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DURON ONTARIO LTD.

2024 Health &  
Safety Manual

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## Introduction

These Employee Occupational Health & Safety Guidelines are one component of our Occupational Health & Safety Program. The principles and guidelines apply to all Employees, Contractors and Subcontractors who perform work on behalf of Duron Ontario Ltd.

These guidelines have been developed to help Employees understand the duties and responsibilities of the Employer, Supervisors, Foreperson, Workers, and the Joint Health & Safety Committee in maintaining a proactive and dynamic Occupational Health and Safety Program.

The Employee Health and Safety Guidelines also outline the General Safe Operating Practices, which are a major component of our accident & incident prevention mandate. These guidelines are a vehicle for creating Occupational Health & Safety awareness and for assisting in recognizing potential dangers to help evaluate their risk.

Once we are aware of a dangerous condition, we can then implement the proper control strategies to prevent contact or exposure to the given hazards or situations. These control principles will be reinforced through general and specific training sessions.

As stated in our Health and Safety Policy, we believe that a strong Health and Safety Management System (HSMS), built into all aspects of our operations, will enhance the effectiveness and efficiency of Duron Ontario Ltd. by using the Internal Responsibility System (IRS) concept. Through open lines of communication, objective discussions, and cooperation; Duron's objective of a workplace free of hazards and illnesses can be achieved. As a team, we must work towards controlling and eliminating hazardous situations. This is sound business practice, and it will benefit everyone in the Company.

We expect all Employees, Contractors and Subcontractors performing work on behalf of Duron Ontario Ltd. to work in compliance with the Occupational Health and Safety Act (OHSA) and follow these Safe Operating Procedures to ensure a safe working environment for all.

**Note: If you do not understand an issue or topic presented in these guidelines or if you have a health and safety concern, do not hesitate to ask your Supervisor, Foreperson or Safety Representative for assistance and clarification.**



## Glossary

### Definitions:

**Certified Management Member:** A person representing management who is a member of the Joint Health and Safety Committee (JHSC) at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard Training (Level 2) as required by OHS Reg. 9(12).

**Certified Worker Member:** A worker who is a member of the JHSC at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard training (Level 2) as required by OHS Reg. 9(12).

**Competent Worker:** A worker who is qualified because of knowledge, training and experience to perform the work, is familiar with the OHS Act and the provisions that apply to the work and has knowledge of all potential or actual danger to health and safety of the work.

**Competent Person:** A person, who is qualified because of knowledge, training, experience to organize the work and its performance, is familiar with the Act and the regulations that apply and has knowledge of any potential or actual danger to the health or safety in the workplace.

**Control:** A means of limiting or regulating something, specifically limiting the risk involved in a hazard.

**Critical Task:** A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A job with potential for serious loss or injury.

**CSA:** The CSA Group (formerly the Canadian Standards Association; CSA), is a standards organization which develops standards in 57 areas. CSA Group publishes standards and provides training and advisory services. CSA Group is composed of representatives from industry, government, and consumer groups.

**PSI:** The Pre-Job Safety Instruction form is a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool and the work environment.

**Modified Duties:** Accommodated or alternate work to be performed while the Worker is still recovering from an illness or injury.

**Near Miss:** An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.

**Preventative Action:** The change to a management system, process, or procedure, designed to prevent the reoccurrence of the accident / incident in the future.

**Physical Agents:** Sources of energy that may cause injury or illness such as, but not limited to, noise, vibration, radiations, and temperature extremes.

**Risk:** is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.

**Return to Work:** Work integration is the process of returning to work following a period of disability.

**Safe Job Procedure:** The step-by-step instructions that must be followed in sequence in order to complete a task or process safely. A written step by step description of how to complete a job safely and efficiently from start to finish.

**Safe Work Practice:** General practices that should be followed in the workplace to insure both day-to-day tasks and job-related tasks are performed in a manner that is deemed to be safe to



reduce the potential for injury or illness.

**Specialized PPE:** Respiratory protection, fall protection equipment, fall arrest equipment, hearing protection, gloves, hand protection, fire resistant clothing, skin protection, PPE other than CSA approved footwear, high visibility garments, hard hats, and safety glasses.

**Supervisor:** The person who has charge of a workplace or authority over a worker. Additionally, they must meet the requirements outlined in OHS Act. S.27. This includes Foreperson, Supervisors and/or Superintendents.

**Subcontractor:** Any Worker or group of Workers who perform work at the project or on your premises for which you compensate the Worker or group of Workers and are not compensated for that work through the organization's payroll.

**Worker Trade Committee:** A Committee comprised of Workers on the site responsible for the various tasks of the project. The WTC is made up of at least one member from each trade who meet at predetermined dates and times to discuss health and safety issues on the site.

**Zero Tolerance:** Is a policy whereby immediate removal of the Worker is accomplished for the infraction. No other form of discipline will be used due to the high risk associated with the infraction.

**Hazard:** A hazard is any source of potential damage, harm, or adverse health effects on something or someone.

**Hazard Assessment:** The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.

**Incident:** An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

**Worker:** An individual employed by the company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHS Act. S.28. A Worker is an individual who does not have management or supervisory responsibilities.

**WSIB:** Workplace Safety and Insurance Board.



## Health & Safety Policy

Duron Ontario Ltd. recognizes that it is every Worker's right to work in a safe and healthy environment. Accordingly, Duron's Management is committed to providing a safe and healthy work environment to all our Employees by setting and reviewing Occupational Health & Safety (OHS) objectives and making continual improvements to the Occupational Health & Safety Management System (OHSMS). Every reasonable effort shall be made to utilize the principles of accident and loss prevention in the management of all activities and programs.

Safety will be approached using the Internal Responsibility System (IRS) to identify, control and/or eliminate known hazards for the prevention of personal injury, illness, property damage, fire, breach of security, negative environmental impact, or any other form of controllable loss. Senior Management is committed to work in consultation and co-operation with Workers by using the IRS that will allow all levels of workplace parties to participate in matters regarding Health and Safety.

Management, Supervisors, Workers, Guests, Contractors, and Trades are all responsible for incident prevention. Therefore, we must collectively demonstrate a behaviour that supports a strong and proactive safety culture. Duron's Management is committed to being in compliance with Occupational Health & Safety legislative and other requirements. Employees are expected to follow Safe Work Practices (SWP) and Safe Job Procedures (SJP) mandated by Legislation as well as those established by Duron's Management. Managers, Supervisors and Subcontractors will be held accountable for compliance to the Health and Safety standards set out.

In keeping with our commitment, we will review, revise, and develop specific Health and Safety responsibilities consistent with the Occupational Health and Safety Act and Regulations for Construction Projects for: Senior Management, Managers, Supervisors, Workers, Subcontractors and Visitors to Our sites.

The following are Duron's Health and Safety goals for 2024:

- Retraining Duron Supervisor's in conducting Site Inspections
- Improve upon ensuring Subcontractors are submitting the mandatory Safety Forms
- Increased completion of Safety Forms: Site Inspections, Machine/Equipment/Tool/Vehicle Inspections, Safety Talks, PSIs

Duron Ontario Ltd. will apply a continuous improvement Health and Safety process in our company and will strive to eliminate or control identified hazards that may result in accidents, personal injury/illnesses, fires, security losses or other property damage. We ask everyone conducting work in our workplaces to support the Duron Ontario Ltd. Health & Safety Policy and Program.

The Health & Safety Policy will be reviewed and updated on an annual basis.

Chris Economou – Director

January 1, 2024

Date



## Violence & Harassment Policy

As part of Duron Ontario Ltd.'s commitment to providing a safe and healthy work environment to our Employees, we have developed this Policy statement along with an associated procedure for the prevention of workplace violence and harassment.

Each Employee has the right to work in an environment free from violence and harassment. Every reasonable effort will be taken to protect our Employees. A proactive approach will be used to assess the probability of an incident. Consequently, control measures will be devised to mitigate the risks.

Duron Ontario Ltd. is committed to providing a positive working environment for all Employees. No Employee shall be harassed because of their race, ancestry, birthplace, colour, ethnic origin, citizenship, religion, creed, gender, sexual orientation, age, marital status, family status, disability, gender identity, pregnancy, or any other reason.

Senior Management and Supervisors are obligated to ensure the workplace is consistently free of violence and harassment. All Duron Ontario Ltd. Employees, Subcontractors and Visitors are expected to uphold this, Policy. Any violators will be subjected to the appropriate disciplinary procedure.

The Workplace Violence & Harassment Policy will be reviewed and updated on an annual basis.

A handwritten signature in blue ink, appearing to read "Chris Economou".

Chris Economou – Director

January 1, 2024

Date



## Environmental Policy

Duron Ontario Ltd. recognizes that the protection of the Environment must be an integral part of our daily business and incorporated into each of our work activities.

We encourage efficient use of resources and the prevention of pollution in the design, construction, and operation of our projects.

Duron Ontario Ltd. will provide adequate equipment and training to its Employees to ensure that in the event of a spill we can respond in an effective manner to minimize any health effects to Workers and/or contamination to the Environment.

In order to maintain optimal Environmental working conditions in all of our workplaces, we are committed to the following:

- ❖ Ensuring our Employees understand their roles and responsibilities regarding protection of the Environment
- ❖ Any encounters with wildlife will be reported to the appropriate representatives and all government guidelines will be followed
- ❖ Noise monitoring will be done to ensure the decibel readings are kept to a minimum
- ❖ Holding our Employees and Subcontractors responsible regarding protection of the Environment
- ❖ Identifying, assessing, and managing Environmental risks and including Environmental considerations in all our business decisions
- ❖ Reporting Environmental incidents and taking immediate action to mitigate Environmental impacts

Duron Ontario Ltd. will continue to strive for continuous improvement of our Environmental Management System and performance by reviewing this Policy annually.

### Spill Reporting Information

In the event of a spill, the Environmental Protection Act requires the discharger (responsible party) to contact Spills Action Center and provide all known information to the on-call SAC representative. The Ministry then oversees that the cleanup and disposal of spilled materials is completed in a timely and environmentally acceptable manner. The regulatory power of the Spills Action Centre arises out of Part X of the Ontario Environmental Protection Act. It requires the reporting of spills forthwith and more importantly requires the owner of a spilled material and the person that had control of the material spilled to promptly clean and restore the environment.

Chris Economou – Director

January 1, 2024

Date



## Fitness For Duty Policy

### Purpose

This Drug and Alcohol Use Prevention Policy (the “Policy”) is designed to educate Duron Ontario Ltd. (the “Company”) Employees as to the Company’s expectations regarding Drug and Alcohol use and to help ensure that all Employees’ report to work fit for duty.

### Application & Scope

This Policy applies to all Employees of the Company including Managers and Supervisors, Interns and other Workers including Contractors, Volunteers and Employees or third-party Contractors or Subcontractors that the Company may engage, collectively defined as “Workers”. This Policy will be enforced by the Company in the provinces of Ontario. (This is also compliant in Alberta, Saskatchewan, and British Columbia.)

### Policy

The Company recognizes that maintaining a Drug and Alcohol-free workplace is a crucial step to ensuring that our environment and our Employees remain safe. In promoting that objective, the Company requires all Employees to be fit for work when they attend the workplace and to remain fit for duty throughout the day or shift. As part of this requirement, the Company maintains a zero tolerance towards any person covered by this Policy from consuming, possessing, distributing, or attending the workplace having consumed Drugs or Alcohol. Workers must be aware that any violations of this Policy may result in disciplinary action up to and including termination. Disabilities will be accommodated in accordance with the provisions of the applicable human rights legislation.

### Definitions

“Alcohol” refers to beer, wine, and distilled spirits, and includes medicines or other products that contain alcohol.

“Cannabis” refers to any product containing THC in any form.

“Company business” refers to all business activities undertaken by Workers in the course of the Company’s operations, whether conducted on or off Company premises and whether during or outside of regular operating hours.

“Company premise or worksite” includes but is not necessarily restricted to all land, facilities, work sites where Company business is conducted regardless of whether owned, leased or otherwise controlled by the Company. This includes all surrounding ground, parking lots and leased or rented space. This also includes vehicles used for Company business including personal vehicles and vehicles that are owned, leased, or otherwise controlled by the Company.

#### “Drug” includes:

- ❖ Natural or synthetic substances altering psychic and/or psychological functions that may lead to addiction
- ❖ This includes, amongst others, the following drugs: cannabis (whether obtained legally or illegally), cocaine, benzodiazepines, barbiturates, opiates, PCP, amphetamines, as well as any other similar substances or derivatives.
- ❖ Drugs also include legal medically prescribed or over-the-counter drugs, which impact the psychic and / or psychological functions of an individual, or diminish that person’s capacities



“Drug Paraphernalia” includes:

- ❖ Any personal property associated with the use of any *Drug*, substance, chemical or agent, the possession of which is unlawful in Canada. This would include any product or device that may be used to attempt to tamper with a testing sample.

“Extreme Fatigue” includes:

- ❖ Physical and/or mental exhaustion that reduces person’s alertness such that a safety hazard is created or results in an inability to safely perform Work.

“Fitness for Duty” is a condition in which a Worker is physically, physiologically, and psychologically capable of competently and safely performing their job tasks. More particularly, Fit for Duty means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of Alcohol or Drugs.

“Medication” refers to a drug obtained legally, either over the counter or through a qualified health practitioner’s prescription or appropriate authorization, the use of which has the potential to cause impairment.

“Worker” refers to an Employee of the Company including Managers, Supervisors, Journeypersons, Apprentices, and other Workers including Contractors, Volunteers and Employees of third-party Contractors or Subcontractors that the Company may engage.

### Responsibilities & Reporting

Every Worker is required to be Fit for Work and in compliance with all applicable Standards, Policies, Procedures, and Guidelines. Failing to be Fit for Work because of Drugs or Alcohol (prescription or otherwise) while conducting Company business or on Company premises is prohibited. Where the Worker’s ability to safely perform assigned work is diminished by Drugs or Alcohol (prescription or otherwise) the Worker must inform the Company of the potential or actual impairment and must not knowingly do work where the potential or actual impairment may create an undue risk to the Worker or anyone else.

In addition, every Worker is required to:

- ❖ Read, understand and fully comply with local Policies;
- ❖ Report to work fit for work and remain fit for work while conducting Company business or on Company premises;
- ❖ Cooperate with the accommodation process under Duron’s Accessibility for Ontarians with Disabilities Act Policy to perform his or her job duties safely, without endangering his or her own safety or that of others;
- ❖ Report anyone suspected of not complying with this Policy to the Supervisor;
- ❖ Use prescribed and over-the-counter medication responsibly;
- ❖ Disclose their dependency on drugs or alcohol before breaching the Policy; and
- ❖ Cooperate with any investigation of an actual or suspected violation of this Policy

### Prescription Drugs

The proper use of Medication by Workers as prescribed by their respective physicians is not prohibited. At the same time, the Company recognizes that the use of some of these Medications may affect a worker’s job performance or render them unfit for duty. It is the worker’s responsibility to determine from his/her physician whether a Medication may impair safe job performance. Further, it is the Worker’s responsibility to disclose the use of Medication that has



the potential to cause impairment to the Supervisor and to notify the Company of whether any accommodations will be required.

### **Illegal Drugs**

All Workers are prohibited from using, consuming, selling, manufacturing, purchasing, cultivating, distributing, dispensing, possessing, or transferring illegal drugs at all times.

### **Alcohol**

Workers are prohibited from coming onto Company premises, reporting to work, or working while under the influence of Alcohol. This includes but is not limited to a prohibition against driving, working with machinery or conducting Company business. At all times, Workers operating Company vehicles will abide by applicable provincial legislation. Subject to the express authorization of Senior Management, all Workers are also prohibited from distributing, dispensing, possessing, or using any Alcohol beverage or medicine containing Alcohol while on Company premises or on duty. Furthermore, lawful off-duty Alcohol use, while generally not prohibited by this Policy, must not cause impairment, and cannot interfere with an Employee's job performance.

### **Recreational Cannabis Use**

Workers are prohibited from attending work while impaired by recreational Cannabis. All Workers must understand that Cannabis is an impairing drug and that using it at work or coming to work under the influence of Cannabis use compromises their fitness for duty and is a violation of this Program. This is true regardless of whether their use of Cannabis is legal under federal drug laws. Legal recreational Cannabis use is not a justification for being unfit for work. Further, workers are restricted from smoking or vaping Cannabis on Company premises (including parking lots, vehicles – whether Company-owned or otherwise, breakrooms, smoking areas, or otherwise).

### **Investigations**

Duron will investigate and deal with all reports in a fair, respectful, and timely manner. Where there are grounds to believe that a Worker is not Fit for Duty, the Supervisor will remove the Worker from their work immediately and escort them to a safe/private place. The Supervisor will give the Worker an opportunity to explain why he/she appears unfit for work. If the Worker is unable to provide a reasonable explanation, the Supervisor will be expected to take appropriate action given the situation. If there are immediate medical concerns, arrangements will be made for appropriate medical attention.

If the decision to remove the Person from the Company premises is made, Duron will provide transportation to the Worker's local place of residence or to the care of another Person. Any Person who insists on driving will be advised that the Police are being notified.

### **Consequences for Policy Violations**

Duron reserves the right to enforce several consequences for the confirmed violation of this Policy, including but not limited to a referral to treatment, a requirement to attend education sessions, or a variety of disciplinary measures by the Company up to and including termination of employment.

In responding to a violation of the Policy, Duron will place primary importance upon deterring similar behaviour by





other Employees and will terminate the Employee unless termination could be unjust in all the circumstances. Where there is a confirmed violation of this Policy, the Company reserves the right to stop the Worker from performing any further work and/or remove the Worker from the premises. The Worker shall not perform any further or additional work/or enter Company premises without the Company's written permission until such time the Company is satisfied that the Worker is no longer in violation of this Policy. The decision to permit a Worker to perform further and/or additional work and to enter upon Company premises is at the sole discretion of the Company.

#### **Accommodation**

Duron recognizes that Workers may be authorized to use medical Cannabis or other prescription drugs in relation to a disability. The Company also recognizes that Drug and Alcohol addiction may be a disability. Accordingly, in administering this Policy, addictions and other Substance Abuse related to disabilities, such as the use of medical Cannabis, may be treated as non-culpable violations and Workers may be offered reasonable accommodations based on their individual circumstances and capabilities.

A Worker who requires accommodation in order to perform the essential duties of a job has a responsibility to communicate his or her limitations and the need for accommodation to the Company in sufficient detail, to indicate the type and duration of accommodation required to cooperate in the Company's efforts to respond to the request. The Company will provide reasonable accommodation to Workers except where accommodation is not possible without causing the Company undue hardship. Accommodation will be provided by the Company on a case-by-case basis which takes into account the individual circumstances of the Worker and the interests and obligations of the Company, including its obligation to ensure the safety of the workplace. Workers should also be aware that they play a role in the accommodation process and are expected to cooperate with reasonable accommodation options, including but not limited to the requirement to complete a rehabilitation or treatment program.

#### **Review of this Policy**

The Fitness for Duty Policy will be reviewed and updated on an annual basis.

#### **Implementation of this Policy**

This Policy will come into effect effective January 1, 2020.

January 1, 2024

**Chris Economou – Director**

**Date**



## Disciplinary Policy

Employees, Subcontractors, or others who willfully work in violation of Duron Ontario Ltd. Policies and/or Legislative Requirements will be subject to the following progressive disciplinary actions:

**1<sup>st</sup> Violation:** The Supervisor will verbally inform the offending individual of his/her violation and the corrective actions necessary to rectify the offence. A written record of this 1<sup>st</sup> violation will be created and added to the Worker's permanent file.

**2<sup>nd</sup> Violation:** Failure to comply with instructions to correct the 1<sup>st</sup> violation will result in expulsion from the site. The Supervisor or Foreperson will issue a written warning which the Employee must acknowledge and sign. The offending Worker will not be allowed back on site until the issue has been rectified.

**3<sup>rd</sup> Violation:** The offending Individual will be permanently expelled from the site in the third occurrence. This may be grounds for complete termination from Duron Ontario Ltd.

Furthermore, Employees or anyone else on site are subject to immediate ejection from the site for any of the following offenses:

- Violation of the Duron Ontario Ltd. Violence and Harassment Policy
- Theft, falsifying time records, or any other dishonest act
- Sabotage or intentional damage to Duron Ontario Ltd. property
- Reporting or found at work under the influence of alcohol, possession, the use of illicit drugs, the improper use of prescription "over the counter" drugs while on the premises of Duron Ontario Ltd. job sites or performing work on the company's behalf
- Insubordination
- Willful violation of the Health and Safety Program or Legislation creating a potential for injury, death, or serious property damage

The Disciplinary Policy will be reviewed and updated on an annual basis.

Chris Economou – Director

January 1, 2024

Date



## Site Safety Rules

Duron Ontario Ltd. has developed these Site Safety Rules to ensure all our projects are kept to a high standard:

1. CSA approved, at least ankle high boots, CSA approved hard hat, and CSA approved high visibility upper garment must be worn by all Workers and Visitors at all times.
2. Hearing, hand protection and respiratory equipment must be worn by all Workers as appropriate to the hazards associated with their work activities.
3. Protective clothing must be suitable for the duties or tasks being performed. Long pants and a shirt with sleeves (no tank tops) are required at all times.
4. A zero tolerance Policy is in effect for non-compliance of Duron's zero tolerance infractions: Working at Heights, Fitness for Duty, Violence & Harassment and Theft.
5. Pre-Job Safety Instructions (Job Hazard Analyses) must be completed, reviewed, and signed off every day before starting work activity. They must be submitted to the Duron Superintendent for record keeping daily.
6. Toolbox Safety Talks must be conducted weekly and submitted to the Duron Superintendent for record keeping.
7. Pre-Use Equipment Inspections must be completed before each use and submitted to the Duron Superintendent for record keeping.
8. All injuries, environmental releases, or property damage must be immediately reported to the Duron Superintendent. All near misses or unsafe conditions and behaviour must be reported to your Supervisor.
9. Housekeeping must be always maintained.
10. Personal radios, electronic devices and cell phones are not permitted in work areas except for conducting site business by Management and Supervisory Personnel.
11. Any Worker deemed to be unfit for his or her duties by the Duron Superintendent will be removed from site.
12. No horseplay or improper activity or behaviour of any kind will be tolerated.
13. Smoking is permitted only in designated areas.
14. All Workers must have their WHMIS – current to 1 year, MOL Awareness in 4 Steps for Workers and 5 Steps for Supervisors - no expiry and Working at Heights - current to 3 years.
15. All Workers must first complete Site Specific Safety Orientation before starting work and place the Site Specific Safety Orientation Hard Hat Sticker on their hard hat.

Duron Ontario Ltd. will continue to strive for continuous improvement of our Site Safety Rules by reviewing this annually.

Chris Economou – Director

January 1, 2024

Date



## Return To Work Policy

Duron Ontario Ltd. is committed to providing a safe and early return to work to all its Employees following a work-related injury. Management recognizes its commitment and duty to accommodate injured Employees. Duron Ontario Ltd. recognizes that the provision of alternate or modified work is important in the proper recovery of the injured Employees who are unable to perform their normal duties as a consequence of an injury or illness.

Management will work in collaboration with the injured Employee and their medical Doctor to expend a serious effort in identifying modified work that is both productive and safe. The return-to-work process begins immediately after an injury/illness occurs. Management will strive to provide the necessary resources to facilitate a safe and early return to work. It is expected that injured Workers will fully cooperate in facilitating their timely return-to-work by providing updated recovery status and collaborating with the Supervisor in devising activities suited to their abilities and limitations. Any personal medical information will be kept confidential.

Every Worker must protect their own Health and Safety by working in compliance with Legislation and the Company Rules including complying with the Return-to-Work Program and make every best effort to reintroduce themselves into the workforce.

Duron Ontario Ltd. is committed to providing a safe and healthy work environment to its Workers and believes that proper training and communication will achieve this goal. Additionally, this program will be reviewed annually to ensure it complies with Legislative requirements and the Health and Safety of the workforce.

The Return To Work Policy will be reviewed and updated on an annual basis.

A handwritten signature in blue ink that reads "Chris Economou".

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Chris Economou – Director

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January 1, 2024

Date



## Visitors Policy

At Duron Ontario Ltd., we believe that Health and Safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all Visitors will join us in our efforts to make each and every day a safe one.

We remain responsible for the well-being of our Visitors.

Visitors are asked to report concerns, unsafe conditions, or situations to their host. A formal request must be submitted to Duron Ontario Ltd. prior to allowing any Visitor to enter a site. The host will inform each Visitor of their safety responsibilities and ensure that the appropriate personal protective equipment is worn or used. As a minimum, CSA approved hard hat, CSA approved high-visibility upper garment, CSA approved boots that are at least ankle high, must be always worn on site.

To ensure the safety of our work environment for both Employees and Guests, we ask that the following minimum standards are met:

- Always wear the required personal protective equipment (PPE)
- Receive the Site-Specific Safety Orientation training or be accompanied by an Employee who has been trained due to site specific emergency procedures and protocols
- Obey all posted signs and warnings
- Only smoke in designated smoking areas
- Be alert and yield to vehicular traffic
- Do not touch or interfere with work activities, materials or equipment unless given permission by the Supervisor
- Always sign-in and out of the Visitors' Sign-In Book located in the Duron site trailer or office
- Never enter areas that have been barricaded

The Visitors Policy will be reviewed and updated on an annual basis.

Chris Economou – Director

January 1, 2024

Date



## Hazard Assessment, Analysis & Control Policy

As part of an effective Occupational Health & Safety Management System, Duron Ontario Ltd. is committed to conducting on-going hazard assessment, analysis, and control to minimize the risks to health and safety within our workplaces. Duron is supportive of every Worker's *Right to Know* about that hazards that exist in the workplace. Therefore, Duron has developed this Policy and corresponding procedure to assist Management in taking a proactive approach to identifying risks and hazards associated with routine and non-routine operations.

This is accomplished by identifying the hazards that exist in the workplace, prioritizing the risks associated with each specified task before and after controls are implemented and evaluating the effectiveness of the controls through observation and recommendation.

Hazard assessments for job-specific tasks have been developed and included in the Duron Health & Safety Manual. These Hazard Assessments are reviewed at least once annually in collaboration with Senior Management, the Occupational Health & Safety Department, Supervisors, and the Joint Health & Safety Committee. Through analysis of statistical trends, results obtained via site inspection reports and pre-job safety instructions, and consultation with relevant parties, hazard assessments and respective controls are evaluated for accuracy and effectiveness.

In association with this Policy, a procedure has been developed to guide the process of Hazard Assessment, Analysis & Control.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

A handwritten signature in blue ink that reads "Chris Economou".

Chris Economou – Director

January 1, 2024

Date



## Controls Policy

Duron Ontario Ltd. is dedicated to implementing effective controls to reduce the hazards that Workers are exposed to in the workplace. Duron's Management recognizes its responsibility to take every precaution reasonable in the circumstances for the protection of a Worker and is committed to doing so. Where elimination or substitution of a hazard is not possible, controls will be developed and implemented following the associated Controls Procedure guidelines and the hierarchy of controls.

Control evaluation is a vital part of the Hazard Assessment process and requires on-going review to ensure that controls are mitigating the risks. In collaboration with Senior Management, the Occupational Health & Safety Department, Supervisors and the JHSC, Duron will review its control measures associated with known hazards and risks at least once annually and make adjustments as deemed necessary. Duron will strive to be proactive in its approach and will continue to look for new and improved preventative measures to ensure the health & safety of its Workers.

Existing controls for known hazards are made available to Employees through the Duron Health & Safety Manual.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

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Chris Economou – Director

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January 1, 2024

Date



## Procurement & Contractor Management Policy

In line with Duron Ontario Ltd.'s commitment to providing a safe and healthy workplace for its Employees, a Procedure has been developed for the Procurement & Management of Subcontractors on our jobsites. Duron's Management Team recognizes the importance of selecting high quality services that share the same health & safety values as our Company. Therefore, Contractors are selected according to the Procurement and Contractor Management Procedure Guidelines.

In order to ensure the safety of its Workers when hiring contractor services, Duron maintains a list of pre-qualified Subcontractors with a track record of quality performance and this list is used as the primary resource for hiring services. Additionally, we require that Subcontractors provide safety submittals, including the scope of their work and the Safe Job Procedure for each associated task in order to take reasonable precautions to protect the other Workers on the job site.

Contractor Workers hired for work under Duron Ontario Ltd. are to be provided the same Site Specific Safety Orientation as internal Workers to ensure that Duron's health & safety expectations are clear and understood by all parties in the workplace. In addition, Workers, JHSC and Supervisors will be given the opportunity to share their opinions of Subcontractors using the "Subcontractor Assessment Form" on Procure. Duron's internal Employees are encouraged to complete the evaluation form for each Subcontractor to allow Duron's Management to make informed decisions in choosing the best Subcontractors for future projects.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

A handwritten signature in blue ink that reads "Chris Economou".

Chris Economou – Director

January 1, 2024

Date





## Personal Protective Equipment Policy

Duron Ontario Ltd. understands the importance of protecting the health & safety of its Workers. Where hazards are detected in the workplace and elimination or substitution is not an option, Duron enforces the compulsory use of Personal Protective Equipment (PPE) and devices as per our Personal Protective Equipment Procedure guidelines. We ensure that all Employees have mandatory basic and specialized PPE while on our job sites and monitor for compliance with Company Policy, the Occupational Health & Safety Act and the Construction Regulations made under the Act related to the use and care of PPE.

Duron's Workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device by a Competent Person. Specific applications will be reviewed during the completion of the daily Pre-Job Safety Instruction (PSI) form. Also, the Duron Health & Safety Manual provided to all Workers specifies the PPE required for each task in the *General Safe Job Procedure* and *Department Specific Safe Job Procedure* sections.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Chris Economou – Director

January 1, 2024

Date



## Preventative Maintenance Policy

In order to ensure safe operation on Duron Ontario Ltd. job sites, a Procedure has been set in place for the Preventative Maintenance of vehicles, equipment and tools. Duron's Preventative Maintenance inventory system currently allows our Occupational Health & Safety Department, Mechanics, and Supervisors to track preventative maintenance schedules according to Manufacturer's recommendations and recall items in need of check up.

In order to protect Workers, Duron requires that any past-due or defective equipment be Locked Out and Tagged Out (LOTO) and returned to Duron's Head Office Shop. This system requires that collaboration of Managers, Supervisor, the Occupational Health & Safety Department and Workers to be effective. It is the responsibility of all workplace parties to inspect their equipment before each use and decommission equipment as required or when recalled by the Occupational Health & Safety Department.

In addition, Duron's Mechanic team is required to maintain accurate records of their maintenance, including any corrective actions or repairs made to return equipment to a safe standard. These records will be kept on file in Procore for review.

Duron is committed to making continuous improvements to our Preventative Maintenance Procedure and will review the associated Policy and Procedure on an annual basis.

A handwritten signature in blue ink that reads "Chris Economou".

Chris Economou – Director

January 1, 2024

Date



## Training Policy

Duron Ontario Ltd. mandates that every Duron Worker be trained and competent to perform his or her duties. Duron abides by the requirements of the Occupational Health & Safety, the Construction Regulations made under that Act and recommendations made by the Infrastructure Health & Safety Association in terms of training certification. A Training Procedure has been developed to determine training requirements and support the process of Worker on-boarding.

All Duron Workers are required, at minimum, to be in possession of current Working at Heights training (within 3 years from date of issue), WHMIS 2015 GHS certification (within 1 year from date of issue) and Ministry of Labour Health & Safety Awareness In 4 Steps for Workers and 5 Steps for Supervisors (no expiry). In addition to the minimum training requirements, Duron Supervisors are required to be in possession of Basics of Supervision (no expiry) and First Aid & CPR (within 3 years from date of issue). However, to uphold a high standard of service and ensure safe work is being conducted, Duron encourages Employees to seek out additional training opportunities and will offer in-house training when possible. Training will be conducted by experienced, competent, and certified individuals whether in-house, through an external training facility or by the Worker's Union. We believe that trained, knowledgeable Workers help support the Health & Safety values of our Company.

In addition to standard training opportunities, all Duron Workers receive in-house training in Accessibility for Ontarians with Disabilities Act awareness (AODA), General Duron Safety Orientation, Site Specific Safety Orientation, Fire Extinguisher Inspection & Use Awareness, Asbestos Awareness, Traffic Control Awareness, Safe Work Practises and Safe Job Procedures prior to the start of work. All training is tracked by the Occupational Health & Safety Department, which allows us to notify our Workers of when it is time to renew their mandatory training.

The Training Policy and Procedure will be reviewed annually and updated as recommended to ensure it remains effective.

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Chris Economou – Director

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January 1, 2024

Date



## Communication Policy

Duron Ontario Ltd. supports the *Workers' Right to Know* and has developed this Communication Policy and corresponding Procedure to uphold this value. Duron's Occupational Health & Safety Department acts as a facilitator to engage communication between Senior Management, Supervisors, Workers and the JHSC. Currently, communication is delivered via Safety Meetings, Toolbox Safety Talks, Newsletters, Employee Memos, Emails, Duron's Annual Summer & Christmas Safety Meetings, and other digital media to keep all Duron Employees informed.

We understand the importance of maintaining an open line of communication between all workplace parties and are consistently looking for methods and technologies to improve our system. Meetings are held by the Occupational Health & Safety Department, on a monthly, quarterly, or bi-annual basis, with the relevant parties to create opportunities for two-way communication between all company levels and to relay information, recommendations, concerns, or changes. Duron will continue to host our company-wide bi-annual meetings, which have been a valuable opportunity for direct exchange of information and communication between Senior Management, Supervisors and Workers alike.

Duron's Occupational Health & Safety Department maintains constant communication with all workplace parties by email, by phone and in-person by conducting frequent job site visits and creating opportunities for Workers to give feedback on their work conditions and concerns. We are working towards developing new systems to encourage this feedback, including introducing a Company Newsletter, anonymous surveys and Procore technology.

We strive to be progressive in our approach and for this reason our Communication Policy and Procedure will be reviewed at least once annually.

Chris Economou – Director

January 1, 2024

Date



## Workplace Inspection Policy

Duron Ontario Ltd. firmly believes that conducting inspections is one of the most effective ways in reducing hazards and unsafe conditions in the workplace. This Policy and associated Procedure have been created to set guidelines for all workplace parties responsible for conducting inspections. Duron requires that workplace inspections be conducted in accordance with the Occupational Health & Safety Act's (OHSA) requirements and according to Company Policy.

Managers, Supervisors, Foreperson, Worker Health & Safety Representatives, and the Occupational Health & Safety Department are all required to conduct inspections of the workplace. The minimum frequency of these inspections is dictated by the OHSA & Company Policy:

- ❖ Manager – Monthly
- ❖ Supervisor/Foreperson – Weekly
- ❖ Worker Health & Safety Representative – Monthly
- ❖ Occupational Health & Safety Department – Monthly

With every scheduled Site Inspection, Duron requires that the inspecting party complete a Site Inspection Form, which specifies findings and corrective items required. This form will be submitted to the Occupational Health & Safety Department for review and follow-up. Site Inspection reports are kept on record for a minimum of two years in Procore.

In addition to general workplace inspections, equipment, tools, machinery, and vehicles must also be inspected prior to each use to ensure safe operating conditions. All Personnel using, or making available for use, any of the above items is responsible for ensure that said item is in safe operating condition. The individual conducting the inspection must complete the associated inspection form prior to use and submit the form to the Occupational Health & Safety Department for review. Any defective or malfunctioning equipment, tool, machinery, or vehicle must be Locked Out and Tagged Out (LOTO), reported to the Supervisor and sent for repairs. All inspection documents are kept for a minimum of two years in Procore.

This Policy and corresponding Procedure will be reviewed annually.

Chris Economou – Director

January 1, 2024

Date



## Investigations & Reporting Policy

This Policy outlines Duron Ontario Ltd.'s position regarding Investigation & Reporting of incidents. Our Company understands the importance of Investigating & Reporting incidents and therefore has developed an Investigations & Reporting Procedure to guide this process and prevent similar incidents from occurring in the future. We require that an investigation be conducted for any incident, accident, or near miss that occurs in our workplaces. All reports regarding incidents involving critical injury or fatality will be submitted to the Ministry of Labour as per the Occupational Health & Safety Act, and Construction Regulation requirements.

As part of the investigative process, the corresponding Incident Investigation Form is to be completed and submitted to the Occupational Health & Safety Department for review. Managers, Supervisors, the Occupational Health & Safety Department, JHSC/Worker Health & Safety Representatives and Workers are all responsible for the reporting of all incidents, hazards & near misses and may have the responsibility of participating in the investigation process depending on the nature of the incident. In the case of critical injury or fatality, the Ministry of Labour and Police may also be involved in the investigation. All Duron Personnel are required to allow investigators to do their work unobstructed and to assist in the investigation as requested.

Following an investigation, the Occupational Health & Safety Department will determine corrective and preventative action(s) and implement all protective measures in order to prevent similar incidents from reoccurring in the future. The corrective and preventative action report will be communicated to all relevant workplace parties via memo and/or meeting, as per the Communication Policy and Procedure.

This Policy and corresponding Procedure will be reviewed on an annual basis.

A handwritten signature in blue ink, appearing to read "Chris Economou".

Chris Economou – Director

January 1, 2024

Date



## Emergency Preparedness Policy

Duron Ontario Ltd. believes that Emergency Preparedness is essential in reducing the impact of emergencies in the workplace. Emergency Preparedness allows our Employees to act quickly in response to emergencies and avoid critical outcomes. This Emergency Preparedness Policy and the corresponding Procedure have been developed to guide Managers & Supervisors in developing emergency response plans and prepare them to execute them should it become necessary. The Critical Task List and Hazard Assessments should be consulted to develop emergency response plans and to allow Managers & Supervisors to take a proactive approach in detecting and preventing potential emergency situations.

It is expected that all Duron personnel be familiar with the emergency response plan specific to their job site or workplace through Site Specific Safety Orientation before any work begins. The emergency response plan should be available at all times on the Project Safety Bulletin Board. This plan should provide Workers with, but not limited to, the following: emergency contact phone numbers, name and address of the nearest hospital, a map to the nearest hospital and the location of emergency response equipment (first aid kit, spill kit, fire extinguisher, etc.)

In addition to developing emergency response plans, Manager and Supervisors are required to conduct emergency response drills to evaluate the effectiveness of the plan and determine if there are deficiencies. Emergency response drills should be conducted at least annually, and an Emergency Response Drill Evaluation Form and Emergency Response Inspection Checklist form must be submitted upon the completion of the drill. Following the completion of a drill, corrective actions will be addressed and resolved. Workers are expected to actively participate in Emergency Response drills.

In order to be prepared for an emergency, it is important that emergency response equipment be checked regularly for functionality. Fire Extinguishers, First Aid Kits, Spill Kits, Eye Wash Stations, and Rescue Stretcher Baskets should be checked on a monthly basis to ensure all components are intact and not expired. The respective inspection form must be filled out upon inspection and submitted to the Occupational Health & Safety Department.

This Emergency Preparedness Policy and the corresponding Procedure will be reviewed annually.

Chris Economou – Director

January 1, 2024

Date



## Statistics & Records Policy

As part of Duron Ontario Ltd.'s dedication to fostering a healthy and safe work environment for its Employees, this Statistics & Records Policy and associated procedure have been developed. The purpose of the procedure will be to guide Management, Supervisors, and the Occupational Health & Safety Department in maintaining accurate records of health and safety statistics to use for analysis to determine the company's Occupational Health & Safety performance. Analyzing Duron's performance month-to-month and year-to-year allows the Occupational Health & Safety Department to identify flaws in the system and create corrective actions to improve the Duron's Health & Safety Program.

In order to maintain accurate statistics and records, all workplace parties must fulfill their role as per the Internal Responsibility System (IRS), beginning with reporting and addressing incidents and hazards in the workplace. To facilitate this, all Incidents and Near Misses must be recorded by completing an Incident Investigation Form. Workers are required to report all hazards and unsafe work conditions to their Supervisor immediately, as per Occupational Health & Safety Act. Additionally, hazards should be brought to the attention of the Occupational Health & Safety Department so that a full hazard assessment can be performed.

This Policy and corresponding Procedure will be reviewed and updated annually.

A handwritten signature in blue ink that reads "Chris Economou".

Chris Economou – Director

January 1, 2024

Date





## Legislation & Other Requirements Policy

Duron Ontario Ltd. is committed to ensuring that the Company and all workplace parties operate in compliance with the Occupational Health & Safety Act (OHSA), the Construction Projects Regulations (O. Reg. 213/91) made pursuant to the Act, Company Policy and any other Legislation that may be applicable to the scope of work. As an Employer, Duron will take every precaution reasonable in the circumstances for the protection of its Workers. As part of the Internal Responsibility System (IRS), all Duron Personnel are expected to demonstrate due diligence in complying with their responsibilities under the OHSA and Regulations.

Rules and regulations regarding, but not limited to, the use of Personal Protective Equipment, Safe Work Practices and Procedures, Working at Heights, Working in Confined Space, the establishment of a Joint Health & Safety Committee, WHMIS, etc. are to be respected at all times in the workplace. Duron's Occupational Health & Safety Department will enforce these rules and regulations, and disciplinary measures will be taken if necessary. To encourage compliance, copies of the OHSA "Green Book" are made available at every job site and within Duron's Head Office.

Duron will evaluate the Company's overall compliance with applicable legislation as per the Procedure.

This Policy and corresponding Procedure will be reviewed annually.

A handwritten signature in blue ink that reads "Chris Economou".

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Chris Economou – Director

January 1, 2024

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Date



## Management Review & Management of Change Policy

Duron Ontario Ltd.'s Management will review and assess its Occupational Health & Safety Management System (OHSMS) at least once annually to detect deficiencies and determine necessary corrective action items. Duron is dedicated to making continual improvement to Occupational Health & Safety (OHS), and therefore will develop a yearly action plan and OHS objectives following the annual internal audit. As part of this review, changes to Legislation, work products or work processes will be addressed to determine whether new hazards exist in the workplace as a result of said changes.

The Procedures for Management Review & Management of Change will include reviewing and updating existing hazard assessments and determining if new assessments must be conducted. Where changes exist that require updates and additions to the workplace hazard assessment list, new controls will be implemented, and training provided to Workers as required. Any updates or changes following Management's review will be communicated to all affected personnel as per the Communication Procedure.

This Policy and corresponding Procedure will be reviewed at least once annually.

A handwritten signature in blue ink that reads "Chris Economou".

Chris Economou – Director

January 1, 2024

Date



## Occupational Health & Safety Annual Review Policy

Duron Ontario Ltd. is committed to the continual improvement of its Occupational Health & Safety Management System (OHSMS). In order to fulfill this, Senior Management, with the assistance of the Occupational Health & Safety Department, will conduct a Health & Safety Program review at least once annually. Project Managers, Supervisors, the JHSC/Worker Health & Safety Representatives and Workers are all expected to participate and/or contribute to the annual review as requested.

As part of the annual review, a comprehensive internal audit of the OHSMS will be performed to determine where deficiencies exist in the system and other areas for improvement. With the results of this audit, a Corrective Action Items list will be developed at the end of each year to lead improvements in the new year. This list will be communicated to all workplace parties, as well as any major changes made to the OHS program.

Policies, Procedures, Roles & Responsibilities will be reviewed annually for relevance and updated when necessary. In keeping with our commitment, we will review and/or revise/develop specific Health & Safety responsibilities consistent with Occupational Health & Safety Act, Regulations for Construction Projects for; Senior Management, Managers, Supervisors, Workers, Subcontractors and Visitors to our sites. The intent of these annual reviews is for Senior Management to ensure that continual improvement is made by evaluating the sustainability, adequacy, and effectiveness of the OHS program.

Duron Ontario Ltd. will apply this strategy according to the Occupational Health & Safety Annual Review Procedure and will strive to eliminate or control identified hazards that may result in accidents, personal injury or illnesses, fires, security losses or other property damage. We ask everyone conducting work in our workplaces to support the Duron Ontario Ltd. OHSMS review Policy and Procedure.

This Policy and corresponding Procedure will be reviewed and updated on an annual basis.

Chris Economou – Director

January 1, 2024

Date



## Disconnecting From Work Policy

The health of our Employees is of the utmost importance to Duron, and we encourage and support our Employees to prioritize their time to increase their wellbeing. Disconnecting from work is vital for a Person's wellbeing and is essential for sustaining a good work-life balance.

### Definitions:

- ❖ The Right to Disconnect refers to, "an Employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside of someone's normal scheduled shift."

Naturally there may, on occasions, be legitimate situations when it is necessary to contact Colleagues, Clients, and Customers outside of normal working hours, including but not limited to the following:

- ❖ Checking availability for rosters
- ❖ To fill in a short notice for a sick Colleague
- ❖ Where unforeseeable circumstances may arise
- ❖ Where an emergency may arise
- ❖ Where business and operational reasons require contact out of normal working hours

Duron Ontario Ltd. recognises that every Employee has the right to, and should, disconnect from work outside of their normal working hours unless there is an urgent matter that needs to be dealt with or if there's an agreement with other members of the Project Team.

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Chris Economou – Director

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January 1, 2024

Date



## Document & Record Control Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define Duron Ontario Ltd.'s process for documentation and control of documents and records related to the Occupational Health & Safety Managements System (OHSMS).

### Scope

This Procedure applies to all documents and records determined by Duron Ontario Ltd. to be necessary for the effectiveness of the OHSMS.

### Related Necessary Documentation

#### Internal

- Duron Health & Safety Manual
  - Safe Job Procedures
  - Safe Work Practices
  - Workplace Hazard Assessments
  - List of Critical Tasks
  - Emergency Response Formal Hazard Assessment
- Duron Ontario Ltd. Policies
- AODA Multi-Year Accessibility Plan
- Site Inspection Forms
- Pre-Use Inspection Forms (Vehicles, Equipment & Tools)
- Incident Investigation Forms
- Disciplinary Notices
- Pre-Job Safety Instruction (PSI) Forms
- Confined Space Assessment
- Fire Watch Inspection Forms
- Sub-Contractor Assessments
- JHSC, Supervisor & Management Meeting Minutes
- JHSC Recommendations to Management
- COR Audit Outcomes & Objectives
- WSIB Claims History

#### External

- Occupational Health & Safety Act (OHSA)
- Certificate of Recognition (COR) Audit Results
- Worker Training Records
- COR Internal Audit Tool



**Definitions**

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>Safe Work Practice</b>	General practices that should be followed in the workplace to insure both day-to-day tasks and job-related tasks are performed in a manner that is deemed to be safe to reduce the potential for injury or illness.
<b>Safe Job Procedure</b>	The step-by-step instructions that must be followed in sequence in order to complete a task or process safely. A written step-by-step description of how to complete a job safely and efficiently from start to finish.
<b>Hazard Assessment</b>	The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.
<b>Critical Task</b>	A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A job with potential for serious loss or injury.
<b>Near Miss</b>	An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.
<b>Risk</b>	is the chance or probability that a Person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Incident</b>	An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

**Roles & Responsibilities**

**Senior Management:**

- Review the Policy statements annually and apply changes or amendments to the Health and Safety Manual as required
- Participate in the annual review of Workplace Hazard Assessments, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- Approve and sign-off on all new and reviewed Policies and Procedures prior to publishing
- Identify external documents that may be necessary for the planning and operation of the OHSMS and provide to the Occupational Health & Safety Department
- Protect the privacy and confidentiality of all workplace parties, as appropriate

**Occupational Health & Safety Department:**

- Maintain records of Management, Supervisor and JHSC Meetings and topics discussed
- Review, update, re-submit for approval or withdraw out-of-date or other reasons as necessary
- Ensure Changes to and current revision status of documents are identified and tracked
- Ensure relevant versions of applicable OHS documents are readily available at the point of use through the Company Website, Procure, Health & Safety Manual and Project Safety Bulletin Boards
- Identify external documents that may be necessary for the planning and operation of the OHSMS

- Prevent the unintended use of obsolete OHS documents by archiving or deleting/destroying and identify such documents to distinguish them if they are retained for any purpose
- Identify and retain records as necessary to demonstrate conformity to the requirements of Duron's OHSMS
- Complete all required forms and reports in response to any incident, near miss or disciplinary
- Protect the privacy and confidentiality of all workplace parties, as appropriate
- Ensure documents and records remain legible and readily identifiable on file
- Ensure the Project Safety Bulletin Boards are current and up to date with required literature and documentation
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures and that these are made available for review
- Submit recommendations and other OHS documents to Senior Management for approval
- Maintain a retrievable record of all documents related to OHS either in hard copy or digitally in the Company Drive and Procure

**Project Manager:**

- Ensure changes to, and current revision status of, submittal documents are identified and tracked
- Review, update, re-approve or withdraw submittal documents as necessary
- Maintain records of all rejected, revised, and approved submittal documents
- Participate in Subcontractor assessments following the end of the project

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Complete all required forms and reports in response to any incident, near miss or disciplinary action and submit to the Occupational Health & Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Protect the privacy and confidentiality of all workplace parties, as appropriate

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Orientation program and review Duron's Health & Safety Policy Statements
- Submit a daily JHA before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all Pre-Use Inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure submitted documents and records are legible and readily identifiable, with all required information

**Worker Health & Safety Representative:**

- Make recommendations to Management during the quarterly JHSC to be documented and maintained on record
- Complete a weekly Site Inspection and submit the report to the Occupational Health & Safety Department
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Assists Supervisors in completing PSI's and submit to the Occupational Health & Safety Department

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures and Safe Work Practices
- Report any unsafe acts or conditions to the Supervisor on duty to be documented and kept on record to help prevent recurrence



- Ensure Pre-Use Inspection Forms are completed prior to the use of any vehicle, equipment, or tool
- Make recommendations to the Worker Health & Safety Representative, Supervisor or Occupational Health & Safety Department so that where changes are necessary or can be made the recommendation may be documented to help improve Health & Safety in the workplace

### Procedure

#### Relevant and Regulatory Health & Safety Documentation can be Accessed From:

- Health and Safety Manual and AODA Multi-Year Accessibility Plan – emailed to all Employees annually, in documents section on Procore, hard copies available on site, on Company drive and posted on the Company's Website
- Office and Project Safety Bulletin Boards
- Health & Safety Policies – in the Health & Safety Manual and posted on the Safety Bulletin Boards
- Attending Health & Safety Meetings or reviewing meeting minutes shared within two business days following the meeting
- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos to be emailed to all Staff
- Health & Safety Orientation conducted at the Employee on-boarding stage prior to the start of work
- Within the Company Drive, where access is limited to Duron Office Personnel

#### Health & Safety Documents and Procedures:

- Duron's Health & Safety Department is required to review the Health and Safety Manual annually with all parties and update or withdraw documents as necessary during the Management, JHSC, and Superintendent Safety Meetings. Changes to, and current revision status of submittal documents are identified and tracked within the company shared Z-Drive
- JHSC Meeting Minutes, including recommendations, posted to Project Safety Bulletin Boards at job sites within a week of the meeting and on Procore within two business days
- Memos emailed to all Staff
- Health & Safety Meetings conducting monthly with Supervisors, and quarterly with Management and JHSC Members
- Policies are reviewed annually and signed by Senior Management for approval
- Newsletter delivered to all Employees by email
- Senior Management also takes part in the process to review, update, re-approve or withdraw submittal documents as necessary

#### Documents & Records Maintained:

- Relevant OHS Documents and Records are maintained by the following methods:
  - Within the Company shared Drive Safety folder
  - On Procore software
  - Filed in a cabinet at the Duron Head Office
  - Records of all rejected, revised, and approved submittal documents are maintained by the Safety Department as well.
  - In order to prevent the unintended use of obsolete OHS documents, the Safety Department archives or deletes/destroys appropriate documents and identify such documents to distinguish them if they are retained for any purpose
  - Duron retains electronic copies of every document to ensure its readily available on both the Procore Software and the Company shared Z-Drive





- The Safety Department makes on-going efforts to ensure documents and records remain legible and readily identifiable

Tracking of Changes		
Details of Changes		Date Changed/Reviewed
Health & Safety Manual Annual Review Final Update		January 1, 2024
<ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul>	



## Hazard Assessment, Analysis & Control Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define the Duron Ontario Ltd. process for assessing risks and hazards in the workplace, analyzing, and prioritizing the hazards and developing and implementing controls to reduce the risk to Workers.

### Scope

This Procedure applies to all work processes and job procedures carried out by any Duron Ontario Ltd. Personnel and is intended to be used as a guide when addressing hazards in the workplace.

### Related Documentation

#### Internal

- Duron Health & Safety Manual
  - Safe Job Procedures
  - Safe Work Practices
  - Workplace Hazard Assessments
  - List of Critical Tasks
  - Emergency Response Formal Hazard Assessment
- Site Inspection Forms
- Pre-Use Inspection Forms (vehicles, equipment & tools)
- Incident Investigation Forms
- Disciplinary Notices
- Pre-Job Safety Instruction (PSI) Forms
- Confined Space Assessment
- Fire Watch Inspection Forms
- Subcontractor Assessments
- JHSC, Supervisor & Management Meeting Minutes
- JHSC Recommendations to Management
- WSIB Claims History
- Statistics Trend Analysis

#### External

- Occupational Health & Safety Act (OHSA)
- O. Reg. 213/91 – Construction Projects (made under the OHSA)
- CSA Standards
- Ministry of Labour Health & Safety Awareness Training for Workers and Supervisors
- Employment Standards Act (ESA)

### Definitions

<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It focuses on the relationship between the Worker, the task, the tool and the work environment.
<b>Hazard Assessment</b>	The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.
<b>Critical Task</b>	A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A job with potential for serious loss or injury.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect Is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Control</b>	A means of limiting or regulating something, specifically limiting the risk involved in a hazard.
<b>Competent Person</b>	A person, who is qualified because of knowledge, training, experience to organize the work and its performance, is familiar with the Act and the regulations that apply and has knowledge of any potential or actual danger to the health or safety in the workplace.
<b>JHSC</b>	Joint Health & Safety Committee.

### Roles & Responsibilities

#### Senior Management:

- Appoint Competent Person(s) as Supervisors, who have the knowledge experience and skills required to conduct workplace inspections and identify hazards related to the workplace or the actual work being completed
- Participate in the annual review of workplace Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- Ensure that Hazard & Risk Assessments are conducted for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard
- Develop a list of identified critical tasks and/or activities based on the risk rating system
- To fulfill all duties of Employers as stated in sections 25 & 26 of the OHSA, including to “take every precaution reasonable in the circumstances for the protection of a Worker” OHSA, s. 25(2)(h)

#### Occupational Health & Safety Department:

- Ensure Workers at the workplace are trained in and are following the Safe Work Practices and Safe Job Procedures, that they are familiar with the Hazard Assessments that apply to their work and that these documents are made available to them for review
- Complete all required forms and reports in response to any incident, near miss or disciplinary situation
- Ensure the Safety Bulletin Boards are current and up to date with required literature and documentation
- Maintain or seek training opportunities to be competent in hazard assessments, analysis, and control
- Ensure that Hazard & Risk Assessments are conducted for all operations, including routine and non-routine, OHSMS, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard
- Consider design and layout of the work area, ergonomics, machinery, and processes for Hazard Assessments
- Participate in the annual review of workplace Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment

- Develop a list of identified critical tasks and/or activities based on the risk rating system

**Project Manager:**

- Determine the scope of work to be completed and make available for review by the Occupational Health & Safety Department
- Ensure that Safe Job Procedures and associated Hazard Analysis exists for the scope of work and submit these documents to the project Client or General Contractor as required

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection to proactively assess hazards and risks inside and outside the workplace
- Address known hazards immediately and implement controls to reduce the risk to Workers
- Inform Workers of known hazards on a job site or related to their scope of work
- Ensure that a daily PSI Form is completed prior to the commencement of tasks
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Maintain or seek training opportunities to be competent in hazard assessment, analysis, and control
- Participate in the annual review of Workplace Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- To fulfill all duties of Supervisors as stated in Section 27 of the OHS Act, including to “take every precaution reasonable in the circumstances for the protection of a Worker” OHS Act, s.27(2)(c)

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program and review Duron’s Health & Safety Policy Statements
- Submit a daily PSI Form before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk Form to the Superintendent on duty
- Submit Safe Job Procedure to the Site Superintendent prior to the start of work
- Submit all completed Pre-Use Inspections Forms of machinery, equipment, and tools to the Superintendent on duty
- Ensure submitted documents and records are legible and readily identifiable, with all required information

**Worker Health & Safety Representative:**

- Make recommendations to Management during the quarterly JHSC Meetings on ways that safety can be improved, and hazards mitigated
- Report any actual or potential hazards to the Occupational Health & Safety Department or Supervisor(s)
- Complete a weekly Site Inspection and submit the report to the Occupational Health & Safety Department
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Assists Supervisors in completing PSI Forms and submit to the Occupational Health & Safety Department
- Inform the Supervisor and/or Occupational Health & Safety Department of any known hazards in the workplace for which new or better controls should be implemented
- Maintain or seek training opportunities to be competent in hazard assessment, analysis, and control

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.’s Policies, Safe Job Procedures and Safe Work Practices
- Report any unsafe acts or conditions (actual or potential) to the Supervisor on duty or to the Occupational

Health & Safety Department

- Ensure Pre-Use Inspection Forms are completed prior to the use of any vehicle, equipment, or tool
- Make recommendations to the Worker Health & Safety Representative, Supervisor or Occupational Health & Safety Department to help improve health & safety in the workplace
- To fulfill all duties of Workers as stated in Section 28 of the OHSA, including to “report to his or her Employer or Supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows” OHSA, s.28(2)(d)

**Procedure**

1. This is a general guideline. Hazards that come to the attention of any workplace party during the course of work that have not previously been identified should be brought to the attention of the Supervisor or Occupational Health & Safety Department immediately to be corrected.

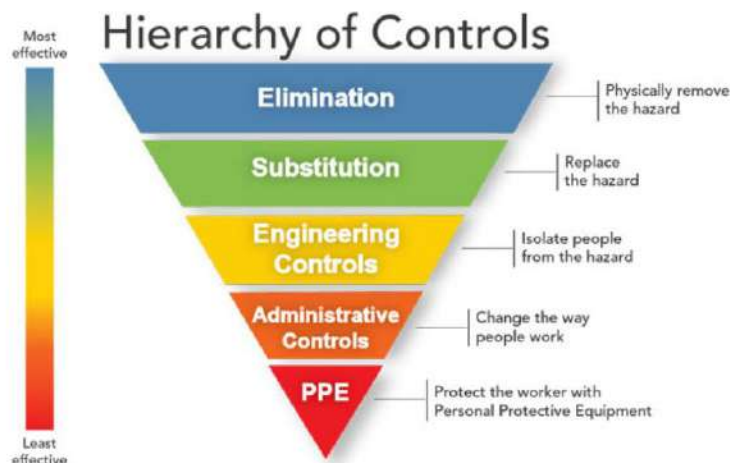
**Hazard Assessment, Analysis & Control**

2. The Occupational Health & Safety Department, Managers and/or Superintendent are responsible for addressing any hazards or unsafe work conditions in the workplace and correcting the issue as follows:
  1. Assessing the hazard using the “Risk Rating Scale” to determine the degree of risk associated
  2. Implement existing controls if they have not already been implemented
  3. Assess the degree of risk to the Workers after a control is implemented or if existing controls cannot be used
  4. Determine whether the hazard is deemed an acceptable risk
  5. If the risk is not acceptable, develop new controls to mitigate the risk – consult professional assistance if required (ex. Engineer, MOL...)

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

3. The Health & Safety Department, in collaboration with Senior Management, Supervisors and the JHSC, will review existing workplace Hazard Assessments, analyze the hazards, and risk priority rating, and develop or improve control measures. This will be accomplished by:
  - Participating in monthly Supervisor or quarterly Management and JHSC Meetings
  - Determining if Hazard Assessments exists for all hazards that exist in the workplace through OHSMS audits and annual review
  - Addressing stumble-on problems identified during patrol inspections or through casual observation during the normal course of operations
  - Consulting with all relevant internal workplace parties and external professional services to develop new controls or improve existing controls
  - Conducting research and staying up-to-date with safety measures available to the industry

4. The Health & Safety Department, Management and/or Supervisors shall communicate with Workers or other relevant workplace parties, if any new hazards, of which they were not previously aware, have been detected in the workplace.
5. The Health & Safety Department, Management and/or Supervisors shall communicate the introduction of controls into a work process to the Workers and provide training, Toolbox Safety Talks, and any other information as required to ensure the effectiveness of controls used to mitigate a hazard.
6. The Workers must sign-off on any training, Toolbox Safety Talk or Safe Job Procedure/Safe Work Practice provided.
7. Where a hazard exists, for which the risk rating is not deemed acceptable and a solution is not immediately available, work may be suspended until a solution is made available. If tasks in the workplace exists that can be completed without exposing Workers to the unacceptable hazard, then this work may continue.
8. The Hierarchy of Controls shall always be consulted when determining the best method to control a hazard. The first consideration should be whether or not a hazard can be eliminated altogether before seeking other alternatives.



#### Control Evaluation

9. The purpose of a control is to eliminate or minimize potential risk. Control Evaluation is an integral part of Duron Ontario Ltd.'s continuous improvement program and as such, may be reviewed during periodic health & safety meetings, Management reviews, and internal audit reviews. This includes but is not limited to:
  - Trend Analysis to compare frequency of incidents before and after controls are implemented
  - Recommendations and feedback from front line Workers
  - Recommendations and feedback from Subcontractors and Clients
  - Deciphering information obtained from similar operations
  - Incorporating information obtain through research, seminars (webinars) and conferences
  - Data analysis and Management reviews
10. Control effectiveness may be identified through non-conformance that may also occur in other processes, procedures, documents, equipment, or products.
11. Patrol inspections also provide information that can reinforce Safe Work Practices, Safe Job Procedures, and give



a general overview of safety related activities that may be used as a means to introduce, evaluate and improve control measures.

- 12.** Maintain documents and assessments in accordance with Document & Record Control Procedure.
- 13.** Identifying and assessing hazards is an on-going process at Duron. The Safety Department along with Site Superintendents conduct the following:
  - Collect and review information regarding the hazards present or likely to be present in the workplace
  - Investigate injuries, illnesses, incidents and near missed to determine the underlying hazards, their causes, and corrective actions
  - Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards
  - Group Similar incidents and identify trends in injuries, illnesses, and hazards report
  - Consider hazards associated with emergency or nonroutine situations
  - Determine the severity and likelihood of incidents that could result for each hazard identified, and use this information to prioritize corrective actions
- 14.** Information available in the workplace include:
  - Equipment and machinery operating manuals
  - Safety Data Sheets (SDS) provided by Manufacturers
  - Self-inspection reports and inspections reports from Insurance Carriers, Government Agencies, and Consultants
  - Records of previous injuries and illnesses and Incident Investigation Forms
  - Patterns of frequently occurring injuries and illnesses
  - Input from Workers including surveys and meeting minuets from various safety meetings
  - Results of job hazard analysis
- 15.** Information about hazards may be available from outside sources such as:
  - Trade associations
  - Labour Unions
  - Consultants
  - Occupational Health & Safety Act (OHSA), National Institute for Occupational Safety and Health (NIOSH), and Centers for Disease Control and Prevention (CDC) websites, publications, and alerts

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed/Reviewed</b>
Health & Safety Manual Annual Review <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul>	January 1, 2024



## Controls Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define the Duron Ontario Ltd. process for developing and implementing controls to reduce the risk to Workers.

### Scope

This Procedure applies to all work processes and job procedures carried out by any Duron Ontario Ltd. Personnel and is intended to be used as a guide when introducing controls to mitigate hazards in the workplace.

### Related Documentation

<u>Internal</u>	<u>External</u>
Duron Health & Safety Manual <ul style="list-style-type: none"> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul> Site Inspection Forms Pre-Use Inspection Forms (Vehicles, Equipment & Tools) Pre-Job Safety Instruction (PSI) Forms Confined Space Assessment Fire Watch Inspection Forms JHSC, Supervisor & Management Meeting Minutes JHSC Recommendations to Management Statistics Trend Analysis	Occupational Health & Safety Act (OHSA) O. Reg. 213/91 – Construction Projects (made under the OHSA) CSA Standards Ministry of Labour Health & Safety Awareness Training for Workers and Supervisors Employment Standards Act (ESA)

### Definitions

<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Control</b>	A means of limiting or regulating something, specifically limiting the risk involved in a hazard.



## Roles & Responsibilities

### Senior Management:

- Review controls in the workplace for approval; approval should be based on control effectiveness and recommendation by industry professionals
- Participate in the annual review of Workplace Hazard Assessments & Control Development, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- Ensure that appropriate controls are implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced
- Ensure that control measures (i.e., engineered controls or PPE) are used in accordance with Manufacturer guidelines and maintained in good conditions as per the requirements of OHSA s.25(1)
- Ensure that all control measures are readily available at the point of use as required
- To fulfill all duties of employers as stated in sections 25 & 26 of the OHSA, including that, “An Employer shall ensure that the equipment, materials, and protective devices as prescribed are provided;” OHSA, s. 25(1)(a)

### Occupational Health & Safety Department:

- Ensure Workers at the workplace are trained in and are following the Safe Work Practices and Safe Job Procedures, that they are familiar with the Hazard Assessments that apply to their work and the controls recommended/required to mitigate the hazards
- Assist in the development of controls and submit controls for review and approval by Senior Management
- Host regular Health & Safety Meetings with Senior Management, Supervisors and the JHSC to address hazards and communicate control measures to be implemented in the workplace
- Post meeting minutes following JHSC Meetings so that all relevant and affected workplace parties may review areas of concern, recommendations, and control measures
- Review Hazard Assessments and controls at least annually and make updates and/or improvements as required
- Ensure that all control measures are readily available at the point of use as required
- Ensure the Project Safety Bulletin Boards are current and up to date with required literature and documentation
- Ensure that controls are considered and implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced
- Develop a list of identified critical tasks and/or activities based on the risk rating system
- Review PSIs submitted and determine which control measures are being used and whether or not they are effective to reduce the risk involved in the given task(s)

### Project Manager:

- Determine the scope of work to be completed and make available for review by the Occupational Health & Safety Department
- Ensure that Safe Job Procedures and associated Hazard Analysis exists for the scope of work and submit these documents to the project Client or General Contractor as required
- Assist the Occupational Health & Safety Department in developing controls for job procedures within the scope of work as necessary

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection to proactively assess hazards in the workplace and determine if controls are effective in mitigating the risks involved in the scope of work
- Make readily available all control measures at the point of use as required
- Address known hazards immediately and implement controls to reduce the risk to Workers
- Communicate to Workers the known hazards on a job site or related to their scope of work and the controls in place/necessary to reduce the risk
- Ensure that a daily PSI Form is completed prior to the commencement of tasks
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Participate in the annual review of Workplace Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- To fulfill all duties of Supervisors as stated in Section 27 of the OHSA, including that, “A Supervisor shall ensure that a Worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations” OHSA, s.27(1)(a)

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program and review Duron’s Health & Safety Policy Statements
- Submit a daily PSI Form before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk Form to the Superintendent on duty
- Submit a Safe Job Procedure to the Site Superintendent prior to the start of work
- Submit all completed Pre-Use Inspections forms of machinery, equipment, and tools to the Superintendent on duty
- Submit Safe Job Procedures and Hazard Assessments for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks

**Worker Health & Safety Representative:**

- Make recommendations to Management during the quarterly JHSC meeting on controls that can be used to mitigate risks and report on the effectiveness of current controls
- Report any actual or potential hazards to the Occupational Health & Safety Department or Supervisor(s)
- Complete a weekly Site Inspection and submit the report to the Occupational Health & Safety Department
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Assists Supervisors in completing PSI Forms and submit to the Occupational Health & Safety Department
- Inform the Supervisor and/or Occupational Health & Safety Department of any known hazards in the workplace for which new or better controls should be implemented
- Promote the use of controls in the workplace (example PPE) and report all non-conformance

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.’s Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard
- Report any unsafe acts or conditions (actual or potential) to the Supervisor on duty or to the Occupational Health & Safety Department
- Use or wear all equipment, protective devices or clothing as required and in accordance with the manufacturer’s instructions

- Ensure Pre-Use Inspection forms are completed prior to the use of any vehicle, equipment, or tool
- Make recommendations to the Worker Health & Safety Representative(s), Supervisor or Occupational Health & Safety Department on controls that can be used to improve safety in the workplace and/or report on the effectiveness of existing controls
- To fulfill all duties of Workers as stated in section 28 of the OHSA, including to “use or wear the equipment, protective devices or clothing that the Worker’s Employer requires to be used or worn” OHSA, s.28(1)(b)

### Procedure

1. This is a general guideline. Hazards that come to the attention of any workplace party during the course of work that have not previously been identified should be brought to the attention of the Supervisor or Occupational Health & Safety Department immediately. Any hazards of which a Manager, Supervisor or the Occupational Health & Safety Department is aware must be corrected and/or controls may be put in place if they have not already been implemented.

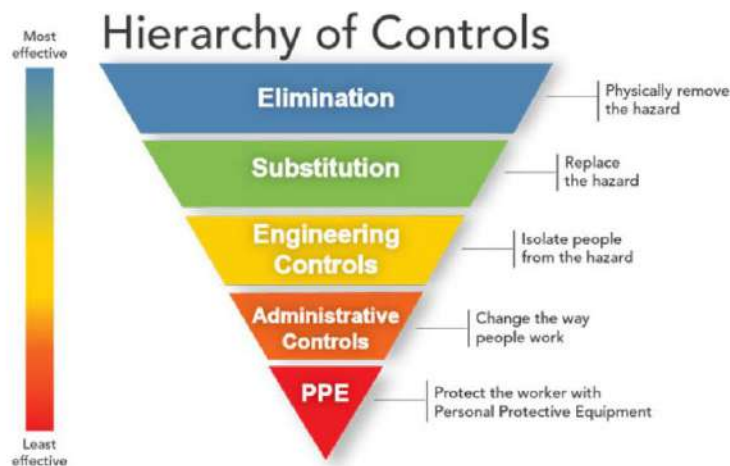
2.

#### Hazard Assessment & Control

3. The Occupational Health & Safety Department, Managers and/or Superintendent are responsible for addressing any hazards or unsafe work conditions in the workplace and correcting the issue as follows:
  1. Determine the appropriate control to be used to mitigate the risk.
  2. Implement existing controls if they have not already been implemented.
  3. Assess the degree of risk to the Workers after a control is implemented or if existing controls cannot be used.
  4. Determine whether the hazard is deemed to have an acceptable level risk.
  5. If the risk is not acceptable, develop new controls to mitigate the risk – consult professional assistance if required (example Engineer, MOL etc.)
  6. Superintendents ensures all control measures are readily available at the point of use as required
4. The Health & Safety Department, in collaboration with Senior Management, Supervisors and the JHSC, will review existing workplace Hazard Assessments, analyze the hazards, and risk priority rating, and develop or improve control measures. This will be accomplished by:
  - Prior to putting all controls in place, an approval is required from Senior Management
  - Participating in monthly Supervisor or quarterly Management and JHSC Meetings
  - Determining if Hazard Assessments exists for all hazards that exist in the workplace through OHSMS audits and annual review
  - Addressing stumble-on problems identified during patrol inspections or through casual observation during the normal course of operations
  - Consulting with all relevant internal workplace parties and external professional services to develop new controls or improve existing controls
  - Conducting research and staying up-to-date with safety measures available to the industry
  - Once all the controls are in place, all Workers are notified during the Site-Specific Safety Orientation
5. The Health & Safety Department, Management and/or Supervisors shall communicate with Workers or other relevant workplace parties, if any new hazards, of which they were not previously aware, have been detected in the workplace and give a description of the controls available to reduce the risk and instructions on how to effectively use the controls. **Controls must always be used according to the Manufacturer’s Instructions.**
6. The Health & Safety Department, Management and/or Supervisors shall communicate the introduction of

controls into a work process to the Workers and provide training, Toolbox Safety Talks, and any other information as required to ensure the effectiveness of controls used to mitigate a hazard.

7. The Workers must sign-off on any training, Toolbox Safety Talk or Safe Job Procedure/Safe Work Practice provided.
8. Where a hazard exists, for which the risk rating is not deemed acceptable and a solution is not immediately available, work may be suspended until a solution is made available. If tasks in the workplace exists that can be completed without exposing Workers to the unacceptable hazard, then this work may continue.
9. The Hierarchy of Controls shall always be consulted when determining the best method to control a hazard. The first consideration should be whether or not a hazard can be eliminated altogether before seeking other alternatives.



#### Control Evaluation

10. The purpose of a control is to eliminate or minimize potential risk. Control Evaluation is an integral part of Duron Ontario Ltd.'s continuous improvement program and as such, may be reviewed during periodic health & safety meetings, Management reviews, and internal audit reviews. This includes but is not limited to:
  - Trend Analysis to compare frequency of incidents before and after controls are implemented
  - Recommendations and feedback from front line Workers
  - Recommendations and feedback from Subcontractors and Clients
  - Deciphering information obtained from similar operations
  - Incorporating information obtain through research, seminars (webinars) and conferences
  - Data analysis and Management reviews
11. Control effectiveness may be identified through non-conformance that may also occur in other processes, procedures, documents, equipment, or products.
12. Patrol inspections also provide information that can reinforce Safe Work Practices, Safe Job Procedures, and give a general overview of safety related activities that may be used as a means to introduce, evaluate and improve control measures.
13. All of the applicable legal and other requirements such as standards, guidelines or manufacturer's specifications are taken into account.
14. Duron also takes design and layout of the work area into consideration as well to eliminate any hazards associated with the ergonomics of a workplace.



Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Health & Safety Manual annual review <ul style="list-style-type: none"><li>• Policies</li><li>• Procedures</li><li>• Safe Job Procedures</li><li>• Safe Work Practices</li><li>• Workplace Hazard Assessments</li><li>• List of Critical Tasks</li><li>• Emergency Response Formal Hazard Assessment</li></ul>	January 1, 2024



## Procurement and Contractor Management Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this procedure is to define the Duron Ontario Ltd. process for documentation and control of documents and records related to the Occupational Health & Safety Managements System (OHSMS).

### Scope

This procedure applies to all documents and records determined by Duron Ontario Ltd. to be necessary for the effectiveness of the OHSMS.

### Related Necessary Documentation

<u>Internal</u>	<u>External</u>
<p>Duron Health &amp; Safety Manual</p> <ul style="list-style-type: none"> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul> <p>Duron Ontario Ltd. Policies            AODA Multi-Year Accessibility Plan            Site Inspection reports            Pre-use Inspection Forms (Vehicles, Equipment &amp; Tools)            Incident Reports            Disciplinary Notices            Pre-Job Safety Instruction (PSI) Records            Confined Space Assessment            Fire Watch Inspection Forms            Sub-Contractor Assessments            JHSC, Supervisor &amp; Management Meeting Minutes            JHSC Recommendations to Management            COR Audit Outcomes &amp; Objectives            WSIB Claims History</p>	<p>Occupational Health &amp; Safety Act (OHSA)            Certificate of Recognition (COR) Audit Results            Worker Training Records            COR Internal Audit Tool</p>

### Definitions

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended
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<b>WSIB</b>	Workplace Safety and Insurance Board
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool, and the work environment.
<b>Safe Work Practice</b>	General practices that should be followed in the workplace to insure both day-to-day tasks and job-related tasks are performed in a manner that is deemed to be safe to reduce the potential for injury or illness.
<b>Safe Job Procedure</b>	The step-by-step instructions that must be followed in sequence in order to complete a task or process safely. A written step-by-step description of how to complete a job safely and efficiently from start to finish.
<b>Hazard Assessment</b>	The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.
<b>Critical Task</b>	A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A job with potential for serious loss or injury.
<b>Near Miss</b>	An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.
<b>Risk</b>	is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Incident</b>	An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

**Roles and Responsibilities**

**Senior Management:**

- Review the Policy Statements annually and apply changes or amendments to the Health and Safety Manual as required
- Participate in the annual review of workplace Hazard Assessments, Safe Work Practices, Safe Job Procedures, Critical Tasks List and Emergency Response Hazard Assessment
- Approve and sign-off on all new and reviewed Policies and Procedures prior to publishing
- Identify external documents that may be necessary for the planning and operation of the OHSMS and provide to the Occupational Health & Safety Department
- Protect the privacy and confidentiality of all workplace parties, as appropriate

**Occupational Health & Safety Department:**

- Maintain records of Management, Supervisor and JHSC meetings and topics discussed
- Ensure relevant versions of applicable OHS documents are readily available at the point of use through the company website, the Procure App, the Health & Safety Manual, and Project Safety Bulletin Boards
- Identify external documents that may be necessary for the planning and operation of the OHSMS
- Prevent the unintended use of obsolete OHS documents by archiving or deleting/destroying and identify such documents to distinguish them if they are retained for any purpose
- identify and retain records as necessary to demonstrate conformity to the requirements of Duron’s OHSMS
- Complete all required forms and reports in response to any incident, near miss or disciplinary
- Protect the privacy and confidentiality of all workplace parties, as appropriate
- Ensure documents and records remain legible and readily identifiable on file

- Ensure the Project Safety Bulletin Boards are current and up to date with required literature and documentation
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures and that these are made available for review
- Submit recommendations and other OHS documents to Senior Management for approval
- Maintain a retrievable record of all documents related to OHS either in hard copy or digitally in the Company Drive and Procure

**Project Manager:**

- Ensure changes to, and current revision status of, submittal documents are identified and tracked
- Review, update, re-approve or withdraw submittal documents as necessary
- Maintain records of all rejected, revised, and approved submittal documents
- Participate in Subcontractor Assessments following the end of the project

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Ensure all Hazard Assessments are submitted and vetted before Subcontractors being work on site
- Complete all required forms and reports in response to any incident, near miss or disciplinary action and submit to the Occupational Health & Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Communicate to all workplace parties' relevant changes affecting the Health and Safety of the work
- Coordinate site specific OHS requirements on multi-employer worksites
- Protect the privacy and confidentiality of all workplace parties, as appropriate

**Subcontractor Foreperson & Workers:**

- Participate in the Site Specific Safety Orientation program and review Duron's Health & Safety Policy Statements
- Submit a daily PSI before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all Pre-Use Inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure submitted documents and records are legible and readily identifiable, with all required information

**JHSC/Certified Worker Member:**

- Make recommendations to Management during the quarterly JHSC meetings on record
- Complete a weekly Site Inspection and submit the report to the Occupational Health & Safety Department
- Submit a weekly Toolbox Safety Talk to the Occupational Health & Safety Department
- Assist Supervisors in completing PSI's and submit to the Occupational Health & Safety Department

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures, and Safe Work Practices
- Report any unsafe acts or conditions to the Supervisor on duty to be documented and kept on record to help prevent reoccurrence
- Ensure Pre-Use Inspection Forms are completed prior to the use of any vehicle, equipment, or tool





- Make recommendations to the Worker Health & Safety Representative, Supervisor or Occupational Health & Safety department so that where changes are necessary or can be made the recommendation may be documented to help improve Health & Safety in the workplace

**Procedure**

**Relevant and Regulatory Health & Safety Documentation Can Be Accessed From:**

- Health and Safety Manual and AODA Multi-Year Accessibility Plan – emailed to Employees annually, in documents section on Procore and posted on the Company’s official Website, Office and Project Safety Bulletin Boards
- Health & Safety Policies – in the Health & Safety Manual and posted on the Safety Bulletin Boards
- Attending Health & Safety Meetings or reviewing meeting minutes shared within 2 business days following the meeting
- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos emailed to all Staff
- Health & Safety Orientation conducted at the Employee on-boarding stage prior to the start of work
- Within the Company Drive, where access is limited to Duron Office Personnel

**Health & Safety Documents & Procedures:**

- Health & Safety Manual reviewed at least once annually and delivered to all Employees by email, through Procore, posted on the Company’s Website, in hard copy at the Head Office and within the project site offices
- JHSC meeting minutes, including recommendations, posted to Project Safety Bulletin Boards at job sites within a week of the meeting and on Procore within two business days
- Memos emailed to all Staff
- Health & Safety meetings conducted monthly with Supervisors, and quarterly with Management and JHSC Members
- Policies are reviewed annually and signed by Senior Management for approval
- Newsletter delivered to all Employees by email
- Duron Superintendent to lead the coordination of site specific OHS requirements on multi-employer worksites
- All workplace parties including Subcontractors will be notified in a timely manner each time there are changes affecting the health and safety of the work

**Documents & Records Maintained:**

- Relevant OHS Documents and Records are maintained by the following methods:
  - Within the Company shared Drive Safety Folder
  - On Procore software
  - Filed in a cabinet at the Duron Head Office

**Changes Tracking**

<b>Details of Changes</b>	<b>Date Changed/Reviewed</b>
Health & Safety Manual annual review final update	January 1, 2024



## Communication Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose	
The purpose of this Procedure is to define the Duron Ontario Ltd. process for communicating relevant health & safety information to Staff, Visitors and Contractors.	
Scope	
This Procedure applies to all Employees, including Senior Management. These responsibilities reflect the requirements of the Occupational Health & Safety Act (OHSA) and the specific Duron responsibilities in regards to communication of health and safety information.	
Related Documentation	
<p style="text-align: center;"><b><u>Internal</u></b></p> <p>Duron Health &amp; Safety Manual            Health &amp; Safety Policies            AODA Multi-Year Accessibility Plan            Health &amp; Safety Communication Memos            Toolbox Safety Talks            Health &amp; Safety Meeting Minutes</p>	<p style="text-align: center;"><b><u>External</u></b></p> <p>Occupational Health &amp; Safety Act (OHSA)</p>

Definitions	
<b>Communication</b>	Communication is the process by which information is transmitted and understood between two or more people. This can include written communications or speaking in person.
<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.

