH AND SAFETY COMMITTEE

10.1 HEALTH AND SAFETY COMMITTEE

To ensure legislative compliance and to have a smooth operating health and safety management system (HSMS), **Dal-Tek Interiors** will maintain a Health and Safety Committee (HSC. The HSC will be a group of management and employees who are mandated to assist in the management of the HSMS. The HSC will be the link between Workers and the employer to identify and address health and safety concern in the workplace. Employees are encouraged to utilize the HSC to report health and safety concerns so they can be rectified in a suitable manner and timeline.

The Alberta Occupational Health and Safety requires employers that have 20 or more employees at a worksite have a Health and Safety Committee. The HSC must have 4 members or more. **Dal-Tek Interiors** will identify an HSC to meet this requirement, maintain it, and ensure the members are suitably trained to support the HSMS. The HSC will hold this position for a maximum of two years. The committee must have 2 co-chair persons, a worker chosen by worker members and an employer co-chair chosen by employer members.

The HSC's focus will be to support the Health and Safety Management System and their duties are described in further detail in the safety manual.

The HSC will conduct regular meetings with management, Workers, and Contractors in accordance to the OHS Act. On completion of the meeting, management will be informed of any findings and discussions by reviewing the meeting minutes.

Jan. 2021

President

Dated

10.2 DUTIES OF THE HEALTH AND SAFETY COMMITTEE (HSC)

The Health and Safety Committee is a resources to allow employees to report unsafe or unhealthy conditions, report incidents, and seek assistance in improving the workplace. The HSC/HSR also have the following duties:

- Respond to Worker's health and safety concerns
- Participate in hazard identification and control
- Develop and/or promote health and safety education and training
- Conduct regular inspections of the work site
- Participate in investigations
- Develop and review health and safety policies and procedures
- Make recommendations to improve the health and safety management system
- Participate in committee meetings; and
- Maintain records of actions taken in regards to the committee's duties.

10.3 MEMBERSHIP

The Health and Safety Committee will be a voluntary position. The HSC will maintain their position in the committee for a maximum of two years depending on the feasibility of this in regards to the business operation. After the HSC has completed their two year position a new HSC will be identified and trained to complete their position. Succession of the positions will be made on a voluntary basis where employees who are interested in serving in those positions will be provided with an opportunity to do so. If there aren't any volunteers, the HSC may select employees to fulfill the roles.

The HSC's contact information will be available to employees and Contractors so they can be reached if need be.

10.4 TRAINING

The HSC will receive the legislated requirement of 16 hours of training. The training will meet the requirements set forth by the Alberta OH&S Act and ensure the HSC can fulfill their duties competently.

10.5 COMMUNICATION

The HSC will conduct or participate in a safety meeting at least every quarter of the calendar year to review incidents, discuss matters brought to their attention, ensure follow-up has been completed for hazard report forms and near-misses, discuss findings from the site inspection, and report on any issues brought to their attention.

Meeting minutes will be recorded for every meeting which will record who attended, if guests were involved in the meeting or inspections, old business review, new business brought forward, review of hazard report forms or near-misses, and review of incidents. Meeting minutes may also be used as a debriefing system for reviewing drills and emergency responses.

Meeting minutes will be posted on the safety board and placed in the site binders so all employees can review and access the information.

Meeting minutes will be reviewed and signed-off by a senior manager prior to them being distributed to the employees.

10.6 REPORTING ISSUES AND FOLLOW-UP

Employees are encouraged to report unsafe or unhealthy conditions to members of the HSC. This can be done by:

- Verbally sharing the issue with the HSC member
- Completing a near-miss or hazard report form; or
- Completing an incident report

Issues that are reported to the HSC will be discussed in the safety meeting and will maintain confidentiality where necessary. The issue will be recorded in the safety meeting minutes. Corrective measures and follow-up will be recorded in the meeting minutes Action Log to show what action was taken, by whom, and when it was implemented. Follow-up will be done directly with the individual(s) reporting the issue and/or with staff during safety meetings.