Roles & Responsibilities	
<b>Senior Management:</b>	
<ul style="list-style-type: none"> <li>Develop and review the Communication Policy and associated Communication Procedure</li> <li>Review the Policy Statements annually and apply changes to the Health and Safety Manual as required</li> <li>Ensure that all changes and/or developments to the procedure are communicated to all workplace Personnel</li> <li>Interpret Health &amp; Safety information and disseminate relevant information to the workplace – including Health &amp; Safety Legislation, Company Policies and Procedures, and industry best practices</li> <li>Provide adequate resources to support and carry out Health &amp; Safety at the workplace</li> <li>Host and attend Safety meetings as required</li> <li>Review recommendations from the JHSC or other workplace parties</li> <li>Participate in Subcontractor assessments following the end of the project</li> </ul>	
<b>Project Manager:</b>	

- Maintain on-going communication with Superintendents to relay any information received from the Client/General Contractor and Senior Management regarding changes to the project, to health and safety or submittals required
- Sign-in and out at the job site using the prescribed forms
- Ensure Workers at the workplace are trained and aware of the Health & Safety Policy Statements
- Refer any unresolved Health & Safety concerns to the Safety Department
- Ensure the Project Safety Bulletin Board is current and up to date

**Superintendent, Supervisor & Foreperson:**

- Ensure all Staff including themselves and the Workers adhere to the requirements of this Procedure
- Ensure all Staff at the workplace receive Site-Specific Safety Orientation and get trained on the Health & Safety Policy statements
- Communicate relevant health and safety information to relevant workplace parties, including the Workers, subcontractors and/or the General Contractor/Client
- Ensure compliance of all Personnel on site of Legislative requirements, Duron Ontario Ltd. Policies and Procedures by communicating the expectation
- Refer any unresolved Health & Safety concerns to the Safety Department
- Complete a weekly Site Inspection, Toolbox Safety Talk and daily PSI of the workplace and send to the Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation, including JHSC meeting minutes
- Take every precaution reasonable in the circumstances for the protection of a Worker [OHSA, clause 25(2)(h)]

**Occupational Health & Safety Department:**

- Receive, document, respond, and communicate any updates to Health & Safety to all workplace parties
- Ensure the Project Safety Bulletin Boards are current and up to date
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures
- Refer any unresolved Health & Safety concerns to Senior Management
- Submit recommendations to Senior Management for approval
- Distribute and communicate information to the appropriate parties regarding any non-conformance or deficiencies
- Deliver communication in a manner that is understood by the receiver of the message and consider the ability, language skills and literacy
- Ensure compliance of all personnel on site of Legislative requirements, Duron Ontario Ltd. Policies and Procedures

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program and review Duron's Health & Safety Policy Statements
- Submit a daily Job Hazard Analysis before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all Pre-Use Inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure Legislative requirements, Duron Ontario Ltd. Policies and Procedures are being followed



amongst their Employees

- Communicate with the Superintendent regarding any health & safety concerns, hazards or changes of which the contractor should be aware

**JHSC:**

- Make recommendations to Senior Management to improve the Health & Safety for all at the workplace
- Participate in quarterly Joint Health & Safety Committee Meetings with Management to discuss recommendations and other changes to the Company Health & Safety program

**Worker:**

- Participate in Duron Ontario Ltd.'s Site Specific Safety Orientation program and review Duron's Health & Safety Manual
- Follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures, and Safe Work Practices
- Report any safe acts or conditions to the Supervisor on duty
- Participate in all of Duron's training programs
- Report to work Fit for Duty
- Use, inspect and maintain all personal protective equipment as required for the work task to be performed
- Make recommendations to improve the Health & Safety for all at the workplace

**Visitor:**

- Report to the Duron Ontario Ltd. site office prior to entering the construction area
- Be escorted by an individual who has been through the Site-Specific Safety Orientation while onsite
- Sign-in and out at the workplace using the prescribed forms
- Comply with all rules of the workplace including the Emergency Response plan

**Procedure**

**Relevant and Regulatory Health & Safety Information can be Accessed From:**

- Health and Safety Manual and AODA Multi-Year Accessibility Plan – emailed to all Employees annually, in the documents section in Procore, hard copies at all sites, on Company Drive and posted on the Company's Website
- Office and site Project Safety Bulletin Boards
- Health & Safety Policies – in the Health & Safety Manual and posted to the Project Safety Bulletin Boards
- Attending Health & Safety Meetings or reviewing meeting minutes shared within two business days following the meeting
- Toolbox Safety talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos emailed to all Staff
- Health & Safety Orientation conducted during the Employee on-boarding stage prior to the start of work
- Safety signage posted in the office or at job sites to convey caution, warning, or other relevant information

**Health & Safety Documents and Procedures:**

- Health & Safety Manual reviewed at least once annually and delivered to all Employees by email, through Procore, posted on the Company's Website and in hard copy at the Main Office and Site Offices
- JHSC Meeting Minutes, including recommendations, posted to Project Safety Bulletin Boards at job sites within a week of the meeting and on Procore within two business days
- Memos emailed to all Staff



- Health & Safety meetings conducting monthly with Supervisors, and quarterly with Management and JHSC Members

**Emergency Information:**

- Emergency information is shared, as soon as is practicable, by the following methods:
  - Mobile phones provided to all Supervisors and Office Employees
  - Desk landlines
  - Email
  - Office PA speaker system
  - Two-way radios on job sites
  - Loudspeaker or airhorn

**Tracking of Changes**

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed</b>
Procedure Issued	January 1, 2024



## Occupational Health & Safety Annual Review Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to establish guidelines for the annual review of Duron’s OHS program. As part of this review, Senior Management will develop specific measurable annual health and safety goals and objectives for Duron Ontario Ltd. The goals and objectives are to be focused on reducing harmful and/or risky exposures, and occupational illnesses or injuries in our workplaces. This will be accomplished by identifying deficiencies and areas for improvement in the OHSMS.

### Scope

This Procedure applies to all Duron Ontario Ltd. Employees and Subcontractors. The review is to be conducted at least once annually.

### Related Documentation

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> <li>Duron Health &amp; Safety Manual</li> <li>Health &amp; Safety Meeting Minutes (Management, Supervisor, JHSC)</li> <li>Annual statistics and year-to-year statistic Trend Analysis</li> <li>Annual Internal Audits and Corrective Action Plans</li> <li>JHSC Recommendations to Management and Management Response to recommendations</li> <li>Plan to mitigate WSIB Claims</li> <li>Health &amp; Safety Objectives Checklist</li> <li>Incident Investigation Forms</li> <li>Root Cause Analysis Forms</li> </ul>	<ul style="list-style-type: none"> <li>Occupational Health &amp; Safety Act (OHSA)</li> <li>O. Reg 213/91: Construction Projects</li> <li>Certificate of Recognition (COR) Audit Results</li> <li>COR Audit Tool</li> </ul>

### Definitions

<b>Worker</b>	An individual employed by the Company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHSA Act. S.28. A Worker is an individual who does not have Management or Supervisory responsibilities.
<b>Supervisor</b>	The person who has charge of a workplace or authority over a Worker. Additionally, they must meet the requirements outlined in OHSA Act. S.27. This includes Foreperson, Supervisors and/or Superintendents.
<b>Senior Manager</b>	At Duron Ontario Ltd. meets the definition of Employer; means a person who employs one or more Workers or contracts for the services of one or more Workers and includes a Contractor or Subcontractor who performs work or supplies services and a Contractor or Subcontractor who undertakes with an Owner, Constructor, Contractor, or Subcontractor to perform work or supply services.
<b>Project Manager</b>	A workplace party responsible for scheduling, sending submittals, estimating, and managing any upcoming or on-going projects where Duron Ontario Ltd. is a Contractor.



<b>Occupational Health &amp; Safety Department</b>	Includes the Occupational Health & Safety Manager and Occupational Health & Safety Officer; facilitate and regulate Health & Safety Management and review in the workplace.
<b>JHSC</b>	Joint Health & Safety Committee.
<b>Certified Worker Member</b>	A Worker who is a member of the JHSC at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard training (Level 2) as required by OHS Reg. 9(12).
<b>OHSMS</b>	Occupational Health & Safety Management System.
<b>OHS</b>	Occupational Health & Safety.
<b>OHS Act</b>	Occupational Health & Safety Act.

**Roles & Responsibilities**

**Senior Management:**

- Collaborate with the Occupational Health & Safety Department to conduct an annual OHSMS review and develop annual health & safety goals and objectives for the upcoming year
- Identify health & safety targets by March 1<sup>st</sup> of each year
- Determine where deficiencies exist in the current OHS program and assist in developing a Corrective Action Plan
- Review the Corrective Action Plan for the year and approve the plan based on health & safety objectives
- Ensure that the Action Plan includes the measurable specifics of the selected goals and objectives, including time frames, reviews, monitoring and identified responsibilities of all workplace parties
- Attend Health & Safety meetings as required and assist the JHSC or H&S Representative carrying out their duties
- Review recommendations from the JHSC or other workplace parties and determine if recommendation have and/or can be implemented into the Health & Safety Management System of Duron Ontario Ltd.
- Ensure that the Duron Ontario Ltd. annual Corrective Action Plan is communicated to all Employees

**Project Manager:**

- Support the annual OHSMS review by providing documentation related to past and on-going projects as required
- Maintain records of all past, on-going, and future projects for Duron Ontario Ltd.
- Provide insight to Senior Management and the Occupational Health & Safety department based on Client and Subcontractor feedback or recommendations relating to OHS

**Superintendent, Supervisor & Foreperson:**

- Participate in the annual review of the OHSMS and Corrective Action Plan
- Work with Senior Management to help identify deficiencies in the OHSMS and OHS program
- Assist in the development and/or implementation of Corrective Action Plan items
- Participate in the Quarterly review with the Worker Health & Safety Representative if requested
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Submit all required forms and reports for the analysis of company OHS performance

**Occupational Health & Safety Department:**

- Provide Senior Management with suggestions of specific and measurable health & safety goals and objectives during the annual review
- Work with Senior Management to help identify deficiencies in the OHSMS and OHS program



- Ensure that a Corrective Action Plan is established, carried out and approved by Senior Management within thirty days of the annual review & audit
- Communicate the Duron Ontario Ltd. annual Corrective Action Plan to all Employees
- Organize communication, meetings, training, and other programs to achieve the objectives
- Maintain documentation tracking the completion of objectives and review the health & safety goals on a quarterly basis
- Review the Corrective Action Plan on a Quarterly basis and make adjustments to the plan as needed to achieve the health & safety goals
- Report to Senior Management any progress made in achieving the stated goals and objectives in the Quarterly Management Health & Safety Meeting(s)
- Review and summarize the health & safety goals and findings following the annual internal audit and report to all Workers, Supervisors and Senior Management of opportunities for improvement

**Worker:**

- Participate in meetings and training sessions as per the annual goals and objective
- Attend and participate in the bi-annual company-wide Health & Safety Meetings
- Report any incident, near miss, or hazard in the workplace to the Supervisor
- Make recommendations for improvements to OHS in the workplace to the Supervisor, Occupational Health & Safety Department or Worker Health & Safety Representative

**Worker Health & Safety Representative:**

- Support the Health & Safety Management Team and Senior management in establishing annual health & safety goals and objectives
- Make recommendations to Senior Management for improvements to the OHS program and report on deficiencies where they exist
- Participate in the annual review of the OHSMS by providing feedback, insight and recommendations relating to OHS
- Attend and participate in quarterly JHSC Meetings

**Procedure**

Senior Management and the Occupational Health & Safety Department will meet each quarter to assess components of the OHSMS. In December, (the final quarter) Senior Management will evaluate the current standing of the OHSMS following the annual review/audit and establish new goals and objectives for the coming year through a *Corrective Action Plan – Goals & Objectives*.

The Occupational Health & Safety Department will create the Corrective Action Plan for the new goals and objectives and receive approval and sign-off from Senior Management by January of the following year.

The annual Corrective Action Plan goals and objectives are to be focused on reducing harmful and/or risky exposures, and occupational injuries and/or illnesses in the workplace. The annual goals and objectives must be:

- Practical and achievable
- Contain time frames
- Be clear, specific, and measurable
- Be approved by Senior Management





The Occupational Health & Safety Department will initiate the plan and communicate it to all Personnel by the end of January of each year through email. The approved Corrective Action Plan for the year will be followed and revisited quarterly for progress updates.

Health & Safety Department will review the progress of the current year’s goals and objectives and will report to Senior Management on a quarterly basis, with the final report being in December of each year.

The finding of the annual goals and objectives will be communicated to all Employees annually following the internal audit and review of the Corrective Action Plan.

Senior Management will evaluate the goals and objectives annually and approve a reviewed Corrective Action plan each year.

**Review Items**

<u>Inputs</u>	<u>Outputs</u>
<p>Evaluate the Effectiveness of all Elements of the OHSMS</p>	<ul style="list-style-type: none"> <li>• Internal Responsibility System &amp; Leadership               <ul style="list-style-type: none"> <li>○ Verify that all workplace parties are fulfilling their responsibility to the OHS program</li> </ul> </li> <li>• JHSC               <ul style="list-style-type: none"> <li>○ Verify that the requirements of the OHSA are being met and that recommendations to Management have all been addressed</li> </ul> </li> <li>• Health &amp; Safety Policy and Company Rules               <ul style="list-style-type: none"> <li>○ Review all H &amp; S Policies to ensure that they are still relevant and reflect the Company’s health &amp; safety values</li> </ul> </li> <li>• Safe Work Practices &amp; Safe Job Procedures               <ul style="list-style-type: none"> <li>○ Revise all existing practices and procedures to ensure that they are relevant</li> <li>○ Create new practices and procedures where new processes exist</li> <li>○ Review controls associated with the practices and procedures and make improvements where possible</li> </ul> </li> <li>• Training               <ul style="list-style-type: none"> <li>○ Review new hire orientation package</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Verify that Workers have up-to-date training certificates – send out notices for renewals</li> <li>○ Determine if new training opportunities exist and develop a roll-out plan</li> <li>● Workplace Inspections             <ul style="list-style-type: none"> <li>○ Review findings from all workplace inspections for the year – determine trends (i.e., level of compliance)</li> <li>○ Determine if the workplace inspection frequency requirements have been met</li> </ul> </li> <li>● Investigation &amp; Reporting             <ul style="list-style-type: none"> <li>○ Review findings from Investigation Reports for the year – determine trends</li> <li>○ Review control measures and preventative actions</li> <li>○ Determine if corrective actions were effective in preventing reoccurrence</li> </ul> </li> <li>● Emergency Preparedness             <ul style="list-style-type: none"> <li>○ Review the results of the annual Emergency Response Drill</li> <li>○ Determine where deficiency exist and if they have been resolved</li> </ul> </li> <li>● Medical &amp; First Aid             <ul style="list-style-type: none"> <li>○ Review Medical &amp; First Aid incident trends for the year</li> <li>○ Determine if control measures and preventative actions</li> <li>○ Determine if the corrective actions were effective in preventing injury and illness in the workplace</li> </ul> </li> <li>● Compliance &amp; Trend Analysis             <ul style="list-style-type: none"> <li>○ Evaluate the Company’s OHS performance (i.e., WSIB claims, incidents, near misses, Worker compliance, etc.)</li> <li>○ Compare the number of incidents to previous years in relation to hours worked and the number of Workers</li> </ul> </li> </ul>
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	<p>employed</p> <ul style="list-style-type: none"> <li>○ Determine the company’s overall level of compliance based on these criteria</li> </ul>
Status of Actions from Previous Management Reviews	<ul style="list-style-type: none"> <li>● Determine if all goals and objectives from the preceding year were met</li> <li>● Determine where improvements have been made and where they are still needed</li> <li>● Develop a new action plan going forward to address any outstanding issues</li> </ul>
Results of Internal Audits, Including COR™ Audits	<ul style="list-style-type: none"> <li>● Review results and corrective action items following the annual internal audit</li> <li>● Compare the results and corrective action to the previous years audit</li> <li>● Determine areas of improvement and areas of deficiency</li> </ul>
Evaluations of Compliance with Legal Requirements	<ul style="list-style-type: none"> <li>● Review the legal requirements under the OHSA and regulations specific to the industry</li> <li>● Determine if there are any new provisions that apply</li> <li>● Determine the Company’s overall level of compliance with the requirements and the OHSA and associated regulations</li> </ul>
Results of Participation and Consultation with Employees/Worker Health & Safety Representative/Joint Health & Safety Committee	<ul style="list-style-type: none"> <li>● Review the recommendations to Management from the Joint Health &amp; Safety Committee quarterly meetings</li> <li>● Review the recommendations to Management made during the bi-annual company wide health &amp; safety meeting</li> <li>● Address any outstanding recommendations and/or those where new solutions exist</li> </ul>
Communication from External Parties OHS Performance of the Organization	<ul style="list-style-type: none"> <li>● Review feedback provided by Contractors, Clients, the Ministry of Labour and accrediting bodies (COR, Contractor Check etc.)</li> <li>● Determine if the feedback indicates deficiencies in the OHS – address these and create goals for improvement</li> </ul>
Evaluation of the Extent to which OHS Objectives have been Met	<ul style="list-style-type: none"> <li>● Determine if all goals and objectives from the preceding year were met</li> <li>● Determine where improvements have been made and where they are still needed</li> <li>● Develop a new action plan going forward to address any outstanding issues</li> </ul>
Status of Incident Investigations, Trends Identified, Implementation of Corrective Actions, Implementation of Preventative Actions and Status of Actions Taken	<ul style="list-style-type: none"> <li>● Review incidents for the entire year <ul style="list-style-type: none"> <li>○ Determine if corrective actions were implemented and successful in preventing reoccurrence</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Determine if Toolbox Safety Talks or other communication means were successful in communicating the preventative actions or controls to all relevant personnel</li> <li>○ Determine if preventative actions have been implemented – compare incidents trends before and after control measures were used</li> </ul>
<p>Changing Circumstances Related to OHS such as Developments in Legal Requirements or Technology</p>	<ul style="list-style-type: none"> <li>● Assess the effectiveness of Procore technology for OHS document submittal</li> <li>● Determine if legal requirements are being met and safety forms and reports are being submitted as necessary</li> </ul>
<p>Identified Barriers to Worker Participation in OHSMS</p>	<ul style="list-style-type: none"> <li>● Determine level of Worker participation in the OHSMs               <ul style="list-style-type: none"> <li>○ Review interview results following the internal audit</li> <li>○ Review survey results submitted by Workers</li> </ul> </li> <li>● Evaluate opportunities for Worker participation that currently exist</li> <li>● Determine if new opportunities can be developed – add to annuals goals &amp; objectives</li> </ul>
<p>Recommendations for Improvement</p>	<ul style="list-style-type: none"> <li>● Develop a list of recommendation for improvement based on the Goals &amp; Objectives</li> <li>● Review the Recommendations to Management submitted by the JHSC</li> </ul>
<p>OHS Policy Updates</p>	<ul style="list-style-type: none"> <li>● Review and revise the following Company Policies:               <ul style="list-style-type: none"> <li>○ Health &amp; Safety</li> <li>○ Violence &amp; Harassment</li> <li>○ Environmental</li> <li>○ Fitness for Duty</li> <li>○ Disciplinary</li> <li>○ Return to Work</li> <li>○ Visitors</li> <li>○ Hazard Assessment, Analysis &amp; Control</li> <li>○ Controls</li> <li>○ Procurement &amp; Contractor Management</li> <li>○ Personal Protective Equipment</li> <li>○ Preventative Maintenance</li> <li>○ Training</li> <li>○ Communication</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Workplace Inspection</li> <li>○ Investigations &amp; Reporting</li> <li>○ Emergency Preparedness</li> <li>○ Statistics &amp; Records</li> <li>○ Legislation &amp; Other Requirements</li> <li>○ Management Review &amp; Management of Change</li> </ul>
Measurable OHS Objectives	<ul style="list-style-type: none"> <li>● Determine whether the Goals &amp; Objectives are measurable and achievable</li> <li>● Formulate an action plan to achieve the Goals &amp; Objectives</li> </ul>
Action Plan to Achieve Objectives	<ul style="list-style-type: none"> <li>● Create an action plan for attaining the Goals &amp; Objectives <ul style="list-style-type: none"> <li>○ Create a timeline for achieving each objective</li> <li>○ Delegate responsibilities to relevant Personnel to accomplish each action item</li> <li>○ Revisit the Action Plan quarterly to determine the level of progress</li> </ul> </li> </ul>
Required Resources	<ul style="list-style-type: none"> <li>● Review the Action Plan to determine the resources necessary to achieve the Goals &amp; Objectives <ul style="list-style-type: none"> <li>○ Allocate the time and resources to each action item and to the responsible party</li> <li>○ Revisit the Action quarterly to determine the level of progress</li> <li>○ Allocate additional resources or re-allocate resources where necessary to achieve the goals and objectives</li> </ul> </li> </ul>
Revisions to any Other Elements of the OHSMS as Appropriate	<ul style="list-style-type: none"> <li>● Following the review of all elements of the OHSMS and the internal audit, determine where revision or improvements are necessary</li> <li>● Look for opportunities to improve the efficiency and effectiveness of the OHSMS</li> </ul>
Removed Barriers to Worker Participation in the OHSMS	<ul style="list-style-type: none"> <li>● Create more opportunities and greater accessibility to allow front line Workers to participate in the OHSMS <ul style="list-style-type: none"> <li>○ Make improvements to communication channels where possible</li> <li>○ Conduct evaluations of Worker involvement via interview and other means</li> <li>○ Schedule Senior Management and</li> </ul> </li> </ul>



	<p>OHS Department field visits to allow Workers to give recommendations and express concerns</p>
<p>Communication of the Objectives and Action Plan(s) to all Employees</p>	<ul style="list-style-type: none"> <li>• Following the annual review and audit, communicate all Goal &amp; Objectives and the Action Plan with all workplace parties             <ul style="list-style-type: none"> <li>○ Send via email to all Office Staff and Supervisors</li> <li>○ Create a Company memo to be sent out by email</li> <li>○ Include in the monthly Newsletter, including quarterly updates</li> </ul> </li> </ul>

**Tracking of Changes**

<b>Details of Changes</b>	<b>Date Changed</b>
<p>Health &amp; Safety Manual annual review final update</p> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Hazard Assessments</li> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Emergency Response Plan &amp; Hazard Assessment</li> </ul>	<p>January 1, 2024</p>



## Statistics & Records Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

<b>Purpose</b>
<p>The purpose of this Procedure is for the review of Health &amp; Safety trends and helps identify opportunities for improving the Occupational Health &amp; Safety Management System, assists in establishing objectives for the Health &amp; Safety program and assists Management in allocating resources and meeting due diligence requirements.</p> <p>Trends should be reviewed for both leading and lagging indicators. A regular review of leading indicators can inform Duron Ontario Ltd. of its progress towards annual targets and objectives.</p>
<b>Scope</b>
<p>This Procedure applies to safety related data in all departments and businesses within Duron Ontario Ltd.</p>
<b>Related Documentation</b>
<p><u><b>Internal</b></u></p> <ul style="list-style-type: none"> <li>• Duron Health &amp; Safety Manual</li> <li>• Job-Specific Hazard Assessments Reviewed Annually</li> <li>• Occupational Health Hazard Assessment</li> <li>• Site Inspection Reports</li> <li>• Pre-Job Safety Instructions</li> <li>• Safe Job Procedures &amp; Safe Work Practices</li> <li>• Health &amp; Safety Communication Memos</li> <li>• Toolbox Safety Talks</li> <li>• Health &amp; Safety Meeting Minutes</li> <li>• Annual Internal Audits and Corrective Action Plans</li> <li>• JHSC Recommendations to Management and Management Response to Recommendations</li> </ul>

<b>Definitions</b>	
<b>Trends</b>	A general direction in which something is developing or changing. If the item shows multiple times, it may signify a trend.
<b>Lagging Indicators</b>	Are reactive in nature. They measure the effectiveness of a safety program after the facts. Examples are Lost Time, Medical and First Aid claims.
<b>Leading Indicators</b>	Is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injuries. Examples included number of complete safety meetings, number of housekeeping inspections, closure rates of outstanding inspection

items, etc.

### **Roles and Responsibilities**

#### **Senior Management:**

- Will establish a review of any Health & Safety Trends within the Company on an annual basis

#### **Superintendent, Supervisor & Foreperson:**

- Will provide information and insight to Senior Management and the Occupational Health & Safety Department on health & safety trends relating to incidents, near misses, violence, and harassment etc.
- To review Statistics and Records in the Bi-Annual Safety Meetings and Superintendent Health & Safety Meetings and provide input on those meetings
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation

#### **Occupational Health & Safety Department:**

- Collect the trends data from the various Stakeholders and formulate into a working document for review and action
- Establish a working group made up of Management and Worker representatives to conduct a review on the trends data and make recommendations to Senior Management
- Will collect Statistics and Records of PSIs, Toolbox Safety Talks, Site Inspections, Equipment Inspections, Incidents, and other relevant stats monthly. Statistics and records including records of incidents will be reviewed monthly with Superintendents, Quarterly with Senior Management and JHSC
- Conduct Qualitative measurements such as incident root cause analysis to assist with quantitative statistics and records
- Collate statistics and records at the end of the year, compare with the previous years and present data to Safety Meetings

#### **Worker:**

- Report any known hazards, incidents, near misses or other health & safety issue that the worker may be aware of to their Supervisor or to the Health & Safety Department

#### **JHSC:**

- Review of the report and actively participating in the review and implementation of the trend's findings

### **Procedure**

1. The Health and Safety Management team will collect data required to develop the Trends Report.

Suggestions of potential trends to track and assess:

- Health & Safety Incident Statistics
- Internal Audit Reports
- Workplace Inspections/Identified Concerns
- Incident Investigation Forms (critical injury, fatality, property damage, injury/illness)
- Root Cause Analysis Forms





- WSIB Illness/Injury investigation reports and claims
  - Work refusal reports
  - JHSC, Management and Supervisor Meeting Minutes, reports, and recommendations
  - Permits (confined space, hot work, working at heights, etc.)
  - First Aid Records
  - Workplace Indicators
    - Mental health statistics
    - Fatigue
    - Cannabis use
    - Workplace violence and harassment
2. The Health & Safety Management team will work with the JHSC to review the data and develop the Trends Analysis Report for Senior Management review.
  3. The Health & Safety Management team will submit the Trends Analysis Report to Senior Management by December of each year.
  4. Senior Management will review the Trends Analysis Report at the December Management review meeting and reply in writing to the JHSC regarding the corrective actions to be taken.
  5. The Health & Safety Management team will monitor the corrective action process and report on a regular basis the status of the completed items.
  6. All trends reviewed will be filed with the management minutes and copy provided to the JHSC.
  7. Senior Management will consider the trends review when revising objectives and the continual improvement process plans at least annually.

Changes Tracking	
Details of Changes	Date Changed
Statistics for 2019 vs 2020 vs 2021 vs 2022	January 1, 2024



## Health & Safety – Corrective Action Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose	
<p>The purpose of this Procedure is to describe the system used at Duron Ontario Ltd. to initiate timely corrective action on deficiencies identified in the Health and Safety System and to take preventative action where potential problems are identified.</p> <p>The Procedure documents both the conditions under which preventative or corrective action shall be initiated, and the method through which that action is documented and controlled.</p>	
Scope	
<p>This Procedure applies to the correction of existing and potential deficiencies in the H&amp;S system at Duron Ontario Ltd.</p>	
Related Documentation	
<p style="text-align: center;"><b><u>Internal</u></b></p> <ul style="list-style-type: none"> <li>• Duron Health &amp; Safety Manual</li> <li>• Job-Specific Hazard Assessments Reviewed Annually</li> <li>• Occupational Health Hazard Assessments</li> <li>• Site Inspection Reports</li> <li>• Pre-Job Safety Instructions</li> <li>• Safe Job Procedures &amp; Safe Work Practices</li> <li>• Health &amp; Safety Communication Memos</li> <li>• Toolbox Safety Talks</li> <li>• Health &amp; Safety Meeting Minutes</li> <li>• Annual Internal Audits and Corrective Action Plans</li> <li>• JHSC Recommendations to Management &amp; Management Response to Recommendations</li> </ul>	<p style="text-align: center;"><b><u>External</u></b></p> <ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Act (OHSA)</li> <li>• O. Reg. 213/91 – Construction Projects (Made Under The OHSA)</li> <li>• CSA Standards</li> </ul>

Definitions	
<b>OHSMS</b>	Occupational Health & Safety Management System.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Hazard Assessment</b>	The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.

<b>Risk</b>	The chance or probability that a Person will be harmed or experience an adverse health effect is exposed to a hazard and the severity of that exposure.
<b>Risk Rating</b>	Degree of risk.
<b>Control</b>	Measures taken to mitigate the severity or likelihood of a hazard causing harm.
<b>Risk Management</b>	A sequential process used to manage risk which includes identification of hazards, the assessment of the level of risk associated with the hazard and the required mechanism(s) to control the hazard by reducing the risk (reduce severity or likelihood).
<b>Standard</b>	A set of guiding principles to be followed during the development of process and procedures that form the OHSMS.
<b>Procedure</b>	Standard steps or series of actions to be taken to satisfy a requirement or complete task.
<b>Process</b>	The detailed and sequential series of steps needed in order to achieve a particular end or means.
<b>List/Registry</b>	Inventory of identified hazards applicable to the workplace and work functions – typically a table that includes the identification of hazards and, as part of the risk management process, assessment of risk level, and identify controls to mitigate the risks.
<b>PSI</b>	The Pre-Job Safety Instruction form is a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool, and the work environment.

**Roles and Responsibilities**

**Senior Management:**

- Review the Policy Statements annually and apply changes to the Health and Safety Manual as required
- Provide adequate resources, equipment, materials, and protective devices that are maintained and in good condition to support and carry out Health & Safety at the workplace
- Appoint Competent Persons as Supervisors
- Attend Health & Safety meetings as required and afford assistance and cooperation to the JHSC or H&S Representative carrying out their function
- Review recommendations from the JHSC or other workplace parties
- Providing all employees with training in Health & Safety policies and procedures – provided during the orientation stage of on-boarding
- Annually reviewing a posting copies of Health & Safety related policies in the workplace
- Providing JHSC members with the results of a report relating to Occupational Health & Safety and include written copies of any portion if available
- Advise Employees of the results of a report relating to occupational health & safety and make available on request copies of the portions regarding occupational health & safety
- Respond in writing within 21 days to any Health & Safety recommendations submitted by the JHSC
- Develop and maintain a workplace violence and harassment program, reviewing the violence and harassment Policy annually and posting in the manual and on safety boards in the workplace
- Conduct a workplace risk assessment related to violence and implementing necessary controls and to advise and provide a copy of the assessment to the JHSC
- Ensure hazardous materials are stored, labeled, transported and used safely and providing equipment and devices necessary to protect the Worker

- Monitor the levels of biological, chemical or physical agents in the workplace and keeping posted records as necessary
- Ensure the workplace meets all standards limiting exposure of an employee to biological, chemical or physical agents
- Establish a medical surveillance program consisting of employees who have undergone the medical examination if required and providing safety-related medical examinations and tests, such as body temperature monitoring, for employees as prescribed
- Where prescribed, provide employees with written instructions as to the measures and procedures taken for their own protection and carrying out such training programs for Workers, Supervisors and Committee Members as needed
- Ensuring that all workplace structures meet any standards outlined in the Building Code Act and prescribed by the Ministry of Labour
- Develop, maintain and review a health and safety system to implement the Company's Health & Safety Policy at least once annually
- Conduct formal workplace inspection at least one annually
- Identify sub-standard acts or conditions and take necessary steps to ensure corrective action
- Ensure that all necessary Health and Safety training sessions are carried out and completed at orientation or prior to the start of work
- Conduct incident investigations and reviewing these reports to discuss in Management meetings
- Perform observations of Employee safe work practices during annual workplace inspections
- Conduct evaluations that measure the responsibility of Supervisors and Employees
- Take appropriate action to resolve any problem Supervisor reports with a Contractor in the workplace
- Authorizing, scheduling, and practicing office evacuations at least once annually

**Project Manager:**

- Ensure Workers at the workplace are trained and aware of the Health & Safety Policy statements
- Refer any unresolved Health & Safety concerns to the Safety Department
- Ensure the Project Safety Bulletin Board is current and up to date

**Superintendent, Supervisor & Foreperson:**

- Provide a safe and healthy workplace, that is free from violence and harassment and complying with section 27 of the OHSA (Duties of Supervisor)
- Ensure Workers at the workplace have been orientated and trained on the Health & Safety Policy statements
- Ensure that workers have been trained in Safe Work Practices and Safe Job Procedures associated with a particular job process and provide written instructions where appropriate
- Ensure compliance of all personnel on site of Legislative requirements of the OHSA, Duron Ontario Ltd. Policies and Procedures (i.e., proper PPE) and taking proper enforcement action, such as disciplinary action, when Workers fail to comply
- Refer any unresolved Health & Safety concerns to the Safety Department

- Complete a weekly Site Inspection and daily Pre-Job Safety Instructions of the workplace and send to the Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Be aware of all actual and potential health & safety hazards in their area of responsibility and advise Employees of the existence of any potential or actual danger to their health or safety of which they are aware
- Arrange or conduct health & safety and hazard specific training and information sessions for Employees
- Perform informal workplace inspections daily, formal workplace inspections weekly, and participate in the quarterly workplace inspection conducted by the JHSC or H&S Representative
- Make all reasonable attempts to resolve worker Health & Safety concerns and correct substandard or unsafe acts or unsafe conditions in a timely manner
- Conduct and document incident investigations and review all forms and ensure that these are discussed at management meetings (including property damage)
- Inform Senior Management of any known occupational Health & Safety concerns
- Evaluate and provide feedback regularly on employee Health & Safety performance, commending Employees for exemplary Health and Safety practices
- Conduct annual evaluations that measures the responsibility of Employees
- Address work refusals with the required parties
- Take accountability for Contractors & Visitors that are authorized access to a project site

**Occupational Health & Safety Department:**

- Collaborate with Senior Management and Supervisors to ensure there is an effective Health & Safety Management System in place and conduct annual audits and reviews to assess the effectiveness of this system
- Take a proactive approach to preventing workplace incidents (injuries, critical injuries, deaths, and property damage) by conducting workplace assessments and addressing and completing near miss reports and root cause analysis reports
- Facilitate meetings with Supervisors, Management and JHSC by organizing the meeting date and time, preparing the meeting minutes, and co-chairing the meetings
- Ensure the Project Safety Bulletin Boards are current and up to date
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures
- Refer any unresolved Occupational Health & Safety concerns to Senior Management
- Submit recommendations to Senior Management for approval
- Distribute and communicate information to the appropriate parties regarding any non-conformance or deficiencies
- Ensure compliance of all Personnel on site of Legislative requirements, Duron Ontario Ltd. Policies and Procedures
- Conduct regular Site Inspections as per legislative requirements to assess the workplace(s) for Health & Safety and compliance with the OHSA, Regulations and Company Policy

**Subcontractor Foreperson:**

- Participate in a Site-Specific Safety Orientation program and review Duron's Health & Safety Policy statements



- Submit a daily Job Hazard Analysis before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all pre-use inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure Legislative requirements, Duron Ontario Ltd. Policies and Procedures are being followed amongst your Forces

**Worker:**

- All Employees of Duron Ontario Ltd. are responsible for participating and assisting Supervisors and other delegates to address and prevent hazardous situations

**JHSC:**

- Identify situations that may be a source of danger or hazard to Workers
- Make recommendations to the Employer to improve the Health & Safety of Workers
- Recommend to the Employer and Workers the establishment and maintenance of monitoring programs, measures and procedures respecting the Health and Safety of Workers
- Obtain information from the Employer respecting the identification of potential or existing hazards of materials, processes, or equipment
- Obtain information from the Employer concerning the conducting or taking of tests for any equipment, machine device, article, thing, material, biological, chemical, or physical agent in or about a workplace for the purpose of Occupational Health and Safety
- Meet at least once every 3 months and maintain meeting minutes of the proceedings
- A Worker member representative of the JHSC will perform workplace inspections of the job site monthly at a minimum, to identify situations that may be a source of danger or hazard to Worker. Inspections will be completed using the "Site Inspection Form" on Procore
- Investigate cases where a Worker is killed or critically injured at a workplace
- Initiate, document, and follow-up Corrective Action Requests and ensure the effectiveness of corrective measures taken

**Visitor:**

- Be escorted by an Individual who has been through the Site-Specific Safety Orientation while on site
- Sign-in and out at the workplace using the prescribed forms
- Comply with all rules of the workplace including the Emergency Response plan

**Procedure**

1. This is a general guideline. Refer to the Project Health & Safety Plan for detailed, site-specific requirements.

**Corrective Action**

2. The Health & Safety Management Department and/or Superintendent issues Corrective Action Report based on information derived from and/or trends identified in a variety of data sources, as follows:
  - Health & safety incident statistics
  - Internal audits
  - Workplace inspections/identified concerns

- Incident Investigation Forms
- Root Cause Analysis Forms
- Management reviews of the Health & Safety Management System

3. The Health & Safety Management team will analyse data on a periodic basis and generate a Corrective Action Report where applicable, i.e.:
  - a. Accidents where immediate corrective action was not found or where it is suspected that the problem may reoccur
  - b. Repetitive or severe non-conformance
  - c. Non-conformance discovered during internal audits
  - d. Stumble-on problems identified during patrol inspections or through casual observation during the normal course of operations
4. The Health & Safety Management team negotiates the response date for any corrective actions required with the addressee and ensures that the non-conformance and root cause is clear.
5. The addressee must respond by the due date identified by the Corrective Action Report and explain how they corrected or plan to correct the non-conformance.
6. The Health & Safety Management team may extend the response due date where there is reasonable justification for doing so and the situation is not critical.
7. If the response received is deemed to be unsatisfactory, the Corrective Action Report will be returned for a more satisfactory solution can be established
8. If no response is made or is not adequate, negotiation will occur with the addressee and the problem may be escalated to Senior Management for additional support in obtaining a satisfactory response to the Corrective Action Report.
9. Once corrective action is received and acceptable, the Health & Safety Management team will define applicable follow-up procedure to ensure closure of the corrective action and will file the Corrective Action Report on Procore.
10. Corrective Action Report will address:
  - a. Non-conformance
  - b. Root cause analysis
  - c. Date corrective action was requested
  - d. Required response date
  - e. Follow-up date
  - f. Follow-up or closure date
  - g. Follow-up comments

#### **Preventative Action (P.A.)**

11. The purpose is to eliminate or minimize potential non-conformance. P.A. is an integral part of Duron Ontario Ltd. continuous improvement program and as such, may be planned and authorized during periodic H&S Management team meetings, Management reviews, and internal audit reviews. These activities include but are not limited to:



- a. General planning activities including response to new technologies (Procore) and developments in the area of health and safety.
  - b. Client communication and feedback
  - c. Visitor communication and feedback
  - d. Feedback and suggestions provided by Employees
  - e. Feedback provided by Subcontractors
  - f. Process and general performance analysis and identified trends
  - g. Information obtained from similar operations
  - h. Information obtained from consultants and seminars
  - i. Data analysis and management reviews
12. P.A. needs may be identified through non-conformance that may also occur in other processes, procedures, documents, equipment, or products.
13. Patrol inspections also provide information that can reinforce Safe Work Practices, Safe Job Procedures, and give a general overview of safety related activities that may be used as preventative action.

Tracking of Changes	
Details of Changes	Date Changed
Procedure Issued	January 1, 2024





## Health & Safety – Objectives Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose
The purpose of this Procedure is to establish specific measurable annual health and safety goals and objectives for Duron Ontario Ltd. The goals and objectives are to be focused on reducing harmful and/or risky exposures, and occupational illnesses or injuries in our workplaces.
Scope
This Procedure applies to all Duron Ontario Ltd. Employees and Subcontractors.
Related Documentation
<ul style="list-style-type: none"> <li>• Duron Health &amp; Safety Manual</li> <li>• Health &amp; Safety Meeting Minutes (Management, Superintendent &amp; JHSC)</li> <li>• Annual Statistics and Year-to-Year Statistic Comparisons</li> <li>• Annual Internal Audits and Corrective Action Plans</li> <li>• JHSC Recommendations to Management and Management Response to Recommendations</li> <li>• Plan to Mitigate WSIB Claims</li> <li>• Health &amp; Safety Objectives Checklist</li> </ul>

Definitions	
<b>Worker</b>	An individual employed by the Company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHS Act. S.28. A Worker is an individual who does not have management or supervisory responsibilities.
<b>Supervisor</b>	The person who has charge of a workplace or authority over a Worker. Additionally, they must meet the requirements outlined in OHS Act. S.27. This includes Foreperson, Supervisors and/or Superintendents.
<b>Senior Manager</b>	At Duron Ontario Ltd. meets the definition of employer; means a person who employs one or more Workers or contracts for the services of one or more Workers and includes a Contractor or Subcontractor who performs work or supplies services and a contractor or Subcontractor who undertakes with an Owner, Constructor, Contractor, or Subcontractor to perform work or supply services.
<b>Occupational Health &amp; Safety Management Team</b>	Includes the Occupational Health & Safety Manager and Occupational Health & Safety Officer; facilitate and regulate Health & Safety management and review in the workplace.
<b>JHSC</b>	Joint Health & Safety Committee.



<b>Certified Worker Member</b>	A Worker who is a member of the JHSC at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard training (Level 2) as required by OHS Reg. 9(12).
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**Roles and Responsibilities**

**Senior Management:**

- Collaborate with the Health & Safety Department to develop annual Health & Safety Goals and Objectives
- Continually make improvements to the Occupational Health & Safety Management System and Occupational Health & Safety Program
- Identify Health & Safety targets by March 1<sup>st</sup> of each year
- Review the Action Plan for the year and approve the plan based on health & safety objectives
- Ensure that the Action Plan includes the measurable specifics of the selected Goals and Objectives, including time frames, reviews, monitoring and identified responsibilities of all workplace parties
- Attend Health & Safety meetings as required and afford assistance and cooperation to the JHSC or H&S Representative carrying out their function
- Review recommendations from the JHSC or other workplace parties and determine if the recommendation can be implemented into the Health & Safety Management System of Duron Ontario Ltd.

**Superintendent, Supervisor & Foreperson:**

- Work with Senior Management and Workers to help achieve the Health & Safety Goals and Objectives
- Complete the required actions as per the Action Plan
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Participate in the Quarterly review with the Worker Health & Safety Representative if requested
- Participate in the annual review of the Health & Safety Management System and Action Plan

**Occupational Health & Safety Department:**

- Provide Senior Management with suggestions of specific and measurable Health & Safety Goals and Objective during the annual review
- Ensure that an Action Plan is established, carried out and approved by Senior Management within 30 days
- Communicate the Duron Ontario Ltd. annual Action Plan to all Employees
- Organize communication, meetings, training and other programs to achieve the objectives
- Maintain documentation tracking the completion of objectives and review the Health & Safety Goals on a quarterly basis
- Review the Action Plan on a Quarterly basis and make adjustments to the plan as needed to achieve the health & safety goals
- Report to Senior Management any progress made in achieving the stated Goals and Objectives in the Quarterly Management Health & Safety Meeting
- Review and summarize the Health & Safety Goals and finding following the annual internal audit and report to all Workers, Supervisors and Senior Management of opportunities for improvement

**Worker:**



- Participate in meetings and training sessions as per the annual goals and objectives
- Attend the bi-annual company-wide Health & Safety Meeting

**Worker Health & Safety Representative:**

- Support the Health & Safety Management Team and Senior Management in establishing annual health & Safety Goals and Objectives

**Procedure**

The annual Goals and Objectives are to be focused on reducing harmful and/or risky exposures, and occupational injuries and/or illnesses in the workplace. The annual goals and objectives and/or target must be:

- Practical and achievable
- Contain time frames
- Be clear, specific, and measurable
- Be approved by Senior Management

Senior Management and Health & Safety Management Team will meet each December to evaluate the current standing of the Goals and Objectives and establish new goals and targets for the coming year.

Health & Safety Management Team will create an Action Plan for the new goals and objectives and seek approval from Senior Management by December of each year.

Health & Safety Management Team will initiate the plan, communicate, and train by the end of January of each year and will follow the approved Action Plan for the year.

Health & Safety Management Team will review the progress of the current year’s Goals and Objectives and will report to Senior Management on a quarterly basis, with the final report being in December of each year.

The finding of the annual Goals and Objectives will be communicated to all employees annually following the internal audit and review of the Action Plan.

Senior Management will evaluate the Goals and Objectives annually and approve the reviewed action plan each year.

**Tracking of Changes**

Details of Changes	Date Changed
Health & Safety Manual Review	January 1, 2024

## Health & Safety – Trends Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose
<p>The purpose of this Procedure is for the review of health &amp; safety trends and helps identify opportunities for improving the Occupational Health &amp; Safety Management System, assists in establishing objectives for the health &amp; safety program and assists management in allocating resources and meeting due diligence requirements.</p> <p>Trends should be reviewed for both leading and lagging indicators. A regular review of leading indicators can inform Duron Ontario Ltd. of its progress towards annual targets and objectives.</p>
Scope
<p>This Procedure applies to safety related data in all departments and businesses within Duron Ontario Ltd.</p>
Related Documentation
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Duron Health &amp; Safety Manual</li> <li>• Job-Specific Hazard Assessments Reviewed Annually</li> <li>• Occupational Health Hazard Assessment</li> <li>• Site Inspection Reports</li> <li>• Pre-Job Safety Instructions</li> <li>• Safe Job Procedures &amp; Safe Work Practices</li> <li>• Health &amp; Safety Communication Memos</li> <li>• Toolbox Safety Talks</li> <li>• Health &amp; Safety Meeting Minutes</li> <li>• Annual Internal Audits and Corrective Action Plans</li> <li>• JHSC Recommendations to Management and Management Response to Recommendations</li> </ul>

Definitions	
<b>Trends</b>	A general direction in which something is developing or changing. If the item shows multiple times, it may signify a trend.
<b>Lagging Indicators</b>	Are reactive in nature. They measure the effectiveness of a safety program after the facts. Examples are Lost Time, Medical and First Aid claims.
<b>Leading Indicators</b>	Is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injuries. Examples included number of complete safety

	meetings, number of housekeeping inspections, closure rates of outstanding inspection items, etc.
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**Roles and Responsibilities**

**Senior Management:**

- Will establish a review of any Health & Safety Trends within the company on an annual basis

**Superintendent, Supervisor & Foreperson:**

- Will provide information and insight to Senior Management and the Occupational Health & Safety Department on Health & Safety Trends relating to incidents, near misses, violence, and harassment, etc.
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation

**Occupational Health & Safety Department:**

- Collect the trends data from the various Stakeholders and formulate into a working document for review and action
- Establish a working group made up of Management and Worker Representatives to conduct a review on the trends data and make recommendations to Senior Management

**Worker:**

- Report any known hazards, incidents, near misses or other health & safety issue that the Worker may be aware of to their Supervisor or to the Health & Safety Department

**JHSC:**

- Review of the report and actively participating in the review and implementation of the trend's findings

**Procedure**

1. The Health and Safety Management team will collect data required to develop the Trends Report.

Suggestions of potential trends to track and assess:

- Health & Safety Incident Statistics
- Internal Audit Reports
- Workplace Inspections/Identified Concerns
- Incident Investigation Forms (critical injury, fatality, property damage, injury/illness)
- Root Cause analysis reports
- WSIB Illness/Injury Investigation Reports and Claims
- Work Refusal Reports
- JHSC, Management and Superintendent Meeting Minutes, reports, and recommendations
- Permits (confined space, hot work, working at heights, etc.)



- First Aid Records
  - Workplace indicators
    - Mental health statistics
    - Fatigue
    - Cannabis use
    - Workplace violence and harassment
2. The Health & Safety Management team will work with the JHSC to review the data and develop the Trends Report for Senior Management review.
  3. The Health & Safety Management team will submit the Trends Report to Senior Management by December of each year.
  4. Senior Management will review the trends report at the December management review meeting and reply in writing to the JHSC regarding the corrective actions to be taken.
  5. The Health & Safety Management team will monitor the corrective action process and report on a regular basis the status of the completed items.
  6. All trends reviewed will be filed with the Management H&S Meeting Minutes and copy provided to the JHSC.
  7. Senior Management will consider the trends review when revising objectives and the continual improvement process plans at least annually.

Tracking of Changes	
Details of Changes	Date Changed
Health & Safety Manual Review	January 1, 2024



## Health & Safety – Roles & Responsibilities Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
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<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

Pursuant to the Occupational Health & Safety Act (OHSA) Workers, Supervisors and Employers share responsibility for occupational health & safety at the workplace. The concept of the internal responsibility system (IRS) is based on the principle that all workplace parties must identify problems to the health & safety management system, and to develop solutions. This Procedure will ensure health and safety responsibilities are defined and known at all levels within the organization.

### Scope

This Procedure applies to all workplace parties, Employer, Management, Supervisors and Workers, working at Duron Ontario Ltd. and reflects the requirements from the Occupational Health and Safety Act (OHSA).

### Related Documentation

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> <li>Duron Health &amp; Safety Manual</li> <li>Health &amp; Safety Policies</li> <li>Health &amp; Safety Communication Memos</li> <li>Toolbox Safety Talks</li> <li>Health &amp; Safety Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Occupational Health &amp; Safety Act (OHSA)</li> <li>Ministry of Labour Health &amp; Safety Awareness Training for Workers and Supervisors</li> <li>Canada Labour Code</li> </ul>

### Definitions

<b>JHSC</b>	Joint Health & Safety Committee.
<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>Workplace</b>	Any place in, on, or near where a worker works. It could be a building, open field, a road, vehicle, etc.
<b>Worker</b>	An individual employed by the company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHSA Act. s.28. A Worker is an individual who does not have management or supervisory responsibilities.
<b>Supervisor</b>	The Person who has charge of a workplace or authority over a worker. Additionally, they must meet the requirements outlined in OHSA Act. s.27. This includes Foreperson, Supervisors and/or Superintendents.
<b>Employer</b>	A Person who has charge of a workplace or authority over a worker. Additionally, they must meet the requirements outlined in OHSA Act. s.23-26. This includes Senior Managers & Constructors at Duron Ontario Ltd.



<b>Competent Person</b>	A Person, who is qualified because of knowledge, training, experience to organize the work and its performance, is familiar with the Act and the regulations that apply and has knowledge of any potential or actual danger to the health or safety in the workplace.
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**Roles and Responsibilities**

**Senior Management:**

- Provide a safe and healthy workplace, that is free from violence and harassment and complying with sections 23-26 of the OHS Act (Duties of Employers and Other Persons)
- Take every precaution reasonable in the circumstances for the protection of a Worker [OHS Act, clause 25(2)(h)]
- Review the Policy statements annually and apply changes to the Health and Safety Manual as required
- Provide adequate resources, equipment, materials, and protective devices that are maintained and in good condition to support and carry out Health & Safety at the workplace
- Ensure machinery, equipment, materials, and protective equipment is used in a proper and safe manner
- Appoint Competent Persons as Supervisor
- Only employing persons over a prescribed age – 16 years of age for construction projects (O. Reg. 213/91 s. 16)
- Establishing and maintaining a JHSC or H&S Representative as required
- Attend Health & Safety meetings as required and afford assistance and cooperation to the JHSC or H&S Representative carrying out their function
- Review recommendations from the JHSC or other workplace parties
- Participate in Subcontractor Assessments following the end of the project
- Post the most current version of the OHS Act, pertinent regulations and explanatory materials prepared by the Ministry of Labour in an accessible workplace location – posted in the language of majority of the workplace (i.e., English)
- Providing all Employees with training in Health & Safety Policies and Procedures – provided during the Orientation stage of on-boarding
- Annually reviewing a posting copies of Health & Safety related Policies in the workplace
- Providing (upon request), in a medical emergency, information in the possession of the Employer, including confidential business information, to a legally qualified Medical Practitioner, and to such other Persons as may be required by law
- Taking every precaution reasonable in the circumstances for the protection of an employee, including circumstances involving domestic violence that would likely expose an Employee to physical injury in the workplace
- Providing JHSC members with the results of a report relating to occupational health & safety and include written copies of any portion if available
- Advise Employees of the results of a report relating to occupational Health & Safety and make available on request copies of the portions regarding occupational health & safety
- Respond in writing within 21 days to any Health & Safety recommendations submitted by the JHSC  
Develop and maintain a workplace violence and harassment program, reviewing the Violence and Harassment Policy annually and posting in the manual and on safety boards in the workplace
- Conduct a workplace risk assessment related to violence and implementing necessary controls and to advise and provide a copy of the assessment to the JHSC



- Ensure hazardous materials are stored, labeled, transported, and used safely and providing equipment and devices necessary to protect the Worker
- Monitor the levels of biological, chemical, or physical agents in the workplace and keeping posted records as necessary
- Ensure the workplace meets all standards limiting exposure of an Employee to biological, chemical, or physical agents
- Establish a medical surveillance program consisting of Employees who have undergone the medical examination if required and providing safety-related medical examinations and tests – such as body temperature monitoring - for Employees as prescribed
- Where prescribed, provide Employees with written instructions as to the measures and procedures taken for their own protection and carrying out such training programs for workers, Supervisors and Committee Members as needed
- Ensuring that all workplace structures meet any standards outlined in the Building Code Act and prescribed by the Ministry of Labour
- Develop, maintain, and review a health and safety system to implement the Company's Health & Safety Policy at least once annually
- Conduct formal workplace inspection at least one annually
- Identify sub-standard acts or conditions and take necessary steps to ensure corrective action
- Ensure that all necessary health and safety training sessions are carried out and completed at Site Specific Safety Orientation prior to the start of work
- Conduct Incident Investigations and reviewing these reports to discuss in Management meetings
- Commend Employee and Supervisor health and safety performance when it meets or exceeds expectations
- Perform observations of Employee safe work practices during annual workplace inspections
- Conduct evaluations that measure the responsibility of Supervisors and Employees
- Setting an example by complying with the Company rules and wearing the PPE prescribed
- Take appropriate action to resolve any problem Supervisor reports with a Contractor/Subcontractor in the workplace
- Authorizing, scheduling, and practicing office evacuations at least once annually

**Project Manager:**

- Sign-in and out at the job site using the prescribed forms
- Ensure Workers at the workplace are trained and aware of the Health & Safety Policy Statements
- Refer any unresolved Health & Safety concerns to the Safety Department
- Ensure the Project Safety Bulletin Board is current and up to date

**Superintendent, Supervisor & Foreperson:**

- Provide a safe and healthy workplace, that is free from violence and harassment and complying with section 27 of the OHSA (Duties of Supervisor)
- Take every precaution reasonable in the circumstances for the protection of a Worker [OHSA, clause 27(2)(c)]

- Ensure Workers at the workplace have been orientated and trained on the Health & Safety Policy Statements
- Ensure that Workers have been trained in Safe Work Practices and Safe Job Procedures associated with a particular job process and provide written instructions where appropriate
- Ensure compliance of all Personnel on site of Legislative requirements of the OHSA, Duron Ontario Ltd. Policies and Procedures (i.e., proper PPE) and taking proper enforcement action, such as disciplinary action, when Workers fail to comply
- Refer any unresolved Health & Safety concerns to the Safety Department
- Complete a weekly Site Inspection and daily Pre-Job Safety Instructions of the workplace and send to the Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Be aware of all actual and potential health & safety hazards in their area of responsibility and advise Employees of the existence of any potential or actual danger to their health or safety of which they are aware
- Arrange or conduct health & safety and hazard specific training and information sessions for Employees
- Have knowledge of written measures and procedures to be taken for the protection of Workers and where prescribed, provide employees with written instructions as to the measures and procedures to be taken for their protection
- Reinforce and demonstrate a positive health & safety attitude and work environment and holding monthly information sessions with staff on health & safety issues
- Show interest and involvement in the Company's health & safety performance
- Support and develop a good relationship with the JHSC members
- Perform informal workplace inspections daily, formal workplace inspections weekly, and participate in the quarterly workplace inspection conducted by the JHSC or H&S Representative
- Make all reasonable attempts to resolve worker health & safety concerns and correct substandard or unsafe acts or unsafe conditions in a timely manner
- Conduct and document incident investigations and review all forms and ensure that these are discussed at Management meetings (including property damage)
- Implement emergency plans when necessary and ensure that Employees have been properly trained to comply (i.e., confined space, hot work, working at heights etc.)
- Inform Senior Management of any known occupational health & safety concerns
- Evaluate and provide feedback regularly on Employee health & safety performance, commending Employees for exemplary health and safety practices
- Conduct annual evaluations that measures the responsibility of Employees
- Address work refusals with the required parties
- Take accountability for contractors/visitors that are authorized access to a project site

**Occupational Health & Safety Department:**

- Collaborate with Senior Management and Supervisors to ensure there is an effective Health & Safety Management System in place and conduct annual audits and reviews to assess the effectiveness of this system
- Take a proactive approach to preventing workplace incidents (injuries, critical injuries, deaths, and property damage) by conducting workplace assessments and completing Incident Investigation Forms and Root Cause Analysis Forms



- Facilitate meetings with Supervisors, Management and JHSC by organizing the meeting date and time, preparing the meeting minutes, and co-chairing the meetings
- Ensure the Project Safety Bulletin Boards are current and up to date
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures
- Refer any unresolved Occupational Health & Safety concerns to Senior Management
- Submit recommendations to Senior Management for approval
- Distribute and communicate information to the appropriate parties regarding any non-conformance or deficiencies
- Ensure compliance of all Personnel on site of Legislative requirements, Duron Ontario Ltd. Policies and Procedures
- Conduct regular site inspections as per legislative requirements to assess the workplace(s) for health & safety and compliance with the OHSA, regulations and Company Policy

**Subcontractor Foreperson:**

- Participate in the Site Specific Safety Orientation program and review Duron's Health & Safety Policy statements
- Submit a daily Job Hazard Analysis before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all pre-use inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure Legislative requirements, Duron Ontario Ltd. policies and procedures are being followed amongst your forces

**Worker:**

- Work in compliance with the provisions of the OHSA, regulations, internal programs, policies, and procedures
- Participate in Duron Ontario Ltd.'s Safety Orientation program and review Duron's Health & Safety Manual
- Follow all of Duron Ontario Ltd.'s policies, Safe Job Procedures and Safe Work Practices
- Report any safe acts or conditions to the Supervisor on duty
- Participate in all of Duron's training programs and external training programs as required
- Report to work Fit for Duty and on time
- Use, inspect and maintain all personal protective equipment as required for the work task to be performed
- Report to your Supervisor any defective or missing personal protective or other equipment – lock out, tag out, try out
- Report any observed hazards to the Supervisor
- Report any risks or potential risks of violence or harassment in the workplace immediately to Supervisor
- Do not remove or make ineffective any protective device without providing an adequate temporary substitute, replacing the original as soon as work is completed
- Do not operate any equipment, machine, device, or thing or otherwise work in a manner that may endanger anyone
- Do not engage in pranks, contests, feats of strength, unnecessary running, or rough and boisterous conduct



- Not required to participate in a medical surveillance program unless the worker consents to do so
- Know, understand, and implement safe work practices and procedures
- Know, understand, and follow established rules and procedures for material handling, equipment and processes
- Request that worn out or defective equipment be replaced
- Use all safety devices provided and only in the manner intended
- Report any injuries to the supervisor and first aider, regardless of severity
- Refuse to perform any work that is believed to be unsafe and may endanger the worker or someone else and advise the Supervisor of the reason for the work refusal
- Make recommendations to improve the Health & Safety for all at the workplace

**JHSC:**

- Identify situations that may be a source of danger or hazard to Workers
- Make recommendations to the Employer and the Workers for improvement to health & safety of Workers
- Recommend to the Employer and Workers the establishment and maintenance of monitoring programs, measures and procedures respecting the health and safety of Workers
- Obtain information from the Employer respecting the identification of potential or existing hazards of materials, processes, or equipment
- Obtain information from the Employer concerning the conducting or taking of tests go any equipment, machine device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupational health and safety
- Have a designated member representing Workers be present at the beginning of testing
- Meet at least once every 3 months and maintain meeting minutes or the proceedings
- A Worker member of the JHSC will perform workplace inspections of the job site on a weekly basis or at minimum a monthly basis, to identify situations that may be a source of danger or hazard to Worker. Inspections will be completed using the “Site Inspection Form” and will be forwarded the Occupational Health & Safety Department and Senior Management for review and response
- Investigate cases where a worker is killed or critically injured at a workplace

**Visitor:**

- Be escorted by an individual who has been through the Site Specific Safety Orientation while on site
- Sign-in and out at the workplace using the prescribed forms
- Comply with all rules of the workplace including the Emergency Response Plan

**Procedure**

**Relevant & Regulatory Health and Safety Information can be Accessed From:**

- Health and Safety Manual – emailed to Employees annually, in documents section on Procore and posted on the Company’s Website



- Attending Health & Safety Meetings or Reviewing meeting minutes shared within two business days following the meeting
- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos emailed to all Staff
- Health & Safety Orientation conducted at the Employee on-boarding stage prior to the start of work

**Health & Safety Documents and Procedures:**

- Health & Safety Manual reviewed at least once annually and delivered to all Employees by email, through Procore, posted on the Company’s Website and in hard copy at the Head Office and Site Offices
- JHSC meeting minutes, including recommendations, posted to Project Safety Bulletin Boards at job sites within a week of the meeting and on Procore within two business days
- Memos emailed to all staff
- Health & Safety meetings conducting monthly with Supervisors, and quarterly with Management and JHSC members

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed</b>
Health & Safety Manual Review	January 1, 2024



## Company Rules Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define Duron Ontario Ltd.'s process for setting, implementing and have Employees complying with Company Rules.

### Scope

This Procedure applies to all Duron Ontario Ltd.'s job sites and Head Office.

### Related Necessary Documentation

<u>Internal</u>	<u>External</u>
Duron Health & Safety Manual <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• Company Rules Procedure</li> <li>• General Roles and Responsibilities</li> </ul> Duron Ontario Ltd. Policies AODA Multi-Year Accessibility Plan Site Inspection Forms Disciplinary Notice Forms Incident Report Forms Pre-Job Safety Instruction (PSI) Forms Sub-Contractor Assessment Forms JHSC, Supervisor & Management Meeting Minutes JHSC Recommendations to Management COR Audit Outcomes & Objectives	Occupational Health & Safety Act (OHSA) Certificate of Recognition (COR) Audit Results Worker Training Records WSIB Claims History WSIB Health & Safety Excellence Program Contractor Check Audit Results

### Definitions

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool, and the work environment.
<b>Equipment &amp; PPE Pre-Use Inspections</b>	Equipment and PPE must be inspected prior to use to ensure the safe operation of the task at hand. These inspections must be done daily before use and if deemed unsafe, taken out of service immediately.



<b>Contractor Check</b>	An audit-based system which assess and accredits contractors across the country to ensure they meet all legislative requirements. This provides clients with a contractor management tool to maintain compliance and reduce risk.
<b>WSIB Health &amp; Safety Excellence Program</b>	An annual audit-based system which helps companies provide a clear roadmap for them to improve safety in their workplace. The program helps reduce risk of hazards and helps establish a better health and safety culture in the workplace.
<b>COR</b>	Is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
<b>Near Miss</b>	An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.
<b>Risk</b>	is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Incident</b>	An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

**Roles & Responsibilities**

**Senior Management:**

- Review the Disciplinary Policy statement annually and apply changes or amendments to the Policy as required
- Review the Company Rules Procedure annually and apply changes or amendments to the Policy as required
- Approve and sign-off on all new and reviewed Policies and Procedures prior to publishing
- Apply and enforce Company Rules on all Duron sites
- Help to ensure all Company rules are clearly explained to all Employees in a way that they understand

**Occupational Health & Safety Department:**

- Annually review Company Rules during Management, Supervisor and JHSC Meetings and update as necessary
- Ensure relevant versions of applicable Company rules are readily available through the Company Website, Procure, and Project Safety Bulletin Boards
- Identify external documents that may be necessary for the changes of the Company Rules
- Apply and enforce Company Rules on all Duron sites
- Complete all required forms and reports in response to any incident, near miss or disciplinary notices
- Protect the privacy and confidentiality of all workplace parties, as appropriate
- Ensure documents and records remain legible and readily identifiable on file
- Ensure the Safety Bulletin Boards are current and up to date with required literature and documentation
- Ensure Workers at the workplace are trained and understand all Company Rules
- Submit recommendations to improve upon the current Company Rules to Senior Management for approval

**Project Manager:**

- Ensure changes to, and current revision status of Company Rules are identified and tracked
- Participate in site inspections to ensure compliance of Company Rules



**Superintendent & Foreperson:**

- Conduct Site Specific Safety Orientation to all Workers and Visitors and explain all Site Specific Company Rules to all prior to starting work
- Ensure all Company Rules are posted on the Project Safety Bulletin Board in a conspicuous area for all to view
- Ensure all Company Rules are understood by the Workers. Bring in translator if required
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Enforce compliance of all Company Rules
- Follow the progressive Disciplinary Policy for non conformance

**Subcontractor Foreperson & Workers:**

- Participate in the Site Specific Safety Orientation program and review Duron’s Company Rules and Policy Statements
- Ensure all Company Rules are understood. Request a translator if needed
- Follow and abide by the Company Rules
- Ask questions to the Superintendent if any Company Rules are unclear

**Worker Health & Safety Representative:**

- Ensure all Company Rules are posted on the Project Safety Bulletin Board in a conspicuous area for all to view
- Assist Supervisor by enforcing all Company Rules
- Follow and abide by the Company Rules
- Make recommendations to the Occupational Health & Safety Department to further improve the Company Rules

**Worker:**

- Participate in the Site Specific Safety Orientation program and review Duron’s Company Rules and Policy Statements
- Ensure all Company Rules are understood. Request a translator if needed
- Follow and abide by the Company Rules
- Ask questions to the Superintendent if any Company Rules are unclear
- Make recommendations to the Occupational Health & Safety Department to further improve the Company Rules

**Procedure**

**Health & Safety Rules, Guidelines, Procedures and Documentation can be Accessed From:**

- Health and Safety Manual – emailed to all Employees annually, in the Documents section in Procure, hard copies available at Head Office, on Company Drive and posted on the Company’s Website
- Office and site Project Safety Bulletin Boards for job site specific rules and emergency procedures
- Health & Safety Policies – in the Health & Safety Manual and posted on the Project Safety Bulletin Boards
- Attending Health & Safety Meetings or reviewing meeting minutes shared within two business days following the meeting
- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative





- Memos emailed to all Staff
- Safety Orientation conducted at the Employee on-boarding stage prior to the start of work
- Within the Company Drive, where access is limited to Duron Office Personnel

**Company Rules and Policies Procedures:**

- Review at least once annually and delivered to all Employees by email, available in Procore, posted on the Company’s Website and in hard copy at the Head Office and Site Offices
- Review Company Rules in the JHSC meeting, Superintendent meeting and the Management meeting and make changes where necessary
- Policies are reviewed annually and signed by Senior Management for approval
- Enforcement starts from the top and must be enforced consistently throughout the organization

**Disciplinary Process:**

- The Disciplinary Process will be used in accordance with the Disciplinary Policy for any action that contravenes the OHSA or Company Rules.
- A progressive disciplinary process consists of the 3 Strikes Policy which will be followed for all Non-Zero Tolerance Violations:
  - 1<sup>st</sup> Strike: Verbal Warning
  - 2<sup>nd</sup> Strike: Written Warning
  - 3<sup>rd</sup> Strike: 2<sup>nd</sup> Written Warning and Suspension and/or Expulsion from Site
- In the even of a Zero Tolerance Violation, the violation must be immediately reported to the Site Superintendent who will conduct an investigation into the matter with assistance from the Head Office as necessary. In the event that the Worker violated a Zero Tolerance Violation, the worker will be immediately removed from site and may be subject to further disciplinary action up to and including Termination of Employment

**Documents & Records Maintained:**

- Disciplinary records are maintained on Procore and set to private so that only certain individuals may see them

Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Health & Safety Manual Review	January 1, 2024



## Personal Protective Equipment Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to ensure that mandatory and specialized PPE guidelines per Duron’s Procedures, the OHSa and Construction Regulations made under the Act related to the use and care of PPE are being followed at all times.

### Scope

This Procedure applies to all Duron Ontario Ltd.’s job sites.

### Related Necessary Documentation

#### Internal

Duron Health & Safety Manual

- Personal Protective Equipment Policy
- Personal Protective Equipment
- Pre-Use Inspections – Equipment, Machinery, Vehicles & Tools

Harness Pre-Use Inspection Forms  
 Lanyard Pre-Use Inspection Forms  
 Rope Lifeline Pre-Use Inspection Forms  
 Respirator Pre-Use Inspection Forms

#### External

Occupational Health & Safety Act (OHSA)  
 Manufacture’s Requirements  
 COR Certificate of Recognition  
 Contractor Check Certificate of Recognition  
 WSIB Health & Safety Excellence Program  
 Canadian Standards Association (CSA)

### Definitions

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>Equipment &amp; PPE Pre-Use Inspections</b>	A Pre-Use Inspection must be conducted on equipment and PPE such as lanyards etc. before use to ensure the safe operation of the task at hand.
<b>Contractor Check</b>	An audit-based system which assess and accredits Contractors across the country to ensure they meet all legislative requirements. This provides Clients with a contractor management tool to maintain compliance and reduce risk.
<b>WSIB Health &amp; Safety Excellence</b>	An annual audit-based system which helps companies provide a clear roadmap for them to improve safety in their workplace. The program helps reduce risk of hazards and helps establish a better health and safety culture in the workplace.



<b>Program</b>	
<b>COR</b>	Is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
<b>PPE</b>	Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer’s body from injury or infection. PPE is the last line of defense to protect Workers from a hazard.
<b>Risk</b>	is the chance or probability that a Person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>CSA</b>	The Canadian Standards Association (CSA) mark on products means that it has been tested and certified to meet recognized standards for safety performance.

**Roles & Responsibilities**

**Senior Management:**

- Review the Personal Protective Equipment Policy and Personal Protective Equipment Procedure annually and apply changes or amendments to the Policy & Procedure as required
- Approve purchases necessary to have the required PPE available for the Workers
- When in designated areas, wear the required PPE
- Enforce the PPE requirements on all Duron sites

**Occupational Health & Safety Department:**

- Annually review the Personal Protective Equipment Policy and Personal Protective Equipment Procedure annually during the Management, Supervisor and JHSC Meetings and update as necessary
- Purchase PPE and ensure inventories are well stocked at all times
- Ensure PPE Pre-Use Inspection Forms are being completed as required by a Competent Person and note corrective actions if necessary
- Ensure damaged PPE is taken out of service and replaced
- Submit recommendations to improve upon the current Personal Protective Equipment Policy and Personal Protective Equipment Procedure to Senior Management for approval
- When in designated areas, wear the required PPE
- Enforce the PPE requirements. Follow the Progressive Disciplinary Policy for non conformance

**Project Manager:**

- Ensure Site Rules are posted on the Project Safety Bulletin Board and address the PPE requirements at the workplace
- Enforce the PPE requirements to all on site
- When in designated areas, wear the required PPE

**Superintendent & Foreperson:**

- Liaise with Duron Mechanics to ensure equipment is being serviced per the Manufacturers’ preventative maintenance guidelines
- Ensure PPE Pre-Use Inspection Forms are being completed as required by a Competent Person and note corrective actions if necessary
- Ensure a Hazard Assessment is completed and assess if and what PPE is required for work activities
- Post PPE requirements signage on all major access ways of the site



- Ensure Site Rules are posted on the Project Safety Bulletin Board and address the PPE requirements at the workplace
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Submit recommendations to improve upon the current Personal Protective Equipment Policy and Personal Protective Equipment Procedure to the Safety Department
- Enforce the PPE requirements. Follow the progressive Disciplinary Policy for non conformance. Ensure all entering site, including Management, Supervisors, Workers, Subcontractors and Suppliers of service, all use required PPE
- Site Superintendent is to ensure all required PPE is made available to all Workers for specific activities
- When in designated areas, wear the required PPE

**Subcontractor Foreperson & Workers:**

- Ensure PPE Pre-Use Inspection Forms are being completed as required by a Competent Person and note corrective actions if necessary. Submit all Inspections to the Duron Supervisor
- Follow and abide by the Personal Protective Equipment Policy and Personal Protective Equipment Procedure
- When in designated areas, wear the required PPE
- Ensure that appropriate PPE is available as necessary for the work tasks at hand and provide adequate PPE to Workers and ensure it is available for all Workers

**Worker Health & Safety Representative:**

- Assist Supervisor to ensure PPE Pre-Use Inspection forms are being completed as required by a Competent Person and get submitted to the Duron Supervisor
- Make recommendations to the Occupational Health & Safety Department to further improve the Personal Protective Equipment Policy and Personal Protective Equipment Procedure
- When in designated areas, wear the required PPE
- Help the Supervisor enforce the PPE requirements and report nonconformance, advise if any Person is not following the PPE requirements
- Follow and abide by the Personal Protective Equipment Policy and Personal Protective Equipment Procedure

**Worker:**

- Follow and abide by the Personal Protective Equipment Policy and Personal Protective Equipment Procedure
- Ensure all PPE requirements are understood. Request a translator if needed
- Ask questions to the Superintendent if any PPE requirements are unclear
- When in designated areas, wear the required PPE
- Make recommendations to the Occupational Health & Safety Department to further improve the Personal Protective Equipment Policy and Personal Protective Equipment Procedure

**Procedure**

**Personal Protective Equipment Policy & Personal Protective Equipment Procedure Can Be Accessed From:**

- Health and Safety Manual – emailed to all Employees annually, in the Documents section within Procure, hard copies available on site, on the Company Drive and posted on the Company’s Website
- Attending Health & Safety Meetings or reviewing meeting minutes shared within two business days following the meeting
- All forces must inspect and maintain all required PPE as per Manufacture and Legislative requirements



- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos emailed to all Staff
- Safety Orientation conducted at the Employee on-boarding stage prior to the start of work
- Within the Company Drive, where access is limited to Duron Office Personnel
- PPE is the last line of defense when the hazard cannot be removed or controlled adequately at the source
- Proper selection, use and care of the equipment are vital to provide the proper level of protection
- Duron’s Safety Department offers in-house training in selecting and fitting of appropriate PPE for the workplace based on the site-specific hazards
- Safety Data Sheets are used prior to providing forces with appropriate PPE for the specific product(s) they’re using
- There are many factors that are taken into account such as: how the materials will be used, the quantity used, and the duration of exposure are all taken into consideration
- Eye and face protection must be used if there is a possibility of injury from hazards such as airborne particles or splashes of toxic or corrosive liquids
- Different types of eye and face protection are available, including CSA approved safety glasses, NIOSH approved half/full face respirators and face shields, or combinations of these
- Safety glasses and/or goggles are always worn when working with hazardous chemicals. A face shield may be required (over the eye protection) when there is a risk of splashing, leaks, or dangerous reactions

**Personal Protective Equipment Policy & Personal Protective Equipment Procedure:**

- Review at least once annually and deliver to all Employees by email, available in Procore, posted on the Company’s Website and in hard copy at the Head Office
- Review the Personal Protective Equipment Policy and Personal Protective Equipment Procedure in the JHSC meeting, Superintendent meeting and the Management meeting and make changes where necessary
- Policies are reviewed annually and signed by Senior Management for approval
- Enforcement starts from the top and must be enforced consistently throughout the organization
- All Personnel shall complete equipment inspections, PPE inspections and PSI prior to all tasks/use
- All Duron Employees are expected to inspect their PPE prior to commencing work at site on a regular basis. They are also expected to discard/replace PPE as often as needed and report any missing or defective devices to the Superintendent

**Documents & Records Maintained:**

- All Pre-Use PPE Inspection Forms to be stored on Procore

**Tracking of Changes**

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed/Reviewed</b>
Health & Safety Manual Review	January 1, 2024



## Preventative Maintenance Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to ensure the safe operation of vehicles, equipment, and tools by ensuring preventative maintenance schedules occur according to Manufacturer’s recommendations.

### Scope

This Procedure applies to all Duron Ontario Ltd.’s job sites and Head Office Shop.

### Related Necessary Documentation

#### Internal

- Duron Health & Safety Manual
  - Preventative Maintenance Policy
  - Preventative Maintenance Procedure
  - Pre-Use Inspections – Equipment, Machinery, Vehicles & Tools
- Vehicle Pre-Use Inspection Forms
- Generator Pre-Use Inspection Forms
- Aerial Work Platform Pre-Use Inspection Forms
- Blastrac Pre-Use Inspection Forms
- Compressor Pre-Use Inspection Forms
- Crane Man Basket Pre-Use Inspection Forms
- Floor Scrubber Pre-Use Inspection Forms
- Forklift & Telehandler Pre-Use Inspection Forms
- Heavy Equipment, Bobcat Pre-Use Inspection Forms
- Laser screed Pre-Use Inspection Forms
- Melter Pre-Use Inspection Forms
- Power Tool Pre-Use Inspection Forms
- Quick Cut & Table Saw Pre-Use Inspection Forms
- Ride-On Trowel Pre-Use Inspection Forms
- Scaffold Pre-Use Inspection Forms
- Soff Cut Pre-Use Inspection Forms
- Walk-Behind Trowel Pre-Use Inspection Forms

#### External

- Occupational Health & Safety Act (OHSA)
- Manufacture’s Requirements
- COR Certificate of Recognition
- Contractor Check Certificate of Recognition
- WSIB Health & Safety Excellence Program



**Definitions**

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool, and the work environment.
<b>Equipment &amp; PPE Pre-Use Inspections</b>	A pre-use inspection must be conducted on equipment and PPE such as lanyards etc. before use to ensure the safe operation of the task at hand.
<b>Contractor Check</b>	An audit-based system which assess and accredits Contractors across the country to ensure they meet all legislative requirements. This provides clients with a contractor management tool to maintain compliance and reduce risk.
<b>WSIB Health &amp; Safety Excellence Program</b>	An annual audit-based system which helps companies provide a clear roadmap for them to improve safety in their workplace. The program helps reduce risk of hazards and helps establish a better health and safety culture in the workplace.
<b>COR</b>	Is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
<b>Near Miss</b>	An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.
<b>Risk</b>	is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Incident</b>	An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

**Roles & Responsibilities**

**Senior Management:**

- Review the Preventative Maintenance Policy and Preventative Maintenance Procedure annually and apply changes or amendments to the Policy as required
- Approve and sign-off on all new and reviewed Policies and Procedures prior to publishing
- Ensure Mechanics are trained and licensed
- Approve purchases necessary to ensure the safe operation of Company vehicles, machinery, and tools

**Occupational Health & Safety Department:**

- Annually review the Preventative Maintenance Policy and Preventative Maintenance Procedure annually during the Management, Superintendent and JHSC Meetings and update as necessary
- Ensure inventories of all Company equipment are maintained and tracked
- Create and maintain Excel sheets to track preventative maintenance for all Company equipment over 10 horsepower
- Ensure PPE and Equipment Pre-Use Inspection forms are being completed as required by a Competent Person and note corrective actions if necessary
- Liaise with Duron Mechanics to ensure preventative maintenance schedules are accurate
- Liaise with Duron Mechanics and Superintendents to ensure equipment is being serviced per the Manufacturers' preventative maintenance guidelines

- Track and ensure equipment are following preventative maintenance schedules
- Ensure Lockout Tagout (LOTO) procedures are being followed when equipment is in need of repair
- Submit recommendations to improve upon the current Preventative Maintenance Policy and Preventative Maintenance Procedure to Senior Management for approval

**Project Manager:**

- Ensure equipment being brought to site are in good operable condition
- Liaise with Duron Mechanics to have all equipment on site serviced as per the Manufacturers' preventative maintenance guidelines
- Enforce PPE and Equipment Pre-Use Inspection forms are being completed as required by a competent person and note corrective actions if necessary
- Ensure Lockout Tagout (LOTO) procedures are being followed when equipment is in need of repair

**Superintendent & Foreperson:**

- Liaise with Mechanics to ensure equipment is being serviced per the Manufacturers' preventative maintenance guidelines
- Ensure PPE and Equipment Pre-Use Inspection forms are being completed as required by a Competent Person and note corrective actions if necessary
- Ensure Lockout Tagout (LOTO) Procedures are being followed when equipment is in need of repair
- Submit recommendations to improve upon the current Preventative Maintenance Policy and Preventative Maintenance Procedure to the Safety Department
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Ensure Workers are trained in the use of equipment and inspecting the equipment
- Follow the Progressive Disciplinary Policy for non conformance

**Subcontractor Foreperson & Workers:**

- Ensure PPE and Equipment Pre-Use Inspection forms are being completed as required by a Competent Person and note corrective actions if necessary. Submit all Inspections to the Duron Supervisor
- Ensure Lockout Tagout (LOTO) procedures are being followed when equipment is in need of repair
- Liaise with 3<sup>rd</sup> party Mechanics to ensure equipment is being serviced per the Manufacturers' preventative maintenance guidelines
- Follow and abide by the Preventative Maintenance Policy and Preventative Maintenance Procedure

**Worker Health & Safety Representative:**

- Assist Supervisor to ensure Lockout Tagout (LOTO) procedures are being followed when equipment is in need of repair
- Assist Supervisor to ensure PPE and Equipment Pre-Use Inspection forms are being completed as required by a Competent Person and get submitted to the Duron Supervisor
- Make recommendations to the Occupational Health & Safety Department to further improve the Preventative Maintenance Policy and Preventative Maintenance Procedure
- Follow and abide by the Preventative Maintenance Policy and Preventative Maintenance Procedure

**Worker:**

- Follow and abide by the Preventative Maintenance Policy and Preventative Maintenance Procedure





- Ensure all Company Rules are understood. Request a translator if needed
- Ask questions to the Superintendent if any Company rules are unclear
- Make recommendations to the Occupational Health & Safety Department to further improve the Preventative Maintenance Policy and Preventative Maintenance Procedure

**Procedure**

**Preventative Maintenance Policy and Preventative Maintenance Procedure can be Accessed From:**

- Health and Safety Manual – emailed to all Employees annually, in the Documents section in Procore, hard copies available at Head Office, on the Company Z-Drive and posted on the Company’s Website
- Attending Health & Safety Meetings or reviewing meeting minutes shared within two business days following the meeting
- Toolbox Safety Talks delivered by Occupational Health & Safety Department, Superintendent, Foreperson or Worker Health & Safety Representative
- Memos emailed to all Staff
- Safety Orientation conducted at the Employee on-boarding stage prior to the start of work
- Within the Company Drive, where access is limited to Duron Office Personnel

**Preventative Maintenance Policy & Preventative Maintenance Procedure:**

- Review at least once annually and deliver to all Employees by email, available in Procore within the Documents section, posted on the Company’s Website and in hard copy at the Head Office
- Review the Preventative Maintenance Policy and Preventative Maintenance Procedure in the JHSC meeting, Superintendent meeting and the Management meeting and make changes where necessary
- Policies are reviewed annually and signed by Senior Management for approval
- Enforcement starts from the top and must be enforced consistently throughout the organization
- Site Superintendent is to ensure all equipment, tools, machines, and vehicles follow the preventative maintenance schedule as per the Manufacturers requirements. If defective or due for service, remove from service and contact Duron’s Mechanics for repair
- Site Superintendent is to ensure all equipment, tools, machines, and vehicles meet Manufactures preventative maintenance guidelines and Legislated requirements
- Duron’s Mechanics are to ensure preventative maintenance is recorded with the inclusion of the corrective actions taken
- Senior Management will ensure a Competent Person will perform the inspections and maintenance required
- Senior Management will ensure in-house trainers are competent in the training they are providing based off experience and qualifications

**Documents & Records Maintained:**

- All Pre-Use Inspection Forms

**Tracking of Changes**

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed/Reviewed</b>
Health & Safety Manual Review	January 1, 2024



## Training Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define Duron Ontario Ltd.'s training guidelines for Duron Employees, Visitors and Subcontractors.

### Scope

This Procedure applies to all Duron Ontario Ltd.'s Employees, Visitors and Subcontractors.

### Related Necessary Documentation

#### Internal

- Duron Health & Safety Manual
  - Training Policy
  - Communication Policy
  - Communication Procedure
  - Visitors Policy
  - General Roles and Responsibilities
  - Subcontractor Guidelines
- AODA Multi-Year Accessibility Plan
- Toolbox Safety Talk Forms
- Safety Orientation Forms
- Pre-Job Safety Instruction (PSI) Forms
- JHSC, Supervisor & Management Meeting Minutes
- JHSC Recommendations to Management
- Health & Safety Company Memos
- Annual Summer & Christmas Safety Meetings
- Duron Newsletter

#### External

- Occupational Health & Safety Act (OHSA)
- Certificate of Recognition (COR) Audit Results
- Worker Training Records
- WSIB Health & Safety Excellence Program
- Contractor Check Audit Results



**Definitions**

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>AODA</b>	The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is an Ontario law mandating that organizations must follow standards to become more accessible to people with disabilities.
<b>Contractor Check</b>	An audit-based system which assess and accredits contractors across the country to ensure they meet all legislative requirements. This provides clients with a contractor management tool to maintain compliance and reduce risk.
<b>WSIB Health &amp; Safety Excellence Program</b>	An annual audit-based system which helps companies provide a clear roadmap for them to improve safety in their workplace. The program helps reduce risk of hazards and helps establish a better health and safety culture in the workplace.
<b>COR</b>	Is an occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
<b>Competent Person</b>	Is a person who is qualified because of knowledge, training and experience to organize the work and its performance; is familiar with the Act and the regulations that apply to the work and has knowledge of any potential or actual danger to health or safety in the workplace.
<b>Toolbox Safety Talk</b>	Is a group discussion that focuses on a particular safety issue.
<b>JHSC</b>	A joint health and safety committee (JHSC) is composed of Worker and Employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace.

**Roles & Responsibilities**

**Senior Management:**

- Review the Training Policy & Communication Policy annually and apply changes or amendments to the Policies as required
- Review the Company Rules Procedure annually and apply changes or amendments to the Procedure as required
- Approve and sign-off on all new and reviewed Policies and Procedures prior to publishing
- Approve and help develop training programs to address challenges at the workplace
- Ensure Workers are adequately trained in performing the relevant task and comply with Legislative requirements

**Occupational Health & Safety Department:**

- Annually review the Training Procedure and Policy during Management, Supervisor and JHSC Meetings and update as necessary
- Ensure that as in-house trainers, the Department remains up to date with Legislation and is competent
- Submit recommendations to Management on what training needs are needed based off legislative, site-specific requirements, and training needs analysis
- Whenever arranging training always consider different levels of responsibilities, abilities, language skills and literacy

- Participate and conduct Site-Specific and General Safety Orientations
- Identify external documents that may be necessary for the changes of the Training Policy
- Apply and enforce Training Procedures on all Duron sites
- Ensure documents and records remain legible and readily identifiable on file
- Ensure Workers at the workplace are trained and understand all Company rules. Including information of Duron's OHSMS that details the purpose, roles, responsibilities, rights, importance of conformity, consequences for noncompliance and the importance of Workers' participation with Duron's OHSMS
- Evaluate training with the use of tests and quizzes after training
- Compile two separate Excel sheets to track all basic training requirements (WHMIS, Working at Heights, MOL Awareness in 4 Steps for Workers and in 5 Steps for Supervisors and Duron's General New Hire Safety Orientation) and specialized training tickets (Confined Space, Forklift, PEWP etc.).
- Submit recommendations to improve upon the current Training Procedure to Senior Management for approval

**Project Manager:**

- Ensure all Workers and Visitors participate in the Site-Specific Safety Orientation program
- Ensure training memos sent by the Safety Department are discussed on site with all applicable forces

**Superintendent & Foreperson:**

- Conduct a mandatory Site-Specific Safety Orientation to all Workers and Visitors, prior to starting work
- Place all Site-Specific Safety Orientations and Worker training tickets into the Safety Orientation binder in the Site Office
- Place a Site-Specific Safety Orientation sticker on the Worker's hard hat for visual verification
- Conduct a daily PSI before with all Workers prior to starting work to ensure competency
- Retain a copy of all required training certificates of orientated Workers
- Review Training Memos sent by the Occupational Health & Safety Department to everyone on site
- Develop and implement Training Programs as required to enhance health & safety conditions at the workplace
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- Evaluate training with the use of tests and quizzes after training
- Conduct weekly Toolbox Safety Talks to continue the discussions

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program prior to commencing work
- Submit a copy of the required training certificates to the Duron Superintendent
- Submit weekly Toolbox Safety Talks to the Duron Superintendent to enhance Worker's education on health & safety and site-specific issues
- Ask questions to the Superintendent if any training requirements are unclear

**Worker Health & Safety Representative:**

- Participate in the Site-Specific Safety Orientation program prior to commencing work
- Ask questions to the Superintendent if any of the training requirements are unclear
- Make recommendations to the Occupational Health & Safety Department to further improve the Training



Procedure & Policy

- Assist Supervisor by enforcing all training requirements required by the Workers

**Worker:**

- Participate in the Site-Specific Safety Orientation program prior to commencing work
- Ask questions to the Superintendent if any of the training requirements are unclear
- Make recommendations to the Occupational Health & Safety Department to further improve the Training Procedure & Policy

**Procedure**

**Training & Communication Policies, Training & Communication Procedures, Visitors Policy, General Roles and Responsibilities & Subcontractor Guidelines Can Be Accessed From:**

- Health and Safety Manual – emailed to all Employees annually, in the Documents section in Procore, hard copies available on site, on Company Drive and posted on the Company’s Website
- Pre-start Subcontractor documents are reviewed and signed before work begins by our Subcontractors which outline our mandatory training requirements for all forces who attend our sites

**Toolbox Safety Talks, Pre-Job Safety Instruction (PSI) and JHSC Meeting Minutes Can Be Accessed From:**

- Procore Technologies – app and web-based system that’s available to view for all Management, Superintendents, Safety Department, Forepersons, Worker Health & Safety Representatives, and other specially designated Personnel

**Company Wide Health & Safety Memos, Duron Newsletters, Annual Summer, and Winter Company Wide Safety Meetings Can Be Accessed From:**

- All are stored in the Company Z-Drive where access is limited to Duron Office Personnel

**Training Tracking:**

- Every Worker has the onus of maintaining and updating the mandatory training at all times. The Occupational Health & Safety Department sends notifications to Duron forces when training is about to be expired
- Review Company rules in the JHSC meeting, Superintendent meeting and the Management meeting and make changes where necessary
- Policies are reviewed annually and signed by Senior Management for approval
- Enforcement starts from the top and must be enforced consistently throughout the organization

**Documents & Records Maintained:**

- Disciplinary records are maintained on Procore and set to private so that only certain individuals may see them

**Tracking of Changes**

Details of Changes	Date Changed/Reviewed
Training Policy and Procedure	January 1, 2024



<ul style="list-style-type: none"><li>• Policies</li><li>• Procedures</li><li>• Guidelines</li></ul>	<ul style="list-style-type: none"><li>• Training Policy</li><li>• Communication Policy</li><li>• Communication Procedure</li><li>• Visitors Policy</li><li>• General Roles and Responsibilities</li><li>• Subcontractor Guidelines</li></ul>	
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## Workplace Inspection Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose
The purpose of this Procedure is to define Duron Ontario Ltd.'s process for investigations and reporting that meets Legislated requirements.

Scope
This Procedure applies to all staff who are responsible for reporting and conducting workplace inspections during operations.

Related Documentation	
<p style="text-align: center;"><b><u>Internal</u></b></p> <p>Duron Health &amp; Safety Manual</p> <ul style="list-style-type: none"> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul> <p>Site Inspection Forms</p> <p>Pre-Use Inspection Forms (Vehicles, Equipment &amp; Tools)</p> <p>Pre-Job Safety Instruction (PSI) Forms</p> <p>Confined Space Assessment Forms</p> <p>Fire Watch Inspection Forms</p> <p>JHSC, Supervisor &amp; Management Meeting Minutes</p> <p>JHSC Recommendations to Management</p> <p>Statistics Trend Analysis</p>	<p style="text-align: center;"><b><u>External</u></b></p> <p>Occupational Health &amp; Safety Act (OHSA)</p> <p>O. Reg. 213/91 – Construction Projects (made under the OHSA)</p> <p>CSA Standards</p> <p>Ministry of Labour Health &amp; Safety Awareness Training in 4 Steps for Workers and 5 Steps for Supervisors</p>

Definitions	
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<b>Workplace Inspection</b>	A periodic inspection of the general workplace conducted throughout the work shift by any of the following: Sr. Management, Project Team, Supervisors, Health & Safety, and the Client.
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It



	focuses on the relationship between the Worker, the task, the tool and the work environment.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Corrective Action</b>	Actions undertaken to resolve a Hazard, Deficiency, or Safety Concerns so that it is no longer a potential damage, harm, or adverse effect
<b>Worker</b>	An individual employed by the company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHS Act. s.28. A Worker is an individual who does not have management or supervisory responsibilities.
<b>Supervisor</b>	The person who has charge of a workplace or authority over a Worker. Additionally, they must meet the requirements outlined in OHS Act. s.27. This includes Foreperson, Supervisors and/or Superintendents.
<b>Employer</b>	A person who has charge of a workplace or authority over a Worker. Additionally, they must meet the requirements outlined in OHS Act. s.23-26. This includes Senior Managers & Constructors at Duron Ontario Ltd.

**Roles & Responsibilities**

**Senior Management:**

- Review Policy and Procedures for Workplace Inspections for approval annually; approval should be based on meeting Legislative requirements on Workplace Inspections
- Participate in the annual review of Workplace Inspection Statistic Trend Analysis
- Ensure that Inspections are completed regularly as per prescribed rates and ensure Staff compliance with Workplace Inspections Policy and Procedures
- Perform a planned inspection of workplaces at least monthly using the Site Inspection Form on Procore
- Ensure Workplace Inspections are retained in accordance with all applicable regulations and best practices
- To fulfill all duties of Employers as stated in sections 25 & 26 of the OHS Act, including that, “An Employer shall ensure that the equipment, materials and protective devices as prescribed are provided;” OHS Act, s. 25(1)(a)

**Occupational Health & Safety Department:**

- Ensure Supervisors, Health & Safety Representatives, and Management are aware of their duties for Workplace Inspections
- Ensure Supervisors, Health & Safety Representatives, and Management are familiar with Workplace Inspections Policy and Procedures and understand how to use the related tools (Procore)
- Assist in overseeing Workplace Inspections to be in accordance with Policies and reporting findings to Management
- Ensure Supervisors, Health & Safety Representatives, and Management conduct workplace Inspections and are sent to the H&S Department or is completed on Procore
- Host regular Health & Safety Meetings with Senior Management, Supervisors, JHSC, and any other relevant workplace parties to communicate results of the Workplace Inspections and review Duron’s compliance with regulations on Workplace Inspections
- Post meeting minutes following Health & Safety Meetings so that all relevant and affected workplace parties can



review the number of Workplace Inspections taking place on a regular basis, as well as to address any concerns regarding Workplace Inspections

- Review Workplace Inspections every month at a minimum to determine compliance with Workplace Inspections Policy

**Project Manager:**

- Ensure that PSI, Site Inspections, Toolbox Safety Talks are completed as required per Duron's Workplace Inspection Policy and Site Rules
- Verify corrective actions identified during inspections process are implemented as required
- Report any workplace violations to the Superintendent

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection, weekly Toolbox Safety Talk, and monthly First Aid Kit, Eye Wash Station, Fire Extinguisher Inspection
- Ensure Health & Safety Representatives/Foreperson are completing Equipment Inspections, Daily PSI, Specialized PPE Inspections, and other relevant inspections on site
- Ensure all hazards identified in the Workplace Inspections are resolved and any concerns addressed
- Provide as required inspection results to the Site JHSC Committee when applicable
- Communicate to Workers the known hazards on a job site or related to their scope of work and the corrective actions are in place/necessary
- Participate in the annual review of Workplace Inspections Policy and Procedures
- To fulfill all duties of Supervisors as stated in Section 27 of the OHS Act, including that, "A Supervisor shall ensure that a Worker works in the manner and with the protective devices, measures and procedures required by this Act and the Regulations" OHS Act, s.27(1)(a)

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program and review Duron's Health & Safety Policy Statements
- Submit a weekly Site Inspection using the assigned Site Inspection Form or as per own company's health & safety program
- Submit a daily PSI Form before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk Form to the Superintendent on duty
- Submit a Safe Job Procedure to the Superintendent prior to the start of work
- Submit all completed Pre-Use Inspections Forms of Machinery, Equipment and Tools to the Superintendent
- Submit Safe Job Procedures and Hazard Assessments for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation

**Worker Health & Safety Representative:**

- Assist/complete a weekly Site Inspection, weekly Toolbox Safety Talk, monthly First Aid Kit Inspection, Eye Wash Station, Fire Extinguisher Inspection, Pre-Use Equipment Inspections, Daily PSI, and Pre-Use Specialized PPE Inspections
- Report any actual or potential hazards to the Occupational Health & Safety Department or Supervisor(s)



- Inform the Supervisor and/or Occupational Health & Safety Department of any known hazards in the workplace
- Promote the use of controls in the workplace (ex. PPE) and report all non-conformance

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk(s) associated with any given hazard
- Report any unsafe acts or conditions (actual or potential) to the Supervisor or to the Occupational Health & Safety Department
- Participate and ensure Pre-Use Inspection Forms are completed prior to the use of any vehicle, equipment, or tool before use
- Participate in the inspection process including Site Inspections, Toolbox Safety Talks, and Daily PSI
- Make recommendations to the Worker Health & Safety Representative(s), Supervisor or Occupational Health & Safety Department on controls that can be used to improve safety in the workplace and/or report on the effectiveness of existing controls
- To fulfill all duties of Workers as stated in Section 28 of the OHS Act, including to "use or wear the equipment, protective devices or clothing that the Worker's Employer requires to be used or worn" OHS Act, s.28(1)(b)

**Procedure**



**Safety Submittals Guide for Restoration Department**

1. The Safety Department will communicate inspection results with Management and all relevant workplace parties within 2 business days.
2. The following is the list of items along with the frequencies at which they must be conducted/inspected by a Competent Person. All forms can be found on Procore Inspections under their respective departments.
3. The Health & Safety Department will review Safety Inspection Records.
4. Statistics will be reviewed in all Superintendent’s Health & Safety Meetings, JHSC Meetings, and Quarterly Management Health & Safety Meetings.
5. Ensure all hazards identified in the Workplace Inspections are resolved and any concerns addressed.

**Inspection Frequency – Superintendents/Foreperson**

<b><u>Other (submit to H&amp;S Dept.)</u></b>	<b><u>Minimum Daily</u></b>	<b><u>Minimum Weekly</u></b>	<b><u>Minimum Monthly</u></b>
<b><i>Accident Package</i></b> - given before the worker goes to the doctor	<b><i>PSI</i></b> – Before each new task	<b><i>Toolbox Safety Talk</i></b>	<b><i>First Aid Kit</i></b>
<b><i>Incident Report</i></b> – for any injury, damages, etc.	<b><i>Equipment and Tools</i></b> – before use	<b><i>Site Inspections</i></b>	<b><i>Spill Kit</i></b>
<b><i>MOL Visits</i></b> – post on Project Safety Bulletin Board	<b><i>PPE (Harness, Respirator, etc.)</i></b> – before use		<b><i>Fire Extinguisher</i></b>
<b><i>Chemical Spills Incident Report</i></b> – after any chemical spill			<b><i>Eye Wash Station</i></b>
<b><i>Subcontractor Evaluation</i></b> – After each Subcontractor completes assigned task at site			

**Inspection Frequency – Worker Health & Safety Rep. (Assist with Forms)**

<b><u>Other (send to H&amp;S Dept.)</u></b>	<b><u>Minimum Daily</u></b>	<b><u>Minimum Weekly</u></b>	<b><u>Minimum Monthly</u></b>
<b><i>Accident Package</i></b> - given before the worker goes to the doctor	<b><i>PSI</i></b> – Before each new task	<b><i>Toolbox Safety Talk</i></b>	<b><i>Site Inspection</i></b>
<b><i>Incident Report</i></b> – for any injury, damages, etc.	<b><i>Equipment and Tools</i></b> – before use		<b><i>First Aid Kit</i></b>
<b><i>Chemical Spills Incident Report</i></b> – after any chemical spill	<b><i>PPE (Harness, Respirator, etc.)</i></b> – before use		<b><i>Spill Kit</i></b>



			<i>Fire Extinguisher</i>
<b><u>Inspection Frequency – Workers</u></b>			
<b><u>Other (send to H&amp;S Dept.)</u></b>	<b><u>Minimum Daily</u></b>	<b><u>Minimum Weekly</u></b>	<b><u>Minimum Monthly</u></b>
<i>Accident Package</i> - given before the Worker goes to the doctor	<i>Equipment and Tools</i> – before use		
<i>Incident Report</i> – for any injury, damages, etc.	<i>PPE (Harness, Respirator, etc.)</i> – before use		
<i>Chemical Spills Incident Report</i> – after any chemical spill			

### Safety Submittals Guide for Waterproofing/Epoxy/Concrete Department

The following is the list of items along with the frequencies at which they must be conducted/inspected by competent person:

<b><u>Inspection Frequency – Superintendents/Foreperson</u></b>			
<b><u>Other (submit to H&amp;S Dept.)</u></b>	<b><u>Minimum Daily</u></b>	<b><u>Minimum Weekly</u></b>	<b><u>Minimum Monthly</u></b>
<i>Accident Package</i> - given before the worker goes to the doctor	PSI – Before each new task	<i>Toolbox Safety Talk</i>	<i>First Aid Kit</i>
<i>Incident Report</i> – for any injury, damages, etc.	<i>Equipment and Tools</i> – before use	<i>Site Inspection</i>	<i>Fire Extinguisher</i>
<i>MOL Visits</i> – post on Project Safety Bulletin Board	<i>PPE (Harness, Respirator, etc.)</i> – before use		
<i>Chemical Spills Incident Report</i> – after any chemical spill			

<b><u>Inspection Frequency – Worker Health &amp; Safety Rep. (Assist with Forms)</u></b>			
<b><u>Other (send to H&amp;S Dept.)</u></b>	<b><u>Minimum Daily</u></b>	<b><u>Minimum Weekly</u></b>	<b><u>Minimum Monthly</u></b>
<i>Accident Package</i> - given before the worker goes to the doctor	PSI – Before each new task	<i>Toolbox Safety Talk</i>	<i>Conduct Monthly H&amp;S Site Inspection</i>



<b>Incident Report</b> – for any injury, damages, etc.	<b>Equipment and Tools</b> – before use		<b>First Aid Kit</b>
<b>Chemical Spills Incident Report</b> – after any chemical spill	<b>PPE (Harness, Respirator, etc.)</b> – before use		<b>Spill Kit</b>
			<b>Fire Extinguisher</b>
<b>Inspection Frequency – Workers</b>			
<b>Other (send to H&amp;S Dept.)</b>	<b>Minimum Daily</b>	<b>Minimum Weekly</b>	<b>Minimum Monthly</b>
<b>Accident Package</b> - given before the worker goes to the doctor	<b>Equipment and Tools</b> – before use		
<b>Incident Report</b> – for any injury, damages, etc.	<b>PPE (Harness, Respirator, etc.)</b> – before use		
<b>Chemical Spills Incident Report</b> – after any chemical spill			

<b>Tracking of Changes</b>	
<b>Details of Changes</b>	<b>Date Changed/Reviewed</b>
Health & Safety Manual Annual Review	January 1, 2024



## Investigations & Reporting Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define the Duron Ontario Ltd. process for conducting investigations and reporting findings in compliance with Legislative requirements and Company Policy.

### Scope

This Procedure applies to all Staff including Management, Supervisors, and Workers regarding reporting any and all incidents, hazards & near misses to Health & Safety Department.

### Related Documentation

<u>Internal</u>	<u>External</u>
Duron Health & Safety Manual <ul style="list-style-type: none"> <li>Investigations &amp; Reporting Policy</li> <li>Incident Investigation Report</li> </ul> JHSC, Supervisor & Management Meeting Minutes JHSC Recommendations to Management Statistics Trend Analysis	Occupational Health & Safety Act (OHSA) O. Reg. 213/91 – Construction Projects (made under the OHSA) CSA Standards Ministry of Labour Health & Safety Awareness Training in 4 Steps for Workers and 5 Steps for Supervisors Employment Standards Act (ESA)

### Definitions

<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Incident</b>	An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illness, damage to health or fatalities.
<b>Near Miss</b>	An event that could have caused harm/damage but did not do so.
<b>First Aid</b>	A minor, non-life-threatening injury which does not require medical assistance except a qualified First Aider and a First Aid kit.
<b>Medical Aid</b>	An incident that requires treatment by a Health Care Professional.
<b>Fatality</b>	An incident that results in a death.



<b>Property Damage</b>	An incident which results in damage or destruction of assets.
<b>Critical Injury</b>	Is an injury of a serious nature that: (a) Places life in jeopardy, (b) Produces unconsciousness, (c) Results in substantial loss of blood, (d) Involves the fracture of a leg or arm but not a finger or toe, (e) Involves the amputation of a leg, arm, hand, or foot but not a finger or toe, (f) Consists of burns to a major portion of the body, or (g) Causes the loss of sight in an eye.

**Roles & Responsibilities**

**Senior Management:**

- Participate in the annual review of Investigations & Reporting Policy & Procedures and apply changes to the Health & Safety Manual as required
- Ensure that all Managers, Supervisors, and Worker’s report any and all incidents and near misses in a timely manner
- Ensure that all Managers, Supervisors, and Workers conduct an investigation in a timely manner
- Review all workplace critical injuries, fatalities and incidents as required by Legislation
- Ensure that a Critical Incident is reported to the Ministry of Labour as soon as it is reasonably possible and provide a written notification to the Ministry of Labour within 48 hours
- To fulfill all duties of Employers as stated in sections 25 & 26 of the OHSA, including that, “An Employer shall ensure that...the equipment, materials and protective devices as prescribed are provided;” OHSA, s. 25(1)(a)

**Occupational Health & Safety Department:**

- Communicate the Investigations and Reporting Policy and Procedures to the Senior Management, Supervisors, and Workers and ensure that they are aware of our Policies and Procedures and understand their responsibilities
- Develop and Maintain Incident Investigation Forms
- Participate and/or conduct investigations on any incidents including near misses
- Participate and/or take action to mitigate any additional consequences of the incident
- Participate and/or investigate the root cause of the incident including any OHSA deficiencies
- Participate and/or develop corrective actions and make recommendation for corrective and preventative actions to Management and Supervisors
- Communicate Corrective Actions and Preventative Actions in the form of Incident Investigation, Meeting Minutes, Company wide Memos and Emails, to all relevant and interested parties and Staff
- Provide Senior Management with timely updates on near misses and incidents on Duron’s workplaces
- Conduct annual review of incidents and near misses for reoccurrence of similar incidents and near misses
- Evaluate the effectiveness of corrective actions and preventative actions and make further recommendations as necessary
- Maintain Procure for maintaining records of Incidents reporting and investigation results
- Follow all Applicable Regulations regarding incidents and investigations including providing a written notice in the event of a critical injury in accordance with Regulation 213/91 – Construction Projects Section 8

**Project Manager:**

- Report any Incidents and Near Misses to the Health & Safety Department and Site Supervisor
- Take Action to mitigate any additional consequences of the incident
- Verify that Workers are reporting all accidents, incidents, and near misses immediately
- Verify that corrective action is being implemented and communicated as required
- Assist in the incident investigation and assist in the development of corrective actions and recommendations

**Superintendent & Foreperson:**

- Complete a weekly Site Inspection to proactively assess hazards in the workplace and determine if controls are effective in mitigating the risks involved in the scope of work
- Inform all Workers and ensure that all Incidents and Near Misses are reported when they occur
- Report and Critical Injury, Fatalities, and Incidents to Senior Management and Health & Safety Immediately
- Take Action to mitigate any additional consequences of the incident
- Secure all incident scenes as required by Legislation
- Conduct an Incident Investigation and assist in the development of corrective actions and recommendations
- Address and implement any corrective and preventative actions in a timely manner
- Communicate to Workers any corrective and preventative actions to interested parties
- Ensure that a daily PSI Form is completed prior to the commencement of tasks
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation
- To fulfill all duties of Supervisors as stated in Section 27 of the OHS Act, including that, "A Supervisor shall ensure that a Worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations" OHS Act, s.27(1)(a)

**Subcontractor Foreperson & Workers:**

- Participate in the Site-Specific Safety Orientation program and review Duron's Health & Safety Policy Statements
- Submit all completed documentation/inspections and Pre-Use Inspections forms for machinery, equipment, and tools to the Superintendent on duty
- Take Action to mitigate any additional consequences of the incident and secure the site as required by legislation
- Report and Critical Injury, Fatalities, and Incidents to Supervisor Immediately
- Report as required all Incidents/Near misses to the site Superintendent/Supervisor
- Submit Safe Job Procedures and Hazard Assessments for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks
- Report any and all incidents to Duron Superintendent including Near Misses
- Assist in the Investigation of Incidents involving their workers and determine and implement corrective and preventative actions including communicating the investigation results.

**Worker Health & Safety Representative:**

- Make recommendations to Management during the quarterly JHSC meeting on corrective and preventative actions





- Take Action to mitigate any additional consequences of the incident
- Report and Critical Injury, Fatalities, and Incidents to Supervisor Immediately
- Report any actual or potential incidents to the Occupational Health & Safety Department or Supervisor(s)
- Communicate investigation results and communicate corrective and preventative actions
- Assist the Supervisor in completing weekly Toolbox Talks, Site Investigations, PSI, equipment Inspections and monthly inspections

**Worker:**

- Be familiar with and follow all of Duron Ontario Ltd.’s Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard
- Make recommendations to Management during the quarterly JHSC meeting on corrective and preventative actions
- Report and Critical Injury, Fatalities, and Incidents to Supervisor Immediately
- Take Action to mitigate any additional consequences of the incident and secure the area as required by legislation
- Participate as required in any Incident Investigation Process
- Report any actual or potential incidents to the Supervisor(s) and/or Occupational Health & Safety Department
- Follow any corrective and preventative actions
- Use or wear all equipment, protective devices or clothing as required and in accordance with the Manufacturer’s instructions
- Ensure Pre-Use Inspection forms are completed prior to the use of any vehicle, equipment, or tool
- Make recommendations to the Worker Health & Safety Representative(s), Supervisor or Occupational Health & Safety Department on controls that can be used to improve safety in the workplace and/or report on the effectiveness of existing controls
- To fulfill all duties of Workers as stated in section 28 of the OHSa, including to “use or wear the equipment, protective devices or clothing that the Worker’s Employer requires to be used or worn” OHSa, s.28(1)(b)

**Procedure**

This is a general guideline. Any Incidents or Near Misses that occur must be reported Immediately to the Site Supervisor and to the Health & Safety Department. The Health & Safety Department shall provide training to Superintendents to ensure their competent to conduct investigations in accordance with Legislation and Duron’s Procedure. Supervisors shall review the incident with the Health & Safety Department to determine the root cause and corrective action(s). Refer to the chart below for reporting various incidents and near misses. Forms can be found on Procure.

Report To:	Incidents/Near Miss Events							
	Near Miss	First Aid	Medical Aid	Spill Incident	Property Damage	Major Incident	Critical Injury	Fatality
Supervisor	Immediately	Immediately	Immediately	Immediately	Immediately	Immediately	Immediately	Immediately
Health & Safety Department	-	-	Immediately	Immediately	Immediately	Immediately	Immediately	Immediately
Senior Management	-	-	-	-	-	Immediately	Immediately	Immediately
Worker Safety and Insurance Board (WSIB)	-	-	Report within three days	-	-	-	-	-
Ministry of Labour (MOL)	-	-	-	-	-	Immediately, Written report within 48 hours	Immediately, Written report within 48 hours	Immediately, Written report within 48 hours



Ministry of Environment, Conservation and Parks (MECP)	-	-	-	Immediately if spill is over 100L	-	Immediately for Environmental Incidents only	-	-
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**The Ministry of Labour (MOL) Must be Contacted Immediately if:**

1. A critical or fatal injury (under the Critical injury regulation) occurs. The constructor and the employer shall notify an Inspector and the JHSC, Worker Health & Safety Representative and trade Union, immediately of the occurrence by telephone or other direct means. A written investigation report must be completed and sent within 48-hours by the Health and Safety Manager or designate;
2. Fire and Explosion occurs (immediately if it results in an injury).

**Critical Injury Response:**

All Critical Injuries are to be reported to the Superintendent, Health & Safety Manager, Senior Management and to the Ministry of Labour immediately. It is the responsibility of the qualified First Aider to apply treatment as required. The Site Superintendent is to provide transportation to the hospital using taxi or ambulance service, investigate the incident, inform Health & Safety Department and Senior Management, and comply with the Ministry of Labour report process. A copy of the Incident Investigation must be made available to the Ministry of Labour within 48 hours of the incident occurring. Steps used in Critical Injury Response

1. Notify the Site Superintendent.
2. Qualified First Aider applies treatment as required.
3. Secure the area.
4. Transport the injured person to a medical centre through the most appropriate means such as ambulance, taxi, or a designated member of Duron.
5. Contact the Ministry of Labour, inform of the Critical Injury; It is the responsibility of the Site Superintendent to contact the Ministry of Labour.
6. Perform investigation; Provide a Critical Injury Incidents Report to the Ministry of Labour within 48 hours after occurrence.
7. Health & Safety Department will work with the Worker to determine a Return-to-Work Schedule.
8. Develop and Implement Corrective action and communicate to workplace using the Toolbox Safety Talk Form.
9. The injured Worker is to complete the Functional Abilities Form with their Doctor after each medical appointment and while on Modified Duties. A copy of the FAF must be submitted to the site Superintendent and Safety Department.
10. Health & Safety Department will work with the Worker on providing modified duties as necessary based on the Worker, Functional Abilities Form and/or Form 8. WSIB to be informed within 3 days.
11. The Injured Worker and Supervisor to complete Return to Regular Duty Form and to submit a copy to the Safety Department.

**Fatality Response:**

All fatalities result in loss of life. Fatalities are to be reported to the site Superintendent. The Superintendent must notify

the Health & Safety Manager, Sr. Management and Ministry of Labour immediately. A copy of the Incident Investigation Form must be made available to the Ministry of Labour within 48-hours of the incident occurring. It is the responsibility of the site Superintendent to secure the scene, complete the Accident Package and comply with the Ministry of Labour report process. Steps used in the Fatality Response:

1. Notify the Site Superintendent.
2. Secure the area, perform investigation.
3. Contact the Ministry of Labour, inform of the Fatality; It is the responsibility of the Site Superintendent to contact the Ministry of Labour.
4. Perform investigation; Provide a Incident Investigation Form to the Ministry of Labour within 48 hours after occurrence.
5. Develop and implement corrective action(s) and communicate to the workplace using the Toolbox Safety Talk Form.
6. Provide counselling and any other services necessary after the traumatic event.

#### **Incidents Involving Chemical Spills**

1. Notify the Site Superintendent. The Site Superintendent is to assess and is to call or designate a Worker to call Ministry of Environment, Conservation, and Parks (MECP) Spills Action Centre at 416-325-4000 if the spill is reportable per O.Reg. 675/98 (Generally, report spills if over 100 L or spills into bodies of water).
2. Refer to the SDS of the spilled product to determine control measures (such as specialized PPE).
3. Obtain Site Spill Kit and secure the area if it is safe to do so, to prevent the spill from spreading. Clean up the spill with the Spill Kit if it is safe to do so.
4. If the spill is too large to be contained or hazardous, worker to secure the spill area using Danger tape with signage. Inform Workers in the area of the spill. Use any PPE as required from SDS. Site Superintendent to contact specialists, in conjunction with MECP to clean up the spill.
5. The Site Superintendent to assist the MECP and any authorities towards the resolution of the spill.
6. Release the scene once it is safe to do so and record the incident using the Incident Investigation Forms.

#### **The Workplace Safety and Insurance Board (WSIB) Must be Contacted if:**

1. Lost time, health care, modified work required as a result of first aid and only extending beyond seven (7) days.
2. Any material changes as referred under the early and safe return to work within five (5) days of being advised.

3. Form 7 must be completed within three (3) days of being advised of the injury and submitted to the WSIB via fax or by online portal by the Health & Safety Department with a copy provided to the injured/ill Worker.

#### First Aid/Medical Aid Response:

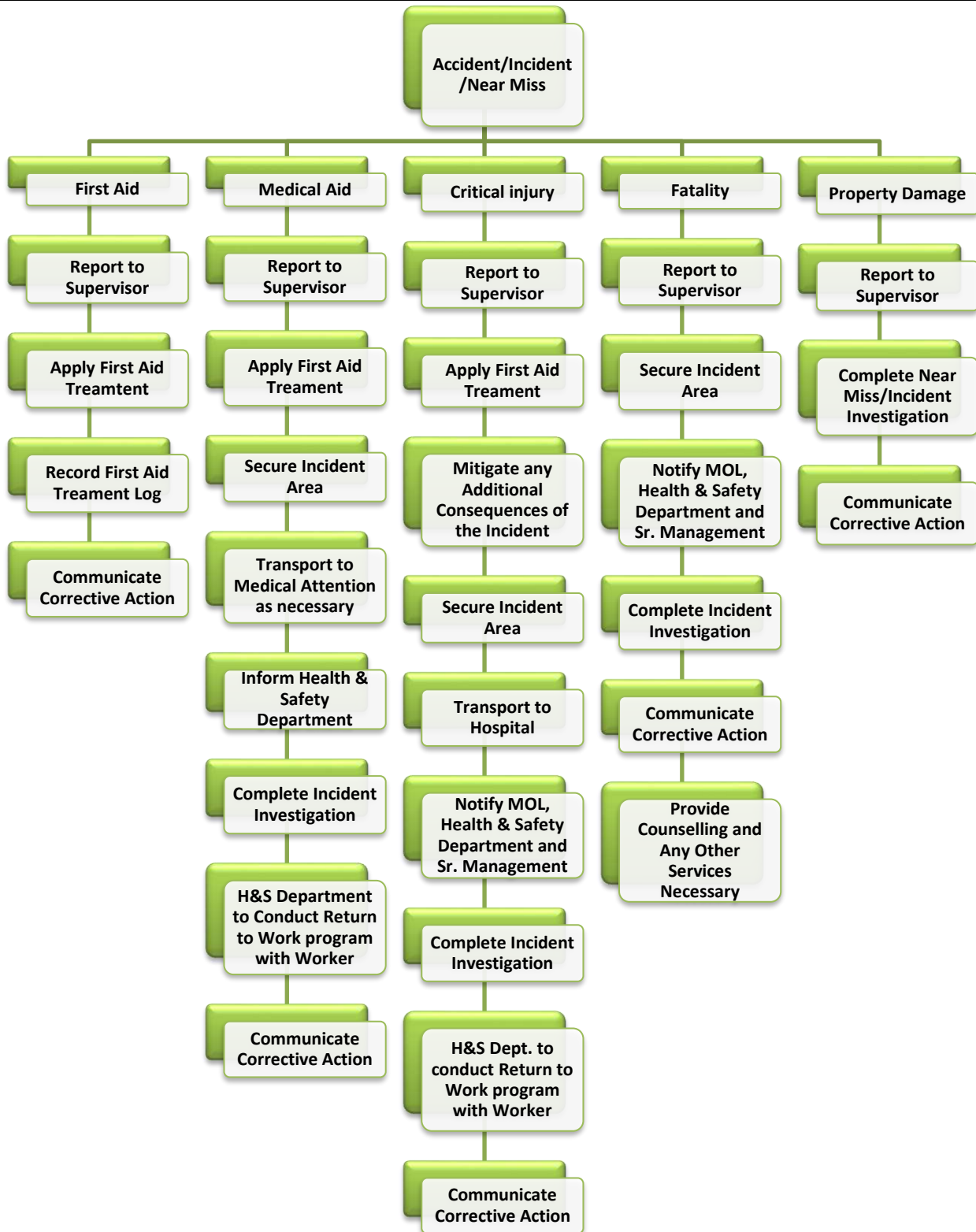
All First Aid and Medical Aid injuries are to be reported to the site Superintendent immediately. It is the responsibility of the qualified First Aider to apply treatment as required. The site Superintendent is to provide transportation to the hospital using a Company vehicle, taxi, or ambulance service, investigate the incident and inform the Health & Safety Department as necessary.

1. Notify the site Superintendent.
2. In the event of a First Aid, Medical Aid event, site Supervisor and/or trained First Aiders are to administer First Aid as needed and/or seek medical attention as needed after an incident. Record a First Aid Treatment Log and Incident Report Form within 24 hours of the injury.
3. Site Supervisor to work in conjunction with Workers and other interested parties including Health & Safety Department to conduct an investigation for the incident.
4. Health & Safety Department will work with the Worker on providing modified duties as necessary based on the Worker, Functional Abilities Form and/or Form 8. WSIB to be informed within 3 days of the incident.
5. Develop and implement corrective action and communicate to the workplace using the Toolbox Safety Talk Form.

#### Incident Investigation Procedure:

1. **Investigate** – take pictures, collect timelines, witness statements and as much information as possible.
2. **Take Immediate Corrective Action** – if it's a near miss or accident, the first step would be to prevent further damage. If its an incident, that means seeking medical attention for the Worker involved, turning off machines, and implementing any protocols associated with the incident type from Duron's Site-Specific Safety Plan.
3. **Record the Hazard** – fill out the Incident Investigation Form on Procore.
4. **Collect Data (Factors) for Extended Root Cause Analysis (If Applicable)** – focus on contributing, classifying, and sorting factors. These may be internal and external and may be data related to: Methods, Materials, Maintenance, Management, People, Surroundings and Skills.
5. **Find Root Cause** – there is often more than one root cause, take all aspects into consideration before devising a corrective action.
6. **Corrective Action** – following the hierarchy of controls, select the best control to eliminate or mitigate the hazard from reoccurring.
7. **Evaluate Success** - follow up on the control(s) that were put into place to measure the effectiveness.

#### Incident/Near Miss Flow Chart:





Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Health & Safety Manual Annual Review <ul style="list-style-type: none"><li>• Policies</li><li>• Procedures</li><li>• Incident Investigations</li><li>• Investigations and Reporting Policy</li><li>• Investigations and Reporting Procedure</li></ul>	January 1, 2024



## Legislation & Other Requirements Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to define the Duron Ontario Ltd. requirements for compliance with all applicable Legislation and other requirements.

### Scope

This Procedure applies to Duron Ontario Ltd. and all workplace parties to operate in compliance with all applicable Legislation and other requirements and operate as part of the Internal Responsibility System (IRS), in which all Duron personnel are expected to demonstrate due diligence in complying with their responsibilities under the OHS and Regulations.

### Related Documentation

<u>Internal</u>	<u>External</u>
Duron Health & Safety Manual <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> </ul> COR Internal Audit Project Safety Bulletin Board	Occupational Health & Safety Act (OHS) O. Reg. 213/91 – Construction Projects (made under the OHS) R.R.O. 1990, Reg. 851 Industrial Establishments Environmental Protection Act. R.S.O 1990, c. E.19 Employment Standards Act. 2000, S.O. 2000, c. 41 R.R.O. 1990, Reg. 860: Workplace Hazardous Materials Information System (WHMIS) Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 CSA Standards Ministry of Labour Health & Safety Awareness Training in 4 Steps for Workers and 5 Steps for Supervisors Employment Standards Act (ESA)

### Definitions

<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It focuses on the relationship between the worker, the task, the tool and the work environment.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
	A hazard is any source of potential damage, harm, or adverse health effects on something or



<b>Hazard</b>	someone.
<b>Control</b>	A means of limiting or regulating something, specifically limiting the risk involved in a hazard.
<b>Green Book</b>	Complete and current Ontario Occupational Health and Safety Act (OHSA) in the form of a small Green Book.

**Roles & Responsibilities**

**Senior Management:**

- Participate in the annual review of Legislation & Other Requirements Policy and Procedures
- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other legislation and requirements
- Ensure the Company and all Employees act in accordance with all applicable Legislations and Regulations
- Ensure all Subcontractors follow and act in accordance with all applicable Legislations and Regulations
- Ensure all Superintendents and the Health & Safety Department keeps abreast of any applicable Legislations, Regulations, Standards, and other requirements and update the Health & Safety Manual, Policies and Procedures
- Inspect project sites and Project Safety Bulletin Board to ensure all relevant Legislation is posted and/or available
- Ensure Procure and servers to maintain records of inspections, evaluations and other compliance to Legislation and other requirements
- To fulfill all duties of Employers as stated in sections 25 & 26 of the OHSA, including that, “An Employer shall ensure that the equipment, materials and protective devices as prescribed are provided;” OHSA, s. 25(1)(a)

**Occupational Health & Safety Department:**

- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation and Requirements
- Follow and track any changes to all applicable Legislations, Regulations, and other requirements
- Ensure the Health & Safety Manual, along with Policies and Procedures, are in compliance with any and all applicable Legislation, Regulations, and other requirements
- Provide updated copies of the OHSA to all job sites and ensure they are posted and visible on the Project Safety Bulletin Boards
- Inspect project sites and Project Safety Bulletin Board to ensure all relevant Legislation is posted and/or available
- Annually revise and update Legislation & Other Requirements Policy and Procedures
- Develop rules and ensure current rules are in compliance with any and all applicable Legislation, Regulations, and other requirements
- Maintain Procure for maintaining records of Inspections, Evaluations and other compliance to legislation and other requirements
- Evaluate compliance to Legislation annually through inspections, evaluations, and statistics
- Inform Management of the evaluation at the year-end, Quarter 4 - Management Safety Meeting

**Project Manager:**



- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation requirements
- Verify that all Legislative requirements are current and available on the Project Safety Bulletin Board
- Verify that all Workers have been trained on rights and responsibility at the workplace
- Report any and all workplace violations to the site Superintendent
- Ensure projects are in compliance with all applicable Legislations, Regulations and other requirements

**Superintendent & Foreperson:**

- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation requirements
- Ensure the site and project are in compliance with all applicable Legislations, Regulations and other requirements
- Participate in the annual review of Legislation & Other Requirements Policy and Procedures
- Ensure all Subcontractors work in compliance with all applicable Legislations, Regulations, and other requirements
- Ensure all Workers work in compliance with all applicable Legislations, Regulations, and other requirements
- Ensure the Project Safety Bulletin Board is current and up to date with all necessary documentation and Legislative requirements and is placed in a visible location
- Ensure that a daily PSI Form is completed prior to the commencement of tasks
- Ensure that a weekly Toolbox Safety Talk Form as per Workplace Inspection Policy and related Procedure
- Ensure that Pre-Use Inspections Forms of Machinery, Equipment and Tools are completed prior to their use
- Ensure Safe Job Procedures and Hazard Assessments are available for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks
- To fulfill all duties of Supervisors as stated in Section 27 of the OHSA, including that, “A Supervisor shall ensure that a Worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations” OHSA, s.27(1)(a)

**Subcontractor Foreperson & Workers:**

- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation requirements
- Ensure their Workers work in compliance with all applicable Legislations, Regulations, and other requirements
- Ensure Workers complete any and all inspections required by all applicable Legislations, Regulations and other requirements
- Submit a daily PSI to the Superintendent
- Submit a weekly Toolbox Safety Talk Form to the Superintendent
- Submit a Safe Job Procedure to the Site Superintendent prior to the start of work
- Submit all completed Pre-Use Inspections Forms of Machinery, Equipment and Tools to the Superintendent
- Submit Safe Job Procedures and Hazard Assessments for all tasks involved in the scope of work – this must



include controls to be used to mitigate the risks

**Worker Health & Safety Representative:**

- Make recommendations to Management during the quarterly JHSC Meeting on controls that can be used to mitigate risks and report on the effectiveness of current controls
- Be familiar with and any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations
- Report any actual or potential hazards to the Occupational Health & Safety Department or Supervisor(s)
- Complete a weekly Site Inspection
- Complete a weekly Toolbox Safety Talk
- Assists Supervisors in completing PSI Forms
- Inform the Supervisor and/or Occupational Health & Safety Department of any known hazards in the workplace for which new or better controls should be implemented
- Promote the use of controls in the workplace (ex. PPE) and report all non-conformance

**Worker:**

- Be familiar with and any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations
- Be familiar with and follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard
- Report any unsafe acts or conditions (actual or potential) to the Supervisor on duty or to the Occupational Health & Safety Department
- Use or wear all equipment, protective devices or clothing as required and in accordance with the Manufacturer's instructions
- Ensure Pre-Use Inspection Forms are completed prior to the use of any vehicle, equipment, or tool
- Make recommendations to the Worker Health & Safety Representative(s), Supervisor or Occupational Health & Safety Department on controls that can be used to improve safety in the workplace and/or report on the effectiveness of existing controls
- To fulfill all duties of Workers as stated in section 28 of the OHSA, including to "use or wear the equipment, protective devices or clothing that the Worker's Employer requires to be used or worn" OHSA, s.28(1)(b)

**Procedure**

1. The Occupational Health & Safety Department, in conjunction with Superintendents and Management will determine the list of Legislations and other requirements required for Duron Ontario Ltd.
2. The Occupational Health & Safety Department will review the Ontario Ministry of Labour website, along with news articles, trade communications, IHSA, WSIB and any other outlets to review any changes to the Legislations, Regulations, Standards, and other requirements.
3. Upon hire, new Employees will receive General Safety Orientation by the Health & Safety Department to ensure they have all applicable training tickets, are familiar with applicable Rights and Legislations, Duron's Policies and Procedures, and other training as listed on our General Safety Orientation Program.
4. The Occupational Health & Safety Department will update any Inspections and Policies and other documents.
5. The updated Inspections, Policies, and other documents will be communicated to all Workers, Supervisors, Management, and other relevant parties.
6. Superintendents and Foreperson will ensure that any updated documentation and changes to Legislation and



- other requirements are clearly communicated on site and ensure compliance to the updates.
7. Superintendents and Foreperson will update the Project Safety Bulletin Board to reflect the updated documentation and changes to Legislation and other requirements. The minimum is as follows:
    - i. WSIB Form 82, “In Case of Injury at Work”
    - ii. Prevention Post, “Health & Safety at Work”
    - iii. Emergency Response Site Safety Plan
    - iv. Health & Safety Policy Statement
    - v. Violence & Harassment Policy Statement
    - vi. Environmental Policy Statement
    - vii. First Aid Regulations Form 1101
    - viii. Ontario Occupational Health & Safety Act (OHSA)
    - ix. JHSC Meeting Minutes (as required)
    - x. Ministry of Labour Inspections (as required)
    - xi. SDS Binder
    - xii. Notice of Project
  8. Superintendents and Foreperson will ensure that all inspections required as per Legislation and other requirements are completed regularly as prescribed.
  9. Site Supervisor and Health & Safety Department is responsible to ensure that the site has access to the following:
    - i. Fully stocked First Aid Kit
    - ii. Portable Eyewash Station
    - iii. Spill Kit
    - iv. Adequate supply of potable water
  10. The Occupational Health & Safety Department will manage Procore to record and maintain inspections required as per Legislation and other requirements.
  11. The Occupational Health & Safety Department will regularly present Inspections, Evaluations and other compliance to Legislation and other requirements in the Monthly Superintendent Safety Meeting, Quarterly JHSC Meeting, and Quarterly Management Safety Meeting.
  12. The Occupational Health & Safety Department will compile and evaluate the compliance of Legislation at year’s end and develop plans for improvement for the coming year.

Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Health & Safety Manual Annual Review <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul>	January 1, 2024



## Management Review and Management of Change Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

Purpose	
The purpose of this Procedure is to define Duron Ontario Ltd.'s requirement for Senior Management to review the effectiveness of the OHSMS at regularly planned intervals.	
Scope	
This Procedure applies to all reviews required for Senior Management over OHSMS including Senior Management's role in identifying OHS objectives and aid in the development of action plans for continual improvement of the OHSMS.	
Related Documentation	
<p style="text-align: center;"><b><u>Internal</u></b></p> <p>Duron Health &amp; Safety Manual</p> <ul style="list-style-type: none"> <li>• Safe Job Procedures</li> <li>• Safe Work Practices</li> <li>• Workplace Hazard Assessments</li> <li>• List of Critical Tasks</li> <li>• Emergency Response Formal Hazard Assessment</li> </ul> <p>Site Inspection Forms            Pre-Use Inspection Forms (Vehicles, Equipment &amp; Tools)            Pre-Job Safety Instruction (PSI) Forms            Duron Ontario Policies &amp; Procedures            Annual Goals &amp; Objectives            JHSC, Superintendent &amp; Management Meeting Minutes            JHSC Recommendations to Management            Statistics Trend Analysis            Internal COR Audit</p>	<p style="text-align: center;"><b><u>External</u></b></p> <p>Occupational Health &amp; Safety Act (OHSA)            O. Reg. 213/91 – Construction Projects (made under the OHSA)            CSA Standards            Ministry of Labour Health &amp; Safety Awareness Training in 4 Steps for Workers and 5 Steps for Supervisors            Employment Standards Act (ESA)            External COR Audit</p>
Definitions	
<b>PSI</b>	Pre-Job Safety Instruction; a written technique that focuses on job tasks as a way to identify hazards before they occur, and identify controls that will be used to mitigate the risks. It focuses on the relationship between the worker, the task, the tool, and the work environment.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.



<b>OHSMS</b>	Occupational Health & Safety Management System.
<b>Control</b>	A means of limiting or regulating something, specifically limiting the risk involved in a hazard.

**Roles & Responsibilities**

**Senior Management:**

- Evaluate the effectiveness of all elements in the OHSMS
- Review and provide inputs in the status of actions from previous Management Safety Meeting and Reviews
- Review and provide inputs in the results of internal audits, including COR™ Internal and External Audits
- Evaluate and provide inputs into compliance with legal requirements
- Review and provide inputs into the results of participation and consultant with Employees/Health and Safety Representatives/ Joint Health and Safety Committee Members
- Review and provide inputs on communication from external parties
- Review and provide inputs on OHS Performance of Duron Ontario Ltd.
- Evaluate the extent to which OHS objectives have been met in the Quarterly Management Safety Meeting
- Review status of incidents investigations, trends, identified, implementation of corrective actions, implementation of preventative actions and status of actions taken
- Review changing circumstances related to OHS such as developments in legal requirements or technology
- Review and provide inputs on identified barriers to Worker participation in OHSMS
- Review and provide recommendations for improvements
- To fulfill all duties of Employers as stated in sections 25 & 26 of the OHSA, including that, “An Employer shall ensure that the equipment, materials and protective devices as prescribed are provided;” OHSA, s. 25(1)(a)

**Occupational Health & Safety Department:**

- Develop and update OHS Policy and submit for Management review
- Develop measurable OHS objectives and submit for Management review
- Develop Action plan to achieve objectives and submit for Management review
- Develop required resources and submit for Management review
- Revise any other elements of the OHSMS as appropriate and submit for Management review
- Remove barriers to Worker participation in the OHSMS and submit for Management review
- Communicate objectives and action plans to all Employees through Company Memos, Newsletter, Website, email, and other distribution channels
- Develop and maintain Meeting Minutes for all Management Safety Meetings
- Maintain all records on the Company Drive and on Procore, disseminate Meeting Minutes after each meeting

**Project Manager:**

- Understand and apply any changes approved by Senior Management

**Superintendent & Foreperson:**

- Understand and apply any changes approved by Senior Management
- Communicate to Workers changes approved by Senior Management
- To fulfill all duties of Supervisors as stated in Section 27 of the OHSA, including that, “A Supervisor shall ensure that a Worker works in the manner and with the protective devices, measures and procedures



required by this Act and the regulations” OHS, s.27(1)(a)

- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation

**Subcontractor Foreperson & Workers:**

- Understand and apply any changes approved by Duron Senior Management on Duron sites
- Communicate to Workers the above changes on Duron sites

**Worker Health & Safety Representative:**

- Understand and apply any changes approved by Senior Management
- Communicate to Workers changes approved by Senior Management

**Worker:**

- Follow changes instructed by Duron Senior Management and Superintendent on site
- To fulfill all duties of Workers as stated in section 28 of the OHS, including to “use or wear the equipment, protective devices or clothing that the Worker’s Employer requires to be used or worn” OHS, s.28(1)(b)

**Procedure**

**Management Safety Meetings:**

This is a general guideline for Quarterly Management Safety Meetings. All major reviews will be undertaken during the Management Safety Meetings in which all the topics will be covered.

1. The Health & Safety Department will plan and organize Quarterly Management Safety Meetings and ensure that all topics are covered through out the year in these meetings. In the event that a change occurs, the topic that requires change will be brought forth during following meetings in addition to the annual scheduled topics.
2. **Quarter 1:**
  - i. Annual Safe Job Procedure Review
  - ii. Annual Safe Work Practice Review
  - iii. Annual Hazard Assessment Review
  - iv. Annual Controls Review
  - v. Annual Review of Critical Task List
  - vi. Annual Goals & Objectives – Review & Development
  - vii. Quarterly Review of Incidents & Near Misses
3. **Quarter 2:**
  - i. Review of Company Rules
  - ii. Worker Mandatory Training Review
  - iii. Communication from External Parties Review
  - iv. On-Boarding Orientation Training Review
  - v. Quarterly Review of Incidents & Near Misses
4. **Quarter 3:**
  - i. Review Of All OHS Policies
  - ii. Review Of All OHS Procedures
  - iii. Review Of Company’s Overall Compliance with Legislation & Other Requirements
  - iv. Preventative Maintenance List – Progress Check
  - v. Quarterly Review of Incidents & Near Misses



**5. Quarter 4:**

- i.** Review of Health & Safety Manual
- ii.** Review of AODA Multi-Year Accessibility Plan – Progress Check
- iii.** Review of Company’s Overall OHS Performance for the Year
- iv.** Review of Identified Barriers to Worker Participation in OHSMS
- v.** Review of Changing Circumstances Related to OHS
- vi.** Analysis of Trends and Incident Records for the Year – Corrective Action Effectiveness
- vii.** COR Audit
- viii.** Contractor Check Certification

**External Communication:**

- 1.** When communication from external parties is received, the communication will be distributed to Senior Management through the use of Memos and in the Quarterly Meetings.
- 2.** Provide recommendations for improvements from the Annual Shareholder’s Meeting and Quarterly Management Health & Safety Meetings.
- 3.** After every JHSC Meeting, H&S Department to send meeting minutes and recommendations to Management by email. Also, post the meeting minutes on the Safety Board and on Procore.
- 4.** After every Superintendent H&S Meeting and Management H&S Meeting, H&S Department to send meeting minutes to Management by email. Also, post the meeting minutes on the Project Safety Bulletin Board and on Procore.

**Management of Change:**

- 1.** When change occurs in the OHSMS, Management of Change ensures that hazards are identified, assessed, control and training is provided to staff and more. This takes place during the Annual Shareholder’s Meeting and in the Quarterly Management Safety Meetings on a change-by-change basis.
- 2.** Management of Change is required in the following situations but are not limited to:
  - a. Change in legal requirements
  - b. Significant changes in work processes, control measures, equipment, organization, work location
  - c. Introduction of new products, processes, or services
  - d. Introduction of new developments in OHS knowledge or technology
- 3.** These Changes will be vetted through Duron’s Hazard Assessment, Analysis and Control Policy and Procedure as well as Controls Policy and Procedures to determine the Change.
- 4.** Health & Safety Department will review all Changes relevant and will provide and disseminate information regarding the changes to all relevant workplace parties within 72 hours upon receipt where appropriate and relevant.
- 5.** Health & Safety Department will conduct training for all Changes relevant within a reasonable time frame to ensure all relevant workplace parties are trained to apply Changes in Step 2 of Management of Change.

Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Health & Safety Manual annual review <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> </ul>	January 1, 2024



<ul style="list-style-type: none"><li>• Safe Job Procedures</li><li>• Safe Work Practices</li><li>• Workplace Hazard Assessments</li><li>• List of Critical Tasks</li><li>• Emergency Response Formal Hazard Assessment</li></ul>	
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## Emergency Preparedness Procedure

<b>Date of Issue:</b> April 25, 2020	<b>Review Date:</b> Annually - December
<b>Written By:</b> Alex Petrozzi	<b>Date:</b> April 15, 2020
<b>Reviewed By:</b> Alex Petrozzi	<b>Date:</b> December 9, 2022
<b>Approved By:</b> Chris Economou	<b>Date:</b> January 1, 2024

### Purpose

The purpose of this Procedure is to ensure the Company is ably prepared to manage any potential emergency situations which may arise.

### Scope

This Procedure applies to all Duron Ontario Ltd.'s job sites.

### Related Necessary Documentation

<u>Internal</u>	<u>External</u>
Duron Health & Safety Manual <ul style="list-style-type: none"> <li>• Emergency Preparedness Policy</li> <li>• Duron Head Office Receptionist Emergency Response – Safe Job Procedure</li> <li>• Emergency Response Formal Hazard Assessment</li> <li>• Emergency Response Plans               <ol style="list-style-type: none"> <li>I. Cyber Security Response Plan</li> <li>II. General Security Rules</li> <li>III. Emergency Response Plan – Catastrophic Incident – Office</li> <li>IV. General Emergency Rules</li> <li>V. Emergency Response Plan – Major Incident – Head Office</li> <li>VI. Emergency Procedures – Vehicular Incident - Fatality</li> </ol> </li> </ul>	Occupational Health & Safety Act (OHSA) Local Emergency Services Government of Ontario Ministry of Environment, Conservation and Parks (MECP) Ministry of Labour (MOL) Ministry of Health and Long-Term Care WSIB Infrastructure Health & Safety Association (IHSA)

### Definitions

<b>OHSA</b>	Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended.
<b>WSIB</b>	Workplace Safety and Insurance Board.
<b>Risk</b>	Is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.
<b>Hazard</b>	A hazard is any source of potential damage, harm, or adverse health effects on something or someone.
<b>Emergency Response Plan</b>	A plan that includes possible emergencies, consequences, required actions, procedures, and resources available including contact information.

### Roles & Responsibilities

**Senior Management:**

- Review the Emergency Preparedness Policy and Emergency Preparedness Procedure annually and apply changes or amendments to the Policy & Procedure as required
- Attend Emergency Drills as it occurs
- Provide input to Emergency Response Plans
- Provide resources needed to implement Emergency Response Plans
- Enforce the Emergency Preparedness Policy and Procedure

**Occupational Health & Safety Department:**

- Annually review the Emergency Preparedness Policy and Emergency Preparedness Procedure and apply changes or amendments to the Policy & Procedure as required during the Management, Supervisor and JHSC Meetings and update as necessary
- Annually review Emergency Procedures and Response Plans
- Develop any additional Emergency Procedures and Response Plans as needed based on Hazard Assessments and needs to prevent and minimize injury or occupational illness
- Identify potential emergency situations linked to completed hazard assessments
- Document response plans including roles and responsibilities of relevant Employees during emergencies
- Input to Response Plans from relevant interested parties
- Conduct office orientation including emergency response plans
- Test Emergency Response Plans through drills and ensure records of testing and corrective actions are maintained in accordance with Duron's Document and Record Control Policy

**Project Manager:**

- Ensure Site Rules are posted on the Project Safety Bulletin Board and address the Site-Specific Emergency Plan requirements at the workplace
- Provide input to Emergency Response Plans
- Participate in Emergency Response Drills

**Superintendent & Foreperson:**

- Annually review Site Specific Emergency Procedures and Response Plans
- Identify potential emergency situations linked to completed hazard assessments and daily PSI Inspections
- Document response plans including roles and responsibilities of relevant Employees during emergencies
- Identify resources needed to implement the Emergency Response Plans
- Ensure site rules are posted on the Project Safety Bulletin Board and address Site Specific Emergency Plans at the workplace
- Provide input to Emergency Response Plans
- Ensure site has Emergency Equipment in place in a well-marked location and ensure they're regularly inspected and maintained
- Follow and enforce all Site-Specific Emergency Plans, Duron Health & Safety Policies, and Duron Emergency Plans to prevent or minimize injury or occupational illness for identified emergency situations
- Ensure site meets all First Aid requirement that includes first aid station, facilities, and supplies; qualified first aiders are present on site with valid tickets; and provision to transport injured Workers to medical facility through Supervisor's vehicle, taxi, or emergency services
- Ensure appropriate emergency communication system in the form of air horn, megaphone, or smart phone devices



- Conduct Site Specific Safety Orientation including Site Specific Emergency Response Plans to all entering site including Employees, Workers, Visitors and Contractors including training specific roles
- Communicate relevant information to all involved including Workers, Visitors, Contractors, Emergency Response Services, Government Authorities, and the community
- Test Emergency Response Plans through drills and ensure records of testing and corrective actions are maintained in accordance with Duron’s Document and Record Control Policy
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation

**Subcontractor Foreperson & Workers:**

- Identify potential emergency situations linked to completed hazard assessments and daily PSI Inspections
- Participate in the Site-Specific Safety Orientation and Site-Specific Emergency Response Plan
- Follow all Site-Specific Emergency Plans and Duron Health & Safety Policies
- Ensure all Emergency Equipment provided by the Subcontractor be inspected in monthly
- Communicate with the Site Supervisor in the event of an emergency
- Partake in test of Emergency Response Plan drills

**Worker Health & Safety Representative:**

- Assist Supervisor to identify potential emergency situations linked to daily PSI Inspections
- Provide input to Emergency Response Plans
- Partake in test of Emergency Response Plan drills
- Follow all Site-Specific Emergency Plans, Duron Health & Safety Policies, and Procedures
- Communicate with the Site Supervisor in the event of an emergency
- Participate in the Site Specific Safety Orientation and Site-Specific Emergency Response Plan

**Worker:**

- Follow and abide by the Site-Specific Emergency Plan
- Provide input to Emergency Response Plans
- Partake in test of Emergency Response Plan drills
- Follow all Site-Specific Emergency Plans, Duron Health & Safety Policies, and Procedures
- Communicate with the Site Supervisor in the event of an emergency
- Participate in the Site-Specific Safety Orientation and Site-Specific Emergency Response Plan

**Procedure**

**Refer to Site Specific Emergency Response Plans and Emergency Response Plans on the Duron Health & Safety Manual**

- Duron Health & Safety Department to develop new Emergency Response Plans as needed
- Site Specific Emergency Response Plans will be posted on the Project Safety Bulletin Board on site and reviewed will everyone who goes to site via the Site Specific Safety Orientation done prior to starting work

**Documents & Records Maintained:**

- All Emergency Equipment Inspections to be completed on the equipment inspection tag itself or digitally on Procure



Tracking of Changes	
Details of Changes	Date Changed/Reviewed
Emergency Preparedness Procedure <ul style="list-style-type: none"><li>• Policies</li><li>• Procedures</li></ul>	January 1, 2024

## Personal Protective Equipment

The following requirements apply to all Duron Ontario Ltd. Employees, Contractors, and Subcontractors.

Workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device. Specific applications will be reviewed during the completion of the daily Pre-Job Safety Instruction form (PSI).







### Eye Protection

Workers will be required to wear CSA approved safety eyewear, with side shields, whenever they're completing a task that puts their eyes at risk. Also, face shields must be worn which protect against splashes & sparks where the Worker or Supervisor deems that additional eye protection is required. These determinations will be made before work begins with the PSI hazard assessment form.

### Hearing Protection

Hearing protection will be required on all Duron Ontario Ltd. premises where designated area noise levels exceed 85 decibels (dBs). Hearing protection will be either ear plugs or muffs. The type of hearing protection to be used may vary according to the noise levels, therefore, specific types of hearing protection will be provided for Employees exposed to excessive noise (job/department specific).

We require the dual protection where any Worker is using the air hammer applications. See charts below for further details.

FOAM EARPLUGS	PREMOULDED EARPLUGS	EARMUFFS	FORMABLE EARPLUGS	CUSTOM-MOULDED EARPLUGS	SEMI-INSERT EARPLUGS
					

### Recommended Hearing Protection

Level of Noise Exposure $L_{EX}$ (dBA)	Class
< 90	C
91 to 95	B or BL*
96 to 105	A or AL*
> 105	Dual†

† Dual hearing protection is required (Class B earmuff and Class A ear plug). Limit exposure duration. Octave-band analyses required for attenuation predictions and more frequent audiometric testing required.



## Hand and Arm Protection

Hand protection must be worn when completing a task that puts a worker's hand at risk. This determination will be made before works begins with the Pre-Job Safety Instruction form.

Use the right gloves for the job as hands also need protection against chemicals. Check the SDS or Suppliers Label to see whether a product must be handled with gloves and what type of gloves are required.

## Foot Protection

On all Duron Ontario Ltd. workplaces, all Workers must wear CSA certified green triangle boots that are at least ankle high unless otherwise posted. Feet protection or safety boots must be properly laced and tied at all times.

## Head Protection

On all Duron Ontario Ltd. construction sites, a Class E, Type II, CSA approved hard hat, in good condition, must be worn. Workers must check the shell for cracks, dents, deep cuts, or gouges. If the surface appears dull or chalky rather than shiny, the hard hat may have become brittle. Workers must check the suspension for cracks or tears. Make sure straps are not twisted, cut, or frayed. If a Worker finds any signs of damage or degradation, remove the hard hat from service immediately.

## High Visibility Clothing & Skin Protection

Clothing must be appropriate for the work being performed. Pants must be long and made of non-synthetic materials (denim and canvass materials resist sparks whereas synthetic materials may melt to the skin). Shirts must have sleeves with a minimum of 4 inches in length. Clothing must not be loose or torn. All personnel shall always wear a retro-reflective vest or retro-reflective garment while on Duron Ontario Ltd. construction projects.

## Fall Protection

A CSA approved full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over from the edge of any raised work surfaces or roof edges, unless properly scaffolded or guard rails provided. All components of the fall arrest system involved in arresting the Worker in the fall shall be gathered and taken out of service. The lanyard and full body harness shall be disposed of after the completion of all investigation(s).

All Employees must be protected with fall protection if they are exposed to following hazards:

(O. Reg. 213/91, s. 26):

1. Falling more than 3 meters (10ft)
2. Falling more than 1.2 meters (4ft) if the work area is used as a path for a wheelbarrow or similar equipment:
  - Falling into operating machinery
  - Falling into water or another liquid
  - Falling into or onto a hazardous substance or object
  - Falling through an opening on a work surface



3. Also, if a Worker is exposed to a fall of 2.4 meters (8ft) or more from the any of the following work surfaces:  
(O. Reg. 213/91, s. 26.3(1))
  - ❖ A floor, including the floor of a mezzanine or balcony
  - ❖ The surface of a bridge
  - ❖ A roof while formwork is in place
  - ❖ A scaffold platform or other work platform, runway, or ramp

If it is not practical to install guardrails, Workers who may be exposed to a fall hazard must be protected by the highest-ranked method of fall protection that is practical:

(O. Reg. 213/91, s. 26.1(2))

1. **Travel Restraint System**
2. **Fall Restricting System**
3. **Fall Arrest system**
4. **Safety Net**

### Respiratory Protection

Where required, the appropriate NIOSH approved respiratory protection and fit testing will be provided. Facemasks or other respiratory equipment designed for the specific hazards must be worn were exposed to hazards from noxious gases, fumes, or dust.

### Electrical Protection

Arc-rated fire-retardant clothing, face shield and electrically rated leather gloves must be worn when working with live cables, although every effort will be made to lock out any hazardous energy systems before working.

**Note: additional or alternative personal protective equipment will be made available as necessary for the task and/or when recommended on a product's safety data sheet.**

### Avoidances

There are also a number of items which must be avoided by Employees in industrial and construction workplaces.

- Loose or torn clothing (to avoid possibility of unintentional entanglement)
- Dangling jewelry
- Long hair must be confined and tucked inside the hard hat/shirt or put up into a ponytail

## **General Roles and Responsibilities**

According to the Occupational Health and Safety Act (OHSA), all Workers performing activities at a workplace share an equal responsibility for the Health and Safety of themselves and others (OHSA, S.28). The section below outlines the roles and responsibilities of key stakeholders involved in the Health & Safety Policy at the workplace.