10.7 DISPUTE RESOLUTION

There is potential for disputes to occur over topic and issue resolution within the committee. In order to have resolution, a neutral employee, management or worker, who will help with the vote to decide the resolution. This will be documented on the meeting minutes.

11 PANDEMIC PLANNING

11.1 RESOURCES

1. **Get Your Workplace Ready for Pandemic Flu, 2017** – U.S. Department of Health and Human Services, Centers for Disease Control and Prevention
2. **Flu and Infectious Disease Outbreaks, March 2020** – Canadian Centre for Occupational Health and Safety
3. **Pandemic Planning for the Construction Industry, March 2020** – Alberta Construction Association
4. **Guidance on Preparing Workplaces for COVID-19, March 2020** – U.S Department of Labor, Occupational Safety and Healthy Administration (OSHA)

11.2 PURPOSE

Pandemic planning is a crucial part of a Risk Management program for any business. It is important to identify the procedures a company will follow to protect their assets and employees in the event of an infectious pandemic. The organization has to maintain business continuity with their operations if a pandemic occurs that could affect the operations, the business, and the livelihood of the employees. Being prepared for an outbreak and having protocols in place will help companies survive as best as possible. Due to this document focusing on businesses and work sites, sexually transmitted diseases will be omitted, and it will focus more on diseases and viruses that are highly transferrable through common means such as coughing and touching infected items.

11.3 GENERAL TERMS AND DEFINITIONS

Pandemic: a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.

Outbreak: a sudden increase in occurrences of a disease in a particular time and place.

Influenza: commonly known as "the flu", is an infectious disease caused by an influenza virus. Symptoms can be mild to severe. The most common symptoms include: high fever, runny nose, sore throat, muscle and joint pain, headache, coughing, and feeling tired.

Coronavirus: is an infectious disease caused by a new virus. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

Social Distancing: a technique to prevent the spread of infectious diseases by limiting close contact with others, typically 2 metres (6 feet).

Infectious Disease: disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Some infectious diseases can be passed from person to person. Some are transmitted by insects or other animals. And you may get others by consuming contaminated food or water or being exposed to organisms in the environment.

Virus: an infective agent that is able to multiply only within the living cells of a host.

Disease: an illness that affects a person, animal, or plant or a condition that prevents the body or mind from working normally.

Germs: a micro-organism, especially one which causes disease.

11.4 VIRUS/DISEASE TRANSMISSION

There are many ways that viruses and diseases can be transmitted or transferred to others. There are only a few ways that they can be transferred from one person to another:

- Small air droplets or aerosols
- Contact with feces or urine and touching your mouth or eyes
- Contact with skin or mucous membranes (eyes, nose, mouth, etc.)
- Blood and other bodily fluids

Depending on the virus or disease, they may have one or more ways that they could be spread from one person to another. This could be directly from one person by coughing or sneezing and those germs getting into another person's nose, eyes, throat, or mouth. Germs are also transferred by an infected person touching an object and another person touching that same spot on the item then touching their nose, mouth, eyes, etc. and introducing the virus or disease that way.

11.5 COMMON VIRUSES/DISEASES IN THE WORKPLACE

There is potential for people to be carriers of the following viruses and diseases that could cause another person to become ill.