### **Senior Management:**

- Review the policy statements annually and apply changes to the Health and Safety Manual as required
- Provide adequate resources to support and carry out Health & Safety at the workplace
- Attend Safety meetings as required
- Review recommendations from the JHSC or other workplace parties
- Participate in Subcontractor assessments following the end of the project

### **Project Manager:**

- Sign-in and out at the job site using the prescribed forms
- Ensure Workers at the workplace are trained and aware of the Health & Safety Policy statements
- Refer any unresolved Health & Safety concerns to the Safety Department
- Ensure the Project Safety Bulletin Board is current and up to date

### **Superintendent, Supervisor & Foreperson:**

- Ensure Workers at the workplace have been orientated and trained on the Health & Safety Policy statements
- Ensure compliance of all personnel on site of Legislative requirements, Duron Ontario Ltd. policies and procedures
- Refer any unresolved Health & Safety concerns to the Safety Department
- Complete a weekly Site Inspection and daily PSI of the workplace and send to the Safety Department
- Ensure the Project Safety Bulletin Board is current and up to date
- Take every precaution reasonable in the circumstances for the protection of a Worker [OHSA, clause 27(2)(c)]

### **Occupational Health & Safety Department:**

- Ensure the Project Safety Bulletin Boards are current and up to date
- Ensure Workers at the workplace are trained and are following the Safe Work Practices and Safe Job Procedures
- Refer any unresolved Health & Safety concerns to Senior Management
- Submit recommendations to Senior Management for approval
- Distribute and communicate information to the appropriate parties regarding any non-conformance or deficiencies
- Ensure compliance of all Personnel on site of Legislative requirements, Duron Ontario Ltd. Policies and Procedures





**Subcontractor Foreperson:**

- Participate in a workplace orientation program and review Duron's Health & Safety Policy Statements
- Submit a daily Job Hazard Analysis before work begins to the Superintendent on duty
- Submit a weekly Toolbox Safety Talk to the Superintendent on duty
- Submit all pre-use inspections of machinery, equipment, and tools to the Superintendent on duty
- Ensure Legislative requirements, Duron Ontario Ltd. Policies and Procedures are being followed amongst your Forces

**Worker:**

- Participate in Duron Ontario Ltd.'s Safety Orientation program and review Duron's Health & Safety Manual
- Follow all of Duron Ontario Ltd.'s Policies, Safe Job Procedures and Safe Work Practices
- Report any safe acts or conditions to the Supervisor on duty
- Participate in all of Duron's training programs
- Report to work Fit for Duty
- Use, inspect and maintain all personal protective equipment as required for the work task to be performed
- Make recommendations to improve the Health & Safety for all at the workplace

**Visitor:**

- Be escorted by an individual who has been through the Site-Specific Safety Orientation while onsite
- Sign-in and out at the workplace using the prescribed forms
- Comply with all rules of the workplace including the Emergency Response plan

**Note: All Duron Employees must go through Duron's Safety Orientation prior to starting work. The mandatory minimum training requirements are: WHMIS (current to 1 year), MOL Awareness training and Working at Heights (current to 3 years)**



## Project Safety Bulletin Board

Duron Ontario Ltd. uses a Project Safety Bulletin Board on every constructor project to identify and communicate key legislative items and site-specific information to the workforce. This board must be promptly displayed and reviewed with all workers during the Site-Specific Safety Orientation.

### The Main Elements of The Project Safety Bulletin Board Include:

1. WSIB Form 82
2. Prevention Poster: H&S at Work
3. Emergency Response Site Safety Plan Poster
4. Site Map
5. Health & Safety Policy Statement
6. Violence & Harassment Policy Statement
7. Environmental Policy Statement
8. First Aid Regulation 1101
9. OHS & Regulations Book
10. Other Regulations Book
11. Health & Safety Representative
12. JHSC Meeting Minutes
13. Employment Standards Act
14. Ministry of Labour Inspection Reports
15. Traffic Control
16. Trend Analysis
17. Site Rules
18. SDS
19. Notice of Project
20. Visitors Sign-In

It is the responsibility of the site Superintendent to ensure that all twenty (20) elements of the Project Safety Bulletin Board are complete prior to the commencement of work.

## First Aid

All workplace parties will be instructed to report injuries to the Supervisor on duty who will then give or seek the assistance of a First Aid trained person. The First Aiders will document the treatment provided in a First Aid Treatment Log form.

On all Duron Ontario Ltd. constructor sites, the name of the First Aider(s) can be found on the Project Safety Bulletin Board of the job site. At Duron's Head Office and Maintenance Shop, a listing of all First Aid trained personnel can be found on the two separate Safety Boards.



## Outside Medical Treatment

### Supervisor Will:

- ❖ If the situation permits, transport the injured Worker by either taxi, company vehicle or ambulance and have a person accompany the injured Worker promptly to the appropriate medical facility
- ❖ If applicable, tell the Worker to bring back a filled out WSIB Functional Abilities Form (FAF) by the attending Doctor and submit to the Supervisor as soon as possible
- ❖ Fill out the Incident Investigation Form
- ❖ If there are witnesses, have them give you their statement and input it into the Incident Investigation Form on
- ❖ Send all documentation to the Duron Ontario Ltd. Health and Safety Department

### Worker Will:

- ❖ Ask the health care professional to provide you a WSIB Functional Abilities Form (FAF) and report the outcome to their supervisor immediately following treatment or as soon as possible thereafter
- ❖ Complete the Worker's Report of Personal Injury form and return to the Supervisor
- ❖ When seeking medical attention outside of normal working hours, follow the above procedure if possible and report to your supervisor at the start of your next shift

## Critical Injury or Fatality

### Supervisor Will:

**Fatality:** an occurrence of death

**Critical Injury:** Regulation 834 states that an injury is critical if one or more of the following circumstances is met:

- ❖ Places life in jeopardy
- ❖ Produces unconsciousness
- ❖ Results in substantial blood loss
- ❖ Involves fracture of arm or leg, but not finger or toe
- ❖ Involves amputation of arm or leg, foot, or hand, but not finger or toe
- ❖ Consists of burns to major portion of the body
- ❖ Cause loss of sight in one or both eyes

### **1. Call 9-1-1**

### **2. Administer First Aid**

Provided that offering first aid does not place anyone at greater risk, first aid should be administered if it is required until emergency services arrive

### **3. Secure and Manage the Scene**

- Clearing Employees from the area
- Controlling or eliminating sources of imminent danger
- Ensuring that there is minimal scene disturbance, aside from anything required to be disturbed to deliver first aid and/or control or eliminate an imminent danger

Disturbing the scene means altering, interfering with, destroying, or removing anything related to the scene. Section 51(2) of the Ontario *Occupational Health and Safety Act & Regulations* states that in the event of a critical accident or fatality, a Ministry of Labour inspector must give permission before a scene can be disturbed with the exception of the following:

A scene may be disturbed without Ministry of Labour permission to:

- Save a life
- Relieve human suffering
- Maintain an essential utility or service
- Prevent unnecessary equipment damage

### **4. Report to Required Personnel**

When there is a critical injury or fatality, the following parties must be notified immediately:

- Joint Health and Safety Committee (JHSC)
- Union (if applicable)
- Ministry of Labour (a written report must also be submitted within 48 hours of the incident)
- Police (the Police may automatically attend if dispatched, but must be notified of a death or any instance of fatality or injury involving workplace violence)

### **5. Conduct an Investigation**

There may be parallel investigations at this stage. The Ministry of Labour, the police, and the JHSC may all be conducting their own investigations concurrently. The role of the Employer is to work alongside each investigation, provide any documentation requested, and cooperate fully with all investigations.

There are several components to an investigation:

- ❖ Secure the scene
- ❖ Gather evidence
- ❖ Interview witnesses
- ❖ Investigate the root cause(s)



## Pre-Job Safety Instruction (PSI)

A Pre-Job Safety Instruction (PSI) must be completed every day for Duron Ontario Ltd. job sites before work begins. The Supervisor or Foreperson typically completes this, but a competent Worker can also be assigned to complete the daily PSI. Once completed, the PSI must be reviewed with the rest of the Workers and have identified controls implemented to mitigate all identified hazards.

### 1. Create a Final Report and Make Recommendations

The final report will contain a detailed description of the accident, the harm created, the immediate and root cause(s), temporary or permanent controls implemented, and recommendations. Attach any photos, interview notes, drawings, and other applicable supporting documents. Recommendations made to Management should be specific and detailed and focus on root causes.

### 2. Follow Up

Ensure that recommendations are being followed through the use of a timeline for corrective action, as well as monitoring, and effective training and education.

## Site Inspections

Site Inspections must be completed on weekly basis for sites where Duron Ontario Ltd. is the constructor. For sites where Duron is a subcontractor, the minimum is a monthly Site Inspection. The Supervisor, Foreperson and Health and Safety Worker Representative may conduct the inspections.

## Pre-Use Inspections – Equipment, Machinery, Vehicles & Tools

Equipment such as fall arrest systems, respirators, scaffolds, ladders etc. must be inspected before each use. Defects must be reported to the Supervisor to be tagged for repair, removed from service, and sent to the Shop.

Vehicles must be inspected before use by whoever is driving that vehicle. Inspections will be recorded in a Driver Daily Inspection Form. The Worker must immediately inform the Mechanics of any defects found for repair.

Tools and machinery must also be inspected before each use. Any defects must be reported to the Supervisor to be tagged for repair, removed from service, and sent to the Shop.



## General Safe Operating Practices & Guidelines

Every Employee is responsible for workplace Health and Safety - be active and assist in making your workplace a safer place to work.

The following information pertains to Safe Operating Practices and Guidelines, which shall be followed by everyone in the workplace, including Employees, Contractors, Subcontractors and Visitors:

- Work safely and adhere to all Safe Operating Principles, Policies and Procedures at all times
- Only operate equipment and tools you are authorized and trained to use
- Before carrying out any task, ensure that you are familiar with the process and that you are using the necessary controls for safe operations
- If you are unfamiliar with the assigned task or you have a health and safety concern, contact your Supervisor immediately
- Follow all posted health and safety notices and warnings
- Advise your supervisor before the start of work of any prescription drugs being taken which may impair you
- Reporting to work under the influence of alcohol or drugs is strictly prohibited and will result in disciplinary action up to and including termination
- Keep access routes and work areas clean and free of debris
- It is the responsibility of each Employee to keep their work area clean and safe
- Damaged equipment and tools must be tagged as damaged, and reported to the Supervisor immediately
- Tagged equipment must not be used until fixed and tested by a competent person
- All materials, equipment, and tools must be stored in such a manner that they will not tip, fall or collapse
- Walk, do not run while in or around the workplace. Use the appropriate routes provided to and from your work areas
- Watch for vehicular traffic and mobile equipment at all times and communicate with the operators if necessary – “see and be seen”
- Wear the appropriate personal protective equipment (PPE) at all times
- Store and eat food in designated areas only
- Keep your attention on the task you are performing and be aware of your surroundings
- Do not disturb or distract your fellow Workers while they are performing their job
- Passengers are not permitted on powered equipment unless the equipment is equipped with a seat
- Employees shall only use cell phones when it is safe to do so and for work purposes only

### Head Office Shop

- ❖ When accessing the Shop area, stay within the designated walkway within the yellow line
- ❖ Basic PPE (CSA approved footwear) is required when entering the equipment yard
- ❖ Smoking is permitted only in designated areas

## Workplace Hazardous Materials Information System (WHMIS)

The purpose of WHMIS is to reduce workplace illness and injury by increasing Worker awareness and understanding of the hazards associated with chemical or physical agents.

Each Employee who handles, works with, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure. The Worker must also be made aware of the control methods, which are to be used when there is potential for exposure to dangerous chemicals, materials, or agents. We will provide WHMIS training for all of our Workers. This training will enable everyone to work safely and prevent possible injuries.











All Safety Data Sheets (SDS) for products being used by our Workers will be maintained at head office and provided to the general contractors. All Supervisors and Foreperson will maintain copies on site. SDSs will be available upon request.

If you are uncertain how to work safely with a hazardous chemical (acids, retardants, epoxies) or physical agent (noise), ask your supervisor or Foreperson for assistance. WHMIS symbols are found on Supplier Labels. Read the label before using the material. Workplace Labels must be applied when materials are put into a secondary container.

#### Note:

- ❖ When dispensing hazardous materials follow safe operating procedures and use the controls (ventilation, PPE, etc.) required for the task
- ❖ When dispensing flammable liquids, ground and bond all containers, drums, etc. with approved ground straps
- ❖ Use “approved” containers, with proper labels, for storing, transporting, or disposing of hazardous materials
- ❖ Dispose of hazardous materials in the prescribed manner

WHMIS 2015 Symbols

	<b>Exploding bomb</b> (for explosion or reactivity hazards)		<b>Flame</b> (for fire hazards)		<b>Flame over circle</b> (for oxidizing hazards)
	<b>Gas cylinder</b> (for gases under pressure)		<b>Corrosion</b> (for corrosive damage to metals, as well as skin, eyes)		<b>Skull and Crossbones</b> (can cause death or toxicity with short exposure to small amounts)
	<b>Health hazard</b> (may cause or suspected of causing serious health effects)		<b>Exclamation mark</b> (may cause less serious health effects or damage the ozone layer*)		<b>Environment*</b> (may cause damage to the aquatic environment)
	<b>Biohazardous Infectious Materials</b> (for organisms or toxins that can cause diseases in people or animals)				

\* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.



PERSONAL PROTECTION EQUIPMENT/ÉQUIPEMENT DE PROTECTION PERSONNEL

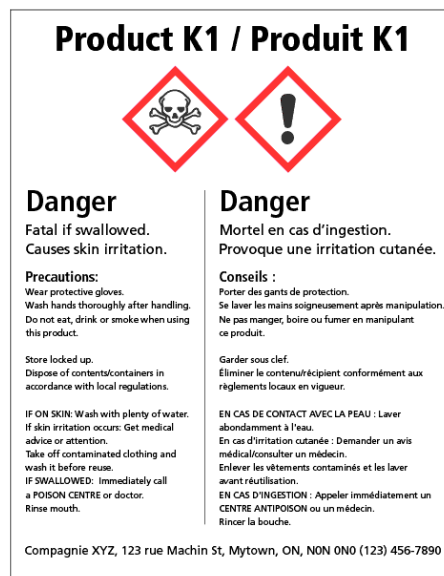


### Supplier WHMIS Label

A Supplier WHMIS Label requires the following sections:

1. **Product identifier** – the brand name, chemical name, common name, generic name, or trade name of the hazardous product.
2. **Initial supplier identifier** – the name, address, and telephone number of either the Canadian manufacturer or the Canadian importer
3. **Pictogram(s)**
4. **Signal word**
5. **Hazard statement(s)**
6. **Precautionary statement(s)**
7. **Supplemental label information** – some supplemental label information is required based on the classification of the product including additional information which does not contradict with standardized information

Note: Additional information can be placed on the label, as long as it appears outside of the striped border.



### Workplace WHMIS Label

A Workplace WHMIS Label requires the following sections:

1. Product name (matching the SDS product name).
2. Safe handling precautions may include pictograms or other supplier label information.
3. A reference to the SDS (if available).



## Joint Health & Safety Committee (JHSC) Worker Health & Safety Representative

The JHSC will be mutually committed to improving health & safety conditions in the workplace. Site Worker Health & Safety Representatives will serve as a liaison between Workers and Management with regards to safety issues on site. The JHSC will represent both Workers and Management across all Duron job sites including the office. The site Worker Health & Safety Representative will represent the Workers in one specific job site.

The JHSC will participate in joint identification, investigation and resolution of health and safety issues in the workplace. The following table describes when a JHSC or a Worker Safety Representative is required.

No. Of Workers	Legislative Requirement
1 to 5	You are not required to have a JHSC or a Health and Safety Representative unless a designated substance regulation applies to your workplace.
6 to 19	You are required to have one Health and Safety Representative who is selected by the Workers they represent. If a designated substance regulation applies to your workplace, you are required to have a JHSC.
20 to 49	You are required to have a JHSC. The committee must have at least two (2) members.
50 plus	You are required to have a JHSC. The committee must have at least four (4) members.

Since Duron Ontario Ltd. has more than 50 Workers, the JHSC consists of at least two members of the Management team and two members representing the Workers. One member from each side must also be JHSC level 2 certified. The Management representatives will be elected by other Management members during a safety meeting. Members representing Workers will be appointed by the Union or elected by their Co-Workers.

Meetings will be held at least quarterly, and the schedule is posted on the office Safety Board. The meeting minutes will be emailed and posted on the office Safety Board for all to view. Any recommendations made during the meeting will be presented to Management. Management must respond in writing within 21 days in writing.

### JHSC Members Shall:

- ❖ Evaluate and recommend resolutions with respect to Health & Safety matters in the workplace
- ❖ Assist the Safety Department in investigating accidents and work refusals
- ❖ Accompany and assist the MOL during their visits
- ❖ Worker Representatives are to conduct monthly site inspections

### Site Worker Health & Safety Representatives

For jobsites which have more than 5 Workers but less than 20, a Site Worker Health & Safety Representative shall be appointed. The Workers shall elect the representative during a toolbox safety talk meeting. The name of the representative shall be posted onto the site Project Safety Bulletin Board. The Worker Health & Safety Representative shall serve as a liaison between the Workers and Management with regards to safety issues on site.

## **Workplace Violence**

Workplace violence is defined as the exercise of physical force by a person against a Worker, in a workplace, that causes or could cause physical injury to the Worker. It also includes an attempt to exercise physical force against a Worker in a workplace, that could cause physical injury to the Worker, and a statement or behavior that a Worker could reasonably interpret as a threat to exercise physical force against the Worker, in a workplace, that could cause physical injury to the Worker.

Examples of workplace violence include:

- ❖ Verbally threatening to attack a Worker
- ❖ Leaving threatening notes or sending threatening emails to a Worker
- ❖ Shaking a fist in a Worker's face
- ❖ Wielding a weapon at work
- ❖ Hitting or trying to hit a Worker
- ❖ Throwing an object at a Worker
- ❖ Sexual violence against a Worker
- ❖ Kicking an object that the Worker is standing on, such as a ladder
- ❖ Trying to run down a Worker using a vehicle or equipment such as a forklift

## **Workplace Harassment**

Workplace harassment is defined as excessive and persistent behavior by a Supervisor, member of Management or Co-Worker which is intimidating, humiliating or malicious. Sexual harassment includes making unwanted advances or requests for sexual favours. It also includes verbal or physical conduct of a sexual nature, such as unwanted touching or sexual jokes or sexual written material.

Duron, as the Employer, will ensure this Policy and the supporting program are implemented and maintained and that all Workers and Supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace. No Employee shall be expected to submit to or tolerate such conduct. Each Employee has the right to work in an environment free from violence and harassment. No Employee may be harassed because of race, ancestry, place or origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, gender identity, marital status, family status, handicap, pregnancy, or any other reason prohibited by law. Employees are encouraged to come forward and report any incidents to ensure that our company's shared value of respect is preserved. Employees may speak to their Supervisor, Safety Manager or to one of the Directors of the company at any time concerning any problems they may be having in the workplace in confidence and without concern of reprisal.

A workplace violence and risk assessment will be completed on sites where Duron is the constructor or main employer using the Violence and Risk Assessment form. For projects that last long durations, a re-assessment will be conducted by the Safety Department in collaboration with the Supervisor every 12 months to assess the situation and identify control measures to mitigate the risks.

The following outlines how the assessment and control measures will be considered:

### **Assessing the Risk**

- ❖ Duron will assess the risks of workplace violence and harassment that may arise from the



- nature of the workplace, type of work or condition of workplace
- ❖ Duron will take into account the circumstances of the work area and circumstances common to similar work areas as well as any other elements
  - ❖ Develop measures and procedures to central identified risks that are likely to expose a Worker to physical injury
  - ❖ Duron will advise the JHSC, and the Health & Safety Representative of the identified risks and all affected Workers will be made aware through Toolbox Safety Talks and/or Health & Safety Memos sent by email

### Control Measures

The appropriate Supervisor is responsible to introduce measures to prevent an exposure of any Worker to physical injury. Safe work procedures, training, PPE, or other equipment to prevent an act of violence and physical injury to any Worker must be a priority in the workplace. Where there is a risk of violence and harassment, the Supervisor must provide Workers with sufficient information reasonably necessary for the protection of them. Examples of controls may include preventing access to site using gates and locks, providing a means for summoning assistance (e.g., cellphones), or scheduling work activity during the time of day with the least likelihood of encountering workplace violence.

The Supervisor must identify what information, instruction or training is needed when a Worker is injured or change job sites. When domestic violence and harassment may put a Worker at risk, Duron will create an individual safety plan for the Worker while he or she is in the workplace. The Worker is expected to give the Supervisor the necessary information to devise a plan that would suit the Worker's needs. In the event of an incident refer to the Workers Summoning Help – Safe Job Procedure.

### Harassment Mitigation Steps

**Step 1** - Ask the harasser to stop. Inform the harasser that his or her behavior is unwelcomed. An individual may not realize that he or she is being offensive. A simple chat may resolve the problem.

**Step 2** - File a Violence and Harassment Incident Report Form. This may be completed by the Worker (complainant), Safety Department or Supervisor. The Safety Department will keep a record of all the reports.

**Step 3** - Lodge a complaint. If your efforts to stop the harassment continues, you should report the problem to your Supervisor, Safety Department, or one of the Directors.

### Resolving the Complaint

Upon receiving a complaint, the Supervisor and Safety Department will investigate the complaint in a timely and confidential manner. The investigation will include interviews with the complainant, the alleged harasser and any other person who may provide information. If there is evidence of harassment, appropriate disciplinary measures will be taken. Such disciplinary measures may include suspension or termination of employment. If the complaint is not substantiated, no documentation of the complaint will be recorded in the Employee file of the alleged harasser. It is important to have both the complainant and the offending Worker settle matters as calmly as possible. Often times, a simple calm conversation to sort things out is sufficient to address the situation. If it is not sufficient, more drastic measures to prevent further incidents will be taken such as termination, or scheduling work activities to separate the two parties as much as possible.

Nothing in this program prevent or discourages a Worker from filing an application with the Human Rights Tribunal of



Ontario on a matter related to Ontario Human Rights Code within one year of the last alleged incident. A Worker also retains the right to exercise any other legal avenues that may be available.

## **Roles and Responsibilities**

### **Occupational Health and Safety Department**

- ❖ Conduct a workplace violence and harassment assessment with Supervisor
- ❖ Assist in coming up with control measures to prevent incidents from occurring
- ❖ File reports as needed
- ❖ Provide written notice to the JHSC or the H&S representative within four days of the incident
- ❖ Investigate any incidents within the workplace
- ❖ Ensure corrective actions are followed-up and implemented
- ❖ Report any issues to Senior Management
- ❖ Report to Senior Management regarding necessary corrective actions
- ❖ Distribute and communicate information to the appropriate parties regarding any incidents
- ❖ Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations

### **Senior Management**

- ❖ Assist in the investigation of incidents and complaints of workplace violence and in a fair and timely manner, respecting the privacy of all concerned as much as possible
- ❖ Take every precaution reasonable in the circumstances to protect Workers from the hazard of workplace violence and harassment
- ❖ Provide information, instruction, and supervision to a worker to protect the health and safety of the Worker
- ❖ Provide assistance and co-operation to the Joint Health & Safety Committee or Worker Health & Safety Representative
- ❖ Review and approve corrective actions to address potential health and safety issues
- ❖ Ensure corrective actions are carried out in the workplace
- ❖ Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations
- ❖ Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations

### **Supervisor**

- ❖ Conduct workplace violence and harassment assessments with the Safety Department
- ❖ Assist in coming up with control measures to prevent incidents from occurring
- ❖ File reports as needed
- ❖ Advise a Worker of the existence of any actual or potential danger to the health or safety of the Worker of which the Supervisor is aware
- ❖ Notify the Police and Emergency Responders for immediate assistance in case of injury
- ❖ Take every precaution reasonable in the circumstances to protect Workers
- ❖ Implement control measures to prevent violence and harassment
- ❖ Adhere to this policy and the supporting program
- ❖ Ensure that measures and procedures are followed by Workers and that Workers have the information they need to protect themselves
- ❖ Identify areas that may cause potential health and safety issues



- ❖ Ensure equipment, materials and protective devices are provided, maintained, and used as required
- ❖ Ensure that every workplace party complies with the Occupational Health and Safety Act and Regulations

#### **Foreperson**

- ❖ Perform the responsibilities of the Supervisor if absent and serve as a proxy

#### **Worker Health & Safety Representative**

- ❖ Participate in the investigation of any incidents
- ❖ Report any incidents to the Supervisor and/or Safety Department
- ❖ Report unsafe conditions or unsafe acts to the Supervisor/Foreperson
- ❖ Contribute ideas to improve the site's health and safety performance

#### **Joint Health & Safety Committee**

- ❖ Review the incident reports and recommend corrective actions

#### **Worker**

- ❖ Do not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct
- ❖ Raise any concerns about workplace violence
- ❖ Report any incidents of workplace violence and harassment
- ❖ Report any unsafe conditions or unsafe acts
- ❖ Work in compliance with the Occupational Health and Safety Act, this Policy, and the supporting program
- ❖ Use or wear equipment, protective devices or clothing required by Duron
- ❖ Report any contravention of the Occupational Health and Safety Act or its regulations, or the existence of any hazard the Worker knows of to the Employer or Supervisor
- ❖ Cooperate with the Supervisor/Foreperson during an inspection



## Return to Work

Duron Ontario Ltd.'s goal is to assist injured Workers to return to work safely doing modified duties or alternative duties until full recovery.

### Reporting to Form 7 (WSIB)

The incident must be reported to the WSIB using Form 7 within 3 days if the Worker:

- ❖ Loses time from work or
- ❖ Earns less than a regular day's pay or
- ❖ Gets health care treatment

**Note: for minor first aid injuries not requiring medical attention, only fill the first aid treatment log located in the first aid kit.**

Duron has the duty to accommodate modified work that is suitable for the needs of the injured Worker as set out under the WSIA, Ontario Human Right Code and Canadian Human Rights Act. When a workplace injury/illness prevents an Employee from his/her regular job, Duron Ontario Ltd. will work closely with the Employee, Health Care Professional and WSIB to develop a modified job which will allow the Employee to return safely to their pre-injury job as quickly as is proper and practical.

As first contact upon learning of the injury, the Supervisor will send the Letter to Health Care Provider document with the Worker when they seek medical aid. This letter will ask the health care provider to complete a WSIB Functional Abilities Form. This form will outline the physical limitations of the Worker. Duron will offer modified duties as soon as possible after receipt of the FAF to accommodate the capabilities of the injured Worker as per advice of his medical Doctor. For more serious injuries, the WSIB Return to Work Specialist may be consulted to ensure a smooth transition back to the workplace for the injured Worker.

### Follow-Up & Tracking Recovery Process

The Supervisor or Safety Department will follow-up with the Worker on a regular basis (frequency to be established with the Worker) and record findings in the Return-to-Work Progress Report. This will allow the Supervisor or Safety Department to gradually assign heavier workload as permitted by the Doctor via the Functional Abilities Form. The Worker is also advised to report any changes in his physical condition (if better or worse) as necessary to properly accommodate his/her limitations. The duties assigned will be modified to reflect the specific physical demands of the Worker to facilitate safe recovery.



### The Worker's Cooperation Is Required

Worker can assist in the Early and Safe Return to Work Program by:

- ❖ Ensuring that the Health Care Professional understands the modified jobs available and our willingness to participate
- ❖ Maintaining contact with Duron
- ❖ Assisting Duron in identifying appropriate modified work
- ❖ Extending your best effort in performing the modified work
- ❖ Providing regular updates by means of the Functional Abilities Form to guide the Supervisor or Safety Department in assigning the appropriate modified work depending on the status of your recovery

### Modified Duties List: General Laborer

1. **Clean up work site** — Sweep, pick up trash, pick up cut boards and remove unused materials. Empty/remove trash, sweep/vacuum floors. Lifting up to 20 pounds or up to limit specified by FAF. Involves walking on uneven ground, standing, bending, stooping, carrying, and reaching.
2. **Parts delivery** — Drive truck/car to pick up parts from warehouse, part store, or job site and deliver parts to another job site. Lifting up to 20 pounds. Involves driving, sitting, walking on uneven ground, carrying, bending, and reaching.
3. **Measure** — Use tape measure to mark the wood to the desired length for cutting. Involves standing on uneven ground, bending, and reaching.
4. **Strip and remove boards** — Remove wooden or metal frames after concrete has set, using a hammer. Involves bending, stooping, squatting, walking on uneven ground, reaching, lifting, carrying, pulling and pushing.
5. **Maintain vehicles** — Inspect vehicles for proper fuel levels and air pressure in tires; clean inside/outside of vehicles. Materials: cloths, cleaning supplies, hose, water, vacuum, oil, and fuel pump. Lifting up to 10 pounds. Involves standing, walking, bending, stooping, reaching, and carrying.
6. **Carry 2x4s and 1x1s** — On the job site. Lifting up to 20 pounds or up to limit specified by FAF. Involves walking on uneven ground, standing, and carrying.
7. **Clean/wash equipment** — Use cleaning products to clean hand tools or other equipment used at the job site. **(List specific equipment to be cleaned.)** Lifting up to 20 pounds or up to limit specified by FAF. Involves walking on uneven ground, standing, and carrying.
8. **Deliver/pick up blueprints and supplies** — Use a vehicle to deliver/pick up blueprints or supplies from office or job site. Lifting up to 10 pounds or up to limit specified by FAF. Involves driving, sitting, walking on uneven ground, carrying, bending, and reaching.





9. **Paint** — Use a roller or paintbrush to paint garage doors, offices, building and fences. Materials: latex paint, paintbrush, roller, and paint tray or pan. Lifting up to 20 pounds or up to limit specified by FAF. Involves standing, walking, stooping, bending, climbing a ladder, pushing, pulling, carrying, handling, fingering, and reaching.
10. **Flag traffic** — Hold a stop/slow/caution sign to direct traffic. Involves standing, walking, and grasping.
11. **Sort invoices and bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling, and fingering.

## **Roles and Responsibilities**

### **Occupational Health and Safety Department**

- ❖ Complete and submit the WSIB Form 7 if necessary
- ❖ Provide a blank Functional Abilities Form for the Worker to take to his/her doctor
- ❖ Obtain Functional Abilities Forms from the injured Worker's Doctor to continue offering modified work
- ❖ Make arrangements with the Supervisor with regards to appropriate modified work for the injured Worker
- ❖ Ensure return to work plan is followed by all parties
- ❖ Report any issues to Senior Management
- ❖ Report to Senior Management regarding necessary corrective actions
- ❖ Contact WSIB to provide information if needed
- ❖ Distribute and communicate information to the appropriate parties regarding any incidents
- ❖ Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations

### **Senior Management**

- ❖ Provide a means for the Worker to safely return to work
- ❖ Take every precaution reasonable in the circumstances to protect the injured Worker
- ❖ Review and approve corrective actions to address potential health and safety issues
- ❖ Ensure corrective actions are carried out in the workplace
- ❖ Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations
- ❖ Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations

### **Supervisor**

- ❖ Advise the Safety Department of any incidents
- ❖ Provide (or arrange for) transportation for the Workers to get medical help
- ❖ Provide blank Functional Abilities Form for the Worker to take his/her Doctor
- ❖ Communicate with the Worker and Safety Department regarding appropriate modified work
- ❖ Provide work of appropriate physical difficulty depending on recovery
- ❖ Ensure progress reports are completed
- ❖ Be in constant communication with the Worker regarding progress
- ❖ Take every precaution reasonable in the circumstances to protect Workers
- ❖ Ensure that measures and procedures are followed by the Worker
- ❖ Identify areas that may cause potential health and safety issues



- ❖ Ensure equipment, materials and protective devices are provided, maintained, and used as required
- ❖ Ensure that every workplace party complies with all the Occupational Health and Safety Act and Regulations

### Joint Health & Safety Committee

- ❖ Review the Incident Investigation Forms and recommend corrective actions
- ❖ Review return to work plan of injured Worker and make suggestions as necessary

### Worker

- ❖ Regularly obtain an FAF from the Doctor
- ❖ Inform the Supervisor or Safety Department of any discomfort that may aggravate an existing injury
- ❖ Perform the modified work that was offered by Duron and accepted by the injured Worker
- ❖ Raise any concerns about any work offered
- ❖ Receive appropriate medical attention as needed
- ❖ Follow the instructions of the doctor on the road to recovery
- ❖ Work in compliance with the Occupational Health and Safety Act, this Policy, and the supporting program
- ❖ Use or wear equipment, protective devices or clothing required by the Employer
- ❖ Report any contravention of the Occupational Health and Safety Act or its regulations, or the existence of any hazard the Worker knows of to the Employer or Supervisor
- ❖ Cooperate with the Supervisor, Safety Department and Doctor in the return-to-work plan

## Subcontractor Guidelines

It is the Policy of Duron Ontario Ltd. to maintain a safe and healthy work environment for all our Employees, Customers, Suppliers and Subcontractors. Subcontracting some of our services is an established Procedure enabling us to keep up with our commitment to perform quality work and timely completion of our projects. The purpose of the Procedure is to help us in selecting the right Subcontractor to perform work, based on price, quality, Health & Safety performance, and compliance with the OHSA. Safety and overall performance of the Subcontractors will be assessed during and at the end of the project.

Managers are responsible for qualifying Subcontractors and Suppliers based on their health & safety performance. The following documentation must be requested prior to awarding of a job to a Subcontractor:

- ❖ Subcontractor Acknowledgement Sheet of Duron's Health and Safety program
- ❖ Registration of Constructors/Employers (Form 1000)
- ❖ Current WSIB Clearance Certificate
- ❖ Certificate of General Liability Insurance
- ❖ Subcontractor Health & Safety Policy Statements (if they do not have one, the Subcontractor will follow Duron's Health & Safety program)
- ❖ Relevant training certificates
- ❖ Safety Data Sheets (if applicable)

Managers or Supervisors will provide the Subcontractor with the Subcontractor Health & Safety Guidelines prior to the start of the project for health & safety information that they must abide by. A Subcontractor Representative must provide



## HEALTH & SAFETY MANUAL

the requested documents and sign the acknowledgment sheets at the end of the package. Attached to the package is the Subcontractor Acknowledgement Sheet and Appendix to Subcontract that outline what is expected from the Subcontractor in terms of health & safety and work performance. A Subcontractor Assessment Form will be used to evaluate the health and safety performance of Subcontractors at the end of the project. Subcontractors are required to send to Duron's site Superintendent the following but not limited to: Near Misses, Incident Investigations, Daily Job Hazard Analysis, Weekly Toolbox Safety Talks, Safety Data Sheets, Machine Inspections, Harness Inspections and Tool Inspections.

### Non-Compliance Penalties

The Subcontractor shall hold harmless the Owner, Constructor and their respective Officers, Employees and Agents for any failure by the Subcontractor to comply with requirements of these guidelines or their statutory responsibilities. The Subcontractor shall be responsible financially and otherwise for the non-compliance of his Employees, Subcontractors, Suppliers or Visitors on our projects.

**1<sup>st</sup> Violation:** The Supervisor will verbally inform the offending individual of his/her violation and the corrective actions necessary to rectify the offence. A written record of this 1<sup>st</sup> violation will be created and added to the Workers permanent file.

**2<sup>nd</sup> Violation:** Failure to comply with instructions to correct the 1<sup>st</sup> violation will result in expulsion from the site. The Supervisor or Foreperson will issue a written warning which the Employee must acknowledge and sign. The offending Worker will not be allowed back on site until the issue has been rectified.

**3<sup>rd</sup> Violation:** The offending individual will be permanently expelled from the site in the third occurrence. This may be grounds for complete termination from Duron Ontario Ltd.

### Training Requirements

Prior to work, the Subcontractor must ensure that their forces receive the Site-Specific Safety Orientation as well as WHMIS training (current to 1 year), Working at Heights training (current to 3 years) and MOL Health & Safety Awareness training (4 Steps for Workers and 5 Steps for Supervisors). Additional proofs of training may be required based on the scope of the project and the nature of work.

### Communication

These Procedures will be communicated in Senior Management Safety Meetings. Senior Management will conduct annual reviews of these Procedures.



## Hazard Assessment

Duron Ontario Ltd. regularly updates hazard assessments to reflect current business operations and historical incidents. Attached to these guidelines are the results of the hazard assessments. A list of critical tasks has been developed. Safe Job Procedures accompany those that are deemed to be critical tasks.

### Roles and Responsibilities

According to the Occupational Health and Safety Act (OHSA), all Workers performing activities at a workplace share an equal responsibility for the Health and Safety of themselves and others. If a hazard is identified, the conditions set forth in the (OHSA) Legalization require it to be reported. The section below identifies the Hazard Assessment roles and responsibilities for each stakeholder performing activities at the workplace.

#### Senior Management

- ❖ Review the Hazard Assessment Process annually and apply changes to the Health and Safety Manual as required
- ❖ Review Hazard/Near Miss trends and formalize training programs to reduce common hazards at the workplace

#### Project Manager

- ❖ Organize, develop, and participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project
- ❖ Review qualified subcontractor deliverable packages and provide copies to the jobsite
- ❖ Review Critical Task List during the project and site phase, provided updates as required
- ❖ Reviews Incident Investigation Forms monthly to identify reoccurring theme and provide recommended control measures

#### Superintendent

- ❖ Develop and participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project and update the project critical task list with new high-risk activities
- ❖ Review and provide written response to Hazard/Near-Miss reports frequently as required
- ❖ Ensure a copy of the corrective action is readily available to Workers upon request
- ❖ Review PSI reports daily to ensure corrective controls are applied to activities at the workplace Sign off and review all High-Risk Activities
- ❖ Ensure Safe Job Procedures are available and performed at the workplace
- ❖ Perform weekly site inspections to ensure all hazards are identified and proper controls are executed

#### Occupational Health & Safety Department

- ❖ Develop and participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project
- ❖ Review Incident Investigation Forms monthly to identify reoccurring themes and provide recommended control measures
- ❖ Review PSI reports as required to ensure corrective controls are applied to the activities at the workplace
- ❖ Sign off and review as required all High-Risk Activities and ensure Safe Job Procedures are available and



performed at the workplace

- ❖ Perform site inspections ensuring all hazards are identified and proper controls are executed at the workplace

#### Subcontractor Foreperson

- ❖ Participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project
- ❖ Review PSI reports daily with Workers to ensure corrective controls are applied to activities at the workplace; sign off and review all Medium & High-Risk activities. For High-Risk activities ensure Safe Job Procedures are available and reviewed by the Superintendent
- ❖ Ensure Workers are identifying hazards & near misses and completing the Incident Investigation Forms as required
- ❖ Perform a monthly Site Inspection of your work area to ensure all hazards are identified and proper controls are executed

#### Worker

- ❖ Review (PSI) field level assessments with Supervisor daily; ensure controls are applicable to the activities. Review all Medium & High-Risk Activities with the Supervisor. For High-Risk Activities ensure Safe Job Procedures are available and reviewed
- ❖ Use the Hazard/Near Miss Reports Forms to identify newly discovered hazards at the workplace as required
- ❖ Perform a daily inspection of your work area to ensure all hazards are identified and proper controls are executed at the workplace

#### Visitor

- ❖ Sign in with the site Superintendent prior to walking the jobsite

**Note:** All Visitors are to be escorted by a Competent Member of the project team that has completed the Site Specific Safety Orientation.

- ❖ Report all Hazards & Near Misses to the site Superintendent using the prescribed form



## Hazard Assessment – Identifying Activities, Hazards & Controls

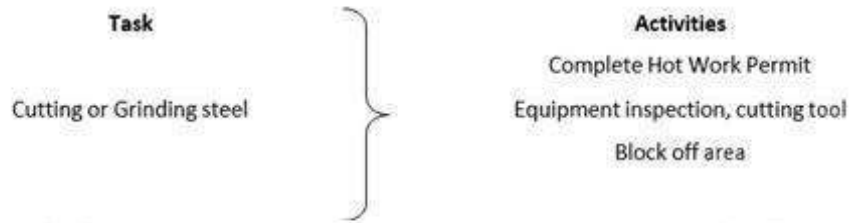
The Duron Ontario Ltd. Hazard Assessment Analysis uses a similar process for identifying and recording Formal and Site Specific Hazard Assessment. In all cases, Duron uses the field level hazard assessment form also known as the Pre-Job Safety Instruction (PSI) as a way of maintaining consistency and understanding of the Hazard Assessment Process.

### Steps to Completing the Hazard Assessment Include:

1. Identify the activity/tasks
2. Identify the hazards of each task
3. Rank hazards according to Risk Rating System
4. Setup controls to eliminate/control risk
5. Review the risk after controls are in place
6. Review and revise the hazards assessment as required

### Identify Activity/ Task:

Activities represent broken down components required to complete an assigned Task. The purpose of breaking down a Task into activities is to better assess and control the risks inherited in all Tasks. An example of a Task breakdown includes:



The Duron PSI provides the users a sample of common, regularly uses Tasks encountered on the jobsite refer to in Table 1.

**Table1. Task Assessment**

General	General	Equipment/ Tool/Harness	Heavy Equipment	Facilities
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Exterior work	<input type="checkbox"/> Skid Steer	<input type="checkbox"/> Hoist & rig	<input type="checkbox"/> Hospital control
<input type="checkbox"/> Signs/ hording	<input type="checkbox"/> Interior finishes	<input type="checkbox"/> Power tools	<input type="checkbox"/> Hoist/elevator	<input type="checkbox"/> Infection control
<input type="checkbox"/> Delivery unload	<input type="checkbox"/> Roof work	<input type="checkbox"/> W@H – Fall Arrest	<input type="checkbox"/> Traffic control	<input type="checkbox"/> Filter change
<input type="checkbox"/> Concrete chipping	<input type="checkbox"/> Winter protection	<input type="checkbox"/> W@H – Travel Restraint	<input type="checkbox"/> Backup machines	<input type="checkbox"/> Secure area
<input type="checkbox"/> Others:	<input type="checkbox"/> Others:	<input type="checkbox"/> Others:	<input type="checkbox"/> Others:	<input type="checkbox"/> Others:

**Identify Hazards of Task:**

Hazards are the risks that are associated with an activity. Hazards on a construction site can be grouped into six (6) distinct categories:

1.	<b>Physical Hazard</b>	Factors within the environment that can harm the body without necessarily touching it. They include radiation, high exposures to temperatures and loud noises.
2.	<b>Chemical Hazards</b>	Exposure to chemicals in the workplace that can change state from solid, liquid and gas when exposed to changes in temperature. The effects can cause acute or long-term detrimental health effects. The most common chemicals include petroleum, diesel and propane.
3.	<b>Ergonomic Hazards</b>	Factor among the workplace environment that poses the risk of injury to the musculoskeletal system of the worker. They include poor posture, awkward movement, vibration and repetitive strain.
4.	<b>Biological Hazards</b>	Also known as biohazards, these substances are living agents that pose a threat to the health of other living organisms. They include Histoplasmosis, bird/bat droppings and insects.
5.	<b>Psychological Hazards</b>	Factors within the environment or workplace that can lead to stress or violence. They include verbal abuse, sexual harassment and bullying.
6.	<b>Safety Hazards</b>	Factors most common to the workplace that can cause injury, illness and death. They include spills on floors, tripping hazards, working at heights, unguarded machinery and confined spaces.

The Duron PSI provides the users a sample of common, hazards encountered on the jobsite refer to Table 2. Applicants can use Table 2 to record under the Hazard column of the hazards associated with the assigned task.

**Table2. Hazards**

Physical Hazards		Chemical Hazards		Ergonomic Hazards		Biological Hazards	
<input type="checkbox"/>	Heat/Cold stress	<input type="checkbox"/>	Fuel (gasoline/ diesel)	<input type="checkbox"/>	Work position	<input type="checkbox"/>	Bird/bat droppings
<input type="checkbox"/>	Overhead work	<input type="checkbox"/>	Propane	<input type="checkbox"/>	Work overhead	<input type="checkbox"/>	Insect bits
<input type="checkbox"/>	Overhead power lines	<input type="checkbox"/>	Blue Skin	<input type="checkbox"/>	Repetitive motion	<input type="checkbox"/>	Fungus
<input type="checkbox"/>	Cuts/scrapes/ burns	<input type="checkbox"/>	Spill clean up	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Infection control
<input type="checkbox"/>	Moving equipment	<input type="checkbox"/>	Compressed gases	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	
<input type="checkbox"/>	Others: _____	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Others: _____	<input type="checkbox"/>	Others: _____

**Hazards Rating – Risk Rating System:**

Duron uses a three (3) level Risk Rating System for all hazards. The Risk Rating System is designed to identify the degree of risk based on the Probability of Occurrence and the Severity of Injury for each activity.

Risk Rating		Probability of Occurrence		
		High	Medium	Low
Severity of Injury	Major	High	High	Medium
	Moderate	High	Medium	Low
	Minor	High	Low	Low

In an effort to simplify and create consistency when assigning risk to an activity, Duron has developed key definitions of Low, Medium and High risk to be used when assigning risk to an activity.

Risk Level	Definition	Examples
<b>Low Risk</b>	The activity is <i>minor</i> and can be carried out by the worker without any further consideration. Under these circumstances <b>No</b> Specialized Personal Protective Equipment (PPE) is required or special instructions are involved.	General sweeping and cleaning, complete inspection forms;
<b>Medium Risk</b>	The activity is subject to an <i>immediate hazard</i> and requires Specialized (PPE) to mitigate and/or reduce the frequency of injury. Under these circumstances either Specialized (PPE) is required or special instructions are involved.	Assemble scaffold <2.4M, cutting or grinding steel, using power tools;
<b>High Risk</b>	The activity is subject to <i>immediate danger</i> and requires either a harness such as in the case of working at heights or special precautions such as in the case of machines above ten (10) horse power. Additionally a <u>Safe Job Procedure</u> is required for <b>all High Risk activities</b> .	Working at Heights, Assemble scaffold >2.4M, traffic control, Skid steer, Confine Space;

**Setup Controls Eliminate/ Control Risk:**

Controls are designed to reduce injuries or accidents relating to the hazards of an activity. The Risk Rating System plays a critical role in the development of controls. For example:

Risk Rating	Description of Control	Control on the PSI Form
<b>High Risk Activities</b>	Development and Review Engineer or Administrative Controls SJP;	<b>Refer to Safe Job Procedure</b>
<b>Medium Risk Activities</b>	Require specialized Personal Protective Equipment (PPE);	Safety Glasses, Gloves, Respirator, Ear, Harness Protection
<b>Low Risk Activities</b>	General	Be aware of surroundings

At Duron, there are **three (3) main categories of hazard controls**:

1. Engineering Controls – control hazards at the source (Most Effective);
2. Administration Controls – control hazards along the path (between the hazard and worker);
3. Personal Protective Equipment – control hazards at the worker (Less Effective).



**Engineering Controls:**

<b>Elimination:</b>	The hazard is removed from the site completely.
<b>Redesign:</b>	Modify the design and/or layout of the workplace, workstation, process or the level of energy used in order to minimize the risk.
<b>Containment:</b>	Using signage and tape to control access; limiting exposure; various methods of separating the worker from the hazard such as enclosure, barrier, machine booths, blast shield, welding shield, fire blanket, etc.; using a warning systems such as a horn, whistle, alarm, to reduce the risk and control the hazard.
<b>Automation:</b>	Use of equipment, substance or material, machinery or replacement to automate the process and control the hazard.

**Administrative Controls:**

<b>Communications:</b>	Ensure all workplace parties are aware of the hazards and its location and ensure that they conscious to be cautious in the area.
<b>Training/Supervision:</b>	Specialized training of safe work practices, ensuring workers have proper certifications and training, work permits, authorizations, etc.
<b>Procedures:</b>	Following existing procedures and/or safe job procedures; improving housekeeping, hygiene and/or maintenance.
<b>Monitoring:</b>	Increase monitor when hazardous substances are present.

**Personal Protective Equipment (PPE):**

<b>Training and Use:</b>	Ensure workers exposed to a hazard have both the appropriate PPE and the training required to use the equipment.
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**Risk Review after Controls in Place:**

Duron has implemented the Risk Review step as a way for workers to re-assess the comfort of the activity after initial controls have been identified and put into place. In some cases, the workers knowledge, experience and level of control may give them confidence in reassessing a high risk activity to a medium or low risk.

For example a twenty (20) year machine operator that is using a forklift may feel that the activity may qualify as a medium risk activity given their level of knowledge, experience and controls put into place. The Initial Risk Review will remind the worker that the activity is High Risk based on the Duron Risk Rating system and the **Risk Review** will take into account their input, thereby enhancing the Internal Responsibility System (IRS) by taking input from all members.

**Review and Revise Hazards Assessment (as required):**

It is the responsibility of the Site Superintendent to ensure that all workers are correctly and completely filling out the PSI form. For all High Risk activities, the Site Superintendent must sign off on the PSI and review the Safe Job Procedure prior to mobilizing work crews. Additionally if activities change due to weather or other circumstances, the PSI form must also be updated to capture the change in circumstances.



## Office – Hazard Assessment

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Computer Work	Same Position for Long Periods of Time or Poor Posture (1,2)	Musculoskeletal Disorders	3	2	4	24	M	<p><b>1. Office Work Safe Work Practices</b> (Taking Breaks as Necessary, Adjusting Screen Brightness, Blue Light Screen Filter, Proper Lifting &amp; Handling Techniques, etc.)</p> <p><b>2. Ergonomic Assessments &amp; Controls</b> (Ergonomic Mouse Pads, Sit/Stand Desks, Workspace Allows Full-Range of Motion, Adjustable Chairs, Lumbar Support, etc.)</p> <p><b>3. Use Mechanical Aids</b> When Lifting &amp; Moving to Reduce Employee Exertion (Dolly, Cart, etc.)</p> <p><b>4. Use Appropriate Equipment for Job</b> (i.e., Ladder for Climbing, Lighting)</p>	L
		Back Pain	3	2	4	24	M		L
	Inadequate Lighting (1,4)	Eye Strain	3	2	4	24	M		L
	Workstation Not Properly Configured to One's Own Body (2,4)	Muscle Strain	3	2	4	24	M		L
		Musculoskeletal Disorders	3	2	4	24	M		L
Repetitive Motion (1,2)	Musculoskeletal Disorder	3	2	4	24	M	L		
Movement Around the Office	Slips, Trips & Falls (2,3)	Personal Injury	3	2	4	24	M		L
	Uneven Surfaces (2,3,4)	Personal Injury	3	2	4	24	M		L
	Wet/Slippery Surfaces (1,4)	Personal Injury	3	2	4	24	M		L
	Materials In Walking Areas (1,3,4)	Personal Injury	3	2	4	24	M		L
Filing Paperwork	Lifting, Climbing, Bending & Stooping (1,3,4)	Back Pain	3	2	4	24	M	L	
		Musculoskeletal Disorder	3	2	4	24	M	L	
Moving Materials	Heavy Load (1,3,4)	Musculoskeletal Disorder	3	2	4	24	M	L	
	Awkward Motions (1,3,4)	Musculoskeletal Disorder	3	2	4	24	M	L	
	Repetitive Motions (1,3,4)	Musculoskeletal Disorder	3	2	4	24	M	L	
Operating Office Equipment	Electric Shock (1,2,3,4)	Personal Injury	3	2	4	24	M	L	
		Equipment Damage	3	2	4	24	M	L	
	Blade From Paper Shredder (1,2,3,4)	Personal Injury	3	2	4	24	M	L	
Office Work After Hours	Violence & Harassment (1)	Personal Injury	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Supporting Structures/Shoring

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Moving Shores to Work Area by Forklift or Bobcat	Uneven Load (1, 2, 3, 4, 5, 6) Unsecured Load (1, 2, 3, 4, 5, 6) Defective Equipment Attachment (1, 3, 4, 5, 7) Obstructions In Path (1, 2, 3, 4, 5, 6, 7) Moving Machinery (1, 2, 3, 4, 5, 6, 7)	Load Shifting	3	3	2	18	M	<b>1. Job Specific Training</b> (Trained by A Competent Person in Job Procedure)  <b>2. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest & CSA Approved Safety Glasses)  <b>3. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>4. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>5. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>6. Review Safe Work &amp; Job Procedures</b> (Reviewed with Supervisor Prior To The Start of Each New Task)  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)	L
		Struck By	3	3	2	18	M		L
		Collision	3	3	2	18	M		L
		Rollover	3	3	2	18	M		L
		Personal Injury	3	3	2	18	M		L
		Property Damage	3	3	2	18	M		L
		Slips, Trips, Falls	3	1	2	6	L		L
Installing Shores	Heavy Materials (1, 2, 3, 4, 5, 6) Awkward Positions (3, 4) Structural Failure (1, 2, 3, 4, 5, 6)	Musculoskeletal Injuries	2	2	1	4	L	L	
		Back Strain	2	2	1	4	L	L	
		Crush	3	4	2	24	M	L	
Inspection Of Shoring	Loose Concrete Overhead (1, 2, 3, 4, 5, 6, 7)	Crush	2	3	2	12	M	L	
		Eye Injury	2	3	2	12	M	L	
	Obstructions On Path (1, 2, 3, 4, 5, 6, 7)	Slips, Trips, Falls	2	2	2	8	L	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Removal of Overburden & Delaminated Concrete & Preparation

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Review Work Area and Slap Capacity	Obstructions On Path (1, 3, 4, 8, 9)	Slips, Trips, Falls	2	1	3	6	L	<p><b>1. Utility Locates</b> (Prior To Start of Any Breaking Ground)</p> <p><b>2. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>3. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>4. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection &amp; 3M Dust Mask)</p> <p><b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>6. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>7. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b></p> <p><b>8. Signage</b> (Used to Alert of Immediate Danger or Hazard)</p> <p><b>9. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>10. Traffic Control</b> (Traffic Control Plan &amp; Awareness Training Prior To Start of Any Traffic Control Work)</p>	L
Removal Of Overburden	Moving Machinery (2, 3, 4, 5, 6, 10) Power Tools (2, 3, 4, 5, 6, 9) Trip Hazards (3, 4, 5, 6, 8, 9) Uneven Surface (3, 4, 5, 6, 8) Buried Utilities (1, 2, 3, 5, 6) Flying Debris (2, 3, 4, 5, 6, 8, 9) Awkward Positions (3, 4, 5)	Personal Injury	3	3	4	36	H		L
		Collision	3	3	4	36	H		L
		Struck By	3	3	4	36	H		L
		Electrocution	3	3	4	36	H		L
		Eye Injury	2	2	4	16	M		L
		Musculoskeletal Injuries	2	2	4	16	M		L
Stock Pile Materials	Moving Machinery Obstructions (2, 3, 4, 5, 6, 7, 10)	Personal Injury	2	2	4	16	M		L
		Slips, Trips, Falls	2	1	3	6	L		L
Delamination Removal	Power Tools (2, 3, 4, 5, 6, 9) Trip Hazards (2, 3, 4, 8, 9) Uneven Surface (3, 4, 5, 6, 8, 9) Buried Utilities (1, 2, 3, 5, 6) Flying Debris (2, 3, 4, 5, 6, 8, 9) Awkward Positions (3, 4, 5) Vibration (3, 4, 5, 6, 9) Compressed Air (2, 3, 4, 5, 6, 8, 9) Floor Openings (2, 3, 4, 5, 6, 8, 9) Sudden Movement (3, 4, 5, 9) Dust (2, 3, 4, 5, 6, 9) Noise (3, 4, 5, 6)	Personal Injury	3	3	4	36	H		L
		Musculoskeletal Injuries	2	2	4	16	M	L	
		Electrocution	3	3	4	36	H	L	
		Eye Injury	2	2	4	16	M	L	
		Slips, Trips, Falls	3	2	4	24	M	L	
				Respiratory Concern	3	2	3	18	M
Deposit Removed Materials in Garbage Bins	Moving Machinery (2, 3, 4, 5, 6, 8, 10) Obstructions (3, 5, 8, 9, 10) Trip Hazards (3, 4, 5, 9) Uneven Surface	Personal Injury	3	3	4	36	H	L	
		Collision	3	3	4	36	H	L	
		Struck By	3	3	4	36	H	L	
		Slips, Trips, Falls	2	1	3	6	L	L	



	(3, 4, 5, 6, 8) Floor Openings (2, 3, 4, 5, 6, 8, 9) Dust (2, 3, 4, 5, 6, 9)								
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RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Sandblasting

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Moving Sandblasting Equipment to Location	Uneven Surface (1, 2, 3, 4, 5) Obstructions (2, 3, 7, 8) Unsafe Lifting Practices (1, 2, 3, 4)	Slips, Trips, Falls	2	2	4	16	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & 3M Dust Mask)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)	L
		Personal Injury (i.e., Back)	2	3	1	6	L		L
Sandblasting	Dust (2, 3, 4, 5, 8) Noise (2, 3, 4, 5) Heavy Loads (1, 2, 3, 4, 5) Compressed Air (1, 2, 3, 4, 5, 6) Flying Debris (2, 3, 4, 5, 7, 8)	Personal Injury	2	2	3	12	M		L
		Eye Injury	3	3	3	27	H		L
		Respiratory Concern	3	3	3	27	H		L
Clean-Up	Obstruction (2, 3, 7, 8) Uneven Surface (1, 2, 3, 4, 5) Dust (2, 3, 4, 5, 8)	Slips, Trips, Falls	2	2	3	12	M		L
		Respiratory Illness	2	3	3	18	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Reinstate Overburden Materials & Final Clean Up

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Inspect Area & Measure Repair Areas	Obstructions On Path <b>(2, 3, 7, 8)</b> Uneven Surface <b>(2, 3, 4, 5, 7)</b>	Slips, Trips, Falls	2	1	3	6	L	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection &amp; 3M Dust Mask)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>6. Ontario Ministry of Labour</b> Worker/Supervisor Health &amp; Safety Awareness Training</p> <p><b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)</p> <p><b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>9. Traffic Control</b> (Traffic Control Plan &amp; Awareness Training Prior To Start of Any Traffic Control Work)</p>	L
Reinstate Overburden Material	Dust <b>(2, 3, 4, 5, 8)</b> Noise <b>(2, 3, 4, 5)</b> Heavy Loads <b>(1, 2, 3, 4, 5)</b> Compressed Air <b>(1, 2, 3, 4, 5, 6)</b> Flying Debris <b>(2, 3, 4, 5, 7, 8)</b> Power Tools <b>(1, 2, 3, 4, 5, 8)</b> Floor Openings <b>(1, 2, 3, 4, 5, 7, 8)</b> Moving Machinery <b>(1, 2, 3, 4, 5, 9)</b> Awkward Positions <b>(2, 3)</b>	Personal Injury (Body, Eye & Ear)	3	2	4	24	M		L
		Musculoskeletal Injuries	2	2	4	16	M		L
		Slips, Trips, Falls	2	1	4	8	L		L
		Struck-By Rollover	3	3	4	36	H		L
		Respiratory Concerns	2	2	1	4	L		L
Clean-Up	Obstruction <b>(2, 3, 7, 8)</b> Uneven Surface <b>(2, 3, 4, 5, 7)</b> Dust <b>(2, 3, 4, 5, 8)</b>	Slips, Trips, Falls	2	2	3	12	M		L
		Respiratory Illness	2	3	3	18	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Secure Area for Restoration Work

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Review Site	Obstructions On Path (2, 3, 7, 8) Uneven Surface (2, 3, 4, 5, 7)	Slips, Trips, Falls	2	1	3	6	L	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection &amp; 3M Dust Mask)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b></p> <p><b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)</p> <p><b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>9. Traffic Control</b> (Traffic Control Plan &amp; Awareness Training Prior To Start of Any Traffic Control Work)</p>	L
Perform Utility Locate Scan	Buried Cables (1, 2, 3, 4, 5) Uneven Surface (2, 3, 4, 5, 7)	Electrocution	2	4	2	16	M		L
		Slips, Trips, Falls	2	1	2	4	L		L
Install Signage & Hoarding in Work Area	Obstructions (2, 3, 7, 8) Floor Openings (1, 2, 3, 4, 5, 7, 8) Moving Machinery (1, 2, 3, 4, 5, 9)	Slips, Trips, Falls	2	1	3	6	L		L
		Struck By	2	3	2	12	M		L
		Collision	2	3	2	12	M		L
Inspect Hoarded Area	Obstructions (2, 3, 7, 8) Uneven Surface (2, 3, 4, 5, 7)	Slips, Trips, Falls	2	1	3	6	L		L
Install Temporary Ramps	Uneven Surface (2, 3, 4, 5, 7) Floor Openings (1, 2, 3, 4, 5, 7, 8)	Personal Injury	2	2	3	12	M		L
		Slips, Trips, Falls	2	1	3	6	L		L
		Property Damage	2	2	3	12	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Restoration – Hazard Assessment

### Task: Strip Forms/Shores/Braces

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Remove Shoring	Uneven Load (1, 2, 3, 4, 5, 8) Unsecured Load (1, 2, 3, 4, 5, 8) Defective Equipment Attachment (1, 2, 4) Obstructions In Path (2, 3, 7, 8) Moving Machinery (1, 2, 3, 4, 5, 9) Heavy Materials (1, 2, 3, 4, 5) Awkward Positions (2, 3)	Load Shifting	3	3	2	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & 3M Dust Mask)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Struck By	3	3	2	18	M		L
		Collision	3	3	2	18	M		L
		Rollover	3	3	2	18	M		L
		Personal Injury	3	3	2	18	M		L
		Property Damage	3	3	2	18	M		L
		Slips, Trips, Falls	3	1	2	6	L		L
		Musculoskeletal Injuries	2	2	1	4	L		L
		Back Strain	2	2	1	4	L		L
Crush	3	4	2	24	M	L			
Remove Forms	Uneven Load (1, 2, 3, 4, 5, 8) Unsecured Load (1, 2, 3, 4, 5, 8) Defective Equipment Attachment (1, 2, 4) Obstructions In Path (2, 3, 7, 8) Moving Machinery (1, 2, 3, 4, 5, 9) Heavy Materials (1, 2, 3, 4, 5) Awkward Positions (2, 3)	Load Shifting	3	3	2	18	M	<b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Struck By	3	3	2	18	M		L
		Collision	3	3	2	18	M		L
		Rollover	3	3	2	18	M		L
		Personal Injury	3	3	2	18	M		L
		Property Damage	3	3	2	18	M		L
		Slips, Trips, Falls	3	1	2	6	L		L
		Musculoskeletal Injuries	2	2	1	4	L		L
		Back Strain	2	2	1	4	L		L
Crush	3	4	2	24	M	L			
Clean-Up	Obstruction (2, 3, 7, 8) Uneven Surface (2, 3, 4, 5, 7) Dust (2, 3, 4, 5, 8)	Slips, Trips, Falls	2	2	3	12	M	<b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Respiratory Illness	2	3	3	18	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Finish & Cure Horizontal, Vertical & Overhead Delaminated Areas

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Erect Forms & False Work	Power Tools (1, 2, 3, 4, 5, 8) Uneven Surfaces (2, 3, 4, 5, 7)	Personal Injury	2	2	4	16	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & 3M Dust Mask)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour</b> Worker/Supervisor Health & Safety Awareness Training  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Slips, Trips, Falls	2	3	4	24	M		L
Install Rebar	Impalement (1, 2, 3, 4, 5) Crush (1, 2, 3, 4, 5) Heavy Materials (2, 3, 4) Moving Machinery (1, 2, 3, 4, 7, 9) Obstruction (2, 3, 7, 8)	Personal Injury	3	3	3	27	H		L
		Property Damage	2	3	3	18	M		L
		Slips, Trips, Falls	2	2	3	12	M		L
Apply Cement Slurry or Epoxy Bonding Agent	Chemical Hazard (1, 2, 3, 4, 5, 7, 8) Splashing (2, 3, 4, 5, 8) Concrete (1, 2, 3, 4, 5, 8) Awkward Positions (2, 3)	Skin Irritation	2	2	4	16	M		L
		Slips, Trips, Falls	2	2	4	16	M		L
		Musculoskeletal Injuries	2	2	4	16	M		L
Place & Finish Concrete	Power Tools (1, 2, 3, 4, 5, 8) Moving Machinery (1, 2, 3, 4, 5, 9) Chemical Hazard (1, 2, 3, 4, 5, 7, 8) Splashing (2, 3, 4, 5, 8) Concrete (1, 2, 3, 4, 5, 8)	Skin Irritation	2	2	4	16	M		L
		Slips, Trips, Falls	2	2	4	16	M	L	
		Musculoskeletal Injuries	2	2	4	16	M	L	
		Struck By	3	3	4	36	H	L	
Curing Concrete	Wet Surface (2, 3, 4, 7, 8)	Slips, Trips, Falls	2	2	3	12	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Restoration – Hazard Assessment

### Task: Operating a Skid Steer Loader

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Circle Check	Other Moving Vehicles Around (1, 2, 3, 4, 5, 7, 9)	Collision	3	3	4	36	H	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & 3M Dust Mask)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Struck-By	3	3	4	36	H		L
Driving The Skid Steer	Pedestrians (2, 3, 4, 5, 7, 8, 9) Obstructions (2, 3, 7, 8) Other Moving Machinery (2, 3, 4, 5, 7, 8, 9) Limited View (1, 2, 4, 5, 7, 9) Noise (2, 3, 4, 5) Uneven Load (1, 2, 3, 4, 5, 8, 9) Unsecured Load (1, 2, 3, 4, 5, 8, 9)	Collision	3	3	4	36	H		L
		Struck-By	3	3	4	36	H		L
		Rollover	3	3	4	36	H		L
		Personal Injury	2	3	4	24	M		L
		Pedestrian Injury	2	3	4	24	M		L
Property Damage	2	3	4	24	M	L			

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Restoration – Hazard Assessment

### Task: Acetylene Torching

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Cleaning By Blowing Dust	Flying Debris (1, 3, 8, 9) Dust / Silica (1, 2, 3, 6, 8, 9)	Personal Injury	3	2	4	24	M	<b>1. Conduct Safety Talks</b> (Address Potential Hazards of Acetylene Torching with All Workers Involved)  <b>2. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>3. Wear Appropriate PPE</b> (CSA Approved Hard Hat, CSA Approved Boots At Least Ankle Length, CSA Approved Safety Glasses, NORTH Respirator, CSA Approved High Visibility Upper Garment & Long Sleeve Clothing)  <b>4. Propane Handling Training</b> (Reviewed Every Three Years)  <b>5. MOL Awareness Training</b>  <b>6. Review SDS</b> (For Hazardous Materials to Be Used on Site)  <b>7. Working At Heights Training</b> (Reviewed Every Three Years)  <b>8. WHMIS Training</b> (Reviewed Every Year)  <b>9. Review Safe Job Procedures</b> (Review With Supervisor Prior To The Start of The Task)	L
		Respiratory Problem	2	2	3	12	M		L
Inspect Hose & Regulator Prior To Torching	Leaky Hose (Propane) (1, 2, 3, 4, 6, 8, 9)	Explosion	3	4	3	36	H		L
		Personal Injury	3	4	3	36	H		L
	Broken Regulator (1, 2, 3, 4, 8, 9)	High Pressure Gas Flow	3	4	3	36	H		L
Purge Gas	Poor Ventilation (1, 2, 3, 4, 5, 8, 9)	Respiratory Concern	2	2	3	12	M		L
	Compressed Air (1, 2, 3, 4, 5, 8, 9)	Explosion	2	4	3	24	M		L
		Fire	2	4	2	16	M		L
Light Up Torch	Open Flame (1, 2, 3, 4, 6, 8, 9)	Personal Injury	3	4	2	24	M		L
		Fire	3	4	1	12	M	L	
		Organic Vapor / Respiratory Concern	3	3	3	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Restoration – Hazard Assessment

### Task: Excavation

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Identify Utility Locates	Electrocution (1, 2, 3, 4, 9, 10)	Personal Injury	3	4	3	36	H	<b>1. Review Locates Prior To Beginning Work &amp; Keep the Locate Drawings in The Operators Cab at All Times During the Excavation</b>  <b>2. Conduct Safety Talks</b> (Address Potential Hazards of Excavating with All Workers Involved)  <b>3. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>4. Wear Appropriate PPE</b> (CSA Approved Hard Hat, CSA Approved Boots At Least Ankle Length, CSA Approved Safety Glasses, CSA Approved High Visibility Upper Garment & Long Sleeve Clothing)  <b>5. Excavator Training</b> (The Operator Must Be Competent with The User's Manual)  <b>6. MOL Awareness Training</b>  <b>7. Review SDS</b> (For Hazardous Materials to Be Used on Site)  <b>8. Working At Heights Training</b> (Reviewed Every Three Years)  <b>9. WHMIS Training</b> (Reviewed Every Year)  <b>10. Review Safe Job Procedures</b> (Review With Supervisor Prior To The Start of The Task)	L
	Natural Gas Leak (1, 2, 3, 4, 7, 9, 10)								L
Identify Overhead Powerlines	Electrocution (2, 4, 9, 10)	Personal Injury	3	4	3	36	H		L
Identify Soil Type	Cave-Ins (2, 4, 8, 9, 10)	Personal Injury	3	3	3	27	M		L
Take Air Samples	Oxygen Deficiency (2, 3, 4, 9, 10)	Personal Injury	4	4	3	48	H		L
	Hazardous Gases (2, 3, 4, 7, 9, 10)								L
Ensure There Is No Water Inside the Pit	Electrocution (2, 3, 4, 5, 8, 9, 10)	Personal Injury	3	4	3	36	H		L
	Slipping Hazard (2, 4, 8, 9, 10)	Personal Injury	3	4	1	12	M		L
	Affect The Slope of The Excavation (2, 3, 4, 5, 8, 9, 10)	Cave-Ins	3	3	3	27	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Waterproofing – Hazard Assessment

### Task: Torch-Applied Roofing

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls	
			Probability	Severity	Frequency	Overall Risk Rating				
Conduct Housekeeping (Clear the Roof of Combustibles)	Fire Hazard (1, 2, 3, 4, 6, 8, 9)	Personal Injury	3	2	4	24	M	<p><b>1. Conduct Safety Talks</b> (Address Potential Hazards of Torch-Applied Roofing with All Workers Involved)</p> <p><b>2. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>3. Wear Appropriate PPE</b> (CSA Approved Hard Hat, CSA Approved Boots At Least Ankle Length, CSA Approved Safety Glasses, NORTH Respirator, CSA Approved High Visibility Upper Garment &amp; Long Sleeve Clothing)</p> <p><b>4. Propane Handling Training</b> (Reviewed Every Three Years)</p> <p><b>5. MOL Awareness Training</b></p> <p><b>6. Review SDS</b> (For Hazardous Materials to Be Used on Site)</p> <p><b>7. Working At Heights Training</b> (Reviewed Every Three Years)</p> <p><b>8. WHMIS Training</b> (Reviewed Every Year)</p> <p><b>9. Review Safe Job Procedures</b> (Review With Supervisor Prior To The Start of The Task)</p>	L	
Inspect Hose & Regulator Prior To Torching	Leaky Hose (Propane) (1, 2, 3, 4, 5, 6, 8, 9)	Explosion	3	4	3	36	H			L
		Personal Injury	3	4	3	36	H			L
	Broken Regulator (1, 3, 4, 6, 8, 9)	High Pressure Gas Flow	3	4	3	36	H			L
Secure / Tie Off Propane Tanks	Compressed Air (1, 2, 3, 4, 5, 6, 7, 8, 9)	Explosion	2	4	3	24	M			L
		Fire	2	4	2	16	M			L
Light Up Torch	Open Flame (1, 2, 3, 4, 6, 8, 9)	Personal Injury	3	4	2	24	M			L
		Fire	3	4	1	12	M			L
		Organic Vapor / Respiratory Concern	3	3	3	24	M			L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Waterproofing – Hazard Assessment

### Task: Mastic Application/Spreading

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Drive Pickup Truck with Buggy To The 10-Ton Mastic Hot Box	Defective Attachment <b>(2, 4, 5)</b>	Load Shifting or Detaching	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & 3M Dust Mask)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour</b> Worker/Supervisor Health & Safety Awareness Training  <b>7. Signage</b> (Used to Alert of Immediate Danger or Hazard)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Struck-By	2	2	3	12	M		L
		Rollover	2	2	3	12	M		L
		Collision	2	2	3	12	M		L
	Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	2	3	3	18	M		L
Fill Buggy with Mastic	Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H		L
		Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	3	3	3	27		H
Fill Wheelbarrow with Mastic From 5-Ton Hot Box	Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H		L
		Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	3	3	3	27		H
Move Buggy/Wheelbarrow	Heavy Load <b>(2, 3, 4, 9)</b>	Musculoskeletal Disorder	2	3	3	18	M		L
		Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H	L
		Debris On the Floor <b>(4, 8)</b>	Slip, Trip, Fall	2	3	3	18	M	L
		Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	3	3	3	27	H	L
Pour Material Out of Buggy/Wheelbarrow	Heavy Load <b>(2, 3, 4, 9)</b>	Musculoskeletal Disorder	2	3	3	18	M	L	
		Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H	L
		Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	3	3	3	27	H	L
		Debris On the Floor <b>(4, 8)</b>	Slip, Trip, Fall	2	3	3	18	M	L
Trowelling	Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H	L	
		Close Contact with Material <b>(1, 2, 3, 4, 5, 9)</b>	Burn	3	3	3	27	H	L
		Awkward Position <b>(2, 4)</b>	Musculoskeletal Disorder	2	3	3	18	M	L
Sand Finishing	Chemical Hazard <b>(1, 2, 3, 4, 5, 7, 8)</b>	Silica, Organic Vapour, Coal Tar Pitch	3	3	3	27	H	L	
		Hot Material <b>(1, 2, 3, 4, 5, 8)</b>	Burn	3	3	3	27	H	L
		Awkward Position <b>(2, 4)</b>	Musculoskeletal Disorder	2	3	3	18	M	L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day



3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
<b>RISK PRIORITY RANKING</b>					
<b>LOW</b> (Risk Rating ≤ 8)		<b>MEDIUM</b> (8 < Risk Rating ≤ 27)		<b>HIGH (Critical Work Activity)</b> (Risk rating > 27)	



## Waterproofing – Hazard Assessment

### Task: Waterproofing Delivery

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			P	S	F	O			
Drive Truck With Kettle Attached	Defective Attachment (1, 2, 3, 4, 5, 6, 7)	Load Shifting or Detaching	2	2	4	16	M	<b>1. Vehicle Circle Check</b> (To Be Conducted by Driver Prior Operating a Vehicle)  <b>2. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest & CSA Approved Safety Glasses)  <b>4. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>5. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>8. Ontario Ministry of Labour</b> Worker/Supervisor Health & Safety Awareness Training	L
		Struck-By	2	2	4	16	M		L
		Rollover	2	2	4	16	M		L
		Collision	2	2	4	16	M		L
Relight Kettle To Achieve Required Higher Temperature	Leaky Hose (Propane) (1, 2, 3, 4, 5, 6, 7)	Explosion	3	4	3	36	H	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Waterproofing – Hazard Assessment

### Task: Elastomeric Waterproofing

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Sandblasting	Flying Debris (2, 3, 4, 5, 7, 9, 10)	Personal Injury	2	2	3	12	M	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection &amp; Task- Specific Respirator)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b></p> <p><b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>8. Traffic Control</b> (Traffic Control Plan &amp; Awareness Training Prior To Start of Any Traffic Control Work)</p> <p><b>9. Physical Barriers for Public Protection</b> (Site Perimeter Fencing)</p> <p><b>10. WHMIS Training</b> (Annually Renewed)</p>	L
Using Mechanical Router for Cracks	Flying Debris (2, 3, 4, 5, 7, 9, 10)	Personal Injury	3	2	4	24	M		L
Filling Cracks with Joint Filler	Dust (1, 2, 3, 4, 5, 7, 8, 9, 10)	Respiratory Problems	2	2	3	12	M		L
Mixing With Electrical Drill	Cut, Shearing (1, 2, 3, 4, 5, 7, 8, 9, 10)	Personal Injury	2	3	3	18	M		L
Application Of Elastomeric	Chemical Exposure (1, 2, 3, 4, 5, 9, 10)	Health Disorder	2	2	4	16	M		L
	Silica Sand (1, 2, 3, 4, 5, 7, 9, 10)	Health Disease	2	3	4	24	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Waterproofing – Hazard Assessment

### Task: Volclay Panels and Bentomat

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Unloading Panels From Truck	Heavy Material (2, 3, 4, 7, 8)	Musculoskeletal Disorders	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection & Task-Specific Gloves)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work)	L
		Personal Injury	2	3	3	18	M		L
	Uneven Load (1, 2, 3, 4, 5, 7, 8)	Crush	2	3	3	18	M		L
		Personal Injury	2	3	3	18	M		L
	Improperly Secured Load (1, 2, 3, 4, 5, 7, 8)	Damage To Materials, Property	2	3	3	18	M		L
		Personal Injury	2	3	3	18	M		L
Trowel A Bead Of Joint Seal Gel	Awkward Positions (2, 4)	Musculoskeletal Disorders	2	3	4	24	M	L	
	Scattered Material (1, 2, 3, 4, 5, 7, 8)	Slips, Trips, Falls	2	2	4	16	M	L	
Cut End Panels	Knife (2, 3, 4)	Cut	2	2	4	16	M	L	
	Awkward Positions (2, 4)	Musculoskeletal Disorders	2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Waterproofing – Hazard Assessment

### Task: Capillary Concrete Waterproofing

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls	
			Probability	Severity	Frequency	Overall Risk Rating				
Sandblasting	Flying Debris (1, 2, 3, 4, 5, 7)	Personal Injury	3	2	4	24	M	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection &amp; Task- Specific Respirator)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Pre-Job Safety Instruction</b> (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</p> <p><b>6. Ontario Ministry of Labour</b> Worker/Supervisor Health &amp; Safety Awareness Training</p> <p><b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p>	L	
Mixing With Electrical Drill	Cut, Shearing (1, 2, 3, 4, 5, 7)	Personal Injury	2	3	3	18	M			
Applying Slurry	Awkward Positions (2, 4)	Musculoskeletal Disorders	2	3	4	24	M			L
	Repetitive Motions (2, 4)	Musculoskeletal Disorders	2	3	4	24	M			L
	Material On Floor (1, 2, 3, 4, 7)	Slips, Trips, Falls	2	2	4	16	M			L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Waterproofing – Hazard Assessment

### Task: Rubberized Membrane Waterproofing

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Drive Truck With Kettle Attached	Defective Attachment (1, 6, 7)	Load Shifting/Detaching	2	2	4	16	M	<p><b>NOTE: Work Must NOT Commence Prior To Attaining A Hot Work Permit</b></p> <p><b>1. Driver Must Do a Circle Check &amp; Ensure The Kettle Is Not Being Shifted While the Material Is in Liquid State</b></p> <p><b>2. Fire Extinguisher Must Be Kept Near by At All Times</b></p> <p><b>3. Propane Cylinder Must Be Kept At Least 10 Feet Away From The Burner, Maintained and Stored As Per The Regulation</b></p> <p><b>4. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b></p> <p><b>5. WHMIS Training (Annually Renewed)</b></p> <p><b>6. Review Safe Work &amp; Job Procedures (Reviewed With Supervisor Prior To The Start of Each New Task)</b></p> <p><b>7. Pre-Job Safety Instruction (Establish Hazards &amp; Risks at The Site of The Task with All Workers Involved)</b></p> <p><b>8. Wear Appropriate PPE (Hard Hat, CSA Approved Boots, Safety Vest, CSA Approved Safety Glasses, Hearing Protection, Task- Specific Respirator, Full Sleeve Clothing &amp; Gloves)</b></p>	L
		Struck-By	2	2	4	16	M		L
		Rollover	2	2	4	16	M		L
		Collision	2	2	4	16	M		L
Relight Kettle To Achieve Required Higher Temperature	Leaky Hose (Propane) (1, 2, 3, 5, 6, 7, 8)	Explosion	3	4	3	36	H		L
		Personal Injury	3	4	3	36	H		L
	Burner Valves Left On (1, 2, 3, 5, 6, 7, 8)	Explosion	3	4	3	36	H		L
		Personal Injury	3	4	3	36	H		L
Cleaning By Blowing Dust	Flying Debris (3, 5, 6, 8) Dust/Silica (3, 5, 6, 8)	Personal Injury	2	2	4	16	M		L
Spread Primer & Lay Membrane	Awkward Positions (6, 8)	Musculoskeletal Disorders	2	3	4	24	M		L
	Repetitive Motions (6, 8)	Musculoskeletal Disorders	2	3	4	24	M	L	
	Chemical Exposure (1, 2, 3, 5, 6, 7, 8)	Health Disorder	2	2	4	16	M	L	
	Hot Material (1, 2, 3, 5, 6, 7, 8)	Burn Injury	2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Waterproofing – Hazard Assessment

### Task: Self Adhesive Membrane Waterproofing

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Cleaning By Blowing Dust	Flying Debris (1, 3, 7, 8) Dust / Silica (1, 3, 7, 8)	Personal Injury	2	2	3	12	M	<b>1. Conduct Safety Talks</b> (Address Potential Hazards of Self-Adhesive Membrane Waterproofing with All Workers Involved)  <b>2. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>3. Wear Appropriate PPE</b> (CSA Approved Hard Hat, CSA Approved Boots At Least Ankle Length, CSA Approved Safety Glasses, NORTH Respirator, CSA Approved High Visibility Upper Garment & Long Sleeve Clothing)  <b>4. Task Rotation</b> (Change Up Tasks to Eliminate Repetitive Injuries)  <b>5. MOL Awareness Training</b>  <b>6. Review SDS</b> (For Hazardous Materials to Be Used on Site)  <b>7. Working At Heights Training</b> (Reviewed Every Three Years)  <b>8. WHMIS Training</b> (Reviewed Every Year)  <b>9. Review Safe Job Procedures</b> (Review With Supervisor Prior To The Start of The Task)	L
		Respiratory Irritant	2	2	3	12	M		L
Apply Material To The Substrate	Repetitive Motion (1, 2, 3, 4, 5, 6, 7, 8, 9)	Musculoskeletal Disorder	2	2	3	18	M		L
		Awkward Posture	2	2	3	12	M		L
Cutting The Membrane	Sharp Object (1, 2, 3, 4, 7, 8, 9)	Personal Injury	2	4	3	24	M		L
Remove Air Bubbles from Underneath the Membrane	Repetitive Motion (1, 2, 3, 4, 5, 6, 7, 8, 9)	Musculoskeletal Disorder	2	2	1	4	L		L
		Awkward Posture	2	2	1	4	L		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Shop – Hazard Assessment

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Installing Wheels	Damaged Equipment (1, 2, 3, 4, 7)	Traffic Accidents	2	2	2	8	L	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves &amp; Task- Specific Respirator)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>6. Traffic Control</b> (Awareness Training Prior to Start of Any Traffic Control Work, Spotter When Backing Up Vehicles)</p> <p><b>7. Use Mechanical Aids When Lifting &amp; Moving to Reduce Employee Exertion</b> (Dolly, Cart, Jack, etc.)</p> <p><b>8. WHMIS Training</b> (Annually Renewed)</p> <p><b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b></p>	L
	Compressed Air (1, 2, 3, 4, 7, 8)	Personal Injury	2	2	2	8	L		L
		Equipment Damage	2	2	2	8	L		L
		Flying Particles	2	2	2	8	L		L
		Dust	2	2	2	8	L		L
		Injection (Skin Penetration)	2	2	2	8	L		L
		Noise	2	2	2	8	L		L
Mounting Wheels	Improperly Installed Wheels (1, 2, 3, 4, 5, 6, 7, 8)	Traffic Accidents	2	2	2	8	L		L
	Damaged Equipment (1, 2, 3, 4, 7)	Traffic Accidents	2	2	2	8	L		L
	Compressed Air (1, 2, 3, 4, 7, 8)	Personal Injury	2	2	2	8	L		L
		Equipment Damage	2	2	2	8	L		L
		Flying Particles	2	2	2	8	L		L
		Dust	2	2	2	8	L		L
		Injection (Skin Penetration)	2	2	2	8	L		L
		Noise	2	2	2	8	L	L	
Removing Wheels	Improperly Installed Wheels (1, 2, 3, 4, 5, 6, 7, 8)	Traffic Accidents	2	2	2	8	L	L	
		Property Damage (Run Away Wheels)	2	2	2	8	L	L	
	Damaged Equipment (1, 2, 3, 4, 7)	Traffic Accidents	2	2	2	8	L	L	
	Compressed Air (1, 2, 3, 4, 7, 8)	Personal Injury	2	2	2	8	L	L	
		Equipment Damage	2	2	2	8	L	L	
		Flying Particles	2	2	2	8	L	L	
		Dust	2	2	2	8	L	L	
		Injection (Skin Penetration)	2	2	2	8	L	L	
		Noise	2	2	2	8	L	L	



### Shop – Hazard Assessment

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Changing Wheels	Damaged Equipment (2, 4, 5, 6, 9)	Traffic Accidents	2	2	2	8	L	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task- Specific Respirator)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>6. Use Mechanical Aids When Lifting &amp; Moving to Reduce Employee Exertion</b> (Dolly, Cart, Jack, etc.)  <b>7. Traffic Control</b> (Awareness Training Prior To Start of Any Traffic Control Work, Spotter When Backing Up Vehicles)  <b>8. Ontario Ministry of Labor</b> Worker/Supervisor Health & Safety Awareness Training  <b>9. WHMIS Training</b> (Annually Renewed)	L
		Personal Injury	2	2	2	8	L		L
		Equipment Damage	2	2	2	8	L		L
	Overinflated Tires (1, 2, 4, 5, 9)	Explosion	2	2	2	8	L		L
	Compressed Air (1, 2, 3, 4, 6, 9)	Personal Injury	2	2	2	8	L		L
		Equipment Damage	2	2	2	8	L		L
		Flying Particles	2	2	2	8	L		L
		Dust	2	2	2	8	L		L
		Injection (Skin Penetration)	2	2	2	8	L		L
	Removing Or Installing Tire on Rim	Improperly Installed Tires (1,2,3,4,5,6,7)	Rim Or Side Wall Blowing Out	2	2	2	8		L
Flammable Products (1, 2, 3, 4, 5, 6, 9)			Personal Injury	2	2	2	8	L	L
		Equipment Damage	2	2	2	8	L	L	
Working With Hazardous Chemicals	Chemical Hazards (1, 2, 3, 4, 5, 7, 9)	Burns/Irritations	2	2	4	16	M	L	
		Respiratory Injuries	2	2	4	16	M	L	
		Fire	2	2	4	16	M	L	
		Explosions	2	2	4	16	M	L	
		Toxicity	2	2	4	16	M	L	
Welding	Compressed Gas (1, 2, 3, 4, 5, 7, 9)	Personal Injury	2	3	3	18	M	L	
		Equipment Damage	2	3	3	18	M	L	
		Flying Particles	2	3	3	18	M	L	
		Dust	2	3	3	18	M	L	
		Injection (Skin Penetration)	2	3	3	18	M	L	
		Noise	2	3	3	18	M	L	
	Electric Hazards (1, 2, 3, 4, 5, 7, 9)	Skin Burns	3	3	3	27	H	L	
		Flash Burns	3	3	3	27	H	L	
		Fumes	3	3	3	27	H	L	
		Electric Shock	3	3	3	27	H	L	
		Fire/Explosion	3	3	3	27	H	L	



## Shop – Hazard Assessment

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Moving Vehicles In And Out Of Shop	Pedestrian Traffic (2, 3, 4, 7, 9)	Personal Injury	2	3	3	18	M	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves &amp; Task-Specific Respirator)</p> <p><b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>6. Use Mechanical Aids When Lifting &amp; Moving to Reduce Employee Exertion</b> (Dolly, Cart, Jack, etc.)</p> <p><b>7. Traffic Control</b> (Awareness Training Prior To Start of Any Traffic Control Work, Spotter When Backing Up Vehicles)</p> <p><b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b></p> <p><b>9. WHMIS Training</b> (Annually Renewed)</p>	L
	Vehicle Traffic (2, 3, 4, 7, 9)	Personal Injury	2	3	3	18	M		L
		Equipment Damage	2	3	3	18	M		L
	Exhaust Fumes (2, 3, 4, 5, 7, 9)	Respiratory Illness	2	3	3	18	M		L
	Poor Visibility (2, 3, 4, 5, 7, 9)	Personal Injury	2	3	3	18	M		L
		Equipment Damage	2	3	3	18	M		L
	Uneven Terrain (2, 3, 4, 5, 7)	Personal Injury	2	3	3	18	M		L
		Equipment Damage	2	3	3	18	M		L
	Noise (2, 3, 4, 5, 7, 9)	Personal Injury	2	3	3	18	M		L
		Equipment Damage	2	3	3	18	M		L
	Weather (2, 3, 5, 7, 9)	Personal Injury	2	3	3	18	M		L
		Equipment Damage	2	3	3	18	M		L
Slips, Trips, Falls (2, 3, 4, 5, 7)	Personal Injury	2	3	3	18	M	L		
	Equipment Damage	2	3	3	18	M	L		
Uncoupling Vehicles & Attachments	Heavy Load (1, 2, 3, 4, 5, 6, 7, 9)	Personal Injury	3	3	3	27	H	L	
		Equipment Damage	3	3	3	27	H	L	
	Disconnecting Airlines (2, 3, 4, 5, 6, 7, 9)	Eye Injury	3	3	3	27	H	L	
	Slips, Trips, Falls (2, 3, 4, 5, 7)	Personal Injury	3	3	3	27	H	L	
	Pinch Points (2, 3, 4, 7, 9)	Personal Injury	3	3	3	27	H	L	
	Crush (2, 3, 4, 7, 9)	Personal Injury/Fatality	3	3	3	27	H	L	
Awkward Positions (2, 4)	Musculoskeletal Disorders	3	3	3	27	H	L		
Lifting Vehicles & Equipment For Repairs	Manual Lifting (2, 3, 4, 5, 6, 7)	Crush Injuries	3	3	4	36	H	L	
		Musculoskeletal Disorders	3	3	4	36	H	L	
		Muscle Strain or Over Exertion	3	3	4	36	H	L	
	Hydraulic Jacks (2, 3, 4, 5, 6, 7)	Slippage Causing Crushing Injuries	3	3	4	36	H	L	
		Equipment Damage	3	3	4	36	H	L	
	Overloading Of Jack (2, 3, 4, 5, 6, 7)	Crush Injuries	3	3	4	36	H	L	
Equipment Damage		3	3	4	36	H	L		



## Shop – Hazard Assessment

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Refueling Equipment & Containers	Chemical Hazards (1, 2, 3, 4, 5, 6, 7, 9)	Inhalation Of Toxic Substances	3	2	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task- Specific Respirator)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>6. Use Mechanical Aids When Lifting &amp; Moving to Reduce Employee Exertion</b> (Dolly, Cart, Jack, etc.)  <b>7. Traffic Control</b> (Awareness Training Prior To Start of Any Traffic Control Work, Spotter When Backing Up Vehicles)  <b>8. Ontario Ministry of Labor</b> Worker/Supervisor Health & Safety Awareness Training  <b>9. WHMIS Training</b> (Annually Renewed)	L
		Skin Irritation	3	2	3	18	M		L
		Fire	3	2	3	18	M		L
		Explosion	3	2	3	18	M		L
	Slips, Trips, Falls (2, 3, 4, 5, 6)	Personal Injury	3	2	3	18	M		L
		Equipment Damage	3	2	3	18	M		L
Working In Extreme Temperatures	Extreme Temperature – Hot/Cold (1, 2, 3, 4, 6, 7, 8, 9)	Hypothermia Or Hyperthermia	3	2	3	18	M	L	
		Dehydration	3	2	3	18	M	L	
		Fatigue	3	2	3	18	M	L	
		Loss Of Judgment	3	2	3	18	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Epoxy – Hazard Assessment

### Task: Epoxy Power Troweling

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Pre-Start Check	Buildup Of Toxic Gases Or Vapours (1, 2, 3, 4, 5, 6, 7, 8)	Inadequate Ventilation	3	3	4	36	H	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
Place Power Trowel On Floor Slab	Awkward Positions (1, 2, 3, 4, 5, 6, 7)	Musculoskeletal Disorder	3	2	4	24	M		L
Start Engine	Engine Fumes (1, 2, 3, 4, 5, 6, 7, 8)	Respiratory Illness	2	2	3	12	M		L
	Loss Of Control Or Loose Grip (1, 2, 3, 4, 5, 6, 7)	Impact Pinching Hit	2	2	3	12	M		L
Remove Float Blades & Continue Operation	Failure To Shut Off Machinery (1, 2, 3, 4, 5)	Personal Injury Property Damage	2	3	4	24	M		L
Clean Work Area	Awkward Positions (2, 3, 4, 6)	Musculoskeletal Disorder	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Epoxy – Hazard Assessment

### Task: Traffic Deck, Crack Repairs & Installations

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Preparation Of Substrate by Blastrac or Mechanical Sanding	Airborne Materials (Dust, Metal Pieces, Etc.) <b>(1, 2, 3, 4, 5, 6, 7)</b>	Inhalation	2	2	4	16	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task- Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
		Injury To Eye	2	2	4	16	M		L
Stock The Job and Place Materials in Safe and Secure Location	Awkward Positions <b>(2, 4, 6)</b>  Obstructions <b>(2, 4, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
		Slips, Trips, Falls	2	2	4	16	M		L
Open Cracks In Floor	Airborne Materials (Dust, Metal Pieces, Etc.) <b>(1, 2, 3, 4, 5, 6, 7)</b>	Inhalation	2	2	4	16	M		L
		Injury To Eye	2	2	4	16	M		L
Clean Area & Fill Cracks with Joint Filler	Airborne Materials (Dust, Metal Pieces, Etc.) <b>(1, 2, 3, 4, 5, 6, 7)</b>	Inhalation	2	2	4	16	M		L
		Injury To Eye	2	2	4	16	M		L
Apply Stretch Coat	Organic Vapours <b>(1, 2, 3, 4, 5, 6, 7)</b>	Inhalation Leading to Disease	2	3	3	18	M		L
Apply Membrane	Organic Vapours, Splashes <b>(1, 2, 3, 4, 5, 6, 7)</b>	Chemical Contact/Inhalation	2	3	3	18	M		L
	Wet Floor <b>(2, 4, 6)</b>	Slips, Trips, Falls	2	2	4	16	M	L	
Wash & Clean Area Before Applying Sealer	Organic Vapours, Splashes <b>(1, 2, 3, 4, 5, 6, 7)</b>	Chemical Contact/Inhalation	2	3	3	18	M	L	
	Wet Floor <b>(2, 4, 6)</b>	Slips, Trips, Falls	2	2	4	16	M	L	
Clean Work Area	Dust, Airborne Materials <b>(2, 3, 4, 6)</b>	Inhalation	2	2	4	16	M	L	
		Injury To Eye	2	2	4	16	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Epoxy – Hazard Assessment

### Task: Epoxy Floor Troweled, Broadcast & Terrazzo

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Stock The Job and Place Materials in Safe and Secure Location	Awkward Positions (2, 5)	Musculoskeletal Disorder	3	2	4	24	M	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)</p> <p><b>4. Proper Disposal of Waste</b> (In Accordance with Environmental Regulations)</p> <p><b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves &amp; Task-Specific Respirator)</p> <p><b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>8. WHMIS Training</b> (Annually Renewed)</p> <p><b>9. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b></p>	L
	Obstructions (2, 4, 5, 7)	Slips, Trips, Falls	2	2	4	16	M		L
Prepare Areas by Blastrac, Mechanical Sander, or Wet Grinding	Airborne Materials (Dust, Metal Pieces, Etc.) (1, 2, 3, 4, 5, 7)	Inhalation	2	2	4	16	M		L
		Injury To Eye	2	2	4	16	M		L
	Wet Surface (2, 5, 7)	Slips, Trips, Falls	2	2	4	16	M		L
Clean Up Area After Preparation	Dust, Airborne Materials (2, 4, 5, 7)	Inhalation	2	2	4	16	M		L
		Injury To Eye	2	2	4	16	M		L
Install Base/Floor Strips with Epoxy	Organic Vapours, Dust (1, 2, 3, 5, 6, 7, 8)	Inhalation	2	2	4	16	M		L
Apply Primer by Roller or Trowel	Organic Vapours, Dust (1, 2, 3, 5, 6, 7, 8)	Inhalation	2	2	4	16	M		L
	Moving Equipment (1, 2, 3, 5, 6)	Hit Impact Crush	2	3	3	18	M	L	
Silica Sand Broadcasted	Silica Dust (2, 5, 7)	Respiratory Illness	3	3	3	27	H	L	
Sweep & Blow Excess Silica After Drying	Silica Dust (2, 5, 7)	Respiratory Illness	3	3	3	27	H	L	
Apply Top Coat	Organic Vapours (1, 2, 3, 4, 5, 6, 7, 8)	Inhalation	2	2	4	16	M	L	
Clean Work Area	Awkward Positions (2, 5)	Musculoskeletal Disorder	3	2	4	24	M	L	
	Obstructions (2, 4, 5, 7)	Slips, Trips, Falls	2	2	4	16	M	L	
	Moving Parts (2, 4, 5, 7)	Cut Pinching Impact	2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Epoxy – Hazard Assessment

### Task: Blastrac

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Pre-Start Check & Preparation	Buildup Of Toxic Gases or Vapours <b>(2, 3, 4, 5, 7)</b>	Inadequate Ventilation	3	3	4	36	H	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Transporting Heavy Equipment <b>(2, 4, 5, 6, 7)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
	Awkward Positions <b>(2, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
	Noise <b>(2, 4, 5, 7)</b>	Hearing Loss	2	2	4	16	M		L
Plug In Cable Between Blastrac & Vacuum	High Voltage Power <b>(1, 2, 3, 4, 5, 7)</b>	Electrical Shock	3	3	4	36	H		L
Load Hopper With Steel Shots	Material Obstruction <b>(1, 2, 4, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M		L
	Dust <b>(2, 3, 4, 5, 6)</b>	Inhalation	2	2	4	16	M		L
Blastrac	Dust <b>(2, 3, 4, 5, 6)</b>	Inhalation	2	2	4	16	M		L
	Material Obstruction <b>(1, 2, 4, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M	L	
	Airborne Flying Shots <b>(2, 3, 4, 5, 6)</b>	Personal Injury (Eye)	3	3	4	36	H	L	
Shut Off Equipment	High Voltage Power <b>(1, 2, 4, 5, 6, 7)</b>	Electrical Shock	3	3	4	36	H	L	
	Transporting Heavy Equipment <b>(2, 4, 5, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M	L	
	Awkward Positions <b>(2, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M	L	
	Dust <b>(2, 3, 4, 5, 6)</b>	Inhalation	2	2	4	16	M	L	
Explosion		2	4	4	32	H	L		

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Epoxy – Hazard Assessment

### Task: Polish Concrete

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Protect Walls & Equipment Prior To Grinding	Sharp Edges (1, 2, 3, 4, 5, 6)	Cut Laceration	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
Dry Grind With Diamond	Dust (1, 2, 3, 4, 5, 6, 7)	Inhalation	2	2	4	16	M		L
Apply Densifier Using Mop Or Push Broom	Awkward Positions (2, 3, 4)	Musculoskeletal Disorder	3	2	4	24	M		L
	Repetitive Motions (2, 3, 4)	Musculoskeletal Disorder	3	2	4	24	M		L
	Wet Materials (2, 4, 6)	Slips, Falls	2	2	4	16	M		L
Polish With Floor Maintainer, Plastic Resin and Water	Awkward Positions (2, 3, 4)	Musculoskeletal Disorder	3	2	4	24	M		L
	Repetitive Motions (2, 3, 4)	Musculoskeletal Disorder	3	2	4	24	M		L
	Wet Materials (2, 4, 6)	Slips, Falls	2	2	4	16	M		L
Clean Up	Awkward Positions (2, 3, 4)	Musculoskeletal Disorder	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Epoxy – Hazard Assessment

### Task: Matacryn Installation

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Prepare Concrete Deck or Steel Deck by Blastrac Or Sandblasting	Airborne (Flying) Materials <b>(1, 2, 3, 4, 5, 6)</b>	Personal Injury (Eye) Inhalation	3	3	4	36	H	<p><b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)</p> <p><b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)</p> <p><b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)</p> <p><b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves &amp; Task-Specific Respirator)</p> <p><b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)</p> <p><b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)</p> <p><b>7. WHMIS Training</b> (Annually Renewed)</p> <p><b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b></p>	L
Apply Primer Coat	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	4	36	H		L
Apply Matacryn with Notch Trowel & Back Roller with Spike Roller	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	4	36	H		L
	Wet Materials <b>(1, 2, 3, 4, 5, 6)</b>	Slips, Falls	2	2	4	16	M		L
	Awkward Positions <b>(2, 4, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
	Repetitive Motions <b>(2, 5, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
Apply Matacryn with Full Broadcast Of Cerium Oxide Or Trap Rock	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	4	36	H		L
	Wet Materials <b>(1, 2, 3, 4, 5, 6)</b>	Slips, Falls	2	2	4	16	M		L
	Awkward Positions <b>(2, 4, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
	Repetitive Motions <b>(2, 5, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M		L
Sweep Off Excess Sand & Apply Sealer	Dust <b>(2, 3, 4, 6)</b>	Inhalation	2	2	4	16	M	L	
	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	4	36	H	L	
Clean Up	Obstructions With Materials <b>(2, 4, 6)</b>	Slips, Trips, Falls	2	2	4	16	M	L	
	Heavy Equipment <b>(2, 4, 6, 7)</b>	Musculoskeletal Disorder	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Epoxy – Hazard Assessment

### Task: Self-Leveling Flooring

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Prepare Surface by Blastrac	Airborne (Flying) Materials <b>(1, 2, 3, 4, 5, 6)</b>	Personal Injury (Eye) Inhalation	3	3	4	36	H	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
Install High Leveling Tabs & Remove Dust from Vacuum	Dust <b>(2, 3, 4, 6)</b>	Inhalation	3	2	4	24	M		L
Mix Up Self-Leveling & Apply at Desired Thickness	Dust <b>(2, 3, 4, 6)</b>	Inhalation	3	2	4	24	M		L
	Chemical <b>(1, 2, 3, 4, 5, 6, 7)</b>	Splashing	3	2	3	18	M		L
	Wet Material <b>(2, 3, 4, 5)</b>	Slips, Falls	3	2	3	18	M		L
Grind Any High Spots	Dust <b>(2, 3, 4, 6)</b>	Inhalation	3	2	4	24	M		L
	Moving Equipment <b>(1, 2, 3, 4, 5)</b>	Pinching Cut Shear	3	3	3	27	H		L
Clean Up	Obstructions With Materials <b>(2, 4, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M		L
	Heavy Equipment <b>(2, 4, 5, 6)</b>	Musculoskeletal Disorder	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Epoxy – Hazard Assessment

### Task: Expansion Joints

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Prepare Surface By Grinding Or Sandblasting	Airborne (Flying) Materials <b>(1, 2, 3, 4, 5, 6)</b>	Personal Injury (Eye) Inhalation	3	3	3	27	H	<b>1. Job Specific Training</b> (Trained By A Competent Person At The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task With All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free Of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
Repair Concrete At Joint Openings Using Epoxy Mortar Or Concrete Materials	Dust <b>(2, 3, 4, 6)</b>	Inhalation	2	2	4	16	M		L
	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	3	27	H		L
Install Rubber Joint	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	3	27	M		L
Install Wabocrete To Either Side Of Joint Opening	Organic Vapour <b>(1, 2, 3, 4, 5, 7)</b>	Inhalation	3	3	3	27	H		L
Clean Up	Obstructions With Materials <b>(2, 4, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Concrete Saw Cutting

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Equipment Inspection	Defective Components <b>(1, 2, 7)</b>	Blade Detaching Cut Laceration Shearing Pinching	2	3	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task With All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free Of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labor Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Safety Guards Not in Place <b>(2, 4, 5, 7)</b>		2	3	3	18	M		L
	Components Are Not Secured <b>(2, 4, 5, 7)</b>		2	3	3	18	M		L
Re-Fueling	Improperly Attached Fuel Cover <b>(2, 3, 5, 6, 7)</b>	Ignition Chemical Contact with Skin Slip From Dripping Fuel	2	3	3	18	M		L
	Fuel Leakage <b>(2, 3, 5, 6, 7)</b>		2	3	3	18	M		L
Placement Of Saw Cut On Concrete	Awkward Positions <b>(2, 4, 6)</b>	Musculoskeletal Disorder	3	2	3	18	M		L
Saw Cut Operation	Loss Of Control <b>(1, 2, 3, 4, 5, 7)</b>	Cut Laceration Shearing Pinching	3	3	3	27	H		L
	Trips, Falls from The Saw Cut Machine on The Ground <b>(2, 3, 4, 5, 6)</b>		2	3	3	18	M		L
	Airborne Dust <b>(3, 4, 6)</b>	Respiratory Disease	2	3	3	18	M	L	
Clean-Up	Airborne Dust <b>(3, 4, 6)</b>	Respiratory Disease	2	3	3	18	M	L	
	Awkward Positions <b>(2, 4, 6)</b>	Musculoskeletal Disorder	3	2	3	18	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Curing Membrane Application

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Fill Sprayer With Sealer and Power Sprayer Equipment With Gasoline	Improperly Attached Cover <b>(2, 3, 6, 7, 8)</b>	Ignition/Explosion Chemical Contact with Skin	2	2	4	16	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Minimize Ignition Sources</b>  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task-Specific Respirator)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Fuel Or Chemical Leakage (Solvent Based Sealer) <b>(1, 2, 3, 4, 5, 6, 7, 8)</b>	Slip From Dripping Fuel	2	3	4	24	M		L
	Inhalation Of Organic Vapours <b>(2, 3, 4, 5, 6)</b>	Respiratory Disease	2	3	4	24	M		L
Apply Sealer Evenly to A Uniform Finished Appearance Rolling Out Any Puddles	Buildup Of Vapour in Confined Spaces or Areas with Poor Ventilation <b>(1, 2, 3, 4, 5, 6, 8)</b>	Respiratory Disease	2	3	4	24	M		L
		Acute Effects (Dizziness, Headache, Etc.)	2	3	4	24	M		L
Clean Spray Nozzle Tip After Completion Of Work	Pressurized Sprayer With Combustible Liquid <b>(2, 3, 5, 7)</b>	Explosion	2	3	4	24	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Machine Floating and Troweling

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Equipment Inspection	Defective Components (1, 2, 3)	Blade Detaching	2	3	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Regular Maintenance of Machines</b>  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task- Specific Respirator)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Safety Guards Not in Place (2, 3, 5, 6, 7)	Cut Laceration Shearing	2	3	3	18	M		L
	Components Are Not Secured (2, 3)	Pinching	2	3	3	18	M		L
Re-Fueling	Improperly Attached Fuel Cover (2, 3)	Ignition Chemical Contact	2	4	4	32	H		L
	Fuel Leakage (2, 3, 6)	with Skin Slip From Dripping Fuel	2	3	3	18	M		L
Placement Of Machine On Concrete To Be Finished	Awkward Positions (2, 5)	Musculoskeletal Disorder	3	2	3	18	M		L
	Exposed Blades (2, 3, 4, 5)	Strains, Cuts, Trips, Falls	3	2	4	24	M		L
Start Engine & Operate	Blades May Hit Embedded Items or Vertical Obstructions (Stop or Change Direction Abruptly) (1, 2, 4, 5, 7)	Fall Off Machine	3	2	4	24	M		L
		Strains From Sudden Movement	3	2	4	24	M		L
		Equipment/Property Damage	3	2	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Concrete – Hazard Assessment

### Task: Mechanical Hardener Spreader

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Equipment Inspection	Defective Components (1, 2, 5)	Blade Detaching	2	3	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Minimize Ignition Sources</b>  <b>5. Regular Maintenance of Machines</b>  <b>6. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Hearing Protection, Gloves & Task- Specific Respirator)  <b>7. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>8. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>9. WHMIS Training</b> (Annually Renewed)  <b>10. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Safety Guards Not in Place (2, 5, 7, 9)	Cut	2	3	3	18	M		L
	Components Are Not Secured (2, 5)	Laceration	2	3	3	18	M		L
Re-Fueling	Improperly Attached Fuel Cover (2, 5)	Ignition	2	3	3	18	M		L
	Fuel Leakage (2, 5, 8)	Chemical Contact with Skin	2	3	3	18	M		L
Placement Of Screed on Concrete	Awkward Positions (2, 7)	Slip From Dripping Fuel	2	3	3	18	M		L
		Musculoskeletal Disorder	3	2	3	18	M		L
Operation	Loss Of Control (1, 2, 3, 4, 6, 7, 9)	Cut	2	3	3	18	M		L
	Trips, Falls from The Machine on The Ground (2, 4, 7, 8)		Laceration	2	3	3	18		M
	Airborne Dust (2, 3, 4, 8)	Respiratory Disease	2	3	3	18	M		L
Deposit Hardener	Airborne Dust (2, 3, 4, 8)	Acute Effects (Difficulty Breathing, Discomfort, Etc.)	2	3	4	24	M	L	
		Respiratory Illness	2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Concrete – Hazard Assessment

### Task: Truck Deliveries

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Report To Duron's Yard To Take Truck (Circle Check)	Defective Components or Parts (3, 7)	Engine Failure	2	2	4	16	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Driver Circle Check</b> (Prior To The Operation of Any Company Vehicle)  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest & Hard Hat)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
		Struck-By	2	2	4	16	M		L
		Collision	2	2	4	16	M		L
		Malfunction During Drive	2	2	4	16	M		L
Load Truck	Awkward Positions (2, 6)	Musculoskeletal Disorder	3	2	3	18	M		L
	Heavy Materials (2, 6, 7)		3	2	3	18	M		L
	Materials Being Loaded & Unloaded (2, 5, 6, 7)	Slips, Trips, Falls	3	2	4	24	M		L
Drive Truck	Defective Components (1, 2, 3, 6)	Load Shifting/Detaching	2	2	4	16	M		L
		Struck-By	2	2	4	16	M		L
		Rollover	2	2	4	16	M	L	
		Collision	2	2	4	16	M	L	
	Overhead Power Lines (2, 6)	Explosion/Electrical Damage	2	3	4	24	M	L	
	Speeding (2, 6)	Impact With Property/Personnel	2	3	4	24	M	L	
Use Power Lift Platform To Raise and Lower Equipment and Materials	Unstable Load (2, 3, 4, 5, 6)	Crush Impact Pinching Collision	2	3	4	24	M	L	
	Defective components (2, 3, 4, 5, 6)		2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Concrete – Hazard Assessment

### Task: Placing Concrete by Crane

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Directing Crane Boom & Bucket To Placing Area	Engine Fumes <b>(1, 2, 3, 6, 7, 8)</b>	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Defective Components <b>(2, 6)</b>	Malfunction Bucket Detachment Property Damage Personal Injury	2	3	4	24	M		L
	Boom & Bucket Movement <b>(1, 2, 4, 5, 6)</b>	Collision Struck-By Hit Impact Personal Injury Property Damage	3	3	4	36	H		L
	Materials & Equipment in Pathway <b>(2, 4, 6, 7)</b>	Slips, Trips, Falls	2	2	4	16	M		L
Placing Concrete Where Needed To Pour	Concrete Splatter <b>(1, 2, 5, 6, 7, 8)</b>	Chemical Contact with Skin	4	1	4	16	M	L	
	Losing Balance When Opening Bucket <b>(2, 5, 6)</b>	Falls Slips	3	3	4	36	H	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	





## Concrete – Hazard Assessment

### Task: Power Screeding (Vibratory Truss Screenshot)

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Place Power Screenshot In Wooden Or Pipe Screens	Engine Fumes (2, 3, 5, 6, 8)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Defective Components (2, 6, 7)	Malfunction Property Damage Personal Injury	2	3	4	24	M		L
	Collapse Of Supporting Forms (2, 5, 6, 9)	Property Damage Personal Injury	2	3	4	24	M		L
Direct Screenshot Motion In Placing Area	Loss Of Control (2, 4, 5, 6)	Hit Other Personnel Pinching	2	3	4	24	M	(Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)	L
	Moving Screenshot (1, 2, 4, 5, 6, 9)	Pinching	2	3	4	24	M		L
Verify Concrete Levels	Concrete Splatter (2, 5, 6, 7)	Chemical Contact with Skin	4	1	4	16	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Saw Cut Filling

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Fill Bulk Caulking Machine Containers With Filler	Engine Fumes (2, 3, 4, 5, 6, 8)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Minimize Ignition Sources</b>  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Combustible Epoxy Joint Sealants (1, 2, 3, 5, 6)	Ignition/Explosion	2	3	3	18	M		L
Apply Filler To A Uniform Depth	Vapours From Fillers (2, 3, 4, 5, 6, 7)	Respiratory Illness	2	3	3	18	M		L
		Acute Effects (Dizziness, Headache, Etc.)	2	3	3	18	M		L
	Wet Materials (2, 5, 6, 7)	Slips	2	2	3	12	M		L
Scrape Filler Materials Smooth & Flush With Surface	Blade (1, 2, 5, 6)	Cut Laceration	3	2	3	18	M		L
Clean Up Bags & Wooden Skids	Path Obstructions (2, 5, 7)	Slips, Trips, Falls	3	2	4	24	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Surface Hardener Application

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Break Bags Into Wheelbarrows	Airborne Dust <b>(2, 3, 4, 5, 6)</b>	Respiratory Illness	2	3	4	24	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
		Acute Effects (Difficulty Breathing)	3	2	4	24	M		L
	Overfilled Wheelbarrow <b>(2, 4, 5, 6)</b>	Tip Over Impact Crush	2	2	4	16	M		L
Move Wheelbarrow Onto Slab On Wooden Runway	Uneven Surface Between Runway & Slab <b>(2, 4, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M		L
Spread Materials Evenly By Shovel	Airborne Dust <b>(2, 3, 4, 5, 6)</b>	Respiratory Illness	2	3	4	24	M		L
		Acute Effects (Difficulty Breathing)	3	2	4	24	M		L
Scrape Surface To Remove Buildup Of Dry Materials	Abrupt Stop When Scraper Digs into Concrete <b>(1, 2, 4, 5)</b>	Personal Injury Impact	2	2	4	16	M		L
Machine Float Hardener Onto Concrete Surface	Obstruction <b>(2, 5, 6)</b>	Slips, Trips, Falls	2	2	4	16	M		L
Clean Up Bags & Wooden Skids	Path Obstructions <b>(2, 5, 6)</b>	Slips, Trips, Falls	3	2	4	24	M	L	
Store Hardener	Uneven Load <b>(1, 2, 4, 5)</b>	Materials To Fall Impact Crush	2	3	4	24	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Concrete – Hazard Assessment

### Task: Adding Steel Fibers to Concrete

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Direct Concrete Work Activities to Installation Area	Engine Fumes (2, 3, 5, 6)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Blind Spots (1, 2, 4, 7)	Impact Crush Collision Struck-By Personal Injury Property Damage	3	3	4	36	H		L
Add Steel Fiber By Hand	Awkward Positions (2, 6)	Musculoskeletal Disorder	2	2	4	16	M		L
	Working Off Ladder (2, 5, 6, 7)	Slips, Trips, Falls	2	3	4	24	M		L
Add Steel Fiber At Specified Dosage Rate By Conveyor	Loose Clothing (2, 5, 6)	Drawn-In Entanglement	2	3	3	18	M		L
	Moving Machinery (1, 2, 4, 5, 6)	Trips Personal Injury Struck By Collision	2	3	3	18	M		L
	Airborne Fibers (2, 3, 5, 6)	Inhalation	2	2	3	12	M		L
Clean Up Bags & Wooden Skids	Path Obstructions (2, 6, 7)	Slips, Trips, Falls	3	2	4	24	M		L
Store Fibers	Uneven Load (2, 6, 7)	Materials To Fall  Impact  Crush	2	3	4	24	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Concrete Crack Injection

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Pre-Use Inspection	Obstructions (2, 6)	Slips, Trips, Falls	1	2	4	8	L	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
Drill Holes	Airborne Dust (1, 2, 3, 4, 5, 6)	Respiratory Illness	3	2	4	24	M		L
		Acute Effects (Difficulty Breathing)	3	2	4	24	M		L
	Noise (2, 4, 5)	Hearing Loss	3	2	4	24	M		L
	Power Conduits (2, 4, 5)	Electrical Shock	2	3	4	24	M		L
Wash Holes With Acid & Water	Acid (1, 2, 4, 5, 7)	Chemical Contact	2	2	3	12	M		L
	Airborne Dust (2, 3, 4, 6)	Respiratory Illness	3	2	4	24	M		L
		Acute Effects (Difficulty Breathing)	3	2	4	24	M		L
	Power Conduits (2, 4, 5)	Electrical Shock	2	3	4	24	M		L
Fill Pump With Epoxy	Epoxy (1, 2, 3, 4, 5)	Chemical Contact	2	2	3	12	M		L
Inject Epoxy	Material Under Pressure (1, 2, 3, 4, 5)	Splashes, Leaks Chemical Contact	2	2	3	12	M	L	
Clean Up Area	Materials & Obstructions (2, 5, 6)	Slips, Trips, Falls	2	2	4	16	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Placing Concrete by Buggy

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Drive Buggy To Placing Area	Engine Fumes (1, 2, 3, 4)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>6. WHMIS Training</b> (Annually Renewed)  <b>7. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Obstructions (2, 4, 5)	Hit Personnel Personal Injury Property Damage Slips, Trips, Falls	2	2	4	16	M		L
Placing Concrete	Concrete Splatter (1, 2, 3, 4)	Chemical Contact	2	2	4	16	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Placing Concrete by Laser Screed Machine

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Direct Screed Machine In Placing Area	Engine Fumes (2, 3, 5, 6, 8)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Moving Machinery (1, 2, 4, 5, 6)	Auger & Screed Head Hit Personnel Personal Injury Property Damage Impact Crush	3	3	4	36	H		L
	Obstruction (2, 6, 7)	Slips, Trips, Falls	2	2	4	16	M		L
Verify Concrete Elevation	Concrete Splatter (2, 5, 6)	Chemical Contact	2	2	3	12	M		L
Washing Equipment After Work	Concrete Splatter (2, 5, 6, 7)	Chemical Contact	2	2	3	12	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Placing Concrete by Pump

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Direct Pump Boom to Placing Area	Engine Fumes (2, 3, 4, 5, 7)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>5. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>6. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>7. WHMIS Training</b> (Annually Renewed)  <b>8. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Moving Machinery (1, 2, 4, 5)	Personal Injury Property Damage Impact Crush	3	3	4	36	H		L
Place Concrete Close to Final Position	Concrete Splatter (2, 4, 5)	Chemical Contact	2	2	3	12	M		L
	Lose Balance When Pumping (2, 4, 6)	Slips, Falls Hit Other Personnel	2	2	3	12	M		L
	Slipping Of Pipe Handles/Chokers (2, 4, 6)	Slips, Trips, Falls	2	2	3	12	M	L	
Cleaning Out Pipe Hose	Compressed Air (2, 3, 4, 5)	Personal Injury	2	3	3	18	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Concrete – Hazard Assessment

### Task: Placing Concrete by Truck

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Direct Truck To Placing Area	Engine Fumes (2, 3, 5, 6, 8)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation Where Possible</b>  <b>4. Traffic Control</b> (Traffic Control Plan & Awareness Training Prior To Start of Any Traffic Control Work, Traffic Control Person/Spotter, Defensive Driving Certification)  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat & Fall Protection)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Moving Machinery (1, 2, 4, 5, 6)	Personal Injury Hit Other Personnel	3	3	4	36	H		L
Place Concrete	Concrete Splatter (2, 5, 6)	Chemical Contact	2	2	3	12	M		L
	Opening Chute (1, 2, 4, 5, 6)	Pinching	2	3	4	24	M		L
	Movement Of Chute (1, 2, 4, 5, 6)	Impact Crush	3	3	4	36	H	L	
	Obstructions (2, 6, 7)	Slips, Trips, Falls	2	2	4	16	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Wet Curing Concrete

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Placement Of Burlap Or Poly Sheets	Obstructions (2, 3, 5)	Slips, Trips, Falls	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Job-Specific Respirator)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>6. WHMIS Training</b> (Annually Renewed)  <b>7. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Wet Material (1, 2, 3, 4, 5)	Slips, Trips, Falls	2	2	3	12	M		L
Clean Up Bags & Cover Materials	Obstructions (2, 3, 5)	Slips, Trips, Falls	2	2	3	12	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Wet Screeding by Hand

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Direct Screeding in Placing Area	Moving Equipment (1, 2, 3, 4)	Hit Other Personnel Impact Crush Personal Injury	2	3	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Job-Specific Respirator)  <b>4. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>5. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>6. WHMIS Training</b> (Annually Renewed)  <b>7. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Obstructions (2, 4, 5)	Slips, Trips, Falls	2	2	3	12	M		L
Verify Concrete Elevations	Concrete Splatter (2, 3, 4, 6)	Chemical Contact	2	2	4	16	M		L
	Awkward Positions (2, 4)	Musculoskeletal Disorder	3	2	4	24	M		L
	Heavy Equipment (2, 3, 4)	Impact	2	3	3	18	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Ashford Formula Application

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Trowel & Curing	Slippery Surface (1, 3, 4, 5)	Personal Injury Slips, Trips, Falls	3	2	2	12	M	<b>1. Conduct Safety talks</b> (Address Potential Hazards of Ashford Formula Application with All Workers Involved)  <b>2. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>3. Pre-Job Safety Instruction</b> (Establish Hazards & Risks at The Site of The Task with All Workers Involved)  <b>4. Wear Appropriate PPE</b> (Hard Hat, CSA Approved Boots, CSA Approved Safety Glasses, 3M Respirator, Safety Vest & Long Sleeve Shirt)  <b>5. Concrete Finishing Training</b> (Certification)  <b>6. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>  <b>7. Review SDS for Ashford Formula</b> (Available at Each Job Site or By Electronic Copy)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Review Safe Job Procedures</b> (Reviewed with Supervisor Prior To The Start of Each New Task)	L
Ashford Formula Application	Slippery Surface (1, 3, 4, 5, 7)	Personal Injury	3	2	2	12	M		L
	Skin & Eye Irritant (1, 3, 4, 5, 7)	Skin & Serious Eye Irritation	3	3	3	27	H		L
	Poor Ventilation (1, 2, 3, 4, 7, 8)	Respiratory Concern	3	3	3	27	H		L
Ashford Formula Removal	Slippery Surface (1, 2, 3, 4, 5, 7)	Personal Injury	3	2	2	12	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Tie Rebar

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Using Quick Cut Or Grinder	Engine Fumes (1, 2, 3, 5, 6)	Respiratory Illness	2	2	3	12	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Ensure Guarding Is In Place On Equipment</b>  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Job-Specific Respirator)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Cutting (1, 2, 3, 4, 5, 6, 7)	Personal Injury Property Damage Lacerations	3	3	4	36	H		L
	Spark and fire (1, 2, 3, 4, 5, 6, 7)	Fire Hot Tools or rebar	3	3	4	36	H		L
Chair & Tie with Rebar	Tying Rebar (1, 2, 5, 6, 7)	Falling on Rebar Cuts	2	3	3	18	M		L

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	

## Concrete – Hazard Assessment

### Task: Installing Formwork

Work Activity	Hazard	Risk	Risk Rating				Risk Priority Ranking	Controls	Risk Rating After Controls
			Probability	Severity	Frequency	Overall Risk Rating			
Using Skill Saw To Cut Wood	Electrical Shock (1, 2, 5, 6, 7)	Respiratory Illness	2	3	3	18	M	<b>1. Job Specific Training</b> (Trained By a Competent Person at The Job Site)  <b>2. Review Safe Work &amp; Job Procedures</b> (Reviewed With Supervisor Prior To The Start of Each New Task)  <b>3. Adequate Ventilation</b> (Fans, Doors Open, Windows Open etc.)  <b>4. Ensure Guarding Is In Place On Equipment</b>  <b>5. Wear Appropriate PPE</b> (CSA Approved Boots, Safety Vest, Hard Hat, CSA Approved Safety Glasses, Job-Specific Respirator)  <b>6. Conduct Safety Talks</b> (Address Potential Hazards of The Task with All Workers Involved)  <b>7. Housekeeping</b> (Maintaining A Tidy Workspace, Free of Clutter and Debris)  <b>8. WHMIS Training</b> (Annually Renewed)  <b>9. Ontario Ministry of Labour Worker/Supervisor Health &amp; Safety Awareness Training</b>	L
	Cuts Lacerations Moving Parts Splinters (2, 3, 4, 5, 6, 7)	Personal Injury Property Damage Impact Crush Cuts Splinters/Skin Penetrations	3	3	4	36	H		L
Installing Formwork	Crush Pinch Points (1, 2, 5, 6)	Personal Injury Property Damage Impact Crush	2	2	3	12	M		L
	Splinters Cuts (2, 4, 5, 6, 7)	Personal Injury Property Damage Cuts Splinters/Skin Penetrations	2	2	3	12	M	L	

RISK RATING SCALE					
PROBABILITY		SEVERITY		FREQUENCY	
4	Very likely to occur	4	Catastrophic	4	≥ 1 per day
3	Could probably occur	3	Critical	3	≥ 1 per week but < 1 per day
2	Possibility of happening	2	Marginal	2	≥ 1 per month but < 1 per week
1	Practically impossible	1	Negligible	1	< 1 per month
RISK PRIORITY RANKING					
LOW (Risk Rating ≤ 8)		MEDIUM (8 < Risk Rating ≤ 27)		HIGH (Critical Work Activity) (Risk rating > 27)	



## Safe Work Practices

Duron Ontario Ltd. requires all Workers engaging in medium to high-risk activities to refer to Safe Work Practices to reduce personal risk and to enhance a safe work environment.

Safe Work Practices (SWP) is defined as the basic Do’s and Don’ts of using tools, equipment, or processes. SWP are usually reserved for medium and high-risk activities and are condensed to one (1) page of information. Duron Ontario Ltd. provides all workplaces a standard list of SWP that encompass the most common activities performed and the list gets reviewed annually by both Management and Workers participating in the JHSC. However, workplaces are encouraged to develop site specific (SWP) for topics covered outside the list or to modify existing practices to better serve the user.

### Safe Work Practice – The Key Elements to This Process Include:

1. Application
2. Protective Measures
3. Selection and Use
4. Supervisors Responsibility
5. Workers Responsibility

<b>Application:</b>	Defines how the SWP will be used in relation to the activity being performed. This is usually a general statement however the Application maybe used across several situations.
<b>Protective Measures:</b>	Identifies the safety controls that must exist for the SWP to be effective. Often, this can involve personal protective equipment or alternatively can include engineered mechanisms. The goal is to minimize the users’ exposure to hazards.
<b>Selection and Use:</b>	Highlights Legislative and Manufacturers’ requirements for tools, equipment, or processes. It is critical that both components are followed when exercising SWP to minimize the users’ exposure to hazards.
<b>Supervisors and Workers Responsibility:</b>	It is required that all SWP are developed in conjunction with Supervisors and Workers to enhance the IRS experience.
	Under this section, both Supervisors and Workers share an equal responsibility to reduce hazards by providing input and their own experiences on how to perform the SWP effectively.



## 1. Access and Egress – Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Where Workers access or leave a site, the designated pathways must be safe and clear of obstructions, trip hazards and other dangers</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (none)</li> <li>❖ Site inspections, appropriate lighting, signage to mark hazards, ventilation, and PPE</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure safe access to and egress from the work area</li> <li>❖ Ensure that the Workers use the designated access ways</li> <li>❖ Ensure that all access and egress ways are compliant with the OHS/Regulations as per ramps, housekeeping, etc.</li> <li>❖ Inspect work area (including access and egress ways) at a minimum weekly for non-compliances</li> <li>❖ Ensure the use of appropriate PPE when required</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Report any non-compliance to the access and egress ways to Supervisor immediately</li> <li>❖ When working in the area of access and egress ways ensure the use of proper signage warning others of the dangers your task is creating. If material may fall on a Worker overhead protection must be provided</li> <li>❖ Areas of access and egress to be kept clear of obstructions</li> <li>❖ Areas of access and egress must be kept clear of snow, ice, and other slip hazards</li> <li>❖ Areas of access and egress shall be treated with sand or similar material when necessary to ensure firm footing</li> <li>❖ Every shaft shall have a means of access and egress by stairway, ladder, or ladder way for its full depth during construction and when it is completed</li> </ul>





## 2. Compressed Air Tools - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Air tools are powered by compressed air supplied by a rubber hose</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses)</li> <li>❖ Site inspections, appropriate lighting, signage to mark hazards (ERPlan)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement OHS and Regulations</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Facilitate and/or provide proper instructions to their Workers on protection requirements</li> <li>❖ Ensure all potential hazards and their controls are addressed in the Crew's PSI</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Regularly inspect tools and hoses prior to use, address all hazards and their controls on the PSI form</li> <li>❖ Wear suitable clothing and personal protective equipment</li> <li>❖ Practice good housekeeping</li> <li>❖ Use whip stops at all connections to ensure hose doesn't get out of control</li> <li>❖ Bleed air before disconnecting hoses</li> <li>❖ Shut off equipment before refueling</li> <li>❖ Do not use an air tool for anything other than the intended purpose</li> <li>❖ Never clean off clothing using compressed air</li> </ul>

### 3. Compressed Gas Cylinders – Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Compressed gas is frequently used in construction and usually comes in metal cylinders</li> <li>❖ As it is both a gas (so reactive) and under pressure (explosive) compressed gas cylinders represent a significant potential hazard to life and health if used or stored incorrectly</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses &amp; gloves)</li> <li>❖ Site inspections, storage outside, appropriate lighting, signage to mark hazards; (ER Plan), rope, wire to secure cylinder (upright), cylinder caps</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement OHS and Regulations</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Facilitate and/or provide instructions to Workers on protection requirements</li> <li>❖ Ensure Workers are competent in working with compressed gas cylinders</li> <li>❖ Ensure item and associated risks are addressed during the Crew's preparation of their PSI and during their hazard assessment process</li> <li>❖ Ongoing monitoring and inspection</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Regularly inspect tools and hoses prior to use</li> <li>❖ Address risks of working with compressed gas cylinders during PSI hazard assessment</li> <li>❖ Pre-task inspection of cylinder and all fittings (tag out of service if non-compliant); Always secure cylinders in an upright position with rope, wire, or chain</li> <li>❖ Never store compressed gas cylinders in an enclosed area such as building, sea can, work box, etc.</li> <li>❖ Separate and store apart full from empty cylinders</li> <li>❖ When not in use remove regulators, put cap back on, and move to compressed gas compound for storage</li> </ul>



#### 4. Defective Tools - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Should a tool be discovered to be defective during the pre-use inspection or at any other time it should not be used</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses &amp; gloves)</li> <li>❖ Site inspections, tag out procedure, pre-use inspection &amp; Manufacturer’s specifications</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ Do not use defective tools under any circumstances</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Pre-use inspection completed on all tools and equipment prior to use</li> <li>❖ Monitor Worker’s tools to discover any non-compliance issues</li> <li>❖ Ensure Workers follow proper tag out procedure</li> </ul>
<p><b>Workers’ Responsibility:</b></p> <p><b>Watch Out For:</b></p>	<ul style="list-style-type: none"> <li>❖ Perform pre-use tool or equipment inspection prior to every usage; never use defective tools</li> <li>❖ Identify tools and inspection process on PSI form</li> <li>❖ Tag out defective tools</li> <li>❖ Broken or inoperative guards</li> <li>❖ Insufficient or improper grounding due to damage on insulated tools</li> <li>❖ No ground wire (on plug) or for cords of standard tools</li> <li>❖ The on/off switch not in good working order</li> <li>❖ Tool blade is cracked</li> <li>❖ Wrong grinder wheel being used or guard wedged back on a power saw</li> </ul>

## 5. Dust - Safe Work Practice

<b>Application:</b>	<ul style="list-style-type: none"> <li>❖ When the atmosphere becomes polluted with dust Workers must know to either avoid the area or to don the appropriate mask for the protection of their lungs and normal breathing ability</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses &amp; respirator)</li> <li>❖ OSHA/Regulations, participant observation (Supervisor/Workers notice that it is getting dusty), ventilation, natural/mechanical and fit test half face respirators</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ As per environmental conditions or SDS requirements</li> </ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Know and follow OSHA and Regulations</li> <li>❖ Ensure Workers are trained in appropriate PPE as required</li> <li>❖ When appropriate ensure Worker's review dust hazard during PSI and hazard assessment process</li> <li>❖ Monitor work activities and increase ventilation if dust levels rise</li> </ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Know and follow OSHA/Regulations</li> <li>❖ Where applicable address potential dust hazard during PSI and hazard assessment</li> <li>❖ Should dust levels rise to an unacceptable level wear appropriate PPE (mask)</li> <li>❖ Perform housekeeping as you go to keep dust levels at bay</li> <li>❖ Increase the level of ventilation as needed</li> <li>❖ Wet/water areas that are creating dust</li> </ul>

## 6. Extension Cords – Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Whenever a power cord is to be used this safe work practice should be followed</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves)</li> <li>❖ Pre-use inspection, PSI, and hazard assessment process, OSHA and applicable legislation and Manufacturer’s instructions</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure only CSA approved cords are issued to the Workers</li> <li>❖ Ensure issue of extension cord use is addressed by Workers in their PSI and hazard assessment process</li> <li>❖ Ensure pre-use inspection is completed prior to use</li> <li>❖ Ensure that the extension cord is set up in a way that it doesn’t cause a trip hazard and isn’t near liquids</li> <li>❖ Ensure the appropriate cord is selected for the task</li> <li>❖ Ensure all defective cords are either tagged out of service until repaired or that they are destroyed</li> </ul>
<p><b>Workers’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Address all potential risks and associated controls during the PSI and hazard assessment process</li> <li>❖ Ensure pre-use inspection is completed</li> <li>❖ Ensure all damaged cords are either tagged out of service until repaired or that they are destroyed</li> <li>❖ Ensure cords are strung in such a way that they are not near water or other liquids and that they do not represent a trip hazard</li> <li>❖ If cords need to be run across access/egress points, ensure that they are not a trip hazard by either elevating them above head level (over 7’); are taped to the wall to keep out of the walkway or that they are either carefully marked or are taped to the floor with highly visible tape</li> <li>❖ Ensure all cords are removed after completion of task and are put away properly</li> </ul>

## 7. Fire Extinguishers - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Portable fire extinguishers must be installed, inspected, and maintained on a regular basis to ensure proper operation in an emergency situation</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (respirator &amp; gloves)</li> <li>❖ Safe Work Practice, OSHA/ Regulations, Manufacturer’s specifications, and PPE</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement particularly where any hot work is taking place</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure Workers are competent and trained in fire extinguisher use</li> <li>❖ For all hot work ensure that crew addresses the need for a fire extinguisher on their PSI and during their hazard analysis process</li> <li>❖ Ensure proper fire extinguisher is selected for the task</li> <li>❖ Ensure Workers are competent with OSHA/Regulations</li> </ul>
<p><b>Workers’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure that you are trained in the selection and use of fire extinguishers</li> <li>❖ Ensure that you have a fire extinguisher present during any and all hot work</li> <li>❖ Check the cylinder to ensure that it hasn’t been compromised, that the pin is in place and that the meter shows that it is full</li> <li>❖ Check hose and nozzle for obstructions</li> <li>❖ Check date of manufacture (if over 5 years since manufacture date, have it inspected by a service technician)</li> <li>❖ If fire extinguisher appears to have been compromised in any way do not use it. Tag it out and get one that is not compromised</li> </ul>

## 8. Housekeeping - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Whenever any kind of debris starts to build up it must be cleaned, sorted, and removed</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves)</li> <li>❖ OSHA/Regulations, Safe Work Practice for housekeeping, scheduled and unscheduled safety inspections, PSI, and hazard analysis process</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As required and/or at the end of a task, shift, workday, etc.</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Constantly monitor work area for housekeeping issues and have corrected before end of shift or as needed</li> <li>❖ Have crew address housekeeping as part of their PSI and Hazard Assessment Process</li> <li>❖ Ensure Workers know to not put any materials into an access way where it may represent a trip hazard</li> <li>❖ During safety inspections carefully inspect for proper housekeeping and if non-compliant then have it corrected as soon as possible</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Address housekeeping as part of every task and address it during the PSI and Hazard Assessment Process</li> <li>❖ Use proper PPE during housekeeping (may require mask if cleaning dusty materials or proper gloves for handling sharp materials, etc.)</li> <li>❖ Do housekeeping as you go so that materials don't build up</li> <li>❖ If other areas of the worksite have housekeeping issues fill out a hazard report Identifying the area so that the Safety Department can address it</li> </ul>

## 9. Portable Fuel Containers - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ To ensure safe use and storage of portable fuel containers consideration must be given to safely addressing control of the associated hazards</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (respirator, gloves, safety glasses - as required)</li> <li>❖ OSHA/Regulations, outside storage compound for portable fuel containers, ventilation</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As required by the task</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OSHA/Regulations</li> <li>❖ Ensure Crew knows procedures for working with portable fuel containers</li> <li>❖ Ensure that the use of these containers and the associated risks are addressed during the PSI and Hazard Assessment Process</li> <li>❖ Inspect and monitor regularly to ensure that containers are used properly and are not stored in an enclosed area (the building, Sea can, work box, etc.)</li> <li>❖ Ensure that when not in use portable fuel containers are stored outside the building in a well ventilated, shaded compound (the sun should not shine directly on the container, or the fumes and gas will expand producing fumes and/or overflow)</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow the OSHA/Regulations</li> <li>❖ Address portable fuel containers use in PSI and Hazard Assessment Process</li> <li>❖ Portable fuel containers cans may be brought into the building in order to refuel equipment but must be removed to the outdoors as soon as the task is completed</li> <li>❖ Portable fuel containers should be stored in an outdoor compound with the full tanks separated from the empty ones and with some form of shade to protect from the sun</li> <li>❖ Never smoke near combustible fuel</li> <li>❖ Wear appropriate PPE (gloves, mask, etc. as required by the circumstance)</li> </ul>



## 10. Ladders - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Ladders are to be used for access/egress only. Working off a ladder should be limited as a last resort. Workers must perform a Ladder Risk Assessment prior to working off a ladder to minimize risk. A Safe Job Procedure is required when working at heights</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (fall arrest)</li> <li>❖ PSI hazard assessment process, tying off top and bottom of ladders, 3- point contact</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As required by the work situation</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Review the Safe Work Practice prior to beginning of the work</li> <li>❖ Ensure ladder complies with CSA/ANSI standards</li> <li>❖ Review PSI with Crew and ensure Workers are aware of hazards and controls</li> <li>❖ Ensure selection of proper ladder for the task</li> <li>❖ Monitor to ensure proper PPE is in use and that ladder is properly secured</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Review Safe Work Practice</li> <li>❖ As a Crew, complete a full PSI including hazard assessment</li> <li>❖ Select proper type of ladder</li> <li>❖ Set up extension ladders at a 4-1 ratio for maximum support</li> <li>❖ For extension ladders ensure that top of ladder extends 3' above landing</li> <li>❖ Ensure top and bottom of the ladder is secured</li> <li>❖ Use 3-point control when climbing</li> <li>❖ Do not carry materials up the ladder</li> <li>❖ Tie off if working above 10' and with form work tie off at 8'</li> <li>❖ For non-secured ladders, ensure a Worker (Spotter) holds the bottom to secure before climbing</li> </ul>



## 11. Manual Lifting - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Most lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves)</li> <li>❖ Proper planning, Safe Work Practice, assisted lifting - tandem with other Worker(s)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per lift requirement</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure Workers are familiar with proper lifting techniques</li> <li>❖ The recommendation for loads greater than 40lbs is to utilize 2 or more Workers or use a mechanical lifting device</li> <li>❖ Ensure associated risks are addressed during the PSI and Hazard Assessment Process</li> </ul>
<p><b>Workers' Responsibility:</b></p> <p><b>Basic Manual Lifting Guidelines:</b></p>	<ul style="list-style-type: none"> <li>❖ Ensure that associated risks are addressed during the PSI, Hazard Assessment Process</li> <li>❖ Ensure that you know your physical limitations and the approximate weight of the load and get help if it is too heavy</li> <li>❖ Give other Workers lifting assistance when you observe them attempting to lift a heavy load single handed</li> <li>❖ Use proper lifting techniques</li>   <li>❖ Size up the load - If you think you need help ask for it</li> <li>❖ Get a good footing</li> <li>❖ Bend your knees and get a good grip on the object</li> <li>❖ Keep your back straight, lift with your knees and keep the load as close to your body's core as possible</li> <li>❖ Keep your balance and do not twist or turn as you lift</li> <li>❖ To put a load down do not bend at the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position</li> </ul>

## 12. Portable Grinders - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ When an upcoming task requires the use of a portable grinder</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves, safety glasses, face shield &amp; hearing protection) as required by Manufacturer's instructions and OHSA</li> <li>❖ Double insulated, protective guard, spark protection such as fire blanket, welding screen and/or fire watch</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per job requirement</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Provide CSA approved grinder</li> <li>❖ Ensure Workers use all required PPE</li> <li>❖ As a grinder is hot work have an appropriate fire extinguisher in the task area</li> <li>❖ Inspect task area closely look for flammable materials or liquids (if found put appropriate controls in place such as removal of materials or liquids)</li> <li>❖ Ensure PSI and Hazard Assessment Process addresses grinder use and associated hazards/risks</li> <li>❖ Ensure grinder is used according to manufacturer's specifications and applicable Legislation</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Complete PSI and ensure hazard assessment portion addresses grinder use</li> <li>❖ Complete pre-use inspection of tool and tag out of service if damaged</li> <li>❖ Use PPE appropriate for task taking into account sound (ear plugs); thrown debris (safety glasses, face shield); cut potential (appropriate gloves) etc.</li> <li>❖ Ensure others are safe from thrown debris using such items as fire blankets, welding shields, fire extinguishers, fire watch, etc.</li> <li>❖ Ensure area is inspected for flammables and remove or protect prior to work</li> <li>❖ Ensure appropriate wheel is being used</li> <li>❖ Ensure that grinding disk is appropriately rated for the RPMs of the grinder</li> <li>❖ Before grinding run newly mounted wheel at operating speed, checking for vibration</li> </ul>

### 13. Powder Actuated Tools - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Whenever a powder actuated tool is used there is extensive risk of injury or death, and the proper Safe Work Practice must be followed to ensure Worker safety</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves, safety glasses, face shield &amp; hearing protection as required), Manufacturer’s instructions and OSHA Regulations</li> <li>❖ Double insulated, protective guard, spark protection such as fire blanket, welding screen and/or fire watch</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per job requirement</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Provide CSA approved powder actuated tools and use according to Manufacturer’s specification</li> <li>❖ Ensure Workers use all required PPE and have appropriate training</li> <li>❖ Ensure PSI and Hazard Assessment Process addresses powder actuated tool use and associated hazards/risks</li> <li>❖ Ensure powder tools is used according to Manufacturer’s specifications and applicable legislation</li> </ul>
<p><b>Workers’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Complete PSI and ensure hazard assessment portion addresses tool use</li> <li>❖ Complete pre-use inspection of the tool and tag out of service if damaged</li> <li>❖ Use PPE appropriate for task taking into account: sound (ear plugs); thrown debris (safety glasses, face shield); cut potential (appropriate gloves), etc.</li> <li>❖ Ensure others are safe from thrown debris using such items as shields, fire extinguishers, explosive/powder actuated tools should never be used in an explosive environment</li> <li>❖ Fire a test shot in a safe zone away from others to ensure proper shot is being used</li> <li>❖ When in use, tool held firmly and at right angles to the surface being driven into</li> <li>❖ Always be aware of other Workers. Where hazard(s) to other Workers is created by this operation, signs and barricades identifying the hazard are mandatory</li> </ul>

## 14. Power and Hand Tools (General) - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Power tools and hand tools to be used and maintained in compliance with Manufacturer guidelines</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves &amp; safety glasses)</li> <li>❖ Manufacturer’s specifications, tool guards and ERP (Emergency Response Plan)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per job requirements</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Provide CSA approved tools</li> <li>❖ Ensure Workers have basic training in the proper usage of applicable tools</li> <li>❖ Ensure all potential hazards are addressed during the PSI and Hazard Assessment Process</li> <li>❖ Ensure Workers are using all appropriate PPE</li> </ul>
<p><b>Workers’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ A pre-use inspection must be performed prior to every usage and if any non-compliance is discovered the tool must be tagged out of service immediately</li> <li>❖ Electric tools must have 3 wire (grounding) cord and plug, excluding double insulated</li> <li>❖ Grinder disks, buffers, and stones to be used only for designated application and at rated speeds</li> <li>❖ Angle grinders to have original equipment manufacturer (OEM) guard</li> <li>❖ On/off switches must be functional and positioned so that the Operator has access</li> <li>❖ Accessories can only be used that are designed for use with the tool specified</li> <li>❖ Saw blades must be designed for the product being cut and at the rated speed</li> <li>❖ OEM guards must be in place and functional</li> <li>❖ Chisels, punches, hammers, wrenches etc. must have all burrs ground from striking area</li> <li>❖ Cracked and/or splintered handles to be replaced</li> <li>❖ All tools must be cleaned after use and repairs made before being properly stored</li> <li>❖ Tools to be used for designed purposes only</li> <li>❖ Tool repairs must be done by qualified personnel only</li> </ul>

## 15. Overhead Power Lines - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses &amp; gloves)</li> <li>❖ OHS/Regulations, permit system, crossing agreement, barricades, warning signs and ERP (Emergency Response Plan)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per job requirements</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulatory guidelines</li> <li>❖ Ensure all Crew are trained, competent Workers</li> <li>❖ Perform pre-task safety inspection and monitor throughout process</li> <li>❖ Ensure Crew addresses all issues during the PSI and Hazard Assessment Process</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Have all applicable training and know the OHS/Regulations that apply</li> <li>❖ Maintain safe distances</li> <li>❖ Install warning devices and signage</li> <li>❖ Position signage or other devices to identify the "Danger Zone"</li> <li>❖ Be conversant with allowable clearances</li> <li>❖ Adhere to all site-specific requirements</li> <li>❖ Be aware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures</li> </ul>



## 16. Personal Protective Equipment (PPE) – Basic - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ When working on any Duron site, the minimum PPE required on site will be used at all times as outlined in Section 22 and 23 of OHS 213/91 and the Duron Ontario Ltd. Health &amp; Safety Manual</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (none)</li> <li>❖ OHS/Regulations and safety inspections</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ 6"CSA approved steel toe boots, CSA approved hard hat with ratchet style adjuster, and a reflective vest or clothing are required on all Duron sites as a minimum. Additional PPE requirements might be necessary depending on the site and will be communicated as required</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/regulations</li> <li>❖ Ensure all Workers have the appropriate PPE at all times</li> <li>❖ Ensure Workers are wearing and using PPE in good condition</li> <li>❖ Monitor and inspect routinely to ensure that the appropriate PPE is being worn</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure safety equipment is in good repair</li> <li>❖ Inspect safety equipment and replace when necessary</li> </ul>



## 17. Personal Protective Equipment (PPE) – Specialized - Safe Work Practice

<b>Application:</b>	<ul style="list-style-type: none"> <li>❖ When doing various tasks specialized PPE (masks, ear plugs, safety glasses, etc.) are to be used in order to help control the hazards associated with the work</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves, respirator, safety glasses, hearing protection &amp; fall protection) as required</li> <li>❖ OHS/Regulations, WHMIS/SDS, various non-basic PPE and safety inspections</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ The appropriate PPE must be selected for the task</li> <li>❖ Any work producing flying debris requires safety glasses and/or a face shield</li> <li>❖ Any work over 85 decibels (if you have to raise your voice in order to be understood) requires hearing protection</li> <li>❖ Directions for what PPE is required when working with various materials, liquids or gases are identified in the appropriate SDS sheets</li> </ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure all Workers have current (within the past calendar year) training and certification in WHMIS</li> <li>❖ Ensure Workers review SDS for proper PPE requirements when using unfamiliar materials, liquids or gases and ensure that they use them</li> <li>❖ Provide all specialized PPE needed for the tasks that you assign</li> <li>❖ Monitor and inspect routinely to ensure that the appropriate PPE is being used</li> <li>❖ Ensure that all new and unfamiliar materials, liquids, or gases are addressed during the PSI and hazard assessment process to ensure appropriate PPE is used</li> </ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure that when working with new materials, liquids, or gases that the associated hazards are addressed during your PSI and hazard assessment process</li> <li>❖ Check the appropriate SDS sheets for specialized PPE requirements and use PPE as directed</li> <li>❖ Help new Workers to identify and use the appropriate PPE</li> </ul>



## 18. Handheld Propane Torches - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Whenever a situation arises where handheld propane torches need to be used such as exterior waterproofing</li> </ul> <p style="text-align: center;"><b>Note: Hot Work Permit Required</b></p>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE: (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE: (safety glasses, shield &amp; gloves)</li> <li>❖ OHS/Regulations, Hot Work Permit, fire extinguisher and signage/barricades</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure training and certification of Workers involved</li> <li>❖ Ensure that hazards of propane torches are addressed in the PSI</li> <li>❖ Ensure Workers are wearing appropriate PPE</li> <li>❖ Review the Hot Work Permit and work location as required</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know OHS/Regulations</li> <li>❖ Complete Hot Work Permit prior to work</li> <li>❖ Have appropriate PPE as required</li> <li>❖ Consider risks associated with task during PSI</li> <li>❖ Fuel lines must be equipped with flashback arrestor at regulator end</li> <li>❖ Ensure that propane bottles are properly shut off when not in use and that the torch is properly stored, secure bottles upright</li> <li>❖ Be sure to remove all flammable materials from the area prior to beginning work</li> </ul>



19. Radios, Electronic Devices and Personal Cell Phones - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Electronic devices or radios include any device that makes or receives phone calls, leaves, or takes messages, sends or receives text messages, surfs the internet, plays music or other downloads, allows for the sending, receiving or reading of emails, and includes the use of ear buds</li> <li>❖ These types of devices must only be used when they are company issued as part of a specific task requirement (Supervisors must be accessible). Otherwise, they are not allowed in the work area and use is restricted to personal time during breaks taken in the trailers and away from the jobsite</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ OHSA/Regulations, Scheduled and Unscheduled Safety Inspections and Progressive Discipline Policy</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ For company use only</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHSA/Regulations</li> <li>❖ Ensure that workers are aware of electronic devices policy and discipline</li> <li>❖ Monitor/ inspect worksite routinely and stop any usage of personal electronic devices</li> <li>❖ Send Workers who do not respect this policy to the Superintendent/H&amp;S Coordinator for appropriate discipline</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHSA/Regulations</li> <li>❖ Never use electronic devices, ear buds or other personal items that distract from tasks</li> <li>❖ If Coworkers are observed using these devices advise them to stop immediately</li> <li>❖ Report any non-compliance of this issue (being distracted is a hazard and under the OHSA, you have an obligation to report all hazards that you observe in the workplace)</li> <li>❖ Discourage new Workers and Apprentices from using these devices</li> </ul>

## 20. Scaffolding Under 2.4 m - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ When task requirement for work specifies scaffold need for work no greater than 2.4 meters</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves)</li> <li>❖ OHS/Regulations and Certifications</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ Any scaffold built less than 2.4 meters</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure Workers are trained and competent in scaffold builds</li> <li>❖ Inspect scaffolds to ensure all components are present</li> <li>❖ Ensure scaffold is in safe condition</li> <li>❖ Inspect scaffolds are level and built on solid ground</li> <li>❖ Ensure PSI has working from scaffold and all hazards identified</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Training and certification for the job</li> <li>❖ Inspect scaffold prior to commencement of work</li> <li>❖ Inspect scaffold to ensure it is in safe condition</li> <li>❖ Ensure PSI has working from scaffold less than 2.4 m</li> <li>❖ A Worker is not permitted on a rolling scaffold while it is being moved</li> </ul>

## 21. Welding, Cutting and Burning - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Every time welding, cutting, or burning takes place Workers need to have a Hot Work Permit in place to protect both themselves and other Workers</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (welding mask, shield, gloves &amp; fire-retardant coveralls)</li> <li>❖ OHS/Regulations, Hot Work Permit, fire extinguisher, signage and barricades</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per task requirement</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know and follow OHS/Regulations</li> <li>❖ Ensure training and certification of Workers involved</li> <li>❖ Ensure that hazards of welding, cutting, and burning are addressed in PSI</li> <li>❖ Ensure Workers are wearing appropriate PPE</li> <li>❖ Review the Hot Work Permit and work location as required</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Know OHS/Regulations</li> <li>❖ Complete Hot Work Permit prior to work</li> <li>❖ Have appropriate certification where required</li> <li>❖ Consider risks associated with task during the PSI</li> <li>❖ Be sure to have fire watch in place before beginning any welding work</li> <li>❖ Be sure to set up fire blankets and welding screens whenever other Workers have potential to be exposed to welding flash or flying sparks</li> <li>❖ Be sure to remove all flammable materials from the area prior to beginning work</li> </ul>



## 22. Wet/Dry Block/Steel Cutting – Quick Cut Saw - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Quick cut, rotary power saws - maintained in compliance with Manufacture guidelines</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hats, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves, safety glasses, hearing protection &amp; respirator) as required</li> <li>❖ Manufacturer’s specifications, tool guards, water, and ERP (Emergency Response Plan)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per Manufacturer’s requirement</li> </ul>
<p><b>Supervisors’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Provide CSA approved quick cut; provide proper fuel, when mixing fuels indicate proper portions</li> <li>❖ Ensure Workers have basic training in the proper use of quick cut/ rotary power saw</li> <li>❖ Ensure all potential hazards are addressed during the PSI hazard assessment process</li> <li>❖ Ensure Workers are using all appropriate PPE</li> <li>❖ Have available equipment (water, fire extinguisher &amp; guards)</li> </ul>
<p><b>Workers’ Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ A pre-use inspection must be performed prior to usage, if non- compliance is discovered the tool must be tagged out of service immediately</li> <li>❖ Cutting blades should be the correct size, installed properly, guarded at all times, and speed should not exceed the Manufacturer’s suggested RPM</li> <li>❖ On/off switches must be functional and positioned so that the Operator has access</li> <li>❖ Saws pose kick-back, push-back and pull-in dangers if they cannot run freely through the cutting material</li> <li>❖ Where possible, wet-cut rather than dry-cut blocks and other concrete products</li> <li>❖ Cracked and/or splintered handles to be replaced</li> <li>❖ All saw must be cleaned after use and repairs made before being properly stored</li> <li>❖ Table saw to be used for designed purposes only</li> <li>❖ Table saw repairs must be done by qualified personnel only</li> </ul>

### 23. WHMIS - Safe Work Practice

<p><b>Application:</b></p>	<ul style="list-style-type: none"> <li>❖ Whenever a chemical, liquid or material is to be brought onto a worksite the appropriate SDS sheets must be presented to Duron site Management prior to actually bringing it to the site</li> </ul>
<p><b>Protective Measures:</b></p>	<ul style="list-style-type: none"> <li>❖ OSHA and Regulations, Appropriate PPE, SDS, eye wash station &amp; first aid kit</li> <li>❖ Medical Aid procedure and ERP (Emergency Response Plan)</li> </ul>
<p><b>Selection &amp; Use:</b></p>	<ul style="list-style-type: none"> <li>❖ As per chemical or material being used comply with WHMIS GHS 2015 standard</li> </ul>
<p><b>Supervisors' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Follow OSHA and Regulations</li> <li>❖ Ensure that every Worker on a Duron site is trained and certified in WHMIS 2015</li> <li>❖ Read the Safety Data Sheets to all Workers during orientation and show all the workers where the SDS binder is kept within the site office</li> <li>❖ Ensure Workers address any dangerous or new products during their orientation</li> <li>❖ Ensure that Workers are familiar with which chemicals/materials that they are using and where the appropriate first aid treatment materials are provided</li> <li>❖ Ensure that Workers use all PPE required under WHMIS in the SDS</li> <li>❖ Monitor and inspect routinely to ensure appropriate labels are on the products, PPE, and handling instructions from the SDS sheets are being used and followed</li> </ul>
<p><b>Workers' Responsibility:</b></p>	<ul style="list-style-type: none"> <li>❖ Follow OSHA and Regulations</li> <li>❖ Shall have up to date (within the past calendar year) WHMIS GHS 2015 certification</li> <li>❖ Be sure to wear and use all PPE items required in the SDS</li> <li>❖ Watch self and workmates for evidence of spillage/leakage of applicable liquids, gases and/or materials</li> <li>❖ Report to the Duron Supervisor if any labels are missing or illegible on all materials</li> </ul>



## List of Critical Tasks:

### Shop

1. Welding
2. Coupling and Uncoupling Vehicles and Attachments
3. Lifting Vehicles/Equipment for Repairs
4. Hoisting & Rigging
5. Propane Handling
6. Mechanical Repairs

### Restoration

1. Removal of Overburden and Delaminated Concrete & Preparation
2. Sandblasting
3. Reinstate Overburden Materials & Final Clean Up
4. Placing, Finish & Cure Horizontal, Vertical & Overhead Delaminated Areas
5. Operation of Skid Steer Loader and other Heavy Equipment
6. Operation of Powered Elevated Work Platforms (PEWP)
7. Confined Space
8. Excavation and Digging

### Epoxy

1. Epoxy Power Troweling
2. Epoxy Floor Trowelled, Broadcast & Terrazzo
3. Blastrac
4. Matacryn Installation
5. Self-leveling Flooring Expansion Joints
6. Sandblasting

## **Waterproofing**

1. Rubberized Membrane
2. Waterproofing Mastic Application
3. Hot Work such as Torching and using Heat Gun
4. Operation of Powered Elevated Work Platforms (PEWP)
5. Scaffolding Use and Set Up
6. Propane Handling
7. Hoisting & Rigging

## **Concrete**

1. Finishing Concrete by Crane Adding Steel Fibers to Concrete
2. Pulling Concrete by Laser Screed
3. Machine Placing Concrete by Pump
4. Placing Concrete by Truck
5. Concrete Saw Cutting
6. Machine Floating and Troweling Placing

### **Roles and Responsibilities**

According to the Occupational Health and Safety Act (OHSA), all Workers performing activities at a workplace share an equal responsibility for the Health and Safety of themselves and others. If a hazard is identified, the conditions set forth in the (OHSA) Legalization require it to be reported. The section below identifies the roles and responsibilities for each project member in the development and review of Safe Job Procedures.