Virus/Disease	Risk of Infection	Transmission	Prevention
Influenza (Flu)	Moderate	Air droplets/Aerosols, Direct and indirect contact	Social distancing, frequent hand washing, sanitizing, vaccination
Coronavirus – SARS	High	Air droplets/Aerosols, Direct and indirect contact	Social distancing, frequent hand washing, sanitizing
Coronavirus - MERS	Low in Canada but very high in the Middle East	Air droplets/Aerosols, Direct and indirect contact	Social distancing, frequent hand washing, sanitizing
Coronavirus – COVID-19	Very High	Air droplets/Aerosols, Direct and indirect contact	Social distancing, frequent hand washing, sanitizing
Common Cold	Moderate	Air droplets/Aerosols, Direct and indirect contact	Social distancing, frequent hand washing, sanitizing, vaccination
Whooping Cough	Very High	Air droplets/Aerosols, Direct and indirect contact	Vaccination
Tuberculosis (TB)	High	Air droplets/Aerosols, Direct and indirect contact	Testing, medication, using a ventilator (if you have been diagnosed and have Active TB), social distancing

Table 1

*NOTE: There may be additional diseases that aren't on this list but these are the most likely and common ones that employees may be exposed to.

11.6 POSSIBLE EFFECTS ON A BUSINESS

There are many factors that have to be considered from a business/operation perspective to ensure the workforce is still available to work if a pandemic occurs and to protect those employees as best as possible. Effects can include:

- Reduced labour supply including employees, sub-contractors, and availability of temporary staff
- Customer orders or work cancelled
- Interruption in the ability to get supplies or materials
- Reduction or restrictions on meetings or gatherings.
- Restrictions on travel
- Possible disruptions in utilities, banking, telecommunications, etc.

11.7 ALERT LEVELS

	ALERT LEVEL1			ALERT LEVEL2	ALERT LEVEL3	ALERT LEVEL4	ALERT LEVEL5
	1a	1b	1c				
Less/ Highly-virulent	(Less-virulent new influenza response area)			(Highly-virulent new influenza response area)			
Spread of Infection	Infections confirmed only abroad	Infections confirmed within the country - Infections spreading around the country	Infections spreading all around the country	Infections confirmed only abroad	Infections confirmed within the country	Infections spreading around the country. Initial stage of Pandemic	Pandemic stage
Business Operation Concept	Prepare for new influ-enza outbreaks within the country.	Continue business activities depending on the spread of infection within the country.	Prioritize to prevent the spread of infection and continue possible business activities.	Prepare for new influ-enza outbreaks within the country. Higher cautions around the infected countries	Continue business activities depending on the spread of infection within the country.	Secure employee's utmost safety and continue possible business operations and activi-ties.	On the highest alert! Busi-nesses should be stopped and employees must stay home expect Business Continuity Members previously assigned.

Table 2: Reference - https://www.ricoh.com/sustainability/governance/risk - **Original "Alert Level" of the Ricoh Group**

In the table above, although it references "influenza" it can be applied to any infectious disease.

Alert Level 1 – No extreme action is required by the company to mitigate spread of the infectious disease. Regular sanitizing and hand washing applies to their operations.

Alert Level 2 - No extreme action is required by the company to mitigate spread of the infectious disease. Regular sanitizing and hand washing applies to their operations.

Alert Level 3

- Increase awareness through communications & training.
- Emphasize proper hygiene.
- Follow government prevention protocols (wash hands, don't touch face, avoid cruises unnecessary travel, large crowds such as sporting events), avoid sharing pens and shaking hands.

Alert Level 4

- Maintain a state of relaxed awareness and review regular communication & updates from reliable sources (WHO, local & federal government).
- Follow government prevention protocols (wash hands, don't touch face, avoid cruises and unnecessary travel, avoid large crowds such as sporting events), avoid sharing pens and shaking hands.
- Assemble a Business Continuity Team and include members of each business unit (operations, accounting, IT, warehouse, scheduling) to create a response plan.
- Identify essential services and functions that have to be maintained within the business unit. Offer an option to work from home (office staff).
- Identify contractors to replace sick employees.
- If employees present symptoms of the disease they must notify their supervisor and take precautions to prevent transmission to others. Reassess their symptoms daily. Even a mild cough or fever in such a case warrants a call to health authority (Health Link by dialing 811 in Alberta) and follow their instruction.
- If symptoms persist, self-quarantine at home to prevent spread. Keep in contact with supervisor and notify if help is needed, (food, supplies, etc.). Follow instructions of health professionals and doctors.