#### **Senior Management**

- Review the Safe Job Procedure Policy annually and apply changes to the Health and Safety Manual as required
- Perform workplace inspections to ensure Safe Job Procedures are being exercised by the workforce as required

#### **Project Manager**

- ❖ Participate in the Pre-Start Meeting and address potential hazards
- ❖ Perform workplace inspections to ensure Safe Job Procedures are being exercised by the workforce as required



### **Superintendent**

- ❖ Participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project
- ❖ Assist in the identification and recognition of all high-risk activities at the workplace
- ❖ Review and Sign-off on all Safe Job Procedures to ensure corrective controls are in place
- ❖ Perform daily workplace inspections to ensure Safe Job Procedures are being exercised by the workforce as required
- ❖ Perform an annual review of all Safe Job Procedure to ensure the control measures properly address the activities at the workplace

### **Occupational Health & Safety Department**

- Participate in the Pre-Start Meeting and address potential hazards
- Assist in the identification and recognition of all high-risk activities at the workplace
- Review Safe Job Procedures as required to ensure corrective controls are in place and Worker's review and sign off on procedures
- Perform workplace inspections to ensure Safe Job Procedures are being exercised by the workforce as required

### **Sub-Trade Foreperson**

- Participate in the Pre-Start Meeting to address potential hazards that may be prevalent on the project
- Assist in the identification and recognition of all high-risk activities at the workplace
- Review Safe Job Procedures as required to ensure corrective controls are in place and worker crews review and sign off on procedures
- Perform workplace inspections to ensure Safe Job Procedures are being exercised by the workforce as required

## **General Safe Job Procedures**

Safe Job Procedures are a step-by-step process on how to use tools, equipment, or processes. It is the responsibility of the site Superintendent to ensure (SJPs) are accessible and readily available to Workers as required. The list below identifies (SJP) for common activities performed at the workplace. Please ensure that the (SJP) are well suited to the conditions of the workplace and update as required:

### **Annual Safe Job Procedure Review**

The Annual Safe Job Procedure Review is designed to act as a review tool for both Senior Management and the Health and Safety Department. The analysis is done during the year-end review to determine if the effectiveness of the existing Safe Work Practices satisfies the conditions at the workplace. Upon completion of the review, a member from Senior Management must sign off on all changes and the Health and Safety Department will disseminate the information to the workforce.

## 1. Confined Space - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Confined Space – means a fully or partially enclosed space,</li> <li>❖ That is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location, or contents or because of work that is done in it</li> <li>❖ If a space is fully or partially enclosed, the two conditions above must both apply before the space can be considered a "confined space". Examples of confined space may include, but are not limited to, underground vaults, manholes, pits, and silos</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the manufactures and legislative requirements O. Reg. 632/05 Confined Space when using this Safe Job Procedure</li> <li>❖ Specialized PPE (harness, lifeline, tripod, respirator, safety glasses as required) - air monitor and testing devices; Confined Space (entry permit, attendance, procedures), spotter, walkie-talkie, etc.</li> </ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop &amp; review the confined space procedures with Workers prior to use</li> <li>❖ Verify all areas are marked and work carried out in as per the procedure entry permit, attendance list, etc.</li> <li>❖ Ensure Workers are adequately trained on confined space, rescue procedures, air monitors, equipment etc.</li> <li>❖ Appoint a competent Worker to perform hazard assessment and atmospheric testing (as required)</li> <li>❖ Verify control zones are setup and Workers are in compliance with SJP</li> </ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure work areas/inform Workers in work zone of confined space activities</li> <li>❖ Report any damage or defective equipment to the Supervisor and tag out</li> <li>❖ Inspect all equipment (harness, air monitor &amp; rescue equipment) prior to use, review and sign off on the confined space - SJP prior to use</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ Confined Space</li> <li>❖ MOL Workers Health &amp; Safety Awareness training</li> <li>❖ WHMIS (current to 1 year)</li> <li>❖ Working at Height (current to 3 years)</li> <li>❖ Review Confined Space – Safe Job Procedure</li> </ul>



**Step 1** - Perform equipment inspection on all tools, equipment, and machines prior to use. Review SJP (Confined Space), setup roles, complete entry permits

**Note: Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service.**

**Step 2** - Review Hazard Assessment, identify any internal or external hazard that may affect the work and setup controls.

**Step 3** - Secure work zone, as required (setup tripods, ladder to enter confined space) setup signs and control area using danger tape or fencing.

**Procedure:**

**Step 4** - Atmospheric testing – prior to entering the confined space – analyze air quality using air monitor (review air monitor usage) record findings on Confined Space – Air Monitor Form; (air test every hour at minimum).

**Step 5** - Prior to Worker(s) entering confined space zone, a Spotter must be present at main entrance for communication and emergency response.

**Step 6** - If performing any grinding or activity that may change atmospheric levels use as required respirator including half mask/ dust mask/ as required.

**Step 7** - (Requirement) add site specific information pertaining to the type of work, rescue plan, roles, maps (as required).

**Rescue Procedure:**

- ❖ Main hazards include: reduced air quality, fall hazard, moving equipment, claustrophobia, etc.
- ❖ Should an accident occur follow the emergency response plan, 1st priority is the Worker’s life. Have the Spotter use the crank on the tripod to remove injured Worker from hazardous situation
- ❖ Contact the site Supervisor and apply as required first aid or medical aid

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 2. Cranes – Mobile Cranes - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ To manage the risks associated with mobile crane work, vehicle-loading crane and other devices used as a mobile crane to raise or lower a freely suspended load. It will be applied to all mobile crane operations used on the project</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Backup alarm, horns, Danger tape, safety signs, “Moving Equipment/Overhead Worksign” (as required), walkie-talkie (communication tools), sling, chains, inspection reports, logbooks, drawings, load charts, etc.</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Always follow the Manufacture’s and Legislative requirements when using this Safe Job Procedure</li> <li>❖ Review the Crane Operator’s training tickets including: Ontario College of Trade Hoisting ticket, WHMIS (current to 1 year), Working at Heights (current to 3 years), and MOL Worker Awareness training</li> </ul>
<b>Supervisors’ Responsibilities:</b>	<ul style="list-style-type: none"> <li>❖ Collect on a regular basis (daily/weekly) a copy of the crane Operator’s inspection/ log/maintenance book</li> <li>❖ Review site inspection (as required) the mobile crane setup including control zone, Danger tape/ overhead work signs, outriggers and mudsills as required</li> <li>❖ Retain copies (as required) of hoisting/ erecting procedures. discipline as required any Worker/Operator in violation of the SJP</li> <li>❖ Review and sign off on the Duron Ontario Ltd. Safe Job Procedure Mobile Crane Provide training records to Superintendent including: Ontario College of Trade’s Card, Working at Heights, WHMIS and MOL Worker Awareness training</li> <li>❖ Perform a daily inspection of the mobile crane prior to use and complete any and all inspection forms, log reports</li> </ul>
<b>Mobile Crane Operator Responsibilities:</b>	<p><b>Note: the mobile crane should not be used if it is defective including: damage chains, burnt motor, failed outriggers or any matter that can harm a person.</b></p> <ul style="list-style-type: none"> <li>❖ Review as required the daily hoisting schedule and ensure the crane rating capacity is suitable for the work Have thorough knowledge and experience operating the mobile crane include access to the manual, swing radius chart and rating capacity Review all site hazards including location of overhead power lines, trenches and excavation, workers in the area, blind spots or any other hazard that could impact performance</li> </ul>

- ❖ Review the company's Safe Job Procedure for hoisting/erecting procedure  
Provide training records to the site Superintendent including: Ontario College of Trade's card, Working at Heights, WHMIS and MOL Worker Awareness
- ❖ Inspect as required all hosting and rigging equipment including chains, straps or any other material used to hoist materials

**Signaler/Swamper:**

**Note: Any defective equipment should be reported to the Supervisor and tagged out of service. Review with the Operator hand signals and walkie-talkie frequencies for communication purposes**

- ❖ Have thorough knowledge and experience hoisting loads including balance, loading, and unloading materials
- ❖ Review all site hazards including location of overhead power lines, trenches and excavation, workers in the area, blind spots or any other hazard that could impact performance

**Hazard Assessment:**

- ❖ The use of a mobile crane is considered a High-Risk Activity – hazards include: moving equipment, backup, pinch points, turnover, poor soil conditions, collision, overhead wires – electrical hazard falling material, overhead work, flying objects as a result of erecting and dismantling activities and during lifting operations (if loads are not secured properly)

- ❖ Review drawings, lift schedule, safe job procedures, soil reports and inspect the mobile crane using the logbook and selection requirements, review hoisting equipment, etc.

**Pre-Use Preparation:**

- ❖ Setup the mobile crane into the desired location, use as required traffic control personal to back up, setup outriggers on level surface and secure the crane
- ❖ Setup control zone use danger tape and/or overhead work signs to protect Workers from overhead loads, apply horn when hoisting overhead
- ❖ Take any other reasonable precautions to protect Workers, materials, and the crane from damage



**Completion of Work:**

- ❖ Upon completion of project, or specific stage the crane, equipment and site shall be left in secure and safe manner
- ❖ If crane is to be left onsite; retract boom, remove keys from the ignition and secure/ lock (outriggers should be inspected prior to next use)
- ❖ Barricading should remain in place around and crane and any work area deemed necessary

I hereby declare that I, \_\_\_\_\_ (Operator's printed name) have read and understood this procedure and agree to follow it.

**Note: cranes cannot be operated in excessive winds as per the Manufacture's requirements.**

\_\_\_\_\_  
**Operator's Signature**

\_\_\_\_\_  
**Date**



### 3. Cranes – Tower Cranes - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ To manage the risks associated with tower crane work including, raising or lowering a freely suspended load. It will apply to all tower crane operations used on the project</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Horn, Danger tape/signs, “Overhead Work sign” (as required), walkie-talkie, sling, chains, inspection reports, logbooks, drawings, load charts, etc.</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Always follow the Manufacturer and Legislative requirements when using this Safe Job Procedure</li></ul>
<b>Supervisors’ Responsibilities:</b>	<ul style="list-style-type: none"><li>❖ Review the Crane Operator’s training tickets including: Ontario College of Trade Hoisting ticket, WHMIS (current to 1 year), Working at Heights (current to 3 years), and MOL Awareness training</li><li>❖ Collect on a regular basis (weekly/monthly) a copy of the Crane Operator’s inspection/log/ maintenance book</li><li>❖ Review site inspection (as required) the tower crane setup including control zone, Danger tape/overhead work signs, electrical panel, as required; retain copies (as required) of hoisting/ erecting procedures</li><li>❖ Discipline as required any Worker/Operator in violation of the SJP</li><li>❖ Review and sign off on the Duron’s Tower Crane Safe Job Procedure</li><li>❖ Provide training records to: Superintendent including: Ontario College of Trade’s Card, Working at Heights, WHMIS and MOL Awareness</li><li>❖ Perform a daily inspection of the tower crane prior to use and complete any and all inspection forms, log reports</li></ul>
<b>Mobile Crane Operator Responsibilities:</b>	<p><b>Note: Tower Crane should not be used if it is defective including: damage chains, burnt motor, failed outriggers or any matter that can harm a person.</b></p> <ul style="list-style-type: none"><li>❖ Review as required the daily hoisting schedule and ensure the crane rating capacity is suitable for the work; Have thorough knowledge and experience operating the tower crane including access to the manual, swing radius chart and rating capacity</li><li>❖ Review all site hazards including location of overhead power lines, trenches and excavation, Workers in the area, blind spots or any other hazard that could impact performance</li></ul>

- ❖ Review Duron’s Safe Job Procedure for hoisting/erecting procedure
- ❖ Provide training records to the site Superintendent including: Ontario College of Trade’s card, Working at Heights/ Fall Protection, WHMIS and Safety Awareness
- ❖ Inspect as required all hoisting and rigging equipment including chains, straps or any other material used to hoist materials

**Note: Any defective equipment should be reported to the site Superintendent and tagged out of service.**

**Signaler/Swamper:**

- ❖ Review as required the daily hoisting schedule and ensure the crane rating capacity is suitable for the work
- ❖ Review all site hazards including location of overhead power lines, trenches and excavation, Workers in the area, blind spots or any other hazard that could impact performance
- ❖ Have thorough knowledge and experience operating the tower crane including access to the manual, swing radius chart and capacity rating

**Moving on Tower Crane:**

- ❖ Use the pole strap and a regular harness with lanyard (large carabiner)
- ❖ Attach the end with the hook to a steel tower member ahead of the direction of travel, and move towards the attachment point
- ❖ Connect the pole strap around tower member past the hook attachment and remove the hook
- ❖ Continue with this method until the work location is reached

**Hazard Assessment:**

- ❖ The use of a tower crane is considered a High-Risk Activity – hazards include: overhead loads, unbalanced loads, pinch points, structural failure, poor soil conditions, collision; overhead wires – electrical hazard, falling material, overhead work, flying objects; falling objects as the result of erecting and dismantling activities and during lifting operations (if loads are not secured properly)

**Pre-Use Preparation:**

- ❖ Review drawings, lift schedule, Safe Job Procedures, soil reports and inspect the tower crane using the logbook and selection requirements, review hoisting equipment, etc.
- ❖ Setup control zone use Danger tape and/or overhead work signs to protect Workers from overhead loads, apply horn when hoisting overhead
- ❖ Take any other reasonable precautions to protect Workers, materials, and the crane from damage





**Completion of Work:**

- ❖ Upon completion of the task, it is the Crane Operator’s responsibility to secure the crane including locking up all components
- ❖ If crane is to be left onsite: retract boom, remove keys from the ignition and secure/lock (outriggers should be inspected prior to next use)
- ❖ Barricading should remain in place around and crane and any work area deemed necessary

I hereby declare that I, \_\_\_\_\_ (Operator’s printed name) have read and understood this procedure and agree to follow it.

\_\_\_\_\_  
Operator’s Signature

\_\_\_\_\_  
Date

***Note: Crane cannot be operated in excessive winds as per the Manufacture’s Requirements. Each time a new Tower Crane Operator comes to a site; Superintendent must print out a copy of the procedure, review it with the Operator and then have the Operator sign off on it. Copy must be filed in site office.***

## 4. Boom Truck/ Mobile Crane – Overhead Lifts – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Boom Truck / Mobile Crane – Overhead Lifts &amp; Moving Equipment</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (gloves)</li> <li>❖ Signs, caution, or danger tape for marking out the affective area, hoisting equipment chokers, chains, straps, etc. equipment lifting type: mobile crane/boom truck valid operator ticket Ontario College of Trades</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Mobile Crane SJP with Workers prior to use</li> <li>❖ Ensure Workers are adequately trained on equipment prior to use</li> <li>❖ Have available Danger tape and signs to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on SJP – mobile crane prior to use</li> <li>❖ Inspect equipment prior to use</li> <li>❖ Operator to submit monthly log report; Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone of mobile crane and overhead lifts</li> <li>❖ Report any damage equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirement:</b>	<ul style="list-style-type: none"> <li>❖ Workers Awareness training, Traffic Control (as required), WHMIS (current to 1 year), Working at Heights (current to 3 years), and Ontario College of Trades - Mobile Crane/ Hoisting &amp; Rigging</li> </ul>



**Procedure:**

**Step 1** - Inspect equipment including crane, chokers, straps etc. to be hoisted prior to performing lift; Fire extinguisher must be in cab.

**Note: Operator to submit crane daily and submit report to Duron monthly.**

**Step 2** - Ensure crane is on firm level ground and clear of trenches, power lines and other obstructions that may hinder performance.

**Step 3** - Add lifting straps/chokers to the material that needs to be hoisted, ensure even distribution of the load (load shall not exceed dynamic or static capability of the lifting equipment).

**Note: ensure defects are present on the lifting straps, otherwise replace.**

**Step 4** - Have a Competent Person attach chains leading to the lifting equipment to the lifting material (trained Swamper).

**Step 5** - When the load is set in the desired location, have a Worker disconnect the changes carefully as the load may shift and create a hazard for the Worker.

**Step 6** - Repeat as required -ensure all Workers are secured prior to lifting and securing loads.

- ❖ Main hazards include: pinch points, getting run over by equipment and having the machine capsize, electrical hazards and fires; Should an accident occur, follow emergency response plan, 1st priority is the Worker's life

**Rescue Procedure:**

**Voltage rating of power lines: minimum safety distance**

- 750 < x < 150,000 – 3 meters away
- 150,000 < x < 250,000 – 4.5 meters away
- X > 250,000 – 6 meters

If equipment touches high-voltage line, Operator should do the following:

1. Stay on the machine, don't touch equipment and ground at same time.
2. Get someone to call local utilities to shut off power.
3. Operator can try to brake contact however stay on the machine.
4. If you need to exit the machine, jump with both feet together and shuffle away in small steps, do not take big steps.

Full Name:	Signature:	Full Name:	Signature:

## 5. Fire Suppression – How to Use a Fire Extinguisher - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Fire suppression – using a fire extinguisher</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>Specialized PPE (safety glasses, hearing protection &amp; respirator) - as required fire extinguisher, water, fire suppression materials</li> <li>❖ Secure work zone (danger tape, signs, etc.)</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the How to Use a Fire Extinguisher SJP with Workers prior to use; Ensure workers are adequately trained on equipment prior to use</li> <li>❖ Have available Danger tape and signs to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired (monthly inspection)</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on How to Use a Fire Extinguisher - SJP prior to use; Inspect equipment prior to use, inspect fire extinguisher monthly; Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone of fire hazards; Report any damaged equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ SJP – How to Use a Fire Extinguisher, Workers Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years) &amp; Emergency Response Procedure – Site Specific</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on all tools &amp; equipment (Fire extinguishers to be inspected monthly by jobsite; annually by 3rd party).</p> <p><b>Note: Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service. Also, fire suppression is limited to extinguishing very small manageable fires only.</b></p>



**Step 2** - Duron’s preferred method of training is the “P-A-S-S” method:

- P** Pull safety pin from handle
- A** Aim (nozzle, cone, horn) at base of the fire
- S** Squeeze the trigger handle
- S** Sweep from side-to-side

**Step 3** - Extinguisher inspection:

Fire extinguishers are to be inspected monthly and used by a competent Worker.

**Step 3b** - View the gauge meter, the arrow within the “green zone”. **Step 3c** - Ensure there is no obstruction of the nozzle end.

**Step 3d** - Ensure the pin, tag and other components are not damaged.

**Step 3e** - When a fire extinguisher is acceptable during the inspection process, a hole-punch to be recorded on the inspection tag.

**Note: In the event a fire extinguisher is not acceptable, it is to be removed from service and replaced immediately.**

Main hazards include:

**Rescue Procedure:**

- ❖ Fire hazards, unsecured work zones, missing fire extinguisher, explosions & improper discharge
- ❖ Should an accident occurs follow emergency response plan, 1<sup>st</sup> priority is the Worker’s life. All fires must be immediately reported to the Foreperson. Workers are not to jeopardize themselves or others when trying extinguish small fires

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 6. Guardrail Installation - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Guardrail installation</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (harness, lifeline, lanyard, SLR, rope grab &amp; anchor point)</li> <li>❖ Recommended to use travel restraint system when installing guardrails; danger tape, fall hazard signs, secure work zone</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Guardrail Installation SJP with Workers prior to use</li> <li>❖ Ensure Workers are adequately trained on equipment prior to use</li> <li>❖ Have available safety tape and signs to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> <li>❖ Verify through inspections that Workers are in compliance with Safe Job Procedure</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on SJP – Guardrail Installation prior to use; inspect equipment prior to use, complete inspection forms; use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone of fall hazards; Report any damage equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ WHMIS (current to 1 year), Workers Awareness training &amp; Working at Heights (current to 3 years)</li> </ul>



**Procedure:**

**Step 1** - Perform equipment inspection on all tools and equipment prior to use. Review Guardrail Installation SJP.

**Note: Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service.**

**Step 2** - Secure work zone, set up danger tape, fall hazard signs, no access beyond this point (as required) inform Workers of Fall Hazards.

**Step 3** - Prior to installing guardrails, ensure 100% tie off to secure engineered anchor point.

**Note: it is strongly recommended to use travel restraint.**

**Step 4** - When guardrails are installed, please ensure they're secured, posts are every 8 feet apart and top middle & toe boards are in place.

Main hazards include:

**Rescue Procedure:**

- ❖ Fall hazard, overhead work, unsecured work zones, missing improper working at heights equipment; should an accident occurs follow emergency response plan, 1st priority is the Worker's life
- ❖ It is strongly recommended to use travel restraint to prevent any possible of Workers falling over

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 7. Guardrail Removal - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Guardrail removal</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (harness, lifeline, lanyard, SLR, rope grab &amp; anchor point)</li> <li>❖ Recommended to use travel restraint system when taking down guardrails; danger tape, fall hazard signs, secure work zone</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Guardrail Removal SJP with Workers prior to use</li> <li>❖ Ensure Workers are adequately trained on equipment prior to use</li> <li>❖ Have available Danger tape and signs to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> <li>❖ Verify through inspections that Workers are in compliance with Safe Job Procedure</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on SJP – Guardrail Removal prior to use; inspect equipment prior to use, complete inspection forms; use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone of fall hazards; Report any damage equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ WHMIS (current to 1 year), Workers Awareness training &amp; Working at Heights (current to 3 years)</li> </ul>





<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on all tools, equipment (Working at Height) prior to use. Review SJP (Guardrail Removal).</p> <p style="text-align: center;"><b>Note: Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service.</b></p> <p><b>Step 2</b> - Secure work zone, set up danger tape, fall hazard signs, no access beyond this point (as required) inform Workers of Fall Hazards.</p> <p><b>Step 3</b> - Prior to removing guardrails, ensure 100% tie off to secure anchor point.</p> <p style="text-align: center;"><b>Note: it is strongly recommended to use travel restraint.</b></p> <p><b>Step 4</b> - When guardrails are removed, fall hazards exist, do not leave the area until all guardrails are put back in place (as required).</p>
<b>Rescue Procedure:</b>	<p>Main hazards include:</p> <ul style="list-style-type: none"> <li>❖ Fall hazard, overhead work, unsecured work zones, missing improper working at heights equipment; should an accident occurs follow emergency response plan, 1st priority is the Worker's life</li> <li>❖ It is strongly recommended to use travel restraint to prevent any possible of Workers falling over</li> </ul>

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 8. Working Near Underground Utilities - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Working near underground utilities</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li><li>❖ Specialized PPE high voltage gloves (when working near low voltage electrical utilities)</li><li>❖ Valid locate drawings &amp; markings</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Follow Legislative Requirements when using this Safe Job Procedure</li></ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Develop and review the Working Near Underground Utilities SJP with Workers prior to use</li><li>❖ Ensure Workers are adequately trained on the locate report(s)</li><li>❖ Have available safety tape and signs to secure the work area</li><li>❖ Consult Enbridge when working near natural gas lines</li><li>❖ Submit Pre-Breaking Ground Form to Safety Department and Restoration Supervisor for review</li><li>❖ Verify through inspections that Workers are in compliance with Safe Job Procedure</li></ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review and sign off on SJP – Working Near Underground Utilities prior to use; inspect equipment prior to use, complete inspection forms; use as required specialized PPE as defined in the SJP</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ WHMIS (current to 1 year), Workers Awareness training &amp; Working at Heights (current to 3 years)</li></ul>



**Procedure:**

**Step 1** – Have public and/or private locates done before breaking ground on the floor or wall. Ensure the markings are clear and renewed appropriately.

**Note: It is strongly recommended to hydro vacuum near high voltage and natural gas lines to avoid injury and property damage**

**Step 2** – Go through the PSI and Pre-Breaking Ground Form with the Workers to ensure they understand the locate report(s), the work plan and associated hazards.

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 9. Handle & Storage of Hazardous Materials - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Flammable/toxic chemicals - must be handled &amp; stored safety</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li><li>❖ Specialized PPE (safety glasses, hearing protection &amp; respirator) as required</li><li>❖ Securable storage container that is well ventilated; proper signage, labels or identifying markers; fire extinguisher A-B-C rating and spill kit access; refer to the SDS for storage</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Please refer to the Manufacturer's and Legislative Requirements when using this procedure</li></ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review the Handle &amp; Storage of Hazardous Materials SJP with Workers; inspect regularly the storage container of Hazardous Materials (labels); review SDS sheets regularly to ensure up to date information</li><li>❖ Ensure hazardous materials are stored correctly at end of day; Provide Workers specialized PPE in the handle and care of hazardous materials</li></ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review and sign off on SJP – Handle &amp; Storage of Hazardous Materials; Use as required Specialized PPE as defined in the SJP and SDS</li><li>❖ Put away hazardous materials after use in appropriate location; report any missing labels or damage containers to site Foreperson; record all violations using the Hazard Near Miss Report forms</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ Review Handle &amp; Storage SJP, WHMIS training (current to 1 year), Workers Awareness training, Minor Spill Cleanup training, Fire Extinguisher training (as required) &amp; Working at Heights (current to 3 years)</li></ul>

**Procedure:**

**Step 1** - Provide the Supervisor a copy of the SDS of Hazardous Materials prior to the arrival on site.

**Step 2** - When not in use, all Hazardous Materials must be stored outside in a secured well-ventilated area (cage or lock up area, flammable, explosive, etc.)

**Step 3** - Ensure proper signs identify the storage area (flammable, explosive, etc.)

**Step 4** - A fire extinguisher rating A-B-C must be present near all hazardous materials storage area(s) and clearly marked.

**Step 5** - Ensure individual storage containers for each substance is secured with labels and caps. Watch out for corrosion, broken containers. Site Foreperson to replace damage or missing labels.

**Step 6** - Site Foreperson to ensure storage area(s) are identified on site map and kept away from dangerous situations (overhead loading areas).

**Step 7** - When accessing hazardous materials ensure proper PPE is worn at all times, refer to SDS as required.

**Rescue Procedure:**

Please refer to the site-specific Emergency Response Plan or SDS for chemicals as required - notify the site Foreperson

**Additional Comments:**

Workers may also be trained in Fire Extinguisher and Minor Spill Cleanup procedures as required.



Full Name:	Signature:	Full Name:	Signature:



## 10. Hoist & Rigging Materials (Overhead Lifts) - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Hoist &amp; Rigging Materials (Overhead Lifts)</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Basic PPE (hard hat, high visibility vest &amp; work boots)</li><li>❖ Specialized PPE (gloves)</li><li>❖ Signs and (caution or danger tape) marking out the affected area; hoisting equipment chokers, chains, straps, etc.</li><li>❖ Equipment lifting type: CAT 336 DL #2 EX-27, CAT 349 - EX28, CAT 336 - EX- 25 Mobile Crane Mantowac-8000-1</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Follow the Manufacturer's and Legislative Requirements when using this Safe Job Procedure</li></ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Develop and review the Hoisting and Rigging SJP with Workers prior to use; ensure Workers are adequately trained on equipment prior to use; Have available Danger tape and signs to secure the work area</li><li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li></ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review and sign off on Hoisting and Rigging SJP prior to use; inspect equipment prior to use</li><li>❖ Use as required specialized PPE as defined in the SJP</li><li>❖ Secure the work area/or inform Workers in the work zone of overhead lifts</li><li>❖ Report any damaged equipment to the Supervisor and tag out as required</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ Workers Awareness training, WHMIS (current to 1 year), Traffic Control (as required), Hoisting &amp; Rigging ticket (as required) Ontario College of Trades - Mobile Crane/Heavy Equipment Ticket &amp; Working at Heights (current to 3 years)</li></ul>



**Procedure:**

**Step 1** – Inspect equipment including crane, heavy equipment, chokers, straps and equipment to be hoisted;

**Note: Any defective/damage/inoperable equipment must be reported to the Supervisor and taken out of service.**

**Step 2** - Add lifting straps/ chokers to the material that needs to be hoisted, ensure even distribution of the load (Load shall not exceed dynamic or static capability of the lifting equipment).

**Step 3** - Have a competent person attach chains leading to the lifting equipment to the lifting material (swamper trained);

**Step 4** - Ensure another worker is present to receive the lifting material in the desired location.

**Step 5** - When the load is set in the desired location, have a worker disconnect the chains carefully as the load may shift and create a hazard for the worker;

**Rescue Procedure:**

**Step 6** - Repeat as required. Ensure all workers are secured prior to lifting and securing loads.

- ❖ Main hazards include: fire hazards, explosion, arch flash, sparks after work fire hazards; Should an accident occurs follow emergency response plan, 1<sup>st</sup> priority is the Worker’s life

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 11. Hot Work - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Hot Work activity is defined as cutting and/or welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat.</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (Hard Hat, Safety Boots, Hi-visibility Safety Vest)</li> <li>❖ Specialized PPE (Safety glasses, face shields, respirator, gloves) as required;</li> <li>Secure work zone (danger tape, signs, etc.), fire extinguisher (A/B/C), welders, mask, fire retardant clothing, welding screens, Hot Work Permit, etc.;</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ The Manufacturer's and Legislative Requirements must be followed when using this Safe Job Procedure</li> </ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review the Hot Work SJP with workers prior to use; and ensure workers are adequately trained on equipment prior to use;</li> <li>❖ Have available Danger tape and signs, fire extinguisher to secure the work area;</li> <li>❖ Review equipment inspections, Hot Work Permit as required and ensure damaged equipment is removed from service and repaired.</li> <li>❖ Verify through inspections that work is in compliance with Safe Job Procedure</li> <li>❖ Provide as required specialized PPE for Workers, (dust masks, safety glasses, etc.) review inspection records and ensure damaged equipment is removed</li> </ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign-off on the Hot Work SJP prior to use; Inspect all equipment prior to use and complete hot work permits.</li> <li>❖ Use as required specialized PPE</li> <li>❖ Secure the work area and inform the workers in the work zone of Hot Work;</li> <li>❖ Report any damaged equipment to the Supervisor and tag out as required</li> <li>❖ Assess the work area 30 minutes after hot work to ensure no sparks remain</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ WHMIS (current to 1 year), Working at Heights (current to 3 years), MOL Worker Awareness training &amp; Fire Suppression – SJP.</li> </ul>
<b>Procedure:</b>	<p><b>Step 1.</b> Inspect equipment and tools including fire extinguishers, fuels, hot work activities prior to work;</p> <p style="text-align: center;"><b>NOTE: Any defective/ damage/ inoperable equipment must be reported to the Supervisor and taken out of service</b></p> <p><b>Step 2.</b> Complete Hot Work Permit, ensure work area has access to fire extinguisher,</p>





ventilation, welding screens (as required)

**Step 3.** Setup control zones, use barriers, safety signs, welding screens to prevent workers exposure to Hot Work;

**Step 4.** When Hot Work is complete a fire check must do to ensure that fire hazards are not created. The fire check must be done 30 minutes after the Hot Work is complete and about 1-2 hours later by the Foreperson;

**Rescue  
Procedure:**

- ❖ Main hazards include: Fire hazards, explosion, arch flash, sparks after work fire hazards;
- ❖ Should an accident occurs follow emergency response plan, 1st priority is the worker’s life.

**Additional Comments**

Full Name:	Signature:	Full Name:	Signature:



## 12. How to Change a Flat Tire - Safe Job Procedure

<b>Scope:</b>	❖ How to change a flat tire
<b>Protective Measures:</b>	❖ Warning/hazard lights, space off the side of the road, tire change kit (jack, tire road, kick plate, spare tire, lug nuts) & safety vest
<b>Selection &amp; Use:</b>	❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the How to Change a Flat Tire - SJP with team members as required</li> <li>❖ Review the location and ensure tire changing kit is fully stock</li> <li>❖ Make available replacement parts for tire changing kit and inspection forms</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on the How to Change a Flat Tire - SJP</li> <li>❖ Inspect the vehicle prior to use, review Tire Change Equipment prior to use; complete Vehicle Inspection Form before use;</li> </ul>
<b>Training Requirements:</b>	❖ Valid Ontario Drivers “G” license, Driver Awareness training WHMIS (current to 1 year) & MOL Safety Awareness training
<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on the company vehicle prior to use, review tire change kit and spare tire.</p> <p><b>Note: Any defective/damage/inoperable equipment must be reported to the Shop and taken out of service. Any missing items should be replaced immediately.</b></p> <p><b>Step 2</b> - When on the road and experiencing a flat tire, use signal and hazard lights to move over to the shoulder of the road. Gradually reduce speed and pull over. Before getting out of the vehicle wait until the roadway is clear.</p> <p><b>Note: When stepping outside the vehicle the Driver may be exposed to oncoming traffic. Stay alert; try to stay away from oncoming traffic side.</b></p>



**Step 3** - Pull parking brake and apply kick plates at rear tires to prevent car from rolling. Assess the vehicle to determine which tire to change.

**Step 3b** - Remove spare tire kit:

Loosen lug nuts by using the lug nut wrench, remove some lug nuts however, keep at least 2 on including the tire (do not remove the tire).

**Step 3c** - Set up jack underneath metal frame of car and using the tire jack, crank the jack until the flat tire is elevated from the ground. Remove remaining lug nuts and tire.

**Step 3d** - Place new spare tire in located spot, grab the tire from the outside wheel (left and right) not (up and down) in order to protect hands from jack failure.

**Note: wheel slot should line up with spare tire slot.**

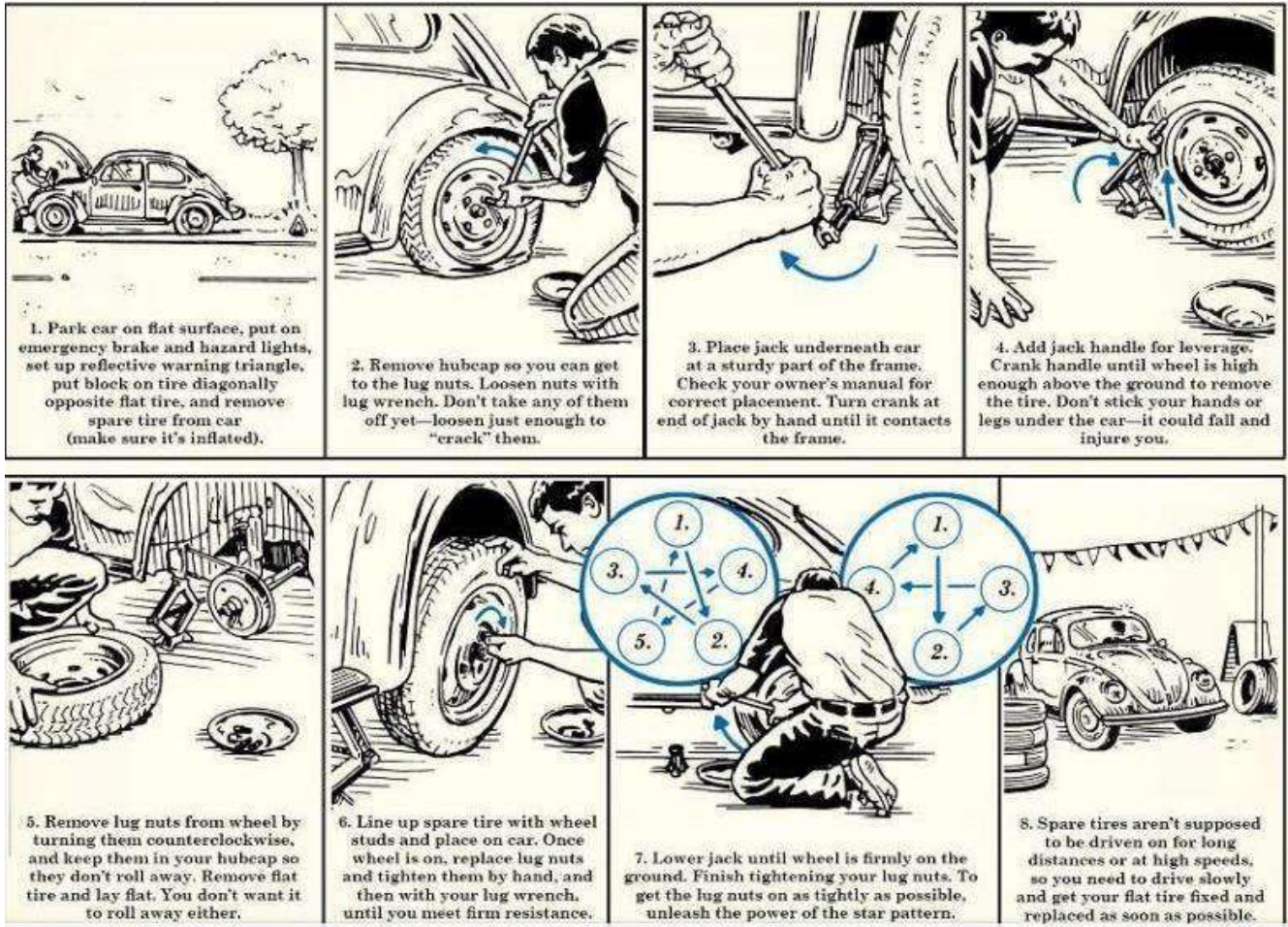
**Step 3e** - Add lug nuts to spare tire and hand tighten them. Lower jack until spare tire hits the ground. Tighten lug nuts in star pattern until firm. Apply gravity pressure. Do not over tighten.

**Note: spare tires are not designed for long distance travel. Inform the Shop Manager and make arrangement to replace damage tire.**

**Rescue Procedure:**

- ❖ Main hazards include: oncoming traffic (public/ private), pinch point, moving equipment, manual lifting, etc. Should an accident occur follow emergency response plan, 1<sup>st</sup> priority is the Worker's life. Remove equipment and apply first aid, or contact medical aid as required

**Additional Comments:**



**1.** Park car on flat surface, put on emergency brake and hazard lights, set up reflective warning triangle, put block on tire diagonally opposite flat tire, and remove spare tire from car (make sure it's inflated).

**2.** Remove hubcap so you can get to the lug nuts. Loosen nuts with lug wrench. Don't take any of them off yet—loosen just enough to "crack" them.

**3.** Place jack underneath car at a sturdy part of the frame. Check your owner's manual for correct placement. Turn crank at end of jack by hand until it contacts the frame.

**4.** Add jack handle for leverage. Crank handle until wheel is high enough above the ground to remove the tire. Don't stick your hands or legs under the car—it could fall and injure you.

**5.** Remove lug nuts from wheel by turning them counterclockwise, and keep them in your hubcap so they don't roll away. Remove flat tire and lay flat. You don't want it to roll away either.

**6.** Line up spare tire with wheel studs and place on car. Once wheel is on, replace lug nuts and tighten them by hand, and then with your lug wrench, until you meet firm resistance.

**7.** Lower jack until wheel is firmly on the ground. Finish tightening your lug nuts. To get the lug nuts on as tightly as possible, unleash the power of the star pattern.

**8.** Spare tires aren't supposed to be driven on for long distances or at high speeds, so you need to drive slowly and get your flat tire fixed and replaced as soon as possible.

Full Name:	Signature:	Full Name:	Signature:

### 13. Infection Control - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Infection control – setup</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, work boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, respirator (dust mask) &amp; gloves)</li> <li>❖ As required HEPA-filter vacuum, filters, controlled area poly 2 layers 0.15mm, tuck tape, negative air unit (with reader) and walk off mats as required</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ The Manufacturer’s and Legislative Requirements must be followed when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop a Safe Job Procedure for infection control requirements; review containment protocols for work setup prior to Crews entering the control area</li> </ul> <p style="text-align: center;"><b>Note: dust control requirements Z317.13</b></p> <ul style="list-style-type: none"> <li>❖ Provide as required specialized PPE for Workers, (dust masks, safety glasses, etc.) review inspection records and ensure damaged equipment is removed</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign-off on the Infection Control SJP prior to use; Inspect all equipment prior to use</li> <li>❖ Use as required specialized PPE</li> <li>❖ Report any damaged equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ Infection Control – Z317.13, WHMIS (current to 1 year),</li> <li>❖ Working at Heights (current to 3 years), MOL Safety Awareness training &amp; Hospital specific training (as required)</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on all infection control equipment prior to use.</p> <p style="text-align: center;"><b>Note: Any defective/damaged/inoperable equipment must be reported to Supervisor.</b></p>



**Step 2** - Using the assigned work plan, setup 2 layers of poly 0.15mm to separate the corridor, apply tape to secure poly. Secure from top of ceiling tile to floor and tape over all joints/seals/ openings to prevent dust from escaping.

**Note: minimum 4 feet clearance space is required for pedestrian access when separating.**

**Step 3** - At the entrance of the control zone, layer poly to create a doorway/ anteroom setup to allow Worker’s access into and out of the control area/work zone. Signage required at all entry points.

**Step 4** - Add negative air unit: note for risk group 1 & 2 low risk work, Z317 allows venting into common area. Refer with Hospital MDT team.

**Step 5** - Add as required signs outside of the work zone to inform hospital pedestrians of construction work. All construction material removal to be done using poly covered carts with covers or double up bags.

**Step 6** - Demobilization – all work areas are to be cleaned up and demobilized. Prior to taking down control zone use HEPA-filter vacuum to cleanup floors and put back into place all ceiling tiles.

**Rescue Procedure:** ❖ Must be site specific

**Additional Comments**

Full Name:	Signature:	Full Name:	Signature:

## 14. Loading Zone – Material Handling - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Loading zone – material handling</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest) Specialized PPE (harness, lanyard, lifeline, rope grab, SRL, anchor) tie off required</li> <li>❖ Guardrail, signs (fall hazard), control zone setup, anchor point; hoisting equipment chokers, chains, straps, skids, etc. equipment lifting type: zoom boom, skid steer, forklift, etc.</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure. Travel restraint is the required working at heights method</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Loading Zone Material Handling SJP with Workers prior to use</li> <li>❖ Ensure Workers are adequately trained on working at heights prior to use; have available safety equipment, signs, and tape to secure the work area</li> <li>❖ Review equipment inspection records as required and ensure damaged equipment is removed from service and/or repaired</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Loading Zone Material Handling SJP prior to use; inspect equipment prior to use</li> <li>❖ Use as required specialized PPE as defined in the SJP; secure the work area/or inform Workers in the work zone of fall hazards, close guardrails after each use</li> <li>❖ Tie off when exposed to a fall hazard, open guardrail, etc.</li> <li>❖ Report any damaged equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ MOL Safety Awareness training, WHMIS (current to 1 year)</li> <li>❖ Forklift, Skid steer training, Ontario College of Trades - Mobile</li> <li>❖ Crane/Heavy Equipment ticket &amp; Working at Heights (current to 3 years)</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Inspect equipment including lifting equipment, working at heights, skids, chains, straps, chokers, etc. prior to use. All damage equipment is to be reported to the Supervisor, tagged out and removed from service.</p> <p><b>Step 2</b> - Only remove guardrails to receive material from the assigned hoisting zone location.</p> <p><b>Step 3</b> - When the guardrail is open or taken down, a Worker may be exposed to a fall hazard. Working at heights equipment must be used, the Worker must be tied off to the appropriate anchor point and use the travel restraint method to complete the task.</p>



**Step 4 - Travel Restraint Method:** when receiving material from the loading zone, use travel restraint including: harness and lanyard attached to an adequate anchor point capable of supporting. Under the travel restraint method, Workers are to adjust their ropes so they will not reach the edge of the fall hazard. For additional distance, use a lifeline and rope grab to adjust the required distance.

**Note:** refer to *Travel Restraint - SJP* for more information.

**Step 5 -** When the material has been received and is outside the loading zone, return the guardrail system to its original position. Ensure that signs are posted and the area is secured before removing the working at heights equipment or leaving the area.

**Step 6 - Equipment Operator:** When moving materials to the loading zone, ensure work zone is secured from overhead hazards, check for any defects including the skid, straps, and lifting changes.

**Step 7 -** Hoist the material to the loading zone location; when the lift is completed return the equipment to its original position.

Main hazards include:

- ❖ Pinch points, getting run over by equipment, overhead lifts, falling material, fall hazards, guardrail taken down; heavy loads and machine capsize. Should an accident occurs follow emergency response plan, 1st priority is the Worker’s life. Remove equipment and apply first aid, or contact medical aid as required. Review site specific requirements

**Rescue Procedure:**

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 15. Lockout Tag Out - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Electrical room/electrical hazards – lockout tag out</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Lockout tag out, communication with Superintendent, signs (electrical hazard), lock kit, etc.</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Lock Out Tag Out - SJP with Workers prior to use; ensure Workers are adequately trained on equipment prior to use; have available signage, tags all other safety requirements for Workers to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and sent out for repair</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Lock Out Tag Out - SJP prior to use; Inspect equipment prior to use including tags; Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area setup signs, keep doors locked, setup lock out tag with lock and contact number</li> <li>❖ Report any damage equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ MOL Safety Awareness training, review Lock Out Tag Out - SJP, WHMIS (current to 1 year), Working at Heights (current to 3 years) &amp; Ontario College of Trades – Electrical Hazard Awareness</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on all tags. Review drawings and coordinate with site Superintendent on electrical hazard – lock out tag out.</p> <p><b>Note: Any defective/damaged/inoperable equipment must be reported to the Supervisor and taken out of service.</b></p> <p><b>Step 2</b> - Secure the work area, place electrical hazard signs on all electrical room doors, and ensure locks are in place. Lockout tags must include a contact number.</p> <p><b>Note: Site Superintendent to be consulted prior to any electrical lockout.</b></p> <p><b>Step 3</b> - When shutting down electrical equipment, follow normal stopping</p>



procedures, shut down of electrical equipment must always be performed by a licensed electrician. Disconnect or isolate electrical source and add assigned tag.

**Step 4** - Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.

**Step 5** - After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

**Caution: return operating controls to neutral position after the test.**

**Step 6** - Equipment is now locked out, ensure all electrical doors are closed and locked when not in the electrical room.

**Restoring Equipment**

When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

**Rescue Procedure:**

Main hazards include:

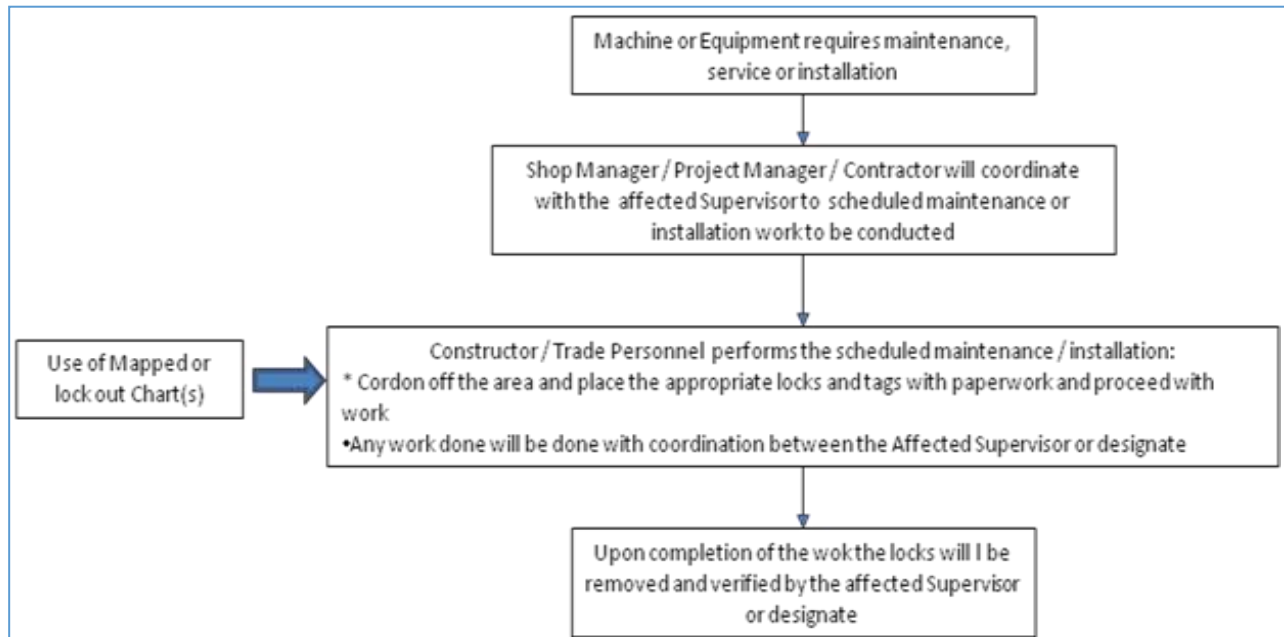
- ❖ Electrical hazards, shocks, burns and loss of power. Should an accident occur, follow the emergency response plan, 1st priority is the Worker’s life
- ❖ Remove equipment and apply first aid, or contact medical aid as required

**Additional Comments:**

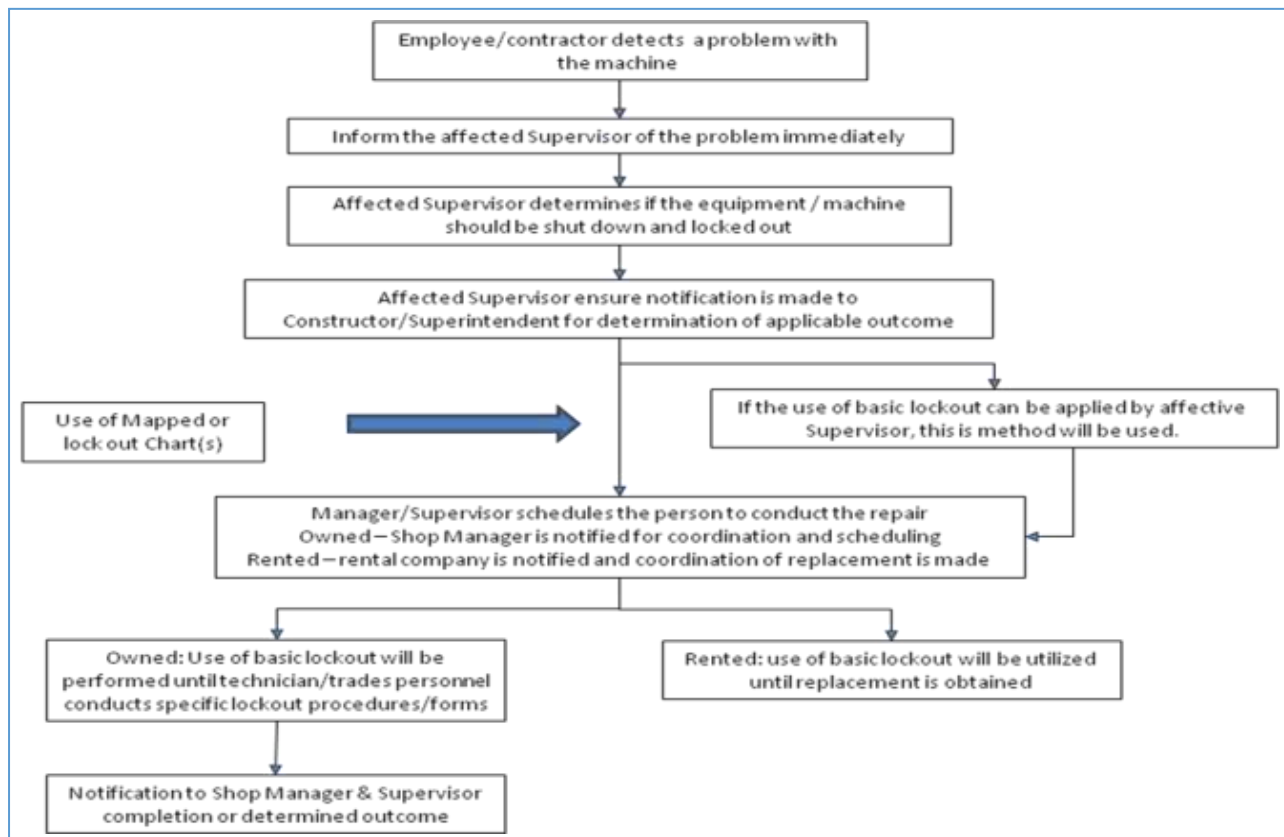
Full Name:	Signature:	Full Name:	Signature:

## Lockout Chart

### Maintenance or Installation (Scheduled Lockout)



### Defective Equipment/Machinery (Unscheduled Lockout)





### General Lockout Chart

Machinery Type:	Energy Source:	Source Comments:
Air Compressor	Electrical Pneumatic	Air Compressor Breaker (Lockout - On Valve); Heater Electrical Supply Line (Lockout -On Supply Line)
Skid Steer	Ignition	Skid Steer (Lockout - Ignition Switch/Take Key Out)
Forklift	Ignition	Skid Steer (Lockout Ignition Switch/Take Key Out)
Personal Elevated Work Platform (PEWP)	Battery	PEWP (Lockout - Disconnect Battery and Remove Controller)
Crane (Tower)	Electrical	Tower Crane (Lockout - Turn Off Power Add Tag to Electrical Panel or Breaker)
Electrical Panel	Electrical	Electrical Panel (Lockout Turn Off Power and Tag the Electrical Panel or Breaker)

## 16. Major Spill Cleanup - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Any incident involving the spill or release of hazardous chemicals, mixtures of chemicals that pose a threat to Human Life/Health and Sustained ongoing threat to the environment</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, work boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, respirator &amp; gloves - as required)</li> <li>❖ Refer to the SDS prior to spill cleanup; Danger tape (danger/caution) and safety signs; call Duron Management to arrange for excavation for site service clean up</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Please refer to the Manufacturer’s and Legislative Requirements (Environmental Protection Act and O. Reg 675/98) when using this procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Utilize Spill Flow Chart</li> <li>❖ Develop and review the Major Spill Cleanup - SJP with Workers; inform the jobsite of the major spill release;</li> <li>❖ Contact Ministry of the Environment, Conservation and Parks &amp; Spill Action Centre (1-800-268-6060) and Local Municipality if there is an impact to municipally owned or private land to notify them of the spill</li> <li>❖ Contact excavation personnel to have the area cleaned if needed</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Major Spill Cleanup - SJP</li> <li>❖ Secure the clean-up area and inform Workers in the area of the cleanup report any spill concerns to the site Superintendent</li> <li>❖ Record all spill using the Hazard Near Miss report forms</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ Review Major Spill Cleanup – SJP, Spill Flow Chart, MOL Safety Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years) &amp; Traffic Control as required</li> </ul>



**Step 1** - Inform the site Superintendent of a spill.

**Step 2** - The site Superintendent determines if the spill is minor in which case a trained Worker can cleanup, or if it's a major spill follow the steps outline above in the Supervisors responsibility section.

**Procedure:**

**Step 3** - Superintendent and/or Worker reviews SDS of spilled product to determine control measures (specialized PPE as required). The Superintendent or designate to contact Ministry of Environment, Conservation, and Parks (MECP) at 416-325-4000, and Spills Action Centre (1-800-268-6060) and Local Municipality if there is an impact to municipally owned or private land. Report: name, phone number, company responsible for spill, time and location of spill, type and quantity of material spilled and status of spill.

**Step 4** - Worker secures spill area using Danger tape (caution or danger) with signs as required. Inform Workers in the area of the spill - use PPE.

**Step 5** – Superintendent to assist the MECP and Spills Action Centre and any authorities towards the resolution of the spill

**Step 6** – When the area is cleaned up and deemed safe, release the scene. Superintendent must record the incident using the Incident Investigation form.

**Step 7** – Corrective Action & Communication

**Rescue Procedure:**

Refer to SDS of the spilled product for emergency rescue procedures

**Additional Comments:**

The site Superintendent must retain a copy of all inspection reports, witness statements and procedures from all parties involved in the major spill cleanup.

For more information visit: <https://www.ontario.ca/page/report-spill>

Full Name:	Signature:	Full Name:	Signature:

## 17. Minor Spill Cleanup – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Any incident involving the spill or release of hazardous chemicals, mixtures of chemicals, or hazardous waste that requires the use of cleanup specialists trained to contain and remove the spill.</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, face shields, latex or neoprene gloves, respirator, hearing protection as required)</li> <li>❖ Danger tape (danger/caution) and signs; refer to the SDS cleanup, spill kit.</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Please refer to the Manufacturer’s and Legislative Requirements (Environmental Protection Act and O. Reg 675/98) when using this procedure.</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review Spill Flow Chart</li> <li>❖ Develop and review the spill kit procedure with Workers.</li> <li>❖ Inspect the spill kit monthly and update materials as required.</li> <li>❖ Review SDS regularly to ensure up to date information.</li> <li>❖ Determine the severity of a spill prior to assigning Workers to clean up.</li> <li>❖ Report major spills to the Ministry of the Environment, Conservation and Parks and Spills Action Centre as defined in Legislation. For Major Spills, refer to the Major Spill Cleanup – Safe Job Procedure</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Minor Spill Cleanup - SJP prior to starting the work.</li> <li>❖ Use as required specialized PPE as defined in the SJP and SDS.</li> <li>❖ Secure the cleanup area and inform all Workers in the area of the cleanup.</li> <li>❖ Report any spill concerns to the site Foreperson. Record all spills using the Hazard Near Miss Report forms.</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ Review Minor Spill Cleanup – SJP, WHMIS training (current to 1 year), MOL Safety Awareness training &amp; Working at Heights (current to 3 years)</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Inform the Foreperson/Supervisor of a chemical spill.</p> <p><b>Step 2</b> - The Foreperson/Supervisor determines if the spill is minor in which case a trained Worker can clean up the spill.</p> <p><b>Step 3</b> - Supervisor and/or Worker’s review SDS of spill product to determine control measures (specialized PPE).</p> <p><b>Step 4</b> - Worker secures spill area using Danger tape (caution or danger) with signs as required. Inform Workers in the area of the spill and use PPE.</p> <p><b>Step 5a</b> - Use spill kit – stop the spill! Apply the 48’’x3’’ absorbent sock around the spill to contain it. Sprinkle Eco-Absorbent on top of the spill (let chemical be</p>

absorbed) Place 15''x 18'' absorbent pads on top of the absorbed compound to enhance the soak up.

**Step 5b.** If the spill is too large, contact specialists to clean the spill

**Step 6.** Using a shovel, collect the contaminated compound and absorbent pads and place into the disposal bag.

**Note: for larger spills place contaminate into a large drum.**

**Step 7.** Release the scene and record the incident using the Incident Investigation forms.

**Rescue Procedure:**

- ❖ Refer to SDS of the spilled product for emergency rescue procedures if applicable

**Additional Comments:**

Workers being trained in the Minor Spill Cleanup - SJP should practice taking the spill kit apart and practice against a mock spill.

Stop the spill & apply Eco-Sorbent



Add absorbent pad



Always refer to SDS



Full Name:	Signature:	Full Name:	Signature:



## 18. Moving Equipment - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Moving equipment</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses as required)</li> <li>❖ Backup alarm, Danger tape, signage (“Moving Equipment” sign) &amp; Spotter.</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Moving Equipment - SJP with Workers prior to use. Ensure Workers are adequately trained on equipment prior to use</li> <li>❖ Have available Danger tape and signs to secure the work area</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> <li>❖ Verify through inspections that work is in compliance with Safe Job Procedure</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Moving Equipment – SJP prior to use. Inspect equipment prior to use. Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/inform Workers in the work zone of the moving equipment. Report any damage equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ MOL Safety Awareness training, Traffic Control (as required), WHMIS (current to 1 year), Working at Heights (current to 3 years) Skid Steer, Zoom Boom, etc. as required</li> </ul>



**Step 1** - Perform equipment inspection on the machine prior to use.

**Note: any defective/damage/inoperable equipment must be reported to the Supervisor and taken out of service.**

**Procedure:**

**Step 2** - Secure the work area using both (Danger tape and safety signage as required) also, communicate information to Workers in the area.

**Step 3.** When backing up, a Worker must be present to direct the Operator (ensure they stay on the Driver's side).

**Note: backing up may be permitted if it's away from Workers.**

**Step 3b** - When accessing public/private roads, a Traffic Control Person may be required to guide your direction

Main hazards include:

**Rescue Procedure:**

- ❖ pinch points, getting run over by moving equipment and having the machine capsize
- ❖ Should an accident occurs follow emergency response plan, 1st priority is the Worker's life. Remove equipment and apply first aid, or contact medical aid as required
- ❖ Review site specific requirements

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



### 19. Duron Head Office Receptionist Emergency Response – Safe Job Procedure

<b>Scope:</b>	❖ Duron head office Receptionist emergency response plan
<b>Protective Measures:</b>	❖ Training program and team responders
<b>Selection &amp; Use:</b>	❖ Duron has a Zero-Tolerance Policy for Violence and Harassment. This procedure is designed to deter further incident and protect the Receptionist from immediate danger
<b>Supervisors Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Shop Manager is to ensure that Workers are trained and aware of this procedure and to be the first responder to an alert or to investigate any potential threats to the receptionist</li> <li>❖ Receptionist – to alert the response team to a threat by announcing on the intercom “Code Black”</li> </ul>
<b>Workers Responsibility:</b>	<p>Alex Petrozzi – primary responder to the alert  Jennifer Aguiar – secondary responder to the alert  Rosemary Pavlic – tertiary responder to the alert  Police – last resort responders</p>
<b>Training Requirements:</b>	❖ MOL Safety Awareness training, review Violence & Harassment Policy, review the Duron Head Office Receptionist Emergency Response – SJP & WHMIS (current to 1 year)
<b>Procedure:</b>	<p><b>Step 1</b> - If the Receptionist feels threatened due to the actions or intentions of a Co-worker, Visitor, Client, or a member of the Public, they are to press the intercom located at the land line phone of the lobby desk and announce, “Code Black”.</p> <p><b>Step 2</b> - If alert is said over the intercom, the in-house responders are to investigate the issue and report to the Receptionist for more information.</p> <p><b>Step 2b.</b> If the in-house Responders are not available, the Receptionist is to alert the Police.</p>



**Step 3.** Responders are to de-escalate the situations, do not provoke, if the situation gets out of hand, remove the Receptionist from the area and call the Police.

**Step 3b** – Low risk – Do not touch the accuser, use de-escalation techniques such as (talking politely, asking them to leave, etc.) use your words carefully.

**Step 3c** – High Risk – Accuser is being physically/verbally/emotionally abusive (call the Police) secure the Receptionist, ensure (he/she) is out of harm’s way.

**Rescue Procedure:**

- ❖ High Risk situation – all endangered parties are to remove themselves from the incident area and call the Police
- ❖ Endangered parties are to secure themselves in an office; closet or head to the site assemble area
- ❖ Do not put yourself or others in immediate risk or danger

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 20. Power Elevating Work Platforms (PEWP) – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Power Elevating Work Platforms &amp; Scissor Lifts</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li><li>❖ Specialized PPE (safety glasses, full body harness, SRL or lanyard)</li><li>❖ Backup alarm, Danger tape and safety signs, “Moving Equipment/Overhead Work sign” (as required)</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure</li></ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Develop and review the Power Elevating Work Platforms - SJP with Workers prior to use</li><li>❖ Ensure Workers are adequately trained on equipment prior to use; Have available, Danger tape and safety signs to secure the work area</li><li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li></ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review and sign off on Personal Elevated Work Platform - SJP prior to use; inspect equipment prior to use; harness, lift, etc.</li><li>❖ Use as required specialized PPE as defined in the SJP</li><li>❖ Secure the work area and inform Workers in the work zone of moving equipment/overhead work as required</li><li>❖ Report any damaged equipment to the Supervisor and tag out as required</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ MOL Safety Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years) &amp; Lift training (as required)</li></ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Perform equipment inspection on all equipment including the lift and harness prior to use (supply copies of inspection to site Superintendent).</p> <p><b>Note:</b> Any defective/damaged/inoperable equipment must be reported to the Supervisor and taken out of service.</p> <p><b>Step 2</b> - Secure the work area using both (Danger tape and safety signs) also, communicate information to the Workers in the area.</p>



**Step 3** - When entering the PEWP ensure all Workers are tied off to the approved anchor point; 100% tie off is required at all times. **Note: The hand railing is not an anchor point as it is not engineer approved.**

**Step 3b** - Workers are to remain in the PEWP at all times and are not to use the lift as an access elevator between 2 floors.

**Step 4** - When moving the PEWP ensure the lift is brought down to ground level before changing directional position.

**Rescue Procedure:**

- ❖ Main hazards include: pinch points, getting run over by equipment and having the machine capsize
- ❖ Should an accident occur follow emergency response plan, 1st priority is the Worker’s life
- ❖ Have a competent Ground Person within the vicinity at all times encase of a fall so that the Ground Person can access the emergency ground controls and lower the PEWP to the ground and rescue the fallen Worker
- ❖ Remove equipment and apply first aid, or contact medical aid as required; Review site specific requirements

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 21. Propane and Temporary Heat – Safe Job Procedure

<b>Scope:</b>	❖ Propane and temporary heat
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, neoprene gloves &amp; hearing protection as required)</li> <li>❖ Propane cylinders to be stored upright, connection tools, hoses, fire extinguishers &amp; wrench</li> </ul>
<b>Selection &amp; Use:</b>	❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review with Workers Propane and Temporary Heat - SJP; Provide as required all equipment required to setup and replace propane cylinders</li> <li>❖ Remove all defective equipment from service follow Lock Out Tag Out SJP; Provide storage area for all propane and empty containers</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Propane and Temporary Heat - SJP</li> <li>❖ Inspect all equipment prior to use, report any and all defective equipment to the site Foreperson, follow Lock Out Tag Out SJP;</li> <li>❖ Ensure fire extinguishers are available and near as required all propane tanks</li> </ul>
<b>Training Requirements:</b>	❖ MOL Safety Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years), Fire Extinguisher training & Propane Awareness training (current to 3 years)



**Step 1** - Inspect and review all equipment prior to use including tanks.

**Note: Liquefied propane is extremely cold and frostbite may occur if it comes in contact with your skin.**

**Procedure:**

**Step 2** - Before disconnecting the gas line to the propane tank, shut off equipment; close service valve. Use slight hand pressure only; never over tighten.

**Step 3** - Disconnect the gas line from the tank by turning the fitting counter clockwise.

**Step 4** - Release the tank retaining straps and swing straps away from the tank.

**Note: all propane tanks must be tied down when in use.**

**Step 5** - Handle propane tank with care; do not let it drop; use two wheeled hand carts to move the tank or roll on its access; maintain (2) hand contact.

**Step 6** - All discharged propane tanks must be stored in the designated area, outside and in secured zone.

**Step 7** - Connect as required full propane gas line to the tank by lining up the gas line fitting with the service value outlet and turn clockwise. Hand tightened only. Check for leaks and secure all tanks.

**Rescue Procedure:**

- ❖ All propane connections must have fire extinguisher nearby
- ❖ Propane is given an artificial smell of rotten eggs (methane) if you detect a smell, shut off all fuel sources and report to site Foreperson
- ❖ Review site specific requirements

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 22. Roof Work Leading Edge – Travel Restraint – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Roof Work Leading Edge – Travel Restraint</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Adequate anchor point – Horizontal line based on engineered drawings; harness with lanyard, tie off points, Safety signs and bump line as required</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure.</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Roof Work Leading Edge SJP with Workers prior to use; Verify that Workers are complying with SJP during site inspections;</li> <li>❖ Ensure Workers are adequately trained on equipment prior to use; Have available Danger tape and safety signs to secure the work area;</li> <li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired.</li> <li>❖ Review and sign off on SJP – Roof Work Leading Edge prior to use Inspect equipment prior to use harness, lift, etc.</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone /Fall Protection required beyond this point/ overhead work as required.</li> <li>❖ Report any damage equipment to the Supervisor and Tag Out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ MOL Safety Awareness training</li> <li>❖ WHMIS (current to 1 year)</li> <li>❖ Working at Heights (current to 3 years)</li> </ul> <p><b>Step 1</b> - Inspect equipment prior to use, use the assigned inspection forms.</p> <p style="text-align: center;"><b>Note: Any defective/damage/inoperable equipment must be reported to the Supervisor and taken out of service.</b></p> <p><b>Step 2</b> - Secure the work area using either (Danger tape or safety signs) also, communicate information to Workers in the area verbally and with signage. Overhead Work/Fall Protection Required Beyond This Point etc.</p> <p><b>Step 3</b> - Ensure anchor point is secured (horizontal bump line as per engineered drawings; 100% tie off required beyond the bump line.</p> <p><b>Step 4</b> - Travel restraint means Workers do not go over the edge, adjust lanyard as required</p> <ul style="list-style-type: none"> <li>❖ Main hazards include: Fall hazard, damaged equipment, improper use of</li> </ul>
<b>Procedure:</b>	

working at heights equipment, fallen material, etc.

- ❖ Should an accident occur, follow emergency response plan, 1<sup>st</sup> priority is the Worker's life. Remove equipment and apply first aid, or contact medical aid as required. Workers should not be going over the edge if equipment is used correctly; review site specific requirements

#### **Personal Elevated Work Platform Rescue Procedure:**

To be used if a personal elevated work platform (PEWP) is available on site and can be used to reach the suspended Worker.

#### **Rescue Procedure:**

**1)** Bring a secondary PEWP to the accident site and use it to reach the suspended Worker.

**2)** Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the PEWP.

**3)** Ensure that the PEWP has the load capacity for both the Rescuer(s) and the fallen worker. If the fallen worker is not conscious, two Rescuers will probably be needed to safely handle the weight of the fallen Worker.

**4)** Position the PEWP platform below the Worker and disconnect the Worker's lanyard when it is safe to do so. When the Worker is safely on the PEWP, reattach the lanyard to an appropriate anchor point on the PEWP if possible.

**5)** Lower the Worker to a safe location and administer firstaid. Treat the Worker for suspension trauma and any other injury. Arrange transportation to hospital if required.

#### **Ladder Rescue Procedure:**

To be used if a personal elevated work platform is not available and using a ladder can safely reach the fallen Worker.

To Perform Ladder Rescue, Follow the Steps Below:

**1)** If the fallen Worker is suspended from a lifeline, move the Worker (if possible) to an area that Rescuers can access safely with a ladder.

**2)** Set up the appropriate ladder(s) to reach the fallen Worker. Rig separate lifelines for Rescuers to use while carrying out the rescue from the ladder(s). If the fallen Worker is not conscious or cannot reliably help with the rescue, at least two Rescuers may be needed.

**3)** If the fallen Worker is suspended directly from a lanyard or a lifeline, securely



attach a separate lowering line to the harness.

4) Other Rescuers on the ground (or closest work surface) should lower the fallen Worker while the Rescuer on the ladder guides the fallen Worker to the ground (or work surface).

**Note: Once the fallen Worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.**

5) Arrange transportation to hospital if required.

Additional Comments:

Full Name:	Signature:	Full Name:	Signature:

## 23. Traffic Control – Safe Job Procedure

<b>Scope:</b>	❖ Traffic control
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, hearing and hand protection as required)</li> <li>❖ Traffic control sign, walkie-talkies and/or hand signs, signs indicating traffic control as required</li> </ul>
<b>Selection &amp; Use:</b>	❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Traffic Control - SJP with Workers prior to use; ensure Workers are adequately trained on Traffic Control prior to use</li> <li>❖ Have available a Traffic Control signs and review the Traffic Control map; Replace any damaged/ defective equipment; Review roadway conditions</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Traffic Control - SJP prior to use; use as required specialized PPE as defined in the SJP</li> <li>❖ Review the Traffic Control Plan and directional path for truck turnaround; report any damaged equipment/reckless Drivers to the Supervisor</li> <li>❖ Do not assault Drivers (take down license plate and report to Supervisor)</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ MOL Safety Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years), Traffic Control (current to 3 years) &amp; review site specific Traffic Plan</li> </ul>
	<b>Step 1</b> - Perform inspection on Traffic Control equipment prior to use.
	<b>Note: Any defective/damage/inoperable equipment must be reported to the Supervisor and taken out of service.</b>
<b>Procedure:</b>	<p><b>Step 2</b> - Review Traffic Control Plan and communication methods with other Traffic Controllers and Drivers.</p> <p><b>Step 3</b> - Review turnaround procedures with Drivers prior to entering the site; when backing up trucks stay on the Driver’s side and maintain communication.</p> <p><b>Step 4</b> - When moving trucks on public/private road ensure 2<sup>nd</sup> Traffic Controller helps (as required) with truck movement.</p>



**Rescue Procedure:**

- ❖ Main hazards include: pinch points, getting run over, drunk drivers and the public. Should an accident occurs follow emergency response plan, 1st priority is the Worker's life.
- ❖ If a Driver is driving recklessly, do not engage, take down license plate and report to the Supervisor. You will be held liable if you assault a Driver regardless of the circumstances.

**Additional Comments:**

<b>Full Name:</b>	<b>Signature:</b>	<b>Full Name:</b>	<b>Signature:</b>



## 24. Working Near Filled Pool/Water – Safe Job Procedure

<b>Scope:</b>	❖ Working near filled pool/water
<b>Protective Measures:</b>	❖ Exclusion zone, Danger tape, safety signs, water ring, hock grab and life jackets (as required). Workers must not work along near the filled pool
<b>Selection &amp; Use:</b>	❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Filled Pool - SJP with Workers prior to use. Ensure Workers are adequately trained on Safety Procedures prior to work. Have available Danger tape and safety signs to secure the work area</li> <li>❖ Review emergency equipment as required and ensure damaged equipment is removed from service and/or repaired</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on Working Near Filled Pool - SJP prior to work; inspect Emergency equipment prior to work</li> <li>❖ Use as required specialized PPE as defined in the SJP; Workers are to not work along near the filled pool</li> <li>❖ Report any damaged equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	❖ MOL Safety Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years) & Working Near Filled Pool – SJP
<b>Procedure:</b>	<p><b>Step 1</b> - Review the emergency procedure for Worker falling in the filled pool.</p> <p><b>Note:</b> Review all emergency equipment and report any defective/damaged/ inoperable equipment to the Supervisor and/or take out of service. All Workers in the pool area must inform Duron’s site Superintendent prior to entering the area.</p> <p><b>Step 2</b> - Secure the work area, review guardrails around the pool area.</p> <p><b>Note:</b> Workers are to not work along or near the filled pool. Also, all Workers performing work must review and sign off on the SJP form.</p> <p><b>Step 3</b> - Use as required - harness and travel restraint procedures when working near the pool edge. As required, use life jackets.</p>



**Step 3b** - All moving equipment must have a Traffic Controller/Spotter to help guide moving equipment and keep a safe distance from the pool edge.

Main hazards include: water hazard, electrical hazard, energized in the pool area; GFCI required on all electrical equipment. If a Worker falls in the filled pool, initiate emergency procedures.

**Rescue Procedure:**

**Step 1** - Sound air horn - 2 blasts.

**Step 2** - Throw a life ring to the Worker in the pool and using the rope, drag them to the shallow end of the pool.

**Step 3** - Caution when walking on wet surfaces near the pool review site specific requirements.

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 25. Scaffold over 2.4 m Assemble & Dismantle – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ To assemble and dismantle a scaffold over 2.4 meters in height</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (safety glasses, anchor point, harness &amp; SLR/lanyard)</li> <li>❖ Scaffold equipment, Overhead Work sign, &amp; Danger tape</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Provide all tools and equipment required to complete the task; ensure Workers are adequately trained on equipment prior to use</li> <li>❖ Have available Danger tape and safety signs to secure the work area (control zone); Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired</li> <li>❖ Verify through inspections that scaffolds are assembled adequately</li> <li>❖ Inform site staff of overhead high-risk work prior to commencement</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on SJP</li> <li>❖ Inspect equipment prior to use including harness and lanyards; use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/inform Workers in the work zone of overhead work, follow control zone setup ratio based on framework</li> <li>❖ Report any damaged equipment to the Supervisor and tag out as required</li> </ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>❖ Safety Awareness training, WHMIS (current to 1 year) &amp; Working at Heights (current to 3 years)</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> - At the start of work, inform site staff of the assembly and work of scaffold to perform overhead work.</p> <p><b>Note:</b> As required, relocate temporary travel points, washrooms and secure any hazardous material, equipment, or services from falling materials.</p> <p><b>Step 2</b> - Hazard Assessment - Check for ground conditions, overhead electrical wires or other hazards; metal scaffold located in proximity to a high voltage lines must be grounded; Review planks for split ends, saw cuts, notches and protruding nails.</p>



**Step 3 - Scaffold Setup** - Inspect all equipment required to work on the scaffold prior to use including components, ladders, equipment, planks, etc.

**Note: Do not use any damaged/ defective/ inoperable scaffold components (splits or rotten) or equipment and report to the Foreperson and take out of service.**

Select the appropriate scaffold review height required and duration of work. Review end frames for cracks in the welded joints, the top and bottom cross-members are to be plumb and square, brace locks secured and coupling pins in place to secure the frame. Setup planks do not let overhang too far, add as required kick plates inspect for cracks or defects. The base of the scaffold must be firm and level. Scaffold feet are centrally located on the sills. Assemble additional tiers/levels in the same manner. Use a lift or forklift to bring additional material to the next level. End frames installed so the integral built-in ladder rungs are secured. Complete the platform fully at each level before assembling the next level.

**Step 4 - Secure Scaffold, Outriggers and Guardrails** -If the height of the scaffold exceeds 3 times its minimum base, then it must be effectively secured to a building or structure as per the OH&S Regulations. If the height of a free-standing tower or rolling scaffold exceeds 3 times its minimum base dimension, then outriggers must be installed on both sides of the scaffold structure. If the scaffold is adjacent to a structure, then it must be braced against the structure and outriggers used on the opposite side. Install guardrails on all open ends of a platform that is 1.22 m (4 ft.) or more above grade or floor level. The top rail must be placed 0.9 m to 1.1 m (36 to 40 inches) above the work surface. An intermediate rail must be placed halfway between the top rail and the working surface. Install toe boards on all open sides of the work platform when 3 frames up. The top of the toe board must be at least 10 cm (4 inches) above the platform.

**Note: When taking down guardrails, 100% tie-off is required.**

**Step 5: Control zone setup** - review drawing and work zone to assess traffic points, washroom locations, public access, moving equipment routes, gas mains and other hazards. Provide relocation of key services as required including close off temporary access routes and re-direct traffic zones before setting up the scaffold. When setting up the control zones from the end of the scaffold use the following ratio from the working level scaffold frame.