Alert Level 5

- Management should review the possibility of shutting down operations until the disease has been given an "all-clear" by government officials.
- Management will inform employees of the plan to follow medical recommendations and government rules to prevent the spread of the disease.
- If the business has to stop all operations and work, the Business Continuity Team will work together to assist employees and to provide information on the next steps and when the business will be operating again.

11.8 IDENTIFICATION OF CRITICAL BUSINESS FUNCTIONS

Management has to identify which functions of their business are critical to set priorities to maintain their operations and the safety of their employees. Management will complete the Critical Process Worksheet to identify the business functions that will impact their operation if a pandemic occurs. This document will be retained and reviewed annually by management to ensure the information is accurate and up to date. Revisions will be made if necessary.

11.9 STAFFING PLAN

Staff will be affected by a pandemic making staffing of work a critical business function. If there aren't employees to perform the work, the work will not get completed. Management will identify potential staffing issues within the Critical Process Worksheet and identify potential resources they can use to fill jobs temporarily if employees are ill or in close proximity to an ill person.

To help alleviate potential staffing issues within specific jobs, management should consider the possibility of cross-training employees so they have knowledge and experience to perform multiple job functions. This would allow management to move employees into various jobs or projects if someone falls ill ensuring the project will continue to be completed.

11.10 PANDEMIC PLANNING FOR WORKSITES

The company should have a plan in place to address pandemic issues on a specific work site. It is possible that infected people may be at a worksite that could infect the company's employees. Having a plan in place may help to mitigate the spread of the infection.

The company will identify Infection Safety Coordinators (ISC) for each site. The Superintendent/Supervisor for the site or crew will be designated as one as well as a worker. The ISC will:

- Review prevention procedures
- If there is a pandemic or instruction for social distancing, conduct inspections to ensure social distancing is occurring
- Monitor cleaning and disinfecting of equipment and tools
- Inspect hand washing stations and sanitizer stations and report issues to site management.
- Verify that First Aid responders have appropriate PPE and equipment available
- Assist with investigations pertaining to violations of employees not complying with procedures to reduce exposure to infectious diseases
- Immediately report, both presumed and confirmed, cases of high and very high infectious diseases and viruses (See Table 1)

- Refer any issues or concerns of infectious diseases and viruses to site management and/or the HSE Manager
- Post their name and contact information on the site so they can be reached by concerned employees.

Daily attendance on the work site is mandatory. The Superintendent/Supervisor must maintain an attendance list of employees, sub-contractors, visitors, and suppliers as well as their phone contact information in the event there is a confirmed infectious disease/virus occurrence. The list can be referenced and the people can be contacted so they can be properly tested by a medical professional.

Workers, sub-contractors, visitors, and suppliers must complete a COVID-19 Health Check Questionnaire form during their site orientation. If they answer any questions negatively, they may be asked to leave the site until they have been cleared by a medical professional. This will only be done during a COVID-19 pandemic or outbreak.

On a typical worksite, safety orientation and meetings require close proximity of people. In a pandemic, this is not possible as social distancing is important to follow to prevent further spread of the disease or virus. In a pandemic the following processes should be adhered to:

- Toolbox meetings will be held outside as often as possible to have the ability for social distancing
- Signatures on the toolbox meetings are not required but an attendance list is still mandatory
- Toolbox meetings will have 10 or less people in attendance which may require the Superintendent/Supervisor/Foremen to hold multiple meetings
- Field Level Hazard Assessments will be reviewed with staff by their Supervisor or Foremen but employees are not required to sign but FLHAs are still required to be completed as per company policies and procedures
- All non-essential events will be cancelled or postponed
- Maximum of 3 people are allowed in a site trailer/office at one time
- Management should consider following the rule of thumb of maximum 4 people per 1000 sq ft area with the exception of tradespeople working in teams to do work such as journeymen working with an apprentice or large tasks such as pouring concrete. This will be at management/Superintendent’s discretion.
- Site Superintendents and Management should consider running multiple shifts on their site to limit the exposure of trades to other people and limit the amount of people on the site at one time.

- If there is a confirmed case of a very high rate virus or disease, the work areas that person/people worked in must be disinfected by a suitable cleaning product. This should be vetted by an Industrial Hygienist to verify they are reliable for disinfecting.
- Working on Aerial Work Platforms with more than one person, the workers should try to maintain social distancing as best as possible.
- Staggered lunch and break times should be implemented to maintain continuity of social distancing and employees should use the disinfecting items before and after they eat.
- First Aid responders and emergency responders will be provided with N95 masks or half-mask respirators with P100 filters
- There should only be one operator assigned to each vehicle, heavy equipment, forklift, aerial work platform, etc.

At the office, employees should be encouraged to work from home where possible during a pandemic. Management will evaluate the effectiveness of this and its feasibility.

If there is a confirmed case of a very high-risk virus or disease in the workplace (worksite or office) management will notify everyone via e-mail or phone. People who were exposed to this person must be tested at a medical facility and it may require the office or worksite to be temporarily shut down until it has been disinfected.

If work has to be conducted working in very close proximity to each other (less than six feet) the following procedure has to be followed (See SJP#21 for more information):

- N95 masks or half-mask respirators must be worn by the workers
- Gloves must be worn
- Tools and equipment must be sanitized prior to use and after the task is completed
- In addition to completing a FLHA, a Close Proximity Work Permit must be filled out as well and submitted to your Supervisor and the Site Superintendent.

11.11 CONTROL MEASURES

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. At worksites where employees could be exposed to high and very high infectious diseases and viruses, isolating employees is an effective measure to ensure their health. Examples of engineering controls can be:

- Installing high-efficiency air filters
- Increasing ventilation rates in the work area
- Installing physical barriers such as clear plastic

- Using negative pressure ventilation

Administrative Controls
Administrative controls require action by the worker and/or employer. Policies, procedures, and practices have to be implemented to prevent employee exposure or reduce the risk of exposure to infectious diseases and viruses. Some examples of administrative controls include:

- Encourage ill employees to stay home until they are healthy
- Changing shifts to minimize exposure
- Discontinue travel to effected cities, towns, etc.
- Implement emergency communication plans to address worker concerns and to inform them of new developments
- Train workers on proper sanitizing procedures
- Train workers on PPE use to minimize their risk of exposure.
- Identify the potential for exposure on Field Level Hazard Assessments and implement site controls
- Post signage for proper hand washing and sanitizing
- Social distancing

Personal Protective Equipment (PPE)
PPE should be used in conjunction with engineering and administrative controls to protect employees from exposure and should be considered the last line of defense. Depending on the work being performed, there may not be specific PPE available to employees to protect them from diseases and viruses. Employees should be aware of proper hand washing and sanitization of their PPE to minimize their exposure. Employees should ensure they clean their PPE as per manufacturer specifications and stored so as to not be exposed when not in use.

11.12 CLEANING, DISINFECTING, AND LIMITING THE SPREAD

Proper housekeeping is critical to prevent the spread of viruses and diseases that may be transferrable through touching an item that has germs on it. The company will provide disinfecting wipes that can be used to wipe down hand tools and power tools that could harbour the germs. Employees will practice wiping items down after they use it and before they use a new item. This should prevent the transference of the virus and disease. This should be done even if they are wearing gloves so as to not get the germs on their PPE.

Employees must wash and/or use sanitizer on their hands after they cough, sneeze, use the washroom, or touch an item that an ill person had touched. Coughing or sneezing into their elbow or coat/shirt will limit the spread of the virus via the air. Employees that have a cough should wear a face mask so they cannot transmit the virus to others. Employees should always blow their nose into tissue papers so as to not create airborne particles or

aerosols that could contain the virus. The used tissues must be disposed of in trash receptacles. They must use hand sanitizer or wash their hands after blowing their nose.