- ❖ Minimum control zone distance required from the scaffold is 10 feet
- ❖ Follow ratio 1:1 for each frame worked on to a max distance of 35 feet
- ❖ At 2 frames distance required 20 feet
- ❖ At 3 frames distance required 30 feet
- ❖ At 4 frames distance required 35 feet



When setting up control zone use red danger tape to secure the perimeter. Setup safety signs to identify, "Overhead Work" near entrance of control zone.

**Note: As required - the minimum clearance zone may be reduced when the control zone backs onto the end of the structure/building. The environment around may also use as a control zone provided it limits Worker's exposure to hazards including falling materials.**

**Rescue Procedure:**

**To perform ladder rescue, follow the steps below:**

**Step 1** - If the fallen Worker is suspended from a lifeline, move the Worker (if possible) to an area that Rescuers can access safely with a ladder.

**Step 2** - Set up the appropriate ladder(s) to reach the fallen Worker.

**Step 3** - Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s). If the fallen Worker is not conscious or cannot reliably help with the rescue, at least two Rescuers may be needed.

**Step 4** - Other Rescuers on the ground (or closest work surface) should lower the fallen Worker while the Rescuer on the ladder guides the fallen Worker to the ground (or work surface).

**Step 5** - Once the fallen Worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.

**Step 6** - Arrange transportation to hospital if required.

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## 26. Storage on Racks - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ To define the Safe Job Procedures in a manner that informs and instructs Duron Ontario Ltd. Employees on the key health &amp; safety hazards and controls to remember when storing materials on racks</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Ensure that heavy, bulky materials are stored on the lowest racks for ease of handling. Smaller and lighter weight materials should be stored on the upper shelving</li><li>❖ Ensure that tools such as tape guns and utility knives are not left on merchandise stored up high, as these could fall causing injury</li><li>❖ The load limits of the racks should be identified to ensure that they can adequately support the load</li><li>❖ Mark storage areas with lines on the wall or rack to indicate the maximum loading limit</li><li>❖ Ensure that pallets stacked on racks are double faced or have a flat surface on each side of the pallet</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Please refer to the manufacturers &amp; legislative requirements when using this procedure</li><li>❖ Ensure that racking structure allows for at least 45 centimeters (18 inches) of clearance from any sprinkler system and at least 90 centimeters (36 inches) from any heater</li></ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Ensure that the racking structure is properly anchored and braced to prevent collapse</li><li>❖ Inspect each pallet for broken or loose members and do not use if damaged</li><li>❖ Employee height could be a factor when assigning tasks that involve storing merchandise in tight spaces. Employees should not strike their heads on overhead racking when storing merchandise on lower shelves</li><li>❖ Inspect racks often to identify weak points and note any merchandise that is unstable and could drop on employees or customers below. Correct deficiencies immediately</li><li>❖ Appoint Workers to build internal emergency properties upper shelving lowest racks. Place smaller and lighter weight materials on the higher shelves</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ Review Storage on Racks - Safe Job Procedure, WHMIS Training (current to 1 year), Workers Awareness Training, Working at Heights (current to 3 years)</li></ul>



**Procedure:**

- Step 1** - Appoint appropriate workers to complete the task.
- Step 2** - Have all the required lifting aids and equipment readily available.
- Step 3** - Sort the racking material by weight and its chemical
- Step 4** - Heavy and bulky materials should be stored on the lower racks
- Step 5** - Inform the Superintendent if racking has poor or damaged structure. Never overload a racking, always obey the load limit
- Step 6** - Supervisor must record the Incident using the Accident Investigation Package.

**Rescue Procedure:**

- ❖ Act on the Emergency Response Plan discussed with the Superintendent
- ❖ Report the incident to the proper authorities
- ❖ Manage communications during the emergency response
- ❖ Meet emergency services at an entrance and lead them to the incident area
- ❖ Ensure there is clear and direct route from the entrance to the incident area
- ❖ Document the incident and file the necessary reports.

**Additional Comments:**

The Supervisor must retain a copy of all inspection reports, Witness Statements & Procedures from all parties Involved in the Racking Installation.

Full Name:	Signature:	Full Name:	Signature:

## 27. Engulfment - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"> <li>❖ Identify safety measures to prevent engulfment</li> </ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"> <li>❖ Basic PPE (hard hat, safety boots &amp; high visibility safety vest)</li> <li>❖ Specialized PPE (respirator, lifeline, lanyard, rope grab &amp; anchor point)</li> <li>❖ Recommended to use respirator depending on the type and hazards of confined space. Install danger tape, hazard signs, and secure work zone</li> </ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"> <li>❖ Follow the Manufacture’s and Legislative Requirements when working in constricting or confined spaces</li> </ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Develop and review the Engulfment - SJP with workers prior to starting a task which has a potential engulfment risk.</li> <li>❖ Ensure all appointed workers are competent</li> <li>❖ Have available Danger tape and safety signs to secure the work area</li> <li>❖ Verify through inspections that Workers are in compliance with Safe Job Procedure</li> </ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"> <li>❖ Review and sign off on SJP – Engulfment prior to use; inspect equipment prior to use, complete inspection forms; use as required specialized PPE as defined in the SJP</li> <li>❖ Secure the work area/or inform Workers in the work zone of engulfment hazards; Report any unsafe site conditions to the Supervisor and take every precaution as required</li> </ul>
<b>Training Requirements</b>	<ul style="list-style-type: none"> <li>❖ WHMIS (current to 1 year), Workers Awareness training &amp; Working at Heights (current to 3 years), Confined Space Training</li> </ul>
<b>Procedure:</b>	<p><b>Step 1</b> – Perform an inspection on all tools, equipment (Working at Height) prior to use. Review SJP (Engulfment)</p> <p><b>Note: Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service. Use of lock out, tag out protocols should be enforced to ensure that mechanical moving parts do not activate, and materials do not shift underneath the worker.</b></p> <p><b>Step 2</b> - Secure work zone, set up danger tape, fall hazard signs, no access beyond this point (as required) informs Workers of Fall Hazards.</p> <p><b>Step 3</b> – Before entering any confined space always do air monitoring in order to conclude determine if the space is safe to enter. Hazardous atmospheres can be deadly.</p>



**Note: No worker must enter a confined space without a retrieval harness**

**Step 4** – Always have an attendant and efficient means of communication whenever work in confined space is in progress.

- ❖ Trenches or open pits should have an adequate number of exit ladders, daily safety inspections
- ❖ Instruct workers on safety protocols, rescue operations and the use of life safety equipment.
- ❖ It is strongly discouraged for workers to stand, climb, or walk on piles of material without safety equipment like a hoist or a body harness.

**Rescue Procedure:**

Main hazards include:

- ❖ Death by constriction, crushing or strangulation, suffocation from breathing in fine substances that fills the lungs or from drowning in a liquid; should an accident occurs follow emergency response plan, 1st priority is the Worker’s life

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:

## 28. Sandblasting – Safe Job Procedure

Task: Sandblasting		Trade: General Labourer
<p><b>Hazards:</b></p> <ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Electrical Hazards</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Debris</li> <li>• Silica Dust</li> </ul>	<p><b>Equipment Needed:</b></p> <ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> </ul>	<p><b>Training and Documents:</b></p> <ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Blastrac Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Ensure work area is clear of all equipment / vehicle / pedestrian traffic and block off work area. Power cable routed properly (not in path of vehicles/pedestrians). Compressor for power to be located to suit work area.

**Start-Up Procedure:**

3. Sandblasting equipment transported to site. Check equipment, power cable and sand pot for damage. Ensure compressor is located in well ventilated area and run cables from compressor to sandblast equipment. Complete pre-use inspection forms.
4. Plug in the electrical interconnection cable between sandblast machine & sand pot.
5. Load sand pot.
6. Sandblast the area.

**Shut-Down Procedure:**

7. Use the kill switch at the sand pot.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



## 29. Workers Summon Help - Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Violence and Risk procedure for summoning help in the event of violence, threat, physical harm, harassment etc.</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Isolate yourself use site trailer, office, or room. Have access to communication device, radio, walkie-talkie, or cell phone. Stay in groups as required.</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Follow the Duron Policy &amp; Procedures when encountering violence or harassment in the workplace.</li></ul>
<b>Supervisors' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Develop &amp; review the Violence &amp; Risk assessment with the project team</li><li>❖ Create procedure for summoning help.</li><li>❖ Provide workers access with the Violence &amp; Risk assessment document &amp; review procedures for summoning help.</li><li>❖ Provide workers access to site superintendent's contact number, head office number.</li></ul>
<b>Workers' Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review &amp; sign off on safe job procedure – summon help</li><li>❖ Review as required the Violence &amp; Risk assessment developed by site superintendent &amp; project team.</li><li>❖ When threaten or encounter a member in violence of the Violence &amp; Harassment Policy, do not engage remove yourself from the situation safely.</li><li>❖ Report all incidents of Violence &amp; Harassment to the site Superintendent &amp; complete the incident report.</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ Review Violence &amp; Risk assessment, review Violence &amp; Harassment Policy</li><li>❖ MOL Awareness Training</li><li>❖ WHMIS (current to 1 year),</li><li>❖ Working at Heights (current to 3 years)</li><li>❖ Review Safe Job Procedure – Summon Help</li></ul>
<b>Procedure:</b>	<p><b>Step 1</b> - Review the Violence &amp; Risk Assessment &amp; Summon Help Procedures prior to work.</p> <p><b>Step 2</b> - If you encounter a violent person(s) or member in violation of the Violence &amp; Harassment Policy, remove yourself from the situation.</p>





**Note: Do not engage, assault, threaten, abuse any workers as this may also make you culpable in the action.**

**Step 3a** - Report the incident immediately to the Site Superintendent.

**Step 3b** - If you are unable to report the incident & you are under immediate threat, confine yourself in the site trailer, Foreperson’s office & lock the door.

**Step 4** - Using the radio, walkie-talkie or cell phone to call the Site Superintendent & inform them of the situation;

**Step 4b** - If the emergency contact person is unavailable contact the general contractor or 911.

**Additional Comments:**

Site Supervisor: To Be Determined At Site

Health & Safety Manager: Alex Petrozzi (416) 985 - 1684

Full Name:	Signature:	Full Name:	Signature:



### 30. Working At Heights – Fall Protection – Safe Job Procedure

<b>Scope:</b>	<ul style="list-style-type: none"><li>❖ Working at Heights – Fall Protection including Fall Restricting Systems and Fall Arrest Systems</li></ul>
<b>Protective Measures:</b>	<ul style="list-style-type: none"><li>❖ Adequate anchor point designed or approved by a professional engineer – must meet legislative requirements; CSA approved harness with lanyard, tie off points, Safety signage, guardrails and bump line as required</li></ul>
<b>Selection &amp; Use:</b>	<ul style="list-style-type: none"><li>❖ Follow the Manufacturer’s and Legislative Requirements when using this Safe Job Procedure.</li></ul>
<b>Supervisors’ Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Develop and review the Working at Heights SJP with Workers prior to use; Verify that Workers are complying with SJP during site inspections;</li><li>❖ Ensure Workers are adequately trained on equipment prior to use; Have available equipment, Danger tape and safety signs to secure the work area;</li><li>❖ Review equipment inspections records as required and ensure damaged equipment is removed from service and either replaced or repaired.</li></ul>
<b>Workers’ Responsibility:</b>	<ul style="list-style-type: none"><li>❖ Review and sign off on Working at Heights – Safe Job Procedure prior to starting work, Inspect equipment prior to use of harness, lanyard, rope grab, lifeline, anchor point, etc.</li><li>❖ Use as required specialized PPE as defined in the SJP</li><li>❖ Secure the work area and inform Workers in the work zone that Fall Protection is required beyond this point or that overhead work as required.</li><li>❖ Report any damaged equipment to the Supervisor and follow the Tag Out – Lock Out Safe Job Procedure.</li></ul>
<b>Training Requirements:</b>	<ul style="list-style-type: none"><li>❖ Working at Heights (current to 3 years)</li><li>❖ Ministry of Labour Workers or Supervisors Safety Awareness training</li><li>❖ WHMIS (current to 1 year)</li></ul>

**Procedure:**

**Step 1** - Inspect all equipment prior to use, use the assigned inspection forms.

**Note: Any defective/damage/inoperable equipment must be reported to the Supervisor and taken out of service immediately.**

**Step 2** - Secure the work area using danger tape, signage and communicate information to Workers in the area verbally. For example, Fall Protection Required Beyond This Point, Danger Due to Fall Hazard etc.

**Step 3** - Ensure anchor point is secured – horizontal bump line as per engineered drawings; 100% tie off required beyond the bump line.

**Step 4** - Travel restraint systems are meant to ensure that Workers do not go over the edge, adjust lanyard as required.

- ❖ Main hazards include: Fall hazard, damaged equipment, improper use of working at heights equipment, fallen material, etc.
- ❖ Should an accident occur, follow emergency response plan, 1<sup>st</sup> priority is the Worker's life. Remove equipment and apply first aid, or contact medical aid as required. Workers should not be going over the edge if fall restricting equipment is used correctly, review site specific requirements.

**Personal Elevated Work Platform Rescue Procedure:**

To be used if a personal elevated work platform (PEWP) is available on site and can be used to reach the suspended Worker.

**Rescue Procedure:**

- 1) Bring a secondary PEWP to the accident site and use it to reach the suspended Worker.
- 2) Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the PEWP.
- 3) Ensure that the PEWP has the load capacity for both the Rescuer(s) and the fallen worker. If the fallen worker is not conscious, two Rescuers will probably be needed to safely handle the weight of the fallen Worker.
- 4) Position the PEWP platform below the Worker and disconnect the Worker's lanyard when it is safe to do so. When the Worker is safely on the PEWP, re-attach the lanyard to an appropriate anchor point on the PEWP if possible.
- 5) Lower the Worker to a safe location and administer First Aid. Treat the Worker for suspension trauma and any other injury. Arrange transportation to hospital if required.



**Ladder Rescue Procedure:**

To be used if a personal elevated work platform is not available and using a ladder can safely reach the fallen Worker.

**To Perform Ladder Rescue, Follow the Steps Below:**

- 1)** If the fallen Worker is suspended from a lifeline, move the Worker (if possible) to an area that Rescuers can access safely with a ladder.
- 2)** Set up the appropriate ladder(s) to reach the fallen Worker. Rig separate lifelines for Rescuers to use while carrying out the rescue from the ladder(s). If the fallen Worker is not conscious or cannot reliably help with the rescue, at least two Rescuers may be needed.
- 3)** If the fallen Worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
- 4)** Other Rescuers on the ground (or closest work surface) should lower the fallen Worker while the Rescuer on the ladder guides the fallen Worker to the ground (or work surface).

**Note: Once the fallen Worker has been brought to a safe location, administer first aid, and treat the person for suspension trauma and any other injury.**

- 5)** Arrange transportation to hospital if required.

**Additional Comments:**

Full Name:	Signature:	Full Name:	Signature:



## Shop Department - Safe Job Procedures

### 1. Welding – Shop Department – Safe Job Procedure

Task: Welding

Trade: Shop Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Arc Flash</li> <li>• Burns</li> <li>• Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Safety Footwear, Face Shield &amp; Fire-Resistant Specialised Welder Clothing</li> <li>• Fire Extinguisher, Ventilation Fans &amp; Welding Screen</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Work At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

#### Welding Safe Job Procedure:

1. Ensure adequate ventilation.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Check equipment for damage and that all safety guards are in place.
4. Grind and clean the area before welding.
5. Place welding screen in front of the work area.
6. Start machine and operate with care at all times.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 2. Uncoupling Vehicles and Attachments – Shop Department – Safe Job Procedure

Task: Welding

Trade: Shop Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"><li>• Strains &amp; Cuts</li><li>• Falls, Trips &amp; Slips</li><li>• Ergonomics</li><li>• Bending</li></ul>	<ul style="list-style-type: none"><li>• PPE: CSA Safety Footwear, High Visibility Vest</li> <li>• Vehicle Jack &amp; Impact Gun</li></ul>	<ul style="list-style-type: none"><li>• SDS</li><li>• WHMIS Training</li><li>• Safe Job Procedure</li><li>• Operational Training</li><li>• Work At Heights Training</li><li>• Worker Awareness Training</li></ul>

### Uncoupling Vehicles and Attachments Safe Job Procedure:

1. Ensure vehicle is off.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Check equipment for damage and that all safety guards are in place.
4. Place the jack under the vehicle.
5. Raise the vehicle slowly using the jack.
6. Using an impact gun, uncouple attachments.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 3. Lifting Vehicles & Equipment for Repairs – Shop Department – Safe Job Procedure

**Task:** Welding **Trade:** Shop Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> <li>• Bending</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Safety Footwear</li> <li>• Vehicle Jack &amp; Impact Gun</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Work At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Safe Job Procedure:**

1. Ensure vehicle is off.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Check equipment for damage and that all safety guards are in place.
4. Check your surroundings to ensure there is clearance around the machine in case of movement.
5. Place the jack under the vehicle.
6. Raise the vehicle slowly using the jack.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## Concrete Department - Safe Job Procedures

### 1. Concrete Saw Cutting – Concrete Department – Safe Job Procedure

Task: Concrete Saw Cutting		Trade: Concrete Labourer
Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Spills</li> <li>• Fuel May Burn If Ignited</li> <li>• Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Mask With Organic Filter, Fire Extinguisher, Ventilation Fans &amp; Cut Saws</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Work At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

#### Concrete Saw Cutting Safe Job Procedure:

1. Ensure adequate ventilation.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Check equipment for damage and that all safety guards are in place.
4. Carefully add fuel as necessary (ensure machine is off).
5. Place machine on concrete to be saw-cut (ask for assistance).
6. Put the machine on one side of your body while gripping it firmly.
7. Start engine and operate with care at all times.
8. Clean up wet and dry waste as cutting is completed.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.





## 2. Curing Membrane Application – Concrete Department – Safe Job Procedure

**Task:** Curing Membrane Application

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Solvents</li> <li>• Explosion</li> <li>• Fumes</li> <li>• Skin Burns</li> <li>• Fatigue</li> <li>• Spills</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Head Mask with Organic Filter, Fire Extinguisher, Ventilation Fans &amp; Power Spray</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

### Curing Membrane Application Safe Job Procedure:

1. Make sure ventilation system is available and turned on.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Ensure that there is sufficient fuel in the Power Sprayer to operate, add gasoline as required.
4. Fill sprayer with the curing membrane (sealant).
5. Turn on the sprayer pointing the nozzle away from yourself and other workers.
6. Apply sealant evenly for a uniform finished appearance, rolling out any bubbles.
7. Clean spray nozzle tip after completion of work.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 3. Machine Floating and Troweling – Concrete Department – Safe Job Procedure

**Task:** Machine Floating and Troweling

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Spills</li> <li>• Ergonomics</li> <li>• Body Part Entanglement Due to Moving Machine</li> <li>• Fuel Will Burn If Ignited</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans &amp; Power Trowel</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Trowel Operation Training</li> <li>• Safe Work Practices</li> <li>• Operational Training</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

**Machine Floating and Troweling Safe Job Procedure:**

1. Ensure adequate ventilation is provided in the work area.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.

**With the Machine Still Turned Off:**

3. Check equipment for damage and that all safety guards are in place
4. Ensure dead man switch is not blocked.
5. Ensure blades and floats are attached and that blade ring is in place.
6. Add fuel as necessary.

**Turning the Machine On:**

7. Place the machine on concrete to be finished (ask for assistance).
8. Maintain firm grip on the machine and place it at one side of the body.
9. Start engine and operate with care at all times.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 4. Mechanical Hardener Spreader – Concrete Department – Safe Job Procedure

**Task:** Mechanical Hardener Spreader

**Trade:** Concrete Labourer & Concrete Finisher

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust Build Up</li> <li>• Spills</li> <li>• Ergonomics</li> <li>• Pinch Point at Roller Traveller Assembly</li> <li>• Fuel Will Burn If Ignited</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans &amp; Mechanical Spreader</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Work Practices</li> <li>• Operational Training</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

### Mechanical Hardener Spreader Safe Job Procedure:

1. Ensure proper ventilation, use ventilation equipment if adequate ventilation does not already exist.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
  - With the Machine Still Turned Off:**
  - 3. Check equipment for damage and that all safety guards are in place.
  - 4. Add fuel as necessary.
  - 5. Assemble screed and move into place (ask for assistance).
  - Operating The Machine:**
  - 6. Firmly grip handles of the machine on one side of the body.
  - 7. Start engine and operate with care at all times.
  - 8. Put your mask on and deposit hardener into spreader.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 5. Truck Deliveries – Concrete Department – Safe Job Procedure

**Task:** Truck Deliveries

**Trade:** Labourer – Class D Driver

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Engine Fumes</li> <li>• Truck Hitting Power Lines</li> <li>• Traffic Accidents</li> <li>• Pinch Point Hazard Due to Raising Platform</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Truck</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Class D Driving License</li> <li>• Worker Awareness Training</li> </ul>

### Truck Deliveries Safe Job Procedure:

1. Report to Duron's yard, where company vehicles are stored.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check of the truck, complete daily vehicle inspection.
4. Load truck (ask for assistance) and use proper Mechanics.
5. Drive the truck to job site – using defensive driving.
6. Consider other Workers, People & power lines while driving.
7. Don't drive more than 20km/h on the jobsite.
8. Direct delivery trucks to loading and unloading area with caution.
9. Use power lift platform to raise and lower equipment and materials.
10. Load and unload materials & equipment, use caution.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 6. Placing Concrete by Crane – Concrete Department – Safe Job Procedure

**Task:** Placing Concrete by Crane

**Trade:** Concrete Labourer & Concrete Finisher

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Fumes</li> <li>• Electrical Cable Hit by Crane</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Wooden Straightedge, Vibrating Screed &amp; Trowel</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Crane Operator Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Hoisting &amp; Hand Signals Training</li> <li>• Worker Awareness Training</li> </ul>

### Placing Concrete by Crane Safe Job Procedure:

1. Ensure adequate ventilation.
2. Put on required Personal Protective Equipment as mentioned in Equipment Needed above.
3. Direct crane boom and bucket to placing area with caution.
4. Place concrete in as close to its final position as possible and always open bucket slowly, no more than four feet above the formwork.
5. Fold up the chute of the concrete truck upon completion of the load.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



7. Power Screeding & Truss Screed – Concrete Department – Safe Job Procedure

Task: Power Screeding & Truss Screed		Trade: Concrete Labourer
Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dusts</li> <li>• Fumes</li> <li>• Abdominal Injuries</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Wooden Straightedge, Vibrating Screed &amp; Trowel</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Power Trowel Training</li> <li>• Worker Awareness Training</li> </ul>

- Power Screeding & Truss Screed Safe Job Procedure:**
1. Ensure adequate ventilation.
  2. Put on required Personal Protective Equipment as mentioned in Equipment Needed above.
  3. Place power screed onto wooden or pipe screeds, ask for assistance.
  4. Ensure forms are adequately braced to support screed weight.
  5. Make sure area is clear of all Workers.
  6. Place the handles of the machine on one side of the body.
  7. Direct screed motion in placing area with caution.
  8. Screed concrete levels provided by contractor and check manually to verify correct elevations.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 8. Saw Cut Filling – Concrete Department – Safe Job Procedure

**Task:** Saw Cut Filling

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Epoxy Sealant May Burn</li> <li>• Wet Material Falling</li> <li>• Cut From Blades</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, NIOSH Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Mask With Organic Filter, Fire Extinguisher, Ventilation Fans Dry Cut Saws, Scraping Hooks, Filling Pump and Wooden Skids</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

### Saw Cut Filling Safe Job Procedure:

1. Ensure adequate ventilation.
2. Put on your Personal Protective Equipment, as mentioned in Equipment Needed above, and NIOSH Respirator with appropriate organic filter.
3. Fill bulk caulking machine containers with saw cut filler.
4. Apply filler to a uniform depth and overfill with a minimum amount of waste.
5. Carefully scrape filler materials smooth and flush with concrete floor surface.
6. Clean up bags and wooden skids regularly and as needed.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



9. Surface Hardener Application – Concrete Department – Safe Job Procedure

**Task:** Surface Hardener Application

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Fumes</li> <li>• Toppled Skids</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Wheelbarrow, Hardener, Scraper, Single Float Machine &amp; Shovels</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

**Surface Hardener Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Break bags of hardener into wheelbarrows. Fill wheelbarrow only halfway to avoid tipping.
3. Cautiously move wheelbarrow onto the slab surface using a wooden runway.
4. Spread materials evenly by shovel, half pound per square foot per application.
5. Scrape surface to remove buildup of dry materials.
6. Machine float hardener into the concrete surface.
7. Repeat.
7. Clean up bags and wooden skids regularly and as needed.
8. Store hardener as per manufacturer recommendations.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.





10. Adding Steel Fibers to Concrete – Concrete Department – Safe Job Procedure

Task: Adding Steel Fibers to Concrete		Trade: Concrete Labourer
<p><b>Hazards:</b></p> <ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes From Engine</li> <li>• Reversing Vehicles</li> <li>• Ladder Use</li> <li>• Moving Machinery</li> <li>• Fibres Flying</li> <li>• Toppled Stacked Crates</li> </ul>	<p><b>Equipment Needed:</b></p> <ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<p><b>Training and Documents:</b></p> <ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

**Adding Steele Fibers To Concrete Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Direct concrete trucks to installation area with caution.
3. Place steel fibers by hand onto the conveyor belt.
4. Add steel fibre to the concrete at the specified dosage rate by conveyor.
5. Clean up bags and wooden skids regularly and as needed.
6. Store and protect steel fibers from environmental damage.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 11. Concrete Crack Injection – Concrete Department – Safe Job Procedure

**Task:** Concrete Crack Injection

**Trade:** Concrete Labourer & Injection Pump Operator

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes</li> <li>• Dust</li> <li>• Noise</li> <li>• Electric Shock</li> <li>• Acid Burns</li> <li>• Splashes</li> <li>• Spills</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, GFCI &amp; Spill Kit</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Manufacturer SOP</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Electrical Safety Training</li> <li>• Worker Awareness Training</li> </ul>

### Concrete Crack Injection Safe Job Procedure:

1. Meet with the Owner or representative: Ask for locates (hidden power cable location), if any. Arrange for utility locates before drilling begins.
2. Ensure adequate ventilation.
3. Put Personal Protective Equipment as mentioned in Equipment Needed above and ensure your body is covered to avoid touching concrete to your skin.
4. Operator must conduct circle checks of the equipment to make sure it is in good operating condition before use – complete pre-use inspection form.
5. Know the work conditions.
6. Install traffic control barriers to isolate the work area. Install drop sheets to protect the site.
7. Use double insulated drills or GFI with correct size of power cables.
8. Plug-in pump to a specified electrical supply.
9. Drill holes. Wash holes with acid and water prior to injection.
10. Fill pump with epoxy materials. Inject cracks with epoxy.
11. Clean up area.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 12. Placing Concrete by Buggy – Concrete Department – Safe Job Procedure

**Task:** Placing Concrete by Buggy **Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes</li> <li>• Moving Buggies</li> <li>• Concrete May Irritate Skin</li> <li>• Pinch Point from Bucket</li> <li>• Impact Hazard from Moving Bucket</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

### Placing Concrete By Buggy Safe Job Procedure:

1. Circle check the buggy.
2. Drive concrete buggy to placing area with caution.
3. Ensure your Personal Protective Equipment, as mentioned in Equipment Needed above, is fully worn and your body is covered to avoid skin contact with concrete.
4. Place concrete as close to its final position as possible.
5. If concrete comes into contact with skin, wash immediate. Follow SDS guidelines.
6. Clean area frequently to avoid any tripping hazard.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 13. Placing Concrete by Laser Screed Machine – Concrete Department – Safe Job Procedure

**Task:** Placing Concrete by Laser Screed Machine

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes From Engine</li> <li>• Moving Boom</li> <li>• Auger &amp; Screed Head May Hit Workers</li> <li>• Concrete May Irritate Skin</li> <li>• Pinching From Boom</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Laser Screed Ticket</li> <li>• Worker Awareness Training</li> </ul>

**Placing Concrete By Laser Screed Machine Safe Job Procedure:**

1. Ensure adequate ventilation.
2. Ensure your Personal Protective Equipment, as mentioned in Equipment Needed above, is fully worn and your body is covered to avoid skin contact with concrete.
3. Direct screed machine in placing area with caution.
4. Adhere to screed concrete levels provided by general contractor.
5. Check manually to verify correct elevations.
6. Operate with caution and care at all times.
7. Wash equipment thoroughly upon completion of work.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 14. Placing Concrete by Pump – Concrete Department – Safe Job Procedure

**Task:** Placing Concrete by Pump

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes</li> <li>• Moving Booms</li> <li>• Electrical Hazards</li> <li>• Concrete Irritates Skin</li> <li>• Working At Heights When Pumping and Moving Hose</li> <li>• Compressed Air</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Guard Rails</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

### Placing Concrete By Pump Safe Job Procedure:

1. Ensure adequate ventilation.
2. Ensure your Personal Protective Equipment, as mentioned in Equipment Needed above, is fully worn and your body is covered to avoid skin contact with concrete.
3. Ensure guardrails are in place.
4. Direct pump boom to placing area with caution.
5. Ensure that the chokers are placed at least 4" from the end of the hose.
6. Use caution when pulling the hose near other Workers.
7. Place concrete in as close to its final position as possible.
8. Clean out pipe hose upon completion of the pour, stay away of the end of the hose to avoid compressed air.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 15. Placing Concrete by Truck – Concrete Department – Safe Job Procedure

**Task:** Placing Concrete by Truck

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes From Engine</li> <li>• Moving Vehicles</li> <li>• Concrete May Irritate Skin</li> <li>• Pinch Points from Chutes</li> <li>• Impact Hazard from Moving Chute</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Workers Awareness Training</li> </ul>

### Placing Concrete By Truck Safe Job Procedure:

1. Ensure adequate ventilation.
2. Ensure your Personal Protective Equipment, as mentioned in Equipment Needed above, is fully worn and your body is covered to avoid skin contact with concrete.
3. Direct concrete trucks to placing area with caution, only one worker should direct the truck.
4. The spotter must maintain visual contact to the truck Driver.
5. Place concrete as close to its final position as possible directly from the chute.
6. Carefully fold up the chute upon completion of load. Use proper lifting techniques when folding the chute.
7. Correct elevations.
8. Clean the area and wash any concrete off skin.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 16. Tie Rebar – Concrete Department – Safe Job Procedure

**Task:** Tie Rebar

**Trade:** Concrete Labourer

<b>Hazards:</b>	<b>Equipment Needed:</b>	<b>Training and Documents:</b>
<ul style="list-style-type: none"><li>• Strains &amp; Cuts</li><li>• Falls, Trips &amp; Slipping</li><li>• Fumes</li></ul>	<ul style="list-style-type: none"><li>• PPE: CSA Approved Safety Boots, Protective Gloves, Hard hat, High Visibility Safety Vest &amp; Long Sleeves, safety glasses or face shield</li><li>• Quick cut or Grinder</li><li>• Tie Wire and Rebar Caps</li></ul>	<ul style="list-style-type: none"><li>• WHMIS Training</li><li>• Safe Job Procedure</li><li>• Working At Heights Training</li><li>• Worker Awareness Training</li></ul>

### **Tie Rebar Safe Job Procedure:**

1. Measure length of rebar and mark.
2. Wear appropriate PPE (Safety Glasses or Face Shield).
3. Ensure Fire Extinguisher is nearby before cutting and fill in any hot work permits as necessary.
4. Inspect Quick Cut or Grinder before use.
5. Use quick cut or grinder to cut the rebar.
6. Cut to the appropriate length.
7. Chair the rebar and tie lapping rebar together with either zip ties or tie wire.
8. Cap any vertical rebar stick out with rebar caps.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 17. Installing Formwork – Concrete Department – Safe Job Procedure

**Task:** Installing Formwork

**Trade:** Concrete Labourer

<b>Hazards:</b>	<b>Equipment Needed:</b>	<b>Training and Documents:</b>
<ul style="list-style-type: none"><li>• Strains &amp; Cuts</li><li>• Falls, Trips &amp; Slipping</li></ul>	<ul style="list-style-type: none"><li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses, Protective Gloves, Hard hat, High Visibility Safety Vest &amp; Long Sleeves</li><li>• Skill Saw</li></ul>	<ul style="list-style-type: none"><li>• WHMIS Training</li><li>• Safe Job Procedure</li><li>• Working At Heights Training</li><li>• Worker Awareness Training</li></ul>

**Installing Formwork Safe Job Procedure:**

1. Measure all points.
2. Square all corners.
3. Establish the height, length, and width.
4. Determine the size of the form.
5. Inspect Skill saw before use.
6. Use skill saw to cut wood to necessary sizes.
7. Install according to the dimensions.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.





### 18. Wet Curing Concrete – Concrete Department – Safe Job Procedure

**Task:** Wet Curing Concrete

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls &amp; Trips</li> <li>• Slipping</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Work Practices</li> <li>• Fall Protection Training</li> <li>• Cement Finishing Training</li> </ul>

**Wet Curing Concrete Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Place burlap or poly sheets onto surface.
3. Apply poly sheets and burlap covers uniformly without wrinkles for a smooth finish.
4. Keep surfaces wet for full seven days without intermittent drying.
5. Clean up bags and curing cover materials.
6. Reuse cover material as much as possible.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 19. Wet Screeding by Hand – Concrete Department – Safe Job Procedure

**Task:** Wet Screeding by Hand

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slipping</li> <li>• Fumes From Engine</li> <li>• Screed Head May Hit Workers</li> <li>• Concrete May Irritate Skin</li> <li>• Eye Irritation If Laser Directed to Eye</li> <li>• Back Pain from Prolonged Bending</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Cement Finishing Training</li> <li>• Worker Awareness Training</li> </ul>

### Wet Screeding By Hand Safe Job Procedure:

1. Ensure adequate ventilation.
2. Ensure your Personal Protective Equipment, as mentioned in Equipment Needed above, is fully worn and your body is covered to avoid skin contact with concrete.
3. Direct screeding in placing area with caution.
4. Screed concrete to levels provided by general contractor.
5. Take frequent microbreaks to avoid back injury.
6. Check by laser to verify correct elevations.
7. Clean up area regularly and as needed.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 20. Laying Concrete Pipe – Concrete Department – Safe Job Procedure

**Task:** Laying Concrete Pipe

**Trade:** Concrete Labourer

<b>Hazards:</b>	<b>Equipment Needed:</b>	<b>Training and Documents:</b>
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> <li>• Bending</li> <li>• Lifting</li> <li>• Pinch Points</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Laying Concrete Pipe Safe Job Procedure:**

1. Put on your Personal Protective Equipment as mentioned in Equipment Needed above.
2. With two Workers, carefully lift concrete pipes using proper lifting techniques and lay them in the designated area.
3. Connect the pipes to the rubber ends and ensure that they are secured.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 21. Ashford Formula Application – Concrete Department - Safe Job Procedure

**Task:** Concrete Floor Finishing

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Eye Damage</li> <li>• Skin Irritant</li> <li>• Inhalation Of Gases, Aerosols &amp; Fumes</li> <li>• Slips &amp; Falls</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved At Least Ankle Length Boots, CSA Approved Safety Glasses, 3M Respirator, Hard Hat, Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Ashford Application - Safe Job Procedure:

1. Wear proper clothing and Personal Protective Equipment as mentioned in Equipment Needed above.
2. Ensure that the area is well ventilated, if not, an appropriate ventilation source must be present at all times.
3. Following the trowel and curing operation, as soon as the slab is safe to walk on, saturate the surface with the Ashford Formula at approximately 200 square feet per gallon using a low-pressure, high-volume sprayer.

**Note:** *Ashford Formula is a penetrant, not a membrane. Enough material should be poured on the surface to allow for the material to thoroughly soak in. Remember no area should be allowed to dry during the soak in period.*

4. Wait for at least 15 – 20 minutes until the material becomes slippery. Once that point is achieved, immediately mist the surface with water. This step can be done using a low-pressure sprayer or with a hose and nozzle.
5. Wait for the formula to become slippery or gel-like a second time.
6. At this point, thoroughly flush the surface with water; loosen and remove excess Ashford Formula from the surface.
7. Thoroughly squeegee the slab dry by pushing the water ahead of you off the slab edge. At this point the floor should look like bare concrete with nothing on it.
8. During the squeegee process if any area has slippery patches, that indicates that the excess Ashford material is still on the surface. Therefore, these areas should be re-flushed and squeegeed again until the entire surface is dry.

**Note:** *Steps 3 - 8 can also be accomplished with the use of an auto-scrubber. The auto-scrubber should be equipped with four pneumatic tires to prevent damage to the concrete surface.*

**Note:** in case of emergency, follow emergency procedure.

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 22. Placing Of Wire Mesh – Concrete Department - Safe Job Procedure

**Task:** Placing of Wire Mesh

**Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Sharp Edges</li> <li>• Mobile Equipment</li> <li>• Hoisting &amp; Rigging</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Bolt Cutters &amp; Tie Wire</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Placing Of Wire Mesh - Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Using a crane, strap, and load delivery truck with wire mesh.
  - a. Have a competent worker use equipment such as a crane or skid steer to bring materials to the work location if applicable. If a crane or skid steer can't be used, have two Workers load the truck with wire mesh.
3. Drive to the job site - drive defensively, follow traffic laws, do not exceed 20km/h while on the job site.
4. Have two or more Workers carry wire mesh over to work area.
5. Place and cut wire mesh with bolt cutters.
6. Overlap wire mesh by 6" and tie around corners with tie wire to ensure it's flat and does not create a trip hazard.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



23. Placing of Insulation (Interior & Exterior) – Concrete Department - Safe Job Procedure

**Task:** Placing of Insulation (Interior & Exterior) **Trade:** Concrete Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Flying Debris</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Hammer, Exacto Knife, Concrete Nails, Drill, &amp; Tapcon Screws</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Operational Training</li> <li>• Work At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Placing of Insulation (Interior) - Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Depending on the markings on the wall use the correct insulation roll needed for the work area (4", 6" or 8").
3. Using a crane, strap, and load delivery truck with insulation.
  - a. Have a competent Worker use equipment such as a crane or skid steer to bring materials to the work location if applicable. If a crane or skid steer can't be used, have two Workers load the truck with insulation.
4. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
5. Have two or more Workers carry insulation rolls to work area.
6. Place insulation to markings on the wall and cut with the exacto knife.
7. Use concrete nails to nail into the wall with a hammer or a use a drill with tapcon screws.

**Placing of Insulation (Interior) - Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Using a crane, strap, and load delivery truck with insulation.
  - a. Have a competent Worker use equipment such as a crane or skid steer to bring materials to the work location if applicable. If a crane or skid steer can't be used, have two Workers load the truck with insulation.
3. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
4. Have at least two Workers grab insulation strips and carry over to the work area.
5. Place insulation to markings on the wall and cut to size with the exacto knife.
6. Use concrete nails to nail into the wall with a hammer or a use a drill with tapcon screws.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## Epoxy Department - Safe Job Procedures

### 1. Epoxy Power Troweling – Epoxy Department – Safe Job Procedure

**Task:** Epoxy Power Troweling

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> <li>• Fumes</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans &amp; Power Trowel</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Power Trowel Training</li> <li>• Worker Awareness Training</li> </ul>

#### Epoxy Power Troweling Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Strategically place ventilation fans; open all possible doors and windows. Consult with site Superintendent/Safety Manager for more assistance.
3. Place power trowel on floor slab to be finished.
4. Start engine. Check idle to assure idle is at a minimum then firmly grip center of handle.
5. Begin finishing operation with float.
6. Turn the machine off. Remove float blades and continue operating machine with trowel blades until polished concrete surface is achieved.
7. Finally, clean work area and dispose of garbage safely.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 2. Traffic Decking, Crack Repairs and Installation – Epoxy Department – Safe Job Procedure

**Task:** Traffic Decking, Crack Repairs and Installation

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Debris</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li>   <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Forklift &amp; Bobcat Training</li> <li>• Worker Awareness Training</li> <li>• Propane Handling Training</li> </ul>

### Traffic Decking, Crack Repairs, and Installation Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Preparation of surface by Blastrac or mechanical sanding.
3. Stock the job: strategically place all bags of aggregate, pails of epoxy / polyurethane, mixing and spraying equipment in a safe and secure location.
4. Once surface is prepared, open cracks in floor with mechanical router if specified.
5. Clean whole area and fill cracks with joint filler flush to surface. Allow to cure.
6. On the following day, apply the stretch coat on the cracks, ensuring that a thick coat of membrane is left centered over the crack with epoxy.
7. Apply membrane with squeegee to specified thickness and back-roll to break surface tension and remove bubbles.
8. In some instances, second application of membrane is required, wear course is applied with squeegee and silica sand is broadcasted fully or partially depending on the specifications.
9. Once fine grind is completed, wash/clean area and allow it to dry, then apply two coats of sealer.
10. Clean work area fully and dispose of garbage properly.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.





### 3. Epoxy Floor Troweled, Broadcast and Terrazzo – Epoxy Department – Safe Job Procedure

**Task:** Epoxy Floor Troweled, Broadcast and Terrazzo

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Electrical Hazards</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Silica Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Forklift &amp; Bobcat Training</li> <li>• Workers Awareness Training</li> <li>• Propane Handling Training</li> </ul>

**Epoxy Floor Troweled, Broadcast and Terrazzo Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Stock the job with all bags of aggregate, pails of epoxy, mixing and laying equipment. Place in a secure and strategic location.
3. Prepare areas by Blastrac, mechanical sander, or wet grinding.
4. Clean up area after above preparation (vacuum).
5. Install base/floor strips with epoxy.
6. After installation of base, apply primer either by roller or trowel and build base and lay floor.
7. After application of membrane, wear course is applied with squeegee and silica sand is broadcasted fully or partially. Depending on specifications
8. After above application and when able to walk on surface next day, sweep and blow excess silica sand and collect and store in safe and dry place ready for the sand to be brought back to the shop.
9. Apply topcoat either by roller or spray gun. Grind floor, cove base and stairs in a safe manner with appropriate stones and equipment.
10. Finally, clean work area and dispose of garbage properly.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 4. Blastrac – Epoxy Department – Safe Job Procedure

Task: Blastrac

Trade: Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Electrical Hazards</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Debris</li> <li>• Silica Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Blastrac Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Ensure work area is clear of all equipment / vehicle / pedestrian traffic and block off work area. Power cable routed properly (not in path of vehicles/pedestrians). Generator for power to be located to suit work area.

**Start-Up Procedure:**

3. Blastrac equipment transported to site. Check equipment, power cable and dust collecting hose for damage. Ensure generator is located in well ventilated area and run cables from generator to Blastrac equipment. Complete pre-use inspection forms.
4. Plug in the electrical interconnection cable between Blastrac & vacuum. Turn "off" the disconnect switch on control panel of vacuum / Blastrac.
5. Load hopper with Steel shot.
6. Blastrac the area.

**Shut-Down Procedure:**

7. Move the abrasive valve control throttle to fully closed position.
8. Release "attended" switch on Blastrac to bring to rest.
9. Push wheels top button and turn the disconnect switch handle to "off".
10. Switch off exhaust and compressor.
11. Turn the panel disconnect switch to "off".

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 5. Polish Concrete – Epoxy Department – Safe Job Procedure

**Task:** Polish Concrete

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls &amp; Trips</li> <li>• Dust</li> <li>• Electric Shock</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, GFCI &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

### Polish Concrete Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Strategically place ventilation fans; open all possible doors and windows. Consult with site Superintendent/Safety Manager for more assistance.
3. Protect walls and equipment prior to grinding using drop sheets or by removing from area.
4. Begin to dry grind with diamond blade, removing all dust with vacuum.
5. Apply densifier using mop or push broom.
6. Begin to polish floor using floor maintainer, plastic resin, and water.
7. Clean up and demobilize.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 6. Matacryl Installation- Epoxy Department – Safe Job Procedure

**Task:** Matacryl Installation

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Pellets</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, GFCI, Squeegee, Back Roller, Notch Trowel &amp; Spike Roller</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

### Matacryl Installation Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Prepare concrete deck or steel deck by Blastrac or sandblasting.
3. Apply primer coat of Matacryl CM using squeegee and back-roll to ensure uniform application.
4. Broadcast quartz sand.
5. Apply Matacryl with notch trowel and back-roll with spiked roller.
6. Apply Matacryl WL with full broadcast of Cerium Oxide or trap rock.
7. Sweep off excess sand and apply Matacryl STC sealer using flat squeegee.
8. Clean up and demobilize.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 7. Self-Leveling Flooring – Epoxy Department – Safe Job Procedure

**Task:** Self-Leveling Flooring

**Trade:** Epoxy Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Pellets</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Notch Squeegee &amp; Vacuum</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Propane Handling Training</li> <li>• Worker Awareness Training</li> </ul>

### Self-Leveling Flooring Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Prepare concrete substrate by Blastrac.
3. Install leveling tabs, grind high spots, and remove dust with vacuum.
4. Mix up self-leveling epoxy and apply at desired thickness by spreading with a notched squeegee.
5. Grind any high spots and apply second coat if needed.
6. Clean up and demobilize.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



### 8. Expansion Joints – Epoxy Department – Safe Job Procedure

**Task:** Expansion Joints

**Trade:** Epoxy Labourer

<b>Hazards:</b>	<b>Equipment Needed:</b>	<b>Training and Documents:</b>
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Electrical Hazards</li> <li>• Fumes</li> <li>• Splashes</li> <li>• Flying Debris</li> <li>• Silica Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> </ul>

**Expansion Joints Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Prepare area by grinding or sandblasting.
3. Repair concrete at joint openings using epoxy mortar or concrete materials.
4. Install rubber/foam joint. Weld any direction changes at the junction.
5. Halt down flaps.
6. Install Wabocrete to either side of joint opening.
7. Clean up and demobilize.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## Restoration Department - Safe Job Procedures

### 1. Supporting Structure/Shoring – Restoration Department – Safe Job Procedure

**Task:** Supporting Structure/Shoring

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Fumes</li> <li>• Noise</li> <li>• Loose Concrete Overhead</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Forklift or Bobcat, Shores, Braces &amp; Posts</li> </ul>	<ul style="list-style-type: none"> <li>• Bobcat &amp; Forklift Training</li> <li>• Worker Awareness Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> </ul>

#### Supporting Structure/Shoring Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Move shores to work area by Forklift or Bobcat.
3. Organize shores according to the heights.
4. Pull shores up and tie them together.
5. Brace shores properly so they don't fall.
6. Install guardrails in all open spaces.
7. Inspect shores thoroughly for stability.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 2. Chipping and Hammering – Restoration Department – Safe Job Procedure

**Task:** Removal of Overburden and Delaminated Concrete

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> <li>• Noise</li> <li>• Buried Utility Services</li> <li>• Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Forklift or Bobcat, Compressor Hoses, Jack Hammer and Skid Steer Loader</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Bobcat Or Forklift Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Worker Awareness Training</li> <li>• Safe Job Procedure</li> </ul>

### Removal of Overburden and Delaminated Concrete Safe Job Procedure:

1. Review work area and slab capacity, obtain necessary stake outs. Review with owner original drawing to establish location of buried electrical cables or other utility services.
2. Ensure area below stockpile is clear. Cart away and store reusable materials. Review area for any openings, or potentially dangerous situations. Ensure adequate lighting and ventilation. Provide safe access to work area. Mark delamination with the approval of owner.
3. Exhaust compressor to the outside air. Ensure jack hammers and air hoses are in good condition.
4. Ensure air hoses are installed and locked properly.
5. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
6. Ensure shores are in place as per structural engineering specification.
7. Remove concrete with specified jack hammer. In areas where in-slab conduit is identified use only 15 lb. hammer or smaller, chipping from the side and move the loose rubble right away so one can visually ascertain the in-slab conduit location. This careful and slower concrete removal method is to continue along the entire length of all identified locations. Extreme care must be taken especially at all high voltage locations.
8. Keep back straight and knees bent. Stretch muscles periodically. Keep attentive on the work being done.
9. Deposit removed materials in garbage bins.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.





### 3. Sandblasting – Restoration Department – Safe Job Procedure

**Task:** Sandblasting

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Falls, Strains &amp; Trips</li> <li>• Compressed Air</li> <li>• Flying Debris</li> <li>• Fumes</li> <li>• Noise</li> <li>• Heavy Loads</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Worker Awareness Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> </ul>

**Sandblasting Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.

**Note: Use extreme care when moving equipment. Use sand blasting equipment as per manufacturer's safe operating procedures.**

2. Check air lines to ensure they are in good condition and proper locking clips are in place.
3. Check and tighten sand hose clamps and check other fittings for leaks and wear. Watch for loose or worn hose and fittings and replace as needed.
4. Prior to adding abrasive, fully pressurize the unit to check all hose and pipe fittings for tightness. Check the operation of all valves and other components. Check for air leaks and tighten as necessary. Turn the sandblaster on and off several times to become familiar with the operation.
5. After reading the instruction and testing the unit without sand, you may then add sand and start to sandblast.
6. Never point sand blasting nozzle toward yourself or any other worker.
7. Use proper lifting procedures when loading sand pot with sand.
8. Use only Black Beauty type of aggregate.
9. Never use silica sand for sand blasting.
10. Clean up the area by broom or blower.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 4. Removal of Delaminated Concrete and Preparation – Restoration Department – Safe Job Procedure

**Task:** Removal of Delaminated Concrete and Preparation **Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> <li>• Noise</li> <li>• Buried Utility Services</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li>   <li>• Fire Extinguisher, Ventilation Fans, Bobcat, Compressor Hoses, Jack Hammer &amp; Skid Steer Loader</li> </ul>	<ul style="list-style-type: none"> <li>• Bobcat Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Worker Awareness Training</li> <li>• Safe Job Procedure</li> <li>• SDS</li> </ul>

### Removal of Delaminated Concrete and Preparation Safe Job Procedure:

1. Review work area and ensure adequate lighting. Use lamps if necessary.
2. Provide environmental protection: fans, water for dust, and protection from any falling debris.
3. Provide safe access to work area (i.e., scaffold, etc.) Send form 0422 to Owner/Engineer.
4. Mark the delamination with approval of Owner or Engineer and according to specification on contract documents. Obtain necessary stake outs, review, and excavate accordingly. If Owner has original drawings take extreme care at identified buried services locations.
5. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
6. Protect drains, all other surface mounted piping and conduits; carefully remove and safely store all light fixtures encroaching upon any concrete removal area.
7. Saw cut edges of delamination where required ensuring not to damage any embedded structures.
8. Ensure temporary supports are in place and ensure safety of personnel (i.e., fall restraints).
9. Remove concrete with specified jack hammers, or as otherwise specified. At all identified in slab conduit locations, concrete is to be removed with smaller 15 lb. hammers, chipping from the sides, and the rubble created is to be removed immediately so as the Labourer can visually ascertain the in-slab conduit location. This careful and slower concrete removal method is to continue along the entire length of identified locates. Extreme care to be taken especially at high voltage locations.
10. During progress of work keep work area clear of debris and dispose as required/specified.
11. On completion of removal, sandblast and/or replace reinforcing steel as required.
12. Clean area of all sand blasting materials.
13. During progress of sandblast, ensure for environmental and personal protection. (i.e., dust control, air masks, and property protection).
14. Recoat rebar as specified with protective coating. Mix materials as per data sheets. Install as per specified thickness.
15. Ensure that quantities of concrete removed are similar to concrete quantities to be replaced. Install forms to receive concrete as required with adequate supports oil surfaces as necessary. Provide for joint, chases, trims or any embedded items.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 5. Mobilizing and Securing Area – Restoration Department – Safe Job Procedure

**Task:** Mobilizing and Securing Area

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans &amp; Power Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Skid-Steer Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• Safe Job Procedure</li> </ul>

### Mobilizing and Securing Area Safe Job Procedure:

1. Review site. Notify all stake out services; Ensure building occupants are notified.
2. Ensure Building Super is aware of job sequence.
3. Ensure adequate lighting; using lamps if necessary.
4. If water removal is being used, locate sanitary lines. Make certain wastewater is not being discharged into storm lines.
5. Mark and lay out; post warning signs (i.e., Construction notice) and close off work area with properly secured temporary barriers.
6. Hoarding (as per specifications); must provide temporary access for vehicles and pedestrian, while ensuring safety.
7. In the event that a vehicle is not removed from the designated work area at the time of mobilization, arrangements are to be made to either have the owner move his/her vehicle or have the vehicle towed to another location of the garage.
8. Hoarding is to be placed such that it secures the workplace fully; all stairs and entrances are to be hoarded and locked at the end of each working day, so that no one can enter work area.
9. All areas to be finished (i.e., traffic topping, mastic etc.) to be protected from damage by placing plywood or other suitable material.
10. Keep egress routes clearly marked and clear of obstructions. Protect, mark, and flag all low hanging pipes etc.
11. Job box is to be bolted to the concrete slab and strategically placed parallel to an existing wall such that there is only enough space between the wall and the job box for tools to be removed.
12. Make certain that all possible precautions are taken to avoid theft and loss of tools and production. All unauthorized personnel entering the job site must report to the Site Supervisor/Foreperson and must state his purpose for visiting the site. All compressors and bobcats are to be wire rope secured at the end of each working day.
13. This procedure is to be followed at all times during construction

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 6. Strip Forms, Shores, and Braces – Restoration Department – Safe Job Procedure

**Task:** Strip Forms, Shores and Braces

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Trowels, Shores &amp; Skid Steer Loader</li> </ul>	<ul style="list-style-type: none"> <li>• Skid-Steer Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• SDS</li> <li>• Safe Job Procedure</li> </ul>

### Strip Forms, Shores, and Braces Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. After required curing period and approval of engineer, strip forms and shores to ensure all forms are de-nailed and in a safe manner so as to minimize dislodging adjacent shores.
3. Clean for future use and store properly.
4. Rub up and scrape concrete edges and any voids with approved materials. Clean area.
5. Mix materials as per manufacturer's data sheets.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 7. Form, Cure Vertical & Overhead Delaminated Areas – Restoration Department – Safe Job Procedure

**Task:** Form, Cure Vertical & Overhead Delaminated Areas **Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> <li>• Noise</li> <li>• Splashing Concrete</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Shores, Repair Materials &amp; Trowel</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Skid-Steer Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Worker Awareness Training</li> </ul>

### Form, Cure Vertical & Overhead Delaminated Areas Safe Job Procedure:

1. Check that dimension and lines of forms (if applicable) are true.
2. Ensure forms are fully shored.
3. Review approved concrete mix design prior to ordering concrete.
4. Inform testing company and engineer as required.
5. Ensure all forms are clean, pre-wet and/or apply cement slurry to adjacent concrete surfaces, as specified.
6. Place repair materials in accordance with specifications.
7. Cure repair areas as specified.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 8. Form & Cure Horizontal Delaminated Areas – Restoration Department – Safe Job Procedure

**Task:** Form & Cure Horizontal Delaminated Areas

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Fumes</li> <li>• Dust</li> <li>• Noise</li> <li>• Splashing Concrete</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Concrete Buggies, Trowel Machines &amp; Trowels</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Skid-Steer Training</li> <li>• Working At Heights Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Worker Awareness Training</li> </ul>

### Form & Cure Horizontal Delaminated Areas Safe Job Procedure:

1. If forms are required, erect all forms and false work; oil surfaces before placing concrete.
2. Ensure all rebar is tied; check that it is placed as per the plans and specifications, and that it has been reviewed by the engineer.
3. Ensure all curing material, equipment and labor required is on hand prior to pouring.
4. Pre-wet and/or apply cement slurry to all adjacent concrete surfaces, and/or as specified.
5. Inform testing company and Engineer.
6. Ensure concrete ordered/delivered is according to spec; order volume of concrete in amounts which will both ensure that the specification is met, and so that the pour can be completed in as little time as possible.
7. Carry, place, consolidate, vibrate, and finish the concrete as per the specifications, ensuring correct elevations.
8. Applied required curing method ensuring not to deform surface of finished concrete.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 9. Acetylene Torching – Restoration Department - Safe Job Procedure

**Task:** Torching / Welding Metal

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Eye Damage</li> <li>• Metal Fumes</li> <li>• High Noise dB</li> <li>• Burns</li> <li>• Electrical Shocks</li> <li>• Injury To Fingers</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: Safety Boots, Face Shield Half Mask Respirator, Ear Plugs, Hard Hat, Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness training</li> <li>• Propane Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Torching / Welding - Safe Job Procedure:

1. Attain a Hot Work Permit prior to commencing the task and ensure that a fire extinguisher is within close proximity.
2. Wear proper clothing and Personal Protective Equipment as mentioned in Equipment Needed above.
3. The work area must be free of grease, debris, oils and flammables.
4. Ensure that the area is well ventilated, if not, an appropriate ventilation source must be present at all times.

**Note: Remember: Each time the task is being done indoors, the sprinkler or fire security system must be isolated.**

5. Conduct a thorough inspection on the hose and regulator before starting to conduct acetylene torching.
6. When setting up, check to make sure the oxygen & acetylene regulator's adjusting knobs are closed and are loose. Both the handpiece and blowpipe valves must also be closed.
7. Ensure torch tips are cleaned as per manufacturer's recommendations.
8. Slowly open the cylinder valves on each gas cylinder by half a turn (180°) only.
9. Twist in the regulator adjusting knobs slowly until the delivery pressure gauges are both correct.
10. Purge the oxygen gas line and check for constant gas flow. Re-adjust pressure, if necessary.
11. Then purge the acetylene gas line and check for constant gas flow, re-adjust pressure if needed.
12. Turn on the acetylene handpiece valve very slightly and light with a flint lighter ONLY.
13. Continue to slowly turn on the acetylene valve until correct flame length is achieved.
14. Slowly turn on the oxygen handpiece valve until a neutral flame is produced.
15. Please be mindful of the dangers of an open flame.

**Note: When shutting down, always close the acetylene blowpipe valve first.**

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 10. Excavation – Restoration Department - Safe Job Procedure

Task: Excavation

Trade: Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Cave-Ins – Trench Collapse</li> <li>• Falls &amp; Falling Loads</li> <li>• High Noise</li> <li>• Hazardous Atmosphere</li> <li>• Hitting Utility Lines</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses, NIOSH Approved Respirator with P100 Cartridges (When required), Ear Plugs (When required), Hard Hat, Safety Vest &amp; Long Sleeves</li> <li>• MSA Multi-Gas Detector, Excavator with Scrubber</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Excavation - Safe Job Procedure:

1. When the space is deemed a confined space, prepare entry permit, rescue procedure, signage, and personal protection equipment to begin work in confined spaces.
2. Prior to commencing any excavation or trench, all underground utilities must be located, and the drawings must be accessible to the Operator at all times.
3. Identify and place signage for overhead powerlines.
4. Identify the soil type(s) related to the excavation or trench you are going to dig. Soil properties often vary widely within a single trench.
5. Observe areas adjacent to the site for potential hazards and sources that can impact the stability of soil. For example: trees, utility poles etc. that encroach on the excavation must be either secured or removed prior to commencing to the excavation.
6. Barricades, caution tape and warning signs/devices must be put in place to warn and protect everyone on the job site of the potential fall hazard.
7. Ensure proper means of access and egress are in place and communicated amongst the entire crew. If ladders are used, it must be secured, and the rungs must extend 3 feet above the excavation.
8. Test for hazardous gas and vapors before entering the excavation. Test for oxygen levels in the space before and during the work as required.
9. Ensure there is no water inside the pit.
10. Have a competent worker operate the excavator and assign a Spotter.
11. The safe limit of approach for overhead electrical lines must be observed when excavating or trenching in the vicinity of overhead powerlines. If the safe limits cannot be maintained, then the utility company must be notified so that the line can be de-energized.
12. Extreme caution and care must be exercised when excavating or trenching near underground utility system; the final 1 meter around existing utility must be excavated by handheld tools or hydro vacuuming.
13. Have a Structural Engineer review the excavation to ensure when/if shoring is required.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## Waterproofing Department - Safe Job Procedures

### 1. Torch-Applied Roofing – Waterproofing Department - Safe Job Procedure

**Task:** Heat Applied Torching

**Trade:** Restoration Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Eye Damage</li> <li>• Inhalation Of Gases &amp; Fumes</li> <li>• Burns</li> <li>• Electrical Shocks</li> <li>• Flying Debris</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved At Least Ankle Length Safety Boots, CSA Approved Safety Glasses, Hard Hat, Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Ventilation Fans if indoors</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• Propane Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

#### Torching / Welding - Safe Job Procedure:

1. Attain a Hot Work Permit prior to commencing the task and ensure that a fire extinguisher is readily available.
2. Wear proper clothing and Personal Protective Equipment as mentioned in Equipment Needed above. Clothing should be flame-resistant (cotton or wool, not synthetic).
3. Check to make sure the roof surface is free of combustibles.
4. Ensure that the area is well ventilated, if not an appropriate ventilation source must be present at all times.

**Remember: Each time the task is being done indoor, the sprinkler or fire security system must be isolated.**

5. Conduct thorough inspections on the torches before use. Equipment must be in good working order, with fittings, hoses, head secure and cylinder valves clean.
6. Ensure that the propane cylinder is securely placed or tied so that it can't fall or be knocked over.
7. Once the combustibles are removed, encapsulate the rest with hot or cold applied membranes, sealing off all intakes and projections to prevent flame from spreading into combustible material.
8. Never leave ignited torches unattended.
9. Do not use leaking propane equipment. If the leak occurs during operation, stop immediately.
10. When shutting off the torch, close the propane cylinder valve first. Let the remaining gas in the hose burn off, and then close the torch valve.

**Note: All Workers must maintain at least two meters distance away from the flame unless they are the torch Operator.**

11. The torching must be ceased at least three hours before leaving for the day and a person must be designated responsible for the fire watch.
12. Inspect the roof for hot spots at the end of the work stoppage using an infrared thermometer to take temperature readings.
13. At the end of the monitoring period, inspect the building interior (with a General Constructor representative) before leaving the site.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 2. Deliveries – Waterproofing Department – Safe Job Procedure

Task: Deliveries

Trade: Waterproofing - Driver

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Engine Fumes</li> <li>• Traffic Accidents</li> <li>• Propane Leaks</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots</li> <li>As needed: CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Truck</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Valid Driving License</li> <li>• Propane Training</li> <li>• Worker Awareness Training</li> <li>• Transportation Of Dangerous Goods Training</li> </ul>

### Deliveries Safe Job Procedure:

1. Report to Duron's yard, where company vehicles are stored.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check of the truck, complete daily vehicle inspection.
4. Carefully get kettle attached at the yard and delivers it to the job site.
5. Drive the truck to job site – using defensive driving, obey traffic laws. Don't drive more than 20km/h on the jobsite.

### Lighting the Kettle:

6. Check for propane leaks using soap and water and by completing a pre-use inspection.
7. Driver relights kettle if the membrane requires a higher temperature (see laying Rubberized Membrane Safe Job Procedure)
8. Avoid skin contact with hot membrane as this can cause severe burns.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your Supervisor of any hazard or a near miss you find.



## 2. Elastomeric Waterproofing – Waterproofing Department – Safe Job Procedure

**Task:** Elastomeric Waterproofing

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Airborne Debris</li> <li>• Fumes</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Power Tools</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Propane Training</li> <li>• Worker Awareness Training</li> </ul>

### Elastomeric Waterproofing Safe Job Procedure:

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Prepare area by Sanding or sandblasting.
3. Route cracks over 1/16" with mechanical router.
4. Clean area and cracks. Fill with joint filler.
5. Check ground on cable.
6. Mix elastomeric with Electrical drill mixing paddle in pail.
7. Apply elastomeric with trowel or notched squeegee, followed by back rolling and adding 20-30 mesh silica sand for desired texture.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



### 3. Volclay Panel and Bentomat – Waterproofing Department – Safe Job Procedure

**Task:** Volclay Panel and Bentomat

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Traffic Accidents</li> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots</li> <li>As needed: CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher &amp; Truck</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Worker Awareness Training</li> </ul>

**Volclay Panel and Bentomat Safe Job Procedure:**

1. Report to Duron's yard, where company vehicles are stored.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check of the truck, complete daily vehicle inspection.
4. Load material on truck using proper lifting equipment.
5. Drive the truck to job site – using defensive driving, obey traffic laws. Don't drive more than 20km/h on the jobsite.
6. On site under load material as needed when installing (4x4) panels - 2 men one on each side of panel (only install as high as can be safely).
7. Trowel a bead of joint seal gel around penetrations and cut end of panels.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



### 4. Capillary Concrete Waterproofing – Waterproofing Department – Safe Job Procedure

**Task:** Capillary Concrete Waterproofing **Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Airborne Debris</li> <li>• Fumes</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> <li>• Worker Awareness Training</li> <li>• Propane Training</li> </ul>

Capillary Concrete Waterproofing Safe Job Procedure:
<ol style="list-style-type: none"> <li>1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.</li> <li>2. Ensure proper lighting, use lamps if necessary.</li> <li>3. Prepare area by sandblasting, sanding, or etching with acid.</li> <li>4. Clean the surface and remove any dust, grease, or oil.</li> <li>5. Surface must be saturated with water prior to application.</li> <li>6. Mix the Crystalline product with water in a bucket (add water to powder) with an electrical drill equipped with a mixing paddle for 2 minutes.</li> <li>7. Apply in slurry consistency with a brush or with a power sprayer.</li> <li>8. Wait 3-4 hours and apply a second coat.</li> </ol>

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



## 5. Laying Rubberized Membrane – Waterproofing Department – Safe Job Procedure

**Task:** Laying Rubberized Membrane

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Fumes</li> <li>• Skin Burns</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Membrane Kettle &amp; Power Spray</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• Propane Safety Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Laying Rubberized Membrane Safe Job Procedure:

1. Driver reports to Duron yard, where vehicles are stored.
2. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check and complete daily vehicle (pre-use) inspection form.
4. Load truck and attach the melting kettle – ask for assistance if necessary.
5. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
6. Operator of the melting kettle to check temperature upon arrival.
7. Before turning on Propane check back Burner valves are off.
8. Turn on the valve at Propane bottle - check for leaks in the valve and hose.
9. Turn one burner on low and light with a flint lighter. Then light the second burner on low. Adjust the temperature (low to high) of the burner depending on the desired temperature of the melted product. Do not leave kettle Unattended with Burners on or when fueling gas tank on agitator motor.
10. Check the internal temperature using the gauge on the melting kettle or using a handheld thermometer. Once desired temperature is maintained, turn the burners off.
11. Clean area to be waterproofed by sweeping and using a blower to remove dust and debris.
12. Use a hand or power sprayer to spread primer over work area. When primer is dry, fill a 5-gallon pail ½ full of rubberized membrane from melting kettle valve. Ensure that the tap is closed after pouring to prevent spills.
13. Apply protection boards to edges where it is required.
14. Pour membrane from pail onto the primed surface and spread with a squeegee spreader to 3 mm.
  - a. If Polyester sheet reinforcement is being used, then apply first coat to 2 mm, apply the sheet and add a second layer of membrane to 3 mm.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change.

Inform your supervisor of any hazard or a near miss you find.



6. Waterproofing Mastic Application – Waterproofing Department – Safe Job Procedure

**Task:** Laying Rubberized Membrane

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains &amp; Cuts</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Fumes</li> <li>• Skin Burns</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Fire Extinguisher, Ventilation Fans, Membrane Kettle &amp; Power Spray</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• Propane Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

**Waterproofing Mastic Application Safe Job Procedure:**

1. Put on Personal Protective Equipment as mentioned in Equipment Needed above.
2. Complete a pre-use inspection of tools and equipment to confirm that everything is safe to use.
3. Before turning on Propane check back Burner valves are off.
4. Turn on the valve at Propane bottle - check for leaks in the valve and hose.
5. Turn one burner on low and light with a flint lighter. Then light the second burner on low. Adjust the temperature (low to high) of the burner depending on the desired temperature of the melted product. Do not leave kettle Unattended with Burners on or when fueling gas tank on agitator motor.
6. Add solid mastic to the melting kettle by filling a Bobcat bucket with the product and unloading it into the mixer. Do not overfill.
7. Check the internal temperature using the gauge on the melting kettle or using a handheld thermometer. Once desired temperature is maintained, turn the burners off.
8. Clean area where Mastic will be applied by sweeping and using a blower to remove dust and debris.
9. Apply mastic onto the area to be covered and spread with the spreading tool for an even application.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



### 7. Self-Adhesive Membrane – Waterproofing Department - Safe Job Procedure

**Task:** Peel and Stick Waterproofing

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Repetitive Motion</li> <li>• Cuts</li> <li>• Fatigue</li> <li>• Bending</li> <li>• Lifting</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Ankle Length Safety Boots, Gloves, CSA Approved Hard Hat, CSA Approved High Visibility Upper Garment &amp; Long Sleeve Clothing</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• MOL Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

**Self-Adhesive Membrane - Safe Job Procedure:**

1. Wear proper clothing and Personal Protective Equipment as mentioned in Equipment Needed above.
2. Ensure that the work area is dry and free of debris.
3. Pour primer onto a clean tray and apply material to the substrate by either using a brush or a roller.
4. Ensure that the material is being applied thoroughly to all corner junctions.

**Note: As a guide, 1 Litre should cover 8m<sup>2</sup> depending on substrate porosity.**

5. All corner junctions should then be thoroughly detailed first using 12-inch-wide membrane strips.
6. Once the corners are covered, cut the membrane in lengths to suit the height of the wall.

**Note: Always install the membrane to vertical surfaces first. To assist with installation, its recommended to mark lines to the vertical substrate.**

7. Expose the edge of the membrane by removing a strip of the backing film 4 inches wide.
8. Now, align the membrane to the marked lines on the vertical membrane and once the membrane is fitted, remove the backing film.
9. Ensure that the membrane is thoroughly adhered to the substrate.
10. Prior to overlapping adjacent rolls of membrane, expose the selvedge strip, allowing a minimum side overlap of 2 inches.
11. Joints should be firmly pressed to ensure watertight seal and air bubbles under the membrane should be removed by using a clean roller.
12. Finally apply Protection Board onto the membrane.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.





## 8. Flashing – Waterproofing Department - Safe Job Procedure

Task: Flashing

Trade: Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Skin &amp; Eye irritation</li> <li>• Highly Flammable Substances Used</li> <li>• Chemical Exposure</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Ankle Length Safety Boots, Gloves, CSA Approved Hard Hat, CSA Approved High Visibility Upper Garment &amp; Long Sleeve Clothing</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• MOL Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure – Roof Work and Working at Heights</li> <li>• Working at Heights Training</li> <li>• Propane Training</li> </ul>

### Flashing - Safe Job Procedure:

**Note: Pre-Use Inspections Must Be Completed Prior To The Use Of Any Tool, Equipment, Or Vehicle**

1. Tools, equipment, and materials will be hoisted to the roof and carried on by Workers.
2. Employees will use a CSA approved lifeline, rope grab and harness, adjusting the lifeline to a distance that prevents workers from being able to fall over the edge (fall restricting system – see Appendix B – General Safe Job Procedures). Anchor points already exist on the roof areas where work will be performed, however, where necessary temporary anchor points can be provided.
3. After tying off, Workers may remove guardrails/temporary fencing to access the wood parapet. Access to the roof will be blocked using temporary fencing/guardrails and caution tape.

#### Surface Preparation:

1. Apply Blueskin Adhesive to the surface where flashing will occur.
2. Apply Blueskin WP200 Waterproofing Membrane to the primed areas.

#### Flashing Installation On Wood Parapet (Edge Of Roof):

1. Install locking clip on the external edge of the wood parapet.
2. Flashing installed on the inside edge of the parapet.
3. Cap Flashing installed to the top edge of the parapet.
  - a. Pre-Painted Galvanized Steel sheets are formed into the required shape using various mechanical hand-tools (snips, hand seamer, pliers etc.)
  - b. Components are secured into place by drilling with the cordless hand drill.
  - c. Applied according to designated amount of footage.

#### Other Miscellaneous Flashing Installation:

1. Pre-Painted Galvanized Steel sheets are formed into the required shape using various mechanical hand-tools (snips, hand seamer, pliers etc.)
2. Components are secured into place by drilling with the cordless hand drill.
3. Applied according to designated amount of footage.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



9. Drainage Board Installation – Waterproofing Department – Safe Job Procedure

Task: Drainage Board Installation		Trade: Waterproofing Labourer
<p><b>Hazards:</b></p> <ul style="list-style-type: none"> <li>• Cuts, pinches, punctures</li> <li>• Falls, Trips &amp; Slips</li> <li>• Dust</li> <li>• Fatigue</li> <li>• Musculoskeletal Disorder (MSD)</li> </ul>	<p><b>Equipment Needed:</b></p> <ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Dust Mask/Respirator, Hearing Protection, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves, Harness &amp; Lanyard (if necessary)</li> <li>• Ladder/scaffold, small tools, NaturaDrain</li> </ul>	<p><b>Training and Documents:</b></p> <ul style="list-style-type: none"> <li>• Worker Awareness Training</li> <li>• Training on tools</li> <li>• SDS</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

<p><b>Drainage Board Installation Safe Job Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Bring drainage boards to work location               <ol style="list-style-type: none"> <li>a. Use equipment such as cranes or skid steers to bring materials to location if applicable. Refer to equipment safe job procedures as required if moving materials to site</li> </ol> </li> <li>2. Place equipment to reach the location of drainage board installation               <ol style="list-style-type: none"> <li>a. If using a ladder to reach the height of the drainage board, place ladder on a 4:1 ratio and ensure that the ladder is tied off top and bottom</li> <li>b. If using a baker scaffold, ensure that it has been erected properly and inspected before use. Ensure it is on level/flat ground and lock wheels before using</li> </ol> </li> <li>3. Use small tools such as a hammer and nails to install the boards onto the installation area</li> <li>4. Clean up work area, remove all nails and continue to install boards until work is complete</li> </ol>
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**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



## 10. Waterproofing Patch Sealing – Waterproofing Department – Safe Job Procedure

**Task:** Waterproofing Patch Sealing

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains</li> <li>• Falls, Trips &amp; Slips</li> <li>• Chemical Inhalation, Skin Contact, Eye Contact</li> <li>• Fatigue</li> <li>• Vehicular Incidents</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Respirator, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves, Tyvek Suits</li> <li>• Waterproofing Patch Sealing, Compressor (Power Sprayer) or Hand Sprayer, Signage/Danger Tape</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Waterproofing Patch Sealing Safe Job Procedure:

1. Driver reports to Duron yard, where vehicles are stored. Take the vehicle intended for Spray-on Waterproofing
2. Take all Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check and complete daily vehicle (pre-use) inspection form.
4. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
5. Place signage/danger tape as needed around the work area as necessary
6. Clean area to be waterproofed by sweeping and using a blower to remove dust and debris.
7. Set up spraying equipment, inspect compressor before use
8. Review the SDS with all workers who will be involved with the work
9. Have all workers who will be involved wear the PPE mentioned above
10. Move the compressor or spray-on waterproofing material to the spraying location. Use proper lifting procedures. Get help with heavier loads and/or use equipment to move materials into place.
11. Mix drum/material well prior to use
12. Use power sprayer to spread patching material to fill larger gaps.
13. Clean up work area

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials, or equipment change. Inform your supervisor of any hazard or a near miss you find.



## 11. Spray-On Waterproofing – Waterproofing Department – Safe Job Procedure

Task: Spray-On Waterproofing		Trade: Waterproofing Labourer
Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains</li> <li>• Falls, Trips &amp; Slips</li> <li>• Chemical Inhalation, Skin Contact, Eye Contact</li> <li>• Fatigue</li> <li>• Vehicular Incidents</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, CSA Approved Safety Glasses or Face Shield, Protective Gloves, Respirator, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves, Tyvek Suits</li> <li>• Spray-On Waterproofing, Compressor (Power Sprayer) or Hand Sprayer, Signage/Danger Tape</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Spray-On Waterproofing Safe Job Procedure:

1. Driver reports to Duron yard, where vehicles are stored. Take the vehicle intended for Spray-on Waterproofing
2. Take all Personal Protective Equipment as mentioned in Equipment Needed above.
3. Perform circle check and complete daily vehicle (pre-use) inspection form.
4. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
5. Place signage/danger tape as needed around the work area
6. Clean area to be waterproofed by sweeping and using a blower to remove dust and debris.
7. Set up spraying equipment, inspect compressor before use
8. Review the SDS with all workers who will be involved with the work
9. Have all workers who will be involved wear the PPE mentioned above
10. Move the compressor or spray-on waterproofing material to the spraying location. Use proper lifting procedures. Get help with heavier loads and/or use equipment to move materials into place.
11. Mix drum well prior to use
12. Use power sprayer to spray-on waterproofing material on to the work location
13. Clean up work area

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials or equipment change. Inform your supervisor of any hazard or a near miss you find.



## 12. Coreflex – Waterproofing Department – Safe Job Procedure

**Task:** Coreflex

**Trade:** Waterproofing Labourer

Hazards:	Equipment Needed:	Training and Documents:
<ul style="list-style-type: none"> <li>• Strains</li> <li>• Falls, Trips &amp; Slips</li> <li>• Burns</li> <li>• Fatigue</li> <li>• Vehicular Incidents</li> </ul>	<ul style="list-style-type: none"> <li>• PPE: CSA Approved Safety Boots, Protective Gloves, Hard Hat, High Visibility Safety Vest &amp; Long Sleeves</li> <li>• Heat Gun, Steel Brush &amp; Extension Cord</li> </ul>	<ul style="list-style-type: none"> <li>• SDS</li> <li>• Worker Awareness Training</li> <li>• WHMIS Training</li> <li>• Safe Job Procedure</li> <li>• Working At Heights Training</li> </ul>

### Coreflex Safe Job Procedure:

1. Wear proper clothing that's flame-resistant (cotton or wool, not synthetic). and Personal Protective Equipment as mentioned in Equipment Needed above.
2. Using a crane, strap, and load delivery truck with Coreflex rolls.
  - a. Have a competent Worker use equipment such as a crane or skid steer to bring materials to the work location if applicable. If a crane or skid steer can't be used, have two Workers load the truck with Coreflex rolls.
3. Drive to job site – drive defensively, follow traffic laws, do not exceed 20km/h on the job site.
4. Check to make sure the work area is free of combustibles.
5. Ensure that the area is well ventilated, appropriate ventilation must be present at all times.
6. Before applying Coreflex to the work area clean and prep surface area.
7. Layout or Hang Coreflex rolls based on work application.
8. If applying to walls, a scaffold or PEWP is required to complete the work. Please refer to the Safe Job Procedure for Scaffold and PEWP use.
9. Fasten Coreflex with nails to the walls.
10. Heat weld the seams.
11. Inspect and clean tips of the heat gun.
12. Set gun to required temperature and allow time to heat up before applying to work area.
13. Once completed, wait to cool down the heat the gun prior to shutting off.
14. Ensure to blow out vents.
15. Cover laps with Coretex.
16. Final housekeeping.