Employees who are feeling ill or live in a household that has an ill person should discuss with management the possibility of staying home to not spread the disease or virus to others at the work site. Management must be involved with this decision as other measures may be implemented to allow the employee to work anyway without spreading the disease.

On worksites, employees should practice social distancing and proper cleaning and sanitizing. Working in close proximity to other people increase the risk of being infected in a pandemic situation. Management and the ISCs should ensure employees and other trades or sub-contractors have enough room to social distance. This could be accomplished through scheduling of work in specific areas and implementing shift work.

Superintendents/Supervisors are required to ensure their employees and sub-contractors are fit for work at the start of each shift. They should encourage employees to bring forward any concerns of feeling ill which will be assessed at that time. They may be asked to leave the site until they are feeling better. At the end of each shift, the Superintendents/Supervisors will ask employees and sub-contractors (if feasible) if they are still free from any symptoms of illness.

As a part of the new hire orientation and site orientation employees, sub-contractors, suppliers, and visitors will be instructed on proper hand washing techniques and sanitization of items they have touched.

11.13 REVIEW AND EVALUATION OF THE PANDEMIC PLAN

It is important to measure the effectiveness of the pandemic plan and make changes or improvements before an actual event were to occur. Management shall review the plan annually and try to identify potential weak areas within their plan. Conducting scenario-based table-top drills could help to identify these weak areas. Based on an actual event or conclusion of a drill, an action plan should be created to address the items that were identified as needing improvement.

Records pertaining to the pandemic plan will be maintained for a minimum of three years. Records could include:

- Critical Process Worksheets
- Training Records
- Table-top drills
- Meeting minutes
- E-mails
- Identification of the ISCs

- Site Attendance Logs
- Incident Reports
- Notifications of employees being sent home due to illness

11.14 RETURN TO WORK

To prevent further infection or spread of the disease or virus, there must be a process in place to ensure the employees, sub-contractors, visitors, or suppliers will not infect others. The following process will be followed by all Dal-Tek employees:

- If an employee has been diagnosed with a very high-risk virus or disease, and they have been off of work, they must get clearance from a medical professional before they can return to work. This is especially crucial if they have been infected with viruses such as COVID-19 as it can be deadly and is transferrable very easily between people.
- The employee should bring a note from the doctor saying they are clear for work and will not infect others. The note will be provided to a member of management and a copy to their direct supervisor.
- Management will inform others that the previously infected employee has been cleared for work and is no longer contagious.
- Records of clearance will be kept in the employee file for at least three years.

If a sub-contractor has been denied entry into a Dal-Tek worksite because of infection with a high to very high-risk disease or virus, their employer must provide Dal-Tek's Superintendent for that site with written confirmation that their employee is no longer contagious and can return to work. If they had been infected with COVID-19, the duration will not be less than fourteen days from the date they were denied access to the site.

If a supplier or visitor was denied access to the worksite due to being infected with COVID-19, they will not be granted access to the site for no less than twenty one days after the date they were denied access. This is to ensure they are clear of the virus as they are not required to provide Dal-Tek with a clearance note from a medical professional. If they do provide a clearance note then they may be granted access sooner than the twenty one day mark.

Employees who have been infected with a high to very high-risk disease or virus and have returned to work, although cleared by a medical professional, must continue to monitor their health and report to management any recurring symptoms that may put their health and safety or the health and safety of others at risk. If they feel their health declining or symptoms returning they should report to their direct Supervisor as soon as possible so proper assistance can be provided. COVID-19 and the isolation periods described are used as an example of a previous pandemic protocol. It should be noted that other pandemic emergencies could require a different isolation period and therefore government and public health guidelines should be followed.