**Note: in case of emergency, follow emergency procedure.**

This document is to be reviewed annually and whenever the process, task, materials or equipment change. Inform your supervisor of any hazard or a near miss you find.



## Emergency Response

An emergency response plan must be in place for all sites where Duron is the constructor or building owner. On sites where Duron is the Subcontractor, Workers must follow the general contractor’s emergency response plan.

Upon awarding of the project, the Supervisor must review the scope of work and come up with an emergency response plan. The Safety Department will review and approve the plan. All of the Workers will be informed of the plan during the Site Specific Safety Orientation.

An emergency response plan must be designed to reflect the site-specific conditions of the job site identifying locations of key emergency equipment, muster point location, emergency contact numbers, chain of command, first aid procedures and the nearest hospital location and phone number. The plan must be posted onto the Project Safety Bulletin Board.

Refer to the General Safe Job Procedures section of the manual for step-by-step instructions on how to deal with specific emergency situations.

### Fires

<b>What It Is:</b>	<b>A Material Substance That Is Highly Flammable Including Combustible Materials, Heat Process or Poorly Maintained Electrical Equipment</b>
<b>Communication Device:</b>	Minor – <b>Notify Supervisor</b> Major – <b>Notify Supervisor, Blast Air Horn 3 Times &amp; Evacuate</b>
<b>Response Team:</b>	Duron Supervisor – <b>Nick Bellissimo: 416 - 795 – 0220</b> Duron Health & Safety Manager – <b>Alex Petrozzi: 416 - 985 - 1684</b> Fire Department – <b>9-1-1 Or Local Fire Department Number</b>
<b>Prevention Controls:</b>	Minor: Engineered Controls – <b>None</b> Administrative Controls – <b>Complete Hot Work Permit; Review Fire Suppression Safe Job Procedure</b> Basic Personal Protective Equipment – <b>Hart Hat, Safety Vest &amp; Safety Boots</b> Specialized Personal Protective Equipment – <b>Fire Extinguisher, Fire Suppression &amp; Respirators as required</b>  Major: <b>All Major Fires, Evacuate Building or Work Zone, Contact Fire Department or call 9-1-1</b>






**Power Line Contact**

<b>What It Is:</b>	<b><u>Heavy Machinery Makes Contact with Overhead Power Lines</u></b>
<b>Communication Device:</b>	<b>Minor</b> – Notify Supervisor <b>Major</b> – Notify Supervisor, Blast Air Horn 3 Times & Evacuate
<b>Response Team:</b>	<b>Duron Supervisor</b> – Nick Bellissimo: 416 --795-0220 <b>Duron Health &amp; Safety Manager</b> – Alex Petrozzi: 416-985-1684 <b>Toronto Hydro</b> – 416-542-8000
<b>Prevention Controls:</b>	<p><b>Minor:</b> Engineered Controls – <b>None</b> Administrative Controls – <b>Break Contact, Stay in Vehicle</b> Basic Personal Protective Equipment – <b>Hart Hat, Safety Vest &amp; Safety Boots</b> Specialized Personal Protective Equipment – <b>None</b></p> <p><b>Major:</b> Contact Utility Company to Disable Power. Operator To Stay in Vehicle. If there is an electrocution, call 9-1-1 immediately.</p>

**Chemical Spills**

<b>What it is:</b>	Uncontrolled Release of Hazardous Chemicals Either as A Solid, Liquid or Gas
<b>Communication Device:</b>	<b>Minor</b> – Notify Supervisor <b>Major</b> – Notify Supervisor, Blast Air Horn 3 Times & Evacuate
<b>Response Team:</b>	<b>Duron Supervisor</b> – Nick Bellissimo: 416-795-0220 <b>Duron Health &amp; Safety Manager</b> – Alex Petrozzi: 416-985-1684 <b>Ministry of Environment, Conservation &amp; Parks</b> – 1-800-268-6060
<b>Prevention Controls:</b>	<p><b>Minor:</b> Engineered Controls – <b>None</b> Administrative Controls – <b>Review Minor Spill Cleanup Safe Job Procedure</b> Basic Personal Protective Equipment – <b>Hart Hat, Safety Vest &amp; Safety Boots</b> Specialized Personal Protective Equipment – <b>Neoprene Gloves, Safety Glasses &amp; Respirator as Required</b></p> <p><b>Major:</b> Review Major Spill Cleanup Safe Job Procedure &amp; Evacuate. Follow SDS First Aid Steps if skin or eye contact is made or if chemical if ingested or inhaled.</p>

## Emergency Service Numbers

<b>Fire Department</b> 	<b>911</b>
<b>Ambulance</b> 	
<b>Police</b> 	
Poison Control Centre	1-800-268-9017
Ministry of Labour	1-877-202-0008
Ministry of Environment, Conservation & Parks	1-800-268-6060

## Additional Phone Numbers

Peel Regional Police Department	905-453-3311
Alex Petrozzi – Occupational Health & Safety Manager	647-534-7532
Anthony D’Alimonte - Occupational Health & Safety Officer	647-354-3189
Alexander Blochlinger - Occupational Health & Safety Officer	647-613-7657
Nick Bellissimo - Supervisor	416-509-2406
Mississauga Fire Services	905-615-3777
Telehealth Ontario	1-866-763-5427
Enbridge Gas	1-866-763-5427
Mississauga Hydro	905-755-3883
Mississauga Water Services	905-791-7800
Duron Head Office 24/7 Call Centre	1-800-94DURON



## Emergency Response Formal Hazard Assessment

Type:	What Is It?	Hazards:	Risk Level:	Controls:	Risk Review:
Fire	A material substance that is highly flammable including combustible materials, heat process or poor maintained electrical equipment.	Fire hazard, low oxygen levels, smoke, burns, damage to structural integrity, etc.	High	Out of control fires: unable to extinguish with fire extinguisher or fire suppression. Evacuate area, inform Supervisor initiate ER response plan.	High
			Medium	Spark or flames just emerge, low change of spreading, able to extinguish with Fire Extinguisher / suppression. Report to Supervisor. Review Fire Suppression Training.	Medium
			Low		Low
Power Line Contact	Heavy machinery makes contact with overhead power lines.	Electrical hazards, fire hazards or explosion.	High	If possible, break contact by driving equipment clear of power line; otherwise stay in equipment until utility is shut off; refer to OHS Minimum distance to Power Lines Guide.	High
Chemical Spills	Uncontrolled release of hazardous chemicals either as a solid, liquid or gas.	Environmental contamination on soil/water sources, acute, chronic or latent effects on humans	High	Refer to Major Chemical Spill Safe Job Procedure	High
			Medium	Refer to Minor Chemical Spill Safe Job Procedure, clean up, report incident to Supervisor, MOE may need to be notified - refer to MOE guidelines.	Medium
			Low		Low
Gas Leak/ Gas Line Break	Leak of natural gas or other gaseous products from a pipeline or other containment in any area where the gas should not be present.	Fire hazard, explosion, reduce oxygen, acute or chronic effects on humans.	High	Stop all activities, remove all Workers from area, inform Supervisor and contact utility/gas company to shut off gas line until item can be repaired.	High
Broken Water Main	Crack or broken water pipe that releases water uncontrollably	Water hazard, droning, build up of mud, slink holes	High	Stop all activities, remove all Workers from the area, inform Supervisor and contact utility/water company to shut off water main until it can be repaired.	High
Extreme Weather	When a weather event is significantly different from the average or usual weather pattern	Extreme heat, cold, rainfall or wind events	High	If extreme weather affects personnel's health and safety the site Superintendent may - continue to work and monitor the situation and advise Workers of any changes or release Employees or restriction operations;	High
Railroad Tracks	A set of two parallel rows of long pieces of steel used by trains to move people, materials, etc.	Moving equipment, electrical hazards, falling materials	High	All Workers performing work near railroad tracks, TTC, GO, CN Rail required to undergo site specific track hazard training.	High
Water	Working near water including filled pools, riverbanks, and filled water towers.	Water hazard, droning, build up of mud, slink holes	High	All Workers to have on life jackets Refer to Safe Job Procedure Working Near Filled Pool or Water.	High
			Medium	Setup engineered controls (guardrails, travel restraint, barriers or fences, etc.)	Medium
			Low		Low

**Operational Site Conditions Hazards**

<b>Hazard:</b>	<b>What Is It?</b>	<b>Hazards:</b>	<b>Risk Level:</b>	<b>Controls:</b>	<b>Risk Review</b>
Working at Heights	OHSA S.26 requires fall protection when Workers exposed to heights greater than 10' or setup controls such as guardrails, bump lines near leading edge.	Fall Hazard – Fall Arrest and Fall Restricting Fall Hazard – Travel Restraint Fall Hazard – Guardrails	High	Refer to Working at Heights Fall Arrest - Safe Job Procedure	High
			High	Refer to Working at Heights Fall Restricting - Safe Job Procedure	Medium
			Medium	Refer to Working at Heights Travel Restraint - Safe Job Procedure	Medium
			High	Refer to Guardrail Setup - Safe Job Procedure	Medium
Traffic Control	Way to control movement of cars, trucks, and equipment used to transport people/equipment.	Public Roads – drunk drivers, road rage, V&H Private Roads – moving equipment, blind spots, etc.	High	Refer to Traffic Control - Safe Job Procedure	Medium
Structural Failure	Collapse of block or brick walls due to extreme weather or site conditions.	Falling materials, overhead work, etc.	High	Refer to Engulfment - Safe Job Procedure	Medium
Fall Arrest - Fallen Worker	When Workers fall from a height of 18.5 and a fall arrest system deploys. Get fallen Worker down, allow blood to re-circulate prior to removing harness and seek medical aid.	Fall hazards, suspension trauma, oxygen deprivation	High	Refer to Fall Arrest – Safe Job	High

**Geographical Hazards**

<b>Hazard:</b>	<b>What Is It?</b>	<b>Hazards:</b>	<b>Risk Level:</b>	<b>Controls:</b>	<b>Risk Review:</b>
High Crime Area	May include high density urban areas, low-income areas, areas of low lighting or areas of high statistical crime rate.	Violence and harassment  Physical, verbal, or emotional assault  Robbery or Vandalism	High	Refer to violence and risk assessment developed at the start of the job. Review General Contractor's requirements. Note: Workers are not to work alone must move in groups to deter impact from high crime areas.	Low
Drug Use Area	Drug use – problematic in inner city and illicit drugs have infiltrated towns of every size  Alcohol – Problematic in rural	Violence and harassment  Physical, verbal, or emotional assault  Biological Hazards (ex. Used needles)	High	Refer to violence and risk assessment developed at the start of the job. Review General Contractor's requirements. Duron has zero tolerance for drugs & alcohol on all jobsite. Refer to the Drugs and Alcohol Policy for support.	Medium
After Hours Work	Work performed onsite outside the regular hours of operation.	Violence and harassment  Physical, verbal, or emotional assault  Lack of lighting and/or emergency communication	High	Refer to After Hours Work Permit all requirements must be met before issuing permit. Refer to violence and risk assessment developed at the start of the job. Review General Contractor's requirements. Duron does not allow Workers to work alone.	Medium
Bomb Threat	When a person threatens to hurt, destroy or cause panic with a bomb	Explosion, fire hazards, biological release, destruction	High	Refer to Bomb Threat – Safe Job Procedure, contact emergency department, initiate jobsite evacuation.	High

## Cyber Security Response Plan

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Duron Ontario Ltd. has produced this Cyber Response Plan for the Head Office. This plan covers scenarios which result in an unauthorized access to modify, destroy, delete, or render unavailable any computer network or system response. The objective of this plan is to ensure information and procedures are in place to address some of the situations above, and what the company's prevention and response would be.

### 1. Hazard Identification:

Distributed denial of service (DDoS), spam emails, emails posing to be Senior Management, unauthorized lock out of systems, loss of personal/corporate information, malware, etc.

### 2. Possible Scenarios:

Phishing  
Malware  
Distributed denial of service (DDoS)  
Unauthorized lock out of systems  
Loss of personal or corporate information  
Destruction of corporate systems and information  
Ransomware

### 3. Emergency Resources:

In the event of the possible scenarios, the Employee discovering the issue is to report to the Cyber Security Response Team to determine the scope of the issue and determine the response required. Any incident will then be discussed with 365 IT for assistance and further information.

### 4. Communication:

Email or phone call communication to the Cyber Security Response Team (Rosemary Pavlic, JP Rojenko, Usman Imam, & Alex Petrozzi)

### 5. Administration:

Cyber Security Response Team will determine in the scope of the issue and manage the incident so that:

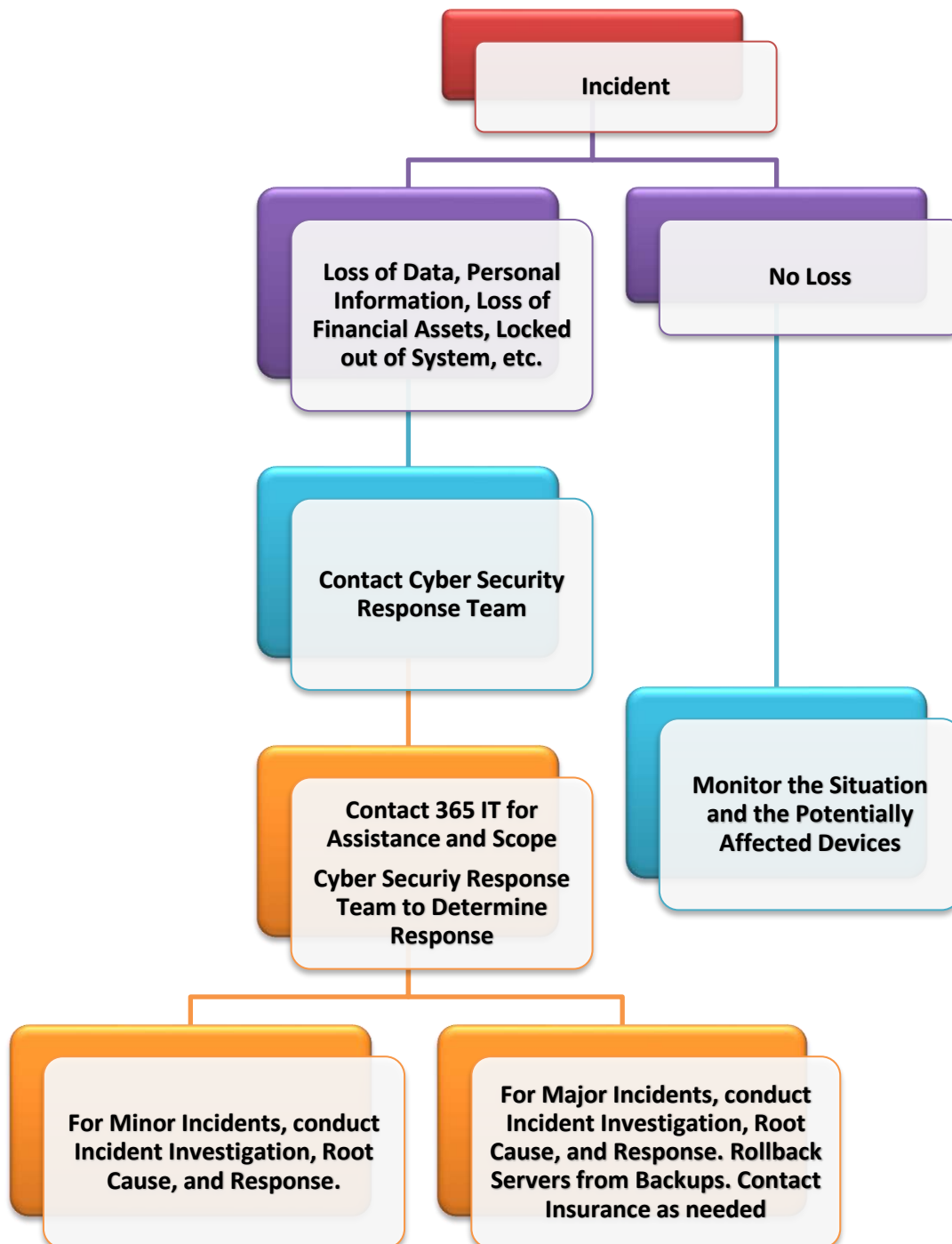
- Any potential loss is mitigated
- All services are restored as soon as possible
- All staff are aware of the potential hazards and take necessary steps to mitigate or eliminate the issue
- Senior Management is notified of the issue and potential harm and hazards

### 6. Controls:

Our Network has the following controls in place:

- Firewall with active security services
- Antivirus and malware protection with built-in artificial intelligence
- Pre-configured email filtering to protect against spam, phishing, and malware
- Other layers of security tools and policies on the network

## Emergency Response Flow Chart



## General Security Rules

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### 1) Maintain Vigilance against any Phishing and Malware

- Our Systems are maintained and protected by 365IT.
- When accessing systems remotely (i.e., from offsite), Staff can be subject to unauthorized access from public networks (i.e., Wi-Fi at McDonalds). When on these networks, maintain vigilance and avoid revealing any sensitive information
- Avoid clicking any suspicious emails, links, etc. such as emails that require money wired from the Directors or a Supplier requesting payment. Confirm details before proceeding. Visit <https://365itsolutions.com/securitytraining/> for additional information.

### 2) Use Strong User Authentication (Passwords) on Computer and Websites

- Company cyber protections are only as good as the user allows it to be. If websites that contain sensitive information use weak passwords, those sites can be hacked, and data can be stolen or lost. Consider using offline password managers. Some common password guidelines are below:
  - Avoid using the same password twice (e.g., across multiple user accounts and/or software systems). **Do not use Duron email and password on any other sites!**
  - Use a minimum password length of 10 or more characters if permitted. Longer is better for brute force attacks.
  - Include lowercase and uppercase alphabetic characters, numbers and symbols if permitted.
  - Generate passwords randomly where feasible.
  - Avoid character repetition, keyboard patterns, dictionary words, letter, or number sequences.
  - Avoid using information that is or might become publicly associated with the user or the account, such as username, ancestors' names, or dates.
  - Avoid using information that the user's colleagues and/or acquaintances might know to be associated with the user, such as relative or pet names, romantic links (current or past) and biographical information (e.g., ID numbers, ancestors' names, or dates)
  - Do not use passwords which consist wholly of any simple combination of the aforementioned weak components.

### 3) Provide Employee Awareness Training

### 4) Ensure Company Mobile Devices are Protected

- Installing malware protection on your mobile devices

### 5) Maintain Vigilance against Phishing and Malware on Company Mobile Devices

- Similar to above, maintain vigilance when accessing systems remotely, and especially when on public networks

### 6) Inform Cyber Security Response Team and 365IT of any incidents which may arise

## Communication of the Procedure

To be effective, The Cyber Security Response Plan must be clearly communicated to all office personnel during orientation. The following activities should be considered:

- Review the procedure with the Management Team for any major hazards or changes required

## Investigation

The recovery process, or what happens after a cyber incident is crucial for future steps. In the event of an incident, the



affected user will take steps to minimize additional harm (such as disconnecting internet, etc.) and notify the Cyber Security Response Team. The Team will reach out to 365 IT to discuss and determine the scope of the issue and determine which areas were compromised, sandbox and/or isolate, and determine the next steps. In the event that all network drives have been compromised, the drives will be rolled back with the backups. If the physical drivers are no longer accessible due to various reasons such as loss of office, the data is backed up on the Acronis Cloud which can be accessed to restore or accessed. Contact 365 IT for assistance. Once business continuity is ensured, the Cyber Security Response Team and 365 IT will investigate to determine the cause, and corrective actions, and any other items to prevent reoccurrence. The Cyber Security Response Team to contact Insurance Provider if necessary.



## Emergency Response Plan – Catastrophic Incident - Office

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Duron Ontario Ltd. has produced this Emergency Response Plan for Catastrophic Incidents at the Office. This plan covers scenarios in which a major incident occurs at the office such as an aircraft crashing into the office, oil tanker truck crashes into the office and other similar incidents which involve catastrophic and instantaneous damage to the office and personnel. The objective of this plan is to ensure information and procedures are in place to address the situations listed above.

### 1. Hazard Identification:

Fire, shrapnel, burning fuel, debris, bodies, hazardous materials, etc.

### 2. Possible Scenarios:

Aircraft crash

Tanker crash

Propane storage explosion

Large explosion of any source

Catastrophic incidents

### 3. Emergency Resources:

Reception will be informed immediately of the incident and all Emergency Response Personnel will be notified. Reception to announce evacuation immediately. All Emergency Responders to assist with evacuation through PA announcement, microphones, etc. to evacuate site immediately. Due to the hazardous nature of the incident, all personnel will evacuate offsite to Duron's secondary muster point at the Canadian Tire Gas Station. Once safe, any personnel to call 911 to announce the emergency and assist with first aid and evacuation while maintaining their own life safety.

### 4. Communication:

Site PA system, megaphones, mobile phones, etc.

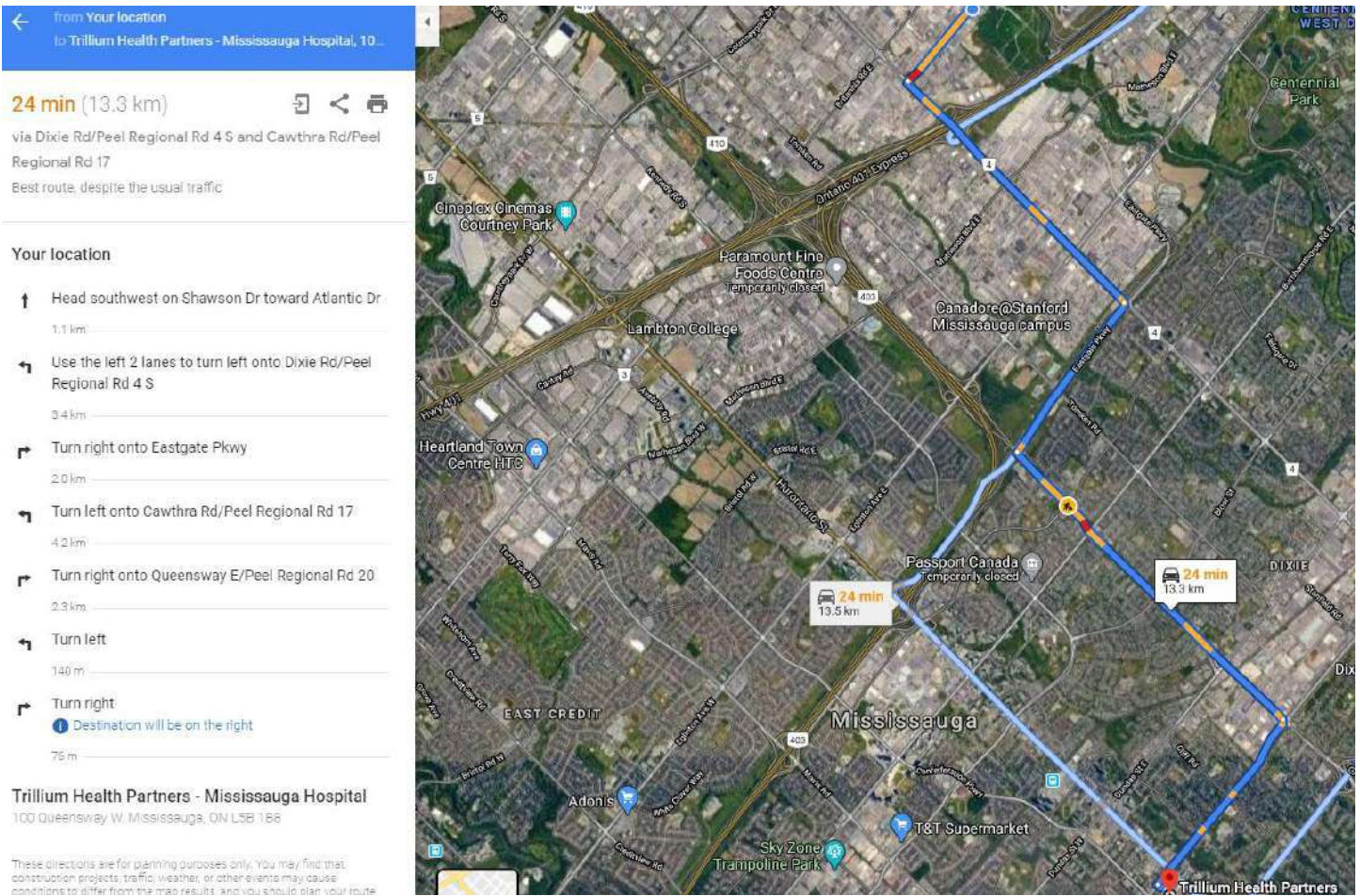
### 5. Administration:

Any Emergency Responders or Senior Management is to take charge of the emergency response operation. Their task will be to ensure:

- That everyone clearly understands their roles and responsibilities within the emergency response plan.
- The emergency resources, whether people or equipment, are kept at adequate levels in step with the progress of the project.

## Hospital Location

**Trillium Health Partners – Mississauga Hospital**  
 100 Queensway W. Mississauga, ON, L5B 1B8  
 905-848-7100



from Your location  
to Trillium Health Partners - Mississauga Hospital, 100 Queensway W.

**24 min (13.3 km)**  
 via Dixie Rd/Peel Regional Rd 4 S and Cawthra Rd/Peel Regional Rd 17  
 Best route, despite the usual traffic

**Your location**

- Head southwest on Shawson Dr toward Atlantic Dr  
1.1 km
- Use the left 2 lanes to turn left onto Dixie Rd/Peel Regional Rd 4 S  
3.4 km
- Turn right onto Eastgate Pkwy  
2.0 km
- Turn left onto Cawthra Rd/Peel Regional Rd 17  
4.2 km
- Turn right onto Queensway E/Peel Regional Rd 20  
2.3 km
- Turn left  
140 m
- Turn right  
Destination will be on the right  
76 m

**Trillium Health Partners - Mississauga Hospital**  
 100 Queensway W. Mississauga, ON L5B 1B8

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route.

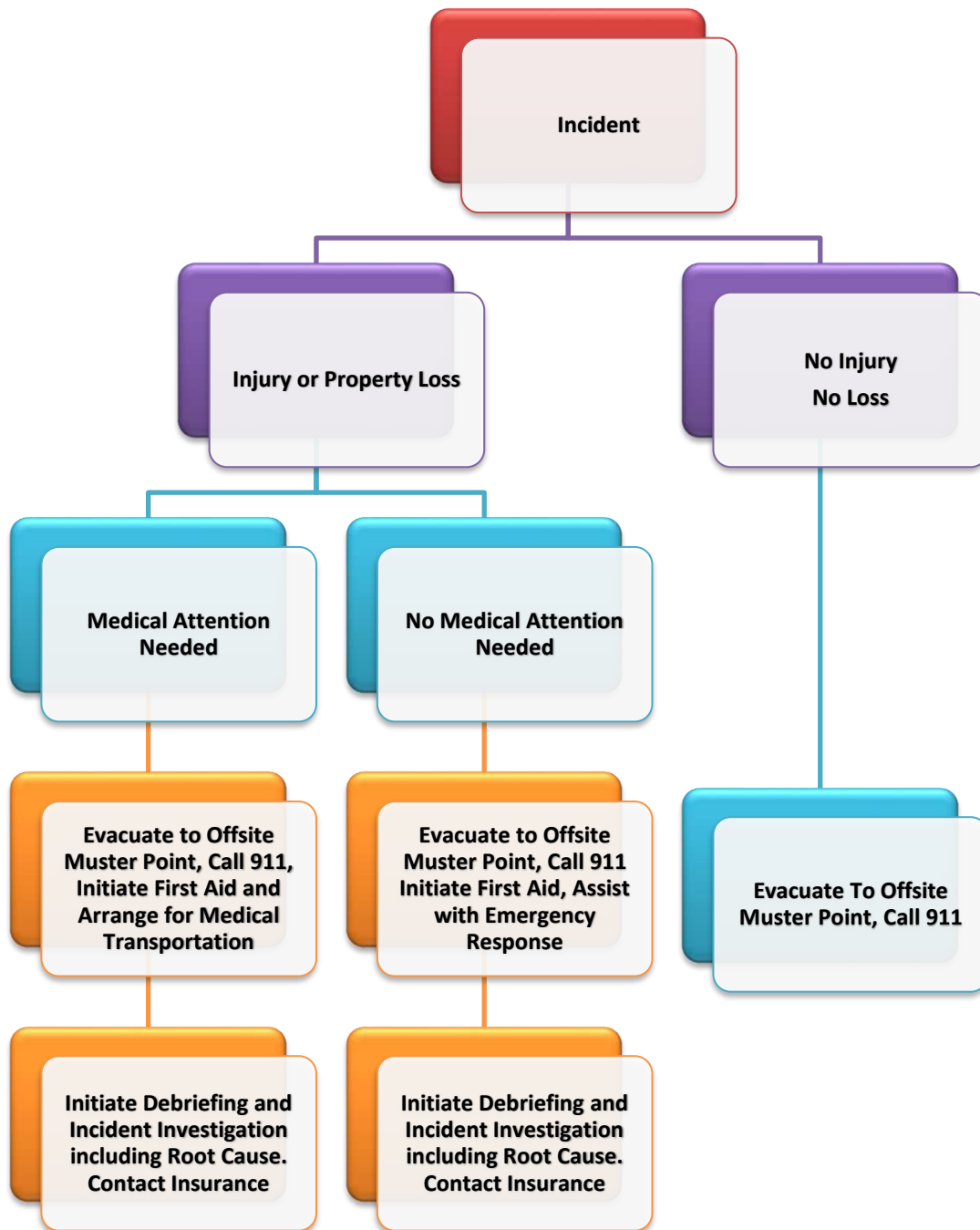


## Muster Point

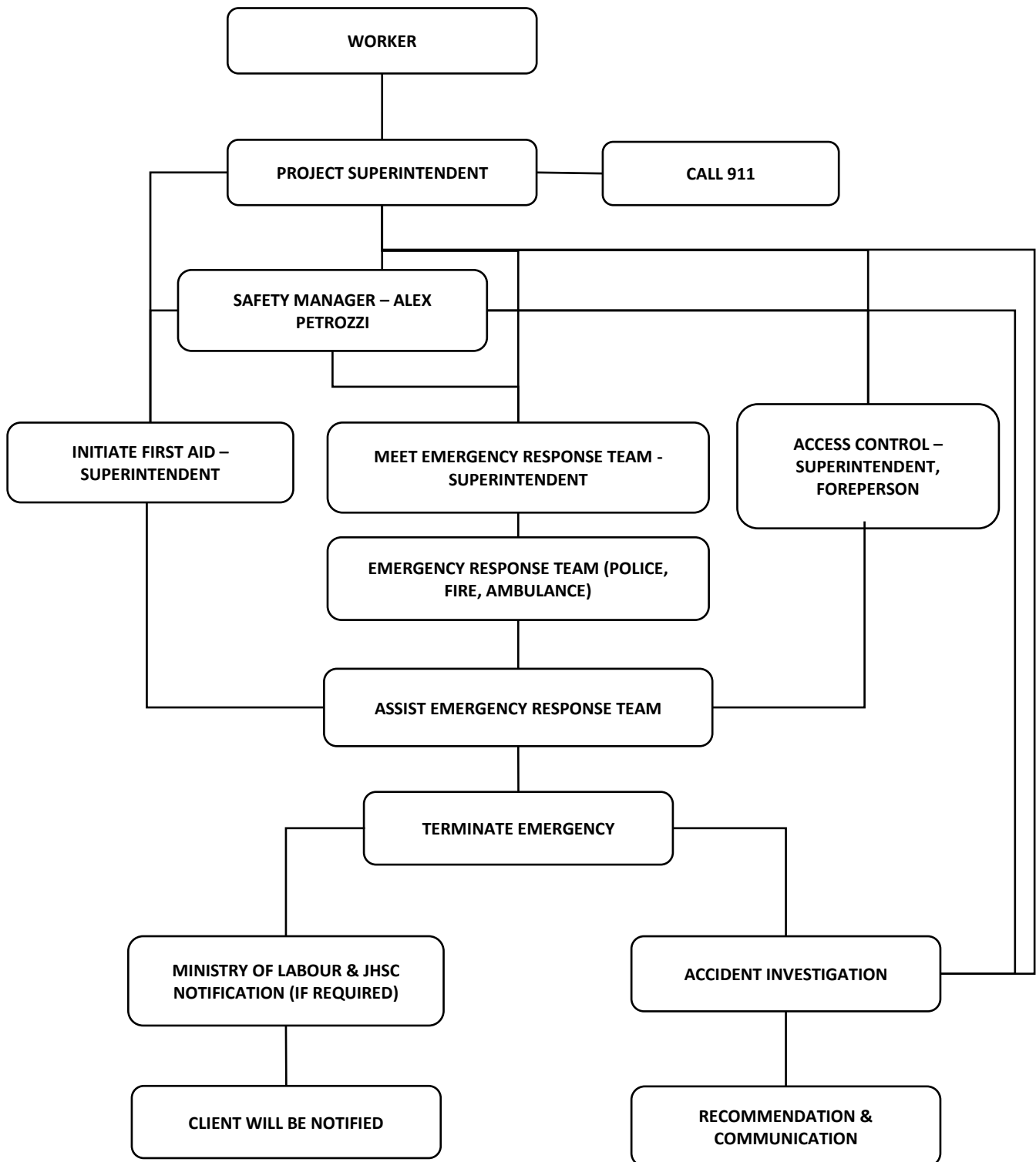
**Canadian Tire Gas Station**  
1520 Shawson Dr. Mississauga, ON L4W 4W9  
289-562-0257



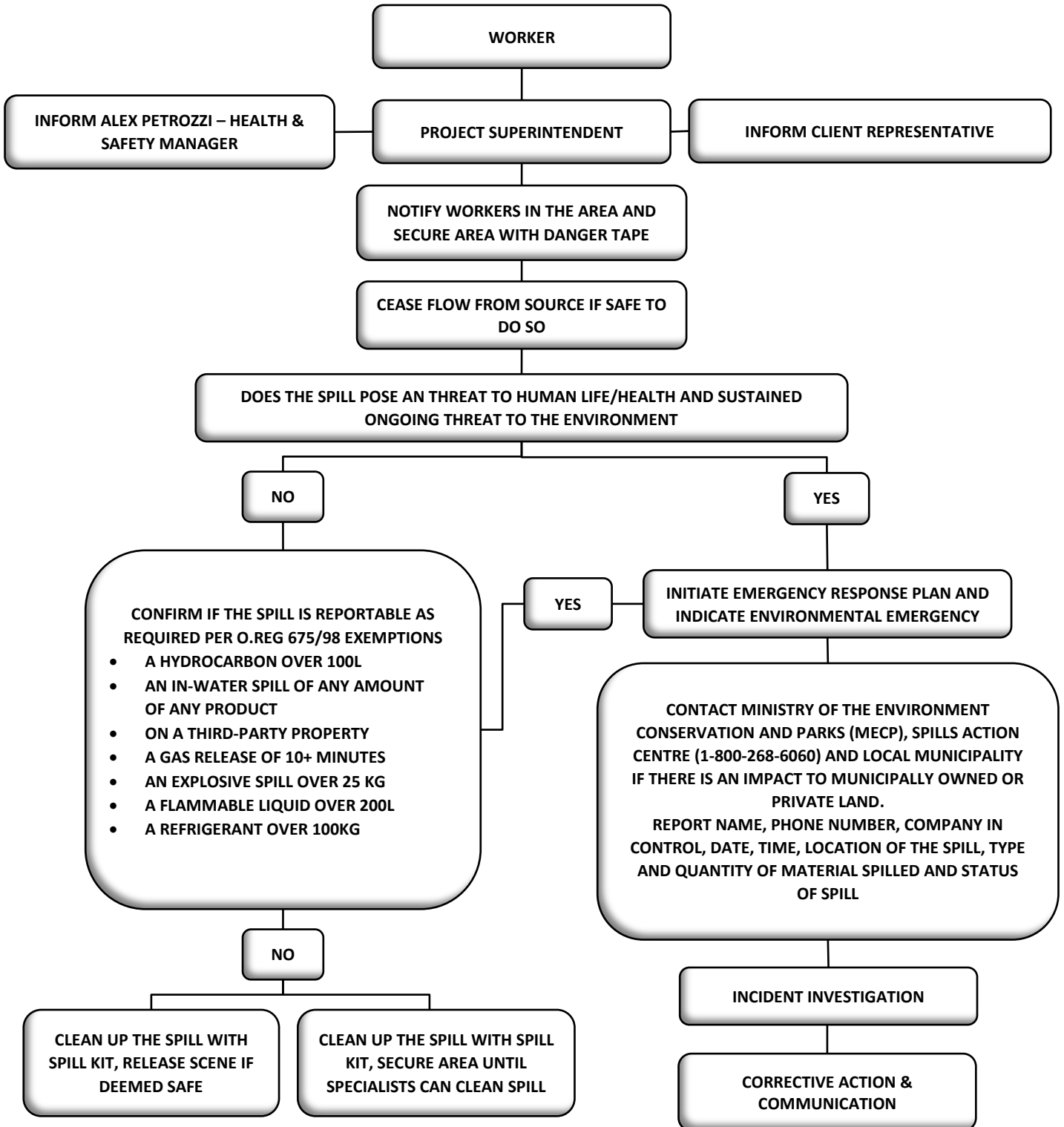
## Emergency Response Flow Chart



## Emergency Response Flow Chart in Case of Emergency



## Spill Response Flow Chart in Case of Emergency



## General Emergency Rules

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- 1) **Stay Calm:** Creating a panic will only delay the emergency response plan.
- 2) **Assess The Situation:** Determine what happened and what the emergency is.
- 3) **Take Command:** The most senior person should take charge and call or delegate someone to call 9-1-1 and explain the situation. Take action to maintain order and prevent panic.
  - Meet emergency response team at the offsite muster point
  - Obtain first aid equipment and assist at injury location.
  - Clear a route to accident location for emergency response teams, utilizing site equipment and manpower as required.

When notifying emergency response, you must dial 911 (or emergency number listed) and provide the following information:

- Duron Ontario Ltd.
- Site Address – 1860 Shawson Dr., Mississauga, ON, L4W 1R7
- Nature and seriousness of the emergency of injury – Report on history of accident, breathing, bleeding, consciousness – which entrance emergency response team is to enter.
- Callers name and site office telephone number:

Once the emergency response team is at the accident location, assist them as required under their direction.

- 4) **Provide Protection:** Eliminate further losses. Control the source causing the emergency if possible. Protect victims at the Evacuation Point. Preserve the accident scene. Only disturb what is essential to maintaining life or relieve human suffering.
- 5) **Maintain Contact:** Keep emergency services informed of the situation. Contact utilities such as gas and hydro where required. Alert Management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- 6) **Guide Emergency Services:** Meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s), if known.

- **Emergency Evacuation**

Personnel will be informed PA announcement, megaphones, word of mouth, etc.

- All work is to be stopped
- Equipment and energy sources are to be shut down if safe to do so
- All Employees are to leave the office immediately and meet at the assembly area. The secondary muster point is the Canadian Tire Gas Station
- Employees are to report to the Emergency Response Team for a head count and further instructions.
- Security measures are to be established in the area as necessary to keep non-essential personnel out of harm's way.



- Search and rescue operation will be coordinated by the Duron Management or their designate and local authorities.

- **Communication of the Procedure**

To be effective, an Emergency response Procedure must be clearly communicated to all Office Personnel during orientation. The following activities should be considered:

- Review the procedure with Visitors
- Review the procedure with Suppliers to ensure that it covers any hazards that the storage or delivery of their materials might create.
- Review the procedure with the Joint Health and Safety Committee or the Worker Health and Safety Representative on a regular basis to address new hazards or significant changes in site conditions.
- Post the procedure on the site Safety Board

- **Debriefing and Post-Traumatic Stress Procedure**

The recovery process, or what happens after the emergency response has been completed, is a critical step in the plan.

All Employees will remain offsite until the location is deemed to be safe.

Once the emergency is under control, Personnel should await direction from Management for next steps. Some of the people involved may need assistance in order to recover. In some cases, professional counseling may be needed. As part of site emergency planning, measures need to be in place to deal with post-traumatic stress. Local hospitals, ambulance services and medical practitioners may also be able to help.

Debriefing is necessary to review how well the plan worked in the emergency and to correct any deficiencies that were identified. Debriefing is critical to the success of future emergency response planning. Incident Investigation to take place after the incident. Management to report incident to the Insurance Provider.

Until the location is deemed safe, all Personnel will work offsite until further notice. All work is to proceed from home until temporary or permanent solution can be found. Personnel to access Duron documentation from online drive and ensure it remains maintained. A secondary drive to be created as backup in this incident. All Site Personnel to remain on various work sites and avoid the office area until further notice.

Management to convene once the emergency is under control to determine any emergency succession to ensure continued operation.




# EMERGENCY RESPONSE




## HAVE A PLAN

**AMBULANCE**

**FIRE**

**POLICE**

	<b>911</b>
	<b>911</b>
	<b>911</b>

SITE LOCATION	1860 Shawson Dr. Mississauga ON, L4W 1R7	HOSPITAL
NAME OF FIRST AIDER(s)	Alex Petrozzi	<div style="text-align: right; margin-bottom: 5px;">    </div> <p><b>24 min</b> (13.3 km)</p> <p>via Dixie Rd/Peel Regional Rd 4 S and Cawthra Rd/Peel Regional Rd 17</p> <p>Best route, despite the usual traffic</p> <hr/> <p><b>Your location</b></p> <ul style="list-style-type: none"> <li>↑ Head southwest on Shawson Dr toward Atlantic Dr 1.1 km</li> <li>↶ Use the left 2 lanes to turn left onto Dixie Rd/Peel Regional Rd 4 S 3.4 km</li> <li>↷ Turn right onto Eastgate Pkwy 2.0 km</li> <li>↶ Turn left onto Cawthra Rd/Peel Regional Rd 17 4.2 km</li> <li>↷ Turn right onto Queensway E/Peel Regional Rd 20 2.3 km</li> <li>↶ Turn left 140 m</li> <li>↷ Turn right 76 m</li> </ul> <p><b>Trillium Health Partners - Mississauga Hospital</b> 100 Queensway W, Mississauga, ON L5B 1B8</p>
TORONTO POLICE (GENERAL)	416-808-2222	
FIRE (GENERAL)	416-338-9050	
AMBULANCE (GENERAL)	416-392-2000	
METRO TORONTO ROAD & TRAFFIC EMERGENCY	416-392-5555	
METRO WORKS (GENERAL)	416-392-8211	
TELEHEALTH ONTARIO	1-866-797-0000	
GAS	1-866-763-5427	
POISON CONTROL	1-800-268-9017	
MINISTRY OF LABOUR	1-877-202-0008	
SPILL REPORTING	416-325-3000	
MINISTRY OF ENVIRONMENT	1-800-268-6060	
NEAREST HOSPITAL	Trillium Health Partners – Mississauga 905-848-7100	
DURON HEAD OFFICE	905-670-1998	
SAFETY MANAGER	<b>Name:</b> Alex Petrozzi	
	<b>Phone:</b> 416-985-1684	
INSURANCE CONTACT - RDA	905-652-8688	



## Emergency Response Plan – Major Incident – Head Office

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Duron Ontario Ltd. has produced this Emergency Response Plan for Major Incidents at the Head Office. This plan covers scenarios in which a major incident occurs at the office such as fire, active shooter, hazardous materials release, and other similar incidents which involve potential major damage to the Head Office and threaten life safety of personnel. The objective of this plan is to ensure information and procedures are in place to address some of the potential the situations listed above.

### 1. Hazard Identification:

Fire, shrapnel, gas leak, burning fuel, debris, bodies, hazardous materials, hail, bullet casings

### 2. Possible Emergencies:

Fire  
Inclement weather (earthquake, flash floods, windstorms, hail/snow, storms)  
Gas leak  
Explosion nearby  
Hazardous material release  
Pandemic/infections/communicable disease  
Building/structure collapse  
Entrapment  
Violence  
Bomb threat/suspicious package  
Active shooter

### 3. Emergency Resources:

Reception will be informed immediately of the incident and all response personnel will be notified. Reception to announce situation and response immediately. Response is to be one of the following; evacuation, sheltering, or lockdown. All Emergency Responders to assist with planning and implementation through PA announcement, megaphones, etc. to determine best course of action. Due to the varying nature of the potential incidents, all emergency response personnel to determine the best course of action with assistance from the flow chart and implement immediately. Once safe and secure, emergency response personnel to call 911 to announce the emergency and assist while maintaining their own life safety.

### 4. Communication:

Site PA system, megaphones, mobile phones etc.

### 5. Administration:

Any Emergency Responders or Senior Management is to take charge of the emergency response operation. Their task will be to ensure:

- That everyone clearly understands their roles and responsibilities within the emergency response plan
- The emergency resources, whether people or equipment, are kept at adequate levels in step with the recovery

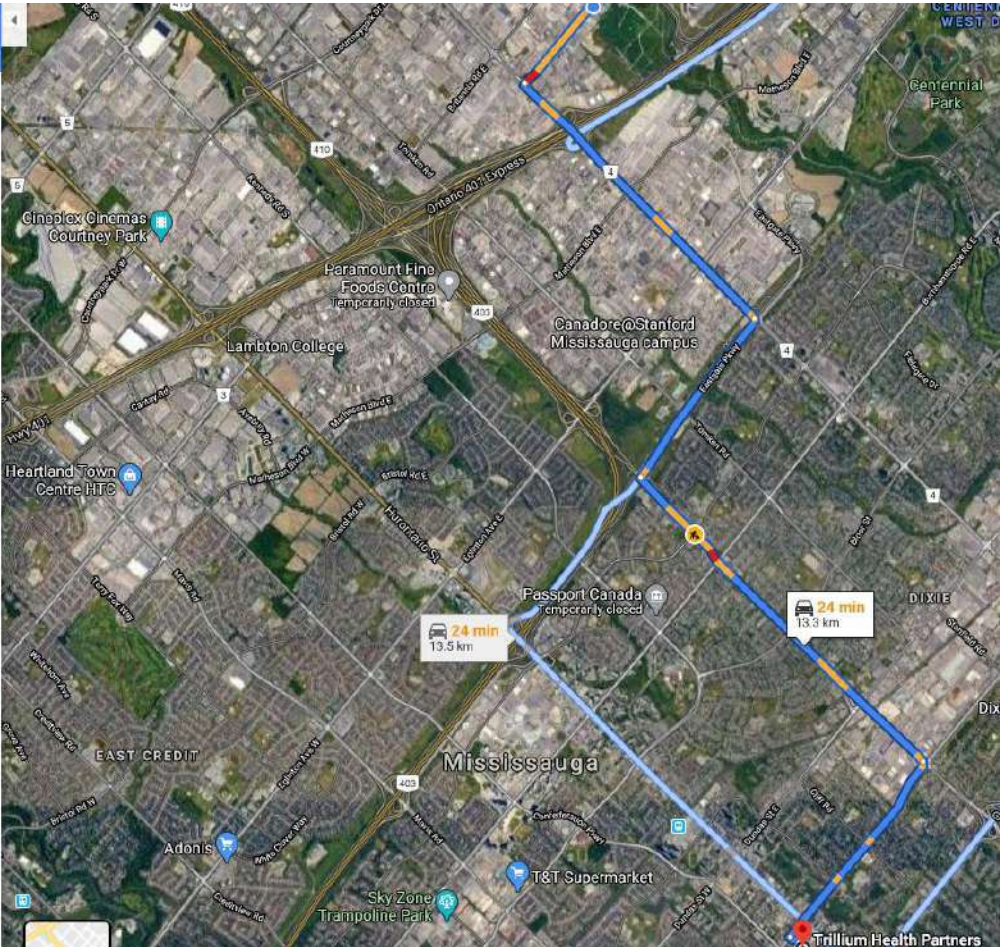


## Nearest Hospital Location

### Trillium Health Partners – Mississauga Hospital

100 Queensway W. Mississauga, ON, L5B 1B8

905-848-7100



← from Your location  
to Trillium Health Partners - Mississauga Hospital, 10...

**24 min (13.3 km)**

via Dixie Rd/Peel Regional Rd 4 S and Cawthra Rd/Peel Regional Rd 17  
Best route, despite the usual traffic

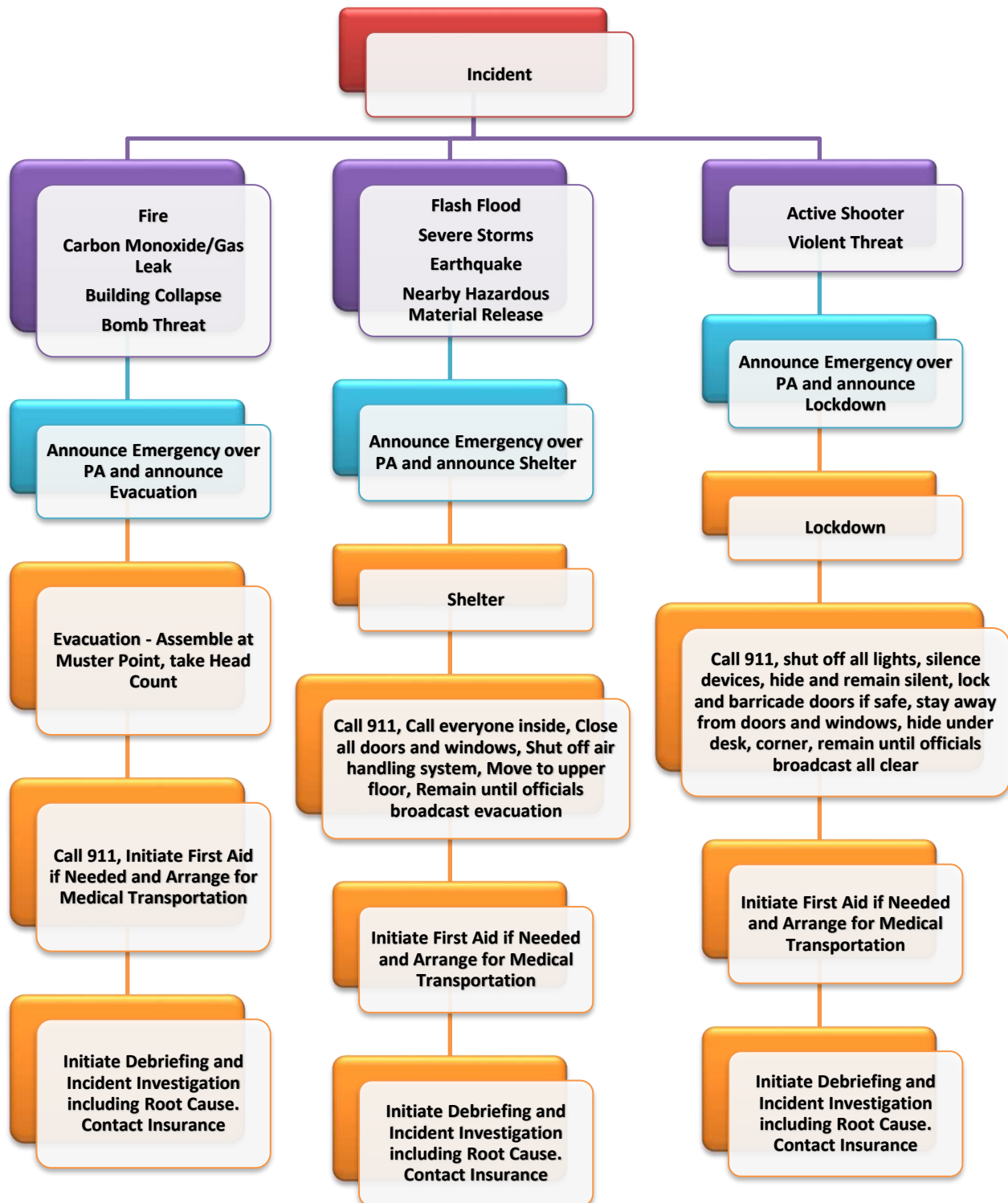
**Your location**

- ↑ Head southwest on Shawson Dr toward Atlantic Dr  
1.1 km
- ↶ Use the left 2 lanes to turn left onto Dixie Rd/Peel Regional Rd 4 S  
0.4 km
- ↷ Turn right onto Eastgate Pkwy  
2.0 km
- ↶ Turn left onto Cawthra Rd/Peel Regional Rd 17  
4.2 km
- ↷ Turn right onto Queensway E/Peel Regional Rd 20  
2.3 km
- ↶ Turn left  
140 m
- ↷ Turn right  
Destination will be on the right  
75 m

**Trillium Health Partners - Mississauga Hospital**  
100 Queensway W, Mississauga, ON L5B 1B8

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map result, and you should plan your route.

## Emergency Response Flow Chart – If Specific Incident Is Not Included, Follow Most Similar Incident





## General Emergency Rules

---

- 1) **Stay Calm:** Creating a panic will only delay the emergency response plan.
- 2) **Assess the Situation:** Determine what happened and what the emergency is. The reception to announce emergency, and response over PA.
- 3) **Take Command:** The Emergency Response Team to take charge and call or delegate someone to call 9-1-1 and explain the situation. Take action to maintain order and prevent panic.
  - Determine the Incident and announce Response
  - Delegate as needed. If the doors and air handling must be turned off, delegate to those familiar with the procedure such as shop staff
  - Initiate First Aid as needed and Medical Transportation as needed

When notifying emergency response, you must dial 911 (or emergency number listed) and provide the following information:

- Duron Ontario Ltd.
- Site Address – 1860 Shawson Dr., Mississauga, ON, L4W 1R7
- Nature and seriousness of the emergency of injury – Report on history of accident, breathing, bleeding, consciousness, environment – which entrance emergency response team is to enter.
- Callers name and site office telephone number:

Once the emergency response team is at the accident location, assist them as required under their direction.

- 4) **Provide Protection:** Eliminate further losses. Control the source causing the emergency if possible. Protect victims at the Evacuation Point, protect when sheltering and under lockdown. Preserve the accident scene. Only disturb what is essential to maintaining life or relieve human suffering.
- 5) **Maintain Contact:** Keep emergency services informed of the situation. Contact utilities such as gas and hydro where required. Alert Management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- 6) **Guide Emergency Services:** Meet services on site if possible. Lead them to emergency scene if possible. Explain ongoing and potential hazards and cause(s), if known.

- **Emergency Evacuation**

Personnel will be informed PA announcement, Alarm, Megaphones and Word of Mouth on response – Unavailable exits to be announced if possible

- All work is to be stopped
- Equipment and energy sources are to be shut down if safe to do so
- Employees are to leave the office immediately and meet at the assembly area. The muster point is in front of the office by the Muster Point Sign
- Employees are to report to Emergency Response Team for a head count and further instructions.



- Security measures are to be established in the area as necessary to keep non- essential personnel out of harm's way.
- Search and rescue operation will be coordinated by the Duron Management or their designate and local authorities.

- **Emergency Shelter-In-Place**

Personnel will be informed PA announcement, Megaphones and Word of Mouth on response

- All work is to be stopped
- Emergency Response Team to call or delegate others to call those working outside to return inside the building
- All external doors and windows to be closed
- Air Handling units to be closed if the situation calls for it (such as hazardous material release outside)
- Employees are to move to the upper floor
- Employees are to report to Emergency Response Team for a head count and further instructions.
- Employees to remain until given all clear by Officials broadcast evacuation or all clear
- Security measures are to be established in the area as necessary to keep non- essential personnel out of harm's way.
- Search and rescue operation will be coordinated by the Duron Management or their designate and local authorities.

- **Emergency Lockdown**

Personnel will be informed PA announcement, Megaphones and Word of Mouth on response

- All work is to be stopped
- Employees to hide and remain silent
- Employees move to a safe and locked portion of the building and take shelter under desk, corners, and away from windows and doors
- Barricade doors and windows if safe to do so
- Employees to remain until given all clear by Officials broadcast evacuation or all clear
- Security measures are to be established in the area as necessary to keep non- essential personnel out of harm's way.
- Search and rescue operation will be coordinated by the Duron Management or their designate and local authorities.

- **Communication Of The Procedure**

To be effective, an Emergency response Procedure must be clearly communicated to all office personnel during orientation. The following activities should be considered:

- Review the procedure with visitors
- Review the procedure with suppliers to ensure that it covers any hazards that the storage or delivery of their materials might create.
- Review the procedure with the Joint Health and Safety Committee or the Worker Health and Safety Representative on a regular basis to address new hazards or significant changes in site conditions.
- Post the procedure n the site Safety Board

- **Debriefing and Post-Traumatic Stress Procedure**

The recovery process, or what happens after the emergency response has been completed, is a critical step in the plan.

Once the emergency is under control, Personnel should await direction from Management for next steps. Some of the people involved may need assistance in order to recover. In some cases, professional counseling may be needed. As part of site emergency planning, measures need to be in place to deal with post-traumatic stress. Local hospitals, ambulance services and medical practitioners may also be able to help.

Debriefing is necessary to review how well the plan worked in the emergency and to correct any deficiencies that were identified. Debriefing is critical to the success of future emergency response planning. Incident Investigation to take place after the incident. Management to report incident to the Insurance Provider.

Until the location is deemed safe, all Personnel will work offsite until further notice. Personnel will be able to access Duron documentation remotely from online drive and continue operations. All site Personnel to remain on various work sites and avoid the office area until further notice.

Management to convene once the emergency is under control to determine any emergency succession or relocation to ensure continued operation.

## Duron Head Office Muster Point








# EMERGENCY RESPONSE




## HAVE A PLAN

**AMBULANCE**

**FIRE**

**POLICE**

	911
	911
	911

SITE LOCATION	1860 Shawson Dr. Mississauga ON, L4W 1R7	HOSPITAL
NAME OF FIRST AIDER (S)	Alex, Petrozzi	<div style="text-align: right; color: orange; font-weight: bold; font-size: 18px;">24 min (13.3 km)</div> <div style="text-align: right; font-size: 14px;">    </div> <p style="font-size: 12px; margin-top: 5px;">via Dixie Rd/Peel Regional Rd 4 S and Cawthra Rd/Peel Regional Rd 17</p> <p style="font-size: 12px; margin-top: 5px;">Best route, despite the usual traffic</p> <hr/> <p><b>Your location</b></p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↑</span> Head southwest on Shawson Dr toward Atlantic Dr 1.1 km           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↩</span> Use the left 2 lanes to turn left onto Dixie Rd/Peel Regional Rd 4 S 3.4 km           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↪</span> Turn right onto Eastgate Pkwy 2.0 km           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↩</span> Turn left onto Cawthra Rd/Peel Regional Rd 17 4.2 km           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↪</span> Turn right onto Queensway E/Peel Regional Rd 20 2.3 km           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↩</span> Turn left 140 m           </li> <li style="margin-bottom: 10px;"> <span style="color: blue; font-size: 16px;">↪</span> Turn right  <span style="color: blue; font-size: 14px;">📍 Destination will be on the right</span> 76 m           </li> </ul> <p style="font-size: 12px; margin-top: 10px;"><b>Trillium Health Partners - Mississauga Hospital</b> 100 Queensway W, Mississauga, ON L5B 1B8</p>
TORONTO POLICE (GENERAL)	416-808-2222	
FIRE (GENERAL)	416-338-9050	
AMBULANCE (GENERAL)	416-392-2000	
METRO TORONTO ROAD & TRAFFIC EMERGENCY	416-392-5555	
METRO WORKS (GENERAL)	416-392-8211	
TELEHEALTH ONTARIO	1-866-797-0000	
GAS	1-866-763-5427	
POISON CONTROL	1-800-268-9017	
MINISTRY OF LABOUR	1-877-202-0008	
SPILL REPORTING	416-325-3000	
MINISTRY OF ENVIRONMENT	1-800-268-6060	
NEAREST HOSPITAL	Trillium Health Partners – Mississauga 905-848-7100	
DURON HEAD OFFICE	905-670-1998	
SAFETY MANAGER	Name: Alex Petrozzi	
	Phone: 416-985-1684	
INSURANCE CONTACT - RDA	905-652-8688	



## Emergency Procedures – Vehicular Incident - Fatality

---

Duron Ontario Ltd. has produced this Emergency Response Plan for vehicular incidents resulting in a fatality. This plan covers two scenarios in which a fatality occurs at a jobsite and on a road that's not on a job site. The objective of this plan is to ensure information and procedures are in place to address the situations listed above.

### 1. Hazard Identification:

Fire, collision, burning fuel, debris, bodies, hazardous materials, GPS notification on certain vehicles etc.

### 2. Possible Emergencies:

Vehicular collision resulting in a fatality at site

Vehicular collision resulting in a fatality on a road

### 3. Emergency Resources:

The Supervisor will be notified immediately of the incident who will then notify 9-1-1 and Duron's Safety Department. The Safety Department will notify the Worker's family, Senior Management, Duron's vehicle insurance provider and if possible, attend to the scene. If the fatality was on a jobsite the MOL, the client and WSIB will be notified immediately as well.

### 4. Communication:

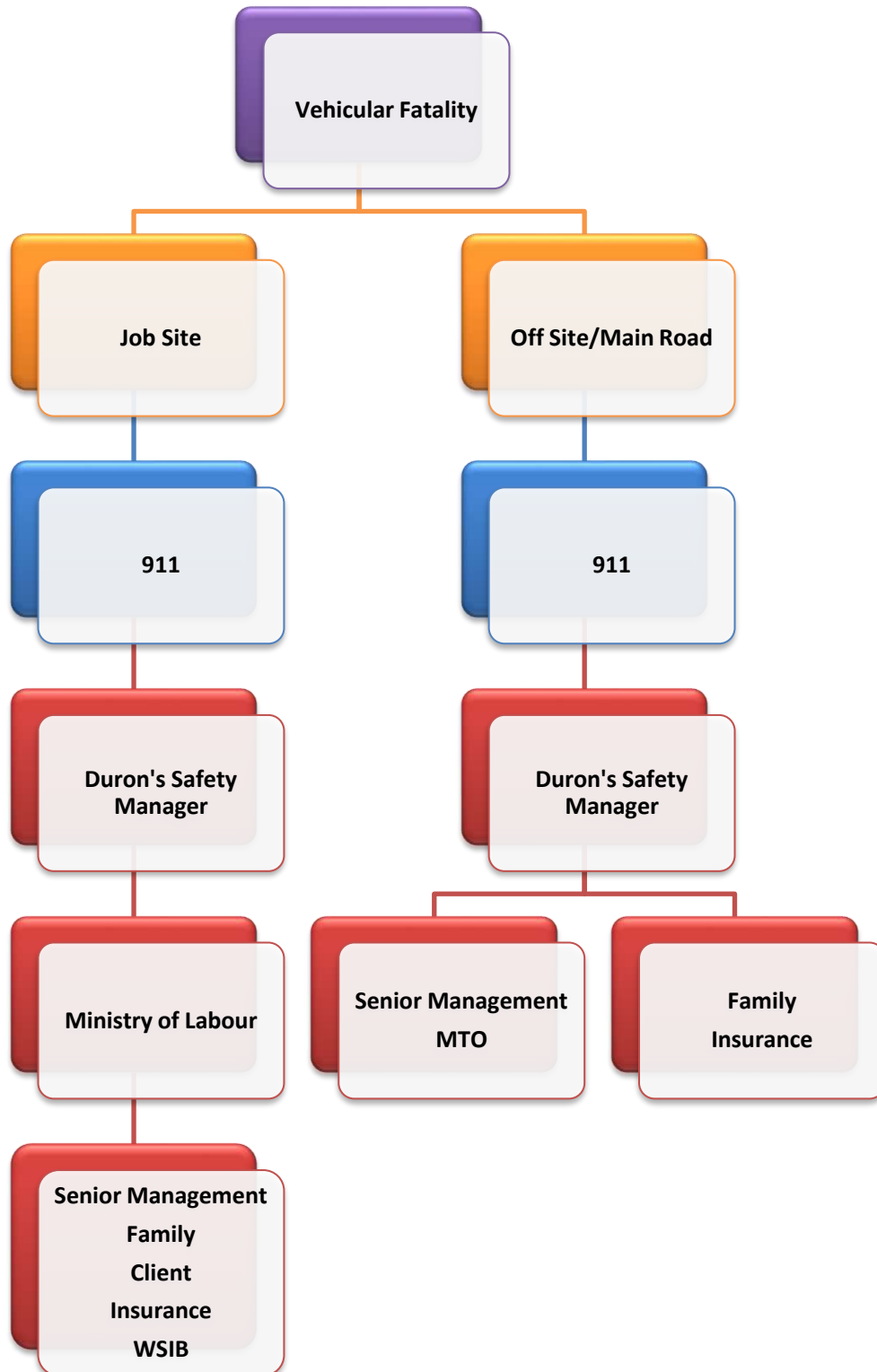
Mobile phones, emails etc.

### 5. Administration:

The Supervisor is to take charge of the emergency response operation. Their task will be to ensure:

- That everyone clearly understands their roles and responsibilities within the Emergency Response Plan
- The Worker's life is always first priority
- Conduct an Incident Investigation and Root Cause Analysis report on Procure
- Take pictures and witness statements
- Remain calm and alert the authorities
- Alert the client if the incident was on the job site

## Emergency Response Flow Chart





## General Emergency Rules

---

- 1) **Stay Calm:** Creating a panic will only delay the emergency response plan.
- 2) **Assess the Situation:** Determine what happened and what the emergency is.
- 3) **Take Command:** The Supervisor should take charge and call or delegate someone to call 9-1-1 and explain the situation. Take action to maintain order and prevent panic.
  - Meet emergency response team at the offsite muster point
  - Obtain first aid equipment and assist at injury location.
  - Clear a route to accident location for emergency response teams, utilizing site equipment and manpower as required.

When notifying emergency response, you must dial 911 (or emergency number listed) and provide the following information:

- Duron Ontario Ltd.
- Site Address
- Nature and seriousness of the emergency of injury – Report on history of accident, breathing, bleeding, consciousness – which entrance emergency response team is to enter.
- Callers name and site office telephone number:

Once the emergency response team is at the accident location, assist them as required under their direction.

- 4) **Provide Protection:** Eliminate further losses. Control the source causing the emergency if possible. Protect victims at the Evacuation Point. Preserve the accident scene. Only disturb what is essential to maintaining life or relieve human suffering.
- 5) **Maintain contact:** Keep emergency services informed of the situation. Contact utilities such as gas and hydro where required. Alert Management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- 6) **Guide emergency services:** Meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s), if known.

- **Emergency Evacuation**

Personnel will be informed PA announcement, megaphones, word of mouth, etc.

- All work is to be stopped
- Equipment and energy sources are to be shut down if safe to do so
- Employees are to leave the office immediately and meet at the assembly area. The muster point is the Canadian Tire Gas Station
- Employees are to report to the Emergency Response Team for a head count and further instructions.
- Security measures are to be established in the area as necessary to keep non-essential personnel out of harm's way.



- Search and rescue operation will be coordinated by the Duron Management or their designate and local authorities.

- **Communication of the Procedure**

To be effective, an Emergency response Procedure must be clearly communicated to all office personnel during orientation. The following activities should be considered:

- Review the procedure with Visitors
- Review the procedure with Suppliers to ensure that it covers any hazards that the storage or delivery of their materials might create.
- Review the procedure with the Joint Health and Safety Committee or the Worker Health and Safety Representative on a regular basis to address new hazards or significant changes in site conditions.
- Post the procedure on the site Safety Board

- **Debriefing and Post-Traumatic Stress Procedure**

The recovery process, or what happens after the emergency response has been completed, is a critical step in the plan.

All Workers will remain offsite until the location is deemed to be safe.

Once the emergency is under control, Personnel should await direction from Management for next steps. Some of the people involved may need assistance in order to recover. In some cases, professional counseling may be needed. As part of site emergency planning, measures need to be in place to deal with post-traumatic stress. Local hospitals, ambulance services and medical practitioners may also be able to help.

Debriefing is necessary to review how well the plan worked in the emergency and to correct any deficiencies that were identified. Debriefing is critical to the success of future emergency response planning. Incident Investigation to take place after the incident. Management to contact Insurance Provider.

Until the location is deemed safe, all Personnel will work offsite until further notice. All work is to proceed from home until temporary or permanent solution can be found. Personnel to access Duron documentation from online drive and ensure it remains maintained. A secondary drive to be created as backup in this incident. All site Personnel to remain on various work sites and avoid the office area until further notice.

Management to convene once the emergency is under control to determine any emergency succession to ensure continued operation.






# EMERGENCY RESPONSE

## HAVE A PLAN

**AMBULANCE**

**FIRE**

**POLICE**

	<b>911</b>
	<b>911</b>
	<b>911</b>

SITE LOCATION	Address Of The Job Site	HOSPITAL
NAME OF FIRST AIDER	First Aider On Site	<b>Nearest Hospital From Job Site Or Site Of Accident</b>
TORONTO POLICE (GENERAL)	416-808-2222	
FIRE (GENERAL)	416-338-9050	
AMBULANCE (GENERAL)	416-392-2000	
METRO TORONTO ROAD & TRAFFIC EMERGENCY	416-392-5555	
METRO WORKS (GENERAL)	416-392-8211	
TELEHEALTH ONTARIO	1-866-797-0000	
GAS	1-866-763-5427	
POISON CONTROL	1-800-268-9017	
MINISTRY OF LABOUR	1-877-202-0008	
SPILL REPORTING	416-325-3000	
MINISTRY OF ENVIRONMENT	1-800-268-6060	
NEAREST HOSPITAL	Nearest Hospital From Job Site	
DURON HEAD OFFICE	905-670-1998	
SAFETY MANAGER	<b>Name:</b> Alex Petrozzi	
	<b>Phone:</b> 416-985-1684	
INSURANCE CONTACT – RDA	905-652-8688	



## Occupational Health Hazard Assessment

The Duron Project Team has developed in consultation with Senior Management, Foreperson, and Workers, Physical Biological, Chemical and Designated Substance Hazard Assessments. The purpose of the Hazard Assessment is to make all Employees aware of their activities, hazards associated with those activities and ways to control those risks.

### List of Designated Substance Hazard Assessments:

1. Asbestos
2. Isocyanates
3. Mercury
4. Silica
5. Arsenic
6. Lead

### List of Chemical Hazard Assessments:

1. Petroleum
2. Diesel
3. Propane

### List of Biological Hazard Assessments:

1. Mould
2. Bird/Bat Droppings
3. Insects

### List of Physical Hazard Assessments:

1. Cold Stress
2. Heat Stress
3. Noise
4. Dust

Designated Substances – Hazard Assessments						
Element:	Legislature:	What Is It?	Hazards:	Risk Level:	Controls:	Risk Review:
Asbestos	Reg. 490/09 s.5 Reg. 278/05 Reg. 833	Asbestos minerals are made up of fine, durable fibers and are resistant to heat, fire and many chemicals.	Any exposure to the group of minerals can lead to pleural mesothelioma and other diseases such as lung cancer or asbestosis.	High	<b>Type 3</b> (All applications) – Outsource work to third party remediation company. Refer to Ministry of Labour Type 3 requirements.	Low
				Medium	<b>Type 2</b> (Friable Non-Wet application) Outsource work to third party remediation company.	Low
				Medium	<b>Type 2</b> (Wet application) – wet the work area and use Specialized PPE Gloves, respirator half mask or N95 dust mask. Only use hand tools to remove.	Low
				High	<b>Type 1</b> (Non friable) – use Specialized PPE Gloves, respirator half mask or N95 dust mask. Only use hand tools to remove.	Low
Isocyanates	Reg. 490/09 s.9 Reg. 833	Spray foam insulation, sealants, finishes and paint.	Isocyanates are potentially dangerous irritants to the eyes and respiratory tract, despite their relatively low acute toxicities.	High	Outsource work to third party remediation company. Refer to Ministry of Labour Type 3 requirements	Low

				Medium	<b>Inside work</b> – Set up control zone, use engineered controls to prevent Worker exposure, Workers to use Tyvek suits and full-face respirator mask.	Low
				Low	<b>Outside work</b> – set up control zone, use danger tape and signs. Close temporary access walkways. Workers to use Tyvek and full face respirator mask	Low
Mercury	Reg. 833 Reg. 490/09 s.11	Fluorescent lights, switches, pressure gauges, electrodes, and contaminated soil.	Exposure to Mercury vapor can lead to severe respiratory damage. Mercury not well-absorbed through skin less likely to cause mercury poisoning	High	<b>Liquate or Vapor</b> – use Engineer control local exhaust ventilation and enclosure setup. Use a HEPA filter and change room areas.	Med
				Medium/Low	<b>Removal</b> – Use Specialized PPE including gloves and respirators (half mask or N95 dust mask). Use safety glasses to protect eyes from exposure. Clean up with soap after work.	Low
Silica	Reg. 833 Reg. 490/09 s.12	Bricks, blocks, sandstone, granite, abrasives, concrete, cement, and mortar.	The change of state in form from rocks or concrete to dust releases silica. Silica dust can cause Silicosis, a serious and irreversible lung disease.	Medium	<b>Indoor work</b> – setup control zone prevents Worker exposure. Workers are to use respirator protection and to take breaks for fresh air for long work durations.	Low

				Low	<b>Outdoor work</b> – use specialized PPE as required (half mask, N95 dust mask).	Low
<b>Arsenic</b>	Reg. 833 Reg. 490/09 s.4	It occurs in soil and minerals. It may enter through air, water and land through wind and water run off.	Long term exposure to Arsenic in water can cause cancer in the skin, lungs, bladder, and kidney.	High/Medium/Low	Engineer control work, hygiene practice and use of specialized PPE such as respirators (half or full masks).	Low
<b>Lead</b>	Reg. 833 Reg.490/09 s.10	Old paint, water, pipes, lead sheeting and contaminated soil.	Soft malleable, and heavy post metal. Exposure during demolition of older structures.	High	<b>Type 3</b> (All applications) – Outsource work to third party remediation company. Refer to Ministry of Labour Type 3 Requirements.	Low
				Medium	<b>Type 2</b> (All applications) – Outsource work to third party remediation company. Refer to Ministry of Labour Type 2 Requirements.	Low
				Low	<b>Type 1</b> (Removal non friable) – Engineer controls of dust collection system or specialized PPE Tyvek suit, respirator, and setup change room station.	Low

**Chemical Hazards – Hazard Assessments**

Element:	Legislature:	What Is It?	Hazards:	Risk Level:	Controls:	Risk Review:
<b>Petroleum</b>	Refer to SDS	Primary fuel source for combustion. Highly flammable in liquid engines and vapour form.	Damaged equipment from mixing sources.	Medium	Handling and storage of hazardous material, keep fire extinguishers close by. Use specialized PPE for handling. When decanting, mark all bottles accordingly.	Low
<b>Diesel</b>					Keep fuel outside in designated storage area with fire extinguisher.	
<b>Propane</b>	Reg. 213/91 s.42	Fuel source for machines and common method to heat an area.	Extremely flammable hydrocarbon. Heavy particle stays low to the ground, reduces oxygen level.	Low	Handling and storage of hazardous material, keep fire extinguishers close by. Use specialized PPE for handling propane cylinders.	Low

**Biological Hazards – Hazard Assessments**

Element:	Legislature:	What Is It?	Hazards:	Risk Level:	Controls:	Risk Review:
<b>Mould</b>	Reg. 213/91, s. (29) (11)	Mould is a fungus that grows in a multi-cellular filament called hyphae.	Spores when inhaled can break down lung tissue.	Medium	The primary prevention strategy for minimizing building inhabitant exposure to mould is moisture control in and around the building site.	Low
<b>Bird/Bat Dropping</b>	Reg. 213/91, s. (29) (11)	Excrements of birds and bats found in dwellings.	Droppings release tiny spores that can be inhaled and effect the lungs.	Medium	Nontoxic, chemical bird repellents are available as liquids, aerosols, non-drying films and pastes.	Low



Insects	Reg. 213/91, s. (29) (11)	Found near standing water, marshes or ponds.	Swelling, itching and redness around the sting area. Some may get allergic reactions.	Medium	Verbal warning to stay alert to bees and wasps being present especially on fruit. Check individual reactions to insect stings.	Low
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**Physical Hazards – Hazard Assessments**

Element:	Legislature:	What Is It?	Hazards:	Risk Level:	Control:	Risk Review:
Cold Stress	Reg. 213/91, s. (29)	A change in temperature from extreme cold or heat. Usually from The environment or physical activities.	Risk of Hypothermia increases if the body temperatures drops down while working outside for long periods of time. May lead to death.	High	-55 °C + Exposed skin can freeze in less than 2 mins, Stay Indoors.	High
				Medium	-28°C to -47°C use layers of warm clothing, with an outer layer that is wind resistant. Cover all exposed skin: wear a hat, mittens, scarf, neck tube or face mask. Stay active.	Medium
				Low	0° C to -27 °C Dress warmly as required.	Low
Heat Stress	Reg. 213/91, s. (29)	A change in temperature from extreme cold or heat. Usually from the environment or physical activities.	When heat is combined with physical stresses it leads to dehydration, loss of vision and death.	High	Keep covered up in the summer months, especially at lunchtime when the sun is at its peak. Use sunscreen, consider ways to minimize exposure and drink plenty of water.	High

				Medium	Drink plenty of water, notify Supervisor if in risk e.g., unwell, discomfort, medical condition, pregnancy etc.	Medium
				Low	Drink plenty of water, notify Supervisor if in risk e.g., unwell, discomfort, medical condition, pregnancy etc.	Low
<b>Noise</b>	Reg. 381/15	Sound from loud equipment, process, or environment.	Loud noises above 85 dBA. Duration plays a key role in damage.	High	Noise consultant to formalize an assessment plan to address the noise problem in consultation with the team members.	Medium
				Medium	As an interim measure use hearing protection until controls are put in place.	Low
				Low	Interim measure use hearing protection until controls in place.	Low
<b>Dust</b>	Reg. 213/91 s. 59	Fine, dry powder consisting of tiny particles of earth, waste matter lying on the ground, on surfaces or carried through the air.	Lung disease, silicosis, chronic obstructive asthma can be caused by inhaling particles.	High	Outsource work to third party remediation company.	Low
				Med	Use specialized PPE e.g., HEPA particulate respirator and control dust by water or vacuum.	Med
				Low	Use PPE e.g., dust mask N95 mask.	Low